

**Integrated Resource Plan**

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**Appendix 7A**

**Public and Stakeholder Consultation -  
Terms of Reference**

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# Integrated Resource Plan



Public & Stakeholder Consultation:

Terms of Reference

*Updated: May 2012*

**BC**hydro   
FOR GENERATIONS

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## INTRODUCTION

This Terms of Reference describes the scope and nature of the IRP Consultation to inform and consult the public and stakeholders in 2012. In recognition of the unique interests of First Nations, BC Hydro has developed a dedicated First Nations consultation program. Notwithstanding the existence of this separate consultation stream, BC Hydro invites and encourages First Nations to participate in the public and stakeholder consultation.

### **Update to February 2011 Public and Stakeholder Terms of Reference**

Terms of Reference for public and stakeholder consultation were posted in February 2011 in advance of the first round of consultation that focused on seeking input into the development of the draft Integrated Resource Plan. Consultation was conducted in March and April 2011, and the summary report posted in May 2011. Subsequent to consultation in spring 2011, government amended the date by which the IRP must be submitted from December 2011 to December 2012 to allow adequate time to consider amendments to its self-sufficiency policy, which in turn informs the IRP. With new direction on self-sufficiency released in winter 2012, BC Hydro is resuming consultation on the IRP and has amended its consultation terms of reference accordingly. Adjustments to the final round of consultation reflect the new timeline and learning from the previous round of consultation designed to enable broader participation cost effectively.

## BACKGROUND

The Integrated Resource Plan (IRP) is a long-term plan that describes how BC Hydro proposes to meet future growth in demand for electricity through energy conservation and clean energy. Underpinning the plan is the long-standing planning objective to ensure reliable, cost-effective electricity supply, as well as new objectives related to clean energy, greenhouse gas reduction and achieving electricity self-sufficiency contained in the *Clean Energy Act*.

The *Clean Energy Act* requires BC Hydro to submit an IRP to the Minister of Energy by December 2012, after which government will review the IRP and decide whether to approve it.

### **British Columbia's *Clean Energy Act***

The 2010 *Clean Energy Act* establishes a long-term vision for British Columbia to become a clean energy leader, and requires energy objectives for BC Hydro in developing its IRP. The IRP is BC Hydro's plan for achieving self-sufficiency, ensuring that 93 per cent of generation in the province comes from clean resources and reducing growth in electricity demand through conservation. As well the plan will contain an assessment of transmission options looking 30 years out.

**Integrated Resource Planning**

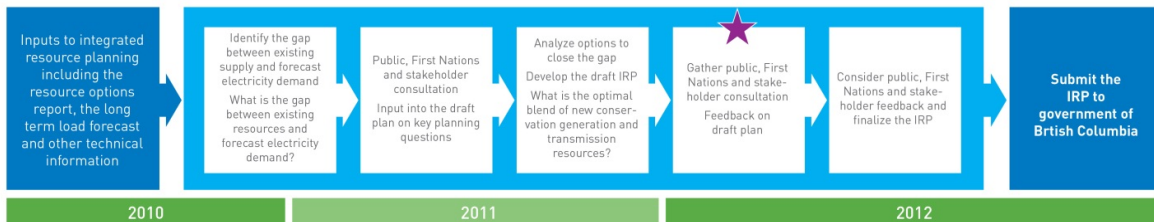
As part of the IRP process, BC Hydro analyzes potential future demand resulting from a growing population, economic development and potential electrification. In addition, BC Hydro explores future conservation plans and develops a province-wide inventory of potential energy sources including wind, wave, tidal, geothermal, natural gas, bioenergy, run-of-river hydro, large hydro (Site C), solar and others.

The IRP will include an evaluation of the need for and comparisons to the Site C Clean Energy Project, a potential third dam and hydroelectric generating station on the Peace River in northeastern B.C., and will consider it within various combinations of other energy options in the context of a long-term plan.

**Approval Process**

Following public and stakeholder review of the draft IRP, BC Hydro will make any final amendments based on this input, and submit its Plan on or before December 3, 2012, to the Minister of Energy for subsequent government review, after which the government will decide whether or not to approve the IRP.

**IRP Development Process**



## CONSULTATION PROCESS

Development of the IRP occurred in three phases, with corresponding consultation objectives for each.

