

# Standards of Conduct NSPI Job Descriptions

May 25, 2017

## **President & Chief Executive Officer, Nova Scotia Power Inc.: Karen Hutt**

The Senior Executive of the Company with accountability to the NSPI Board of Directors for all aspects of the business.

## **Chief Operating Officer: Mark Sidebottom**

Responsible for the overall operation of the company from the generation of electricity to the delivery of that safely and reliably to the customer.

## **Vice President Corporate Affairs and Stakeholder Relations: Sasha Irving**

Responsible for all aspects of communications, including community and government relations for Nova Scotia Power. This includes strategic communication, media relations, stakeholder management, community engagement and the effective management of relationships with government officials at every level.

## **Executive Vice President Regulatory, Legal & Business Planning: Judith Ferguson**

Oversees all legal and regulatory aspects of Nova Scotia Power's business and is also focused on the strategic direction and the various ways our company can contribute to the economic viability of the province.

## **Vice President Human Resources: Sara Phinney**

Develop and implement HR strategies and initiatives aligned with the overall business strategy, provide counsel and feedback necessary to optimize leadership effectiveness throughout the business and be responsible for ensuring HR policies, procedures, business practices and systems are in place and maintained. This includes, but not limited to, the design, development, administration and monitoring of new and/or existing programs, performance management, compensation and position management, labour relations, training and development, encompassing both unionized and non-unionized employees.

## **Vice President Finance: Chris Smith**

Responsible for leading Nova Scotia Power's Finance team, ensuring that our financial management and reporting, as well as our financial planning, risk management and internal controls are consistently best-in-class.

**Vice President Transmission & Distribution: Paul Casey**

Leads the company's reliability strategy, storm response, Maritime Link Integration, Regional Cooperation work, and the T&D asset management program. In addition to leading all facets of T&D, Paul is also responsible for overall service delivery to customers, including the Customer Care Centre and Meter and Inspection Services.

**Vice President Fuels and Energy: David Landrigan**

Responsible for Nova Scotia Power's fuel purchasing, revenue generation, forecasting, analytics, customer solutions and key accounts.

**Director Generation Asset Management: Mike Sampson**

Accountable for resource planning, asset condition and investment management, and related engineering services. Also responsible for NS Power Annual Capital Expenditure Plan development.

**Sr. Director Power Production: Jamie MacDonald**

Reporting to the Chief Operating Officer, this position is accountable for the safe, efficient and reliable operation of the generation fleet of Nova Scotia Power. Also accountable for all regulatory compliance including environmental and NERC/CIP compliance and line financial responsibility for the Power Production facilities within Nova Scotia Power.

**Transmission Operations Function (System Operator)**

**Sr. Manager, Control Centre Operations: Dave Stanford**

Accountable for the operations of the bulk power and distribution systems in Nova Scotia and related functions including real-time control and monitoring, protection & control operations, outage coordination, system security, regulatory compliance with reliability standards, OATT, and generator interconnection.

**Manager, System Control: James Delorme**

Responsible for providing day to day management of system operations focusing on the safe, secure and economic operation of the transmission system and interconnection operations with adjacent utilities, to achieve maximum system reliability and safety.

**Compliance Coordinator: Nicole Mosher**

Accountable to achieving and maintaining compliance with all NERC approved Non-CIP Reliability Standards applicable to NSPI. Demonstrate a pro-active approach to all applicable NERC and NPCC requirements. At NSPI this role is to ensure Compliance, educate, conduct internal audits with subject matter experts, work directly with our board (UARB) and build

relationships with other entities, including NPCC. Provide leadership and guidance, and continually promote awareness.

**Training Coordinator: Jennifer Cyr**

Coordinate the day to day administration, and scheduling of NERC System Operator Training as well as, initial and continual training for all System Operators. Ensuring NSPI sustains compliance with PER-005-2 pertaining to the organization and development of Systematic Approach to Training (SAT) for System Operators at the Control Center.

**Manager, CIP Compliance: Rod Smith**

Accountable for NERC Critical Infrastructure Protection (CIP) standards compliance for Nova Scotia Power, and primary contact to NERC/NPCC for these requirements.

