



## How to write a letter of comment to the Enbridge hearing panel

### **Anyone can provide the Enbridge Joint Review Panel with their knowledge, opinion, or concerns in a letter of comment.**

This includes all individuals and groups (First Nations and non-First Nations), First Nations governments, and municipal governments. The Joint Review Panel wants to know the views of concerned individuals and organizations about the proposed Enbridge project. This can be as simple as a handwritten note—even one written by a child—or as detailed as a well-researched paper. For many people, sending a Letter of Comment will be the easiest way to participate.

Facts are important, but so are feelings. You can choose to include facts and argument in your letter, or to make a heartfelt pitch, or to do both. If you submitted comments to the Panel during sessions held in August and September 2010, the Panel indicates that there is no need to send them in again. However, if you have something additional that you would like to say, by all means, you may submit another comment.

By sending a Letter of Comment, you are not considered an Intervenor and you will not be entitled to ask written or oral questions, or make final arguments.

Once submitted, your comments will be publicly posted on the Panel's public registry website, and they will be considered by the Panel.

The Panel suggests that your letter should:

- Describe why you're interested in or concerned about the pipeline project;
- Provide any information that supports your comments;
- Include your name, full mailing address, phone number, and, if you are representing an organization, that organization's name;
- Refer to the project name (Enbridge Northern Gateway Project), Hearing Order number (OH-4-2011), and File number (OF-Fac-Oil-N304-2010-01 01).

**DEADLINE FOR LETTERS OF COMMENT:** If you are providing a Letter of Comment, the Panel must receive your letter by **11am Pacific/NOON Mountain time on August 31, 2012**. Enbridge's representatives must also receive a copy of your registration by this time (the original March 13 deadline was extended to August 31)

**HOW TO SUBMIT A LETTER OF COMMENT:** Letters of Comment can be submitted in a few different ways. You must submit the Letter both to the Review Panel *and* to Enbridge - a total of 4 copies to 4 places:

- **SUBMIT TO THE PANEL**

- **EITHER** by electronic submission on the Panel's website:
  - Visit [www.gatewaypanel.review.gc.ca](http://www.gatewaypanel.review.gc.ca). Click "Submit documents electronically" under the "Public Registry" heading, then click "Letter of comment."<sup>1</sup>
  - *Emailed submissions are NOT accepted.* Electronic submission of documents must be done by the method above.
- **OR** by mail, courier, fax, or hand delivery to:

**JOINT REVIEW PANEL ADDRESS:**

Secretary to the Joint Review Panel, Enbridge Northern Gateway Project 444 Seventh Avenue S.W. Calgary, Alberta T2P 0X8 <b>Fax:</b> 403-292-5503 or <b>toll free fax</b> at 1-877-288-8803
--

<sup>1</sup> For more information, consult the "Filers Guide to Electronic Submission." This document is available on the Panel's website at [www.gatewaypanel.review.gc.ca](http://www.gatewaypanel.review.gc.ca).

- **AND SEND 3 COPIES TO ENBRIDGE**: you must also mail, courier, fax, or hand deliver a hard copy of your letter to **each** of the following Enbridge representatives (a total of 3 copies) by mail or fax, by the deadline above:

**ENBRIDGE REPRESENTATIVE ADDRESSES:**

Kenneth MacDonald VP, Law and Regulatory Affairs Enbridge Northern Gateway Pipelines Inc. 30 <sup>th</sup> Floor, 425 – 1 <sup>st</sup> Street SW Calgary, Alberta T2P 3L8 <b>Fax:</b> 403-718-3525	Abby Dorval Manager, Regulatory Affairs Enbridge Northern Gateway Pipelines Inc. 30 <sup>th</sup> Floor, 425 – 1 <sup>st</sup> Street SW Calgary, Alberta, T2P 3L8 <b>Fax:</b> 403-231-7380	Richard Neufeld, Q.C. Barrister & Solicitor Fraser Milner Casgrain 15 <sup>th</sup> Floor, 850 – 2 <sup>nd</sup> Street SW Calgary, Alberta T2P 0R8 <b>Fax:</b> 403-268-3100
---	---	--

You may contact the Process Advisory Team with questions about the joint review process at 1-866-582-1884 or via e-mail at [ProcessAdvisoryTeam@ceaa-acee.gc.ca](mailto:ProcessAdvisoryTeam@ceaa-acee.gc.ca). You may also call West Coast for more information at 1-800-330-WCEL.

**The information provided in these materials is for public education purposes only. If you have particular questions about a specific legal question, please contact one of West Coast's lawyers at 1 800 330-WCEL.**