

# PROPOSED REQUIREMENTS OF ELECTRICITY MONITORING CODE - DISTRIBUTOR

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## **F1 Audited financial statements**

Submitted as required by the Distribution Rates Handbook (DRH) - annually, June 1. (Note that the DRH filing requirement will be amended from June 1 to June 30).

**requirements** required annually for the preceding calendar year, by June 30

Provide (i) audited financial statements of the regulated corporate entity. Where the financial statements of the regulated corporate entity being reported contain material non-regulated businesses, provide also (ii) audited financial statements for the regulated activity. Where the regulated entity conducts more than one regulated activity, provide (iii) audited financial statements for each regulated activity.

In addition, if sufficient information is not included in the audited financial statements to determine the financial ratios provided in **Appendix A** it should be reported separately.

## **F2 Trial balance in USoA format**

**requirements 1** required annually for the preceding calendar year, by June 30

**NB** Existing reporting requirement, file details (USoA format) specified in electronic template.

**requirements 2** record keeping requirement

Maintain on file and available for Board review:  
the USoA Accounts mapped (and balances reconciled) to audited financial statements.

## **F3 Variance analysis**

**requirements** required quarterly, by the 1<sup>st</sup> day of third month after the period end

- 1 Composition of all variance/ deferral accounts and an analysis of the change (or lack thereof) from the previous quarter.
- 2 Composition of all transition cost accounts (and sub-accounts) and an analysis of the change (or lack thereof) from the previous quarter (interim requirement).

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**F4                      Retail services and settlements variance accounts**

**requirements**                                      required quarterly, by the 1<sup>st</sup> day of third month after the period end

Monitoring forms are to be filed as set out in Article 490 of the Accounting Procedures Handbook (APH) with respect to the variance accounts prescribed in Chapters 10 and 11 of the Distribution Rate Handbook (DRH).

The following monitoring forms, contained at Appendix A of Article 490, are required to be filed quarterly with the Board.

Part I - Monitoring requirements for RCVA per Chapter 11 of the Rates Handbook

Part II - Monitoring requirements for RSVA per Chapter 11 of the Rates Handbook

Part III - Monitoring requirements per Chapter 10 of the Rates Handbook

As the electricity market opens May 1, 2002, the first reporting period will be a two-month period (May 1, 2002 to June 30, 2002) and a quarterly basis thereafter (July 1, 2002 to September 30, 2002, etc.). The purpose of the initial two-month reporting period, is due to the requirement in the DRH for the PPVA to be reported for the first two months immediately after market opening, and also to set the subsequent reporting periods for all variance accounts in quarterly intervals to coincide with the December 31 fiscal year ends (applicable to most LDCs).

**F5                      Reconciliation of approved regulatory taxes (PILs) to actual taxes**

**requirements**                                      required annually for the preceding calendar year, by June 30

Provide the following items specified in the Board's PILs filing requirements:

Tax Return Reconciliation (TREC)

Deferral/Variance Accounts Tax Calculation (TCALMOF)

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**F6 Internal audit reports**

**requirements 1** required annually for the forthcoming calendar year, by December 31

Report the details of utility's annual audit plan for the coming year, explaining

- 1 the objectives of the audit plan
- 2 the areas to be audited
- 3 audit types (attest, operations, compliance, etc), numbers of audits, and when expected to be performed

**requirements 2** required by exception, within 10 business days of request

Specific audit reports as requested by the Energy Returns Officer (ERO), to be filed in confidence with the ERO in accordance with s111 of the *Ontario Energy Board Act*.

**requirements 3** record keeping requirement

Maintain on file and available for Board review:

- 1 individual audit reports with findings, recommendations, details of follow-up action and status of associated remedial action; and
- 2 individual audit files (i.e. for each audit) containing audit working papers substantiating the audit report.

**F7 Adverse material circumstances - report**

Distribution Licence - Electricity s10.2

**requirements** required within 10 days of change

The entity shall notify the Board as required.

s10.2 The Licensee shall notify the Board of any material change in circumstances that adversely affects or is likely to adversely affect the business, operations or assets of the Licensee as soon as practicable, but in any event within fifteen days of the date upon which such change occurs.

