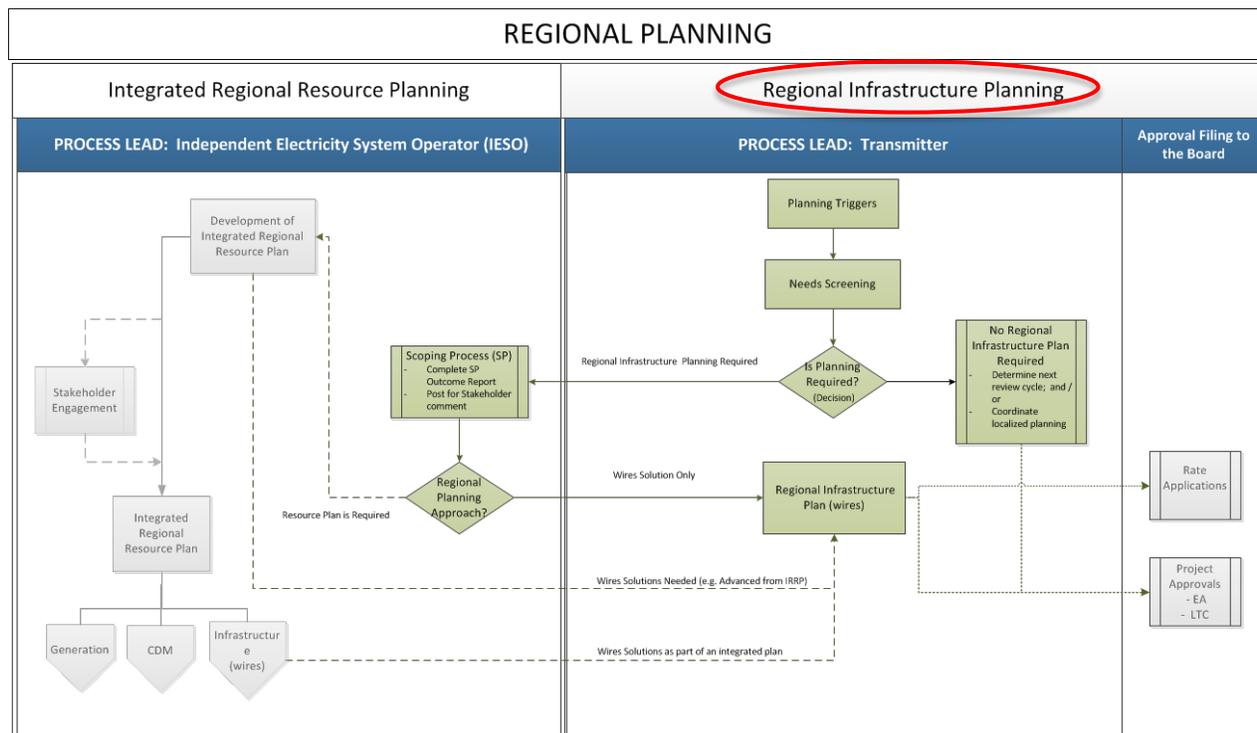


Regional Planning Process Advisory Group–Terms of Reference

Background

In 2012 the Board released the “Renewed Regulatory Framework for Electricity Distributors: A Performance-Based Approach”. One development resulting from this initiative was the creation of a “Process Planning Working Group (PPWG)” to help develop a Regional Infrastructure Planning Process that would be used by industry to develop their collaborative asset management plans. The PPWG final report, which was endorsed by the Board in May 2013, proposed the creation of a Regional Planning Standing Committee (RPSC).

The focus of the group would be to assume custodial accountability for the Regional Infrastructure Planning Process which would result in the development of a specific Regional Infrastructure Plan (“RIP”). Each RIP is a document that identifies investments in transmission facilities, distribution facilities or both that should be developed within a defined region, and implemented on a coordinated basis to meet that region’s electricity infrastructure needs. The RIP process is a structured and transparent approach to infrastructure planning at a regional level, which will support an electricity utility rates application and (through coordinated activities) deliver wires-based solutions that are cost effective and efficient. The RIP is separate and distinct from Integrated Regional Resource Planning led by the Independent Electricity System Operator (IESO); see illustration below.



