

Integrated Resource Plan

Appendix 7B

**Technical Advisory Committee -
Terms of Reference**

Terms of Reference

INTRODUCTION

BC Hydro is committed to engaging stakeholders, First Nations and the public in the development of the Integrated Resource Plan (IRP). The IRP Technical Advisory Committee (herein referred to as the Committee) is a group of knowledgeable participants with significant interest, stake, and experience in BC Hydro’s resource planning process assembled to provide detailed, technical advice and feedback to BC Hydro during the development of the IRP.

This Terms of Reference document provides the purpose and mandate of the Committee and outlines the expectations of Committee members, including the time commitment required for participation.

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PURPOSE

The Committee will provide ongoing advice and feedback as BC Hydro creates a thorough and well considered IRP for submission to the government in November 2011. Consensus is not a requirement of this consultation process but the Committee will strive for a common view in the advice it provides.

The Committee will provide advisory input in addition to input provided by the public, stakeholders and First Nations through the respective province-wide IRP consultation processes.

MANDATE

The mandate of the Committee is to provide expert advice and feedback into the integrated resource planning process by:

- building a common understanding of inputs, methodologies and analysis associated with the IRP planning process;
- considering the Clean Energy Act, including the 16 energy objectives listed in Attachment A;
- identifying potential information gaps; and
- identifying potential process and policy gaps and constraints.

BC Hydro commits to considering advice from the Committee in the development the IRP. Government will approve or reject the IRP submitted in November of 2011.

MEMBERSHIP & ROLES

Committee members represent a cross-section of knowledgeable participants with a significant interest, stake, and previous experience in BC Hydro's resource planning process.

Specifically, members of the Committee have been chosen for three reasons:

- They represent an organization that has a significant, province-wide, and policy focused interest and stake in the IRP.
- Their interest and stake in the IRP is broad, versus a specific topic within the IRP.
- Both they as individuals, and the organization(s) they represent, have an in-depth understanding of BC Hydro's resource and electricity planning process, usually demonstrated by involvement in previous B.C. Utilities Commission regulatory processes.

The British Columbia Utilities Commission will be represented by Commission staff. Commission staff's membership will not restrict the involvement of the Commission staff member sitting on the Committee (or that of his or her alternate) from active involvement in any future BC Hydro application before the Commission that considers any IRP approved by the government which has, in whole or in part, been based on the work of the Committee. Nor is Commission staff membership in the Committee intended to restrict, in any manner, the Commission's powers in any future BC Hydro application before the Commission that considers that IRP and/or any contracts, programs, projects or any other matter arising from that IRP.

Decisions on membership will be made by BC Hydro. Membership will be limited to 13 seats, and the membership list is provided as Attachment B at the end of this document.

ALTERNATES

Members can designate alternates to represent them when they are unable to attend a meeting, or on issues where an alternate has more relevant knowledge or experience. To foster continuity in dialogue, a policy of one designated alternate will be established. The alternate should be fully briefed on previous discussions and materials prior to the meeting.

OBSERVERS

Upon request, and where agreed to by the committee, an individual may attend selected meetings as an observer. Observers will not sit at the main table or participate in the conversation unless called upon by the committee to inform the discussion.

CHAIR & MODERATOR

BC Hydro will chair and moderate the meetings and guide the development of meeting agendas, as well as oversee meeting notes and reporting. The BC Hydro chair will be responsible for the content of the IRP work brought to the committee for review and discussion; while the BC Hydro moderator will be responsible for the consultation process. To that end, the moderator to work with Committee members to identify common ground for advice to BC Hydro on key topics of the IRP including: demand-side management, resource acquisition, transmission, electrification, and export market potential.

GUESTS

Where determined appropriate, the Chair may request the attendance of experts or other individuals to attend meetings to provide expert information on subjects relevant to the discussions of the Committee.

STUDIES

As part of this consultation, the Committee members are not expected to undertake or commission analyses to inform this process. Where the Committee desires outside analysis and BC Hydro agrees with the request, BC Hydro will retain and fund the required expertise.

RESPONSIBILITIES OF MEMBERS

All participants in the Technical Advisory Committee process are expected to:

- Attend and actively participate in all meetings.
- Review draft notes of meetings and suggest modifications or additions necessary to ensure the accuracy of the notes.
- Keep their designated alternate informed on the progress of the committee.
- Focus on issues associated with development of the IRP.
- Ensure representations to the public are respectful of other Technical Advisory Committee participants and other viewpoints raised in the process. Also, viewpoints are only to be publicly attributed to individuals or organizations if they have been expressed publicly.

RESPONSIBILITIES OF BC HYDRO

- Chair and moderate the meetings.
- Provide relevant background material for review and consideration in advance of each meeting.
- Review and consider the committee members' input and feedback in drafting the IRP, and where appropriate incorporate it.
- Respond within agreed time frames to requests for information.
- Report back regularly on how the Committee's advice and the advice of others has been considered by BC Hydro.
- Coordinate communications on the Committee's activities to internal and external stakeholders.
- Provide regular updates on the key themes and issues being raised through the other consultation streams.