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**F8 Economic evaluations**

Electricity Distribution Code s3.2.1

**requirements** record keeping requirement

s3.2.1 If a distributor must construct new facilities to its main distribution system in order to be able to connect a specific customer or group of customers, the distributor shall perform an economic evaluation of the expansion project to determine if the future revenue from the customers will pay for the capital cost and on-going maintenance costs of the expansion project.

Retain records of the activities in Electricity Distribution Code s3.2.1 and make them available to the Board on request.

**F9 Annual statistics**

**requirements** required annually for the preceding calendar year, February 1

Submitted as required by the Distribution Rates Handbook - electricity distributors - annually, February 1.

NB Existing reporting requirement, file details specified in electronic template.

**F10 Annual dollars spent on system enhancements**

Distribution System Code s3.4 and Distribution Licence s22

**requirements** required annually for the preceding calendar year, by June 30

A summary of annual dollars spent on system enhancements (by enhancement) with totals:

- 1 description of enhancement
- 2 expenditure less recovery
  - completed enhancement
  - in year
  - in previous years

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## **F11 Non-distribution activity in licenced service area**

Ontario Energy Board Act s71 and Electricity Distribution Licence s18

**requirements** required annually for the preceding calendar year, by April 30

Provide the following information on activities other than the distribution of electricity in licensed service areas.

- 1 Listing of services not defined as distribution activities.
- 2 Distribution services provided to other licenced distributors (e.g. billing, meter reading, telephone operations, forestry and site maintenance, lines/ station construction and maintenance) - number of other distributors, type of service provided, estimate of the total annual dollar amount, and as a percentage of gross revenues.
- 3 Distribution services provided to other (non-distributor) organizations - number of other (non-distributor) organizations, type of service provided, estimate of the total annual dollar amount, and as a percentage of gross revenues. These services could be provided on a joint or a non-joint basis.

## **A1 Corporate structure**

Affiliate Relationships Code - Electricity Distributors & Transmitters s2.1.3, s2.8.2

**requirements 1** required annually for the preceding calendar year, by April 30,  
and notification within 10 days of each change

- 1 A list of all affiliates with whom the utility transacts, including business addresses, a list of the officers and directors, and a description of the affiliate's business activity.
- 2 A clear demonstration that at least one-third of the utility's Board of Directors is independent from any affiliate. (Note that this requirement does not apply to a municipal utility until January 1, 2004).
- 3 A corporate organization chart indicating relationships and ownership percentages.

**requirements 2** record keeping requirement

Maintain on file and available for Board review:

- 1 Specific costing and transfer pricing guidelines;
- 2 Tendering procedures; and
- 3 Services agreements.

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<b>A2</b>	<b>Affiliate arrangements and transactions</b>
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Affiliate Relationships Code - Electricity Distributors & Transmitters s2.3 and s2.8.3

**requirements 1** required annually for the preceding calendar year, by April 30

- 1 The total annual \$ amount and numbers of transactions of sales to all affiliates.
- 2 The total annual \$ amount and numbers of transactions of purchases from all affiliates.
- 3 The total annual \$ amount and numbers of sales and transfers to each affiliate (name) recorded below fair market value and state what that should be. Indicate the nature of the transactions and provide an explanation.
- 4 The total annual \$ amount and numbers of purchases and transfers from each affiliate (name) recorded above fair market value and state what that should be. Indicate the nature of the transactions and provide an explanation.
- 5 The monthly weighted average total \$ amount of loans to each affiliate (name) outstanding during the year where the interest rate is below the utility's corresponding borrowing rate or, where applicable, below its corresponding investment rate. Provide an explanation.
- 6 The monthly weighted average total \$ amount of loans from each affiliate (name) outstanding during the year where the interest rate is above the utility's corresponding borrowing rate or, where applicable, above its corresponding investment rate. Provide an explanation.

**requirements 2** record keeping requirement

Where the total cost of transactions with a particular affiliate exceeds on an annual basis \$100,000, the utility shall maintain on file and available for Board review:

- 1 records substantiating and explaining, where applicable, the individual transactions; reported in aggregate above;
- 2 the name of the affiliate;
- 3 the product or service in question;
- 4 the form of price or cost determination; and
- 5 the start date and expected completion date of the transaction.