The work of the stakeholder group focused on the RIP development process will ensure that:

1. The RIP is aligned with, and adjusts to, public policy;
2. The process is continuously improved by addressing process challenges (“Lessons Learned”); and
3. Recommendations are made to Board staff on the technical aspects of planning and any related details that need to be addressed.

The Board recognizes that there are potential recommendations that may require accountability for actions by some of the participating stakeholder group members or constituencies. These Terms of Reference will help to support the identification of those potential recommended actions or activities by stakeholders, and is also focused on ensuring that the Board is proactive in addressing any possible

Regional Planning Process Advisory Group—Terms of Reference

regulatory issues that arise and are deemed necessary for enabling and advancing regional planning activities.

In an effort to better align the work of the RPSC and promote consistency among the Board's various stakeholder advisory mechanisms, the RPSC has been re-named the Regional Planning Process Advisory Group (RPPAG or Advisory Group).

The Terms of Reference outlined in this document will support the work of this industry stakeholder-led group as it actively fulfills its role.

Executive Sponsor and Administrative Support

The Vice-President Industry Operations and Performance is the primary sponsor of the group. There will be a primary Board staff contact from this office who will be responsible for notifying members of scheduled meetings and ensuring that meeting materials are distributed in a reasonable time.

Purpose of the RPPAG

The purpose of the RPPAG is to identify areas of continuous improvement, initiate industry process improvements (both self-identified as well as, as directed by the Board), and make recommendations within the RIP process and its interfaces with other planning processes to the Board by:

- Monitoring and understanding the effectiveness of the RIP process;
- Monitoring and understanding interfaces between RIP and other processes in order to understand the effectiveness of those interfaces;
- Developing in-process improvements, communicating and rolling-out those changes (with industry lead accountability);
- Identifying issues and recommending changes that impact the efficacy of RIP; and
- Making recommendations for changes to the Board instruments in order to support changes.

RPPAG Scope of Work

As noted above, the purpose of the RPPAG is to review, assess and make recommendations in regard to the regional infrastructure planning process. Its work will be informed by feedback from parties' experience in implementation of the process elements, consider the potential impacts to the industry, and monitor the effectiveness of the process in supporting regional teams' (LDCs) ability to complete activities in accordance with Board Code(s).

To achieve this, the RPPAG will, among other things

- Survey participants of completed or in progress Regional Planning cycle to get feedback on various factors;
- Survey Stakeholders and Board after an application has been submitted to assess impact and value of regional plans in supporting the applications as well as identify gaps, etc.;
- Monitor and review relationships between RIP and other processes to assess handoffs, and review products and timing to assess efficacies;
- Identification of gaps in regional infrastructure planning (i.e. inputs and outputs); and Review actual timelines / barriers in order to understand barriers and opportunities to more effective and timely results.

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There are 2 kinds of outcomes from the work of the RPPAG: issues and items that can be resolved and recommended to parties for implementation without support of the Board, and those that would require making a recommendation to the Board for a supporting amendment or change to regulatory policy.

For example,

Recommendation without Board support

- Education & communications for improved industry understanding of the process
- Industry leads in process improvements

Recommendation requiring Board support

- Recommended changes to Board instruments
- Identification of & recommendations related to interface inefficiencies, ineffectiveness and relations shortcomings to the Board

More specifically, the RPPAG will undertake to (i) identify and inform the industry, constituents, interest groups and Board staff of issues related to or impacting on the Regional Planning process that are within scope of the RPPAG; and (ii) notify and inform the appropriate regulatory bodies of issues related to or impacting on the Regional Planning process that is *not* within scope of the RPPAG as described in Appendix 1a.

