

## 1. Introduction

The Electricity Act, 1998 requires the IESO to establish one or more processes by which consumers, distributors, generators, transmitters and other persons who have an interest in the electricity industry (collectively, stakeholders) may provide advice and recommendations for consideration by us<sup>1</sup>.

These terms of reference are intended to provide guidelines for the Committee and should be considered a working document which can change based on your feedback.

More information including information from previous meetings can be found at:  
[http://www.ieso.ca/imoweb/consult/consult\\_forums.asp](http://www.ieso.ca/imoweb/consult/consult_forums.asp)

## 2. Purpose of the Committee.

The Committee is a forum for its members to be informed and educated on our activities as well as providing timely advice directly to us. This advice would apply for matters relating to operational and implementation related decisions at a working level as well as any other matter of concern to you.

This advice may be used by us to revise market manuals and other procedures, protocols and/or market rules as required.

## 3. Composition of the Committee

You are asked to apply for membership by sending a notice to the Chair of the Committee.

Members of the Committee will be posted.

## 4. Organization and Administration of Meetings of the Committee

4.1 IESO staff will chair the Committee.

4.2 Unless otherwise noted, we will ensure all meeting support material is circulated in advance to you via email, and posted. The agenda will state what items are for information purposes and those where we are looking for input. We will make our best effort to provide a draft agenda and reading materials 2 weeks in advance of the meeting.

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<sup>1</sup> 'We', 'us' and 'our' refer to the IESO. 'You' and 'your' refers to the stakeholder members (or potential members) of one of our Standing Committees.

- 4.3 Attendance may be in person or via teleconferencing facilities when available. Participation is voluntary. There is no minimum quorum however if attendance is low then the Chair may postpone the meeting.
- 4.4 We will take meeting minutes including actionable items and their resolution. Draft meeting minutes, including any accompanying written submissions, will be distributed to you approximately 5 business days following a meeting. You will review the draft minutes and provide any comments to the Chair within 2 business days. The Chair will finalize the minutes and will then distribute the minutes and related written submissions to you and will post those materials on our web site within 2 weeks following the meeting.

5. Normal Order of Meeting

- 5.1 The Chair will recap the minutes of the previous meeting and deal with any outstanding action items. The Chair will identify when we have made decisions on topics for which we received advice from you in previous meetings, and the rationale for those decisions. The Chair shall note any new items that are on the agenda in the order that they appear on the agenda. You may request that additional items be added under new business on the agenda.
- 5.2 Comments or concerns raised by you will be captured in the meeting notes. The Chair, moderator, facilitator, or note-taker should seek confirmation that the notes accurately summarize your issue and to make sure that your point will be adequately captured.
- 5.3 All your comments will be documented in the minutes and posted. The Chair will inform you that all views will be fully communicated to decision makers prior to decisions being made.
- 5.4 The Chair shall remind members of pertinent actions to be taken before the next meeting.

6. Voting (optional)

The primary purpose of voting is to provide Committee members with the opportunity to formally register their views on issues and thereby clearly communicate those positions to us. Accordingly, motions are not normally considered “carried” or “defeated” in the traditional sense.

The decision to poll the group rests with the Chair.

The Chair shall record the results of the vote in the meeting minutes.