



September 18, 2020

Sent via email

To: Retail Dealers

Re: Retail Data Collection – pursuant to Special Direction to the British Columbia Utilities Commission issued under Section 4 of the *Fuel Price Transparency Act*

Dear Retail Dealers:

By Special Direction dated August 14, 2020, as Administrator of the *Fuel Price Transparency Act* (FPTA) the British Columbia Utilities Commission (BCUC), was directed to conduct a retail data collection pilot (Pilot) to inform the Minister of the development of regulations for ongoing data collection targeted at the retail component of the fuel supply chain in British Columbia. A copy of the Special Direction is available [here](#).

The BCUC is in the process of establishing a methodology to select a representative sample of Retail Dealers to participate in the Pilot and the associated reporting requirements. Further, we will be conducting a short survey to collect information from all Retail Dealers about retail fuel operations – for example, independent, branded or part of an integrated corporate supply arrangement. Draft Reporting Guidelines to collect retail data, which includes reporting instructions for the selected Retail Dealers who are required to submit data, is also being developed.

Over the next month, the BCUC will consult with Retail Dealers on our Pilot sampling methodology and the Draft Reporting Guidelines. During this time, we will host three information sessions to introduce these items and invite Retail Dealers to provide written comments by **Friday, October 9, 2020**. Further information is included below.

The Pilot sampling methodology and the Draft Reporting Guidelines will be available on [GasPricesBC.ca](#) and distributed to the industry by no later than Tuesday, September 22, 2020.

Scope – Sampling Methodology, Reporting Requirements, and Draft Reporting Guidelines

The Pilot sampling methodology describes BCUC’s approach to meeting the requirements of the Special Direction. It outlines the sampling technique, the process for such sample to evolve over time, and the data reporting requirements. Selected Retail Dealers will be required to report on the following:

BCUC Form	Individual required to report
British Columbia Monthly Retail Purchases Report	Selected Retail Dealers
British Columbia Monthly Retail Sales Report	Selected Retail Dealers

The data collection portion of the Pilot will start November 2020 and span a 12-month period, concluding no later than November 30, 2021. Specific information regarding the sampling method, reporting requirements, and reporting timelines will be made available on [GasPricesBC.ca](#)

BCUC Consultation Process

The BCUC is seeking written comments from Retail Dealers on the sampling methodology and draft Reporting Guidelines. Written comments must be submitted via email by **Friday, October 9, 2020**, to Commission.Secretary@bcuc.com. The consultation process regarding the Pilot including the written comments received, will be posted on the GasPricesBC.ca. Comments received will inform the BCUC's design of the Pilot's final data collection process. The BCUC may, in its discretion and at any time during the Pilot, amend the frequency of submission, the specific data elements being submitted, or the Retail Dealers who are to submit such fuel data.

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 late September and early October, BCUC staff will host three on-line information sessions to provide a brief overview of the sampling methodology, reporting requirements, and draft reporting guidelines for Retail Dealers 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 2020 reporting commencement date are as follow:

Action	Date (2020)
Pilot Sampling Methodology and Draft Reporting Guidelines Available from the BCUC	Tuesday, September 22
BCUC Information Session #1	Tuesday, September 29 12pm-1:30pm Pacific Time
BCUC Information Session #2	Thursday, October 1 11am-12:30pm Pacific Time
BCUC Information Session #3	Tuesday, October 6 9:30am-11am Pacific Time
Written comments submitted to the BCUC on Pilot Sampling Methodology and Draft Reporting Guidelines	Friday October 9
Pilot Sampling Methodology and Final Reporting Guidelines issued by the BCUC	Monday, October 19
User Account registration for BCUC Regulatory Reporting Web Portal begins	Monday, October 26
First report filed with the BCUC	Monday, November 16

Retail Dealers 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 Ian Jarvis for:

Marija Tresoglavic
Acting Commission Secretary