

# 2019 Achievable Potential Study Advisory Group Terms of Reference

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## I. Introduction

The Independent Electricity System Operator (IESO) and the Ontario Energy Board (OEB), collectively the Project Team, are planning to conduct an integrated electricity and natural gas conservation achievable potential study (APS) to be completed by June 2019. The main objective of the APS is to identify and quantify energy savings (electricity and natural gas) and GHG emission reductions and associated costs from energy efficiency and conservation measures for the period of 2018-2038. Additional details on the APS's background, objectives, outputs, governance and engagement activities can be found in the project charter and engagement plan, which are posted on the [APS engagement webpage](#).

To support this project, an APS Advisory Group will be established to support the study. These terms of reference are intended to provide guidelines for the APS Advisory Group.

## II. Objectives and Scope

The APS Advisory Group will provide a forum for stakeholder members to provide input and advice on the APS and for the Project Team to communicate study updates. Comments and advice will be collected at Advisory Group meetings on specific items and topics. Specifically, the APS Advisory Group will review and provide comment on the consultant scope of work, APS progress, and draft report(s) among other possible deliverables.

Written feedback provided by APS Advisory Group members will be compiled on the APS Advisory Group engagement webpage. The Project Team will respond to this feedback to advise how the views of stakeholders and other interested parties have been considered and incorporated. The final content of the APS report will be determined by the Project Team.

In the context of the engagement, the APS Advisory Group's activities will be integrated with the broader engagement as described in the engagement plan. As the APS project work and deliverables are discussed and advanced in the APS Advisory Group setting, they will then be brought forward for discussion with all stakeholders through the broader engagement initiative.

## III. Composition of the APS Advisory Group

The Project Team will select APS Advisory Group members based on their experience and background. It will seek a balance of different types of stakeholders to ensure feedback from different interests and points of view and from different regions of Ontario.

APS Advisory Group members are expected to be able to commit time and resources to support the group, provide feedback, attend scheduled meetings, and review information/ materials (some of which may be communicated between meetings).

Direct meeting participation will be limited to members. Members may not be added to the group without consensus of all existing APS Advisory Group members.

The meetings will also be open to registered Observers who have been invited and/or applied and selected by the Project Team and limited to one individual per organization. Observers will be invited to provide comment or ask questions at the discretion of the APS Advisory Group's Chair.

Sub-groups, which align with key components identified by the Project Team, may be established as required.

A list of APS Advisory Group, Project Team and Observer members is included in Appendix A. Roles and responsibilities of APS Advisory Group members are listed in Appendix B. A proposed engagement schedule is provided in Appendix C.

#### **IV. Organization and Administration of Meetings**

- (a) The IESO will chair the meetings. The chair may act as the facilitator for the meeting, or a separate independent facilitator may be used. The Chair or facilitator will be responsible for the role of a time keeper.
- (b) The Chair will provide all meeting agendas and support material at least three business days in advance of the meeting so that members have the opportunity to prepare.
- (c) Meetings will be held approximately monthly in-person at the IESO office (120 Adelaide St W, Toronto) with teleconference lines available as required. Meeting frequency may be adjusted as required by the APS Advisory Group schedule and deliverables.
- (d) IESO will take meeting minutes including actionable items and their resolution. The Chair will circulate meeting minutes and materials to all APS Advisory Group members who may review and provide any comments to the Chair at or before the next subsequent meeting. At the subsequent meeting any outstanding comments will be reviewed and meeting minutes and materials will be finalized.
- (e) All members are to come prepared to the meeting including providing materials in advance to all members.
- (f) The Chair will coordinate attendance through on-line meeting invitations. These invitations are intended for members and registered Observers only and are not to be forwarded to any other parties without the consent of the Chair.

## V. Communications

- (a) Meeting materials, information and updates for this APS Advisory Group including the developments of the APS will be shared with stakeholders and the broader community through a webpage on the IESO website, highlights on the LDC saveONenergy e-blast communications and on the IESO's weekly Bulletin.
- (b) The webpage will include the APS Advisory Group Terms of Reference, engagement plan, project charter, meeting agendas, formal presentations and meeting minutes.
- (c) Information provided through the abovementioned methods should be considered public and can be shared freely. All other information should be treated as confidential and members should comply with the confidentiality and privacy terms in their agreement.
- (d) APS Advisory Group members will be responsible for communicating with the stakeholders that they represent.

## VI. Normal Order of Meeting

- (a) The Chair shall ask attendees to introduce themselves to determine who is present, including those participating remotely.
- (b) The Chair will recap any item of note from the previous meeting and deal with any outstanding action items.
- (c) The Chair shall note any new items that are on the agenda in the order that they appear on the agenda. Committee members may request for additional items to be added under new business on the agenda.
- (d) The Chair should ensure that any presenter/speaker is able to present his/her material and that the participants have an opportunity to seek clarification questions only. Opinions, comments, and debates will wait until the conclusion of the presentation. As a general rule for long or complex presentations the chair should limit interventions to points of clarification so that the entire presentation can be delivered.
- (e) The Chair will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.
- (f) At the conclusion of the meeting, the Chair will close with a summary, recap the agreed to action items, inform members of the next steps as well as next meeting date. Developing a draft agenda for next meeting is optional, depending on when the next meeting is.

