Ministry of Education

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MEMORANDUM TO:	Senior Business Officials Senior Plant Officials
FROM:	Cheri Hayward Director School Business Support Branch
DATE:	**April 8, 2014**
SUBJECT:	**Rollout instructions for the new Utility Consumption Database (UCD) & a reminder of the upcoming Green Energy Act reporting requirements**

In January the Ministry of Education announced the award of the new Utility Consumption Database (UCD) to Aegent Energy Advisors Inc. (Aegent). The new UCD has just completed penetration testing to ensure that it meets the Government of Ontario's strict IT security (GO- ITS) requirements and will be made available to the sector on April 22nd.

UCD users will not notice a difference in either how the software looks or its functions. However, there are a number of changes that are occurring "behind the scenes" that require users to make changes.

UCD temporarily unavailable

To facilitate the transition of the energy consumption data from the existing platform to the new software platform, the UCD will not be accessible to users from Thursday, April 17th at 12:00 a.m. until Monday, April 22nd t 9:00 a.m.

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UCD User Profiles

Under the new contract, there will be a more formal process for becoming a UCD user.

1. Each board will have a maximum of 5 users:

   - one administrative;

   - two read-write; and

   - two read-only.

2. Each board will designate an "administrative user" who has the authority to determine the users within their board.

3. Since 2009 when the UCD was initially rolled out, many individuals with user IDs no longer need access due to changing roles, retirement, etc. As we make the transition to the new UCD, we are requiring boards to identify the approved individuals who will be users.

What Boards have to do:

- Review who within their board currently has access to the UCD

- Identify who is going to be the "authorizing manager" for your Board

- Determine what level of access each of the individuals will be assigned

For your convenience, a form is attached to identify your board's users. Please complete the form and email to mrisavy@aegent.ca by April 17th.

Notes

- Only the Administrative User will be able to authorize new users

- Users will be able to reset their password

- the person responsible for completing the *Green Energy Act*'s Annual Energy Consumption and Greenhouse Gas Emissions Report will require read-write access

New Password Requirements

1. All users – both existing and new - will have to be issued a new password. Under the GO-ITS standards all passwords must have the following characteristics:

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- a minimum 8 characters in length

- contain at least

  - 1 digit

  - 1 upper case

  - 1 lower case letter

In compliance with GO-ITS standards, Aegent will call each user and provide the initial log-on password.

2. Each user will be required to change his/her password after logging on for the first time.

<u>Notes</u>

- Only passwords that are in compliance with GO-ITS standards will be accepted by the UCD

- Neither Aegent or the Ministry can see users' passwords

- Neither Aegent or the Ministry can verify if a password meets the GO-ITS standard

SFIS data and the UCD

Under the new contract, facility data in SFIS will populate the fields of the UCD. At the January OMC Energy Sub-committee meeting, boards requested a delay in implementing this change in the process until after the July 1st deadline for the *Green Energy Act's* Annual Energy Consumption and Greenhouse Gas Emissions Report.

As a result, over May and June boards will receive an SFIS/UCD Change Log for all sites that identifies the data fields where there is a discrepancy between the information in the two systems.

Note: the SFIS/UCD Change Log is a one-time event based on the date that the report is run and the data that is in both databases at that time. For example, it does not capture previous year's data.

What Boards have to do:

- Review the SFIS/UCD Change Log when it is issued

  - Identify where there is a discrepancy

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- o Where SFIS data is incorrect, change it

As more information becomes available, we will share it with the sector. However, at this time we anticipate that the shift to SFIS data will occur sometime in September. At that time SFIS facility data will be uploaded once per week. This will impact UCD users in two ways:

1. All facility data fields that are contained in SFIS will be "locked" in the UCD and the only means of changing the data is through SFIS; and

2. If data is incorrect, there could be a lag time of up to a week between the time the data is corrected in SFIS and it is uploaded to the UCD – this will affect reports – specifically the *Green Energy Act's* Annual Energy Consumption and Greenhouse Gas Emissions Report.

