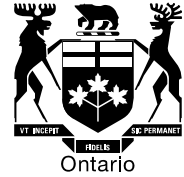


**Ontario Energy
Board**
P.O. Box 2319
26th. Floor
2300 Yonge Street
Toronto ON M4P 1E4
Telephone: 416- 481-1967
Facsimile: 416- 440-7656
Toll free: 1-888-632-6273

**Commission de l'Énergie
de l'Ontario**
C.P. 2319
26e étage
2300, rue Yonge
Toronto ON M4P 1E4
Téléphone; 416- 481-1967
Télécopieur: 416- 440-7656
Numéro sans frais: 1-888-632-6273



April 7, 2005

To: All Electricity Local Distribution Companies (LDCs)

**Re: Reporting Requirement for Conservation and Demand Management (CDM)-
Electricity Distributors (RP-2004-0203)**

The Board has communicated to LDCs that there will be a requirement for LDCs to report on their approved CDM plan quarterly and annually. The first quarterly filing for the period from January 1, 2005 to March 31, 2005 is due April 30, 2005.

This letter is to notify LDCs that the Board has released the Conservation and Demand Management Reporting web-based tool to assist LDCs in submitting their quarterly filings. The steps in accessing this tool are:

- From the OEB home page, click on the Utility Filing System (UFS) to view all Reporting tools for Distributors. Link into the Conservation Demand Management (CDM) Quarterly Filing section (shown under Web Page column).
- Read the instructions for the new web-based reporting system.
- Follow the link to open the CDM Quarterly Filing tool and enter data into the forms.

LDCs are required to report quarterly each program's status, rate class, planned objectives, and operating and capital expenditures. The Benefits to Date section is required only to be reported annually. A reconciliation to show the continuity of account 1565 is required as part of this quarterly filing. A text box has also been included to describe changes to CDM programs and the reasons for the changes.

A hard copy of the form is attached for your information.

For clarifications or questions, please contact Wade Frost at 416-440-7678.

Yours truly,

Original signed by

John Zych
Board Secretary

Attachment
cc Bill Cowan