## VII. Decision Making and Issues Resolution

- (a) The APS Advisory Group will strive for broad consensus wherever possible.
- (b) Where consensus on an issue is not possible, the Project Team will consider the APS Advisory Group's advice, come to a decision and communicate that decision and rationale back to the Advisory Group.

## VIII. In Scope

The main outputs of the 2019 APS will include:

- Amount of energy savings (electricity, natural gas) and GHG emission reductions that are technically, economically and market achievable between 2018 – 2038 broken out by:
  - Energy efficiency/conservation measure
  - Sector and subsector
  - Region
  - Achievable potential scenarios (TBD)
- Whole building benchmarking calculation of achievable potential leveraging actual energy consumption data from one commercial or institutional sub-sector
- Cost curves for electricity, natural gas and integrated electricity and natural gas savings
- Marginal carbon abatement cost curves
- Sensitivity analyses

**APPENDIX A: ADVISORY GROUP, PROJECT TEAM AND OBSERVER MEMBERS**

(a) APS Advisory Group Members

<b>APS Advisory Group Members</b>
LDCs
Jeff Quint, Waterloo North Hydro
Andy Armitage, Thunder Bay Hydro
George Katsuras, Hydro One
Michael Marchant, Toronto Hydro
Sean Meleschuk, Utilities Kingston
Gas Utilities
Drew Everett, Union Gas
Daniel Johnson, Enbridge
Consumers / Consultants / Delivery Agents
Bala Gnanam, BOMA Toronto
JJ Knott, Healthcare Energy Leaders Ontario (HELO)
Shahid Naeem, Peel District School Board
Ian Jarvis, Enerlife Consulting Inc.
Michael Lio, Buildability
Ryan Shaw, CleaRESULT
Project Team
Nik Schruder, IESO (Chair)
Bronwen Smith, IESO
Katelyn Margerm, IESO
Valerie Bennett, OEB
Pascale Duguay, OEB

(b) Observers

<b>APS Advisory Group Observers</b>
Freed Akhter, Ministry of Energy
Clarence Cheng (delegate Saurabh Yadav), MOECC
Mehdi Hosseini, Green Ontario Fund
Kyra Bell-Pasht, Environmental Commissioners Office
Samantha Byers, Enbridge
Haris Ginis, Union Gas

**APPENDIX B: ROLES AND RESPONSIBILITIES**

<b>Role</b>	<b>Responsibilities</b>
All members	<ul style="list-style-type: none"> <li>• Represent the interests and present the views of their individual companies/constituency, not themselves</li> <li>• Ensure that all relevant staff (including senior management) in their organizations are kept apprised of APS Advisory Group activities and discussions</li> <li>• Commit the time to attend at least 80% of APS Advisory Group meetings; for meetings they are unable to attend, assign and empower a delegate to attend and act on their behalf.</li> <li>• Contribute time and staff resources to action items outside of APS Advisory Group meetings, such as sub-groups</li> <li>• Follow APS Advisory Group TOR and act in manner to support APS Advisory Group objectives</li> </ul>
APS Advisory Group Chair	<ul style="list-style-type: none"> <li>• Facilitate meetings</li> </ul>
Project Team	<ul style="list-style-type: none"> <li>• Coordinate meeting logistics (dates, locations, times)</li> <li>• Develop meeting agendas</li> <li>• Circulate meeting material</li> <li>• Prepare meeting notes and track action items</li> <li>• Support communication efforts to keep the broader distributor community informed of key discussions and outcomes of the APS Advisory Group</li> </ul>
Observers	<ul style="list-style-type: none"> <li>• Present/discuss their positions and views to APS Advisory Group, where requested</li> </ul>

**APPENDIX C: ENGAGEMENT SCHEDULE**

Timing	Engagement Activity	Audience(s)
Feb 8, 2018	Communicate a “call for nominations” to the APS Advisory Group	Public
Feb 21, 2018	Deadline for applications for the APS Advisory Group	Public
Feb 28, 2018	Confirm successful APS Advisory Group members	Applicants to APS Advisory Group
Mar 21, 2018	First APS Advisory Group meeting to provide input into the scope of work for the procurement	APS Advisory Group
Mar 28, 2018	First Open (public) engagement on the APS scope of work	Public
July 2018	Consultant contract in place	Successful vendor
July 2018 – June 2019	APS Advisory Group monthly meetings	APS Advisory Group
July 2018 – July 2019	Open (public) engagement at key study milestones (approximately quarterly)	Public