City of Saskatoon

UTILITY BILLS RETRIEVAL GUIDE

How to Gather Energy and Water Bill History

October 2026



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1. Getting Started

Purpose

Use this guide to retrieve building-level utility consumption data and supporting documents for benchmarking in ENERGY STAR Portfolio Manager (ESPM) and participation in the Commercial Energy Planner initiative. If you would like assistance collecting your utility data, please reach out to the Program Coach at BetterBuildings@saskatoon.ca or by calling 306-986-1658.

Who Should Use this Guide

- Commercial, institutional, industrial, non-profit, and multi-unit residential building owners, managers, operators, and authorized utility-account users.
- Consultants working with written authorization from the account holder(s).
- Program staff assisting participants in collecting their utility data.

What you will Collect

Utility	Preferred Data	Minimum Period	Primary Portal
Water	Monthly consumption and billing dates; retain bills	At least 12 consecutive calendar months	City of Saskatoon (SmartUTIL) utility account
Electricity	Monthly consumption; retain bills and interval/peak data where available	At least 12 consecutive calendar months	1. MySaskPower or 2. City of Saskatoon (SmartUTIL) for Saskatoon Light & Power accounts
Natural Gas	Monthly consumption and billing dates; retain bills	At least 12 consecutive calendar months	SaskEnergy MyAccount / bills

Recommended Collection Order

1. **Previous Full Year**. For example, anytime in 2026, use 1-January-2025 and 31-December-2025 as the reporting period.

2. **Record consumption and billing-period start / end dates before converting units**.

Where an Owner cannot Access a Portal

1. Ask the account holder or utility-authorized property manager to download records or provide historical bill PDFs.

2. If a billing agent, tenant, or consultant manages the account, obtain written authorization and establish the minimum access necessary.

3. If a complete year cannot be obtained, identify the missing period, document the reason, and contact the Commercial Energy Planner program team to enter substitute values.

2. Water & Electricity (City of Saskatoon)

SmartUTIL is accessed through the City of Saskatoon's new **MyProperty portal** and shows

(a) water consumption; and

(b) electricity consumption for Saskatoon Light & Power (SL&P) customers.

Use SmartUTIL for water at City-served properties and for electricity only where SL&P is the electricity provider.

How to Access and Retrieve Data

1. Login to the City of Saskatoon's **MyProperty portal** using an authorized user account.



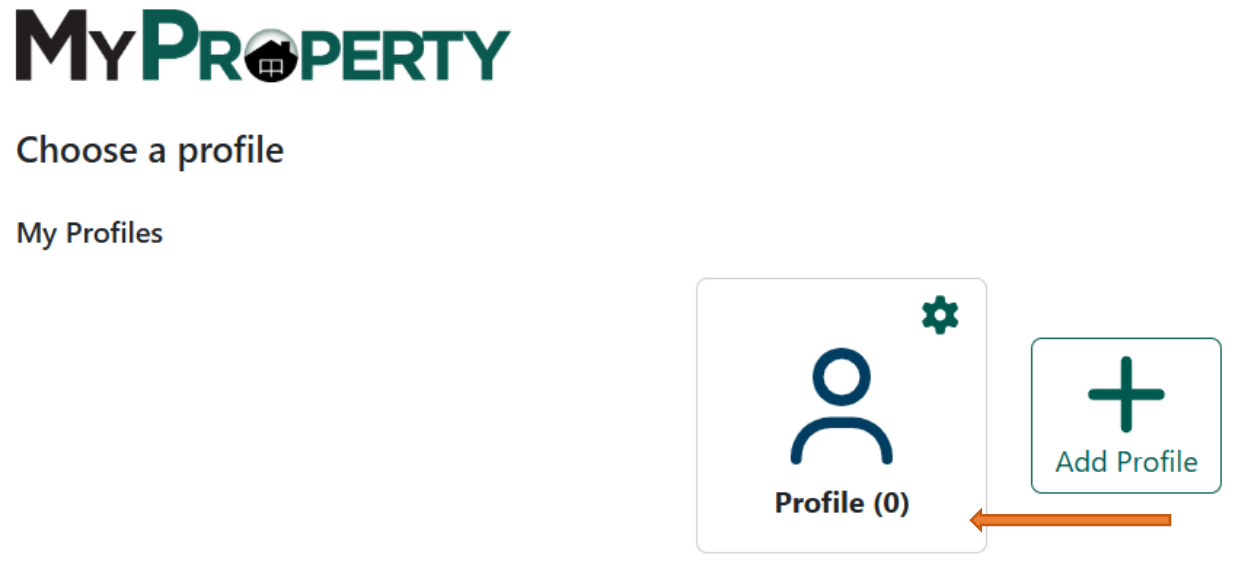
2. For a first-time setup, you will need to create a new MyProperty account using this information:

Setting up your new MyProperty account is easy.
All you need to get started is your 10-digit personal access code.

