

Helpful hints for utilities providing energy or water consumption data to building owners

Overview

Under Ontario Regulation 20/17 (Reporting of Energy Consumption and Water Use), owners of buildings that are 50,000 square feet or larger will need to report their building's water and energy use once a year. The regulation applies to commercial, multi-unit residential and some industrial buildings.

The reporting deadlines will be phased in over three years based on a property's size. For commercial or industrial buildings, if the building is at least:

- 250,000 square feet or larger, the first report is due on July 1, 2018
- 100,000 square feet or larger, the first report is due on July 1, 2019
- 50,000 square feet or larger, the first report is due on July 1, 2020

If a multi-unit residential building is:

- 100,000 square feet or larger, the first report is due on July 1, 2019
- 50,000 square feet or larger, the first report is due on July 1, 2020

Roles and responsibilities of utilities

Electricity, natural gas and water utilities are required to give building owners who request it aggregated monthly data for electricity, water and/or natural gas use at the building level, for each calendar year.

If a utility does not collect consumption or usage information by month through existing metering infrastructure, they are required to provide the information by the shortest aggregation period possible.

Utilities must make this information available to the current building owner, even if they did not own the building for the period when the energy or water was consumed.

Roles and responsibilities of building owners

Building owners are required to obtain all necessary information to meet reporting requirements and deadlines. The report must cover details about the previous calendar year. For example, a report covering water and energy usage from January to December 2017 would be due by July 1, 2018. Building owners will report in Portfolio Manager.

Typical reporting scenarios

Buildings with a single meter

If a building has only one meter, the building owner will report consumption based on that meter.

Buildings with multiple meters

If more than one meter is installed on the building, then the building owner may request either:

- Aggregated building data (i.e., combined data for all meters on the building); or
- Individual meter data (i.e., data for each individual meter on the building).

Whether the building owner obtains aggregated building data or individual meter data, both approaches will fulfil the EWRB reporting requirement. In cases where accounts are held by tenants, building owners are entitled to receive aggregated consumption information for all meters at their buildings.

Aggregated building data

The building owner should be provided with total annual consumption, by month. Data should be provided on a best available basis to ensure it represents energy or water use accurately.

Where a building has multiple meters that are not all read on the same date, the utility must prorate the consumption data for each meter before the data is aggregated.

Approaches to proration can include the following:

- Daily proration involves dividing usage by the number of days in the consumption period, then using that factor to attribute consumption to the month in which

HOW DOES YOUR BUILDING STACK UP?

Energy and Water Reporting and Benchmarking for Large Buildings

consumption occurred based on the number of days of the consumption period that fell in each month. (e.g. for a consumption period that runs from January 11 to February 10, the consumption factor would be multiplied by 21 days to determine the consumption amount that is attributable to January and multiplied by 10 days to determine the consumption amount that is attributable to February).

- Simple allocation is the sum of usage from all meters read in a given month, regardless of the day in the month that each meter was read. This allocates usage as if it had all occurred in that month (i.e., regardless of whether the meter reading period includes some consumption from the preceding month). Simple allocation should be considered as an interim measure pending implementation of more accurate automated systems.

Individual meter data

Building owners may request consumption reported by individual meters, if it's available. Portfolio Manager will automatically prorate the information from the individual meters and combine the data to create a whole building report.

An Excel spreadsheet is available in Portfolio Manager for download by building owners reporting consumption from multiple meters.

Portfolio Manager format for reporting

Building owners are required to report consumption data for the entire reporting year using the Portfolio Manager reporting tool. In cases where billing periods do not align with the calendar year, consumption data for the month prior (December) and/or the month after (January) the year in question will be required so that the building owner can make a complete report. Portfolio Manager will prorate the consumption data to reflect the reporting year.

Data fields required for input to Portfolio Manager

For each building, the building owner will need to input the following information into Portfolio Manager:

1. meter number(s)
2. meter read start date
3. meter read end date

HOW DOES YOUR BUILDING STACK UP?

