



BRITISH COLUMBIA  
UTILITIES COMMISSION

ORDER  
NUMBER G-97-98

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IN THE MATTER OF  
the Utilities Commission Act, R.S.B.C. 1996, Chapter 473

and

Participant Assistance/Cost Award Guidelines

**BEFORE:** P. Ostergaard, Chair )  
L.R. Barr, Deputy Chair )  
P.G. Bradley, Commissioner ) November 18, 1998  
F.C. Leighton, Commissioner )  
K.L. Hall, Commissioner )  
C.J. Kinsley, Commissioner )

**O R D E R**

**WHEREAS:**

- A. On June 18, 1993, legislative approval was given, with changes to Section 118 of the Utilities Commission Act ("the Act") (formerly identified as Section 133 of the Act S.B.C. 1980, c. 60, as amended), to allow the Commission to assist participants with costs associated with regulatory proceedings and public reviews; and
- B. On December 8, 1993, the Commission, by Order No. G-117-93, issued its participant funding guidelines pursuant to Section 118 of the Act, effective April 1, 1993. On October 11, 1996, following comments from the utilities and the public, the Commission approved amendments to the guidelines on participant assistance/cost awards, and issued Order No. G-103-96; and
- C. In 1998 the Commission, by Letter No. L-17-98, asked regulated utilities and interested parties to provide comment on all issues pertaining to participant assistance and cost awards, and to respond in writing by June 30, 1998; and
- D. Submissions were received from 12 parties identifying specific concerns and, on September 17, 1998, Commission staff issued a Position Paper and requested final comments to be received no later than October 15, 1998, of which five were received; and
- E. The Commission has reviewed the submissions, Commission staff's Position Paper, and final comments from interested parties and finds that the Participant Assistance/Cost Award Guidelines are required to be amended.

**NOW THEREFORE** pursuant to Section 118 of the Act, the Commission approves the amended Participant Assistance/Cost Award Guidelines, attached as Appendix A to this Order, effective immediately.

**DATED** at the City of Vancouver, in the Province of British Columbia, this 30th day of November, 1998.

BY ORDER

*Original signed by:*

Lorna R. Barr  
Deputy Chair

Attachment  
Order/Amend PACA Guidelines

**British Columbia Utilities Commission  
Participant Assistance/Cost Award Guidelines  
Section 118 of the Utilities Commission Act**

## **1. Participant Eligibility**

A Participant is an individual or an organization which actively participates in a proceeding of the Commission.

In determining an award of all or any portion of a Participant's costs, the Commission will consider the following:

- (i) Does the Participant represent a substantial interest in the proceeding and will the Participant be affected by the outcome?
- (ii) Has the Participant contributed to a better understanding of the issues by the Commission?
- (iii) Are the costs incurred by the Participant for the purposes of participating in the proceeding fair and reasonable?
- (iv) Without the award, would the Participant be able to participate effectively in the proceeding?
- (v) Has the Participant joined with other groups with similar interests to reduce costs?
- (vi) Any other matter appropriate in the circumstances.

When making participant assistance/cost awards under Section 118(2) of the Act, the Commission will also consider the Commission approved budget for participant funding.

## **2. Application for a Cost Award**

### Submitting a Budget Estimate

For the purposes of these Guidelines, a proceeding begins when the Commission issues an order establishing a hearing, an inquiry or a Negotiated Settlement Process and normally ends when the Commission begins its deliberations. Participants who intend to apply for a cost award must submit a budget by the date set out in the Order establishing the proceeding. The Budget Estimate should address the Participant's eligibility considering Section 1 of these Guidelines, identify the key issues that the Participant will examine, indicate whether the Participant expects to lead evidence, and include an estimate of proceeding and preparation days. In addition, Participants who represent a coalition of groups should provide an annual letter from each particular coalition or group, identifying their general interest in Commission proceedings and authorizing representatives to act on their behalf. This letter may be provided at the beginning of the year or with the first intervention in a proceeding in a calendar year.

Commission staff will reply with a review letter that includes an estimate of proceeding days and an estimate of the preparation days that may be funded. Some issues identified in the Budget Estimate may, in the opinion of Commission staff, fall outside the Commission's jurisdiction or be of limited relevance to the proceeding. If so, the Participant will be informed of these concerns and advised that this part of the Budget Estimate may not be funded. The Commission staff advice is not binding on the Participant or the Commission panel and is provided only to forewarn Participants of potential issues which may not be funded by the Commission.

The Commission will identify for the utility (or whoever will be asked to pay) those Participants who intend to apply for participant assistance.

**Making the Final Application for a Cost Award**

- (i) An application for a cost award must be made by filing a written application with the Commission panel within thirty days following the last day of a proceeding (or such time as the Commission panel directs) setting out the reasons for such an award.

A Participant applying for costs should again address its eligibility considering Section 1 of the Guidelines, preferably citing examples from the proceeding to support the awarding of costs. In addition, the application should address any reasons why the actual application differs from the Budget Estimate. For example, if the actual hearing is shorter or longer or the issues more or less complex than anticipated, Participants claiming an award should address how this affected their preparation when their application for a cost award is made. The application should be supported by a statement of costs with the appropriate receipts and invoices together with a sworn affidavit.

