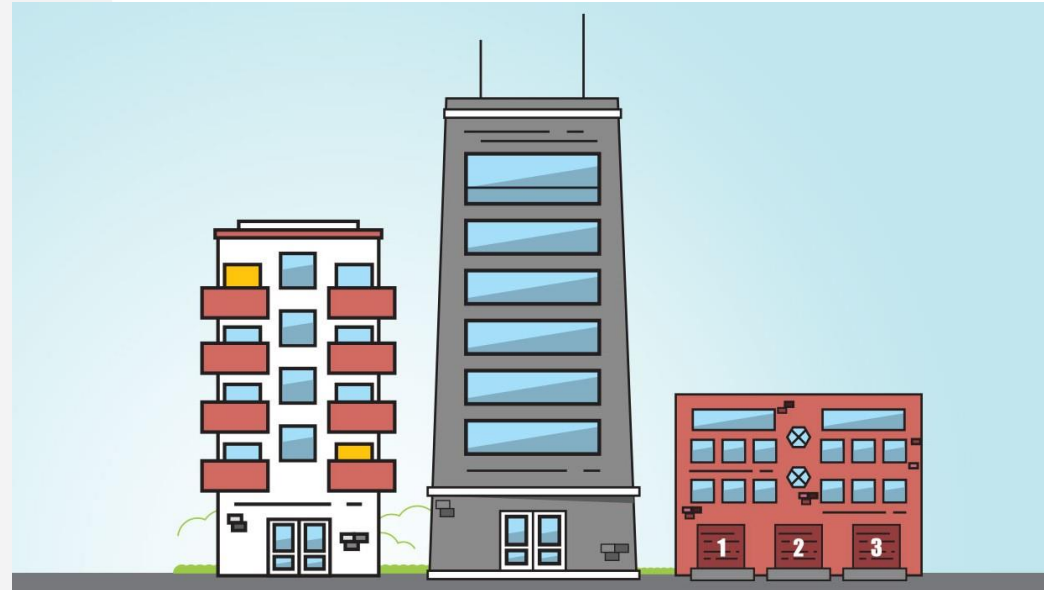


Large Building Energy and Water Reporting and Benchmarking (EWRB)



EWRB Webinar

* originally published in 2019 revised 2023

Introduction

- Ontario Regulation 506/18, Reporting of Energy Consumption and Water Use (EWRB) came into force January 1, 2019, reintroducing EWRB into the Electricity Act, 1998 with the repeal of the Green Energy Act, 2009.
- Ontario building owners of commercial, industrial, multi-unit residential and other building types that are 50,000 square feet or larger are required to report their building's energy and water consumption, and greenhouse gas emission data annually to the Ministry of Energy, Northern Development and Mines (ENDM).
- ENDM will make some of this data publicly available as outlined in O. Reg. 506/18. Data will be made public in the second year of reporting.

Value of Building Benchmarking

- Energy use is one of the largest operating expenses in commercial and residential buildings.
 - It represents about 1/3 of typical building operating budgets, according to www.energystar.gov.
 - A number of studies have shown as much as a 30% decrease in energy use in commercial buildings that implemented a small number of energy-efficiency strategies and monitoring systems.
- EWRB compiles the information building owners and managers need to understand how energy and water is being used.
 - The largest barrier to identifying cost efficiencies and making existing buildings more efficient is a lack of access to the data needed to measure and track energy performance.
 - The vast majority of buildings in jurisdictions that benchmark have taken steps to improve performance by investing in low- or no-cost changes.

Value of Building Benchmarking

Demonstrated savings in select U.S. cities with building energy benchmarking requirements:

Chicago, IL

10% (2010-15)

New York, NY

6-14% (2010-14)

San Francisco, CA

7.9% (2010-14)

