

**Ministry of Education**  
School Business Support Branch  
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**Ministère de l'Éducation**  
Direction du soutien aux activités scolaires  
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2014: SB 01

**MEMORANDUM TO:** Senior Business Officials  
Plant Managers

**FROM:** Cheri Hayward  
Director  
School Business Support Branch

**DATE:** January 16, 2014

**SUBJECT:** Provision and Expansion of the Utility Consumption Database for Ontario District School Boards

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The Ministry of Education has completed the competitive procurement process for the **Provision and Expansion of the Utility Consumption Database for Ontario District School Boards (UCD)**. I am pleased to announce that the successful vendor is **Aegent Energy Advisors Inc.**

The UCD has proven to be a valuable energy management tool for school boards allowing them to monitor their historic energy consumption on a site-by-site basis; as well as benchmark energy consumption at specific sites to comparable sites across the sector.

In addition, the UCD has significantly reduced the administrative burden on boards of complying with the Green Energy Act Phase I reporting requirements by automating the collection of consumption data.

In 2013, the first year of the reporting, school boards had the highest rate of compliance across the Broader Public Sector.

The Ministry of Energy has acknowledged the UCD's valuable role in assisting school boards complete their Annual Energy Consumption and Greenhouse Gas Emissions and its on-going role in assisting boards meet *Ontario Regulation 397-11*.

Under the new Agreement, there will be several key improvements to the UCD.

#### **Defining UCD Users**

The RFP process required the Ministry to define the types of users, the total number of users, and the total number of users on the system at any one time. Under the new contract, each board will have a total of **five (5)** users, defined as follows:

- Administrative User (1 per board)
- Read-Write User (2 per board)

- Read-Only User (2 per board)

Boards should review their list of who has access to the UCD and determine what level of access should be assigned to each individual.

**SFIS facility data will now be downloaded to the UCD on a weekly basis.**

To minimize the administrative burden on boards, SFIS facility data will be used to populate the UCD's facility data fields on a weekly basis. As we begin to implement the new agreement, we will provide more information on the details of how this new feature will be rolled out.

**New Utilities will be added to the UCD**

As part of the Ministry's consultation process with boards on what was needed for the next version of the UCD, we have added Alternative Utilities (mandatory reporting under the Green Energy Act); Renewable Energy; and Water. The Ministry expects to provide more details on these new features in the near future.

As we transition to the new UCD, I would like to take this opportunity to thank Norm Vezina, in his role as Energy Conservation Officer for the education sector, and York Catholic District School Board for having initiated and overseen this very important pilot initiative.

I would like to acknowledge the outstanding contribution of Norm, as he lead this project from concept, through design, to full implementation and ultimately helped us to create one of the largest databases of its kind in North America.

Under the new contract for the UCD, the Ministry will now oversee the project management of the initiative and the day-to-day operation of it.

If you have any questions about the Utility Consumption Database or the transition to the new contract for the UCD, please contact Karen Carter, Senior Policy Advisor, Energy Procurement and Conservation at (416) 212-3179 or [karen.carter2@ontario.ca](mailto:karen.carter2@ontario.ca).

Thank you and I look forward to working with you on continuing and expanding this important initiative.

*Original Signed By*

Cheri Hayward  
Director  
School Business Support Branch

cc: Directors of Education