

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 28th at 2:30
 - go to - <https://attendee.gotowebinar.com/rt/7850656324668179714>

- Wednesday, May 13th at 11:00
 - go to - <https://attendee.gotowebinar.com/rt/7850656324668179714>

French webinar (1)

- Tuesday, May 5th 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.

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.

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.

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

Copy: Chairs of the Board