

# Letter of Intent

## Purpose

The Home Energy Label Program empowers Calgarians to understand their home’s energy use and make informed decisions to reduce their energy costs and greenhouse gas emissions using the EnerGuide Rating System.

Eligible applicants can optionally participate in the pilot program for new low-density homes and receive rebates. By taking part in the program, builders are required to collaborate with a [Registered Energy Advisor](#) who is authorized to provide a Home EnerGuide Label.



Eligible applicants are licensed residential builders, or owners, that are building a new low density home under Part 9 of the current National Building Code – Alberta Edition in Calgary with building permit applications received during pilot phase. Read the **Terms and Conditions** as attached to the application to confirm the program rebate requirements.

## About this document

- Visit [calgary.ca/energylabelrebate](http://calgary.ca/energylabelrebate) for more information and FAQ on the Program application form.
- Complete this form for each individual home address that you intend to obtain an EnerGuide Label.
- Submit the signed form with your Building Permit application.



*Letter of Intent form is to be completed by the builder or the owner / applicant.*

## SECTION 1: Applicant details

Property Owner  Builder

Applicant’s name:	Business or contractor trade name (if applicable):
Applicant’s email:	City of Calgary business ID:
Applicant’s phone number (during business hours):	



*Correspondence will be sent to only the applicant*

## SECTION 2: Registered Energy Advisor or Service Organization

Company name:	City of Calgary business ID:
Natural Resources Canada Registration number:	Licensed Service Organization membership number:
Email:	Phone number
Energy Advisor name (if available):	Energy Advisor number (if available):

### SECTION 3: Applicants Declaration

By signing below, I declare that:

- I have read, understand and hereby agree to the Terms and Conditions of the Program as attached to this application.
- I intend to contract or have already contracted the above-mentioned Registered Energy Advisor/ Service Organization to complete the EnerGuide Label during construction.
- If there are any changes regarding the above information, I agree to immediately notify the Program Administrator at [energylabel@calgary.ca](mailto:energylabel@calgary.ca).
- I consent to the Program Administrator collecting and relying on the information submitted on this form. I acknowledge that the Administrator may contact me to verify the information submitted on this form.



The personal information on this form is being collected under the authority of section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development.

Signature of applicant

Name (printed)

Date signed



Need help or have questions? Contact the [Planning Services Centre](#) by visiting [www.calgary.ca/development/contacts.html](http://www.calgary.ca/development/contacts.html)

# TERMS AND CONDITIONS

## 1. PROGRAM PILOT PHASE OVERVIEW

The Home Energy Label Program seeks to empower Calgarians to understand their home's energy use and make informed decisions to reduce their energy costs and greenhouse gas emissions, using the EnerGuide Rating System. This program will require that all new construction single family, semi-detached, duplex properties built in Calgary have a Home EnerGuide Label. The City is providing a one-year voluntary pilot phase to allow builders to work through the New Home EnerGuide Label process and the City's label collection process. Rebates are provided during the pilot period as an incentive to participate and promote early adoption.

## 2. DEFINITIONS

In these terms and conditions:

- a. "Eligible Builder" means are licensed residential builders, owner builders that are building a new Part 9 low-density home in Calgary with building permit applications during the pilot period
- b. "Eligible Property" means a property:
  - i. that is located within The City of Calgary municipal boundaries and
  - ii. Is a new home subject to a Single Construction Permit Application (new single and two-family dwellings)
- c. "Eligible Evaluation" means a version 15 EnerGuide Rating System evaluation on an eligible property by a registered Energy Advisor
- d. "Energy Advisor" means an energy advisor who is approved by NRCAN to perform ERS evaluation services
- e. "Enrollment" means the submission of the required documents during a building permit application which initiates a properties inclusion in the Program
- f. "Home Energy Performance Map" means the interactive map publicly available on the internet where EnerGuide labels and home addresses of participating properties are posted
- g. "ERS" means the EnerGuide Rating System created and regulated by NRCAN which provides a systematic evaluation of new and existing homes based on a comprehensive evaluation of the energy components of the home including the building envelope and mechanical systems, and includes a blower door test to evaluate the airtightness of the structure
- h. "NRCAN" means Natural Resources Canada, a division of the federal government
- i. "Participating property" means an eligible property that has successfully completed program pilot phase enrollment
- j. "Program" means the City of Calgary's Home Energy Label Program
- k. "Program Administrator" means City of Calgary staff or other program administrators as may be appointed by the The City of Calgary
- l. "Rebate" means financial rebates that may be paid by the City of Calgary to the eligible builder for an enrolled property under the Program
- m. "Single Construction Permit" means a City of Calgary permit for building a new single family, semi-detached, duplex homes
- n. "SO" means a service organization which is licensed to deliver the ERS by NRCAN