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**A3      Affiliate information systems segregation**

Affiliate Relationships Code - Electricity Distributors & Transmitters s2.2.2

**requirements 1**    required annually for the preceding calendar year, by April 30

Where a utility shares information services with an affiliate:

File in confidence with the ERO in accordance with s111 of the *Ontario Energy Board Act, 1998*, reports of the (at least annual) review(s) complying with the provisions of section 5900 of the CICA Handbook to ensure compliance with the access protocols and the Services Agreement - with findings, recommendations, details of follow-up action and status of associated remedial action.

**requirements 2**    record keeping requirement

Maintain on file and available for Board review:

Individual review files (i.e. for each review) containing the review working papers substantiating the review(s) reported.

**A4      Compliance with Affiliate Relationships Code**

Affiliate Relationships Code - Electricity Distributors & Transmitters s2.7

**requirements 1**    required annually for the preceding calendar year, by April 30

File a self-certification statement with the Board signed by both the chief executive officer and the senior regulatory officer / other senior officer of the utility confirming that in ensuring compliance with the Affiliate Relationships Code - Electricity Distributors & Transmitters, the utility has:

- 1      performed periodic compliance reviews;
- 2      communicated the Code to its employees; and
- 3      monitored its employees' compliance with the Code.

**requirements 2**    required annually for the preceding calendar year, by April 30

File in confidence with the ERO in accordance with s111 of the *Ontario Energy Board Act, 1998*:

- 1      reports of the periodic (at least annual) compliance reviews to determine compliance with the

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- 2 Affiliate Relationships Code, Electricity Distributors & Transmitters - with findings, recommendations, details of follow-up action and status of associated remedial action; and annual summary of the results of the monitoring of employee compliance with the Affiliate Relationships Code, Electricity Distributors & Transmitters - with details of any follow-up action and status of associated remedial action.

### **requirements 3**

record keeping requirement

Maintain on file and available for Board review:

- 1 individual files of compliance reviews (i.e. for each compliance review) containing compliance review working papers substantiating the compliance review report;
- 2 details when the Code was communicated to its employees - date, what was communicated, to whom was this communicated, other pertinent information; and
- 3 details on the monitoring of its employees' compliance with the Code substantiating the annual summary of monitoring results - including monitoring activities (who is monitored, when, how and frequency).

<b>A5</b>	<b>Financial and regulatory reports (applicable to publicly listed companies)</b>
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### **requirements**

required within 10 days of filing with the Ontario Securities Commission

Consolidated Securities Commission reports & shareholder reports of the consolidated utility & parent holding company

<b>A6</b>	<b>Inappropriate affiliate marketing activity - report</b>
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Affiliate Relationships Code - Electricity Distributors and Transmitters s2.5.4

### **requirements**

required within 10 days of each occasion, and where none, report that annually for the preceding calendar year by April 30

Inform the Director of Licensing in writing on each occasion of any compliant of inappropriate marketing activity by an affiliate and the remedial measures that were undertaken by the utility.

s2.5.4 If the utility becomes aware of inappropriate marketing activity by an affiliate, it shall: inform the Director in writing of such activity and the remedial measures that were undertaken by the utility.



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## **Q1 Distribution service quality**

**requirements** required annually for the preceding calendar year, by February 1

Submit as required by the Distribution Rates Handbook (DRH) - electricity distributors

**NB** Existing reporting requirement, details specified in electronic template.

### **Additional requirements are:**

- 1 Service interruption causes (DRH table 7-2) to be recorded but not reported per DRH - now is required to be reported annually; and
- 2 Remedial action plan to be filed when the standards to be specified (by the OEB) are not met.

## **Q2 Complaints made against distributors**

Electricity Distribution Code s4.1.3 and Electricity Distribution Licence s23

**requirements 1** required annually for the preceding calendar year, by April 30

Prepare a report on written complaints against the distributor for each of the categories indicated below.