**System Operators**

Are responsible for real time unit dispatch, operating and monitoring remotely controlled generation, transmission and interchange facilities, coordinating network switching for planned and emergency maintenance, system restoration and generally ensuring the optimum level of security is obtained for the power grid.

**Distribution System Operators:**

Are responsible for real time operating and monitoring remotely controlled distribution facilities, coordinating network switching for planned and emergency maintenance, system restoration and generally ensuring the optimum level of security is obtained for the distribution power grid.

**Manager, OATT: Dave Kelly**

Accountable for generation interconnection activities. Also accountable for the development, implementation, and administration of open access transmission services and administration of the wholesale market. At Nova Scotia Power this role also serves as Chief Compliance Officer for the OATT Standards of Conduct.

**Outage Coordinator: Amy Campbell**

Accountable to schedule and co-ordinate all planned work involving transmission and generation components and to prepare and/or approve switching procedures. Also responsible to produce daily, weekly and yearly outage plans based on transmission line maintenance, substation maintenance, generator maintenance, and customer needs.

**Interconnection Engineer: Elizabeth Dionne**

Accountable to ensure that generator interconnection requests are managed in a cost effective and timely manner, consistent with NSPI's Standard Generator Interconnection Procedures.

**Sr. Security Engineer: Lynda Ozere**

Accountable to ensure the secure and reliable operation of the transmission system through system studies, the development of operating guidelines, and support for the outage planning process.

**Sr. Specialist Engineers, Planning Engineers, Tech. Consultant**

Accountable for the identification, evaluation and preparation of studies, plans and recommendations to ensure the long-term adequacy, reliability, and economic operation of the transmission system and associated interconnections. Also accountable to provide outage evaluation, analysis of system response to disturbance conditions, protective relay settings, and to specify and schedule protective relay maintenance.

**Transmission Operations Function (Non System Operator)**

**Director T & D Assets: Steve Pothier**

Accountable for the management of T&D assets, including asset management strategy, asset technical information, asset maintenance strategies, asset performance management, asset investment planning, asset risk management and asset lifecycle management. Also within this portfolio is operational accountability for Transmission Line assets and Operational Technology assets (e.g. SCADA).

**Manager T & D Capital Management & Performance: Sean Borden**

Accountable for development & execution of the Transmission & Distribution Capital Program. Also accountable for the implementation of Asset Management & Reliability Programs. At Nova Scotia Power this role also serves as the Transmission Asset Owner.

**Transmission & Distribution Capital Management & Performance Staff**

Responsible to ensure that the capital investment in plant is aligned with the optimal investments for reliability and performance. This team is also responsible for the inspection of T&D line assets.

**Sr. Manager Projects: Greg Reinhart**

Accountable for the on-going development and support of Information Technology systems that support transmission and distribution operations, such as Advanced Distribution Management System, Geographic Information System, Supervisory Control And Data Acquisition, and Work Management.

**Manager, Operational Systems: Glen MacLeod**

Accountable for the lifecycle management of T&D technology. This includes identifying and deploying technology that meets the needs of the T&D business operation and ensuring the systems are maintained and operated in accordance with applicable standards.

**Team Lead GIS/SCADA: Anthony Bell**

Accountable for the execution of the T&D Operational Systems work plan related to the Advanced Distribution Management System (ADMS), Geographic Information System (GIS) and Supervisory Control and Data Acquisition (SCADA) system.

**GIS/SCADA Staff**

Responsible for managing the engineering design, technical support and material acquisition and the operation of the SCADA and GIS systems to ensure safe, reliable, economic and efficient operation of the Nova Scotia Power electric system.

**Director, Transmission & Distribution Technical Services: Tim Leopold**

Responsible for the provision of effective technical services to Control Centre Operations for the safe, secure and reliable operation of the bulk power and distribution systems.

**Manager, Transmission & Distribution Technical Services: David Downey**

Provide management and technical oversight for the Transmission & Distribution Technical Services team within Nova Scotia Power. The role oversees Substation Design, Protection & Control Design, Transmission Line Design, Engineering Standards, and Distribution Engineering functions and the team supports both operations and capital projects at Nova Scotia Power.

