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**Commission de l'énergie
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BY E-MAIL
mc@intellimeter.ca

February 8, 2019

Katelyn Grundie
Intellimeter Canada Inc.
1125 Squires Beach Road
Pickering ON L1W 3T9

Dear Ms. Grundie:

**Re: Intellimeter Canada Inc.
Application for a Unit Sub-metering Licence
OEB File Number EB-2019-0017**

The Ontario Energy Board (OEB) received Intellimeter Canada Inc.'s (Intellimeter) application for a unit sub-metering licence on January 18, 2019. The OEB has assigned file number EB-2019-0017 to the application. The application will be decided by an employee of the OEB who has been delegated this authority pursuant to section 6 of the *Ontario Energy Board Act, 1998* (Delegated Authority). The Delegated Authority intends to make a decision on the application without holding a hearing.

The OEB cannot start processing your application until you file the following information:

1. Section 10. Technical Recourses.

In the application, Intellimeter described qualifications of Mr. Richard Liang, its Research and Development Manager, which are related to electronics engineering and measurement instrument design. Intellimeter also described qualifications of its President, whose role is to oversee the company's operations and provide strategic directives. As in section 7- Intended Services, Intellimeter

listed billing services, the OEB requires Intellimeter to describe qualifications of its personnel responsible for the services the applicant intends to provide.

Describe qualifications and experience of Intellimeter's personnel responsible for each unit sub-metering service that Intellimeter is currently providing or intends to provide. (Although not listed in the application, it is assumed that intended services also include collections and call centre activities).

2. Compliance with Unit Sub-metering Code (Code)

As a condition of its licence, Intellimeter has to comply with provisions of the Unit Sub-metering Code.

- a. As per section 2.3.1 of the Code, metering data collected by a unit sub-meter provider shall be subjected to a validating, estimating and editing (VEE) process if it is to be used for billing purposes. As per section 2.3.4 of the Code, a unit sub-metering provider shall document and make available its VEE process and criteria, and allow scrutiny of its process by consumers, retailers, the OEB and Measurement Canada.
 - i. Describe what processes and procedures are in place or would be put in place by Intellimeter to ensure that correct and validated data is used for the billing process.
 - ii. Describe how Intellimeter ensures that errors resulted from potential hardware/software malfunctions are detected and fixed before issuance of the invoices to its customers.
- b. As per section 3.3.3 of the Code, if any consumer makes a complaint to a unit sub-meter provider regarding its services, the unit sub-meter provider shall expeditiously investigate the complaint and take all appropriate and necessary steps to resolve the complaint.
 - i. Describe how Intellimeter ensures compliance with its legal and regulatory obligations in Ontario. In your response, describe the staff, policies, processes and procedures in place or to be put in place to ensure compliance.

The OEB 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 OEB may close the file for this application.

Once your application is complete, the Delegated Authority expects to issue a final decision on your application within 60-90 days.

In the event the Delegated Authority decides to deny or otherwise modify the relief you requested in your application, you will be given an opportunity to provide comments. The Delegated Authority will consider your final comments, if any, prior to issuing a decision and order.

Any questions relating to this letter or your application should be directed to Irina Kuznetsova, Advisor at +1 (416) 440-8138 or Irina.Kuznetsova@oeb.ca. Please refer to the OEB file number noted above in all future correspondence to the OEB regarding your application.

Yours truly,

Original signed by

John Pickernell
Manager, Applications Administration