



September 9, 2020

Sent via email

To: Importers, Wholesalers, Terminal Operators, and Suppliers of retail dealers

Re: Reporting Requirements of the Fuel Price Transparency Regulation – Industry Engagement and Consultation

Dear Industry:

On August 14, 2020, the Government of BC announced the Fuel Price Transparency (FPT) Regulations outlined in [Order in Council 474/20](#) (Regulations), in accordance with the [FPT Act](#). The FPT Regulations establish the reporting requirements for fuel importers, wholesalers, terminal owners/operators, and suppliers of retail dealers (responsible persons). Reporting entities are required to make regular reports to the British Columbia Utilities Commission (BCUC) starting on November 1, 2020. As the Administrator of the FPT Act, the BCUC is responsible for ensuring compliance to the Regulations.

The BCUC is in the process of drafting the Reporting Guidelines which provide instructions to responsible persons who are required to submit reportable fuel data in alignment with the Regulations. Over the next month, the BCUC will be consulting with reporting entities and industry associations on our Draft Reporting Guidelines. During this time, we will host three information sessions to introduce the Draft Reporting Guidelines and invite the reportable fuels industry to provide written comments by Friday, September 25, 2020.

The Draft Reporting Guidelines will be available on [GasPricesBC.ca](#) and distributed to the industry by no later than Friday, September 11, 2020.

Scope

The purpose of the Reporting Guidelines is to provide instructions on how to report and submit reportable fuel data to responsible persons who are required to submit fuel data to the BCUC, pursuant to the FPT Act and Regulations in alignment with OIC regulations. The Reporting Guidelines include:

- Reporting requirements for a person in BC who imports reportable fuel, wholesales reportable fuel, owns or operates a reportable fuel storage terminal, or supplies reportable fuel to retail dealers;
- Standardized forms for reporting entities to complete; and
- Reporting periods and deadlines.

BCUC Consultation Process

The BCUC is seeking written comments from reporting entities, responsible persons and industry associations on the Draft Reporting Guidelines. Written comments must be submitted via email by **Friday, September 25, 2020**, to Commission.Secretary@bcuc.com. The consultation process regarding the Draft Reporting Guidelines, including the written comments received, will be posted on the [GasPricesBC.ca](#). Comments received will inform the BCUC's design of the reporting platform and assist in establishing the Final Reporting Guidelines. The BCUC

will review the Final Reporting Guidelines and the reporting process periodically to ensure their efficiency and security.

Confidentiality

Reporting entities who request certain information to be held confidential will be subject to the [BCUC Rules of Practice and Procedure](#) (Rules). Part IV of the Rules, Confidential Documents, applies to all requests for confidentiality and confidential documents filed with the BCUC in regard to any and all matters. The BCUC, as an administrative tribunal, is also bound by the statutory provisions of the [Freedom of Information and Protection of Privacy Act](#) and the [Administrative Tribunals Act](#).

Timeline

In the month of September, BCUC staff will host three on-line information sessions to provide a brief overview of the Draft Reporting Guidelines and for the reporting entities and industry to seek any clarifications. Information sessions are not transcribed, and as such, these discussions will not form as written comments to the BCUC. Key dates leading up to the November 1, 2020 reporting commencement date are as follow:

Action	Date (2020)
Draft Reporting Guidelines Available from the BCUC	Friday, September 11
BCUC Information Session #1	Wednesday, September 16 12 pm -1.30 pm Pacific Time
BCUC Information Session #2	Friday, September 18 10 am -11.30 am Pacific Time
BCUC Information Session #3	Tuesday, September 22 10 am-11.30 am Pacific Time
Written comments submitted to the BCUC on Draft Reporting Guidelines	Friday, September 25
Final Reporting Guidelines issued by the BCUC	Monday, October 5
User Account registration for BCUC Regulatory Reporting Web Portal begins	Monday, October 19
First report filed with the BCUC	Monday, November 2

Reporting entities and industry associations who wish to attend an information session must pre-register with Commission.Secretary@bcuc.com and include the name of your entity, your name and title, and contact information. Please specify your preferred session. Availability of the information session is on a first-come first-served basis and subject to capacity. BCUC staff will confirm your registration and provide a Microsoft Teams web link and a telephone dial-in number. The Information Sessions are subject to cancellation if there are no participants registered to attend.

As stated in Letter [L-9-20](#), the purpose of the FPTA is to promote public confidence in the competitiveness of the gasoline and diesel fuel market. We look forward to working with you, your organization, and your industry in achieving this objective.

Sincerely,

Original signed by Jessica O'Brien for:

Marija Tresoglavic
Acting Commission Secretary