

Questions and Answers (as of October 26, 2007)

Additions and Deletions

Addition: The pilot projects are working under the guidance of the Demand Side Management Working Group Sub-committee on Building and Housing Energy Labelling. They have recommended the following items be added to **Appendix C**.

- Under "Key building characteristics" add: Water heating systems; Water consumption (litres);
- Note number of buildings in set if data represents a multi-building set;
- Note whether process load anomalies exist in the building (e.g. building with an industrial laundry in a long-term care facility, presence of a call centre or heated pool etc) and outline the anomaly in a few words; and
- Photograph(s) of the building.

Deletion: Clause 3.6.2 has been deleted.

Questions Received

1) The preference given to proposals with a minimum of 20 buildings per building type (clause 3.3.4) places focus on provinces or large municipalities, where does a small municipality fit in with its much smaller number of buildings?

Answer: The focus is on all governments, but it is anticipated that provincial agencies or their energy delivery agencies (BC Gas, Manitoba Hydro, Quebec Hydro are typical examples of these) will have the greatest variety and number of buildings which gives maximum value to NRCan. For the reasons outlined in the second example in this clause NRCan would see value in supporting at least one SMALL municipality submission that meets criteria.

2) Can a government submit only new buildings under the pilot?

Answer: No. The goal of these pilots is to look at new AND existing buildings. By labelling a portfolio of buildings NRCan hopes to better understand the energy use by building and by region, across the portfolio. A portfolio could be a set of similar buildings (e.g. schools) or a range of buildings (e.g. offices, schools and long-term care facilities).

3) Clause 3.6.1 indicates a mandatory process to follow up and reissue the label. Is NRCan requesting proponents to indicate that they will cooperate in an activity that NRCan will pay for?

Answer: No. NRCan recognizes that the pilot activities will result in a number of "draft" labels in buildings across the country. NRCan is looking for a commitment from participants that they will cooperate with NRCan to ensure that:

- new building labels are verified and replaced with labels that reflect billing energy use within two years, and that;
- any existing building labels will be updated to reflect more accurate baseline information that NRCan anticipates will result from the pilots.

Participants should anticipate they will bear costs for this work. Such costs would not be considered part of the present pilot. NRCan may contribute toward the costs, but that would be a separate contract and dependant on funding for the activity. NRCan will produce the verified labels for the activity.

4) If a building performs poorly, can it opt out of the clause 3.7.6 to display the label?

Answer: NRCan would prefer that not happen. The labelling pilots are not about labelling "best in class" buildings they are about labelling all of the buildings in a portfolio. This clause is related to leadership in the public sector regarding building labelling. If the building performs at a low level, this would inform the province or municipality of the need to prioritize building energy retrofits for the building.

5a. Can you identify the key areas that should be included in the proposal under mandatory items 1.1 and 1.2?

5b. What are the 45 points being attributed to in items 1.1 and 1.2?

Answer: NRCan is looking for proposals that show how labelling could be used to help governments reduce energy use in their own building stock, or in buildings they can influence. The proposal needs to identify activities and goals that are both practical and possible and bring value to the proponent and NRCan in their understanding of the issues surrounding labelling of commercial and institutional buildings in Canada.

Points will be attributed based on how well the following issues are explained and detailed in the proposal.

For 1.1

Identify: how the organization will promote the labelling process internally or externally to identify and select buildings for the pilot and identify tools and barriers to the process; application process (forms, guide, steps, process, questionnaire to track applicant time etc); proponent's procedures to processes a request for labelling (by in-house staff or through a contractor); how proponent will track hours and cost for staff performing labelling tasks; how labels will be delivered and posted; what new infrastructure may be required and anything else the proponent deems pertinent to outlining the administrative issues.

For 1.2

Identify: how proponent staff or contractors will undertake data collection; how data will be tabulated and archived by proponent and how building data will be provided to NRCan (e.g. Excel Spreadsheets); any data concerns that should be addressed (e.g. schools with process loads) and anything else the proponent deems pertinent to outlining the data issues.

6. Will a bidders meeting be held?

Answer: No, but responses to questions will be sent to the company initiating the question, in the language in which they were asked, within 48 hours of their receipt at NRCan. All questions and answers will be posted online at www.oeenrcan.gc.ca/commercial/regulations-standards/labelling-pilot.cfm when translated.

A meeting will be undertaken with the successful proponents to discuss issues of conformity in administrative processes and data collection and submission prior to preparation of contracts.

7. Public buildings won't "promote" or "market" labelling, that is a private sector issue. What do you mean by this in clause 3.2.5?

This is about internal and external leadership. It includes issues such as: how does building labelling fit with your corporate plans; how will you encourage buy-in amongst your building supervision and maintenance staff; how will you deal with issues surrounding low performing buildings; how will you

promote high performing buildings; would you be able to pilot test building labelling with a segment of private sector buildings, and, if so, what promotional barriers and opportunities do you anticipate encountering; etc...?

8) Regarding clause 3.6.1, if the pilot will only result in contribution agreements valid until March 2009, how can it be a requirement that the verified label be completed within two years? Many will be outside the timeframe of the contract.

You are correct. This clause now reads: Proposals must identify a mandatory process to follow up and reissue "verified" (see **Appendix D: Definitions**) labels to all buildings that participate in the pilot. It is NRCan's intent to support such activity in future.