

FortisBC Inc. (FBC) Electricity Resource Planning Advisory Group (RPAG)

Terms of Reference (ToR)

1 INTRODUCTION

The next filing for FBC's Long Term Electric Resource Plan (LTERP) is planned for June 30, 2021. The LTERP is a tool for identifying long-range customer demand requirements and conservation and energy efficiency measures and potential supply side resources to cost-effectively and reliably meet this expected future demand for electricity. The LTERP thus provides a comprehensive 20-year view of FBC's overall demand and supply trajectory and provides support for FBC's programs and initiatives that will be filed with the BCUC. The RPAG will include strategic stakeholders from municipalities, government, Indigenous groups, customers, and relevant associations and organizations in the development of the LTERP. The RPAG is a group of contributors that will provide key insights, necessary comment and valuable feedback to FBC in the development of the 2021 LTERP.

The RPAG ToR states the purpose, scope and expectations for both FBC and the stakeholders within the context of the *Utilities Commission Act (UCA)* and applicable BC energy policy such as the *Clean Energy Act (CEA)* and the CleanBC plan; it also provides the expected outcomes and timelines to achieve a more robust and insightful LTERP.

2 PURPOSE AND OBJECTIVES

The RPAG is intended to provide feedback and direction from a diverse group of stakeholders to FBC in developing the LTERP. The desired result is a more informed LTERP that includes consideration of the interests of stakeholders. Consensus is not a requirement of the RPAG but FBC will attempt to build common understanding and views of the RPAG members. FBC will strive to create an environment of trust among RPAG members built on mutual respect, freedom of opinion and equal opportunity to participate.

3 STAKEHOLDERS

The RPAG will consist of members with interest and experience in the LTERP process and significant industry knowledge. These stakeholders are chosen based on one or more of the following criteria:

- They or the organizations they represent have key industry knowledge
- They are instrumental in guiding energy and emissions policy in BC
- They are key decision makers regarding energy usage and/or GHG emissions in their communities or organizations

Previous participants in the development and/or review by the British Columbia Utilities Commission of FBC's previous resource plans may also be invited to attend.

4 SCOPE

The RPAG may be asked to understand, review and comment on any aspect of the LTERP which generally includes:

- The energy planning environment that sets the context for the LTERP
- The regulatory context for integrated resource planning in BC such as energy pricing, energy policy and social perspectives
- Market trends and customer and energy demand forecasting
- Future customer demand scenarios
- Energy efficiency and conservation potential and scenarios
- Resource options and considerations and portfolio analysis
- Infrastructure and system reliability issues
- Technology trends and potential new service initiatives
- Impacts of trends, services and scenario outcomes on customers and other stakeholders

FBC may also take time to provide information to the RPAG on near term initiatives, activities and issues, and will provide an opportunity for feedback on such topics.

It is FBC's intention that RPAG members provide valuable insights and feedback that will inform the LTERP. FBC does not intend participation in the RPAG to represent explicit approval or support from individual members with respect to specific initiatives or plans that may be included in the LTERP. We recognize and advise RPAG members that a formal regulatory process follows the submission of the LTERP to the BCUC, and that stakeholder positions on any integrated resource planning issue may be formally conveyed without prejudice during the RPAG workshop and review process.

The LTERP is developed in the context of the *BCUC Resource Planning Guidelines*:

https://www.bcuc.com/Documents/Guidelines/RPGuidelines_12-2003.pdf

FBC must also adhere to any directives and orders from the BCUC that may be included in its decisions on the previous long term resource plan or any other submissions or applications that impact the LTERP.

5 GUESTS

Guest speakers may be invited from time to time to discuss their fields of expertise as it pertains to the industry. Guest attendees other than RPAG members who wish to attend should provide a written request to FBC. Guest attendees are welcome provided the spirit of these ToR is maintained.

6 OBSERVERS

An RPAG member may bring an observer from their organization to the workshops if the observer is in-training and expected to take over the RPAG member's role or if the RPAG member feels that the workshop would enhance the observer's understanding of the resource planning process. Observers

may not participate in the workshop discussions in the interests of ensuring equal and fair representation from the RPAG organizations. FBC also prefers to limit the number of observers in order to maintain workshop costs at a reasonable level. Prior written approval for observer attendance from FBC is required (email being the preferred method). FBC retains the right, at its own discretion, to limit the attendance of observers at any time if it feels that the participation of other RPAG members is negatively impacted by the attendance of observers, or if the number of observers attending any workshop will add unreasonable costs. Observers are not eligible for the per diem or reimbursement of travel expenses listed below.

