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January 17, 2007

**To: All Licensed Electricity Distributors  
Registered 2006 EDR Intervenors**

**Re: Filing Instructions for 2007 Electricity Distribution Rate Applications and  
Related Third Party Filings**

These filing instructions provide distributors with the file numbers for their respective 2007 EDR applications, as well as instructions on how to file their applications and related materials. They also contain instructions for the filing of materials by third parties in relation to 2007 EDR applications (such as requests for intervenor status, interrogatories, etc.).

These filing instructions deal only with issues of process. For details regarding the content of distribution rate applications, see Appendix D of the December 20, 2006 "Report of the Board on the Cost of Capital and 2<sup>nd</sup> Generation Incentive Regulation for Ontario's Electricity Distributors" (the "IRM Report") or the Board's "Filing Requirements for Transmission and Distribution Applications", as applicable. Both of these documents, as well as the 2007 IRM Excel Model, are available on the Board's website at [www.oeb.gov.on.ca](http://www.oeb.gov.on.ca).

The Board is developing new, enhanced application and information management systems for document submission, document search and internal case management, and intends to use those systems for the 2007 EDR process. Use of those systems requires that electronic documents be submitted using a particular format, as described below. Filing in this manner will assist in the review of the 2007 EDR applications.

As indicated in the Board's December 20, 2006 letter, distributors are asked to file their 2007 EDR applications by 4:45 pm on **Friday, January 26, 2007**.

### **File Numbers**

The Board has pre-assigned file numbers for each distributor's 2007 EDR application. Please see Appendix A for these file numbers and quote the assigned number on all applications and correspondence with the Board.

## **How to File - Submitting Documents to the OEB**

### **1. Hard Copies**

Three hard copies of all materials must be filed with the Board, along with a CD or diskette containing all electronic files. Hard copies are to be addressed to the Board Secretary at the address shown above. The date of receipt of the hard copy is the official date of receipt by the Board for all purposes, even if an electronic copy is received earlier.

### **2. Submitting Electronic Files by E-mail**

All of the application, including but not limited to the cover letter and supporting evidence, should be incorporated into a single PDF document. For distributors that are filing on the basis of the IRM Report, the single PDF file should include the manager's summary and the IRM Excel Model. The IRM Excel Model should also be filed as a separate non-PDF document to enable its use as a working document by Board staff.

Any revisions to the application or supporting evidence will require re-submission of the entire application in a single PDF file with a cover letter identifying the changes. The file name will remain the same except the date will change, as described below.

An electronic version of all materials filed by a third party in the context of a 2007 EDR application should be provided in addition to the hard copies.

All documents are to be sent to the Board Secretary at [Boardsec@oeb.gov.on.ca](mailto:Boardsec@oeb.gov.on.ca).

### **How to Name Electronic Files**

For ease of identification and searching, all files should be named using the following naming convention:

Short-form Name of Party\_Document Type Acronym\_Date (YearMonthDay)

The short-form name of each licensed distributor is set out in Appendix A. A third party that wishes to participate in a 2007 EDR proceeding should contact the Board Secretary to obtain the short-form name to be used by that third party. The document type acronyms and naming convention examples are set out in Appendix B.

The following examples illustrate how the file naming conventions are used to create the file name:

Application: short-form name of distributor\_document type acronym\_date

Example:     Barrie\_APPL\_20070126

2007 IRM Model: short-form name of distributor\_document type acronym\_date

Example:     Barrie\_2007IRMmodel\_20070126

**PDF Documents**

All documents submitted electronically should be in **searchable, unprotected** PDF files using, if possible, Adobe Acrobat 7.0 Professional version or higher.

PDF documents should be created directly from the software that created the document (i.e. Word to PDF or Excel to PDF). Scanning of documents to create a PDF is discouraged because that can result in documents that exceed certain e-mail attachment size limitations.

**Covering E-mail**

Any information pertaining to an electronic filing that is in the covering e-mail will not be considered as part of the record. If the information is to be part of the record, it needs to be included as part of the PDF document.

**Confidential Documents**

If confidentiality is being requested for a document, the document must be submitted in hard copy only in a sealed envelope marked as "Confidential". Details of the requirements and process applicable to confidential filings are in the Board's "Practice Direction on Confidential Filings", available on the Board's website.

If you have any questions relating to these filing instructions, please contact [boardsec@oeb.gov.on.ca](mailto:boardsec@oeb.gov.on.ca). If your question relates to the content of your application, please contact the Market Operations hotline at 416-440-7604 or by email at [market.operations@oeb.gov.on.ca](mailto:market.operations@oeb.gov.on.ca).