Energy and Water Reporting and
Benchmarking for Large Buildings

4. total usage (non-loss adjusted consumption)
5. estimated read (Yes/No drop-down - yes means estimated)

Important Links and Contacts

Questions: Call 1-844-274-0689 or email EWRBsupport@ontario.ca

Regulation: [O. Reg. 20/17: Reporting of Energy Consumption and Water Use](#)

Guidelines: Information on the Energy and Water Reporting and Benchmarking (EWRB) initiative and the regulation

Training: [How to use Portfolio Manager](#)

Commonly asked questions

- 1. Who will be requesting data for EWRB compliance? 6
- 2. Is there a deadline for utilities to provide the data? 6
- 3. Can the Ministry provide utilities with a list of building owners in their area that will be requesting data for EWRB compliance? 6
- 4. How do we handle requests from building owners that we believe are not required to report under EWRB? 7
- 5. What documentation must an agent for the account holder (building owner) provide when making a request for building data? 7
- 6. What will a building owner ask when making a request for building data? 8
- 7. Where there is a single meter on a building, what data is the utility required to provide? . 8
- 8. Where there are multiple meters on a building, what data is the utility required to provide? 9
- 9. If one property has multiple buildings (e.g., a shopping mall) with the same property owner, do we provide the consumption information for each separate building located at the same property? Or would we combine the total consumption for all buildings?..... 9
- 10. Our utility does not read meters based on the calendar month (e.g., Jan 1-31). Is it acceptable to provide consumption data based on actual meter reading dates? Does our utility need to prorate this information?11
- 11. What is the acceptable approach for a utility to use to prorate data from multiple meters read on different dates?.....11
- 12. Is the utility expected to provide electricity consumption data that is uplifted?12
- 13. Can utilities charge for their time to prorate and aggregate data for a building owner? ...12
- 14. Are expenses for customer outreach considered an eligible expense under LDC's Conservation First Framework budgets?13
- 15. Are utilities required to provide dollar amounts as well as consumption data?13
- 16. The unit of measure listed in O.Reg.20/17 is in BTUs for gas or gallons for water. All our data is in cubic meters (m3). Will the customer convert this data?.....13

Answers to commonly asked questions

1. Who will be requesting data for EWRB compliance?

- A. Building owners of commercial, industrial, multi-unit residential and other building types that are 50,000 square feet or larger that are required to report. Owners may delegate this task to an agent (e.g., property manager) or other contact. If a building has multiple owners, then the owners are jointly responsible for meeting the regulation. Condominium corporations must report and submit data on behalf of condominium buildings.

2. Is there a deadline for utilities to provide the data?

- A. Utilities are required to provide this information within a reasonable time after the request is made. The annual reporting deadline is July 1. Building owners may request their data from utilities at any time. The Ministry of Energy has encouraged building owners to contact their utility in writing as early as possible in the year reports are due. The Ministry is also reminding building owners that, as utilities will be receiving numerous requests for information, it may take some time for utilities to respond to requests for consumption data.

3. Can the Ministry provide utilities with a list of building owners in their area that will be requesting data for EWRB compliance?

- A. No. The Ministry's contract to purchase property assessment data to help identify buildings that may be required to report under EWRB does not allow for sharing these building addresses. The IESO has purchased licenses to access municipal property data that it has made available to LDCs via a sublicense agreement. Utilities that operate under a municipality may also have access to municipal property data through their own internal channels.

4. How do we handle requests from building owners that we believe are not required to report under EWRB?

- A. Utilities are required by regulation to provide aggregated building consumption information to building or property owners that are subject to the EWRB reporting requirement. Building owners are required to determine whether they are required to comply.

Some utilities have created an application process for customers to submit a written request for aggregated consumption data, including:

- Their Ontario EWRB ID (the unique number provided by the Ministry of Energy to large building owners; and
- The assessment roll number and property code for the building.

