
O. REG. 397/11

Overview of Reporting Requirements

May 9, 2016

PURPOSE

- To help Broader Public Sector (BPS) organizations better understand reporting requirements under Regulation 397/11 - Energy Conservation and Demand Management Plans

INTRODUCTION

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- Ontario Regulation 397/11 was established to help public agencies better understand their energy usage, develop conservation plans to guide energy savings and demonstrate government leadership in conservation.
- There are a number of reasons to report energy use and prepare conservation plans:
 - ✓ Allows organizations to better manage their energy use by knowing where energy is used in their operations.
 - ✓ Allows organizations to compare their facilities' energy use to similar facilities across the province
 - ✓ Supports Ontario's Long-Term Energy Plan target of 30 TWh by 2032.
 - ✓ Supports Ontario's Conservation First policy, where conservation is the first resource considered before building expensive new generation and transmission facilities, wherever cost-effective.

BPS DATA IS PUBLICLY AVAILABLE

- The Ministry of Energy has posted the raw and normalized energy consumption and GHG emissions data on the province's Open Data website for the past three reporting cycles and will continue to post this data to ensure the all BPS data submitted is easily available.
- The reported energy consumption and GHG emissions data for the past three BPS reporting cycles is also highlighted via the Province's recently launched Energy Report, which provides an up-to-date snapshot of the province's energy sector.

ENERGY & GHG REPORTING REQUIREMENTS

WHO MUST REPORT?

- Municipalities
- Municipal Service Boards (water/sewage treatment operations)
- Colleges and Universities
- Hospitals
- School Boards

WHEN ARE REPORTS DUE?

Deadline	Template Reporting Requirements	CDM Plan Reporting Requirements
July 1, 2016	Report on 2014 calendar year	None
July 1, 2017	Report on 2015 calendar year	None
July 1, 2018	Report on 2016 calendar year	None
July 1, 2019	Report on 2017 calendar year	Post updated CDM plan

WHO PREPARES THE REPORT?

- An individual with knowledge of your organization's building operations and energy use, typically including:
 - energy or facilities manager, administrative officer, director of maintenance, engineer, or director of physical resources.
- It is recommended that approval of the report is sought from most senior person responsible for energy procurement or facilities in your organization.

HOW TO REPORT?

Organizations must report in two ways:

1. **SUBMIT YOUR REPORT**

- ✓ Submit the required data to the Ministry of Energy using the online BPS portal

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

2. **POST & PRINT**

- ✓ Post your annual energy consumption data on your organization's website and intranet site
- ✓ Print a copy of your annual energy consumption data available at your organization's head office
- ✓ Reports must be compliant with *Accessibility for Ontarians with Disabilities Act, 2005*

MINISTRY SUPPORT

- The Ministry of Energy has made the following resources available in the toolkit section of the BPS portal to help with reporting:
 - A step-by-step instructions guide on how to use the portal;
 - Videos on how to complete the report;
 - Excel calculation tools to help with allocating energy by reporting year; and
 - Benchmarked energy consumption results from the 2011, 2012 & 2013 reporting years.

REMINDER REGULATORY AMENDMENTS

The Government amended O. Reg. 397/11 in 2015 in response to feedback from BPS organizations. These amendments streamline the reporting process and improve data quality.

- In multi-use buildings the total energy consumption will be allocated to the primary operation of the building; the primary use being the one that occupies the most indoor floor area.
 - Need to ensure one row per operation
- Municipalities and municipal service boards are no longer required to report on water/sewage pumps. However, they can continue to do so voluntarily. Municipalities and municipal services boards continue to be required to report on water and sewage treatment.

VOLUNTARY OPERATION TYPES

- O. Reg. 397/11 requires BPS organizations to report on a number of operation types that are listed in Table 1 of the Regulation.
- ENERGY added an “other” operation type to allow BPS organizations to voluntarily report on additional operation types that are not listed in the regulation.
- This year ENERGY has updated the reporting template to encourage voluntary reporting for the following operations:
 - Municipalities - Street lights (suggest reporting number of street lights not floor area), Social Housing, Long-term Care
 - Hospitals – Long-term Care
- While reporting is voluntary, these operation types are large energy consumers and it would be helpful for BPS organizations to track their energy use.