Yours truly,

*Original signed by*

Kirsten Walli  
Board Secretary

Attachments:           Appendix A: File numbers and short-form distributor names  
                              Appendix B: Document type acronyms and naming conventions

<b><u>COMPANY NAME</u></b>	<b><u>CASE NUMBER</u></b>	<b><u>SHORT FORM NAME</u></b>
Atikokan Hydro Inc.	EB-2007-0505	Atikokan
Attawapiskat First Nation	EB-2007-0506	Attawapiskat
Barrie Hydro Distribution Inc.	EB-2007-0507	Barrie
Bluewater Power Distribution Corporation	EB-2007-0508	Bluewater
Brant County Power Inc.	EB-2007-0509	Brant
Brantford Power Inc.	EB-2007-0510	Brantford
Burlington Hydro Inc.	EB-2007-0511	Burlington
COLLUS Power Corp.	EB-2007-0512	COLLUS
Cambridge and North Dumfries Hydro Inc.	EB-2007-0513	Cambridge&NorthDumfries
Canadian Niagara Power Inc.	EB-2007-0514	CanadianNiagara
Chapleau Public Utilities Corporation	EB-2007-0515	ChapleauPUC
Centre Wellington Hydro Ltd.	EB-2007-0516	CentreWellington
Chatham-Kent Hydro Inc.	EB-2007-0517	ChathamKent
Clinton Power Corporation	EB-2007-0518	Clinton
Cooperative Hydro Embrun Inc.	EB-2007-0519	Cooperative
Dutton Hydro Limited	EB-2007-0520	Dutton
E.L.K. Energy Inc.	EB-2007-0521	ELKEnergy
ENWIN Powerlines Ltd.	EB-2007-0522	ENWIN
Enersource Hydro Mississauga Inc.	EB-2007-0523	EnersourceMississauga
Erie Thames Powerlines Corporation	EB-2007-0524	ErieThames
Espanola Regional Hydro Distribution Corporation	EB-2007-0525	Espanola
Essex Powerlines Corporation	EB-2007-0526	Essex
Festival Hydro Inc.	EB-2007-0527	Festival
Fort Albany Power Corporation	EB-2007-0528	FortAlbany

<u>COMPANY NAME</u>	<u>CASE NUMBER</u>	<u>SHORT FORM NAME</u>
Fort Frances Power Corporation	EB-2007-0529	FortFrances
Grand Valley Energy Inc.	EB-2007-0530	GrandValley
Great Lakes Power Limited	EB-2007-0531	GreatLakes
Greater Sudbury Hydro Inc.	EB-2007-0532	GreaterSudbury
Grimsby Power Incorporated	EB-2007-0533	Grimsby
Guelph Hydro Electric Systems Inc.	EB-2007-0534	Guelph
Haldimand County Hydro Inc.	EB-2007-0535	Haldimand
Halton Hills Hydro Inc.	EB-2007-0536	Halton
Hearst Power Distribution Company Limited	EB-2007-0537	Hearst
Horizon Utilities Corporation	EB-2007-0538	Horizon
Hydro 2000 Inc.	EB-2007-0539	Hydro2000
Hydro Hawkesbury Inc.	EB-2007-0540	HydroHawkesbury
Hydro One Brampton Networks Inc.	EB-2007-0541	HydroOneBrampton
Hydro One Networks Inc.	EB-2007-0542	HydroOneNetworks
Hydro One Remote Communities Inc.	EB-2007-0543	HydroOneRemote
Hydro Ottawa Limited	EB-2007-0544	HydroOttawa
Innisfil Hydro Distribution Systems Limited	EB-2007-0545	Innisfil
Kashechewan Power Corporation	EB-2007-0546	Kashechewan
Kenora Hydro Electric Corporation Ltd.	EB-2007-0547	Kenora
Kingston Electricity Distribution Limited	EB-2007-0548	Kingston
Kitchener-Wilmot Hydro Inc.	EB-2007-0549	KitchenerWilmot
Lakefront Utilities Inc.	EB-2007-0550	Lakefront
Lakeland Power Distribution Ltd.	EB-2007-0551	Lakeland
London Hydro Inc.	EB-2007-0552	London

<u>COMPANY NAME</u>	<u>CASE NUMBER</u>	<u>SHORT FORM NAME</u>
Middlesex Power Distribution Corporation	EB-2007-0553	Middlesex
Midland Power Utility Corporation	EB-2007-0554	Midland
Milton Hydro Distribution Inc.	EB-2007-0555	Milton
Newbury Power Inc.	EB-2007-0556	Newbury
Newmarket Hydro Ltd.	EB-2007-0557	Newmarket
Niagara Falls Hydro Inc.	EB-2007-0558	NiagaraFalls
Niagara-on-the-Lake Hydro Inc.	EB-2007-0559	NiagaraontheLake
Norfolk Power Distribution Co.	EB-2007-0560	Norfolk
North Bay Hydro Distribution Limited	EB-2007-0561	North Bay
Northern Ontario Wires Inc.	EB-2007-0562	Northern Ontario Wires
Oakville Hydro Electricity Distribution Inc.	EB-2007-0563	Oakville
Orangeville Hydro Limited	EB-2007-0564	Orangeville
Orillia Power Distribution Corporation	EB-2007-0565	Orillia
Oshawa PUC Networks Inc.	EB-2007-0566	OshawaPUC
Ottawa River Power Corporation	EB-2007-0567	OttawaRiver
PUC Distribution Inc.	EB-2007-0568	PUCDistribution
Parry Sound Power Corporation	EB-2007-0569	ParrySound
Peninsula West Utilities Limited	EB-2007-0570	PeninsulaWest
Peterborough Distribution Incorporated	EB-2007-0571	Peterborough
Port Colborne Hydro Inc.	EB-2007-0572	PortColborne
PowerStream Inc.	EB-2007-0573	PowerStream
Renfrew Hydro Inc.	EB-2007-0574	Renfrew
Rideau St. Lawrence Distribution	EB-2007-0575	RideauSt.Lawrence
Sioux Lookout Hydro Inc.	EB-2007-0576	SiouxLookout