PROCESS MANAGEMENT

MEETINGS

Day-long meetings will be set up approximately every four to six weeks over ten months starting December 2010. Up to seven meetings are expected during the development of the IRP. A draft agenda and materials will be sent out in advance of meetings.

MEETING NOTES

Meeting notes will provide a summary of committee discussions, and any resulting action items. Meeting notes will be distributed to the Committee in draft form after each meeting with a review and comment period for accuracy, and will subsequently be placed on the IRP public website.

COMMITTEE MEMBER COMMENTS

At key junctures during the process, committee members will be asked to provide attributed comments to BC Hydro on core planning topics of the IRP to form part of the consultation record. The Ministry of Energy and B.C. Utilities Commission representatives are exempt from this requirement.

TRANSPARENCY

Meeting agendas, presentations and supporting materials will be made publicly available shortly after the meeting takes place. Meeting notes will be posted on the web and will be made public as an appendix to a consultation report on the IRP.

EVALUATION

Two feedback forms will be circulated throughout the process to seek feedback and input on the consultation process and structure.

EXPENSES

BC Hydro will consider covering reasonable costs (e.g. travel and accommodation) for committee members located outside of the lower mainland. Eligible Committee members will also be compensated for their time.

AGENDAS

BC Hydro will be responsible for guiding the development of the agendas with input from all committee members.

Attachment A**Excerpt from the Clean Energy Act, Section 2: B.C.'s Energy Objectives**

2 The following comprise British Columbia's energy objectives:

- (a) to achieve electricity self-sufficiency;
- (b) to take demand-side measures and to conserve energy, including the objective of the authority reducing its expected increase in demand for electricity by the year 2020 by at least 66%;
- (c) to generate at least 93% of the electricity in British Columbia from clean or renewable resources and to build the infrastructure necessary to transmit that electricity;
- (d) to use and foster the development in British Columbia of innovative technologies that support energy conservation and efficiency and the use of clean or renewable resources;
- (e) to ensure the authority's ratepayers receive the benefits of the heritage assets and to ensure the benefits of the heritage contract under the *BC Hydro Public Power Legacy and Heritage Contract Act* continue to accrue to the authority's ratepayers;
- (f) to ensure the authority's rates remain among the most competitive of rates charged by public utilities in North America;
- (g) to reduce BC greenhouse gas emissions
 - (i) by 2012 and for each subsequent calendar year to at least 6% less than the level of those emissions in 2007,
 - (ii) by 2016 and for each subsequent calendar year to at least 18% less than the level of those emissions in 2007,
 - (iii) by 2020 and for each subsequent calendar year to at least 33% less than the level of those emissions in 2007,
 - (iv) by 2050 and for each subsequent calendar year to at least 80% less than the level of those emissions in 2007, and
 - (v) by such other amounts as determined under the *Greenhouse Gas Reduction Targets Act*;
- (h) to encourage the switching from one kind of energy source or use to another that decreases greenhouse gas emissions in British Columbia;
- (i) to encourage communities to reduce greenhouse gas emissions and use energy efficiently;
- (j) to reduce waste by encouraging the use of waste heat, biogas and biomass;
- (k) to encourage economic development and the creation and retention of jobs;
- (l) to foster the development of first nation and rural communities through the use and development of clean or renewable resources;
- (m) to maximize the value, including the incremental value of the resources being clean or renewable resources, of British Columbia's generation and transmission assets for the benefit of British Columbia;
- (n) to be a net exporter of electricity from clean or renewable resources with the intention of benefiting all British Columbians and reducing greenhouse gas emissions in regions in which British Columbia trades electricity while protecting the interests of persons who receive or may receive service in British Columbia;
- (o) to achieve British Columbia's energy objectives without the use of nuclear power;
- (p) to ensure the commission, under the *Utilities Commission Act*, continues to regulate the authority with respect to domestic rates but not with respect to expenditures for export, except as provided by this Act.

**Attachment B
Membership List – Updated February 29, 2012**

Organization	Member [Alternate]
Association of Major Power Consumers (AMPC)	Richard Stout [Brian Wallace]
B.C. Utilities Commission	Mark Thomas [Doug Chong]
BC Hydro	Randy Reimann – Chair
BC Hydro	Anne Wilson – Moderator
BC Sustainable Energy Association	Bill Andrews [Thomas Hackney]
Canadian Office & Professional Employees Union (COPE) Local 378	Jim Quail
Clean Energy Association of B.C.	Loch McJannett [Paul Kariya]
Commercial Energy Consumers Association	David Craig
First Nation Representative	Robert Duncan
First Nations Energy and Mining Council	Andrew McLaren [John Lawson]
Ministry of Energy	Peter Ostergaard [Derek Griffin]
Pembina Institute	Matt Horne
Fortis BC	Jason Wolfe [Joe Mazza]