For the initial scope of work the RPPAG is directed by a list of specific process elements highlighted as ‘key’ by the PPWG in the May 2013 report. Since that time, some process elements in that list have been addressed and/or resolved. Appendix 1 contains a table summarizing each element’s current status.

The specific process elements highlighted as ‘key’ by the PPWG are outlined in the Planning Process Working Group’s Final Report (p. 17):

1. Developing the appropriate predetermined regional boundaries and the criteria used to establish them;
2. Identifying the information distributors should be required to provide to the transmitter and the frequency it should be updated;
3. Determining the role of the OPA in the Regional Infrastructure Planning process;
4. Identifying the appropriate evaluative criteria to compare potential solutions to address regional needs;
5. Establishing the form in which broader engagement should take place before a Regional Infrastructure Plan is finalized;
6. Identifying how it should be determined if a distributor’s involvement is needed in the Regional Infrastructure Planning process;
7. Identifying whether the Board should “require” or “expect” distributors to participate in the Regional Infrastructure Planning process where the transmitter determines their involvement is necessary;
8. Providing input on Filing Requirements related to Regional Infrastructure Planning;
9. The approach to increase transparency in the regional planning process; and
10. Proposed changes to Board’s regulatory instruments needed to support the process for Board’s consideration.

There are three broad categories of process flow components which the RPPAG has identified:

1. Data inputs required to inform the regional plan and process;
2. Activities required in support of the process; and
3. Decisions made during the regional planning process that support advancement of individual regional plans.

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As a result of the activities / decision on particular items relating to RIP, the RPPAG will by way of an established process make the needed modifications/process enhancements and/or propose recommended solutions to Board staff for consideration should the recommendations involve changes to regulatory policy. The RPPAG will communicate Board-approved changes by publishing the information on the Board's dedicated Regional Planning webpage:

<http://www.ontarioenergyboard.ca/oeb/Industry/Regulatory%20Proceedings/Policy%20Initiatives%20and%20Consultations/Regional%20Planning/Regional%20Planning%20Standing%20Committee>

Issue Identification Template and Process:

An Issue Identification and Management Template will be the tool by which the RPPAG will assess each issue brought to the group's attention. A fulsome assessment of each identified issue using the tool will assist in assigning lead accountability within the group's members for process managing the issue to remediation or resolution, along with identification of supporting work activities.

The template (contained in Appendix 2) will be updated and revised over time, informed by the group's experience with the tool.

As the process elements noted in the scope of work and more specifically captured in Appendix 1 are deemed to have been resolved or ameliorated such that they no longer require the attention of the RPPAG, other process elements may be added to the scope of work as agreed to by the group's members. The scope of work as outlined in these Terms of Reference will be reviewed on an annual basis and supporting detail to be captured in a concurrently updated *Appendix 1*.

Duties of Advisory Group Members:

The duties of members are solely advisory. When notified and invited to participate in a meeting/teleconference/web conference a member must respond within a reasonable timeframe by email to the invitation to participate, and make diligent effort to be available. (A list of current members with email contact information is listed in *Appendix 3*.)

Other duties include:

- Annual selection of a Stakeholder Chair/Vice-Chair/Secretary;
- Review the agenda and meeting materials prior each meeting, giving thought to any questions that may be posed in the materials so that productive dialogue may take place during scheduled meetings;
- Identify and provide their technical assessment and perspectives as related to those constituencies they may typically represent;
- A capability for sharing expert views that advance mutual understanding of technical assessments and outcomes from the perspective of the specific groups, constituency interests and/or regions they represent, in addition to communicating the work of the RPPAG back to those same broad constituencies, interests and/or regions;
- To make reasonable effort in helping reach group consensus on issues; and
- To understand that views shared by individuals participating in discussions (including representatives of the Board) do not represent official positions of the organizations with whom they may be affiliated, and that comments are provided solely for the purpose of enhancing group awareness, understanding of the issues being discussed, and to contribute to reaching mutual agreement on issues.