<u>COMPANY NAME</u>	<u>CASE NUMBER</u>	<u>SHORT FORM NAME</u>
St. Thomas Energy Inc.	EB-2007-0577	StThomas
Tay Hydro Electric Distribution Company Inc.	EB-2007-0578	Tay
Terrace Bay Superior Wires Inc.	EB-2007-0579	TerraceBay
Thunder Bay Hydro Electricity Distribution Inc.	EB-2007-0580	ThunderBay
Tillsonburg Hydro Inc.	EB-2007-0581	Tillsonburg
Toronto Hydro-Electric System Limited	EB-2007-0582	TorontoHydro
Veridian Connections Inc.	EB-2007-0583	Veridian
Wasaga Distribution Inc.	EB-2007-0584	Wasaga
Waterloo North Hydro Inc.	EB-2007-0585	Waterloo
Welland Hydro-Electric System Corp.	EB-2007-0586	Welland
Wellington North Power Inc.	EB-2007-0587	WellingtonNorth
West Coast Huron Energy Inc.	EB-2007-0588	WestCoast
West Nipissing Energy Services Ltd.	EB-2007-0589	WestNipissing
West Perth Power Inc.	EB-2007-0590	WestPerth
Westario Power Inc.	EB-2007-0591	Westario
Whitby Hydro Electric Corporation	EB-2007-0592	Whitby
Woodstock Hydro Services Inc.	EB-2007-0593	Woodstock

## 2007 EDR

<b><u>DOCUMENT FILED WITH THE BOARD</u></b>	<b><u>ACRONYM</u></b>	<b><u>NAMING CONVENTION EXAMPLE</u></b>
IRM Rate Model	2007IRMmodel	Barrie_2007IRMmodel_20070126
Non IRM Rate Model	2007Non_IRMmodel	Barrie_2007Non_IRMmodel_20070126
Application and Evidence	APPL	Barrie_APPL_20070126
Interrogatory	I	CCC_I_Barrie_20070215
Interrogatory Response	IR	Barrie_IR_CCC_20070228
Intervenor Evidence	EVD	CCC_EVD_20070303
Interrogatory on Intervenor Evidence	I_EVD	Schools_I_EVD_CCC_20070315
Responses to Interrogatories on Intervenor Evidence	IR_EVD	CCC_IR_EVD_Schools_20070331
Intervenor Argument	ARG	Schools_ARG_20070404
Applicant Reply Argument	ReplyARG	Barrie_ReplyARG_20070506
Argument in Chief	ARGChief	Barrie_ARGChief_20070508
Submissions	SUB_topic	Barrie_SUB_topic_20070510
Submissions Request for Oral Hearing	SUB_REQ_Oralhearing	Barrie_SUB_REQ_Oralhearing_20070511
Submissions Final	SUB_Final	Barrie_SUB_Final_20070512
Reply Submissions	ReplySUB	Barrie_ReplySUB_20070515



2007 EDR

**DOCUMENT FILED WITH THE BOARD**

**ACRONYM**

**NAMING CONVENTION EXAMPLE**

Motions	Motion	Barrie_Motion_20070520
Exhibits	Exhibit_1-1 etc...	Barrie_Exhibit1-1_20070525
Notice of Appeal	Notice of Appeal	Barrie_NoticeofAppeal_20070530
Undertaking Response	UT_Response_1.1 etc	Barrie_UT_Response_1.1_20070610
Settlement Proposal	Settlement P	Barrie_SettlementP_20070612
Intervention Request Letter	Intervention_REQ	Schools_Intervention_REQ_20070614
Observer Letter	Observer_REQ	EnergyProbe_Observer_REQ_20070615
Letter of Comment	Comment_LTR	CCC_Comment_LTR_20070616
General Letters	Letter_(topic)	Barrie_Letter_(topic)_20070617
Issues Day Material	Issues_2.5 etc...	Barrie_Issues_2.5_20070618
Intention to file Interrogatories	I_INTENTION	Barrie_I_INTENTION_20070620