IRP Development Phase	Consultation Objective	Timing of Consultation
<i>Technical Input and Foundation for Integrated Resource Planning</i>	<ul style="list-style-type: none"> <li>✓ Gather input on consultation design</li> <li>✓ Gather <u>technical information</u> about potential resource options</li> </ul>	Fall 2010
<i>Considering our Clean Energy Future – Assessing and Evaluating Options</i>	<ul style="list-style-type: none"> <li>✓ Gather public, stakeholder and First Nations <b>input</b> into development of draft IRP</li> </ul>	March/April 2011
<i>Reviewing the Draft Integrated Resource Plan</i>	<ul style="list-style-type: none"> <li>✓ Seek public, stakeholder and First Nations <b>feedback</b> on the draft IRP</li> </ul>	June/July 2012

A Technical Advisory Committee (TAC) was established in December 2010 to provide detailed technical input and feedback to assist BC Hydro in creating a thorough and well-considered Integrated Resource Plan. The Committee consists of knowledgeable participants with a significant stake, interest and experience in BC Hydro's resource planning process. The Terms of Reference for the IRP Technical Advisory Committee are posted separately on BC Hydro's website. The Committee meets periodically throughout the development of the IRP to review the technical inputs to the analysis, the results of the analysis, and the draft IRP. This advisory input is in addition to input provided by the public, First Nations and stakeholders through a province-wide consultation process.

The process for developing the IRP includes the following phases of public consultation and analysis:

### **Technical Review and Foundation for Integrated Resource Planning (Fall 2010)**

In the initial phase of developing the IRP, BC Hydro focused on updating and gathering key technical inputs to the planning process, such as updating its inventory of potential energy sources. At this juncture, BC Hydro sought input on the design of consultation. This involved seeking input from stakeholders about the proposed consultation topics and methods.

Also, during this first phase, BC Hydro sought technical input from those with specific information about the resource potential in B.C. in order to update its inventory of potential energy sources.

Finally, during this phase, BC Hydro established an IRP Technical Advisory Committee to aid it in creating a thorough, well-considered plan through detailed, technical, advisory input and feedback.

**Considering our Clean Energy Future – Assessing and Evaluating Options (March/April 2011)**

In March and April 2011, BC Hydro gathered public and stakeholder input into the development of the draft IRP. This included input on potential future conservation and efficiency options, electricity generation options (including Site C), electrification, planning transmission, and export market potential.

**Reviewing the Draft Integrated Resource Plan (June/July 2012)**

In the final phase of developing the IRP, BC Hydro will gather feedback on the draft IRP. Consultation feedback will be considered along with financial, technical, environmental, and economic development input as BC Hydro finalizes the IRP for submission to the Ministry of Energy.

**MEETING BEST PRACTICES IN CONSULTATION**

Consultation best practices have been developed using the International Association for Public Participation (IAP2) Core Values of Public Participation and the IAP2 Code of Ethics for Public Participation Practitioner, the Office of the Auditor General of British Columbia Public Participation: Principles and Best Practices for British Columbia, 2008/2009 Report 11, and an independent survey of six other consultation best practices documents.

The IRP consultation program incorporates the following best practice criteria:

- **Why Consult?** *There is support for, and a clear understanding of the importance of including public input in planning, policy and infrastructure decisions that affect the public interest.*
- **Accountability.** *There are well-defined policy or consultation guidelines including: mandate for consultation activities, areas where consultation is required and/or an optional activity, general steps in the process, roles and responsibilities, and feedback and evaluation.*
- **Policy Framework.** *Policy frameworks identify the role of consultation processes (advisory or joint decision-making), and outline public and corporate rights and responsibilities related to consultation processes.*
- **Fair, Transparent and Legitimate.** *Where possible, stakeholders have the opportunity to influence the design of a consultation program. The public is made aware of opportunities to participate and materials are made available in a manner that encourages public understanding.*
- **Identifying Topics and Decisions for Consultation.** *Consultation is only conducted when there are decisions that can benefit from public input, and input is used effectively to improve decisions.*
- **Clarity of the Terms of Reference for Consultation.** *There is a clear Terms of Reference for the consultation including a description of the design or steps in the public consultation process. Consultation plans usually elaborate with nature and purpose of specific consultations.*
- **Consultation Methods.** *A range of consultation methods are used to maximize opportunities for participation. Staff and consultants have the necessary skills to implement consultation programs.*
- **Reporting.** *Consultation Summary Reports provide participants, the public and decision makers with an analysis of input.*
- **Consideration of Input.** *The public is kept informed as consultation progresses (reporting at each consultation phase), including how input is considered and used.*