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RPPAG Member Support

1. RPPAG members will provide the RPPAG with 1 qualified alternate representative for review and approval. This alternate is intended to only attend a RPPAG meeting in the event the Member cannot. This alternate is responsible to inform the member of the meeting discussion (see *Appendix 3b*).
2. RPPAG members may from time to time identify when a technical sub group may be needed to carry out / and support the work undertaken by the RPPAG. The RPPAG will establish a process to request / invite person(s) to participate as technical support in this sub group.

Stakeholder Chair/Vice-Chair/Secretary of the RPPAG

RPPAG members will select an individual to the role of Stakeholder Chair of the RPPAG (Chair). The Chair will take on the role of moderator of future meetings and work with Board staff that will provide support in the development of future meeting agenda items.

The term of Chair will be for a period of 2 year, with the option to be re-nominated by members for another term.

RPPAG members will also select an individual from among the members to the role of Vice Chair and Secretary of the RPPAG. The Vice Chair will act as support to the Chair and carry out the role in its absence. The Secretary will be responsible for taking notes regarding meeting discussions that will later be posted to the relevant webpages of the Board's website. The terms of Vice-Chair and Secretary will also be for a period of 2 years. (See *Appendix 3a*)

Annual Review:

As a group, all members of the Advisory group will be required to annually review the efficacy of the RPPAG on the following elements and criteria:

- Composition of members and fulfillment of duties
 - Review the composition to propose additions to the membership if a need is identified.
 - Measure the level of communications to members' constituents - liaising to ensure it delivers to and collects information/opinions/concerns to the RPPAG. Provision of a short paragraph from each RPPAG member summarizing activities and/or products where communication can be demonstrated.
- Issues identification and management process
 - *Demonstrated use of template through (i) Initiated by Individual members and (ii) Initiated by RPPAG.*
 - *Complete the Issue template*
 - *Present to the RPPAG*
 - *Identify the prioritization of the issues*
 - Number of activities listed in *Appendix 1* advanced beyond the identification stage to a stage of completion/closure (whether resolved or not).
 - Number of recommendations made by the RPPAG to improve the RIP process to the Board and/or Industry.
- Meeting process

Annual survey of RPPAG members as to meeting process efficacy using feedback form contained in *Appendix 4*.

Regional Planning Process Advisory Group—Terms of Reference

Composition:

The process Lead(s) for Regional Infrastructure Planning (Transmitter) and Integrated Regional Resource Planning (IESO) are required to participate as a member of the Advisory Group.

The composition of the RPPAG will incorporate a balanced representation of interested parties including service providers, planners, local interests, First Nations and Metis and stakeholders, in order to achieve the defined objectives (see current list *Appendix 3*).

Individuals are to be nominated per the process outlined below. Once selected and when called on to participate in either a meeting or tele/web-conference, a member may substitute a delegate to attend.

Qualifications

Due to the nature of the advice sought, qualifications of members are focused on having broad practical and technical experience as relevant to the needs of assessing regional planning activities and its process. The list of specific qualifications for each member follows.

For consideration as a member of the RPPAG, members must meet the following qualifications:

- Must represent a Stakeholder interest, First Nations or Métis interest (e.g. distributor, municipality (e.g. distributor, municipality,
- Must represent a regional or provincial focus of interest specifying which of the regional planning zones they represent;
- Demonstrated participation in regional planning activities;
- Demonstrate relevance to regional planning activities of the individual's role within the organization they are affiliated;
- Have memberships or affiliations in organizations where the individual's role as a representative can be translated into terms of value relevant in advancing work of the Advisory Group;
- Have other qualifications including responsibility and/or participation in community engagement activities, technical certifications or qualifications as relevant to electricity system planning; and
- Demonstrated other experience that can be used to describe the individual's value to helping achieve the Advisory Group's defined objectives.

Term:

Individuals nominated and selected to participate as a member of the Advisory Group will remain for a period of 2 years after their appointment. They may be re-nominated after this period as long as they continue to meet the qualifications specified in this Terms of Reference and be considered through the Board's selection process for an additional term. At its discretion, the Board may choose to extend the term of individual members for another year.

