

Ontario Energy Board
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Toronto ON M4P 1E4
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Commission de l'énergie de l'Ontario
C.P. 2319
27e étage
2300, rue Yonge
Toronto ON M4P 1E4
Téléphone; 416-481-1967
Télécopieur: 416-440-7656
Numéro sans frais: 1-888-632-6273



BY E-MAIL ONLY

December 8, 2009

Ross McMillan
President & CEO
Woodstock Hydro Services Inc.
16 Graham Street
P.O. Box 1598
Woodstock ON N4S 0A8

Letter of Direction

Dear Mr. McMillan:

**Re: Woodstock Hydro Services Inc.
2010 Incentive Regulation Mechanism (2010 IRM) Rate Application
Board File Number EB-2009-0211**

The Ontario Energy Board has issued its Notice of Application and Hearing relating to your rate application. Please note that you must publish the Notice within fourteen calendar days of the date of this letter. If publication is impossible within fourteen calendar days, you must inform the Board staff contact given at the bottom of this letter immediately.

You are directed:

- 1) To arrange immediately for the enclosed English version of the Notice, headed with the Ontario government logo and the words "Ontario Energy Board", to be published in one issue of the English language newspaper having the highest paid circulation, according to the best information available, in Woodstock Hydro Services Inc.'s service area. Publication must be complete within fourteen calendar days of the date of this letter;

Please note that invoices regarding publication are not to be sent to the Board.

- 2) If Woodstock Hydro Services Inc. is a host distributor, to immediately, and no later than the date of publication of the Notice, serve a copy of the Notice directly on its embedded distributor(s);
- 3) To file with the Board an affidavit proving publication and, where applicable, service of the Notice immediately thereafter.
 - a. The affidavit must be sworn by a commissioner of oaths which include, among others, a lawyer, a paralegal, some law clerks, and a student at law;
 - b. A copy of the notice of publication (i.e., the Notice published in the newspaper(s)) should also be added as an exhibit;
 - c. If applicable, a copy of the registered mail receipt or courier slip for the Notice served to the embedded distributor should be added as an exhibit.
- 4) To make a copy of the application and evidence, and any amendments thereto, available for public review at Woodstock Hydro Services Inc.'s office and on its website, if available; and,
- 5) To provide a copy of the application and evidence, and any amendments thereto, to any intervenor who requests a copy.

Board staff contact

Please direct any questions relating to this application to Martin Benum, Advisor at (416) 440-7667, or by e-mail at Martin.Benum@oeb.gov.on.ca.

Yours truly,

Original signed by

Kirsten Walli
Board Secretary