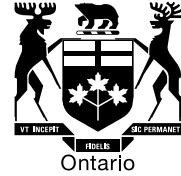


**Ontario Energy Board**  
P.O. Box 2319  
27th. Floor  
2300 Yonge Street  
Toronto ON M4P 1E4  
Telephone: 416- 481-1967  
Facsimile: 416- 440-7656  
Toll free: 1-888-632-6273

**Commission de l'énergie de l'Ontario**  
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27e étage  
2300, rue Yonge  
Toronto ON M4P 1E4  
Téléphone: 416- 481-1967  
Télécopieur: 416- 440-7656  
Numéro sans frais: 1-888-632-6273



**BY E-MAIL**

December 16, 2013

Charlie Barrotta  
Vice-President, Eastern Canada  
Access Gas Services (Ontario) Inc.  
2233 Argentia Rd.  
Plaza 3, Suite 102  
Mississauga ON L5N 1V9

Dear Mr. Barrotta:

**Re: Access Gas Services (Ontario) Inc.  
Application for Gas Marketer Licence  
Board File Number EB-2013-0414**

The Board has reviewed your application for a gas marketer licence. Your application is currently incomplete and cannot be processed until the following has been filed:

1. Section 15 – Documents to Support Identity:

- The documents filed to support Mr. Barrotta's identity are acceptable, however, only a copy of the front of the documents was filed and the documents are not clear. Please file clear copies of the front and back of the documents
- The operator's licence filed by Mr. Staples is acceptable, however, only the front of the document was filed. Please file a copy of both the front and back. In addition, health cards are no longer accepted as a form of identification. Therefore, for Mr. Staples, please refer to Appendix A of this letter for a list of acceptable identification and please file a clear copy of the front and back of the document.

2. Additional Information – OPP Security Screening Check Form:

The Board requires the completion of the attached form entitled "Security Screening Check" for the processing of your application. Each key individual is required to complete, sign, date and return this form to the Board. The

completed forms together with the two pieces of identification are necessary for the Board to conduct a police record check with the Ontario Provincial Police on each of the key individuals identified in the application. Please note that the forms must have a wet signature and copies **will not** be accepted.

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 send **hard copies only** of the additional information to the attention of the Board Secretary and please quote the Board's file number which is referenced above.

Please direct any questions relating to this application to Vince Mazzone, Advisor at +1 (416) 544-5159 or e-mail, [Vince.Mazzone@ontarioenergyboard.ca](mailto:Vince.Mazzone@ontarioenergyboard.ca).

Yours truly,

*Original signed by*

John Pickernell  
Assistant Board Secretary  
Attachment

## **Appendix A**

### **Acceptable Identification**

- Driver's Licence (including drivers licenses issued by another province, territory, or a foreign jurisdiction)
- BYID Card
- Canadian or Foreign Passport
- Canadian Citizenship Card
- Possession and Acquisition Licence (or PAL Card)
- Permanent Residency Card
- Certificate of Indian Status
- Canadian National Institute of the Blind (CNIB) Identification Card
- Canadian Military Employment Card or Canadian Military Family Identification Card
- International Student Card

The following are acceptable forms of non-photo identification:

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers



Altering or tampering with this form, including any information on or attached to it that has been provided by a member of a law enforcement agency is a Criminal Code offence.

Personal information contained on this form is collected pursuant to the *Police Services Act*, section 41 and federal and provincial privacy legislation and is collected for the purpose of processing this security screening check. Questions concerning this collection should be directed to Ontario Provincial Police Operational Policy and Strategic Planning Bureau at 705-329-7561.

**Organization/Agency to determine level of security screening check required for the applicant, based on the purpose of the record check (see below) and provided the applicant has consented to the level of the security screening check.**

Please read the attached document, *Security Screening Check – Information for the Applicant* for further information on what each security screening check includes.

This security screening check will include the following information as it exists on the date of the search or searches

**Level 1**

- A search of Criminal convictions from the RCMP National Repository of Criminal Records (Identification Databank), the Canadian Police Information Centre and local police databases where applicant resides or resided for the past 5 years.
- A search of outstanding entries from the Canadian Police Information Centre (Intelligence and Investigative Databanks), such as charges and warrants; judicial orders e.g. Peace Bonds, Probation and Prohibition orders; Absolute (1 year) and Conditional Discharges (3 years) made pursuant to section 730 of the Criminal Code of Canada (from local databases only).
- Ministry of Transportation Ontario - Driver's License History (Ancillary Databank).