- (ii) The Commission panel will review the application and statement of costs. It may require further supporting documents from the Participant seeking costs.
- (iii) The Commission will provide the party being asked to pay with copies of the cost award applications and the opportunity to comment on them. The party will have ten working days to respond.
- (iv) The Commission panel will determine the entitlement to a full or partial award taking into account the criteria established in Section 1 of the Guidelines, the information provided by the Participant with respect to any variances from the participant's Budget Estimate and the initial staff estimate of proceeding and preparation days. The Commission panel will provide reasons for any reductions in cost awards.
- (v) The costs are to be awarded by Order no later than 2 months after the hearing Decision has been issued.
- (vi) Once in receipt of the Commission panel's Decision on the award, an affected Participant may seek a reconsideration of its award but must file its application within 10 working days.

**3. Interim Award**

The Commission panel may approve the costs of retaining a consultant by a Participant under an accelerated approval process. If approved, reimbursement will be provided once an invoice or receipt is received from the Participant by the Commission panel and the regulatory proceeding has begun. The Participant would also be required to file an application under Section 2 of these Guidelines at the conclusion of the hearing.

#### **4. Participant Assistance: Eligible Costs and Rates**

The following reasonable expenses are eligible for participant assistance. The term “proceeding day” may include workshop days, negotiation days, pre-hearing conference days and hearing days. The Commission may award costs for preparation days typically on a ratio of up to 2 days per proceeding day.

a. Foregone Earnings

The Commission will award costs for foregone earnings up to a maximum of \$175 per proceeding day. Participants claiming foregone earnings are required to provide proof of actual foregone earnings, except where to do so would be unreasonably difficult. In this case, an indication of the usual daily earnings must be provided. Where not otherwise provided for in these Guidelines, this provision may also be used to fund the appearance of witnesses who meet the Eligibility Criteria.

b. Legal Fees

The Commission panel will consider factors such as experience before regulatory tribunals, complexity of the issue and overall conduct of the counsel in determining an appropriate contribution or partial award towards legal costs.

The Commission may award legal counsel costs up to a maximum as set out in the scale below per full proceeding day or preparation day (assumed to be an eight hour day). Where the actual billing rate is less, the lesser amount will be used for the award.

Years Since Call	Maximum Daily Fee
0 – 5	\$800
5- 10	\$1000
10+	\$1200

These maximums do not include provision for GST and PST, which will also be allowed.

c. Case Managers

The Commission supports the use of case managers where this either reduces the use of legal counsel or enables a coalition of interest groups with similar positions to participate. However, the Commission will want to be assured that the use of a case manager is not associated with unnecessary duplication of personnel for any particular task.

d. Consultants

The consultant’s hourly rate will be compared to the fee schedule of professional organizations such as the Association of Professional Engineers and Geoscientists of the Province of British Columbia. In each case the consultant’s resume must be provided.

Participants must demonstrate in their submitted budgets their efforts to find qualified consultants knowledgeable of issues in a British Columbia context and able to minimize total expenses (e.g. travel costs).

e. Disbursements

Disbursements directly related to the Participant's participation in the proceeding will be allowed. Payment may be up to the British Columbia Government Employees Union rates applicable to the Regulatory Affairs staff of the Commission for travel, accommodation and meals, etc. These rates are shown in the attached Schedule with the effective date shown. Because these rates may change, contact the Commission if you are unsure whether the attached Schedule remains in effect.

f. Child Care

Child care expenses (when such expenses are incurred for the purpose of participating) may be allowed to a maximum of \$50.00 per day.

g. Taxes

GST and PST costs which cannot be recovered under the taxation provisions will be allowed.

h. Other Costs

Other costs which the Commission panel may deem as reasonable and justified.

## BRITISH COLUMBIA UTILITIES COMMISSION

### PARTICIPANT ASSISTANCE/COST AWARDS RATE SHEET

Travel per Diems - (Effective January 1, 1998)

#### **MEAL EXPENSES**<sup>1</sup>

Maximum \$43.00/Day (Out of Town Participants)

Breakfast only	\$21.50
Lunch only	21.50
Dinner only	28.00
Breakfast & Lunch	29.00
Breakfast & Dinner	35.50
Lunch & Dinner	35.50

#### **TRAVEL RATE**<sup>2</sup>

(Out of Town Participants)

**Vehicle Mileage: \$.38/km** <sup>2</sup>

**Airfare: Full Fare Economy** <sup>2</sup>

#### **ACCOMMODATION RATES**<sup>3</sup>

(single room rate)

May 1 through Sept 30

Oct 1 through April 30

Greater Vancouver	\$115.00 + taxes	\$80.00 + taxes
Victoria	\$95.00 + taxes	\$70.00 + taxes
Whistler	\$65.00 + taxes	\$80.00 + taxes
All other areas in Province	\$70.00 + taxes	\$65.00 + taxes
Private Accommodation	\$30.00/night	\$30.00/night

#### **NOTES:**

- Meal Expenses/Out of Town Participants:** The rates applicable to those Participants who have applied to attend a hearing not in their immediate area.
- Travel Rate/Out of Town Participants:** The rates applicable to those Participants who have applied for funding to attend a hearing not in their immediate area. The participant assistance approved for consideration will be the lesser amount of the two options.
- Accommodation rates apply to the area in which the hearing is being conducted. Please make note of the different seasonal rates applicable for high and low seasons.