



The Board's Publications

August 1996

Canada

Synopsis

This information bulletin describes the various types of publications produced by the National Energy Board and how to obtain them.

THE BOARD

The National Energy Board is an independent regulatory tribunal that was created by the Parliament of Canada in 1959. Its powers and jurisdiction are based on the *National Energy Board Act*, the *Canada Oil and Gas Operations Act* and certain provisions of the *Canada Petroleum Resources Act*. The purpose of the Board is to make decisions that are fair, objective, and respected. The Board achieves this purpose by regulating in the Canadian public interest certain areas of the oil, gas, and electric utility industries. Copies of the Acts are available from the Board and from the Canada Communications Group, Public Works and Government Services Canada, 45 Sacré-Coeur Blvd., Hull, Quebec, K1A 0S7.

PUBLICATIONS

This information bulletin is one of a series that the Board publishes on its activities and procedures. Comments on this bulletin or suggestions for future topics are welcome. These bulletins provide general information only. For details of particular items, reference must be made to the relevant legislation.

BULLETINS IN THIS SERIES

1. Pipeline Route Approval Procedures
2. The Public Hearing Process
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8. Electric Power: A Compendium of Terms
9. Protection of the Environment
10. Pipeline Tolls and Tariffs: A Compendium of Terms
11. The Frontier Information Office
12. Pipeline Safety
13. Pipeline Regulation: An Overview for Landowners and Tenants

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This information bulletin is published separately in both official languages.

For further information, please contact:

Communications Group
National Energy Board
444 Seventh Avenue S.W.
Calgary, Alberta T2P 0X8
(403) 292-4800
Fax: (403) 292-5503

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Pour de plus amples renseignements, contactez :

Groupe des Communications
Office national de l'énergie
444, Septième Avenue S.-O.
Calgary (Alberta) T2P 0X8
(403) 292-4800
Télécopieur: (403) 292-5503

How to Obtain Board Publications

Publications are distributed regularly through the Board's mailing lists or upon request. To request a publication by fax, phone or mail, contact the:

Regulatory Support Office
National Energy Board
444 Seventh Avenue S.W.
Calgary, Alberta
T2P 0X8
Phone: (403) 292-4800
Fax: (403) 292-5503

To inquire in person about publications, please consult the NEB library on the main floor at the above location.

General Mailing Lists

The Board maintains several separate mailing lists for those persons wishing to receive publications on a regular basis. The lists include:

- List No. 1 – All NEB publications
- List No. 4 – Oil and gas matters
- List No. 5 – Electrical matters
- List No. 6 – Annual reports only
- List No. 7 – News releases only
- List No. 8 – Regulatory Agenda only
- List No. 9 – Environmental Matters

Lists 2 and 3, which formerly covered oil and gas separately, have been combined in List 4. For inquiries or to add your name to one or more of these lists, contact the Regulatory Support Office. Please provide your name, address, phone number, document title(s), and the number of copies required in English or French.

Every two years, the Board sends out a questionnaire to everyone on its mailing lists to ensure that mailing information is current. If no response is received, that name is removed from the list.

Bulletin Board System (BBS)

Launched in September 1994, the Bulletin Board System provides on-line access to certain key documents issued by the NEB through ordinary computer-modem hookups. Regulatory materials available on the system include news releases, hearing orders, energy commodity statistics, the *Regulatory Agenda*, appendices to the *Annual Report* and decision overviews. These documents

may be downloaded by the user. For a copy of the *BBS User Guide*, contact the Regulatory Support Office.

Board Document System (BDS)

The Board Document System, launched in May 1995, is an electronic database that provides outside parties with dial-in access to Reasons for Decisions (in both official languages) dating from 1985 and hearing transcripts from 1991. These documents can be viewed and searched on-line from remote locations or at the Board's library. Hearing transcripts that are subject to copyright conditions (3 months old or less) are available for viewing only in the Board's library and may not be reproduced without the permission of the court reporting firm. For a copy of the BDS brochure, contact the Regulatory Support Office.

Consulting the NEB Library

Many Board publications are available in the NEB library. The collection includes copies of company applications and related documentation, Reasons for Decisions, printed transcripts of hearings, energy periodicals and a variety of other technical, legal, economic, and business materials. A photocopier is available for library users, as are public terminals that provide access to the Board Document System.

Arrangements to obtain documents on inter-library loan from the NEB Library may be made at government, public, university, and industry libraries.

The library is located on the main floor, 444 Seventh Ave. S.W., Calgary, Alberta. Hours of business are 9:00 a.m. to 4:00 p.m., Monday to Friday. For further details, please consult Information Bulletin No. 7 – *The National Energy Board Library*, visit in person, or telephone (403) 299-3561.