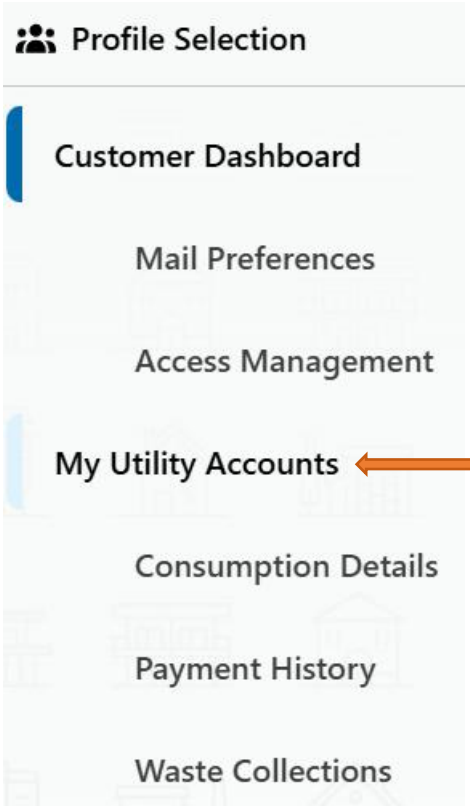
You can find your personal access code on your:

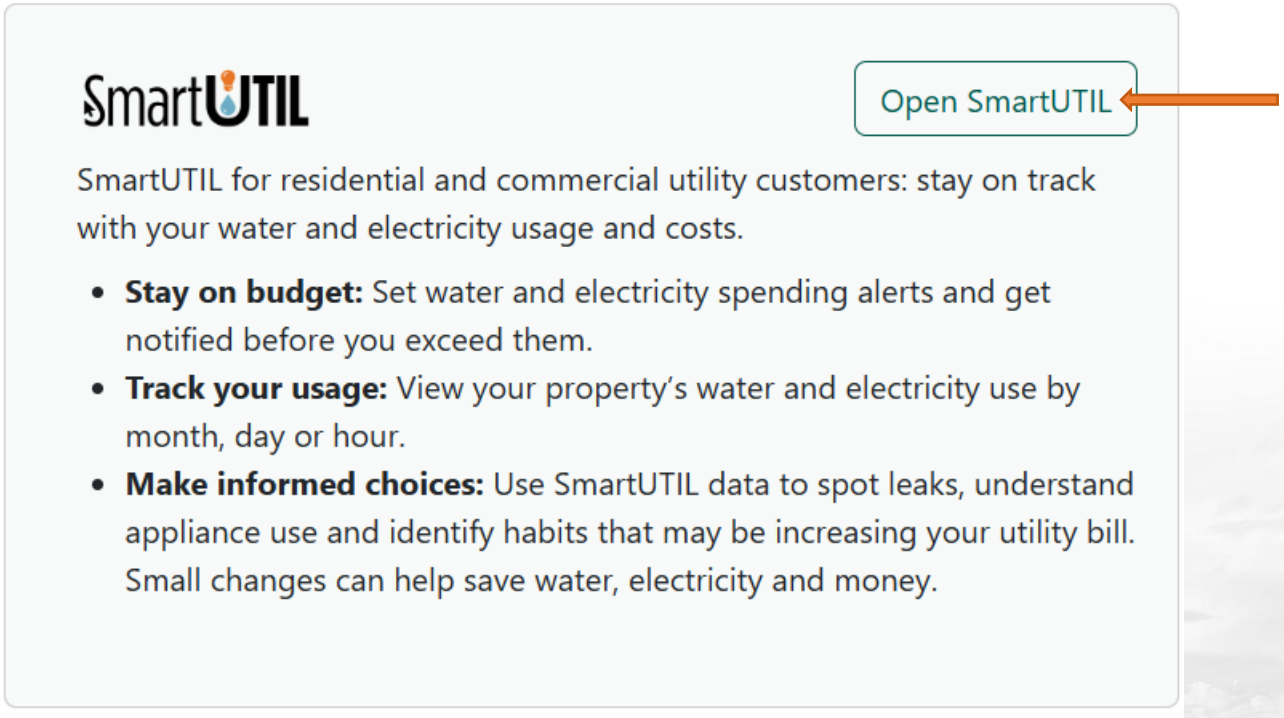
- 2026 property tax notice
- 2026 assessment notice, including supplementary and amended notices
- Utility bills issued from May 2026 onward
- eBill notifications issued from August 2026 onward

