

Natural Gas Resource Planning Advisory Group (RPAG) Terms of Reference (ToR)

1 INTRODUCTION

FortisBC Energy Inc. (FEI) expects to file its next Long Term Gas Resource Plan (LTGRP) with the British Columbia Utilities Commission (BCUC) in 2022. The LTGRP is a tool for identifying long-range infrastructure requirements as well as demand and supply side resources to cost-effectively and reliably meet expected future energy demand. The LTGRP thus provides a comprehensive 20-year view of FEI's overall trajectory and provides support for FEI's programs and initiatives that will be filed with the BCUC. In doing so, the LTGRP considers broader energy policy issues and related matters of public interest.¹

The RPAG will engage strategic contributors from municipalities, government, indigenous communities, customers, associations and organizations in the development of the LTGRP. The RPAG is a group of contributors that will provide key insights, necessary criticism and valuable feedback to FEI in the development of the LTGRP.

This ToR states the goals and expectations from both FEI and the RPAG contributors; it also provides the expected outcomes and timelines to achieve a robust and insightful LTGRP.

2 GOALS

FEI expects to host a limited number of meetings and circulate various electronic surveys before the next LTGRP filing to review key steps in the LTGRP process. These meetings and surveys will provide an opportunity for examining topics such as:

- LTGRP process, inputs and analytical results
- Forecasting methodologies and results
- Initiatives, expectations, assumptions and inputs
- Energy planning environment
- Energy and emissions policy and regulations
- Carbon reduction initiatives
- Demand side resource options and considerations
- Supply side resource options and considerations

3 CONTRIBUTORS

The RPAG will consist of members with interest, stake and experience in the LTGRP process and significant industry knowledge. FEI seeks representation from a broad range of perspectives on energy issues. These contributors are chosen based on one or more of the following criteria:

- They have attended FEI's previous LTGRP workshops
- They or the organizations they represent have key industry knowledge
- They are instrumental in guiding energy and emissions policy in BC
- They have experience and previous involvement in the BCUC regulatory process
- They are key decision makers or influencers regarding energy usage and/or Greenhouse Gas (GHG) emissions in their communities or organizations

4 SCOPE

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

- the energy planning environment that sets the context for the LTGRP;

¹ Decision on BCUC Order G-189-14, p.5.

- the regulatory context for integrated resource planning in BC, such as energy pricing, energy policy and social perspectives;
- future scenarios and scenario analysis;
- market trends and customer and energy demand forecasting;
- the potential impact of energy policy alternatives on utility customers and energy demand;
- conservation and energy management;
- energy supply and security issues;
- infrastructure and system sustainment issues;
- technology trends and potential new service initiatives; and
- impacts of trends, services and scenario outcomes on customers and other stakeholders.

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

It is FEI's intention that RPAG members provide valuable insight and feedback that will inform the LTGRP. FEI 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 LTGRP. We recognize and advise RPAG members that a formal regulatory process follows the submission of the LTGRP to the BCUC, and that stakeholder positions on any integrated resource planning issue may be formally conveyed without prejudice during that process.

5 GUESTS

Guest speakers may be invited 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 FEI. Guest attendees are welcome provided the spirit of these ToR is maintained.

6 EXPENSES

When meetings are being hosted in person, FEI will entertain reasonable expenses up to a limit of CA\$500 (e.g. travel and lodging) from RPAG members located outside the Lower Mainland to attend meetings. Anything above CA\$500 will be reviewed on a case by case and approved on an exception basis. RPAG members will be reimbursed for expenses incurred to attend an in person meeting once valid receipts and invoices are submitted to FEI, subject to the above limit. Confirmation of attendance is required (e.g. registration on the sign-in sheet).

Under certain circumstances, FEI will support the participation in the RPAG of non-profit organizations that are invited by FEI 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, FEI will pay a per diem of CA\$850 per full-day meeting or workshop (CA\$425 for a half-day meeting or workshop) to members of the RPAG who are representing a non-profit organization which 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). This per diem is also available to BC Indigenous 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, FEI will pay the per diem to the organization submitting the invoice.

7 RESPONSIBILITIES

EXTERNAL MEMBERS

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

FEI

- Circulate electronic surveys
- Host meetings, as needed, and lead discussions
- Set forth agendas and topics for discussion
- Provide preparatory materials in advance of meetings and electronic surveys
- Record and consider suggestions and stakeholder input
- Provide planning updates and manage communications

8 MEETINGS

Meetings may be hosted in person, in the Lower Mainland, or virtually via teleconference. FEI will make best efforts to space out meetings and electronic surveys and provide RPAG members with ample notice about the timing. Meeting notes, presentations and electronic survey results will be made available to RPAG members after each activity has concluded. In addition to the pre-set meetings, FEI will be available to meet with RPAG members upon request.

All meetings will be held under the Chatham House Rule.² To avoid attributing comments from meetings or electronic surveys to any individual member, FEI will provide only a summary of the feedback received in the Stakeholder Engagement section of the LTGRP.

9 FIELD TRIPS

FEI may occasionally offer site visits as part of the RPAG activities to highlight natural gas-related energy technologies or projects. Attendance is not mandatory. Site visits will be confirmed based on level of interest.

10 AGENDAS

FEI will be responsible for providing the topics under examination and can change these at its own discretion. Agenda topics will comprise items FEI deems required as well as suggestions from RPAG members.

11 ATTENDANCE

Meeting attendance and electronic survey participation is not mandatory, but is strongly encouraged and highly valued. If you cannot make it, an appropriate alternate can attend as an occasional substitute. Requests to have alternates attend meetings or provide feedback through electronic surveys are best made in writing to FEI.

A sign-in sheet will be available at all in person meetings to confirm the attendance and participation of stakeholders. During virtual meetings, attendance will be taken at the beginning of the meeting. Electronic surveys will automatically record participation. A list of all meeting attendees and electronic survey participants may be submitted to the BCUC and placed on the public record during the LTGRP regulatory proceeding.

² <https://www.chathamhouse.org/chatham-house-rule#>

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 contacts below.

13 CONTACT

Anda Telman	Integrated Resource Planning Manager	604.592.8214	anda.telman@fortisbc.com
Integrated Resource Planning Mailbox		irp@fortisbc.com	
www.fortisbc.com/irp			