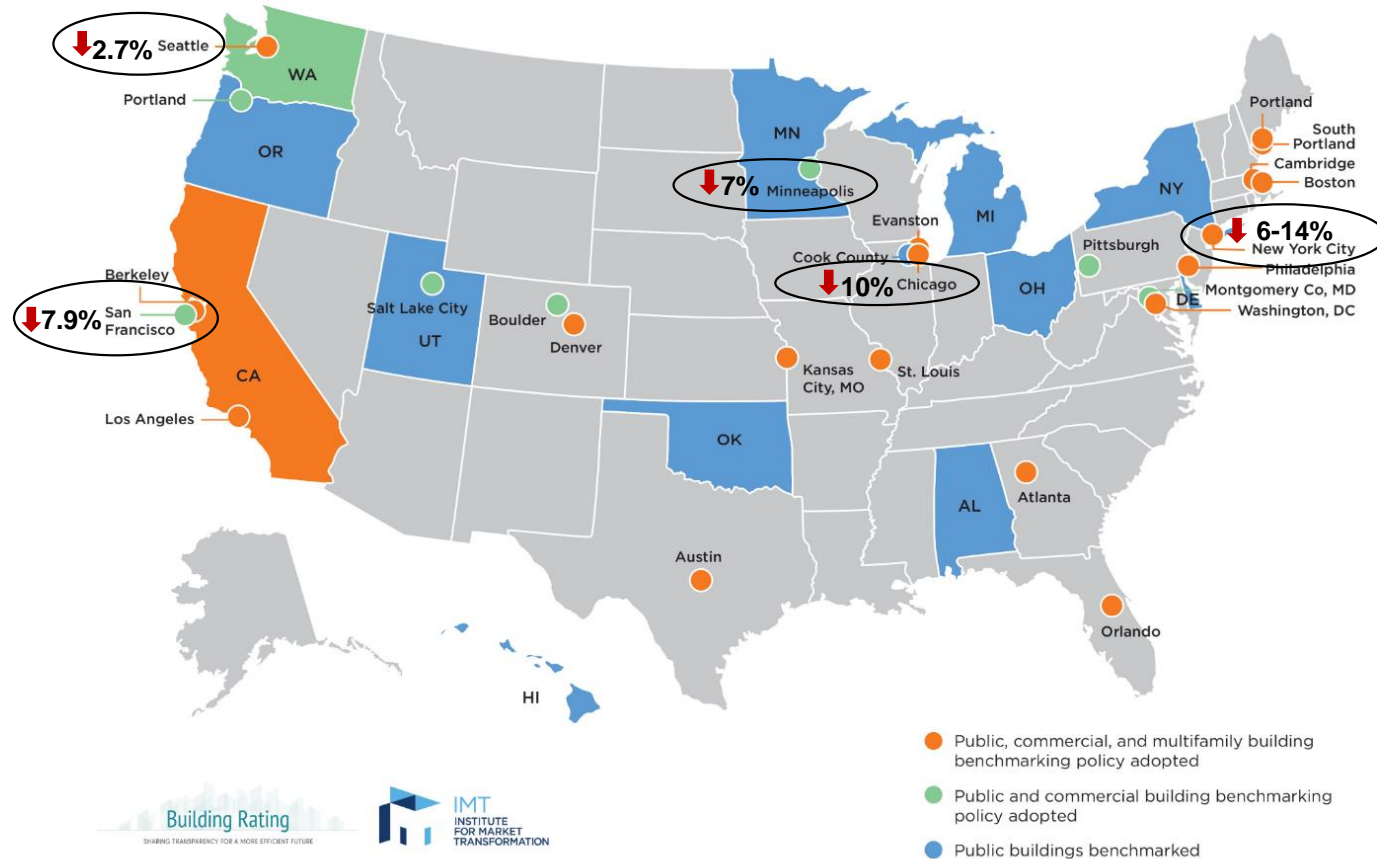
Minneapolis, MN

7% (2010-14)

Seattle, WA

2.7% (2014-15)

U.S. Building Benchmarking and Transparency Policies



Implementation Timeline

- **Year 1: July 1, 2018 (consumption data from 2017 calendar year)**
 - Commercial and industrial buildings over 250,000 square feet
- **Year 2: July 1, 2019 (consumption data from 2018 calendar year)**
 - Commercial, industrial and multi-unit residential buildings over 100,000 square feet
- **Year 3: July 1, 2023 (consumption data from 2022 calendar year)**
 - Commercial, industrial and multi-unit residential buildings over 50,000 square feet

Preparation For Reporting

Who Does What

- Building Owner
 - Determine whether you are required to comply and report annually, if applicable
 - If you have multiple buildings on a single property, determine whether you'll report on each building separately or all together
 - Decide who will be responsible for reporting.
- Distributors (utilities)
 - Provide building owners or designated reporting leads, when requested, with whole building consumption data (aggregated information on how much electricity, natural gas or water was consumed or used at the property)

Preparation For Reporting

Decide who will be responsible for reporting

- A property owner will need to designate a reporting lead to submit the report and determine if it needs verification this year. The reporting lead could be:
 - Property owner
 - Property manager
 - Condominium board member or occupant
 - Energy manager
 - Administrative Support person
- A reporting lead requesting data from a utility may be asked to provide documented proof they are authorized to request usage data. Most commonly, utilities ask for a letter signed by the owner or information from a current utility bill.