REPORTING REQUIREMENTS

- Organizations must report on the Operation Types listed in the Regulation, but may also include other operations using the “other” operation type option in the pull down menu.
- Buildings reporting under the BPS Regulation must:
 - Be owned or leased by the organization;
 - Receive an energy invoice and pay for the building or facility’s energy consumption; and
 - Be heated or cooled.
- If energy is purchased for multiple buildings, reporting is required for each building.

DATA REQUIREMENTS

While each sector has a different set of operation types they must report on, all organizations are required to provide the following data:

- Operation Name
- Operation Type
- Address, City, Postal Code
- Total Floor Area
- Average # Hours Per Week of facility conditioning (i.e. heating, cooling, lighting)
- Amount of Each Type of Energy Purchased and Consumed (e.g. electricity, gas, etc.)

TYPES OF ENERGY TO REPORT

- Electricity
- Natural Gas
- Fuel Oil 1 & 2
- Fuel Oil 4 & 6
- Propane
- Wood (e.g. wood pellets)
- Coal
- District Heating/Cooling (if purchased from a retailer or generated and consumed on site)

WHERE TO GET YOUR ENERGY DATA

- Energy data for your organization may be obtained through:
 - Utility bills
 - Working with utility companies
 - External Databases

WHERE TO LOOK ON YOUR INVOICE

Life Takes Energy™

Toronto Hydro-Electric System Limited
YOUR ELECTRICITY BILL

Account Number 0123456789 <small>To be used for payments</small>	Premise number 0123456789	Statement Date Feb 05 2016	Amount Due \$320.88
Meter Number 01234567 <small>SMALL COMMERCIAL 3 MAKE BELIEVE DR TORONTO ON M2M 3T3</small>		Due Date Feb 25 2016	Amount Paid 416,542.8000 www.torontohydro.com

Interest will be charged on any amount not received by the due date at the rate of 1.5% compounded monthly (19.56 % per annum) from the due date until receipt of such amount and all accrued interest.

Service Location: 3 MAKE BELIEVE DR, TORONTO
Your Electricity Charges

Electricity	74.25
750,000 kWh at \$0.099 per kWh	94.19
812,000 kWh at \$0.116 per kWh	
Delivery	94.63
Regulatory	9.97
Debt Retirement Charge	10.93
Your Total Electricity Charges	283.97
H.S.T. (H.S.T. Registration 896718327RT0001)	36.91
Your Previous Charges	
Amount of last bill	354.18
Payment Received - Jan 16 2016 - Thank You	354.18 CR
Balance Forward	0.00
Total Amount Due by Feb 25 2016	\$320.88

Compare your daily usage

Phone Scam: Criminals posing as Toronto Hydro are demanding payment. Toronto Hydro never asks for pre-paid card payment, nor calls using a 1-800 number. Learn more: torontohydro.com/customercare

Meter Number	Meter Reading Period	Number of Days	Read Type	Unit Self-Contained	Current Reading	Previous Reading	Billing Mult.	kWh Used	Loss Factor Adjustment	Adjusted kWh Used
01234567	JAN 05 2016 TO FEB 04 2016	30	Act.	1	1582	1620	1.0376	1620.731		
					Demand kW	Demand kVA				
					0.000	1				

Charges For Natural Gas

Dec 06, 2014 - Jan 09, 2015

RATE 6	
Customer Charge	\$70.00
Delivery to You	947.42
Site Restoration Clearance	441.37
Transportation to Enbridge	977.54
Gas Supply Charge	2,567.53
Cost Adjustment	149.38 CR
Charges for Natural Gas	\$3,971.54 ^{HST}
HST (Registration 105205140 RT0001)	516.30
Total Charges for Natural Gas	\$4,487.84

Meter Reading Information

Meter Number	123456
Estimated Reading	Jan 09, 15 56729
Previous Reading	Dec 06, 14 49451
Gas used this period	7278 CCF = 20569 m ³
PEF Value	1.00230
Adjusted m ³	20616

