Filing a Motion for confidential treatment of information

In accordance with AUC Rule 001: *Rules of Practice*, a party may request (disclosing party) that information within a document, an entire document or multiple documents be treated confidentially and redacted from the public record.

Where the disclosing party is managing the filing, the organizational eFiling user is required to have **confidential administrator** status, or been granted confidential user access for the respective proceeding by their organization's **Confidential administrator**.

Where the representative of the disclosing party (e.g., a law firm) is managing the filing, the organizational eFiling user must be granted confidential user access by the disclosing party for the respective proceeding in order to upload the confidential documents. Access can only be granted after the public portion of the motion is registered.

- Part 1 Create and manage confidential administrators
- Part 2 Manage confidential user access
- Part 3 Submit a Motion for confidentiality filing
- Part 4 Await a Confidentiality ruling by the Commission
- Part 5 Upload Commission approved confidential documents with public versions
- Part 6 Grant or deny access to users that submit a Confidentiality undertaking

Part 1 – Create and manage confidential administrators

To set up an initial **Confidential administrator** for your organization, submit a request to <u>info@auc.ab.ca</u>. This request must identify the eFiling System organizational user, be on company letterhead and be signed by an officer of your organization. Choose a **Confidential administrator** that understands the importance and sensitivity of your organization's confidential material, and who is available to manage confidential user access.

On the eFiling System, the role of your **Confidential administrator** is to:

- a. Assign **Confidential administrator** status to other existing users from your organization.
- b. Grant confidential access to other users from your organization and your representative organizations that require access to submit and view your organization's confidential documents in specific proceedings.
- c. Grant or deny access to proceeding participants that have submitted a **Confidentiality undertaking** requesting access to view your organization's confidential material.

Part 2 – Manage confidential user access

After the public portion of the Motion for Confidentiality is registered, Confidential administrators can grant confidential access to other users from their organization or representative organizations that need to view or submit confidential documents on their behalf for a specific proceeding. From the proceeding's **Documents** screen, **Disclosing party access** tab, select **Manage user access**.

Select your organization or an organization registered to represent you. Select the individuals from the respective organization you want to grant confidential access to for the respective proceeding. Select **Save**.

Ô	Proceeding 29587	
:21	Applicants	Documents
	Applications	🛢 Public 🔓 Confidential 🔒 Confidential motion 🕻 Disclosing party access ﷺ * Undertaking access (2)
	Directions	Use this screen to view or manage access for both organizational users and/or users of one or more representative parties to X
2	Dispositions	view your organization's confidential documents.
٨	Documents <	Manage user access

Se	Select users to grant confidential access: ×						
Se	elec	t users that will b	e granted access to manage the selected organization's confidential information for this proceeding.				
s	Frost Law LLP						
		Full name	Castle Mountain Utilities				
	/	Jessica Ice	Frost Law LLP				
	/	Jim Frost					
		Kelly Evergreen					
		Ryan Snow					

Part 3 – Submit a Motion for confidentiality filing

Step 1: Create the filing

From the **Filings** screen, create a new **Motion for confidentiality** filing type. There is no **Related schedule** item required for this filing type. Select **Save**.

Create a filing		
Registered party Registered party:	Castle Mountain Utilities	
Participant type:	Applicant	
Related schedule		
Schedule:	→ No schedule item is required for my filing	
Filing type		
Filing type:	Motion for confidentiality	
Description: Motion for confidentiality detai	Documents submitted by a party requesting a Commission determination to keep a document, a portion of a document, or multiple documents confidential and off the public record. The motion describes the specific information that should remain confidential and must include either a public, redacted version of each confidential document, or where the request applies to an entire document, a non-confidential description or summary of that document. Although filed separately on the confidential record, the motion also requires all unredacted confidential documents for consideration by the Commission.	
Filing description:	CMU request to keep a portion of the application documentation off the public record due to proprietary technology.	
Related applications:	29587-A001	
	Note: This filing will be related to all applications on the proceeding if none are specified.	
Upon saving this Motion for c redacted document(s) or sum screen, Confidential motion ta	nfidentiality filing, you will be directed to the Filing details screen, Public documents tab to select and upload your motion and nary description for the public record. Upon registration of your motion and public documents, you will be directed to the Documents to select and upload your confidential documents for the Commission's consideration.	×
	B Save × Ca	ncel