Making Your EWRB Report



REPORTING CHECKLIST

The annual reporting deadline is **JULY 1**.

1 Get your EWRB ID

- The EWRB ID is a unique six-digit number assigned to your property and emailed in the new year. If you did not receive the ID, contact **EWRB Support** with your property tax bill or condominium corporation utility bill on hand.

2 Collect your reporting information

- Your building's usage data - You can collect energy and water usage data from your invoices, or you can ask your electricity, natural gas and water utilities to provide it. **Ask your utilities for your whole-building monthly EWRB data as early as possible**, as they may need time to prepare it.
- Your building's use type data - You will need to determine the gross floor area of each [Portfolio Manager property use types](#) in your building. See the list of Portfolio Manager property use types on the Portfolio Manager website.

3 Open a Portfolio Manager account and enter your data

- For [complete instructions](#) on how to enter your data and submit your report, see the resources on the next page.

4 Verify your Portfolio Manager data (if required)

- If your building is 100,000 square feet or larger, verification is required the first time you report, then every five years.

5 Submit your report on the Portfolio Manager EWRB page by July 1

• **BEFORE YOU SUBMIT YOUR REPORT**

After you have entered all your building information and usage data in Portfolio Manager, remember to run the Portfolio Manager Data Quality Checker to ensure you are submitting accurate data.



1. Get your EWRB ID
2. Collect your reporting information
3. Open a Portfolio Manager account and enter your data
4. Verify your data (if required)
5. Submit your report to the Ministry

Making Your EWRB Report

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Jan	Feb	Mar	Apr	May	Jun

1. Get your EWRB ID

Have you received a letter from the Ministry?

- If YES, you can find your building’s EWRB ID and property Assessment Roll Number on the letter.
- If NO, either [send us](#) the building’ owner’s name, address, telephone number and email, or your contact details OR call ServiceOntario at 1-844-274-0689.

If you call ServiceOntario to request your building’s EWRB ID, you’ll need to have some information on hand:

- Your property tax bill or condominium corporation utility bill.
 - If you don’t have access to property tax information*, you’ll be asked to email your request for an EWRB ID to ewrbsupport@Ontario.ca along with a scanned copy of an energy or water bill.
- ServiceOntario will ask you for details to update your building’s contact information, so that future EWRB updates and reminders can be sent directly to you.

* Note: Persons reporting condominium building usage data may not have access to a property tax bill, as these are issued to individual condominium owners.

Making Your EWRB Report

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2. Collect your reporting information

Your building's usage data

- You can collect energy and water usage data from your invoices, or you can ask your electricity, natural gas and water utilities to provide it.
- If tenants pay utility bills, the utility that provides service to the building has to provide the building owner aggregated usage data.
- Many utilities have posted an “EWRB Data Request” form that building owners must complete and submit to receive their usage data for EWRB reporting.
- Ask your utilities for your whole-building monthly EWRB data as early as possible, as they may need some time to prepare it.