- 1 number of complaints received in the reporting period (i.e. January 1 to December 31)
- 2 number of complaints received in the reporting period resolved/ not resolved within 21 calendar days (received on day 1 and resolved on or before day 22)
- 3 number of complaints received in the reporting period, not resolved within 21 calendar days, and referred to the Board specified complaints resolution process
- 4 number of complaints received in the previous reporting period, unresolved at the end of the current reporting period
- 5 other - give details

**requirements 2** record keeping requirement

Maintain for a period of six years a record of all complaints and responses, including in each case:

- 1 the name and address of the existing or prospective consumer;
- 2 a description of the nature of the complaint including copy of written complaint;
- 3 a description of the remedial action taken; and
- 4 a copy of any correspondence received and/or sent with respect to each specific complaint

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## Q3 Emergency events - accidents and unplanned outages

- requirements**
- preliminary report required by the end of the day following the event
  - progress report(s) may be requested in a form and manner and frequency dependent of the situation
  - final report is expected within one month of the resolution of the incident
  - where none, report that annually for the preceding calendar year, by April 30

- accident**
- death or hospitalization (critical condition) of non-utility persons, or
  - death or hospitalization (critical condition) of utility persons, or
  - utility judges significant from a safety standpoint, or
  - malfunction, accident, fire, explosion or spill where
    - damage to property of others >\$500,000
    - significant (in utility's opinion) damage to utility's facilities

- unplanned outage**
- duration > 12 hours, and
  - magnitude > 25% of supply or 100 MW if lower

### specific details

Preliminary report:

- 1 date, time, location;
- 2 relevant circumstances - weather, visibility, etc.;
- 3 description of the event - what happened (including the magnitude) and why;
- 4 difficulties anticipated by utility in responding to the event; and
- 5 anticipated duration of situation if service reduction has occurred.

Progress report:

The Board may request progress reports in a form and manner and frequency dependent of the situation.

Final report:

A final report is expected within one month of the resolution of the incident. Additional details may be requested depending on the circumstances, however the following minimum information is required:

- 1 specific difficulties encountered by utility and customers in responding to the situation and how these were resolved;
- 2 resolution of consequences of emergency/ unplanned outage;
- 3 steps to be taken by the utility to improve response and mitigate consequences and difficulties in future, report when implemented; and
- 4 remedial action by utility to reduce the frequency/ likelihood of occurrences in future, report when implemented.

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## Q4 Force majeure events

### requirements

- preliminary report required by the end of the day following the event
- progress report(s) may be requested in a form and manner and frequency dependent of the situation
- final report is expected within one month of the resolution of the incident
- where none, report that annually for the preceding calendar year, by April 30

### specific details

#### Preliminary report:

- 1 date, time, location;
- 2 relevant circumstances - weather, visibility, etc.;
- 3 description of the event - what happened (including the magnitude) and why;
- 4 difficulties anticipated by utility in responding to the event; and
- 5 anticipated duration of situation if service reduction has occurred.

#### Progress report:

The Board may request progress reports in a form and manner and frequency dependent of the situation.

#### Final report:

A final report is expected within one month of the resolution of the incident. Additional detail may be requested depending on the circumstances, however the following minimum information is required:

- 1 specific difficulties encountered by the utility and customers in responding to the situation and how these were resolved;
- 2 resolution of consequences of force majeure event;
- 3 steps to be taken by the utility to improve response and mitigate consequences and difficulties in future, report when implemented; and
- 4 remedial action by the utility to reduce the frequency/ likelihood of occurrences in future, report when implemented.

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**Q5 Consumer service interruptions damage claims**

**requirements** required annually for the preceding calendar year, by April 30

Provide the number of claims by service interruptions cause - per Table 7-2 (page 7-9) of the Distribution Rates Handbook.

For each cause:

report total number and amounts paid out annually with an estimate of total numbers and \$ liability outstanding at year end.

**Q6 Customer power quality complaints**

Electricity Distribution Code s4.1.3

**requirements** record keeping requirement

s4.1.3 A distributor shall respond to and take reasonable steps to investigate all consumer power quality complaints and report to the consumer on the results of the investigation

Retain records of the activities in Electricity Distribution Code s4.1.3 and make them available to the Board on request.

**Q7 Conditions of service filing**

**requirements** required within 10 days of their taking effect

Distribution System Code s2.4.2 & s2.4.8

File initial and amended Conditions of Service, including:

- 1 revised document;
- 2 cover letter outlining changes; and
- 3 summary of any public comment on the changes.

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## **Q8 Refusals to connect**

Distribution System Code s3.1

**requirements** required annually for the preceding calendar year, by April 30

A summary of all refusals to connect indicating:

- 1 name of customer;
- 2 date of connection request;
- 3 reason for refusal to connect; and
- 4 if resolved, how.