3. Click on the 'Profile' or add a profile, if none is available.



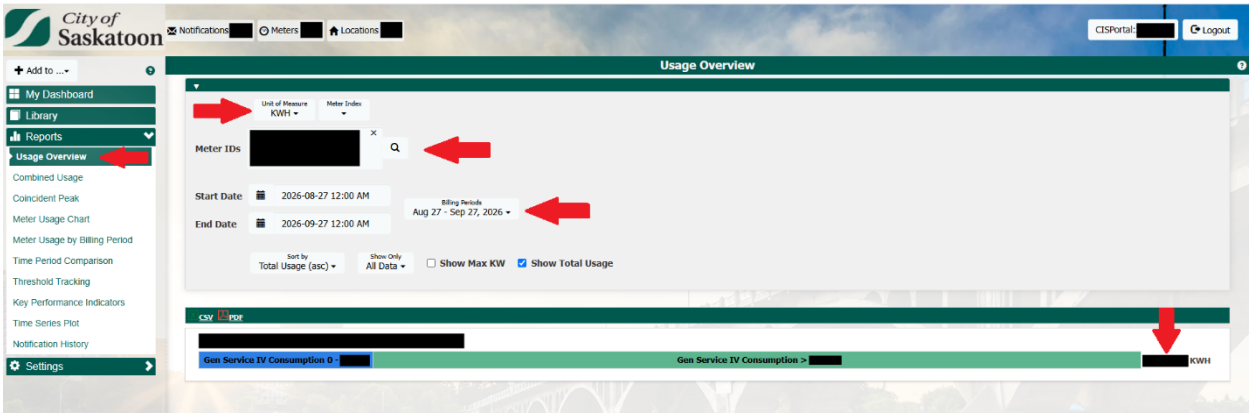
4. Click on ‘My Utility Accounts’ on the left and the open ‘SmartUTIL’ on the bottom right.