7 EXPENSES

7.1 Travel Expenses

FBC will reimburse reasonable expenses up to a limit of CAD\$800 (e.g. travel and lodging) for RPAG stakeholders from outside of the Lower Mainland to attend workshops. Expenses above CAD\$800 will be reviewed on a case by case and exception basis. RPAG members will be reimbursed for expenses incurred to attend a meeting or workshop once valid receipts are submitted to FBC, subject to the considerations above.

7.2 Per Diem

Under certain circumstances, FBC will support the participation in the RPAG of non-profit organizations that are invited by FBC and that reasonably demonstrate the need for capacity funding assistance in order to be able to participate. The purpose of this assistance is to ensure that organizations that should have a voice on the RPAG, but which do not have resources available to send a representative, can still actively participate. Specifically, FBC will pay a per diem of \$850 per full-day meeting or workshop (\$425 for a half-day meeting or workshop) to a member of the RPAG who is representing a not-for-profit organization that is not a government organization, does not have commercial/business membership supporting its activities and where the member is acting in a voluntary capacity (i.e. where the representative is not a paid employee of the organization being represented). The stated per diem amount is intended to cover reasonably expected workshop preparation activities, if any, in addition to participation at the meeting. An invoice from the organization being represented is required. Once approved, FBC will pay the per diem to the organization submitting the invoice.

This per diem is also available to BC Indigenous communities and organizations that participate in the RPAG activities and demonstrate a need for capacity assistance to aid their participation. The stated per diem amount is intended to cover reasonably expected workshop preparation activities, if any, in addition to participation at the meeting. An invoice from the organization being represented is required. Once approved, FBC will pay the per diem to the organization submitting the invoice.

8 RESPONSIBILITIES

The responsibilities of the RPAG members and FBC are provided below.

EXTERNAL MEMBERS

- Provide feedback and advice
- Raise issues and suggest solutions
- Bring forth ideas beneficial to all
- Keep topics within the scope of the LTERP
- Attend workshops as confirmed or to send an alternate (on an occasional basis only)
- Respond to any electronic surveys
- Review preparation materials in advance of meetings

FBC

- Host meetings
- Facilitate meetings and lead discussions
- Provide agendas, topics and relevant background material
- Record and circulate meeting notes
- Record and consider suggestions and stakeholder input
- Provide planning updates and manage communications
- Circulate any electronic surveys

9 WORKSHOPS

The meetings are generally expected to take place in Vancouver. These workshops will typically be one day and are expected to occur in the spring and fall, starting in fall 2019 and ending in spring 2021 (although FBC reserves the right to change this schedule as required to provide timely information to the RPAG). Other meetings may be requested by FBC if needed to obtain RPAG feedback on more pressing issues. Meeting invitations will provide details of the location and topics. Meeting notes and presentations will be made available after each workshop. These workshops will provide a forum for discussing topics like the following:

- LTERP process, inputs and analytical results
- The energy planning environment
- Forecasting methodologies and results
- Energy efficiency and conservation potential and forecasts
- Load drivers and scenarios
- Supply-side resource options and considerations
- Portfolio analysis
- LTERP recommendations and action plan

To avoid attributing comments from meetings to any individual member, FBC will provide only a summary of feedback received during all such meetings in the Stakeholder Engagement section of the LTERP.

FBC recognizes that RPAG member time is valuable and that meetings should be conducted to maximize group feedback. Therefore, FBC will endeavor to provide pre-meeting materials for review prior to meeting dates. FBC may also solicit feedback from the RPAG in other forms, including electronic communication methods.

10 AGENDAS

FBC will be responsible for providing the topics of discussions and can change these at its discretion. Agenda topics will also comprise items FBC deems required and may also include suggestions from RPAG stakeholders.

11 ATTENDANCE

Attendance is not mandatory, but is strongly encouraged and highly valued. If you cannot make it, an appropriate alternate can attend as an occasional substitute. FBC recognizes that it may be difficult for some members to travel to Vancouver during the winter months and so conference calling will be made available for those not able to attend or send an alternate.

12 EVALUATIONS

An evaluation document will be circulated periodically to collect valuable and necessary feedback. This information will be used to strengthen and enhance future workshops and correspondence. Feedback may also be submitted at any time to the contact below.

13 CONTACT

The FBC primary contact for the development of the LTERP and establishing the RPAG workshops is:

Mike Hopkins

Senior Manager, Price Risk & Resource Planning

Phone 604-592-7842

Email mike.hopkins@fortisbc.com

Workshop materials, such as presentations, meeting notes, resource planning guidelines and other relevant information will be made available on the FBC website:

<https://www.fortisbc.com/about-us/projects-planning/electricity-projects-planning/electricity-resource-planning>