Your building's use type data

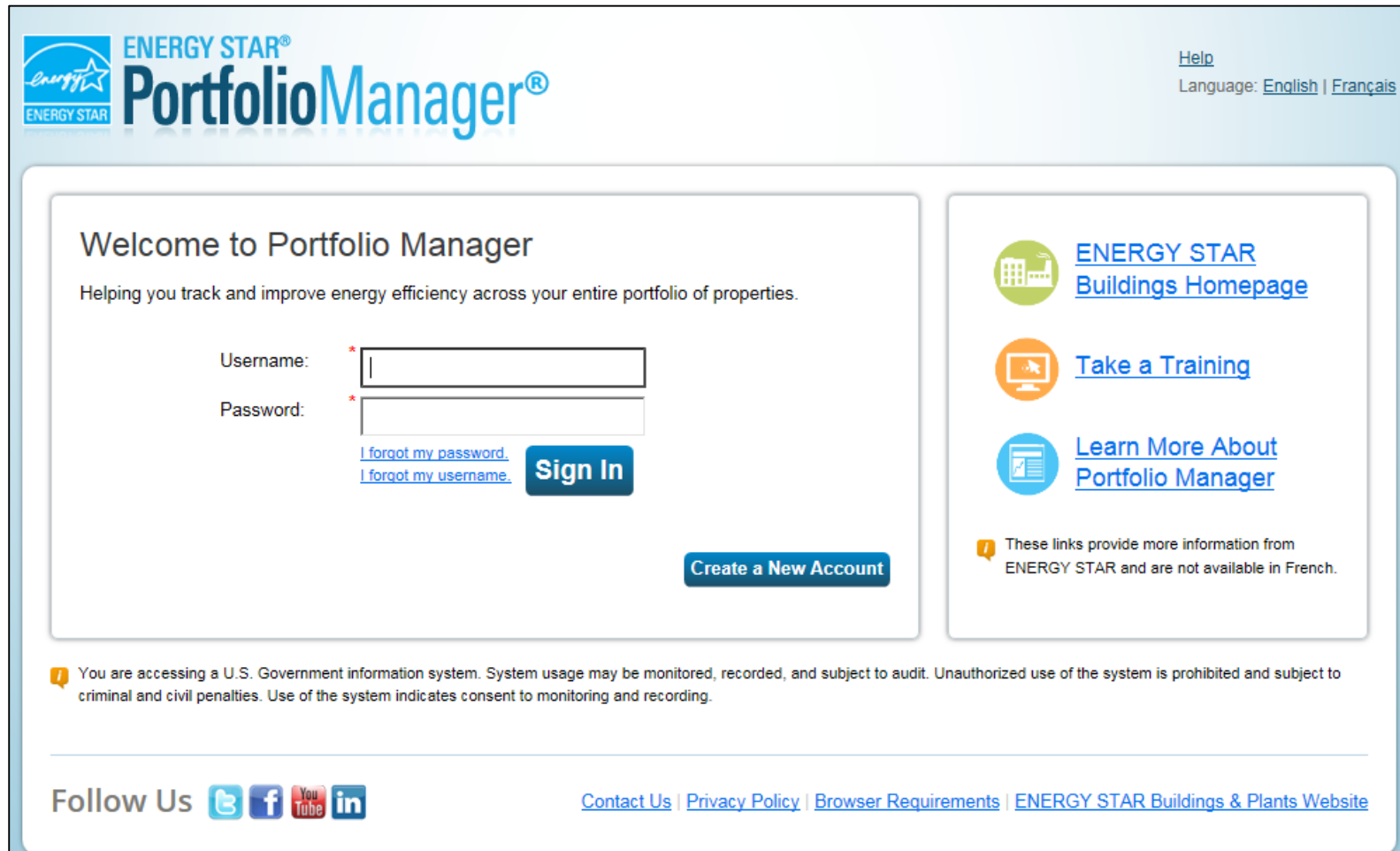
- Determine the gross floor area of each Portfolio Manager property use type in your building.
- See the list of Portfolio Manager property use types on the [Portfolio Manager website](#).

Making Your EWRB Report

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3. Open a Portfolio Manager account and enter your data
 - Gather all the information collected in the previous steps**
 - Create your account in Portfolio Manager**
 - You can access Portfolio Manager using the following link:
 - <https://portfoliomanager.energystar.gov/pm/login.html>
 - Use “Submitting Data Through Portfolio Manager for Ontario’s Energy and Water Reporting and Benchmarking Initiative” as a step-by-step guide to submitting your data**
 - The Guide shows you step by step how to add a building in Portfolio Manager, add meters, enter your usage data, and submit the report required for EWRB.
 - You can access this Guide using the following link:
 - <https://www.ontarioenergyreport.ca/pdfs/PM-Guide-for-Property-Owners.pdf>