## **Q9 Exceptions to normal procedures - disconnection/ reconnection**

Distribution System Code s4.2.1

**requirements** required annually for the preceding calendar year, by April 30

Report total numbers of exceptions to normal procedures for disconnection (in the distributor's Conditions of Service) and reconnection with a general explanation. Where no exceptions, report that.

### **specific details**

- 1 number of exceptions in year on a monthly basis
- 2 general explanation
- 3 summarized details of any significant (in the distributor's judgement) exceptions

## **Q10 Obligations of others to the utility**

Distribution System Code s6.6.1 & s6.6.2.

**requirements** required annually for the preceding calendar year, by April 30

Obligations of others to the utility so as not to adversely affect safety, power quality, reliability and security for all.

- 1 Monitor exceptions and report the total number of occurrences where persons have not met their obligations to the distributor.
- 2 Include details of follow-up action and the status of associated remedial action, or explain why none.
- 3 Specifically, report on the adequacy of customer education in context of the monitoring results.

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### **Q11** Distributor service agreements with retailers

Distribution System Code s6.6 and Retail Settlement Code s2.7, 7.0

**requirements 1** required annually for the preceding calendar year, by April 30

List retailers who have service agreements with the distributor indicating the type of billing option (e.g. retailer consolidated, distributor consolidated, split) and the service agreement reference number.

**requirements 2** record keeping requirement

Service agreements with retailers are to be made available to the Board on request.

### **Q12** Distribution system losses

Retail Settlement Code s3.2

**requirements** required annually for the preceding calendar year, by April 30

- 1 Total distribution system losses and unaccounted for energy expressed annually in total MWh and as a % of total load supplied.
- 2 Values for distribution system loss factors (e.g. primary, secondary, subtransmission) by customer class used for settlement purposes.
- 3 A summary of the annual magnitudes of energy distributed through each of the loss factor/ customer class categories for which loss factors are defined above, expressed in MWh and as a % of total load supplied.
- 4 A calculation and comparison of total measured distribution losses (i.e. energy purchased - energy sold) with total calculated losses using settlement loss factors and energy quantities as above.

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## **M1**      **Market monitoring information**

Section 87 of the OEB Act, 1998 states that the Board shall monitor markets in electricity sector and may report to the Minister on the efficiency, fairness, transparency and competitiveness of those markets. Confidentiality policies are under development.

**requirements 1**                      required quarterly, by last day of the month following the period end

Enrollment/switching information by month:

1. number of enrolled consumers by retailer and rate class;
2. number of consumers on SSS by rate class; and
3. number of consumer moves. (For the purposes of this calculation, the number of monthly customer moves will be determined in accordance with the existing reporting requirements per section 7.3.1.1 (1) and (4) of DRH - connection of new service.)

Additional information by month:

4. number of consumers requesting equal billing arrangements;
5. number of consumers that have interval meters;
6. energy sales volume (kWh's / kW's) and number of consumers by rate class (whether customer is on SSS or with a retailer/ wholesaler) on a monthly basis;  
⇒ Based on a distributor's billing cycle, a distributor can calculate the monthly energy sales volume by rate class on-a-best estimate basis. This calculation should include a combination of actual energy sales volume and an estimate for the remainder of the period reported. Provide an explanation of your calculation including a breakdown of actual and estimated energy sales volume by rate class.  
⇒ On completion of unbilled revenue adjustments for the fiscal end year, provide the energy sales volume by rate class for December 31<sup>st</sup>
7. street and sentinel lighting loads in kWh on a monthly basis.

**NB**      As the electricity market opens May 1, 2002, the first reporting period will be a two-month period (May 1, 2002 to June 30, 2002) and a quarterly basis thereafter (July 1, 2002 to September 30, 2002, etc.). The purpose of the initial two-month reporting period is set the subsequent reporting periods in quarterly intervals to coincide with the December 31 fiscal year ends (applicable to most LDCs).

**requirements 2**                      required quarterly, by last day of the month following the period end

Enrollment/switching information by month:

1. number of enrolled consumers by retailer, switch type, (i.e. SSS to retailer, retailer to retailer and/or retailer to SSS) and rate class .