In considering requests from building owners that are not required to report under the regulation, the Ministry urges utilities to consider the benefits of reporting and benchmarking in driving participation in utility conservation and energy efficiency programs.

5. What documentation must an agent for the account holder (building owner) provide when making a request for building data?

- A. Utilities will need to develop their own processes to satisfy themselves that an account holder's agent has the authority to request information. Some utilities are asking the building owner or agents for relevant information, such as:
- Building owner, requestor (agent for building owner) and/or key contact
 - Authorization from the consumer to release consumption information to a building owner or their agent
 - Building / Property Information:
 - Owner's name
 - Service Address
 - Does the Property have multiple buildings at one street address?
 - Does the building have multiple street addresses?
 - Property Details:
 - EWRB I.D.

HOW DOES YOUR BUILDING STACK UP?

Energy and Water Reporting and Benchmarking for Large Buildings

- Property Code
- Compliance deadline, as set out in O.Reg. 20/17

6. What will a building owner ask when making a request for building data?

- A. Below are typical questions a building owner may ask the utility:
- Can you provide me with monthly aggregated consumption data for my building's electricity, water and/or fuel use in 2017? (Note: 2018 reporting would require 2017 data)
 - How can I calculate or obtain this value? I'm required to report this under the Energy and Water Reporting and Benchmarking initiative (Ontario Regulation 20/17).
 - Is monthly data available for each calendar month, covering the whole calendar year from January 1 to December 31?
 - If consumption data is not available by calendar month, can you provide me consumption data that starts from the December 2016 meter reading date, includes consumption for the 2017 calendar year and ends at the January 2018 meter reading date?
 - Do you require a written request or other documentation from the building owner to provide the monthly consumption data to an authorized agent, such as a property manager?
 - If yes, is there a specific format this should be in?
 - When can I expect the aggregated monthly usage data for my building to be available?
 - For future years, when is the best time for me to make this request?

7. Where there is a single meter on a building, what data is the utility required to provide?

- A. If a building has one meter, the utility will provide the building owner with consumption data from that meter for EWRB reporting.

8. Where there are multiple meters on a building, what data is the utility required to provide?

- A. If more than one meter is installed on the building, then the building owner may request either:

Aggregated building data (i.e., combined data for all meters on the building); or
Individual meter data (i.e., data for each individual meter on the building).

Whether the building owner reports using aggregated building data or individual meter data, both approaches will fulfil the EWRB reporting requirement. In cases where accounts are held by tenants, building owners are entitled to receive aggregated consumption information for all meters at their building.

9. If one property has multiple buildings (e.g., a shopping mall) with the same property owner, do we provide the consumption information for each separate building located at the same property? Or would we combine the total consumption for all buildings?

- A. Where multiple buildings are located on the same property, the metering configuration will determine the approach to how the building owner reports their consumption data in Portfolio Manager.