Step 2: Select the public files to upload to the public record

Public f	Public filing details							
🖌 Edit info	🔋 Upload 🛛 주 Register	filing						
	Filing number: 29587-F0018		Filing type: Motion for confidentialit	ty				
Filed by:		Frost Law LLP	Registered party:	Castle Mountain Utilities				
Description: CMU request to keep a portion of the application documentation off the public record due to proprietary technology.			rietary technology.					

From the **Public Filing details** screen, select **Upload**.

From the **Upload public documents(s)** screen, select **+Add more files**. Upload the public motion and either a redacted version of each of the confidential documents, or where the request applies to an entire document, a non-confidential description or summary of the information. <u>Do not include the confidential documents at this step</u>. Select **Upload**.

Upload public document(s) for filing 29587-F0018							
Select filing document(s) + Add more files	to upload	Do not upload confidential documents at this step. uments to their filename (excluding the file extension, e.gdocx)	(Individual file sizes cannot exceed 50 Mb)				
Filing document	Directions	Description					
W Motion Re SAGD Tech.docx	Add directions	Motion Re SAGD Tech					
Redacted SAGD	Add directions	Redacted SAGD Equip.					
Redacted SAGD	Add directions	Redacted SAGD Specs					
Total items: 3			Upload × Cancel				

From the **Public Filing details** screen, select **Register filing**.

The user will be re-driected to the **Documents** screen, **Confidential motion** tab to upload the confidential documents.

Public filing details							
🖌 Edit info 🛛 🛛 Uplo	ad 🔽 🕆 Register filing						
Filing number: 295	87-F0018	Filing type: Motion for conf	identiality	Status: Draft			
Filed by:	Frost Law LLP	Registered party:	Castle Mountain Utilities	Created:			
Description:	CMU request to keep a p	ortion of the application docu	umentation off the public record du	e to proprietary technology.			
Ruling status:	Awaiting Ruling	Motion status:	Awaiting confidential motion	on files			
Public documents	Applications						
Page 1 of 1 (total 3 documer	nts)						
File name	Description	Status	Uploaded	Filed by			
😶 👳 29587_X[]_Mo	tion Re Motion Re SAGD Tech	Draft	2025/01/08 09:46 AM	Frost Law LLP			
29587_X[]_Re	dacted Redacted SAGD Equip	o. Draft	2025/01/08 09:46 AM	Frost Law LLP			
🚾 👩 29587_X[]_Re	dacted Redacted SAGD Spec	s Draft	2025/01/08 09:46 AM	Frost Law LLP			

Step 3: Select the confidential files for upload to the confidential record

From the **Documents** screen, **Confidential motion** tab select **Upload confidential motion files** and select the <u>unredacted</u> confidential documents related to the motion.

The **Confidential administrator** and users with confidential access, can continue to upload confidential motion documents when the motion status is **Awaiting confidential motion files**.

From the Upload confidential documents(s) screen, select +Add more files. Browse and select the confidential documents. Select Upload.

Once all confidential documents are uploaded, from the **Documents** screen, **Confidential motion** tab, select the **Finalize** button to inform the AUC that the confidential documents are ready for Commission consideration.

Documents							
 E Public 合 Confidential 合 Confidential motion C Disclosing party access 注* Undertaking access (2) Upload confidential motion files 							
Confidentiality motion:	Disc Castle M	losing party: ⁄lountain Utilities	Motion status: Awaiting confidential motion files	Ruling status: Awaiting Ruling			
Motion filing	Document description	Filen	ame lisplay.	Uploaded			
4			• •				



The motion status will change to **Motion Finalized** and the upload function becomes disabled.

