



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

**VIA E-MAIL**

February 14, 2019

**To: All Licensed Unit Sub-Meter Providers**

**Re: OEB Cost Assessment Model: Request for Information  
OEB File No.: EB-2017-0371**

Ontario Regulation 16/08 (Assessments of Expenses and Expenditures) under the *Ontario Energy Board Act, 1998* (OEB Act) identifies Unit Sub-Meter Providers (USMPs) as a class of persons that are subject to a cost assessment under section 26 of the OEB Act. The Ontario Energy Board (OEB) has determined that licensed USMPs will be assessed based on the number of customers served.

In order to facilitate the OEB's cost assessment for the fiscal year starting April 1, 2019, each licensed USMP is required to provide its updated customer numbers no later than **February 25, 2019**. USMPs are required to file the number of residential and commercial customers with accounts (i.e. customers actually being billed) and the number of residential and commercial customers without accounts (i.e. where there is a meter installed but the customer is not being billed) as of January 1, 2019. To facilitate reporting, OEB staff has created the attached Excel spreadsheet.

This information is being requested pursuant to the condition of each USMP's licence requiring the licensee provide, in the form and manner determined by the OEB, such information as may be required by the OEB from time to time. The information filed will be treated in accordance with the guidelines set out OEB's [letter](#) dated January 25, 2018.

## Filing Instructions

You are required to submit the completed spreadsheet to [usmp@oeb.ca](mailto:usmp@oeb.ca) by **February 25, 2019**. The e-mail should include your licensed name in the title.

If your company does not provide services directly to any end-use customers, please simply send an e-mail confirming that status.

Thank you in advance for your cooperation. Please direct any questions to at [IndustryRelations@oeb.ca](mailto:IndustryRelations@oeb.ca).

Sincerely,

*Original Signed By*

Brian Hewson  
Vice-President  
Consumer Protection & Industry Performance

Attach.