

User Instructions for Completion of 2011 RTSR Adjustment Workform for Electricity Distributors

Chapter 1 Getting Started

Objective of Workform

Mechanism to adjust each electricity distributor's current RTSR to more accurately recover the distributor's unique current and future wholesale costs.

The workform applies historical wholesale and retail consumption to current and future wholesale and retail rates.

Glossary

Billing Determinants – Are retail components applied against applicable tariffs to determine an end user customer's energy bill.

Retail Transmission Service Rates ("RTSR") – Are charges that a distributor applies to end-use customers to recover the costs associated with the payment by the distributor of wholesale transmission line connection, transformation connection and network rates¹.

Ontario Uniform Transmission Rates ("UTR") – Are charges for network, line connection and transformation connection services².

Rate Generator – A Board-provided Microsoft Excel workbook designed to translate a distributor's current tariff of rates and charges stepwise to the proposed tariff or rates and charges in an IRM Application³.

Scope and Purpose of Instructions

This document is designed to help the user complete the OEB 2010 RTSR Adjustment Workform. This document will hereafter be referred to as the "Instructions".

The Board's amended "Guideline for Electricity Distribution Retail Transmission Service Rates" ("RTSR Guidelines"), July 9, 2010, Revision 2.0, which provided electricity distributors with the framework on the evidence needed, and the process to be used to adjust RTSRs

¹ Guideline – Electricity Distribution Retail Transmission Service Rates G-2008-0001 – July 8, 2010 -

² Guideline – Electricity Distribution Retail Transmission Service Rates G-2008-0001 – July 8, 2010

³ Chapter 3 of the Filing Requirements for Transmission and Distribution Applications – July 9, 2010

Board staff will adjust filed workforms to reflect most recent UTR's:

Transmitter Name	Expected Effective Date of UTR
Five Nations	January 1, 2011
Great Lakes Power Limited	January 1, 2011
Hydro One Networks Inc.	January 1, 2011

Tools to Complete Workform

- 2010 or most current Tariff of Rates and Charges
- 2009 monthly Hydro One Network Inc. invoices in volume and dollars
- 2009 monthly IESO invoices in volume and dollars (if applicable)
- Guideline G-2008-0001: Electricity Distribution Retail Transmission Service Rates (Revision 2.0, July 8, 2010)
- 2009 RRR Filings

Chapter 2 Using the 2011 RTSR Adjustment Workform

Format of the Workform

The model consists of various worksheets, which are password protected. The naming convention for the worksheets is a letter, then a number, and then a title. The input worksheets, where the user is expected to input data, are indicated by green worksheet tabs and cells. Yellow cells indicate a drop down menu, where the user selects their applicable information. The formulaic worksheets, where inputted results are calculated, are indicated by blue worksheet tabs and cells. Final proposed RTSR Network and Connection rates are indicated by orange worksheet tabs and cells.

Contact Board staff if any problems are to occur.

Completing the Workform

<i>Sheet:</i> A1.1 LDC Information	<i>User Input Required:</i> Yes
<i>Purpose:</i> Identify applicant's name, application number, and licence number.	

<i>Instructions:</i>	
User will select their LDC from yellow drop down menu in cell D20.	
<i>Sheet:</i> A2.1 Table of Contents	<i>User Input Required:</i> No
<i>Purpose:</i>	
Summarize all worksheets in the workform.	
<i>Instructions:</i>	
User does not input any data into this worksheet.	
<i>Sheet:</i> B1.1 Rate Class and RTSR Rates	<i>User Input Required:</i> Yes
<i>Purpose:</i>	
Identify the applicable rate groups, rate classes and the corresponding RSTRs as approved on current and/or 2010 Tariff sheet.	
<i>Instructions:</i>	
User will select applicable rate groups, rate classes and input corresponding RTSR – Network and RTSR – Connection rates as approved on current 2010 Tariff sheet.	
Note: User should ensure select rate groups and rate classes are in the same order as listed on your current 2010 Tariff sheet and Rate Generator model.	
<i>Sheet:</i> B1.2 2009 Distributor Billing Determinants	<i>User Input Required:</i> Yes
<i>Purpose:</i>	
Record 2009 metered kWh and kW.	
<i>Instructions:</i>	
User will input most recently reported RRR billing determinants and applicable loss factors for each rate class into columns “H” and “I”. Also, user will indicate in the drop down menu if billed kWh and billed kW are Loss Factor adjusted. If user selects “Yes”, click on the “Update Sheet” button and a corresponding Loss Adjusted Billed kWh and/or Loss Adjusted Billed kW column on the right will un-hide and show the adjusted amount.	
Subsequent sheets D1.1, D1.2, E1.1 and E1.2 will reflect whether the Billed kW is used or if Loss Adjusted Billed kW is used accordingly.	

<i>Sheet:</i> B1.3 Uniform Transmission and Hydro One Sub-Transmission Rates	<i>User Input Required:</i> No
<i>Purpose:</i> Most recent Board approved UTRs, Hydro One Sub-Transmission Rates, and Hydro One Sub-Transmission Rate Rider 6A.	
<i>Instructions:</i> User does not input any data into this worksheet.	
<i>Sheet:</i> C1.1 Historical Wholesale Transmission	<i>User Input Required:</i> Yes
<i>Purpose:</i> Record historical IESO and Hydro One billing on a monthly basis.	
<i>Instructions:</i> User will input billing detail for wholesale transmission for the same reporting period as the billing determinants on sheet B1.2:	
<i>Sheet:</i> C1.2 Current Wholesale Transmission	<i>User Input Required:</i> No
<i>Purpose:</i> Calculate expected billing when current Board approved UTRs is applied against historical IESO and Hydro One billing.	
<i>Instructions:</i> User does not input any data into this worksheet.	
<i>Sheet:</i> C1.3 Forecast Wholesale Transmission	<i>User Input Required:</i> No
<i>Purpose:</i> Calculate expected billing when forecasted Board approved UTRs is applied against historical IESO and Hydro One billing.	
<i>Instructions:</i> User does not input any data into this worksheet.	
<i>Sheets:</i> D1.1 Adjust RTSR-Network to	<i>User Input Required:</i> No

Current Network Wholesale	
<i>Purpose:</i> Re-align current RTSR-Network to recover current wholesale network cost and	
<i>Instructions:</i> User does not input any data into this worksheet.	
<i>Sheet:</i> D1.2 Adjust RTSR-Connection to Current Connection Wholesale	<i>User Input Required:</i> No
<i>Purpose:</i> Re-align current RTSR-Connection to recover current wholesale connection costs.	
<i>Instructions:</i> User does not input any data into this worksheet.	
<i>Sheet:</i> E1.1 Adjust RTSR-Network to Forecast Network Wholesale	<i>User Input Required:</i> No
<i>Purpose:</i> Calculate the proposed re-aligned RTSR-Network to recover forecast wholesale network costs.	
<i>Instructions:</i> User does not input any data into this worksheet.	
<i>Sheet:</i> E1.2 Adjust RTSR-Connection to Forecast Connection Wholesale	<i>User Input Required:</i> No
<i>Purpose:</i> Calculate the proposed re-aligned RTSR-Connection to recover forecast wholesale connection costs.	
<i>Instructions:</i> User does not input any data into this worksheet.	

Submitting the Completed Workform

User should save completed workform and submit electronic version and hard copy print out through the Board's online e-Filing services and with the Board Secretary's Office.