Confidential motion documents are not assigned exhibit numbers by the system and are not placed on the public record.

I	Documents						
	🛢 Public 🔒 Co	onfidential	Confidential motion	🐻 Disclosing party access	∃≟ * Undertaking a	ccess (2)	
l			n files Finalize				
	Confidentiality m	notion:	Dis	closing party:	Motion status:	Ruling status:	
	29587-F0018 - Castle		tle Mountain Utilities Motion finalized		Awaiting Ruling		
	Motion filing	Docur	nent description	Filename		Uploaded	
	29587-F0018 Confidential SAGD Equip.		Confidential S	.docx 1/8/2025			
	29587-F0018	Confid	ential SAGD Specs.	Confidential S	Confidential SAGD Specs_000004.docx		

Part 4 – Await a confidentiality ruling by the Commission

The Commission will issue a **Confidentiality ruling** outlining what confidential information has been approved to be filed.

Part 5 - Upload your approved confidential documents with public versions

Once the Commission issues a Confidentiality ruling granting the associated Motion for Confidentiality, the disclosing party is required to resubmit the confidential documents that are specified in the Confidentiality ruling.

From the Filings screen, select the Create filing button. In the new filing form select I am uploading confidential files for the confidential record and redacted versions for the public record. Select the Confidential user. Select Save.

From the **Confidential filing details** screen, select **Upload.**

Create a filing				
Registered party				
Registered party:	Castle Mountain Utili	ties		
Participant type:	Applicant			
Related schedule				
Schedule:	No schedule item is	required for my filing	Ξ×	
Filing type				
Filing type:	Hearing exhibit		Ξ<	
Description:	Documents that are at the oral hearing (n	introduced into evidence and accepted as e not pre-filed evidence).	vidence on the record	
Hearing exhibit details				
Filing description:	CMU confidential S	SAGD equip. and specs.		
Related applications:	29587-A001			
	Note: This filing will specified.	be related to all applications on the proceed	ding if none are	
Confidential material:	 I am uploading put 	olic files for the public record.		
	I am uploading con the public record.	fidential files for the confidential record and reda	cted versions for	
Confidential user:	Jim Frost			
Disclosing party:	Castle Mountain Ut	ilities		
				Save X Cancel
Confidential	filing details			
✓ Edit info	Upload 구 Registe	er filing		
Filing number: 2	29587-F0021	Filing type: Hearing exh	nibit	Status: Draft
Filed by:	Frost Law LLP	Registered party:	Castle Mountain Utilities	Created:
Description:	CMU confidential \$	SAGD equip. and specs.		

Select I am uploading confidential files for the confidential record, and redacted versions for the public record.

What kind of files are you uploading? The AUC's eFiling System manages both the public record and confidential record for a proceeding. As outlined in Rule 001: Rules of Practice, for each confidential record uploaded, a public, redacted version or a public summary document must be provided. Please make a selection below to indicate the types of files that you will be uploading I am uploading non-confidential documents to the public record. I am uploading confidential files for the confidential record, and redacted versions for the public record

Acknowledge and agree to the Upload confidential document disclaimer that you are filing the confidential information according to Rule 001: Rules of Practice.

Upload confidential document disclaimer

You are about to submit confidential information directly to the confidential record of an Alberta Utilities Commission (AUC) proceeding.