The Board may at any time remove an individual's name and membership from the Advisory Group if that individual is deemed to no longer meet all the necessary qualifications and/or representation from a specific sector or area is desired.

Once named, any individual may withdraw their membership prior to the completion of their term, by writing to the Board requesting such with reasons.

Nomination Process and Review Criteria

Members will be selected as the result of a nomination process. The Board will administer the call for nominees to the specified Advisory Group.

Regional Planning Process Advisory Group—Terms of Reference

Each nomination application will be reviewed by Board staff and considered in relation to the following criteria:

- Represent an identifiable constituency including electricity and gas distributors, transmitters, generators, and consumers, municipalities, First Nations/Métis, and other interested parties;
- Ability to provide technical expertise in areas such as transmission and distribution systems' enhancement;
- Ability to communicate, educate and network with the stakeholder group that they represent; and
- Be available to participate fully in each of the meetings.

Meeting Frequency and Preparation:

After the first few meetings of the Advisory Group are completed, members will determine the frequency of future meetings. The number and timing of future meetings will be directed by the urgency and nature of the issues that become apparent in the course of the Advisory Group's work.

The meeting scheduling process will be initiated through the distribution by Board staff of an email invitation to all members on the Advisory Group stating the purpose and logistics of the meeting. Meetings may take place in-person (these will be hosted on-site at the Board's offices in Toronto), or remotely via web/tele-conference enabling technologies. The invitation will be sent with reasonable notice so as to facilitate scheduling, indicating a proposed date and time, and allow for members to reply as to their availability.

The agenda and supporting materials (if any) are to be provided to members at least 1 week prior to the scheduled meeting.

Role of Board staff and Reporting:

Board staff will chair the first few meetings of the Advisory Group until the role is transferred to RPPAG members who will select a Stakeholder Chair of the RPPAG. Board staff will attend Advisory Group meetings as an observer, in addition to being a resource through which members may seek clarification from the Board through its staff.

Written minutes of each meeting held (whether it be attended in-person, by teleconference, or web-enabled) will be prepared by the Secretary, and shared with meeting participants for their review. Once such minutes are reviewed and accepted by meeting participants as a reasonably accurate reflection of discussions, they will be posted to the relevant webpages on the Board website with appropriate and related links elsewhere at the Board or within industry.

Participant Costs:

Cost award eligibility in relation to participation on the Advisory Group is set out in the Board's August 18, 2014 letter "Regional Planning Standing Committee Cost Awards Matters Board File Number: EB-2011-0043".

When a call for nominees is made by the Board, nominees will be informed as to the process for filing of eligibility for consideration of cost awards at that time.

Appendix 1 – RPPAG Activity Table

Priority	Process Flow Type	PPWG Identified Process (May '13)	Status as of March 6, 2015
	Activity - Ongoing	1. Review regional boundaries and the criteria used to establish them;	
1	Activity / Decision	2. Confirm the ToR	Requires Final Review and Approval
2	Activity	3. First Nation and Metis to have a representative in the RPPAG. The RPPAG to develop a process to ensure proper representation and engagement with this group.	Group proposed that an invitation to join be extended from the OEB Chair on behalf of the RPPAG to the Chiefs of Ontario and Métis Nation of Ontario.
3	Activity	4. Review: Establishing the form in which broader engagement should take place before a Regional Infrastructure Plan is finalized.	
4	Activity	5. Review the Municipal Planning process and how it informs regional infrastructure planning. – <i>Invite the AMO planning rep (working technical session for the RPPAG)</i>	
5	Data Input	6. Identifying the information distributors should be required to provide to the transmitter and the frequency it should be updated.	
6	Activity	7. Identify the appropriate evaluative criteria to compare potential solutions to address regional needs.	
7	Activity	8. The approach to increase transparency in the regional planning process.	
8	Decision	9. Proposed changes to Board’s regulatory instruments needed to support the process for Board’s consideration.	