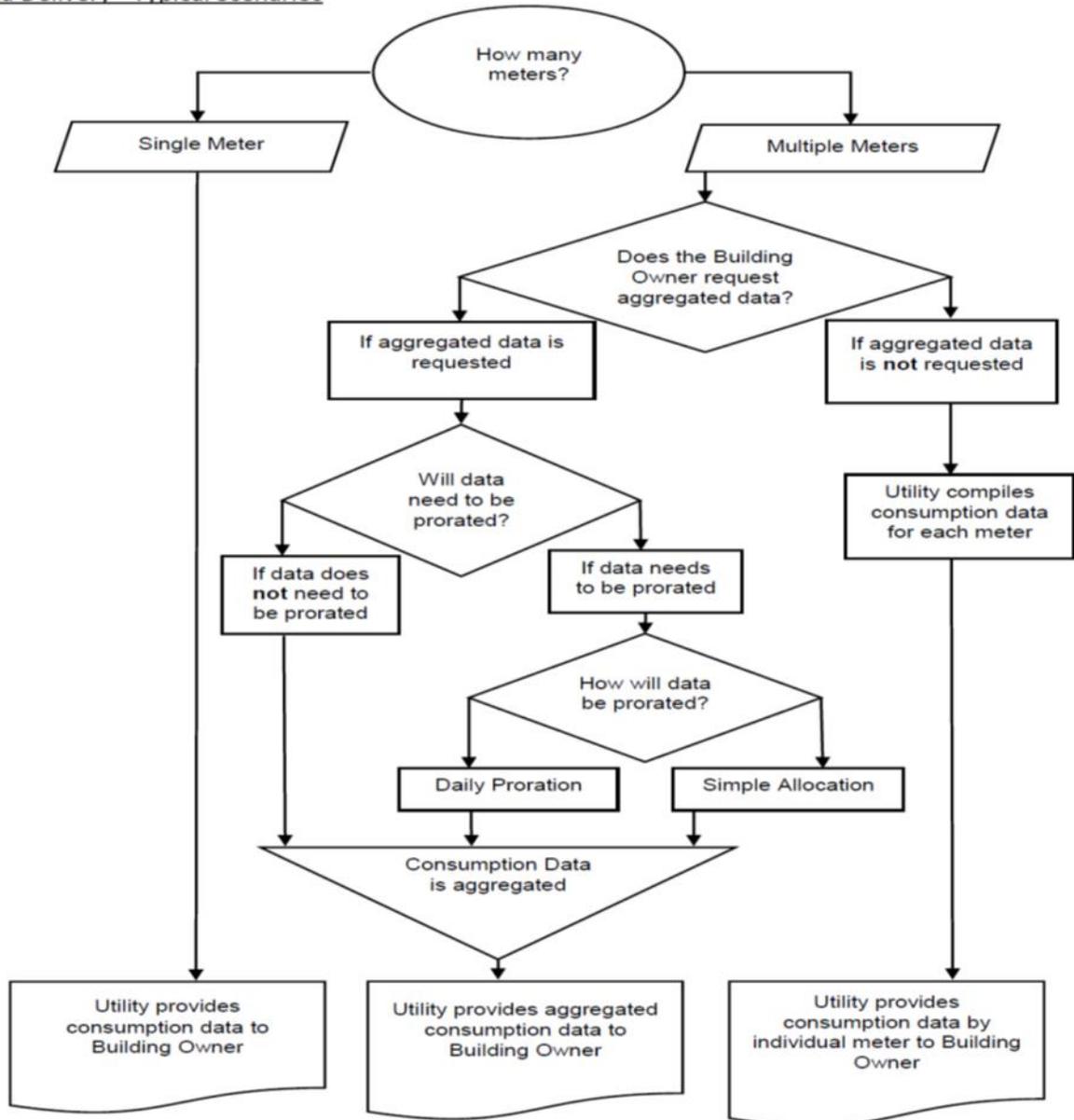
Where each building is metered separately, the property owner may request consumption data for each building, or ask that the utility aggregate the consumption data.

If consumption data is collected for all of the buildings through a single meter, then the building owner can report the single consumption value for all buildings on the property. Please see typical scenarios for data delivery in the chart that follows on page 10.

**HOW DOES
YOUR BUILDING
STACK UP?**

Energy and Water Reporting and Benchmarking for Large Buildings

Data Delivery - Typical Scenarios



10. Our utility does not read meters based on the calendar month (e.g., Jan 1-31). Is it acceptable to provide consumption data based on actual meter reading dates? Does our utility need to prorate this information?

- A. Yes. It is acceptable for a utility to provide consumption data based on meter read dates, as Portfolio Manager is capable of prorating consumption data to align with calendar months. In cases where a building owner chooses to report individual meter data, the utility does not need to prorate the information.