**CONSULTATION METHODS**

The IRP Public and Stakeholder Consultation provides a variety of opportunities to provide input into the development of the draft IRP to account for various levels of interest and ability to participate. For example, some participants may feel comfortable providing their input in an open house or multi-stakeholder meeting, while others may wish to complete a feedback form, submit a written submission or participate in a webinar. Online consultation opportunities will be provided to allow participants to provide feedback at their convenience. Consultation methods may include, but are not limited to:

<b>Consultation</b>	<i>Technical Input and Foundation for Integrated Resource Planning</i>	<i>Considering our Clean Energy Future – Assessing and Evaluating Options</i>	<i>Reviewing the Draft Integrated Resource Plan</i>
		<b>March/April 2011</b>	<b>June/July 2012</b>
<b>Consultation Materials (Content)</b>			
Backgrounder and Feedback Form	•		
Consultation Workbook and Feedback Form		•	•
Technical Discussion Paper / Briefs		•	•
Display boards		•	•
PowerPoint presentations		•	•
Web page	•	•	•
<b>Public/Stakeholder Notification</b>			
Print/Radio ads		•	•
Web promotion		•	•
Email, letter and phone notification of stakeholders	•	•	•
Email notification to Electricity Conservation & Efficiency Advisory Committee	•		
Email notification to Technical Advisory Committee	•	•	•
BC Hydro bill insert		•	•
Media relations; media advisories		•	•



<b>Consultation</b>	<i>Technical Review and Foundation for Integrated Resource Planning</i>	<i>Considering our Clean Energy Future – Assessing and Evaluating Options</i>	<i>Reviewing the Draft Integrated Resource Plan</i>
		<b>March/April 2011</b>	<b>June/July 2012</b>
<b>Consultation Methods</b>			
Online feedback form	•	•	•
Multi-Stakeholder meetings	•	•	•
Open Houses		•	•
Written submissions		•	•
Technical Advisory Committee meetings	•	•	•
Webinars			•
<b>Input Analysis and Reporting</b>			
Meeting notes	•	•	•
Feedback Form analysis	•	•	•
Electricity Conservation & Efficiency Advisory Committee analysis	•		
Technical Advisory Committee analysis		•	•
Consultation Summary Report	•	•	•
<b>Consideration of Input</b>			
Review of Consultation Summary Report	•	•	•
Consideration Memo <sup>1</sup>		•	•

In addition, extensive notification to the public and stakeholders regarding the consultation period and ways to participate will be completed.

<sup>1</sup> A Consideration Memo reviewing consideration of input from the 2011 and 2012 public and stakeholder consultations will be developed by BC Hydro along with the submission of the final draft of the Integrated Resource Plan to the provincial government.

## CONSULTATION REPORTING

At the conclusion of each phase of consultation, a Public and Stakeholder Consultation Summary Report will be produced, summarizing input received during the consultation period. Consultation Summary Reports provide participants, the public and decision makers with an analysis of input. Generally, each report will:

- Provide an overview of the consultation phase, methods and tools
- Report on levels of participation
- Summarize input received through:
  - Feedback forms
  - Submissions
  - Key themes from multi-stakeholder meetings
  - Key themes from open houses
- Include appendices:
  - Consultation materials
  - Meeting notes from multi-stakeholder meetings and open houses
  - Notification materials (including copies of newspaper ads, emails sent to stakeholders, etc.)
  - Returned feedback forms
  - Others

Consultation Summary Reports will be posted to the project website and consultation participants will be advised when the report is available.

## HOW INPUT WILL BE USED

Input received through consultation will be considered, along with technical, financial, environmental and economic development input, as BC Hydro refines the IRP.

A Consideration Memo will be prepared that summarizes how public and stakeholder input was considered by BC Hydro during each phase of consultation. The Consideration Memo will be included in the final Integrated Resource Plan.