Portfolio Manager - Creating a New Account



The screenshot shows the ENERGY STAR Portfolio Manager login and registration interface. At the top left is the ENERGY STAR logo and the text 'ENERGY STAR® PortfolioManager®'. At the top right, there are links for 'Help' and 'Language: English | Français'. The main content area is divided into two columns. The left column is titled 'Welcome to Portfolio Manager' and contains the text 'Helping you track and improve energy efficiency across your entire portfolio of properties.' Below this are input fields for 'Username:' and 'Password:', both marked with a red asterisk. There are links for 'I forgot my password.' and 'I forgot my username.' next to the password field. A blue 'Sign In' button is positioned below the password field. A 'Create a New Account' button is located at the bottom right of the left column. The right column contains three links with icons: 'ENERGY STAR Buildings Homepage' (green building icon), 'Take a Training' (orange monitor icon), and 'Learn More About Portfolio Manager' (blue document icon). Below these links is a note: 'These links provide more information from ENERGY STAR and are not available in French.' At the bottom of the page, there is a disclaimer: 'You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording.' Below the disclaimer are social media icons for Twitter, Facebook, YouTube, and LinkedIn, and a row of links: 'Contact Us | Privacy Policy | Browser Requirements | ENERGY STAR Buildings & Plants Website'.

Reporters may use one account to report for all buildings under their management.

Portfolio Manager - Adding a Property

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type ▼

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

- None:** My property is part of a building
- One:** My property is a single building
- More than One:** My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

- Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started!

Cancel

You may want to enter a property into PM that isn't actually a "real" property to familiarize yourself with features or train others. This may be done by creating a "Test Property".

TRACK TO SAVE

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Portfolio Manager - Specifying Property Uses

Office Use [Edit Name](#) Delete

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a [Property Use Type that can get an ENERGY STAR Score](#) (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

[More on this rule.](#)

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* 59,340 <input type="text"/> Sq. Ft. <input type="text"/>	1/1/2017 <input type="text"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	50 <input type="text"/> Use a default <input type="checkbox"/>	1/1/2017 <input type="text"/>	<input type="checkbox"/>
★ Number of Computers	50 <input type="text"/> Use a default <input type="checkbox"/>	1/1/2017 <input type="text"/>	<input type="checkbox"/>
★ Percent That Can Be Heated	50 % or more <input type="text"/> Use a default <input type="checkbox"/>	1/1/2017 <input type="text"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	50 % or more <input type="text"/> Use a default <input type="checkbox"/>	1/1/2017 <input type="text"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

Restaurant Use [Edit Name](#) Delete

Restaurant refers to buildings used for preparation and sale of ready-to-eat food and beverages, but which do not fit in the fast food property type. Examples include fast casual, casual, and fine dining restaurants.

Gross Floor Area should include all space within the building(s), including kitchens, sales areas, dining areas, offices, staff break rooms, and storage areas. Gross Floor Area should *not* include any outdoor/exterior seating areas, but the energy use of these outdoor areas should be reported on your energy meters.

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	* 5,000 <input type="text"/> Sq. Ft. <input type="text"/>	1/1/2017 <input type="text"/>	<input type="checkbox"/>

Total combined **Gross Floor Area** must equal total **Gross Floor Area** specified for the overall property


If your building has multiple uses, you may specify this and enter the Gross Floor Area for each type of use.

Portfolio Manager - Entering Energy & Water Data

About Your Meters for Transformation Fitness


Enter the information below about your new meters. The meter's units and first bill date are required. You can also change the meter's name.

1 Energy Meter for Transformation Fitness (click anything in the table to edit)

<input type="checkbox"/>	Meter Name	Type	Units	First Bill Date	In Use?	End Date	Enter as Delivery?
<input checked="" type="checkbox"/>	Natural Gas	Natural Gas	kBtu (thousand)	<input type="text"/> 	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

1 Water Meter for Transformation Fitness (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Units	First Bill Date	In Use?	End Date
<input checked="" type="checkbox"/>	Potable All Meter	Potable All	<input type="text"/>	<input type="text"/> 	<input checked="" type="checkbox"/>	<input type="text"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

You will need to specify what kind of energy and water your building consumes on a monthly basis.

Portfolio Manager - Adding Custom ID Values

Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

[+ Add Another](#)

Select the **Ontario EWRB ID** option from the drop-down list, and then enter the **EWRB ID**. The number here is an example only.

Custom IDs

You can add up to three custom IDs for this property. Only people who have access to this property can add custom IDs.

