

Ministry of Education

School Business Support Branch
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Ministère de l'Éducation

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2016: SB12

MEMORANDUM TO: Directors
Senior Business Officials
Senior Plant Officials

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: **April 6, 2016**

SUBJECT: **Utility Consumption Database Webinar Training for
the Green Energy Act and Related Deadlines**

To assist school boards in completing their **Green Energy Act's Annual Energy Consumption and Greenhouse Gas Emissions Report**, the Utility Consumption Database (UCD) provider, Aegent Energy Advisors Inc., will host two webinars for users.

The UCD automatically compiles the consumption data for all electricity and natural gas meters, and pre-populates all the facility data required to significantly reduce the administrative burden for school boards.

The webinars will include information on the following:

1. Walkthrough of the GEA report using the UCD
2. Boards' Roles and Responsibilities
3. Aegent's Role and Responsibilities

The webinars will be held on the following dates:

- English webinar : **Tuesday, April 19th at 11:00 a.m.**
<https://attendee.gotowebinar.com/rt/7349872766440554498>
- French webinar: **Thursday, April 21st at 11:00 a.m.**
<https://attendee.gotowebinar.com/register/3101820532086072066>

NOTE

- These webinars will **not** cover information related to the Ministry of Energy's reporting portal. Information on the Ministry of Energy webinars can be found at:

<https://extra.sse.gov.on.ca/sites/ENERGY-ECE/SitePages/Home.aspx>.

Deadlines Related to GEA Reporting & Anticipated Timeframes

1. **April 22, 2016 – for LDCs that do not provide electronic consumption data.** Boards must submit a photocopy of a complete energy bill for each meter to Aegent. Applicable LDCs: Cornwall Electric; NRG Energy; Dubreuil Electric; and Newmarket Hydro (interval meters). Anticipated timeframe to upload data to the UCD: four (4) weeks.
2. **May 2, 2016 - new meters and meters with significant gaps in data of more than 15 days.** Boards must submit a photocopy of a complete energy bill for each meter to Aegent. Anticipated timeframe to upload data to the UCD: three (3) weeks.
3. **May 2, 2016 - completed Alternative Utilities template for FY 2015.** Completed templates should be sent via email to cspence@aegent.ca. Anticipated timeframe to upload data to the UCD: three (3) weeks.
4. **July 1, 2015 - completed Annual Energy Consumption and Greenhouse Gas Emissions Reports** submitted to the Ministry of Energy's online portal.

Questions:

- Questions related to the **Annual Energy Consumption and Greenhouse Gas Emissions Report** should be directed to the Ministry of Energy at BPSSupport@ontario.ca.
- Technical questions related to the UCD should be directed to either Celia Spence at 416 622-9449 ext. 111 - cspence@aegent.ca (English); or Peter Chong at ext. 115 – pchong@aegent.ca (French). Questions about the Energy Management Initiative 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. Every year since the regulation has come into effect, the education sector has had the highest rate of compliance of all BPS organizations for Green Energy Act Reporting, which is a reflection of the tremendous dedication of each board's staff to making energy management a priority.

Thank you for your ongoing support.

Original signed by

Cheri Hayward
Director
School Business Support Branch

cc: Chairs of the Boards