- If you are filing confidential motion documents, the information in these documents will be accessible to you and the following users
- Commission panel members and Commission staff for the purposes of the Commission issuing a confidentiality ruling on the reques · Any confidential administrators in your organization.
- Organizational users that you have designated on the disclosing party access screen for a particular proceeding
- · Users from any organization that represents you that you have designated on the disclosing party access screen for a particular proceeding

If the Commission grants a request for confidentiality in a confidentiality ruling, and you are filing confidential information that is subject to the directions in that ruling, the confidential information will be accessible to you and the following users:

- Commission panel members and Commission staff. • Any registered party that files a confidentiality undertaking and that has been granted access by the disclosing party for a particular proceeding.
- In addition, if you are the disclosing party, then the information that you share will also be accessible to the following:
- · Any confidential administrators in the disclosing party's organization
- Organizational users that you have designated on the disclosing party access screen for a particular proceeding · Users from any organization that represents you that you have designated on the disclosing party access screen for a particular proceeding

I acknowledge and agree that I am filing confidential information according to the directions outlined in Rule 001: Rules of Practice

From the Upload confidential documents(s) screen, select +Add more files. Browse and select the confidential documents.

For each confidential file uploaded, you are required to submit a public redacted version or a system- generated public summary that acts as a placeholder page on the public record for the confidential record. The system-generated summary document is created after the filing is registered.

For each confidential document click Select **public version** and select to upload a redacted public version of the document or the system generated public summary.

Once every document has a corresponding public version select Upload.

Upload confidential document(s) for filing 29587-F0021						
Select filing document(s) to upload	Ŀ					
Set the default description for a	all documents to their	filename (excluding the file extensio	n, e.gdocx)			
Filing document	Directions	Description	Public version			
Confidential SAGD Specsdocx	Add directions	Confidential SAGD Specs.	Select public version	•		
Confidential SAGD Equipdocx	Add directions	Confidential SAGD Equip.	Select public version	•		
escription Public version						
Confidential SAGD Specs.	Select	public version	•			
Select public versior	ı			×		
Confidential document	t: Specsdocx					
be partially reda	<mark>c version of the c</mark> cted.	<mark>confidential document.</mark> Use t	his option for files that can			
Have the system this option when	the entire file is	<mark>ic summary version</mark> of the c confidential.	onfidential document. Use			
			×	Close		

Once all confidential documents are uploaded, from the **Confidential filing details** screen select **Register filing**.

The confidential documents are assigned exhibit numbers and placed on the confidential record.

Confiden	Confidential filing details						
✓ Edit info	🛛 Upload						
Filing numb	oer: 29587-F002	21 Fil	ing type: Hearing exh	ibit			
Filed by:	Fros	t Law LLP	Registered party:	Castle Mountain Utilities			
Description: CMU confidential S/			uip. and specs.				
Confidential:	Yes	(Confidential user:	Jim Frost			

Part 6 – Grant or deny access to users that submit a Confidentiality undertaking

The confidential administrators for the disclosing party may grant or deny access to their confidential information as directed in the AUC's confidentiality ruling to individuals that have submitted a **Confidentiality undertaking**.

From the **Documents** screen, select the **Undertaking access** tab. The number of requests awaiting response are displayed on the tab. Select the access status associated with the user and select **Granted** or **Denied**.

Docum	Documents							
E Public	Confidential	Confidential motion	🐻 Disclosing party ac	cess 표는 * Unde	rtaking access (2)			
User requesting access	User's registered party	Access status	Confidentiality ruling	Confidentiality undertaking	Undertaking date	Statutory declaration	Disclosing party	
Tony Stark	Shield Ltd.	Awaiting response	29587-F0012	29587-F0013	2024/12/16 10:	Not required	Castle Mountai	
Pepper Potts	Shield Ltd.	Awaiting response	29587-F0012	29587-F0014	2024/12/16 10:	Not required	Castle Mountai	

🛢 Public 🔒 Confidential		Confidential motion	🐻 Disclosing party acces		ः * Undertaking access (1)		
User requesting access	User's registered party	Access status	Confidentiality ruling	Confidentiality undertaking	Undertaking date	Statutory declaration	Disclosing party
Tony Stark	Shield Ltd.	Granted	29587-F0012	29587-F0013	2024/12/16 1	Outstanding	Castle Mount
Pepper Potts	Shield Ltd.	Awaiting response	29587-F0012	29587-F0014	2024/12/16 1	Not required	Castle Mount

See the eFiling System User Guide for further instructions on requesting confidentiality.