Alternate Locations

The Board distributes its publications to certain libraries across Canada and parts of the United States. These locations are listed in Appendix 3.

The Board's Publications

Types of Publications

The Board issues a number of documents each year. These publications are distributed to the energy industry, governments, the media, and to parties on the Board's mailing lists. They are generally available free of charge in both official languages. All of these publications may be obtained from the Regulatory Support Office or the Board's library. In addition, some publications are available on the electronic Bulletin Board System or Board Document System.

Annual Report

Under section 133 of the NEB Act, the Board is required to report its annual activities to the Minister of Natural Resources by March 31 of each year. The Minister tables the *Annual Report* in the House of Commons and usually within 15 days, it is available to the public.

The *Annual Report* highlights regulatory and advisory activities, including public hearings and major decisions that took place during the previous year. It describes any legislative changes that may have affected the Board's work and provides a summary of the Board's membership, organization, functions, responsibilities and costs.

Appendices to the *Annual Report*, providing statistical details of specific Board activities, are also available electronically on the Bulletin Board System.

Regulatory Agenda

The *Regulatory Agenda* is a quarterly status report of the Board's regulatory activities. It lists recent and pending decisions, current and future public hearings, applications filed with the Board, legislative changes and other general activities.

The *Regulatory Agenda* is also available electronically on the Bulletin Board System.

Hearing Orders and Directions on Procedure

When the Board decides to conduct a hearing, it issues a hearing order containing directions on procedure. The hearing order describes where, when, and how the hearing will be conducted. It also identifies topics to be discussed and specifies the sequence and manner in which the Board plans to take evidence. The hearing order provides specific details which are employed in combination with the Board's *Rules of Practice and Procedure*.

Included in most hearing orders are directions indicating those newspapers in which the company must publish a notice of public hearing. The notice informs the public of hearing dates, locations, how to participate, and how to obtain further information.

Hearing orders are also available electronically on the Bulletin Board System.

Reasons for Decision and Inquiry Reports

The Board's formal judgement on a major application is explained in its Reasons for Decision. This document summarizes the decision-making process, outlines the application, and explains what circumstances led the Board to reach a given conclusion.

A similar document is released at the end of any public inquiry conducted by the Board. If the inquiry was initiated by the Minister of Natural Resources, the release of the inquiry's report is at the Minister's discretion.

Full-text searches of Reasons for Decision can be conducted on the Board Document System.

News Releases

News releases are issued frequently to inform the media, industry and the public of the Board's activities and decisions.

News releases are also available electronically on the Bulletin Board System.

Information Bulletins

The Board publishes a series of general information bulletins explaining aspects of its hearing and non-hearing activities. The complete list appears at the beginning of this bulletin.

Special Reports

Occasionally, the Board issues special reports. Examples are:

- *Canadian Energy Supply and Demand*
- *Natural Gas Market Assessment*
- *Inter-Utility Trade Review*

Special reports are not necessarily published on a regular basis.

Frontier Publications

The Board regulates oil and gas operations on Frontier lands that are not subject to federal/provincial joint management agreements. Oil and gas operations include exploration, development and production, worker safety, environmental protection, and conservation of hydrocarbon resources. Publications on petroleum resource management on Frontier lands include:

- guidance notes and information for companies conducting Frontier operations
- results of inquiries and investigations
- technical reports
- catalogues of drilling, geophysical, geological and environmental programs reports.

For more detail, consult Information Bulletin 11: *The Frontier Information Office*.

Limited or Special Distribution Publications

Certificates, Licences, Orders and Permits

The Board generally uses certificates, licences, orders, and permits to implement its decisions. Each one of these define in precise and legally binding terms the nature of the authorization and any applicable conditions.

Certificates of Public Convenience and Necessity authorize the construction and operation of major pipelines and power lines, under Part III of the Act. Minor construction does not usually require an oral public hearing. Refer to section 58 of the NEB Act for further details.

Licences authorize major exports of oil, or exports and imports of natural gas. Exports of electricity are usually authorized by Board Permits. In certain circumstances, electricity export applications may be referred to the Governor in Council for licencing.

Orders and Permits authorize a wide variety of applications including short-term or small-quantity exports which may be considered routine and may not require an oral public hearing. See Information Bulletin 3: *Non-Hearing Procedures* for further details.

Statutory Instruments

Copies of legislation affecting the Board are available through the Canada Communications Group, Public Works and Government Services Canada, 45 Sacré-Coeur Blvd., Hull, Quebec, K1A 0S7. Appendix I lists major Acts, Rules, Guidelines and Regulations under which the Board operates.

Transcripts

The Board has a contract with a private court reporting firm to provide verbatim transcripts of all public hearings. The court reporting firm has exclusive rights to sell Board transcripts until three months after the hearing or the end of the contract period, whichever occurs first. Until the three month period has passed, transcripts are available in the Board's library for reference and viewing purposes only.

