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BY E-MAIL

February 10, 2017

To: Evaluation Advisory Committee Members

**Re: Natural Gas Distributor Demand Side Management
Evaluation Advisory Committee
Ontario Energy Board File Number: EB-2015-0245**

As the Ontario Energy Board (OEB) completes the necessary work related to the annual evaluation of Demand Side Management (DSM) results, non-utility members of the Evaluation Advisory Committee (EAC) may receive confidential information. In order to ensure this information remains confidential, non-utility members of the EAC are required to sign and return the attached Confidentiality Declaration and Undertaking.

Please direct any questions to Josh Wasylyk, Project Advisor at +1 (416) 440-7723 or e-mail, Josh.Wasylyk@ontarioenergyboard.ca.

Yours truly,

A handwritten signature in blue ink, appearing to read "John Pickernell".

John Pickernell
Manager, Applications Administration

Ontario Energy Board

Confidentiality Declaration and Undertaking

EB-2015-0245

Demand Side Management Evaluation Advisory Committee

DECLARATION AND UNDERTAKING

I, _____, am a member of the Ontario Energy Board's (OEB) Demand Side Management (DSM) Evaluation Advisory Committee (EAC) and I agree to be bound by the Declaration and Undertaking.

DECLARATION

I declare that:

1. I understand that this Confidentiality Declaration and Undertaking applies to all information that I receive as a member of the OEB's DSM EAC and to all documents that contain or refer to that confidential information ("Confidential Information").

UNDERTAKING

I undertake that:

1. I will use Confidential Information exclusively for duties performed in respect of my involvement in the EAC.
2. I will not divulge Confidential Information except to a member of the EAC or to the OEB.
3. I will not reproduce, in any manner, Confidential Information without the prior written approval of the OEB. For this purpose, reproducing Confidential Information includes scanning paper copies of Confidential Information, copying the Confidential Information onto a diskette or other machine-readable media and saving the Confidential Information onto a computer system.
4. I will protect Confidential Information from unauthorized access.

5. With respect to Confidential Information other than in electronic media, I will, promptly following the end of each EAC process or within 10 days after the end of my participation in the EAC:
 - (a) return to the OEB, under the direction of the OEB, all documents and materials in all media containing Confidential Information, including notes, charts, memoranda, transcripts and submissions based on such Confidential Information; or
 - (b) destroy such documents and materials and file with the OEB a certification of destruction in the form prescribed by the OEB pertaining to the destroyed documents and materials.
6. With respect to Confidential Information in electronic media, I will:
 - (a) promptly following the end of each EAC process or within 10 days after the end of my participation in the EAC, expunge all documents and materials containing Confidential Information, including notes, charts, memoranda, transcripts and submissions based on such Confidential Information, from all electronic apparatus and data storage media under my direction or control and file with the OEB a certificate of destruction in the form prescribed by the OEB pertaining to the expunged documents and materials; and
 - (b) continue to abide by the terms of this Confidentiality Declaration and Undertaking in relation to any such documents and materials received through an EAC process to the extent that they subsist in any electronic apparatus and data storage media under my direction or control and cannot reasonably be expunged in a manner that ensures that they cannot be retrieved.
7. For the purposes of paragraphs 5 and 6, the end of any EAC process is the date on which the OEB issues a final document related to that EAC process or OEB communication indicating the EAC process is over.
8. I will inform the OEB immediately of any changes in the facts referred to in this Declaration and Undertaking.
9. I understand that if I violate this Confidentiality Declaration and Undertaking, the entity whose information I disclosed shall be entitled to seek any remedy to which it may be entitled at law or in equity for any violation or breach of any provision contained in this Confidentiality Declaration and Undertaking.

Dated at _____ this ____ day of _____, 2017.

Signature: _____

Name: _____

Company/Firm: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____