Enter the name for **Custom ID 3** exactly as shown here

Custom ID 1:

Custom ID 2: ID:

Custom ID 3: ID:

In the Custom IDs section, you will enter the EWRB ID provided by the Ministry for your building.

You will also confirm whether data verification has been completed.

Making Your EWRB Report

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4. Verify your Portfolio Manager data (if required)

- If your building is 100,000 square feet or larger, the report information must be verified by a certified professional the first time you report, then every five years.**
 - A qualified person will need to confirm that the data entered into Portfolio Manager matches the data received from utilities, that the gross floor area of the building is correct and that the gross floor area of each property use type is correct. A qualified person could be:
 - in-house building staff member or third-party professional
 - professional qualified to verify the information you must report (e.g. energy usage, water use, gross floor area and other building characteristics)
 - professional with accreditation or certification from a recognized organization in Canada or the United States
- After you have entered all your building information and usage data in Portfolio Manager, remember to run the Portfolio Manager Data Quality Checker to ensure you are submitting accurate data.**

Making Your EWRB Report

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5. Submit your report on the Portfolio Manager EWRB page **by July 1**
 - Go to the Portfolio Manager EWRB Reporting Submission page and follow the prompts.**
 - Select the properties you want to report – you can report multiple buildings in one submission.
 - The tool will create a report listed in a table of Templates and Reports. In the Actions dropdown menu for that year’s report, select “Send Response”.
 - Complete the data request response form, e-sign the response and click on “Send Data”.
 - For your records, save the automated Portfolio Manager email response.
 - If you change relevant information after submitting, you must re-submit your report.
 - Your report is due to the Ministry by July 1 each year.**

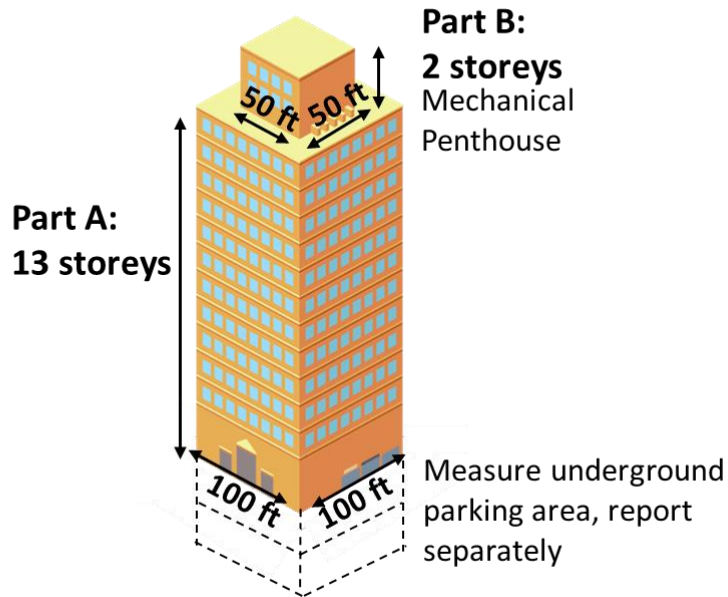
Tips For Reporting

How do I determine my building's GFA?

- Your building's square footage, referred to in Portfolio Manager as gross floor area (GFA), may be found in existing records (e.g., blueprints, architectural plans).
 - GFA does not include any exterior, unroofed or open-air spaces, such as an outdoor parking area.
 - A building's underground parking GFA is measured and reported in Portfolio Manager separately from the building's GFA.
- If you can't find your building's GFA in your property records, you may be able to calculate it by multiplying the measured length, width and number of floors in your building.