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Resolved Items from the Planning Process Working Group’s May 2013 Final Report (p. 17):

	Decision	Determining the role of the OPA in the Regional Infrastructure Planning process;	Resolved And Addressed
	Activity	Identifying how it should be determined if a distributor’s involvement is needed in the Regional Infrastructure Planning process;	Resolved And Addressed
	Decision	Identifying whether the Board should “require” or “expect” distributors to participate in the Regional Infrastructure Planning process where the transmitter determines their involvement is necessary;	Resolved And Addressed
	Activity	10. Identifying how it should be determined if a distributor’s involvement is needed in the Regional Infrastructure Planning process;	Resolved And Addressed
	Decision	11. Identifying whether the Board should “require” or “expect” distributors to participate in the Regional Infrastructure Planning process where the transmitter determines their involvement is necessary;	Resolved And Addressed
	Data Input	12. Providing input on Filing Requirements related to Regional Infrastructure Planning;	Resolved And Addressed
	Decision	13. Determining the role of the OPA in the Regional Infrastructure Planning process;	Resolved And Addressed

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Appendix 1a - Deemed Out of Scope

Item Type	Item Out of Scope	Potential Impact
Activity	<p>1. Make recommendations to the Integrated Regional Resource Planning (IRRP) process.</p> <p><i>Note: The item is deemed out of scope with consideration to revisit the item at a future date.</i></p>	

Appendix 2 - Issue Identification Template

What is the process issue?	Why is this an issue?
<ul style="list-style-type: none"> Describe the nature of the process issue. What are the triggers giving rise to the issue? Can you specifically define the process outcomes or results making this an issue? How does this issue impact integrated regional planning and its success? 	<ul style="list-style-type: none"> What region does this impact? For each constituent represented in the RPPAG what specific process elements are important? Who are the individuals or organizations that have a stake or concern with this issue?

What are the risks if the issue is not addressed?	Who is involved in resolving the issue?
<ul style="list-style-type: none"> What are the risks from a technical view? What are the risks from a social view? What are the risks from an environmental and/or economic view? What are the risks from a process perspective? 	<ul style="list-style-type: none"> Who is an enabler of mitigation actions? Who is an influencer of mitigation actions? Who is the audience of mitigation actions? Who is the decision maker?

Issue Presented: Individual Member RPPAG Member OEB Staff

Conclusion / Resolution

Supporting Activities

Will mitigating actions require regulatory review/support/changes? Yes No

Will further analysis be required with the support of a subcommittee? Yes No

Lead RPPAG Member for subcommittee activities _____

Sign Off

Chair Name: _____ Date: _____

Appendix 3 – RPPAG Member

Members Information			
Organization	Representative	Contact Information	Email
Hydro One Networks Inc. (Transmitter)	Regional Infrastructure Planning - Lead	Bing Young, Director of System Planning	Bing.Young@HydroOne.com
IESO (formally OPA)	Integrated Regional Resource Planning - Lead	Bob Chow, Director, Transmission Integration Power System Planning	Bob.Chow@powerauthority.on.ca
IESO	Agency / System Operator	Ahmed Maria, Manager Market Facilitation	Ahmed.Maria@ieso.ca regulatoryaffairs@ieso.ca
Guelph Hydro Electric Systems Inc.	LDC	Kazi Marouf, Chief Operating Officer	kmarouf@guelphhydro.com
Milton Hydro Distribution Inc.	LDC	Bruno Pereira, Director of Engineering	brunopereira@miltonhydro.com
Cornerstone Hydro Electric Concepts Association Inc.	LDC	Wade Morris, Vice President, Engineering & Operations	wadem@innisfilhydro.com
Electricity Distributors Association (EDA)	LDCs	Dan Charron, President of Entegrus Irv Klajman, Director, Asset Investment Planning, PowerStream	dan.charron@entegrus.com irv.klajman@powerstream.ca
Enbridge Gas Distribution	Gas	Edith Chin M. Sc. Senior Manager, Upstream Regulatory Strategy and Major Projects Enbridge Gas Distribution	Edith.Chin@enbridge.com
Association of Power Producers of Ontario (APPrO)	Generators	David Butters, President	david.butters@appro.org

