

**Integrated Resource Planning
Technical Working Group
Terms of Reference**

February 17, 2022

1.0 Background and Objective

The OEB's July 22, 2021 [Decision and Order](#) established an Integrated Resource Planning (IRP) Framework for Enbridge Gas. Integrated resource planning involves consideration of both traditional facility solutions and alternative supply- or demand-side solutions to meet Enbridge Gas's identified natural gas system needs. The IRP Framework provides direction on the OEB's requirements for IRP for Enbridge Gas.

The IRP Framework requires the OEB to establish an Integrated Resource Planning Technical Working Group. The Working Group is expected to be in operation for a minimum of two years, during the implementation of this first-generation IRP Framework.

The Working Group will be led by OEB staff with an objective to provide input on IRP issues that will be of value to both Enbridge Gas in implementing IRP, and to the OEB in its oversight of the IRP Framework. Enbridge Gas retains the sole responsibility to make final system planning decisions and bring forward project applications to the OEB for approval.

2.0 Priorities and Scope of Work

The OEB expects that the first priorities of the Working Group will be:

- Consideration of IRP pilot projects to better understand how IRP can be implemented to avoid, delay or reduce facility projects. Enbridge Gas is expected to select and deploy two IRP pilot projects by the end of 2022.
- Enhancements or additional guidance in using the Discounted Cash Flow-plus economic evaluation methodology to assess and compare the costs and benefits of using either facility solutions or IRP alternatives to meet system needs.

On an annual basis, the Working Group will also be expected to review and comment on a draft of Enbridge Gas's annual report on its IRP activities. The Working Group will file a report to the OEB in the same proceeding Enbridge Gas's annual IRP report is filed. The Working Group report should include any comments on Enbridge Gas's annual IRP report including material concerns that remain unresolved by the Working Group, and may also describe other activities undertaken by the Working Group in the previous year.

Other potential areas of work for the Working Group may include addressing:

- Learnings from natural gas IRP in other jurisdictions
- Performance metrics for IRP
- Accounting treatment of IRP costs
- Treatment of stranded assets in system planning
- Other activities relevant to the IRP Framework, as identified by the Working Group or as directed by the OEB

3.0 Membership

The Working Group includes representatives from OEB staff and Enbridge Gas, non-utility members, and observers. OEB staff, Enbridge Gas, and observer organizations are expected to select their own representatives, while non-utility members are selected by the OEB as individuals, not representatives of specific organizations. The Working Group will have approximately 10 members plus OEB staff. Working Group members are selected based on relevant demonstrable technical expertise that relates to and informs the activities to be addressed by the Working Group. The OEB has ultimate authority regarding the selection and status of Working Group members.

4.0 Term

The term of the Working Group is expected to be for an initial period of two years.

5.0 Roles and Responsibilities

All IRP Working Group Members, Including Non-Utility Members

All Working Group members will:

- Attend and actively participate at meetings as appropriate
- Treat each other with courtesy and respect.
- Share their expertise and knowledge as they relate to the topic areas being discussed and provide comments for consideration.
- Abide by the OEB's rules on the treatment of confidential items brought forth for discussion, including requirements of a confidentiality agreement.
- Follow up on action items or take on additional work as assigned.

OEB Staff Members

OEB staff will co-ordinate the activities of the Working Group. OEB staff representatives have the following additional responsibilities:

- Establish priority activities and a workplan, with input from Working Group members, taking account of any direction provided by the OEB.
- Chair meetings of the Working Group or designate a member of the Working Group to chair the meeting, if required.

- Provide (or ensure the appropriate Working Group member provides) any materials for discussion in advance of meetings.
- Co-ordinate attendance through online meeting invitations.
- Circulate an agenda in advance of the meeting noting the purpose of each item (for discussion, for information, etc.).
- Record key meeting outcomes with an action items list and follow up to ensure action items are completed as assigned to Working Group members.
- Confirm any decisions and/or action items at close of the meeting and provide targeted timelines for each action item.
- Co-ordinate the development of any materials authored by the Working Group, and disseminate such materials on behalf of the Working Group, including posting materials on the OEB website, providing updates to OEB management, and/or filing in OEB proceedings, as appropriate.
 - This includes filing a report on the Working Group’s activities on an annual basis, in the same proceeding in which Enbridge Gas’s annual IRP report is filed.

Enbridge Gas Members

Enbridge Gas representatives have the following additional responsibilities:

- Provide relevant information to the Working Group regarding Enbridge Gas’s current and planned IRP activities.
 - This includes providing a draft of Enbridge Gas’s annual IRP report to the Working Group far enough in advance of planned filing to the OEB to give the Working Group adequate time to review and comment.
- Provide updates to Enbridge Gas on the Working Group’s activities for Enbridge Gas’s information and consideration.
 - Enbridge Gas is expected to consider the activities of the Working Group to inform subsequent applications to the OEB related to IRP, such as IRP Plan/Leave to Construct applications, rates applications, and applications to clear balances in IRP-related deferral accounts.