Natural Gas Supply Information

Natural gas supplied by Enbridge

Your gas supply rate	12.7159¢/m ³
Gas cost adjustment	- 0.9021¢/m ³
Jan 01/15-Mar 31/15	
Total effective gas supply rate	11.8138¢/m ³

Comparing Your Gas Consumption

Legend: Estimate (Yellow), Actual (Orange)

TEMPLATE FIELDS

Template Field	Instructions
Total Floor Area	<ul style="list-style-type: none"> • Can be reported in square feet or square meters • Multi operation buildings report the total indoor floor area for the entire building
Hours Per Week	<ul style="list-style-type: none"> • Average # Hours per Week should consider the hours before and after normal operating periods where the building is conditioned (light, heated or cooled) • For facilities with a schedule that varies, use the Average # Hours Per Week for the schedule most often followed

TEMPLATE FIELDS

Template Field	Instructions
Electricity	<ul style="list-style-type: none"> • Report metered usage/consumption in kWh • Do not report for electricity generated on site from renewables. Can include in CDM plans. • Report “green” electricity purchased from “green electricity retailers” with all other electricity
Natural Gas	<ul style="list-style-type: none"> • Report adjusted natural gas usage/consumption in cubic meters (m³) • Do not need to report natural gas used to run an emergency or back-up generator • Report for “green” natural gas purchased from renewable sources/green energy retailers with all other natural gas

TEMPLATE FIELDS

Template Field	Instructions
Oil, Propane, Coal and Wood	<ul style="list-style-type: none"> • Reporting of these fuels is required if they are used in facilities • Do not need to report fuel used to run an emergency or back-up generator or fuel used for the operation of vehicle • Wood includes wood pellets
District Energy	<ul style="list-style-type: none"> • Report for district heating and cooling that is purchased and consumed • Indicate “Yes” and Emission Factor if from renewable source • If natural gas is used to generate district energy, it will need to be allocated to the facilities served by the district energy system

TEMPLATE FIELDS

Template Field	Instructions
GHG Emissions	<ul style="list-style-type: none"> • GHG Emissions will automatically calculate the kilograms (kg) of equivalent carbon dioxide (CO₂) units of GHG emissions attributed to the energy purchased and consumed • It will be calculated automatically when the data is validated
Energy Intensity	<ul style="list-style-type: none"> • Energy Intensity will automatically calculate the equivalent kilowatt hours per square foot (ekWh/sqft) when the data is validated • Based on all energy types for each Operation Type relative to floor area • Allows efficiency comparisons within a public agency or benchmarking province-wide

DATA VALIDATION

- While the BPS reporting portal validates templates for completeness, it does not review the data for accuracy.
- Common data issues include: using the wrong operation type (water treatment entered as admin); not using the correct unit of measurement e.g., mega litre vs. litre; transposing decimals into numbers; and wrong floor area (too big or too small).
- ENERGY recommends that BPS organizations use the following criteria as a guide to ensure their submission is accurate.
 - Electricity consumption above 5,000,000 kWh or below 100 kWh
 - Total area below 10 ft² (1 m²) or above 250,000 ft² (223,225 m²)
 - Energy intensity less than 10 ekWh/ft² (108 ekWh/m²) or greater than 150 ekWh/ft² (1,615 ekWh/m²)
 - Heating fuel sources above 5,000,000 ekWh or below 5,000 ekWh
 - Water or sewage treatment or pumping with energy intensities below 25 kWh/ML or above 5,000 kWh/ML

QUESTIONS?



CONTACT US

EMAIL: BPSsupport@ontario.ca

Please include all of your contact information

INSTRUCTIONAL VIDEOS

Video link for Web Form:

bit.ly/WebForm2015

Video link for Excel Template:

bit.ly/Exceltemplate2015

- To view the videos, cut and paste the links into your browser

ADDITIONAL LINKS

- Ministry of Energy Reporting Portal:
<https://extra.sse.gov.on.ca/sites/ENERGY-ECE>
- Ministry of Energy website link:
<http://www.energy.gov.on.ca/en/green-energy-act/conservation-for-public-agencies/>
- Link to energy use and GHG emissions data:
<https://www.ontario.ca/data/energy-use-and-greenhouse-gas-emissions-broader-public-sector>