**Director, Regional Operations: Matt Drover**

Accountable for the operation and maintenance of the transmission and distribution system at Nova Scotia Power. Also, responsible for the field execution of the annual T&D asset investment plan.

**Sr. Manager, Operations: Paula Condon**

Responsible for planning and execution of maintenance activities, construction, upgrades and customer driven work on NSPI's distribution system and substations in the Cape Breton region.

**T & D Coordinator: Kim Jodrey**

Coordinate T&D team meetings , and work on T&D related projects

## **Marketing and Sales Functions**

### **Director, Fuels: John Esaiw**

Responsible for the wholesale marketing functions of NSPI which includes 24 hour marketing and plant dispatch, natural gas , oil and HFO procurement, day ahead planning and coordination with the NSPI control center, and coordination with NSPI wind and hydro operations. The role is also responsible for overseeing the procurement and logistics of all solid fuels including coal, petroleum coke, biomass, and maritime shipping logistics. The Director has overall accountability for compliance and audit of Fuels procurement and FAM regulatory reporting.

### **Sr. Manager, Fuels, Strategy, and Performance: Marie Thomas**

Senior advisor to NSPI executive team on all solid fuel procurement activities and strategies. Leads a team that manages solid fuel contract negotiation, purchasing, logistics, plant blending and environmental compliance.

### **Manager, Fuels, Reporting & Compliance: Nicola Porter**

Responsible for coordination across FERM for all regulatory and compliance related matters. Also responsible for improvement of compliance related reporting tools, compliance related documentation, tracking compliance of all corporate policies and procedures and internal controls and coordination across the organization for Fuels related regulatory and compliance matters.

### **Manager, Oil, Gas, and Energy: Murray Fichten**

This position is responsible for the procurement, management and transportation of fuel oil and natural gas, scheduling and dispatch of NS Power's generating assets, import/export of electricity, shorter-term system optimization, execution of the hedging program and daily dispatch optimization. Successful completion of regulatory requirements, including internal and external audit interviews, regulatory reporting, responding to information requests from stakeholders, and participation in regulatory proceedings. Responsibilities also include ensuring the Oil, Gas, and Energy team is compliant with NS Power's fuel and power procurement processes and procedures outlined in internal policies, and that affiliate transactions are compliant with the Affiliate Code of Conduct.

**Scheduling & Plant Dispatch Team**

Responsible for the economic dispatch of NSPI's generation fleet, power purchase agreements, and various customers as well as the marketing function of NSPI Power Production. Also responsible for load forecasting for the NSPI Control Area as well as providing dispatch schedule/resource plan to the System Control Centre.

**Lead Energy Dispatcher: Philip Webber**

This position is responsible for the procurement, management and transportation of fuel oil and natural gas, scheduling and dispatch of NS Power's generating assets, import/export of electricity, shorter-term system optimization, execution of the hedging program and daily dispatch optimization. Successful completion of regulatory requirements, including internal and external audit interviews, regulatory reporting, responding to information requests from stakeholders, and participation in regulatory proceedings. Responsibilities also include ensuring the Oil, Gas, and Energy team is compliant with NS Power's fuel and power procurement processes and procedures outlined in internal policies, and that affiliate transactions are compliant with the Affiliate Code of Conduct.

**Energy Marketers**

On a 24/7 basis, the Energy Marketers are responsible for optimizing the hourly dispatch of NSPI's generating fleet as well as interfacing with the neighboring power markets; are an ongoing liaison between NSPI generating facilities, the System Control Center and other counterparties.

**Sr. Manager, Generation Services: Perry Mason**

Accountable for Generation Engineering Team. Responsible for thermal operations support (steam and combustion turbines) and related capital projects.

**Sr. Director, Power Production: Jamie MacDonald**

Is responsible for the fuel cost management and reliability of NSPI's generating plants.

**Plant Managers**

Responsible for managing all aspects of operations in designated generating stations.