

<p>Ministry of Education School Business Support Branch 2 Carlton Street, Suite 710 Toronto, Ontario M5B 1J3</p>	<p>Ministère de l'Éducation Direction du soutien aux activités scolaires 2 Rue Carlton, Suite 710 Toronto, Ontario M5B 1J3</p>
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2019: SB05

MEMORANDUM TO: Senior Business Officials
 Senior Plant Officials

FROM: Cheri Hayward
 Director
 School Business Support Branch

DATE: **April 25, 2019**

SUBJECT: Regulatory Reporting: 5-Year Energy Conservation and Demand Management Plans; and Annual Energy Consumption and Greenhouse Gas Emissions Report

The purpose of this memorandum is to inform the sector that school boards must comply with the following two energy-related regulatory reporting requirements in 2019:

1. **Annual Energy Consumption and Greenhouse Gas Emissions Report**
2. **5-Year Energy Conservation and Demand Management Plan**

1. Annual Energy Consumption and Greenhouse Gas Emissions Report

Boards are required to provide the following information for each facility in their asset portfolio:

- Facility name and address
- Facility variables including:
 - total floor area,
 - number of portables, and
 - number of operating hours per week etc.
- Annual consumption values for each utility (electricity, natural gas, fuel oil, etc.).

The Ministry's Utility Consumption Database (known as UCD) generates a pre-populated copy of the report with all the mandatory data fields. Boards must review the report to make sure all applicable data is up-to-date and accurate, including:

- all facilities;
- total floor area;
- number of portables/portapaks; and
- utility consumption values.

Regulatory Reporting Requirements

- Electronically submit a copy to the Ministry of Energy's portal;
- Post a copy of the report on the board's internet website; and
- Make hard copies of the report available at the board's Education Centre.

Due

- **July 1st every year**

2. 5-Year Energy Conservation and Demand Management Plan

Boards must produce a plan that outlines their progress against the Plan that was completed in 2014. This includes:

- The energy management measures that were implemented from Fiscal Year 2013 to 2014 through Fiscal Year 2017 to 2018; and
- The actual energy conserved against the stated annual and cumulative energy conservation goals

In addition, the **5-Year Energy Conservation and Demand Management Plan** must set out the board's energy management strategies for next five (5) fiscal years – Fiscal Year 2018 to 2019 through Fiscal Year 2022 to 2023. It must include:

- the proposed measures to reduce energy consumption;
- the annual and cumulative conservation goals; and
- the demand management strategies.

In collaboration with representatives from 10 school boards, the Ministry has developed three templates to help boards with compiling their Plan.

Energy Conservation and Demand Management Plan Template (Word document)

This template makes sure that all mandatory reporting elements are met. It has been designed to be easy for boards to use and complete.

The template includes:

- a backgrounder outlining the unique aspects of the education sector's asset portfolio;
- a review of the progress and investments in energy management over the past five years;
- the forecasted annual and cumulative energy conservation goals for the next five years; and
- the board's demand management strategies.

Investments in Energy Efficiency between Fiscal Year 2014 and Fiscal Year 2018 (Excel template)

This template calculates the investments the board has made in each of the past five years to reduce energy consumption. It shows the board's continuing commitment to energy management.

The template's Excel tabs set out the different types of investments in energy management that were made:

- Design/Construction/Retrofit;
- Operations and Maintenance;
- Occupant Behaviour;
- Renewable Energy;
- Summary of Investment by Type.

Calculating Energy Conservation Goals for Fiscal Year 2018 to 2019 through Fiscal Year 2022 to 2023 (Excel template)

This template is an easy-to-use tool for boards to calculate their annual and cumulative energy conservation goals. It is based on the value of investments in identified energy management strategies.

The template is formulated to calculate the annual and cumulative conservation goals based on the amount invested:

- in each important measure;
- the related utility;
- sector-approved values for payback periods; and
- the expected energy reduced.

UCD Data Fields for Completing the 5-Year Energy Conservation and Demand Management Plan (new report in the UCD)

In addition, a new report has been created in the UCD to help boards with completing the reporting requirements linked to the past five years.

The report has all the data fields required to complete the charts in the Word template for the review of the past five years. When a board inputs the values from their **2014 Energy Conservation and Demand Management Plan**, the report will calculate the percentage of the forecasted annual and cumulative energy conservation goals that were achieved.

Regulatory Reporting Requirements

- Post the **5-Year Energy Conservation and Demand Management Plan** on your board's intra/internet websites;
- Provide the Ministry of Energy and the Ministry of Education with the internet link to the Plan on the board's internet website; and
- Must be approved by the board's senior management.

Due: July 1, 2019; and July 1, 2024

The Ministry strongly recommends that boards begin reviewing their energy-related projects that were completed between Fiscal Year 2013 to 2014 and Fiscal Year 2017 to 2018; and the projects that are planned between Fiscal Year 2018 to 2019 and Fiscal Year 2022 to 2023. Boards should look at using **VFA.Facility** to assist in compiling their project list.

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

If you have any questions about:

- The regulatory reporting requirements;
- The Energy Management Initiative; and/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
School Board Business Support Branch

Attachments:

- Energy Conservation and Demand Management Plan Template (Word document)
- Investments in Energy Efficiency between Fiscal Year 2014 and Fiscal Year 2018 (Excel template)
- Calculating Energy Conservation Goals for Fiscal Year 2018-2019 to Fiscal Year 2022 to 2023 (Excel template)