Building owners are required to report consumption data for the entire reporting year. In cases where billing periods do not align with the calendar year, consumption data for the month prior (December) and the month after (January) the year in question will be required so that the building owner can report consumption data for the full year (from January 1 through December 31).

11. What is the acceptable approach for a utility to use to prorate data from multiple meters read on different dates?

- A. Where multiple meters in a building or property are read on different dates in the month, the utility should prorate the data before it is aggregated. Utilities will need to determine their own approach to proration. Daily proration produces the best information and is recommended, but less granular data produced by simple allocation is a potential interim approach if system or resource constraints would otherwise restrict a utility from accommodating the building owner's request.
- Daily proration involves dividing usage by the number of days in the consumption period then using that factor to attribute consumption proportionally to the month in which consumption occurred based on the number of days of the consumption period that fell in each month (e.g. for a consumption period that runs from January 11 to February 10, the consumption factor would be multiplied by 10 to determine the consumption amount that is attributable to February and multiplied by 21 to determine the consumption amount that is attributable to January).
 - Simple allocation, which is the sum of usage from all meters read in a given month, regardless of the day in the month each meter was read. This

allocates usage as if it had all occurred in that month (i.e., regardless of whether the meter read includes consumption from the preceding month). Simple allocation should be considered as an interim measure pending implementation of automated systems.

12. Is the utility expected to provide electricity consumption data that is uplifted?

- A. Utilities should provide consumption as kWh used, with no line loss adjustment applied (i.e., non-loss adjusted data). Note: In Portfolio Manager, the term “Electricity Use – Grid Purchase” as a data element is meant to differentiate between electricity supplied by a utility, and electricity generated onsite.

13. Can utilities charge for their time to prorate and aggregate data for a building owner?

- A. It is not recommended that utilities charge an additional fee for data required for EWRB reporting. Information obtained by building owners through reporting can benefit utilities by influencing participation in their conservation and energy efficiency programs delivered under the Conservation First Framework and Demand Side Management Framework.

Leading utilities say they plan to leverage EWRB benchmarking to:

- Help building owners identify existing programs that can reduce energy and water use;
- Help building owners make decisions that can improve energy efficiency;
- Discuss how a particular building compares to itself (previous years) and/or similar buildings, as results are reviewed over time;
- Develop tailored programs that address findings from the benchmarking of energy and water usage in large buildings; and
- Invite building owners to display tangible results that led to energy and GHG reductions (i.e., case studies on utility web site).

14. Are expenses for customer outreach considered an eligible expense under LDC's Conservation First Framework budgets?

- A. The requirements under Ontario Regulation 20/17 are complementary to many activities undertaken by utilities to promote customer conservation. Questions related to programs offered under CDM Plans approved by the IESO should be directed to the IESO. To assist with outreach, the Ministry has created EWRB communications tools, such as a cardstock postcard and social media shareables, to distribute to utility conservation teams. The communications tools are designed to generate a conversation about how annual baseline data from the EWRB initiative can help their largest customers track and manage usage and costs.

15. Are utilities required to provide dollar amounts as well as consumption data?

- A. Utilities are not required to provide dollar amounts.

16. The unit of measure listed in O.Reg.20/17 is in BTUs for gas or gallons for water. All our data is in cubic meters (m³). Will the customer convert this data?

- A. Portfolio Manager has drop-down menus for reporting consumption. Available values for reporting consumption data include Conventional EPA Units and Metric Units.
- For natural gas, reporting values include: ccf, cf, Cubic meters, GJ, kBtu, kcf, MBtu, MCF and therms;
 - For electricity, reporting values include: GJ, kBtu, kWh, MBtu, MWh; and

For water, reporting values include: ccf, cf, cGal (UK), cGal (US), Cubic meters, Gallons (UK), Gallons (US), kcf, Kcm, KGal (UK), KGal (US), Liters, MCF, MGal (UK), MGal (US)