UCD Training

There are very minor changes to the "face" of the UCD platform, however, we recognize that since the original training was done in 2009-10, many new staff have joined boards and became UCD users.

As a result, a two-part webinar will be held on the following dates:

- Monday, May 5th from 2:00 to 4:00 for all English-speaking users Phone number: 416.406.5118, 5639623#, Web address: https://www1.gotomeeting.com/ojoin/843366064/1166774

- Tuesday, May 6th from 10:00 to 12:00 for all French-speaking users Phone number: 416.406.5118, 5639623# Web address: https://www1.gotomeeting.com/ojoin/700206480/1166774

- *Part One of the Webinar (the first hour) - UCD basics:*

    - updating facility data;

    - what to do if a school closes or opens;

    - handling changes to utility accounts; and

    - introduction to energy data and reporting.

- Part Two of the Webinar (the second hour): Using an energy management tool:

    - analyzing energy data;

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- reporting capabilities for calculating energy savings;

- using the UCD to meet the *Green Energy Act* – Annual Energy Consumption and Greenhouse Gas Emissions Report requirement

Green Energy Act – Phase I and II Reporting

Phase I – Annual Energy Consumption and Greenhouse Gas Emission Report – Due July 1, 2014

This year the Ministry of Energy has made some minor changes to its template, portal and the process for submitting data.

As a result, we are making corresponding changes to the UCD's GEA template. Six school boards have volunteered to pilot the new template and process with the Ministry of Energy during the week of March 17th.

A review of the pilot results will be conducted immediately afterward and we anticipate that the revised GEA template will be available to all school boards on April 14th once we have transitioned to the new platform.

In the interim, the Ministry strongly recommends that boards begin reviewing their data in the UCD, specifically:

- Are all sites included in the UCD? (notify Aegent):

- New schools

- Sold schools

- Review site facility data (boards can fix directly at this time)

- Is building area correct – were any changes made due to FDK etc.?

- Are the portable numbers correct?

- Are the hours of operation correct?

- Does every site have the applicable meters identified? (notify Aegent)

- Scan/photocopy a copy of the applicable utility bill for the meter and send it to Aegent

- Review each site's meter readings for data gaps (missing data, and suspicious readings (notify Aegent)

Notes

- Boards are required to submit their report to the Ministry of Energy by July 1st via their reporting portal

- Boards are required to post a copy of their final Annual Energy Consumption and Greenhouse Gas Emissions Report on their internet and intranet sites, and make hard copies available at their Education Centres

- If you are missing either electricity or natural gas consumption data for any of your sites, you must notify Aegent by May 30th if it is to be populated into the UCD in time to meet the reporting deadline.

- It is important to remember that it typically takes a minimum of two weeks from the time Aegent is notified that there is an issue and the missing data is uploaded into the UCD.

Phase II – Energy Conservation and Demand Management Plan – Due July 1, 2014

Representatives from 10 school boards participated in a Phase II Working Group to create a sector-specific template for the Energy Conservation and Demand Management Plan.

A draft copy of the plan was sent to each board's "energy contact" as identified by the board in the creation of last year's Green Energy Act Contact List.

A final copy of the template will be distributed to boards in April.

In the interim, the Ministry strongly recommends that boards beginning reviewing their energy- related projects for the fiscal years 2014-15 through 2018-19.

Notes

- The Ministry of Energy did not provide a template for Broader Public Sector organizations to use to complete this requirement

- The Energy Conservation and Demand Management Plan template that was created by the working group is available for all school boards to use, but it is not mandatory that it be used

- Boards do not have to submit their plan to the Ministry of Energy

- Boards are required to post a copy of their final Energy Conservation and Demand Management Plan on their internet and intranet sites, and make hard copies available at their Education Centres

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If you have any questions about the Utility Consumption Database or the Green Energy Act reporting requirements, please contact Karen Carter, Senior Policy Advisor, Energy Procurement and Conservation at (416) 212-3179 or karen.carter2@ontario.ca.

Thank you for your support on this important initiative.

Original signed by

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