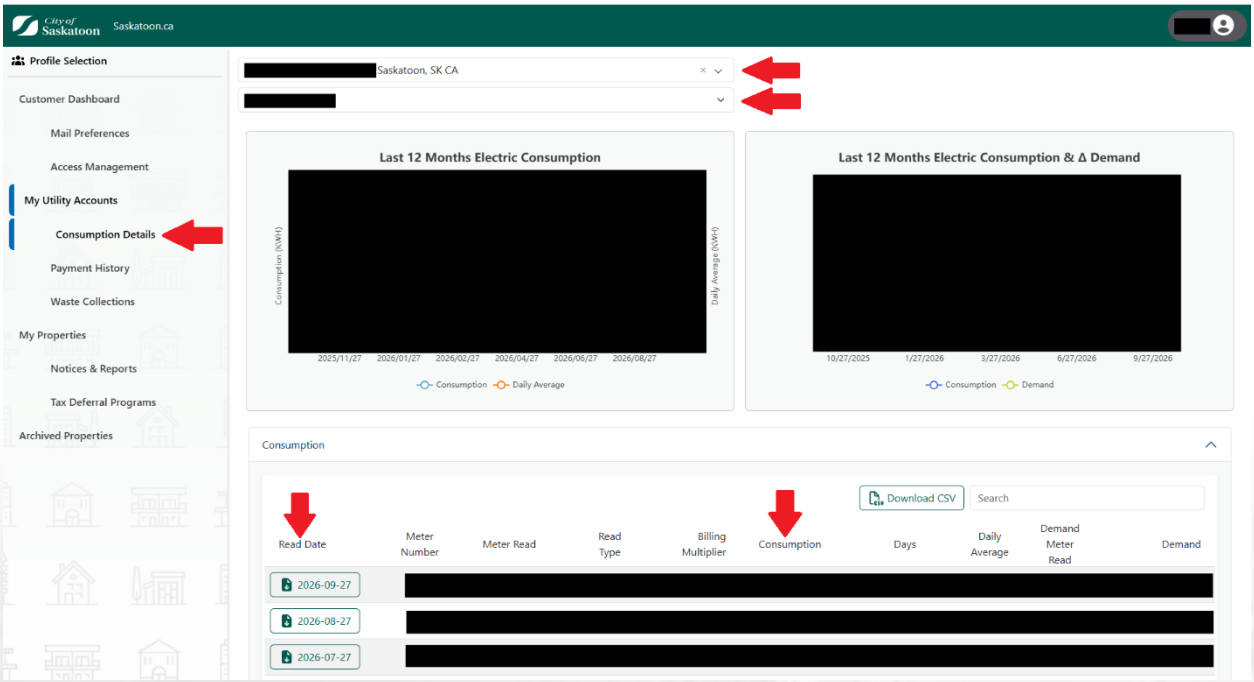


5. After SmartUTIL opens, select the correct property/service address and then the applicable commodity: water, or electricity where the account is with Saskatoon Light & Power.

6. Choose a monthly view for benchmarking data. Use daily or hourly data for investigating anomalies, leaks, operational schedules, or peak periods.



7. Use the export/download feature where available. If the needed monthly history cannot be exported, retain utility-statement PDFs and record consumption by billing period.



What SmartUTIL can Help you Check

View	Best use in the Project	Caution
Monthly	Primary source for monthly water and eligible SL&P electricity consumption	Confirm the month/year and units before export.
Daily / Hourly	Investigate unexplained spikes, after-hours use, or possible leaks	Do not aggregate partial days into a monthly record without a documented method.
Alerts	Optional operational monitoring for water or electricity spending	Alerts are helpful but are not evidence of monthly consumption.
My Utility Account / Bills	Confirm account, service address, billing dates, and charges	Benchmarking is based on consumption, not dollar charges.

Support Contact

For SmartUTIL / MyProperty Account access or questions, contact City of Saskatoon Customer Support at 306-975-2400.

Can't find your access code?

Call our Corporate Revenue Contact Centre at 306-975-2400. We will verify your identity and help you get started with your new MyProperty account.

Set up secure, convenient online access with your new **MyProperty** account.

Helpful Sign-in Information for Our Existing eBill Customers

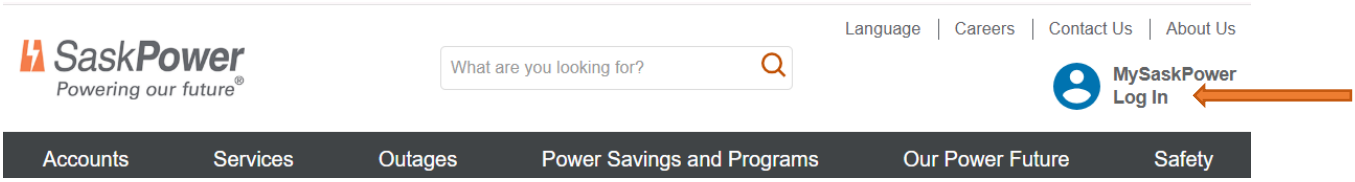
Your previous *My Utility Account* username and password will not work to sign in to **MyProperty.**

★ To continue accessing detailed utility billing information online, **you will need to create a new MyProperty account.**

