

HOW TO PARTICIPATE IN THE DESIGNATION PROCEEDING FOR THE EAST-WEST TIE LINE: FILE EB-2011-0140

You may participate in the proceeding in one of two ways. Please note documents filed on the public record in the proceeding will be available on the Board's website.

1. Become an Intervenor

Intervenors participate actively in the proceeding (e.g. submit questions and argument).

A request for intervenor status must be made by letter of intervention and be received by the Board no later than **March 5, 2012**. A letter of intervention must include: (a) a description of how you are, or may be, affected by the outcome of this proceeding; (b) if you represent a group, a description of the group and its membership; and (c) whether you intend to seek an award of costs and the grounds for your cost award eligibility.

If you are considering applying to be eligible for an award of costs for participation in the process, please refer to the Board's [Practice Direction on Cost Awards](#), available on the Board's website. The burden of establishing eligibility for a cost award is on the party applying for a cost award, and your request should address the eligibility criteria in section 3 of the Practice Direction. A party found eligible for a cost award may not recover all its costs. Consistency with the Board's tariff, the conduct of the party during the proceeding, and the reasonableness of the final cost claim will be among the factors considered by the Board, as outlined in the Practice Direction.

Everything an intervenor files with the Board, including the intervenor's name and contact information, will be placed on the public record, which means that all filings will be available for viewing at the Board's offices and will be placed on the Board's website.

If you already have a user ID, please submit your intervention request through the Board's web portal at www.errr.ontarioenergyboard.ca. Additionally, two paper copies must be submitted to the address set out below.

If you do not have a user ID, visit the Board's website under e-Filing Services and complete a user ID/password request form. For instructions on how to submit documents and naming conventions please refer to the RESS Document Guidelines found at www.ontarioenergyboard.ca/OEB/Industry, e-Filing Services.

The Board also accepts interventions by e-mail, at the address below, and again, two additional paper copies are required. Those who do not have internet access are required to submit their intervention request on a CD in PDF format, along with two paper copies.

2. Send a Letter with your Comments to the Board

If you wish to comment on the proceeding without becoming an intervenor, you may submit a letter of comment to the Board Secretary.

All letters of comment sent to the Board will be placed on the public record, which means that the letters will be available for viewing at the Board's offices and will be placed on the Board's website.

Before placing the letter of comment on the public record, the Board will remove any personal (i.e., not business) contact information from the letter of comment (i.e., the address, fax number, phone number, and e-mail address of the individual). However, the name of the individual and the content of the letter of comment will become part of the public record.

A complete copy of your letter of comment, including your name, contact information, and the content of the letter, will be provided to the Board members hearing the proceeding.

Your letter of comment must be received by the Board no later than **April 2, 2012**. The Board accepts letters of comment by either post or e-mail at the addresses below.

IMPORTANT INFORMATION NEEDED:

In responding to the Notice of Proceeding, please reference Board file number **EB-2011-0140** in the subject line of your e-mail or at the top of your letter. It is

also important that you provide your name, postal address and telephone number and, if available, an e-mail address and fax number. All communications should be directed to the attention of the Board Secretary at the address below, and be received no later than 4:45 p.m. on the required date.

Ontario Energy Board
2300 Yonge Street, 27th Floor
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Attn: Ms. Kirsten Walli
Board Secretary
Tel: 1-888-632-6273 (toll free)
Fax: 416-440-7656
E-mail: BoardSec@ontarioenergyboard.ca