Transcripts from 1991 to present may be searched and viewed on the Board Document System. Transcripts subject to copyright conditions can be viewed on the Board Document System in the library only and cannot be reproduced. Users wanting remote access to recent transcripts must contact the court reporting firm directly. Refer to Appendix 4.

Statistical Information

The Board compiles a number of reports based on data it receives from companies. Copies of these reports are sent to the companies involved and filed in the NEB library for public access. A number of Board reports, such as *Canadian Energy Supply and Demand* and *Canadian Electrical Utilities – Analysis of Generation and Trends*, contain statistical data. For a listing of reports and their frequency of publication refer to Appendix 2.

Selected energy commodity statistics are available electronically on the Bulletin Board System or in print. Requests for statistics on other energy matters should be addressed to Statistics Canada. Refer to Appendix 4.

Speeches and Technical Papers

Every year, Board Members and staff make a number of speeches on energy topics. The *Regulatory Agenda* lists recent speeches. These are available in the Board's library and from the Regulatory Support Office.

Catalogue of Publications

The *Catalogue of Publications* is a comprehensive list of NEB publications. It includes Reasons for Decision dating from 1960, Members' speeches, and other documents. Copies of the list or specific sections of it are available from the library. For information on the latest Board publications, please consult the current issue of the *Regulatory Agenda*. News releases also announce key decisions and any associated new publications.

Other Publications on Energy Matters

Publications available from the Board pertain to matters under its jurisdiction. Information on other areas of the energy sector can be obtained from Natural Resources Canada, Ottawa, at (613) 995-0947.

Appendix 1

Acts, Regulations, Rules and Guidelines

Below is a listing of major Acts, Regulations, Rules and guidelines under which the Board operates. This list is subject to revision. For detailed information contact the National Energy Board.

Acts

National Energy Board Act
Canada Oil and Gas Operations Act
Canada Petroleum Resources Act
Canadian Environmental Assessment Act
Canada Labour Code Part II
Energy Administration Act
Northern Pipeline Act

Regulations Pursuant to the National Energy Board Act

Cost Recovery Regulations
Export and Import Reporting Regulations
Gas Pipeline Uniform Accounting Regulations
Oil Product Designation Regulations
Oil Pipeline Uniform Accounting Regulations
Onshore Pipeline Regulations
Offshore Pipeline Regulations
Part VI (Oil and Gas) Regulations
Part VI Regulations, Electricity
Pipeline Crossing Regulations, Part I
Pipeline Crossing Regulations, Part II
Power Line Crossing Regulations
Substituted Service Regulations
Toll Information Regulations

Regulations Pursuant to the Canada Oil and Gas Operations Act

Canada Oil and Gas Certificate of Fitness Regulations
Canada Oil and Gas Diving Regulations
Canada Oil and Gas Drilling Regulations
Canada Oil and Gas Installations Regulations
Canada Oil and Gas Geophysical Regulations
Canada Oil and Gas Production and Conservation Regulations
Canada Oil and Gas Operations Regulations
Oil and Gas Spills and Debris Liability Regulations

Regulations Pursuant to the Canadian Environmental Assessment Act

Law List Regulations
Inclusion List Regulations
Comprehensive Study List Regulations
Exclusion List Regulations

Rules

Rules of Practice and Procedure
Pipeline Arbitration Committee Procedure Rules (1986)

Guidelines

Guidelines for Filing Requirements (22 February 1995).
The Guidelines include information requirements for:

- Early public notification of projects
- Certificates for gas pipelines exceeding 40 kilometres
- Certificates for oil pipelines exceeding 40 kilometres
- Section 58 orders for gas pipelines under 40 kilometres or additions and upgrade to existing facilities
- Section 58 orders for oil pipelines under 40 kilometres or additions and upgrade to existing facilities
- Environmental, socio-economic and lands information for authorization to construct, operate and abandon pipelines
- Notices required when dealing with determination of detailed route and approval
- Leave to open orders for pipelines
- Orders fixing tolls and tariffs
- Quarterly surveillance reports to be filed by Group I companies
- Orders for export and import of gas.

Guidelines for Negotiated Settlements of Traffic, Tolls and Tariffs (23 August 1994).

Guidelines Respecting Physical Environmental Programs During Petroleum Drilling and Production Activities on Frontier Lands (April 1994).