3. Electricity (SaskPower)

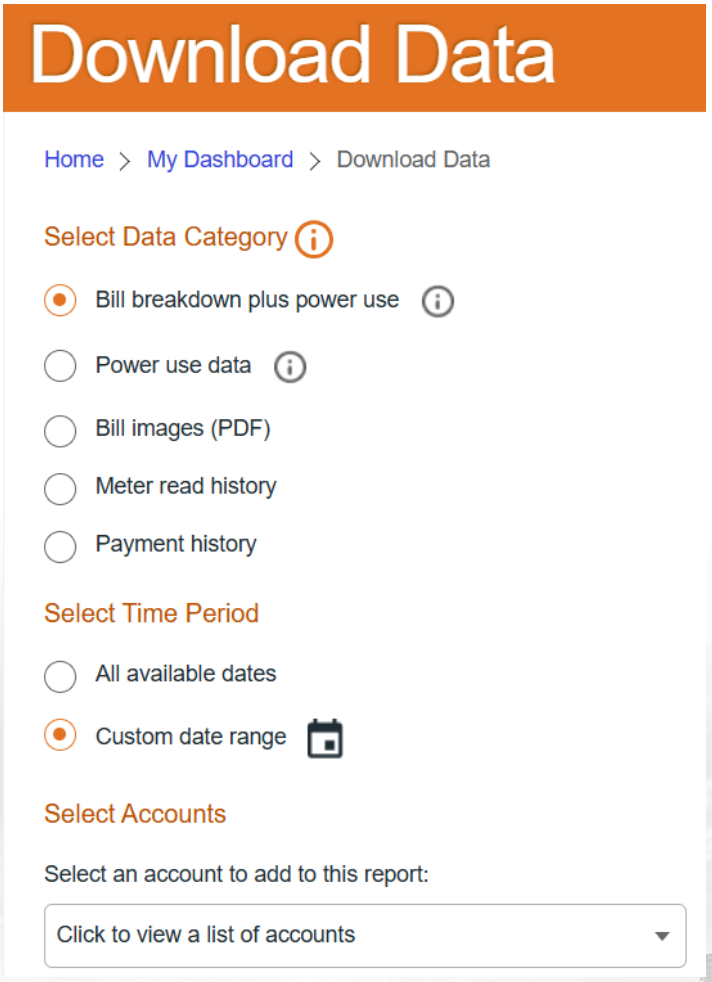
How to Access and Retrieve Data

1. Go to the **MySaskPower Business Account** sign-in page and sign in with an authorized business user account. If access has not been established, follow SaskPower's registration process or have the account owner add the appropriate user.



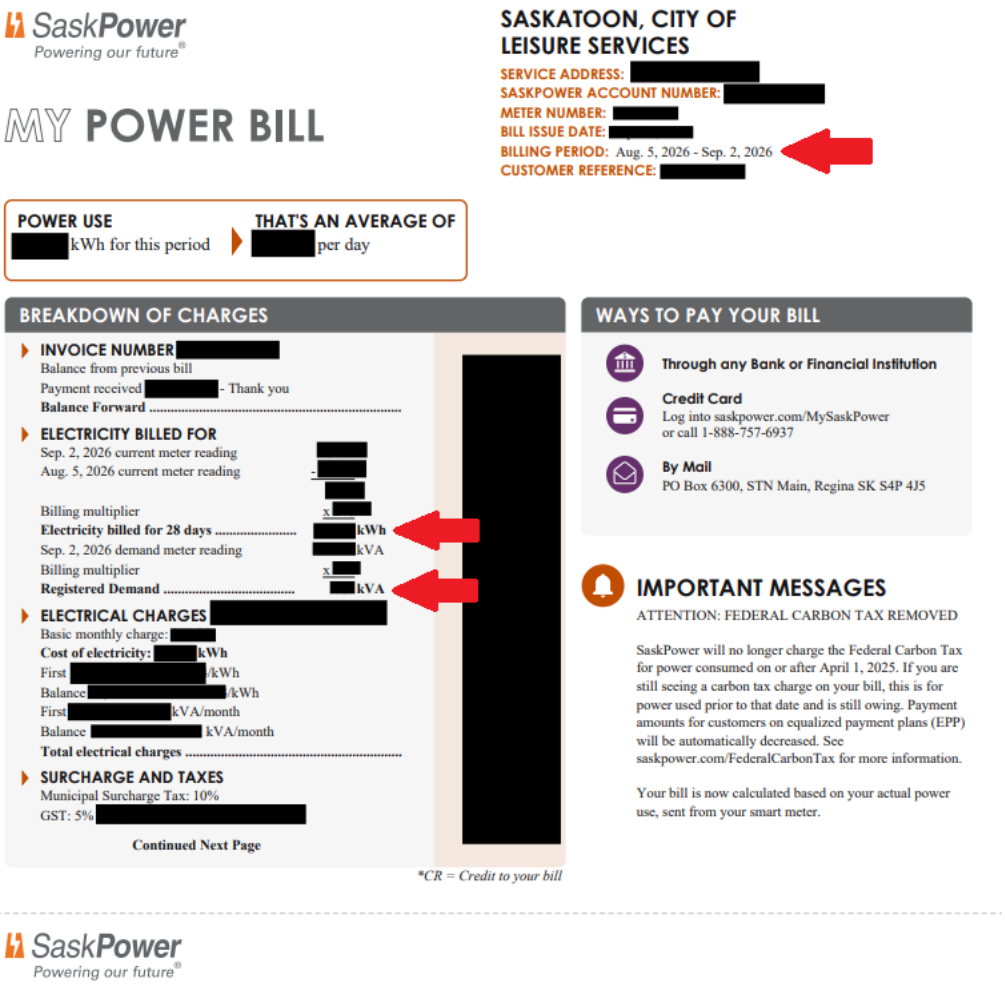
2. If more than one property is listed, select the correct service address and account. Record the selected address in your collection worksheet.