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**NB** The tracking of this information will not be required until October 1, 2002 to allow distributors lead time to implement the necessary programming changes. However, if distributors have a system in place at market opening that can track the different switch types, these distributors are expected to submit this information starting July 31, 2002 for the first reporting period from May 1, 2002 to June 30, 2002.

## **requirements 3**

record keeping requirement

Maintain on file and available for Board review:

For all consumers, distributors must keep the following information on file for OEB queries. The information listed below will be used to examine changes in market share and switching behaviour for consumers over time. In anticipation of locational pricing in Ontario, postal code by consumer is needed to track market share of retailers in the different pricing areas. It should be noted that this information is part of each distributor's Customer Information Systems (CIS).

1. postal code
2. date of enrolment
3. name of retailer
4. rate class
5. type of switch/ enrolment by postal code (SSS to retailer, retailer to retailer and retailer to SSS)

<b>O1</b>	<b>Condition of distribution system</b>
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Distribution System Code - s4.4.2 and Appendix C

## **requirements**

required annually for the preceding calendar year, by April 30

s4.4.2 A distributor shall perform inspection activities of its distribution system in accordance with the requirements in Appendix C attached to this Code.

App C It is expected that distributors will file both annual summary reports of detailed patrol inspection activities that have taken place during the previous year as well as an outline of inspection plans (compliance plans) for the forthcoming year.

## **specific details**

Distributors shall file both annual summary reports of detailed patrol inspection activities that have taken place during the previous year as well as an outline of inspection plans (compliance plans) for the forthcoming year.



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<b>O2</b>	<b>Health and safety program</b>
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Distribution System Code s4.6.1, 4.6.2, 4.6.3, 4.6.4

**requirements 1** required annually for the preceding calendar year, by April 30

File a certification statement with the Board signed by both the chief executive officer and the senior health and safety officer / other senior officer of the utility confirming that the utility has:

- 1 followed good utility practices in operating and maintaining the distribution system and complied with safety rules and regulations that apply to routine utility work, including but not limited to the *Occupational Health & Safety Act* and any associated regulations, requirements of the Electrical Safety Authority, etc.;
- 2 is a member of an industry-specific (provide name), recognized health and safety organization in Ontario;
- 3 has implemented an industry recognized health and safety program that includes training and regularly conducted audits, provides public education and conducts public safety initiatives; and
- 4 where applicable, has implemented remedial action for problems identified by its audits or the audits/ inspections of other regulatory bodies, as soon as possible or in accordance with the distributor's health and safety program.

Additionally, provide with this certification notification of orders received from third parties.

**requirements 2** record keeping requirement

Maintain on file and available for Board review:

- 1 the organization's health and safety committee annual inspection report;
- 2 orders from health and safety inspectors with details of follow-up action and associated remedial action;
- 3 inspection/audit reports from third parties with findings, details of follow-up action and associated remedial action; and
- 4 internal inspection/audit reports with findings, recommendations, details of follow-up action and status of associated remedial action - as well as the audit file of audit working papers substantiating the audit report.

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<b>O3</b>	<b>Environmental management policy</b>
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Distribution System Code s4.6.5

**requirements 1** required by April 30, 2003 (a one- time report) and substantive amendments within 10 business days of the change

Submit a one-time summary report of the utility's environmental policies and programs.

**requirements 2** required annually for the preceding calendar year, by April 30

File a certification statement with the Board signed by both the chief executive officer and the senior environmental officer / other senior officer of the utility confirming that the utility has:

- 1 followed good utility practices in complying with the corporate policy that addresses environmental stewardship that applies to all of the distributor's operations,
- 2 carried out the program supporting procedures and appropriate training to ensure compliance with environmental regulations and indicate a proactive approach to environmental damage avoidance, and
- 3 the summarized annual results of applying the policy and program to all of the distributor's operations in relation to its objectives on the environment.

Additionally, provide with this certification notification of orders/requirements received from third parties.

**requirements 3** record keeping requirement

Maintain on file and available for Board review:

- 1 the report and/or other information substantiating the summarized annual results of applying the policy and program to all of the distributor's operations in relation to its objectives on the environment;
- 2 orders from environmental inspectors with details of follow-up action and associated remedial action;
- 3 inspection/audit reports from third parties with findings, recommendations, details of follow-up action and associated remedial action; and
- 4 internal inspection/audit reports with findings, recommendations, details of follow-up action and status of associated remedial action - as well as the audit file of audit working papers substantiating the audit report.

