

Ministry of Education

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MEMORANDUM TO: Senior Business Officials

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: July 10, 2009

SUBJECT: Energy Conservation Initiative
Incentive Programs Advisor
Utility Consumption Database

I am pleased to provide you with an update on the Ministry's Energy Conservation Initiative and two very important projects, the Incentive Programs Advisor and the Utility Consumption Database.

As you are aware, the Ministry established a goal to reduce energy consumption in the sector by 10% over the next five years. To assist in the rollout of the Energy Conservation Initiative, the Ministry has partnered with York Catholic District School Board to lead several projects that will assist boards to reduce their energy use.

Incentive Programs Advisor

The Ministry and the Ontario Power Authority, through a Conservation Fund grant to YCDSB, are supporting the creation of a new position, an Incentive Programs Advisor (IPA) for the education sector.

The role of the IPA is to support all district school boards in energy management planning. Specifically, the IPA will:

- Liaise with Senior Plant Officials to identify appropriate incentive programs for specific schools;
- Assist individual boards in completing the paperwork associated with applying for

government, utility or agency energy incentive funding;

- Track the sector's incentive applications, funding received and investments through the Incentive Programs Database and use it to evaluate the effectiveness of incentive programs by comparing actual results to predicted energy savings in participating schools;
- Document best practices/lessons learned and promote them to the sector;
- Identify existing barriers to boards accessing incentive programs; and,
- Develop a strategy to maximize the number of schools that participate in incentive programs and ensure that boards access as many incentive programs as possible.

I am very pleased to announce that Robert Smith will be the Incentive Programs Advisor to the sector. Robert has more than 30 years of experience working with Toronto Hydro Energy Services and North York Hydro and has a wealth of knowledge and expertise in energy management to share with the sector.

For the past month, Robert has been meeting with funding agencies to understand their incentive programs and has created a comprehensive list of energy incentive funding that is available to the sector. Robert is based out of YCDSB's offices and can be reached at (905) 713-1211 ext. 2493 or Robert.Smith@ycdsb.ca

Utility Consumption Database

As you are aware, the Ministry is supporting the creation of a Utility Consumption Database that will collect and track the data for electricity and natural gas accounts in school boards across the province.

The Ministry is providing the database to all boards at **no cost**. Board participation in the Utility Consumption Database will be voluntary.

The database will collect consumption data for each account on a daily basis. Local Distribution Companies (LDCs) will provide historical consumption data on each account for the 24 months prior to the first information request.

Each board will have access to the data related to their asset portfolio and provincial averages. This will allow boards to analyze the data to:

- Identify schools that are low-performing
- Prioritize capital investments
- Identify incentive funding programs to address the energy needs of their asset portfolio
- Create annual energy management/conservation plans for each site in compliance with the new *Green Energy Act*

The Ministry will analyze the data based on common denominators to:

- determine provincial benchmarks for energy consumption based on key facility indicators such as age of construction etc.
- identify high-performing schools/boards
 - interview high-performers to identify best practices in energy management that can be shared with the sector
- identify low-performing schools/boards
 - provide them with the technical advice/support of the Incentive Programs Advisor, provide assistance in identifying, applying and implementing energy incentive programs and conservation strategies
- set energy reduction targets for the sector, boards, and individual schools

I am pleased to announce that the contract for the Utility Consumption Database was awarded to Aegent Energy Advisors Inc. effective July 1, 2009.

Boards will be required to sign an agreement with Aegent, formally authorizing them to collect information from their LDC. We are currently in the process of finalizing the details of how Aegent will roll out the collection of utility account information to every board. However, to make the process as easy as possible for boards, we will be asking boards to provide Aegent with a photocopy of a utility bill for each account and Aegent will be responsible for entering the account number into the database.

The Ministry anticipates that the database will be functional by Fall 2009, but it will take up to two years for every utility account to be collected and entered into the database.

Should you have any questions regarding the Ministry's Energy Conservation Initiative, please contact Karen Carter at (416) 212-3179 or karen.carter2@ontario.ca.

Thank you and I look forward to working with you on this important initiative.

Original Signed by:

Cheri Hayward
Director
School Business Support Branch

cc: Senior Plant Officials