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VIA E-MAIL AND WEB POSTING

August 13, 2010

To: All Licensed Electricity Distributors

**Re: New Reporting Requirements in Relation to the Board's Determination Under Section 1.2.1 of the Standard Supply Service Code to Mandate Time-of-Use Pricing for Regulated Price Plan Customers
Board File No. EB-2010-0218**

On August 4th 2010 the Board issued a Determination to Mandate Time-of-Use Pricing (EB-2010-0218). In the letter accompanying the Determination, the Board stated that it is requiring distributors to provide additional information related to TOU implementation. This letter provides further information about these new requirements and the manner in which they are to be filed.

1. Each distributor must file a monthly report with regard to its progress that includes all of the information that is currently being filed on a quarterly basis as well as the information in the SME's "LDC Information and Progress Report" regarding the major milestones related to integration with the MDM/R production system and TOU implementation. Monthly reports are to be filed through the Board's E-filing Services. The first monthly report is due on **September 10, 2010** to cover the months of **July and August 2010**. Subsequent monthly reports are due on the **tenth (10th)** day of each month.
2. The first monthly report due on September 10, 2010 must also include a list of the dates upon which eligible consumers will start to be billed on the basis of TOU pricing, based on the billing cycle applicable to each, and the number of consumers that will begin to be billed on a TOU basis on each date. This information must only be submitted once but should be updated if there are any significant changes.

A template for this information, in the form of an Excel spreadsheet, is included in Appendix A of this letter. Distributors are required to complete the template and

return it to the Board Secretary by e-mail at boardsec@oeb.gov.on.ca. The subject line of the e-mail should state: "Distributor Name: Billing Cycle Data".

3. When a distributor completes pre-testing activities and is ready to commence enrolment testing the distributor is also required to file with the Board the completed "Self-Certification for Enrolment Testing" that has been accepted by the SME. The purpose of the Self-Certification is to indicate that the distributor has completed the necessary pre-testing activities to the satisfaction of the SME, and is ready to proceed into the formal testing process. This document should be filed only after it has been accepted by the SME.

This filing should be in searchable/unrestricted Adobe Acrobat (PDF) format and should be submitted to the Board Secretary by e-mail at boardsec@oeb.gov.on.ca. The subject line of the e-mail should state: "Distributor Name: Self-Certification for Enrolment Testing".

Directions for filing the monthly reports online are as follows:

- The form, which includes the information required by the SME's "LDC Information and Progress Report," is available through E-filing services on the OEB website.
- 'Regulatory contacts' will be able to access the form by choosing the Regulatory Electronic Submission System (RESS) link and entering their existing username and password.
- Once logged in, click on the link at the bottom of the column on the left side of the window called "Submit SM/TOU Filing".
- Click on the month when the filing is due to access the form.
- Once data is entered into the form there are two options;
 - Users can save their entry and return to it later for further editing by clicking 'save' at the bottom of the screen, the status of the filing will be appear as 'Work in Progress'.
 - Users can submit the form to the Board by clicking 'Yes' under the heading 'Submit Form' at the bottom of the screen, the status will than appear as 'Submitted'. Data will *not* be *filed* with the Board until this has been done.
- Distributors will not be able to file, edit, or update data once the due date for a filing has passed. If a distributor misses the due date or wishes to make a correction after the due date has passed they must contact market operations at market.operations@oeb.gov.on.ca and request access to the submission form.
- The forms will become available on the 1st of each Month and will remain open until the 10th or the first business day thereafter.

The Board considers the accurate, reliable, and timely provision of information through the monthly reports to be vital to the success of TOU implementation and reminds distributors that the required information is being requested under the reporting requirement set out in each distributor's licence.

Questions regarding the reporting requirements set out in this letter should be directed to the Market Operations Hotline at market.operations@oeb.gov.on.ca. The Board's toll free number is 1-888-632-6273.

Yours truly,

Original Signed By

Kirsten Walli
Board Secretary