

# ENERGY & WATER

## Reporting and Benchmarking: A Guide for Toronto Building Owners

Energy and water benchmarking is the process of tracking and recording a building's energy and water use and comparing it with that of other buildings similar in size and function. Benchmarking enables you to measure your building's performance against that of other buildings in your sector, against its previous performance or against other buildings in your portfolio.

Under the recently mandated [Ontario Regulation 506/18: Reporting of Energy Consumption and Water Use](#), owners of large buildings are required to benchmark and report their buildings' water and energy use to the Ontario Ministry of Energy by July 1<sup>st</sup> of each year.

### WHO NEEDS TO REPORT?

Large building owners are required to report their building's energy and water use annually to the Ministry of Energy as of:

- July 1, 2019 for buildings 100,000 square feet and larger
- July 1, 2023 for buildings 50,000 square feet and larger

Smaller buildings are encouraged to participate on a voluntary basis to take advantage of the benefits offered by benchmarking and reporting their building's performance.

### BENEFITS OF BENCHMARKING

Energy and water usage can represent some of the largest operating costs in your building. Reporting and benchmarking can help you to:



Determine the baseline performance level of your building



Save money by tracking and understanding usage



Identify energy and water efficiency opportunities



Take action to reduce your building's greenhouse gas emissions



THE ANNUAL REPORTING DEADLINE IS **JULY 1**

# REPORTING AND BENCHMARKING CHECKLIST

## STEP 1 - REQUEST YOUR EWRB ID

- Request your EWRB ID.** The EWRB ID is a unique six-digit number assigned to your property by the Ontario Ministry of Energy. Request your ID by contacting the Ontario EWRB Support Centre at 1-844-274-0689, or by email at [EWRBSupport@ontario.ca](mailto:EWRBSupport@ontario.ca).

You will need to provide your property's 15-digit MPAC Assessment Roll Number (ARN), which you can find on your property assessment or property tax bill.

### NOTE

Building owners may designate an employee, third party, or resident as the reporting lead to submit the report and act as the main point-of-contact with the Ministry of Energy.

You may provide contact information of your reporting lead to [EWRB Support](#) or use the [EWRB Reporting Lead Contact Update form](#).

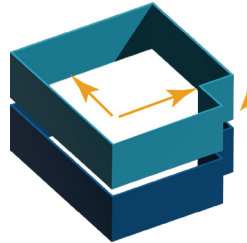
## STEP 3 - CREATE AN ACCOUNT AND UPLOAD YOUR DATA

- Create an account through the [ENERGY STAR Portfolio Manager](#) and upload your building data.** For a step-by-step instructions on how to enter your data, refer to the [Ontario Ministry of Energy Portfolio Manager Guide](#).

With ENERGY STAR Portfolio Manager you can also monitor, rate and optimize your building's energy use all in a secure online environment.

## STEP 2 - COLLECT BUILDING INFORMATION

- Gross floor area (GFA)**



The GFA is measured between the **exterior surfaces** of the building's enclosed fixed walls, multiplied by the number of storeys. Refer to the [Regulation Guide](#) for more information on how to measure the GFA of your building.

- Energy and water usage data**  
Consumption information can be found on your utility bills or invoices. In case of multiple meters, or meters owned by tenants, aggregated whole building data can be requested directly from utilities:
  - [Toronto Hydro](#) - Email request form
  - [Enbridge Gas](#) - Submit online form
  - [Toronto Water](#) - Self help online portal
- Building age and use type**  
Your building age can be found on your MPAC property notice, architectural drawings or legal documents. Select your property use type from the list available on the [ENERGY STAR webpage](#).

## STEP 4 - VERIFY AND SUBMIT

If your building is 100,000 square feet or larger, reported data must be verified the first year you report, then every five years. Refer to the [Regulation Guide](#) for a complete list of certified professionals authorized to verify data.

- Run the Portfolio Manager Data Quality Checker** to ensure you are submitting accurate data.
- Submit your report** using the most up-to-date reporting link available at [toronto.ca/EWRB](https://toronto.ca/EWRB).

### NEXT STEPS

The City's Navigation & Support Services team can help you identify potential energy efficiency opportunities for your building and access available incentives and financing for energy retrofit projects. To learn more, please visit [Navigation & Support Services](#) or contact us at [bbp@toronto.ca](mailto:bbp@toronto.ca).