

Demand Side Management (DSM) Advisory Group

Terms of Reference

Introduction

The DSM Advisory Group has evolved from the former Program Development Working Group (PDWG) which has been a valuable resource in the design and implementation of DSM programs, beginning with the development of the 2008-2009 DSM Plan by Nova Scotia Power and continuing through the transition of DSM administrator responsibilities to Efficiency Nova Scotia Corporation (ENSC) in 2010.

A continuation of the PDWG was supported by stakeholders during the Utility and Review Board (UARB) hearings for the 2011 and 2012 DSM Plans. The mandate, composition and structure of an ongoing DSM stakeholder group was discussed at PDWG meetings in July, September and November of 2011 and the group proposed a re-focused mandate, an expanded membership, and a new name.

The DSM Advisory Group is an important component of stakeholder and UARB oversight as ENSC moves towards multi-year DSM planning. In its Order dated June 4, 2012, the UARB ordered that ENSC file Terms of Reference for the DSM Advisory Group with the UARB.

Name

The stakeholder group shall be known as the DSM Advisory Group.

Mandate

The DSM Advisory Group is a forum to provide strategic or directional advice and stakeholder perspectives on current or emerging DSM issues including, but not limited to, the following items as identified in the UARB Order noted above.

- Develop appropriate and cost-effective evaluation of Enabling Strategies for which ENSC will not be claiming specific energy savings;
- Further refine and develop a methodology for analyzing rate and bill impacts for future reporting and DSM proceedings, to be based on the further recommendations provided by Synapse; and
- Improve ENSC's methods for tracking customer participation, including tracking by customer for each program and in each year, in order to keep track of customers that may be double-counted. The customer participation data will be used to target efficiency programs to maximize customer participation rates.

ENSC will maintain a list of current and emerging DSM issues for consideration on the DSM Advisory Group SharePoint Site. Members may suggest items for this list at any time by submission to the ENSC co-chair.

The DSM Advisory Group will also provide a forum for discussion about optimal communication strategies to engage stakeholder communities and align messages to ensure that stakeholders are well-informed. The DSM Advisory Group also provides a forum for ENSC to provide detail on its programs for the benefit of stakeholders and the sectors they represent.

Decision Making

Actions resulting from directional advice provided by the DSM Advisory Group are at ENSC's discretion with ENSC assuming full responsibility for any such actions.

Composition

The membership of the DSM Advisory Group consists of a representative from each of the following and may be revised from time to time as required:

- Consumer Advocate
- Canadian Oil Heat Association
- Ecology Action Centre
- Efficiency Nova Scotia Corporation
- Halifax Regional Municipality
- Large Industrial Sector
- Municipal Electric Utilities of Nova Scotia Cooperative
- Nova Scotia Department of Energy
- Nova Scotia Power Incorporated
- Small Business Advocate
- Union of Nova Scotia Municipalities
- Utility and Review Board of Nova Scotia

Roles

The DSM Advisory Group will include the following roles to be selected by the group and reviewed on an annual basis or sooner as required:

- **Host:** Responsible to provide the venue and conference calling facilities to accommodate the meetings. ENSC will fulfill this role.
- **Chair / Co-Chair:** Responsible to assist in the development of meeting agendas and lead (facilitate) the Group through the meeting Agenda. ENSC will co-chair along with rotating members of the group. The schedule of co-chairs will be maintained on the DSM Advisory Group SharePoint Site.
- **Minute-taker:** Responsible for taking minutes of DSM Advisory Group meetings and submitting the draft to the Meeting Organizer/Communicator within one week of the meeting. ENSC will fulfill this role.
- **Meeting Organizer/Communicator:** Responsible to schedule and arrange meeting details, create meeting agendas, and communicate all relevant information and documents to the DSM Advisory Group. Responsible to distribute draft minutes to DSM Advisory Group members for review and comment. Responsible to consolidate edits and distribute the final draft minutes to

Group members along with the agenda for the subsequent meeting no less than two weeks in advance. ENSC will fulfill this role.

- **DSM Consultant:** To assist the DSM Advisory Group in fulfilling its mandate, ENSC will retain the service of a DSM consultant, as required, to provide technical guidance to the Group.

Frequency of Meetings

The DSM Advisory Group will maintain a calendar of meetings on the DSM Advisory Group SharePoint Site with the intent of meeting quarterly following release of ENSC's Quarterly Report. Meetings may also be scheduled more frequently as required but the Group shall meet no less than three times per year.

Records Management

ENSC shall be responsible for maintaining a DSM Advisory Group SharePoint Site as a central repository for all DSM Advisory Group documents. All members of the DSM Advisory Group will have access to this SharePoint site.

Typical DSM Advisory Group documents maintained on the SharePoint would include:

- Terms of Reference
- Calendar of Meetings
- Meeting Agendas
- Meeting Minutes
- Status of Action Items from previous meetings
- List of current and emerging DSM issues for consideration
- Quarterly DSM Reports
- Annual Progress Reports
- Relevant research, studies and consultant reports
- Information submitted by group members for sharing and reference

Review and Amendment of these Terms of Reference

The DSM Advisory Group will review these Terms of Reference at the Group's first meeting after the Nova Scotia Utility and Review Board issuance of an Order in the matter of an application by Efficiency Nova Scotia Corporation for Approval of its Electricity Demand Side Management Plan or at any other time that the Group deems appropriate. Any amendment of these Terms of Reference will be made with the consensus of the members of the DSM Advisory Group.