Financial Regulatory Audit Policy of the National Energy Board (1 December 1994)

Memorandum of Guidance - Regulation of Group 2 Companies (6 December 1995)

Memorandum of Guidance - Retention of Accounting Records by Group 1 Companies Pursuant to Gas/Oil Uniform Accounting Regulations (30 November 1994)

Memorandum of Guidance to Interested Parties Concerning Full Implementation of the September 1988 Canadian Electricity Policy (7 July 1993)

Offshore Waste Treatment Guidelines (January 1989) *

Oil and Gas Occupational Safety and Health Guidance Notes (April 1992)

Performance Measures filed as part of Year-end Quarterly Surveillance Reports (26 January 1996)

Section 58 Streamlining Initiative - Order XG/XO-100-94, Revision 1 (16 November 1995)

* Revised guidelines are expected in the future which will include Guidelines for the Use of Oil Based Drilling Muds (November 1985).

Appendix 2

NEB Statistical Reports

Title	Frequency
* Canadian Electric Utilities: Analysis of Generation and Trends	Annual
* Canadian Energy Supply and Demand	Every 2 to 3 years
Crude Oil Supply, Disposition and Price Report	Monthly
Crude Run Report	Weekly
Electricity Exports and Imports	Monthly
Estimated Supply of Canadian Crude Oil & Equivalent	Quarterly
Exports of Petroleum Products	Monthly
LPG Underground Inventories in Canada	Monthly
Natural Gas Exports and Imports	Monthly
Propane and Butane Export Report	Monthly
Western Canada Heavy and Light Crude Oil Availability	Quarterly

* These publications are being reviewed in light of present and future requirements.

Appendix 3

Libraries on the Mailing List for General NEB Publications

BRITISH COLUMBIA

University of British Columbia
Main Library
P.O. Box 2194
Vancouver, British Columbia
V6B 3V1

Vancouver Public Library
750 Burrard Street
Vancouver, British Columbia
V6Z 1X5

Library Serials
BC Institute of Technology
3700 Willingdon Avenue
Burnaby, British Columbia
V5G 3H2

University of Victoria
Priestly Law Library
P.O. Box 2300
Victoria, British Columbia
V8W 3B1

ALBERTA

Alberta Energy and Utilities Board
640 - Fifth Avenue S.W.
Calgary, Alberta
T2P 3G4

Law Library
University of Calgary
2500 University Drive N.W.
Calgary, Alberta
T2N 1N4

Library
Alberta Transportation & Utilities
Twin Atria Building
4999-98 Avenue
Edmonton, Alberta
T6B 2X3

ONTARIO

York University
Law Library
4700 Keele Street
North York, Ontario
M3J 1P3

University of Waterloo
Dana Porter Arts Library
200 University Avenue W.
Waterloo, Ontario
N2L 3G1

Ontario Energy Board
Library
2300 Yonge Street
P.O. Box 2319
Toronto, Ontario
M4P 1E4

Library
University of Toronto
Toronto, Ontario
M5S 1A5

QUEBEC

École Polytechnique
Bibliothèque
CP 6079 Succursale Centre-ville
Montréal, Québec
H3C 3A7

University of Windsor
Paul Martin Law Library
Windsor, Ontario
N9B 3P4

Bibliothèque de l'Assemblée nationale
Édifice Pamphile-Lemay
Québec, Québec
G1A 1A5

Other Canadian libraries receive selected Board publications.

Libraries Outside Canada on Board Publication Mailing Lists

Library
University of Chicago
1100 East 57th Street
Chicago, Illinois 60637
U.S.A.

Canadian Consulate General
Library
1252 Avenue of the Americas
New York, New York 10020
U.S.A.

University of Texas
Library
Austin, Texas 78712-1282
U.S.A.

The State Library
Publications Section
Canadian Government
PO Box 397
Pretoria 0001
SOUTH AFRICA

Instituts für Weltwirtschaft
ZBW
Zentralbibliothek der
Wirtschaftswissenschaften
Postface 43 09
D-2300 Kiel 1
GERMANY

Appendix 4 Additional Sources of Information

To purchase copies of hearing transcripts contact:

Keeley Reporting Services
P.O. Box 20129
Bow Valley Postal Outlet
Calgary, Alberta
Canada T2P 4H3
(403) 237-6189
FAX: (403) 266-5120

OR

P.O. Box 144, Station "B"
Ottawa, Ontario
Canada K1P 5A0
(613) 228-7555
FAX: (613) 234-9464

To obtain copies of federal acts and regulations contact:

Canada Communication Group
Public Works and Government Services Canada,
45 Sacré-Coeur Blvd.
Hull, Quebec,
K1A 0S7.

For generic statistics on energy matters contact:

Statistics Canada
R.H. Coats Building
Holland Ave. & Scott Streets
Tunney's Pasture
Ottawa, Ontario
Canada K1A 0T6
(613) 951-8116
FAX: (613) 951-0581

For information on energy matters beyond the Board's jurisdiction contact:

General Inquiries
Natural Resources Canada
580 Booth Street
Ottawa, Ontario
Canada K1A 0E4
(613) 995-0947
FAX: (613) 992-7211