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## **O4 Metering of customers > 1MW**

Distribution System Code s5.0

**requirements** required annually for the preceding calendar year, by April 30

A list of all customers > 1MW indicating the type of metering [e.g. energy metered, demand metered, interval (MOST) metered, interval (MIST) metered]

**NB** This is a temporary requirement until all customers > 1MW have been converted to interval (MIST) metering

## **O5 Responsibilities to load customers, licenced generators and other distributors**

Distribution System Code s6.1, 6.2, 6.3

**requirements 1** required annually for the preceding calendar year, by April 30

- 1 Summary list of all wholesale market participant load customers indicating the connection agreement reference number.
- 2 Summary list of all licenced generators connected to the Distributor's system indicating
  - . the connection agreement reference number(s)
  - . generator locations
  - . status regarding compliance with Distributor's performance requirements (e.g. actual compliance, deemed compliant and satisfactory, deemed non-compliant and not satisfactory for a long period)
- 3 Summary list of all host distributors providing a wholesale source of supply indicating the connection agreement reference number.
- 4 Summary list of all embedded distributors to which a wholesale source of supply is provided indicating the connection agreement reference number.

**requirements 2** record keeping requirement

Connection agreements with wholesale market participant load customers, licenced generators, host distributors providing a wholesale source of supply, and embedded distributors to which a wholesale source of supply is provided are to be made available to the Board on request.

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**06 Load transfers to and from other distributors**

Distribution System Code s6.5

**requirements** required annually for the preceding calendar year, by April 30

Summary list of load transfers to and from other distributors indicating:

- . number of customers and approximate magnitude of load **to** each distributor; and
- . number of customers and approximate magnitude of load **from** each distributor.

**07 Condition of complex (polyphase) metering installations**

Distribution System Code - s5.3.7

**requirements** record keeping requirement

s5.3.7 A distributor shall have an inspection program for complex (polyphase) metering installations and document the inspection and results of the inspection.

**specific details**

A distributor shall have an inspection program for complex (polyphase) metering installations and document the inspection and results of the inspection.

**PROPOSED REQUIREMENTS OF ELECTRICITY MONITORING CODE -  
DISTRIBUTOR**

<b>Appendix A</b>		
<b>Financial Analysis of Audited Financial Statements - Details of Ratios</b>		
<b><u>TYPE</u></b>	<b><u>RATIO</u></b>	<b><u>FORMULA</u></b>
<b>LIQUIDITY</b>	Current Ratio	Current Assets /Current Liabilities
	Acid Test	(Current Assets less Inventories) / Current Liabilities
<b>DEBT</b>	Asset Coverage	[Total Assets - Deferred Charges - Intangibles- (Current liabilities less short debt like bank advances/loans and current portion of long-term debt)] / Total Debt(short-term and long-term debt)/100
	Debt/Equity Ratio	{Total Debt ( Short-term + long-term debt)/Total Equity (Preferred Stock + Common Stock + Contributed Surplus + Retained Earnings)} x 100
	Cash Flow/Total Debt Outstanding	(Earnings before Extraordinary items - equity income - minority interest in earnings of subsidiary + deferred income taxes + depreciation + non-cash deductions e.g amortization, depletion)/Total debt outstanding) x 100
	Preferred Dividend Coverage	(Net earnings before extraordinary items) - equity income + minority interest in earnings of subsidiaries + all income taxes + total interest charges)/total interest charges + preferred dividend payments before tax
<b>PROFITABILITY</b>	Gross Profit Margin	{Net Revenue less Cost of Sale(Power/Energy)/Net Sales} x100
	Operating Profit Margin	{Net sales - (cost of sales + selling, administrative and general expenses)/ net sales} x 100
	Net Profit Margin	{Net earnings before extraordinary items - equity income + minority interest in earnings of subsidiaries/Net Sales} x 100
	Net Return (after tax) on Common Equity	{Net earnings before extraordinary items - preferred dividend/ Common Equity} x 100
<b>VALUE</b>	% of Earnings Paid as Stock	(Total dividends (Preferred + Common)/Net earnings before extraordinary items) x 100
	Earnings per Common Share	(Net earnings before extraordinary items - preferred dividends) / # of common shares outstanding