



**BY E-MAIL AND WEB POSTING**

December 21, 2011

**To: All Licensed Electricity Distributors  
All Participants in Consultation Process EB-2008-0150**

**Re: Revisions to Reporting Requirements for LEAP Emergency Financial  
Assistance**

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On February 4, 2011, the Ontario Energy Board (the "Board") issued a letter (the "February Letter") describing the information to be filed by licensed electricity distributors in relation to the provision of emergency financial assistance under the Low-Income Energy Assistance Program ("LEAP"). The information to be reported was set out in Attachment A to the February Letter.

The purpose of this letter is to notify electricity distributors of changes that are now being made to the content of the LEAP emergency financial assistance reporting requirements. The revised reporting requirements, which take effect today, are set out in Attachment A to this letter. They will be integrated into the Board's Electricity Reporting and Record Keeping Requirements in due course.

As indicated in the February Letter, non-rate regulated electricity distributors are encouraged by the Board to provide LEAP emergency financial assistance and to make annual filings with the Board in much the same form and manner, and at the same time, as applies to rate-regulated distributors.

### **Reporting Timeline**

In the February Letter, the Board stated that electricity distributors should submit their annual LEAP emergency financial assistance filing no later than March 31<sup>st</sup> of each year, covering activities in the preceding calendar year.

To facilitate this process, and for consistency in reporting, the Board will be issuing an electronic input form (RIFS) for use by distributors. The Board is also providing an editable PDF version of this input form that can be completed by social agency partner(s), and that distributors can then use to in turn populate the RIFS for filing with the Board. The PDF form is set out in Attachment B to this letter.

### **Depletion of Funds**

The Board is adding a further reporting requirement under which a distributor must identify the month in which the distributor's LEAP funding was depleted. This information will enable the Board to assess, and compare across distributors, the length of time that LEAP funding has been available to assist low-income customers.

### **Clarification on Reporting of Total LEAP Funds**

As outlined in Attachment A of the February Letter, a distributor is required to report on the total amount of LEAP funds provided to its social agency partner(s) for emergency financial assistance, as well as any funds received by the distributor's social agency partner(s) from non-distributor sources (donations) and that are used to top up LEAP emergency financial assistance funds. The Board has revised this reporting requirement to clarify that: (a) "non-distributor funds" include funds received by the distributor from other sources (donations received by the distributor) or from the distributor's shareholder (not funded from distribution revenues) and then provided to the distributor's social agency partner(s); and (b) funding that the United Way Toronto or the United Way Ottawa may have allocated to LEAP from funds paid pursuant to the terms of the settlement of the class action proceeding regarding late payment penalties is not to be included.

### **Clarification on Reporting of Customer Information**

Although currently not the case, over time some distributors may be licensed as unit sub-metering providers. The Board has revised the reporting requirements to clarify how a distributor should report information pertaining to any customers that it may have in its capacity as a licensed unit sub-metering provider.

## **Deadline for First Filing**

The first annual LEAP emergency financial assistance filing, covering activities in the 2011 calendar year, is due **no later than March 31, 2012**.

Any questions relating to this letter should be directed to the Market Operations Hotline at [market.operations@ontarioenergyboard.ca](mailto:market.operations@ontarioenergyboard.ca) or at 416-440-7604. The Board's toll free number is 1-888-632-6273.

**DATED** at Toronto, December 21, 2011

**ONTARIO ENERGY BOARD**

*Original Signed By*

Kirsten Walli  
Board Secretary

Attachments:

- Attachment A: Revised Reporting Requirements for LEAP Emergency Financial Assistance
- Attachment B: LEAP Annual Reporting PDF Form for use by Social Agencies