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# Ontario Energy Board

Filing Requirements For  
Electricity Distribution Rate Applications  
- 2020 Edition for 2021 Rate Applications -

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## Chapter 1

### Overview

May 14, 2020

## **Chapter 1 Overview**

This document provides information about the filing requirements for electricity distribution rate applications. It is designed to provide direction to applicants, and it is expected that applicants will file applications consistent with the filing requirements. If circumstances warrant, the Ontario Energy Board (OEB) may require an applicant to file evidence in addition to what is identified in the filing requirements.

On October 13, 2016, the OEB released its [Handbook for Utility Rate Applications](#) (the Handbook) to provide guidance to utilities and stakeholders on applications to the OEB for approval of rates under the renewed regulatory framework (RRF). The Handbook outlines the key principles and expectations the OEB will apply when reviewing rate applications, and is applicable to all rate regulated utilities, including electricity distributors, electricity transmitters, natural gas utilities and Ontario Power Generation. The OEB expects utilities to file rate applications consistent with the Handbook unless a utility can demonstrate a strong rationale for departing from it.

The OEB is continuing to maintain filing requirements for cost of service applications, which assist utilities by identifying specific information that needs to be provided in an application. Utilities must continue to meet these requirements in addition to filing applications consistent with the Handbook.

These filing requirements apply only to electricity distributors. Unless specifically identified, the words “utility”, “utilities”, “applicant” or “applicants”, in this document refer to electricity distributors. Transmitters should consult the February 11, 2016 edition of the filing requirements for transmitters for guidance on rate applications.

References to a “party” or “parties” may, depending on the context, refer to the applicant, OEB staff and any registered intervenors, either individually or collectively.

### **Chapters Included in this Filing Requirements Document**

This filing requirements document sets out the information that must be included in a distribution rate application.

Chapter 1 outlines generic procedural matters and the expectations of the OEB for parties participating in rate-setting processes.

Chapter 2 details the filing requirements for an electricity distributor filing a cost of service rate application based on a forward test year.

Chapter 3 details the filing requirements under the incentive regulation mechanism used for rate-setting when there is no requirement to file a cost of service rate application (Price Cap IR and Annual IR Index).

Chapter 5 sets out filing requirements for consolidated distribution system plans (DSPs), required by the OEB to assess a distributor's planned expenditures on its distribution system and other infrastructure. The OEB requires every distributor to file a five-year DSP every five years, regardless of the rate-setting plan it is on or where it is in the cycle of rate-setting.

## Completeness and Accuracy of an Application

An application to the OEB must provide sufficient detail to enable the OEB to make a determination as to whether the proposals are reasonable. The onus is on the applicant to substantiate the need for and reasonableness of the costs that are the basis of proposed new rates. A clearly written, succinct, accurate and complete application that presents information and data consistently across all exhibits, appendices and models and demonstrates the need for the proposed rates, complete with sufficient justification for those rates, is essential for an effective regulatory review and timely decision-making.

These filing requirements provide the minimum information that an applicant must file for a complete application. However, an applicant should provide any additional information that is necessary to justify all of the approvals being sought in the application.

The OEB's examination of an application and its subsequent decision are based on the evidence filed in that case. A complete and accurate evidentiary record is essential. The OEB will consider an application complete only if it meets all of the applicable filing requirements.

Upon the filing of an application, the OEB will undertake a completeness check of the application to ensure the information presented is consistent with the filing requirements. If the application is determined to be consistent with the filing requirements, the OEB will issue a letter to the applicant indicating the application is complete and will begin its review of the application. If the application is found to be incomplete, the OEB will issue a letter to the applicant indicating those areas where the application is deficient. In such case, the OEB's review of the application will not commence until the deficiencies enumerated in the OEB's incomplete letter are addressed to the satisfaction of the OEB and satisfactory justification for missing or inconsistent information has been provided. In either case, the OEB will not commence

its proceeding to review the application until the application is determined to be complete.

## Certification of Evidence

An application filed with the OEB must include a certification by a senior officer of the applicant that the evidence filed is accurate, consistent and complete to the best of his or her knowledge.

## Updating an Application

When changes or updates to an application or supporting evidence are necessary, applicants must follow the requirements of Rule 11 of the [Rules of Practice and Procedure](#) (the Rules). When these changes or updates are contemplated in later stages of a proceeding, updates should only be made if there is a material change to the evidence. In these circumstances, there may be a need for further process to review the updated information and therefore the OEB's planned decision date may shift to accommodate the added process.

## Interrogatories

The OEB advises applicants to consider the clarity, completeness and accuracy of their evidence in order to reduce the need for interrogatories. The purpose of an interrogatory process is to test the evidence, not to seek information that should have been provided in the original application. The OEB also advises parties to carefully consider the relevance and materiality of information being sought before requesting it through interrogatories.

Parties must consult Rules 26 and 27 of the OEB's Rules for additional information on the filing of interrogatories and responses.

## Materiality

It is the OEB's expectation that parties will not engage in detailed exploration of items that do not appear to be material. For rate applications, parties should be guided by the materiality thresholds documented in Chapters 2 and 3. The OEB will consider at the cost award stage of the process whether or not specific intervenors have engaged in excessively detailed exploration of non-material issues, and may reflect this in its decision on cost awards.



## Confidential Information

The OEB relies on full and complete disclosure of all relevant material in order to ensure that its decisions are well-informed. To ensure a transparent and accessible rate review process, applicants should make every effort to file all material publicly and completely. However, the OEB's Rules and the [Practice Direction on Confidential Filings](#) (the Practice Direction) allow applicants and other parties to request that certain evidence be treated as confidential. Where such a request is made participants are expected to review and follow the Practice Direction.

Applicants should be aware that the OEB and parties to a proceeding are required to devote additional resources to the administration, management and adjudication of requests for confidentiality and confidential filings. Parties must ensure that filings for which they request confidential treatment are both relevant to the proceeding and genuinely in need of confidential treatment. A list of the types of information that the OEB has previously assessed or maintained as confidential is set out in Appendix B of the Practice Direction. This list is illustrative only, and the OEB will make a determination on the merits of each request for confidentiality. To reduce the administrative issues associated with the management of those filings, the OEB expects that parties will minimize, to the extent possible, requests for confidential information.