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Association of Municipalities of Ontario (AMO)	Municipality	Geoff Lupton, Director of Energy, Fleet & Traffic City of Hamilton	Geoff.Lupton@hamilton.ca
Ray E. Quinn	Northern Region	Ray E. Quinn	req2@tbaytel.net
Iain Angus		Iain Angus	iangus@thunderbay.ca

Appendix 3a – Elected Member Roles within the RPPAG

Chair - Irv Klajman, Electricity Distributors Association (EDA)

Role of the Chair will be to focus the work to be achieved by the RPPAG, set the frequency of meeting, solicit items to be included in the meeting agenda and act as the designate facilitator.

Vice Chair – Kazi Marouf, Guelph Hydro (LDC)

Role of the Vice Chair will be to assist the Chair in its role and or carry out the duties in its absence.

Secretary - Bing Young, Hydro One Networks Inc. (Transmitter)

Role of the Secretary will be to assist the Chair and Vice Chair as well as to capture meeting minutes or each RPPAG meeting, coordinate minutes for review by the RPPAG members and publish final copies to the industry on the RPPAG behalf.

Appendix 3b – Delegate of RPPAG Members

1. The RPPAG members may, when appropriate, send an alternate to attend on their behalf.
2. The RPPAG members will inform the Chair, Vice-Chair or OEB staff, prior to the meeting they are unable to attend, , who will be the alternate individual who will be attending on their behalf. There is no approval process required to select alternate members.
3. The alternate will not have voting privileges but, by proxy, submit the RPPAG member’s vote to the Committee in the event a vote is required.

Appendix 4 –

Regional Planning Process Advisory Group Annual Evaluation Form

As a group, all members of the Advisory group will be required to annually review the efficacy of the RPPAG on the elements and criteria as noted in this form.

Member Name: _____

Applicable Period of Evaluation: _____
[month/year – month/year]

Please circle your response to each statement.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
<i>Meeting Process</i>						
1. Meetings were scheduled with sufficient notice.	1	2	3	4	5	0
2. Meetings were held in locations convenient to get to.	1	2	3	4	5	0
3. The duration of meetings was appropriate to the specific agenda.	1	2	3	4	5	0
4. All members were equally able to participate and be heard.	1	2	3	4	5	0
5. Meeting materials were distributed with adequate time to prepare for group discussion.	1	2	3	4	5	0
6. Relevant subject matter or technical experts (internal and/or external) were brought forward when necessary to support the group’s work.	1	2	3	4	5	0
<i>Issues identification and advancement process</i>						
7. The issue identification template helped the group and/or individual members to introduce process issues for consideration by the group.	1	2	3	4	5	0
8. The issue identification template was helpful to identifying priority process issues.	1	2	3	4	5	0
9. The issue identification template was helpful to identifying specific aspects of the process that were	1	2	3	4	5	0

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appropriate for the group to address.						
10. A sufficient number of activities listed in Appendix 1 of the ToR advanced beyond the identification stage to a stage of completion/closure.	1	2	3	4	5	0
11. A sufficient number of recommendations were made by the RPPAG to improve the RIP process to the Board and/or Industry.	1	2	3	4	5	0

Composition of members and fulfillment of duties

Please circle 'Yes' or 'No' to the following statements	Response
1. The composition of advisory group membership was adequate.	Yes / No
2. I engaged the constituencies that I represent by soliciting their views where necessary and communicating to them the work of the group.	Yes / No
3. Support by Board staff was adequate.	Yes / No

What other constituencies should be asked to participate in the group and why?

Please describe below the engagement activities you undertook with the constituency that you represent. Please provide specific examples where possible.

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Additional Comments:

Thank you for your feedback.
Please return this sheet to Ashley Hayle
AshleyDawn.Hayle@ontarioenergyboard.ca