3. Open the usage, power-use, reports, history, or download area. Portal wording can change; use the report that displays consumption by billing period or month.



4. Set the date range to include at least 12 consecutive calendar months. If the report is organized by billing periods, keep the billing-period dates with the consumption values.

5. Download the available detailed usage or peak-demand report. Retain the original downloaded file and a PDF of the relevant bill(s), if available.



SaskPower
Powering our future

MY POWER BILL

SASKATOON, CITY OF
LEISURE SERVICES
SERVICE ADDRESS: [redacted]
SASKPOWER ACCOUNT NUMBER: [redacted]
METER NUMBER: [redacted]
BILL ISSUE DATE: [redacted]
BILLING PERIOD: Aug. 5, 2026 - Sep. 2, 2026
CUSTOMER REFERENCE: [redacted]

POWER USE [redacted] kWh for this period
THAT'S AN AVERAGE OF [redacted] per day

BREAKDOWN OF CHARGES

INVOICE NUMBER [redacted]
Balance from previous bill
Payment received [redacted] - Thank you
Balance Forward .....

ELECTRICITY BILLED FOR
Sep. 2, 2026 current meter reading
Aug. 5, 2026 current meter reading
Billing multiplier
Electricity billed for 28 days ..... kWh
Sep. 2, 2026 demand meter reading kVA
Billing multiplier
Registered Demand ..... kVA

ELECTRICAL CHARGES [redacted]
Basic monthly charge:
Cost of electricity: kWh
First /kWh
Balance /kWh
First kVA/month
Balance kVA/month
Total electrical charges .....

SURCHARGE AND TAXES
Municipal Surcharge Tax: 10%
GST: 5%

Continued Next Page

*CR = Credit to your bill

WAYS TO PAY YOUR BILL

Through any Bank or Financial Institution

Credit Card
Log into saskpower.com/MySaskPower
or call 1-888-757-6937

By Mail
PO Box 6300, STN Main, Regina SK S4P 4J5

IMPORTANT MESSAGES

ATTENTION: FEDERAL CARBON TAX REMOVED

SaskPower will no longer charge the Federal Carbon Tax for power consumed on or after April 1, 2025. If you are still seeing a carbon tax charge on your bill, this is for power used prior to that date and is still owing. Payment amounts for customers on equalized payment plans (EPP) will be automatically decreased. See saskpower.com/FederalCarbonTax for more information.

Your bill is now calculated based on your actual power use, sent from your smart meter.

SaskPower
Powering our future

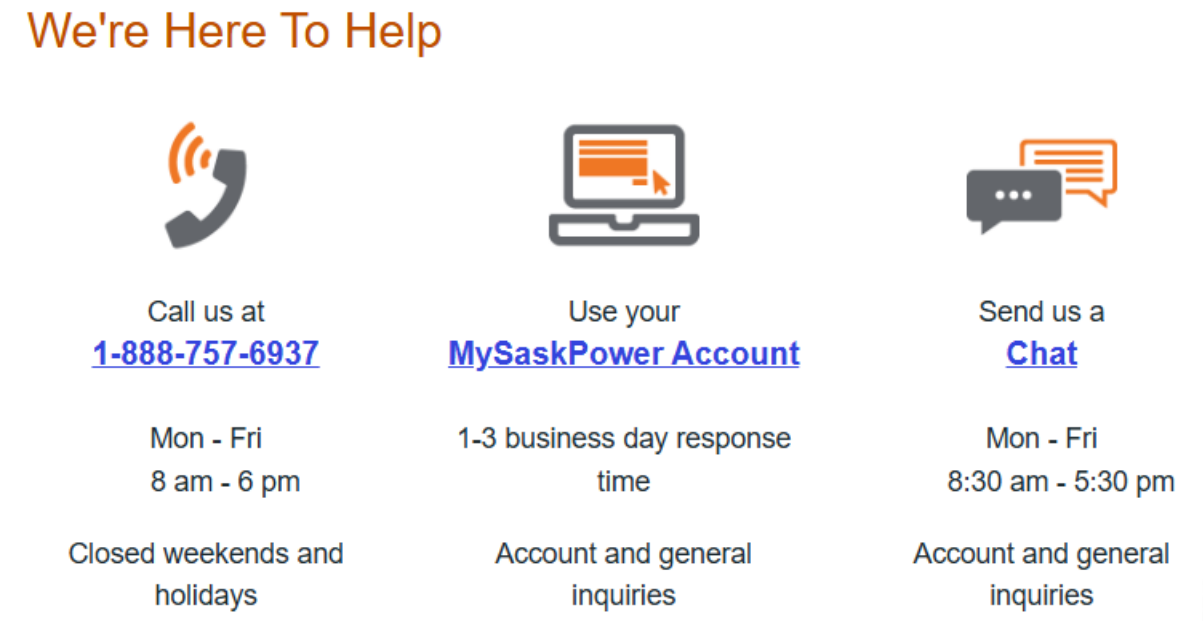
6. For a smart-meter account, use interval data only as supporting analysis unless the program specifically requests interval data. Monthly consumption remains the core benchmarking input.

