



Ontario  
Energy  
Board | Commission  
de l'énergie  
de l'Ontario

BY EMAIL AND WEB-POSTING

June 23, 2020

**To All Licenced Entities  
All Other Interested Parties**

**Re: OEB Digitization Program Announcement**

---

The Ontario Energy Board (OEB) is pleased to announce the launch of its Digitization Program - a transition to an entirely electronic record for all regulatory proceedings, permanently eliminating the filing requirement of submitting two hard copies of documents. This move to a digitized process is effective immediately.

Beginning today, when you file regulatory documents related to a proceeding, the OEB will require an electronic copy only. The electronic document is now the official filing, making the online public record the authoritative record in an OEB proceeding. The current process for submitting searchable PDF electronic documents remains largely unchanged. Applicants, intervenors and other stakeholders will continue to file their official electronic documents using our secure [Regulatory Electronic Submission System \(RESS\)](#). However, these digital files now require signatures in order to become the authoritative, official records in a proceeding. You can find more information about digital signatures in our [Frequently Asked Questions \(FAQ\) document](#).

Although we are eliminating the need for parties to submit a paper copy of their filing, on a case-by-case basis, the OEB may request working copy documents in large and complex applications. If working copies are required, we will communicate with the applicant directly.

In late 2017, the OEB began working with Archives Ontario to take the necessary steps to move to a digitized official record. Throughout 2018 and 2019, the OEB and Archives Ontario worked together on creating a digitization program that leveraged the OEB's existing online services by amending our records retention agreement with Archives Ontario in order to establish an exclusive digital record back to 2007, the year we launched our RESS filing portal.

The OEB appreciates the cooperation and expertise demonstrated by Archives of Ontario (Archives Ontario) in assisting the OEB in this effort, culminating with the final approval of our Digitization Program by the Archivist of Ontario in April of this year.

On March 16, 2020, as part of its COVID-19 emergency measures, the OEB announced a temporary measure to waive the mandatory hard copy filing requirement. We took this step to accommodate those who were working remotely and did not have access to their office resources. Now on an on-going basis, there will no longer be a requirement to file paper copies of filings.

The OEB digital regulatory documents from 2007 onwards are the authoritative, official copies. We are currently in the process of verifying that the complete public records of these proceedings are available to view online. For OEB regulatory proceedings that commenced prior to 2007, the paper copies will remain as the official version. We will continue to retrieve these records from off-site storage as required and you can continue to send in record retrieval requests to [registrar@oeb.ca](mailto:registrar@oeb.ca).

The Digitization Program involved input from the OEB's Legal and IT departments with the project led by the Office of the Registrar. Collaborating with a number of Archives Ontario staff through the process, we established a plan that met our criteria of increasing the transparency of our regulatory files by placing the complete digital public record online while streamlining the filing requirements for applicants and registered parties in OEB proceedings by eliminating the submission of hard copies.

Further details about the OEB Digitization Program can be found on our [Filing systems](#) web page, including an [FAQ](#) along with an updated [RESS Document Guide](#) and [Electronic User Form](#), which provides you with access to the suite of OEB online filing services, including the RESS and the Reporting & Record Keeping Requirements (RRR) portals.

You can continue to access the OEB public record online through our [Advanced Regulatory Document Search \(RDS\)](#). This search tool remains unchanged.

Any queries regarding this announcement or about the OEB Digitization Program can be directed to [registrar@oeb.ca](mailto:registrar@oeb.ca).

Yours truly,

*Original Signed By*

Christine E. Long  
Registrar and Board Secretary