Tips For Reporting

Example: Fifteen Storey Multi-Residential or Commercial Building



How to measure

Part A: 100 ft. x 100 ft. = 10,000 SF x 13 storeys = 130,000 SF

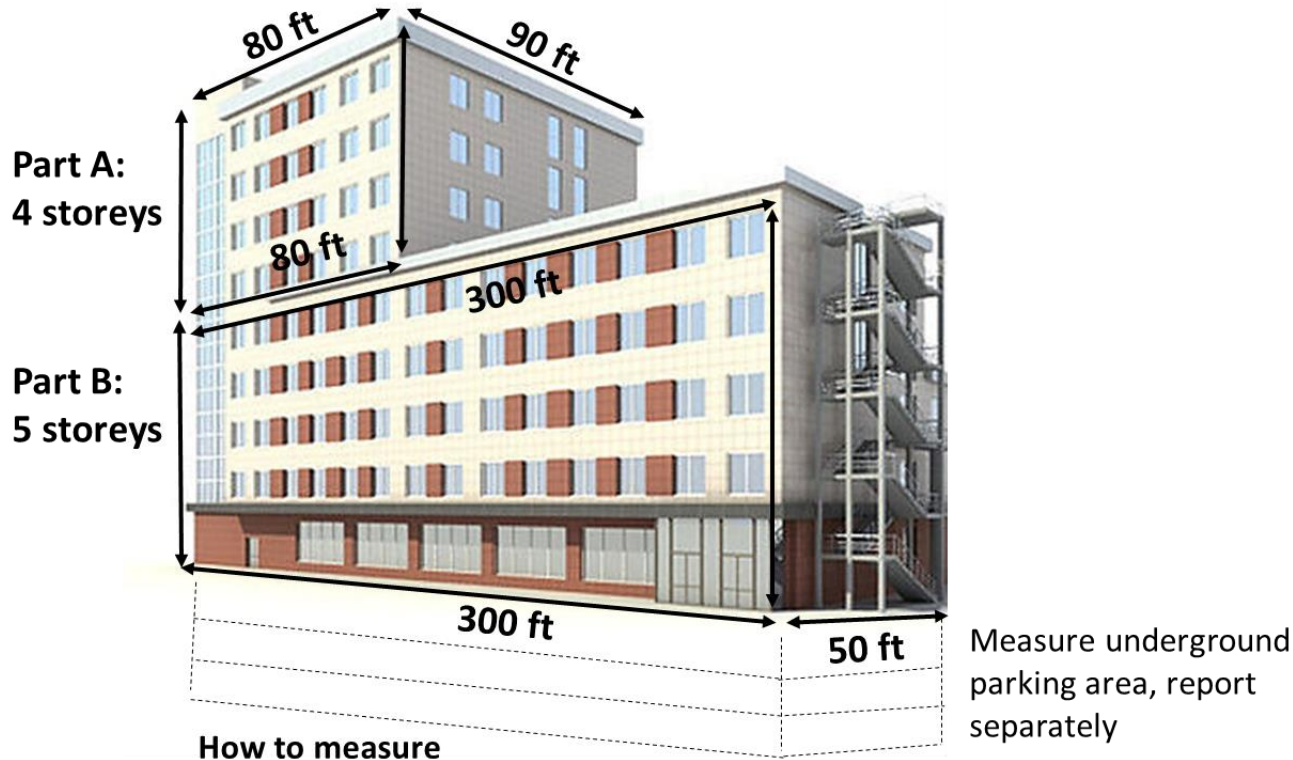
Part B: 50 ft. x 50 ft. = 2,500 SF x 2 storeys = 5,000 SF

GROSS FLOOR AREA: 130,000 SF + 5,000 SF = **135,000 SF**

Required to report annually by July 1

Tips For Reporting

Example: Multi-Residential, Commercial or Mixed Use Building of Varying Sizes



Part A: 80 ft. x 90 ft. = 7,200 SF x 4 storeys = 28,800 SF

Part B: 300 ft. x 50 ft. = 15,000 SF x 5 storeys= 75,000 SF

GROSS FLOOR AREA: 64,800 SF + 75,000 SF = **103,800 SF**

Required to report annually by July 1

Tips For Reporting

- Contact EWRB Support by phone at 1-844-274-0689, or by email at EWRBSupport@ontario.ca to get an Ontario EWRB ID - a unique number assigned to each large building owner
- Contact your energy and water utilities well in advance of the EWRB reporting deadline of July 1, to get the information you need to report
- If you know the owner of a large building that has not heard about the EWRB regulation, encourage them to contact EWRB Support. This will help ensure we have current contact information for all large buildings
- Talk to your industry colleagues about the EWRB reporting requirement, and encourage them to contact us for more information
- The EWRB Team encourages you to contact us with any questions, and to share learnings and success stories from building benchmarking and reporting

For More Information

Links and Contacts

EWRB Overview: <https://www.ontario.ca/reportenergywater>

Forms:

[Property Owner Contact Update](#)

[Exemption Notice](#)

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

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

Questions?