

**2015: SB 8**

**MEMORANDUM TO:** Directors of Education  
Senior Business Officials  
Senior Plant Officials

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

**DATE:** April 8, 2015

**SUBJECT:** Utility Consumption Database (UCD) – Additional Utilities

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I am pleased to announce that the Ministry of Education's Utility Consumption Database (UCD) will be expanding in 2015 to include alternative utilities and water consumption data.

The UCD was launched in 2009 to collect consumption data for all electricity and natural gas meters across the sector. At that time, the UCD was limited to the two utilities because they are the only ones required by regulation to electronically provide consumption data to their customers, and together they represented 98 per cent of total energy expenditures.

Based on feedback from the sector, the additional utilities are defined as follows:

### **Alternative Utilities**

As outlined in the Green Energy Act:

- Heating Fuel (Types 1, 2, 4, and 6);
- Propane;
- Wood;
- District Heat; and
- District Cool.

### **Water**

In response to requests from the sector to track water consumption, the UCD will collect consumption data on the following:

- Municipal Water Main - metered
- Aquifer/well – metered
- Trucked in water

## Consumption Data Collection Template

The additional utilities are not required to provide their customers with electronic consumption data and there is an inconsistency in how data is provided to consumers. As a result, a manual data collection process will be put in place to accommodate the variety of utilities and formats that data is provided to boards.

To make the data collection as simple for boards as possible, the Ministry has created the **Additional Utilities Consumption Data Template**. The template is an Excel spreadsheet with two tabs, one for each utility category. The template is attached.

Where possible, drop down boxes have been incorporated into the template to minimize the quantity of administrative work required to complete it.

As a best practice, we recommend boards include consumption data (where applicable) from September 1, 2011 onward. The rationale for this is to ensure the data in the UCD aligns with the reporting period for the first year of the Green Energy Act. If your board does not have detailed data on delivery dates etc. during this time, the total consumption values for FY 2012 and FY 2013 can be entered for sites from your board's **Annual Energy Consumption and Greenhouse Gas Emissions Reports**.

### How to Upload Completed Templates to the UCD

Under Government of Ontario Information and Technology Standards (GO ITS) protocols, all files being transferred to the UCD are required to go through File Transfer Protocol (FTP).

As a result, boards will be required to set up an FTP folder on their network for their authorized UCD Users. Users will save the completed template to the FTP folder on their computer and the file will automatically be transferred to the UCD where the data will be vetted to identify anomalies before being entered into the UCD.

To set up FTP, each Board must:

1. Contact Mike Risavy at Aegent Energy Advisors Inc. to get their User ID and the email address to set up the FTP folder
  - the password for the account must be issued over the phone
  - The User ID and password for each Board's FTP will be the same all UCD Users in a board with applicable authorization
2. Set up an FTP account on your computer/network drive
  - Best Practice – contact your IT department for assistance as it may require “permissions” that some users may not have
  - Estimated time of installation (with the help of the IT department) is 3-5 minutes
3. Complete the attached template for all applicable utilities
4. Save the completed template to the FTP folder

Mike can be reached at 416 622-9449 ext. 111 or at [mrисavy@aegent.ca](mailto:mrисavy@aegent.ca).

## Notes

- Due to the ongoing nature of consumption data, boards will have to submit a completed template at least once per year
  - There is no schedule for submitting templates. Boards can complete the template on a more frequent basis if desired
- It will take up to two weeks for the consumption data in the template to be vetted and uploaded to the UCD
  - The time for this process is dependent on the volume of data being entered into the UCD at any given time
- Where applicable, consumption data for Alternative Utilities will automatically be pre-populated in each board's **FY 2014 Annual Energy Consumption and Greenhouse Gas Emissions Report** for the July 1, 2015 reporting deadline
- Boards can complete the template and save it to the SFTP folder immediately, however, the consumption data for the additional utilities will not appear in the UCD before 2015 as stipulated under the agreement

If you have any questions about the Utility Consumption Database, 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).

Original signed by

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Director  
School Business Support Branch

Copy: Chairs of the Board