

# DATA REQUEST FORM: Energy and Water Reporting and Benchmarking for Large Buildings



Ontario Regulation 20/17 under the Green Energy Act, 2009 requires owners of large buildings with a gross floor area of 50,000 square feet and above to report their energy consumption and water use data to the Ministry of Energy on an annual basis. The reporting requirement will be phased-in as displayed in the following schedule:

REPORTING TIMELINE	COMMERCIAL AND INDUSTRIAL BUILDINGS GROSS FLOOR AREA	MULTI-UNIT RESIDENTIAL BUILDINGS <sup>1</sup> GROSS FLOOR AREA
By July 1, 2018 (information for 2017 calendar year)	250,000 square feet and larger	Not required to report in first year
By July 1, 2019 (information for 2018 calendar year)	100,000 square feet and larger	100,000 square feet and larger
By July 1, 2020 (information for 2019 calendar year)	50,000 square feet and larger	50,000 square feet and larger

Please use this form to request the annual electricity consumption data for your property from Halton Hills Hydro. **Please email the completed form to:** [inquiries@haltonhillshydro.com](mailto:inquiries@haltonhillshydro.com) and quote “EWRB for Large Buildings Request Form” in the subject line.

Remember to submit your data request as soon as possible. Requests may take up to four weeks to process from the receipt of this form. Requests received after June 1 may not be processed by the July 1 deadline.

## ► STEP 1: Gather the necessary information

Before we can provide the energy consumption data for your building, we will need the following information:

- i. Ontario EWRB ID — a unique number provided by the Ministry of Energy (MOE) to large building owners
- ii. The assessment roll number and property code for your building — information which you can find on your property assessment and tax bill, or the Municipal Property Assessment Corporation (MPAC) website
- iii. Gross floor area of the building for which you are requesting the energy consumption report

If you are a property manager, energy consultant or other third party requesting energy consumption data on behalf of a property owner, the owner must complete and sign the authorization in Section A of this form in order to authorize Halton Hills Hydro to release the data to you. Halton Hills Hydro cannot process a request from a third party if that section isn't completed and signed.

<sup>1</sup> For more information regarding the classification of your building, please consult the Energy and Water Reporting — Building Types document on the Ministry's website: <http://www.energy.gov.on.ca/en/ontarios-ewrb/building-types/>

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## ▶ STEP 2: Complete and submit this form

### A) PROPERTY OWNER INFORMATION

This section is about the person/company that owns the property for which energy consumption data is requested. Please note, if you are requesting for multiple properties, you must provide the information in Part C (page 3) for **each** property.

Full name of property owner (please print): \_\_\_\_\_

Full legal / corporate name: \_\_\_\_\_

Business name / operating as (if different from the legal / corporate name):  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_

Province / State: \_\_\_\_\_ Postal code: \_\_\_\_\_

**To authorize a third party representative to place a request on your behalf, complete and sign the section below.**

As the property owner for the property(s) identified in **PART (C)**, I hereby authorize the third party named in **PART (B)** to access my aggregated consumption data for that property(s).

**Signature of property owner:**

X \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

### B) DATA REQUESTOR INFORMATION

This section is about the person requesting energy consumption data, if different than the property owner. If not the property owner, you are a(n):

- Property manager
- Energy consultant
- Other (please specify): \_\_\_\_\_

Full name of data requestor (please print): \_\_\_\_\_

Phone number: \_\_\_\_\_ Ext. \_\_\_\_\_ Email address: \_\_\_\_\_

Full legal / corporate name: \_\_\_\_\_

Business name / operating as (if different from the legal / corporate name):  
\_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_

Province / State: \_\_\_\_\_ Postal code: \_\_\_\_\_

## C) PROPERTY INFORMATION

This section is about the property/building for which energy consumption data is requested. Reminder, if you are requesting information for multiple properties at different locations please complete the information in **SECTION C** for each property and attach it with your email.

Does the property have multiple buildings with one street address?  No  Yes - How many \_\_\_\_\_

Does the building have multiple street addresses?  No  Yes - Please provide each address  
\_\_\_\_\_

Heating type at the property?  Electric  Gas  Other - Please specify \_\_\_\_\_

Type of water heaters used at the property?  Unmetered electric  Metered electric  Gas  
 Other - Please specify \_\_\_\_\_

Building name (if applicable): \_\_\_\_\_

Ontario EWRB ID: \_\_\_\_\_

Year for which electricity consumption data is being requested: \_\_\_\_\_

MPAC assessment roll number: \_\_\_\_\_ MPAC property code: \_\_\_\_\_

Gross floor area (square feet): \_\_\_\_\_ Year built: \_\_\_\_\_ Number of floors: \_\_\_\_\_

Number of units: \_\_\_\_\_ Number of structures (if it's a building complex): \_\_\_\_\_

Property address: \_\_\_\_\_

City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Postal code: \_\_\_\_\_

**By providing your signature below, you are confirming that you have authority to certify the accuracy of the information on this form. Incomplete forms will not be processed.**

### Verification of information

I hereby confirm that the information provided in this form is accurate and complete. I am the legal owner of / I have obtained lawful authority from the legal owner of the large building(s) specified in this form. I agree to notify Halton Hills Hydro immediately in writing if any of the information I provided here changes.

### Disclaimer

I understand and acknowledge that Halton Hills Hydro provides the requested data to me as is available through the existing metering infrastructure and based on the information that I have provided. I agree not to hold Halton Hills Hydro and its directors, officers, employees, contractors, agents and other representatives liable under any circumstances for any errors, omissions, or delays in respect of the requested data, including any liability, loss or damages, which may arise in contract, tort or otherwise.

### Collection and use of information

I acknowledge that all information submitted in this process may be used by Halton Hills Hydro in support of complying with its statutory obligations, including but not limited to the *Green Energy Act, 2009*, the *Electricity Act, 1998*, the *Ontario Energy Board Act, 1998*, all as amended and the regulations thereto, and all applicable Ontario Energy Board codes and rules, as well as its electricity distribution license.

I certify the above information to be true, correct and complete.

### Signature of data requestor:

X \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

*Halton Hills Hydro respects your privacy. Any personal information collected will be used by Halton Hills Hydro in order to provide you with customer service and all in accordance with the terms of our Privacy Policy. Please refer to our Privacy Policy at <https://haltonhillshydro.com/privacy-policy/> for more information regarding our use of your personal information.*