**Level 2**

- A search of local police databases for occurrences which did not result in charges. (e.g. police contacts including but not limited to theft, weapons, sex offences, or violent, harmful and threatening behaviour).  
A search of local police databases for criminal charges that did not result in a conviction or finding of guilt. (e.g. dispositions including, but not limited to, stayed, withdrawn, dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices).
- A search of any information or records held by all other federal or other law enforcement databases.

**Level 3**

- A search of social networking websites, blogs, chatrooms, email or other content.
- A search of financial credit history.

**Level 4**

- Fingerprint search of criminal convictions from RCMP National Repository of Criminal Records (Identification Databank).
- A search from Canadian Border Services.
- Out of country criminal record search.

**Level 5**

- An interview and/or reference check.

Search results from Levels 2 – 5 searches to be disclosed as a result of the relevance of the search results to the purpose of the security screening, as determined by the OPP.

## Applicant information

Last Name, First Name, and Middle Names				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Maiden Name or other Last Names used			Name commonly used or other First Names		
Driver's Licence Number - (Mandatory where Level 1 check includes Ministry of Transportation Ontario check)					
Street Number and Name or Lot, Conc. And Township		Apt. No.	City, Town or Village	Province/State	Postal/ZIP Code
Date of Birth (YYYY/MM/DD)	Country of Birth	Telephone	E-mail address		

## Your residence addresses for the past five (5) years (if different from above) - Add additional pages to this form if necessary

Street Number and Name or Lot, Conc. And Township	Apt. No.	City, Town or Village	Province/State	Postal/ZIP Code	From (MM/YY)	To (MM/YY)

**Purpose of the record check (if other, please specify)**
 Employment   
 Student Placement   
 Contractor   
 Other: **Contractor Licensee**

Description of position applied for: e.g. agency/organization working for, location, area working, supervisor name and contact information

**Ontario Energy Board - Contractor Licensee - 726 70 144**

Access Level - \_\_\_\_\_

(OPP contractor hiring managers - see OPP Contractor Screening in Security Enquiries Unit web site regarding access levels)

**Third Party Disclosure**

I hereby consent to full disclosure, by the OPP to the person(s) listed below, of all personal information about myself responsive to this security screening check. This consent includes the release of records requested. This consent is given pursuant to section 42(b) of the *Freedom of Information and Protection of Privacy Act*.

Last Name, First Name

**Anderson, Lynne**

Title of Position

**Managing Director**

Name of organization/agency

**Ontario Energy Board****Release, Discharge and Consent**

The undersigned hereby authorizes the Ontario Provincial Police (OPP) to conduct a security screening check about myself.

I hereby authorize the OPP to collect personal information about me from third parties. Specifically, I consent to full disclosure to the OPP by any police service, employer, organization, business or person to whom a signed copy of this consent or a photocopy or fax thereof is delivered, of any information, opinions, reports, records, documents or copies thereof, in any form which may be requested.

I understand that all information about me that is obtained during this security screening check may be used or disclosed by the OPP to my organization/agency, for the purpose of making a decision with respect to my security clearance or for a consistent purpose.

I acknowledge that records and/or information is obtained based on a name search and as a result may or may not pertain to me. I understand that positive identification may only be confirmed through comparison of fingerprints, which must be submitted by me. The OPP cannot be held responsible for the completeness or accuracy of information it receives from third parties.

I additionally acknowledge that the purpose of the security screening check is to allow the agency/organization requesting this check to make a determination as to whether I am eligible to perform services for the agency/organization, that this determination is made by the agency/organization, acting within its sole discretion, and that the determination is required to mitigate risk to agency/organization's personnel and property.

I hereby release and forever discharge Her Majesty the Queen in Right of Ontario, the Commissioner of the OPP and all members, agents, and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the collection and/or disclosure of information by the OPP as authorized by this security screening check. This release and discharge shall apply to and be binding on my heirs, administrators, executors and assigns.

**By signing below, I confirm I have read this form, that I am at least eighteen (18) years of age, and that I have read and I understand the contents of the *Security Screening Check - Information for the Applicant* document. I understand what level of security screening check I am consenting to, what kinds of security screening result, and I fully consent to such a security screening check being conducted.**

<input type="checkbox"/> Form LE229 - Declaration of Criminal Record attached - if applicable.	Signature of Applicant	Date (yyyy/mm/dd)
	I consent to a full or partial level 1 search.	

**Identification - to be checked by organization/agency**

<input type="checkbox"/> Form checked for completeness and identity of applicant has been verified	Name of organization/agency <b>Ontario Energy Board</b>	
Telephone	Signature of organization/agency witness	Date (yyyy/mm/dd)

Date of Search (yyyy/mm/dd)	Member ID and Signature	Total number of pages attached to this form
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Not valid  
unless embossed by  
Ontario Provincial  
Police seal