Non-Utility Members

In addition to the responsibilities described above, non-utility members will provide input and advice based on their experience and technical expertise and not advocate specific commercial interests or on behalf of parties they have represented before the OEB in various proceedings.

Observers

Working Group observers will:

- Attend Working Group meetings.
- Provide input on matters when solicited/as appropriate and/or if it pertains to their area of expertise/ experience.

Any materials authored by the IRP Working Group and filed with the OEB will not be considered to represent the views of Working Group observers, or their organizations.

The Working Group includes observers from the Independent Electricity System Operator (due to its experience with Integrated Resource Planning in the electricity sector) and EPCOR Natural Gas Limited Partnership (due to its interest in gaining an understanding of the applicability of IRP to its natural gas distribution operations).¹

6.0 Meeting Frequency, Preparation, and Public Reporting

It is anticipated that the Working Group will meet on approximately a monthly basis initially. It is anticipated that meetings will typically be held by video conference.

Frequency of meetings going forward and the timing of any deliverables for the Working Group will be determined in consultation with the Working Group members. Members may be asked to take on additional work between meetings, depending on their experience and the tasks at hand.

A summary of key outcomes from each meeting held will be prepared and shared with meeting participants to review for accuracy. Once they are reviewed and approved by members of the Working Group, the OEB will post the key outcomes and related meeting materials on its website (unless confidential treatment of materials has been requested), to allow stakeholders to follow the Working Group's progress.

7.0 Issues Resolution

The IRP Working Group will attempt to achieve consensus on IRP-related issues where appropriate. Any materials authored by the Working Group will reflect the Working Group's shared conclusions and not necessarily the views of the OEB, as well as identify areas where consensus was not reached, documenting differing perspectives as necessary.

8.0 Confidentiality

To support the OEB's objectives of transparency and openness, materials sent to or authored by the Working Group will generally be considered non-confidential and placed on the OEB website, with confidential treatment only on an exception basis.² Enbridge Gas or other Working Group members may indicate that certain materials that

¹ As a rate-regulated natural gas distributor, EPCOR will also be responsible for paying a small portion of any costs awarded to IRP Working Group members.

² Drafts of materials in the process of being developed by the Working Group may not be placed on the public record until finalized, even if not considered confidential.

they provide to the Working Group should be treated as confidential information. If necessary, Enbridge Gas may request that specific members not participate in review or discussion of issues of a commercially sensitive nature. Working Group members that wish to review confidential materials will sign a confidentiality agreement, which will apply to all information that contains confidential information that they receive as a member of the Working Group. For the purposes of the Working Group, OEB staff will accommodate requests from members for confidential treatment of materials they provide, but the OEB will not make a formal determination on confidentiality, unless this matter is raised at a later date in a proceeding before the OEB.

9.0 Participant Costs

Cost awards will be available under Section 30 of the Ontario Energy Board Act, 1998 to eligible persons in relation to their participation in the Working Group. The OEB will initiate a cost awards process on a regular basis to ensure that members are compensated for their contributions to the Working Group. Maximum cost claims will be set based on meeting hours (default maximum cost award of 2.0 times meeting time to take into consideration preparation and follow-up time) and volume of documentation to review in preparation for or between meetings (maximum incremental cost award will vary).

Additionally, individual Working Group members or a subset of Working Group members may agree to take on additional tasks, and, with approval from the OEB, will be eligible to claim cost awards for the time to complete those additional tasks. OEB staff will provide guidance regarding costs as appropriate.

Appendix A: IRP Technical Working Group Members

Name	Role
Michael Parkes	OEB staff representative (Working Group chair)
Stephanie Cheng	OEB staff representative
Chris Ripley	Enbridge Gas representative
Amrit Kuner	Enbridge Gas representative
Amber Crawford, Association of Municipalities of Ontario	Non-utility member
John Dikeos, ICF Consulting Canada Inc.	Non-utility member
Tammy Kuiken, DNV	Non-utility member
Cameron Leitch, EnWave Energy Corporation	Non-utility member
Chris Neme, Energy Futures Group	Non-utility member
Dwayne Quinn, DR Quinn & Associates Ltd.	Non-utility member
Jay Shepherd, Shepherd Rubenstein Professional Corporation	Non-utility member
Kenneth Poon, EPCOR Natural Gas LP	Observer
Steven Norrie, Independent Electricity System Operator	Observer

As representatives and membership may change from time to time, this list will be updated at least annually.