Record these fields

Field	What to Capture	Notes
Service Address	Exact address shown in the portal / bill	Use it to prevent mixing accounts across properties.
Billing Period	Start and end dates	Do not treat the statement date as the consumption period.
Consumption	kWh, exactly as shown	Retain source units; record demand separately if shown.
Demand / Interval Data	kW, kVA, or interval values, if available	Useful for diagnosing peaks; not a substitute for monthly kWh.
Source File	CSV / XLSX / PDF name and download date	Keep original, unedited evidence.

Support Contact

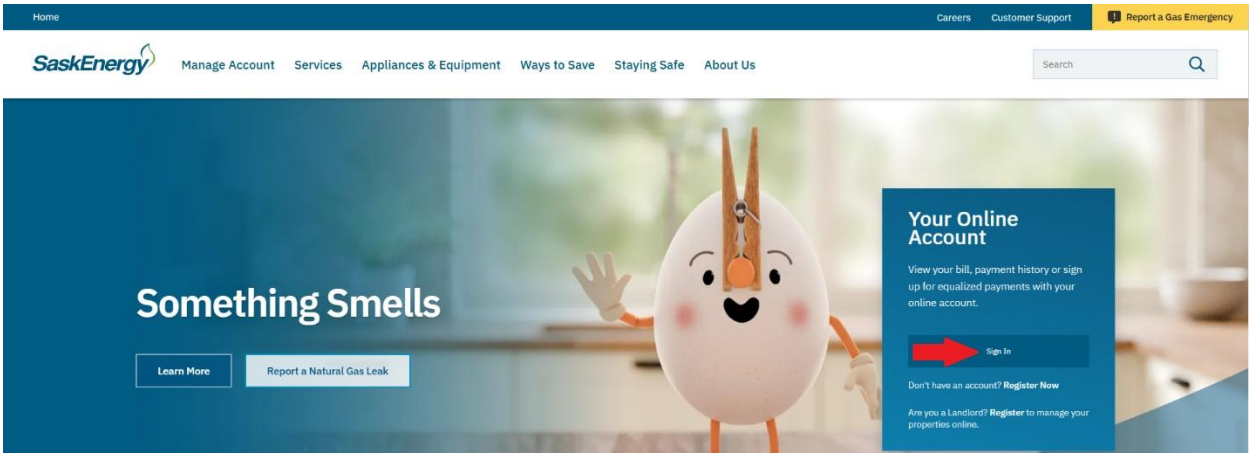
For SaskPower account or portal support, contact SaskPower Customer Support at 1-888-757-6937.



