

**Ministry of Education**

School Business Support Branch  
19th Floor, Mowat Block  
Queen's Park  
Toronto, ON M7A 1L2

**Ministère de l'Éducation**

Direction du soutien aux activités  
scolaires  
19<sup>e</sup> étage, édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



**2015: SB11**

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

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

**DATE:** April 24, 2015

**SUBJECT:** **Green Energy Act (GEA) Reporting, Webinar Training on How to Use the Utility Consumption Database (UCD) to Meet the Requirement, and Related Deadlines**

---

This year will be the third year that the *Green Energy Act's* O. Reg. 397-11 requires Broader Public Sector (BPS) organizations, such as school boards, to submit an Annual Energy Consumption and Greenhouse Gas Emissions Report to the Ministry of Energy.

The Utility Consumption Database (UCD) allows all school boards to automatically compile the consumption data for all electricity and natural gas meters, significantly reducing the administrative burden of meeting the regulatory requirement.

To assist boards in preparing this year's report, the UCD provider, Aegent Energy Advisors Inc. (Aegent), will hold three webinars to refresh users on how to use the UCD to complete the Annual Energy Consumption and Greenhouse Gas Emissions Report.

The webinars will be held on the following dates:

## English webinars (2)

- Tuesday, April 28<sup>th</sup> at 2:30
- go to - <https://attendee.gotowebinar.com/rt/7850656324668179714>
- Wednesday, May 13<sup>th</sup> at 11:00
- go to - <https://attendee.gotowebinar.com/rt/7850656324668179714>

## French webinar (1)

- Tuesday, May 5<sup>th</sup> at 2:00
- go to <https://attendee.gotowebinar.com/register/5102612828507805953>

The webinars will include information on the following:

1. New UCD features that impact the GEA report
  - Alternative Utilities
    - Review how the template is sent and processed
    - How to review data per site in the UCD
    - How to change data in the UCD
2. Walkthrough of the GEA report in the UCD
  - Demonstration of all the facility variables and how to change
3. What are Board's responsibility re: data
  - Review of all sites
    - New
    - Sold
  - Facility variables
    - Building area
    - New additions – FDK or other

- Demolition
- Portables/portapaks – new or moved
- Hours of operation
- % of air conditioning
- Review and verify meter #s
- Review consumption data to ensure completeness
- Review loss adjustment factors

#### 4. Aegent's Role and Responsibilities

### **Deadlines Related to GEA Reporting & Anticipated Timeframes**

#### **May 1, 2015**

Deadline for boards with an LDC that does not provide electronic consumption data for accounts through the EBT Hub to provide Aegent with a photocopy of a complete bill for all applicable meter numbers

- Cornwall Electric
- NRG Energy
- Dubreuil Electric
- Newmarket Hydro (interval meters)

Anticipated Timeframe to Upload Data to UCD: four (4) weeks

#### **May 22, 2015**

Deadline for boards to submit a photocopy of a complete bill to Aegent for the following meters:

- new meters
- meters with significant gaps in data
  - more than 30 days

Anticipated Timeframe to Upload Data to UCD: three (3) weeks

## **May 29, 2015**

Deadline for boards to submit their completed Alternative Utilities template for all FY 2014 accounts to their FTP folder

Anticipated Timeframe to Upload Data to UCD: two (2) weeks

## **July 1, 2015**

Deadline for boards to submit their completed Annual Energy Consumption and Greenhouse Gas Emissions Report to the Ministry of Energy's online portal

## **Questions**

Questions related to O. Reg. 397-11 and the Annual Energy Consumption and Greenhouse Gas Emissions Report should be directed to the Ministry of Energy at [BPSSupport@ontario.ca](mailto:BPSSupport@ontario.ca).

Questions about the function of the UCD such as technical issues, missing data, the quality of the data, how to make changes to your data etc. should be directed to Mike Risavy at 416 622-9449 ext. 111 or at [mrisavy@aegent.ca](mailto:mrisavy@aegent.ca).

Questions about the Energy Conservation Initiative or the UCD should be directed to Karen Carter, Senior Policy Advisor, Energy Procurement and Conservation at (416) 212-3179 or [karen.carter2@ontario.ca](mailto:karen.carter2@ontario.ca).

I would like to take this opportunity to congratulate the sector on consistently meeting the Green Energy Act Reporting Requirement. For the past two years, the education sector has had the highest rate of compliance of all BPS organizations. The success of reporting can be directly contributed to two key factors: the UCD which eases the administrative burden of meeting the requirement; and the tremendous dedication of each board's staff in reviewing their data to ensure completeness and integrity.

Thank you for your ongoing support.

*Original signed by*

Cheri Hayward  
Director  
School Business Support Branch

cc: Chairs of the Board