

**Ontario Energy Board**  
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**Commission de l'énergie de l'Ontario**  
C.P. 2319  
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2300, rue Yonge  
Toronto ON M4P 1E4  
Téléphone; 416- 481-1967  
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**BY E-MAIL**

February 18, 2009

Nancy Taylor  
Vice President  
The Corporation of the City of Kingston  
1211 John Counter Blvd.  
P.O. Box 790  
Kingston ON K7L 4X7

Dear Ms.Taylor:

**Re: Application for Gas Marketer Licence  
Board File Number EB-2009-0051**

This letter acknowledges receipt of your application for a gas marketer licence. The Board has assigned File Number EB-2009-0051 to this matter. Please refer to this number in all future correspondence to the Board regarding this matter.

Your application is currently incomplete and cannot be processed until the following has been filed:

In regards to Section D12, the Financial Information section of the application form requires the applicant to provide information that indicates the applicant's financial state of affairs. The applicant is asked to provide two years audited financial statements. If the applicant does not have audited financial statements, the applicant can provide unaudited statements signed by an officer or director in the company.

The Board also notes that there is additional information typically asked for in a gas marketer licence application. It includes the following:

With reference to information about Key Individuals in Section D14 of the application form, please complete Section D14, D15, and D16, as well as provide copies of two pieces of identification, one of which must include a

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photo. The information is necessary for the Board to conduct a police record check with the Ontario Provincial Police on the key individuals reported in Section D of the application.

There is no expectation that this additional information is needed to begin the process of reviewing this application. However, by providing such information at the same time as the required information, the processing of this application can be expedited.

The Board will resume processing your application once the above information has been filed. If the above information is not filed within 30 days of the date of this letter, the Board may close the file for this application.

Upon receipt of the required information the Board will issue an acknowledgement letter indicating the expected date on which a decision and/or order may be rendered.

Please file two paper copies of the additional material and an electronic version in Word and in searchable Adobe Acrobat (if available) with the Board Secretary. Electronic copies may be submitted on diskette or by e-mail to [boardsec@oeb.gov.on.ca](mailto:boardsec@oeb.gov.on.ca).

Please direct any questions relating to this application to George Dimitropoulos, Analyst, Licence Applications, at (416) 544-5152 or e-mail, [George.Dimitropoulos@oeb.gov.on.ca](mailto:George.Dimitropoulos@oeb.gov.on.ca).

Yours truly,

*Original Signed By*

John Pickernell  
Assistant Board Secretary