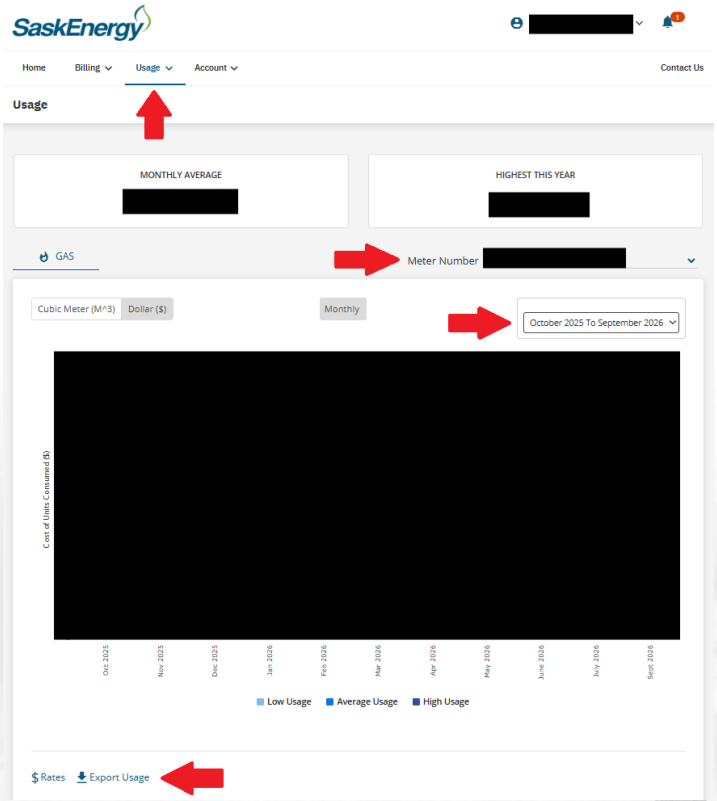
4. Natural Gas (SaskEnergy)

How to Access and Retrieve Data

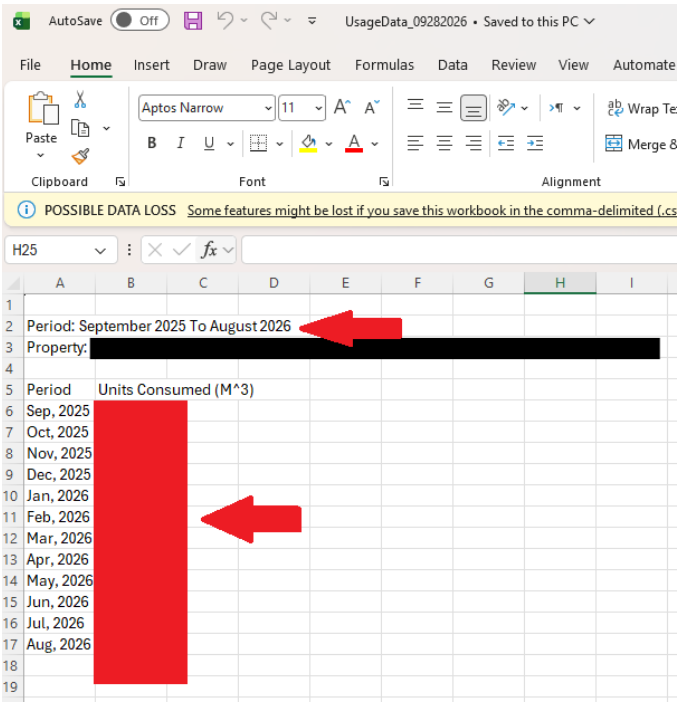
1. Sign in to [SaskEnergy MyAccount] using an authorized user account. If the building is managed by a third party, obtain the account holder's permissions before requesting or downloading data.



2. Select the correct service address or account, then open billing history, usage history, or available consumption details.



3. Retrieve at least 12 consecutive months. Where a download is available, export the data. Otherwise, save bill PDFs and transcribe the consumption and billing-period dates into the collection worksheet as shown below.



4. Record the consumption unit exactly as shown (for example, GJ or m^3). Do not confuse billed charges with consumption.

5. Review the first and last billing periods for gaps, overlapping dates, account moves, estimated reads, or unusual consumption spikes.

Important Things to Consider

1. Natural gas may be presented in energy or volume units, depending on the account and document. Record the reporting unit and billing period first. Do not estimate or convert values unless the program's data-entry workflow specifically instructs you to do so.

2. **For a multi-unit residential building with individual meters on each unit that are paid by tenants separately, permission is required from each of the individual account holders associated with the meters. USE THIS PDF FORM TO OBTAIN CONSENT FROM MULTIPLE TENANTS.**

SaskEnergy Customer
Consent-to-Release Fo

Support Contact

For SaskEnergy account or portal support, contact SaskEnergy Customer Support at 1-800-567-8899.

