

Ministry of Education

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**2014: SB12**

MEMORANDUM TO: Directors
Senior Business Officials Senior Plant Officials

FROM: Cheri Hayward Director
School Business Support Branch

DATE: **April 29, 2014**

SUBJECT: **Green Energy Act – Phase I and Phase II Reporting**

This is a reminder that the deadline for the *Green Energy Act (GEA) Ontario Regulation 397-11* reporting requirements, Phase I and Phase II, is July 1, 2014.

In collaboration with the education sector, the Ministry of Education has made significant investments in developing a comprehensive and multi-faceted Energy Management Initiative to assist school boards in building and sustaining energy management capacity within each of their organizations.

The fundamental elements of this initiative are access to expert resources, such as the Energy Conservation Officer (ECO) and Incentive Programs Advisor (IPA); and energy management tools, such as the Utility Consumption Database (UCD). The IPA has successfully completed over \$6M in incentive applications to funding programs on behalf of boards. Through the UCD, school boards now have access to accurate historical consumption data that allows measurement of energy management strategies at every site across the sector, and an effective and efficient streamlined approach for meeting Phase I *Green Energy Act* reporting requirements. Not only has the ministry ensured that school boards can report with confidence of data integrity, but also without increasing school boards' administrative burdens.

It is expected that all school boards will continue to utilize the UCD as their primary tool for energy management planning and to complete their GEA Phase I reports, thereby minimizing additional administrative costs to their boards.

As school boards begin preparing to meet the *Green Energy Act's* reporting requirements for this year, I would like to share with you the latest information on what has been done to support school boards for both Phase I and Phase II reporting.

Phase I – Annual Energy Consumption and Greenhouse Gas Emission Report

Under the GEA, school 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**

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

As a result, we are making corresponding changes to the UCD's *GEA* template that is currently being tested by six volunteer pilot boards. The revised *GEA* template will be available to all school boards on April 22nd.

In advance of preparing your *Annual Energy Consumption and Greenhouse Gas Emissions Report*, the Ministry strongly recommends that boards begin reviewing their data in the UCD to ensure accuracy. School boards can directly correct/amend facility data in the UCD, such as building area (including changes resulting from FDK), number of portables, hours of operation etc.

However, school boards **will need to contact Agent Energy Advisors**, the UCD provider, **by May 30th** to meet the reporting deadline for any of the following data gaps/issues:

- Missing sites, including “New” and “Sold” schools
- Does every site have the applicable meters identified?
- Meter readings that have data gaps (missing data, and suspicious readings)

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

Under the *GEA*, school boards:

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

- **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 as of July 1st**

As the Ministry of Energy did not provide a template for Broader Public Sector (BPS) organizations to use to complete this requirement, the Ministry worked with representatives from 10 school boards as part of a Phase II Working Group to create a sector-specific template for the Energy Conservation and Demand Management Plan for school boards' consideration.

Please find enclosed a final copy of the *Energy Conservation and Demand Management Plan* template in Word and the applicable Appendices in Excel.

The Ministry strongly recommends that boards begin reviewing their energy-related projects for the fiscal years 2013-14 through 2017-18, as this is a lengthy process.

In addition Aegent will be hosting webinars for UCD users on both basic functions and how to use the UCD in meeting your *Green Energy Act* reporting requirements. For more information on these webinars, please refer to SB Memo 2014:07

Finally, I'd like to highlight the tremendous success that the education sector had last year when we achieved the highest compliance rate for the *Green Energy Act* reporting across the BPS. The high rate of reporting by school boards can be directly attributed to the UCD.

We will continue to support school boards in building energy management capacity, and encourage all boards to leverage the tools and resources that have been developed in collaboration with the sector to meet your *GEA* reporting requirements as well the important role of effective energy management practices.

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

Original Signed by

Cheri Hayward
Director
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cc: Chairs of the Boards