## 3. PARTICIPATION

- a. **General Eligibility**
  - i. All new Single detached, Semi-detached homes, within the City of Calgary with a new single construction permit (SCP) application submitted to the City of Calgary's Development, Business and Building Services Department during the pilot period are eligible for participation.

1. SCP applications submitted prior to pilot launch will not be retroactively eligible; this is subject to program administrator discretion on a case-by-case basis.
- ii. The builder / applicant listed on the submitted Letter of Intent will be eligible to receive the program rebates.

**b. Enrollment**

- i. Step 1: Complete the Letter of Intent (as per the provided template) on ePermit or Building Permit Application Requirement List (CARL) as a part of the Single Construction Permit application process.
  1. Note: The Letter of Intent requires the Registered Energy Advisor (EA) / Service Organization's (SO) name and registration no. Applicants are encouraged to have chosen the Energy Advisor prior to applying, however 'to be determined' (or similar) entries will be accepted. It is also acceptable for the applicant to enter EA/ SO information in the Letter of Intent and for that information to be different when collecting the rebate following the Label completion.
- ii. Step 2: Once the application has been submitted, and all other SCP application requirements are met, the property will be enrolled into the pilot phase.
- iii. Step 3: The enrolled property must then have an eligible evaluation, including a blower door test, completed by the registered EA/ SO prior to construction end

**AND**

The evaluation results must have been submitted to NRCAN by the EA or the SO within the timelines defined by NRCAN's ERS procedures and data must be available to the Program from NRCAN.

**4. REBATES**

- a. Rebate Eligibility:
  - i. For participating properties, the eligible builder listed on the submitted single construction permit application will be eligible to receive the program rebates
- b. Rebate Amounts:
  - i. Program rebates are available for enrolled properties at a flat rate amount of \$250 per individual assessment
  - ii. Rebates are capped at a maximum of \$7,500 per eligible builder
  - iii. The City reserves the right to change, at any time, the Rebate amounts that may be payable under the Program without any notice or liability
- c. Rebate Disbursement:
  - i. The City will rebate the eligible builder for enrolled properties once EnerGuide Label data is received by the City from NRCAN
  - ii. All rebate proceeds will be in Canadian dollars, paid via Electronic Fund Transfer (If available) or via cheque delivered to the listed business address of the eligible builder for the enrolled property.
  - iii. Participants may be contacted by the City of Calgary to verify the completion of the required ERS prior to rebate disbursement

## 5. COLLECTION OF INFORMATION

For each enrolled property in the Program, the City of Calgary will collect the following information:

Unit Number	File Number	Solar Hot Water (GJ/year)	Other Electrical %
Street Name	Typical New House EnerGuide Rating (GJ/year)	Rated Energy Use Intensity (GJ/m <sup>2</sup> /year)	File Name
Street Type	EnerGuide Rating (GJ/year)	Rated GHG Emissions (tonnes CO <sub>2</sub> e/year)	
Quadrant	Rated Annual Energy Consumption (GJ/year)	Space Heating %	
City	Rated Natural Gas Usage (GJ/year)	Space Cooling %	
Province	Rated Electricity Usage (GJ/year)	Water Heating %	
Postal Code	Rated On-site Renewable Energy Generation (GJ/year)	Ventilation %	
Data collected date	Solar PV Generation (GJ/year)	Lights and Appliance %	

Participants acknowledge and consent to the City retaining such Program Data for as long as permitted or required by law and to the City using such Program Data pursuant to the Terms below.

## 6. USE OF INFORMATION

All EnerGuide Label data collected by the City of Calgary will be used for the purposes associated with the operation of the Home Energy Label Program. Some, or all, of the EnerGuide Label data will be used to inform research and analysis on home energy and greenhouse gas emission performance.

## 7. DISCLOSURE OF INFORMATION

The collection, processing, analysis, and disclosure of all EnerGuide Labels submitted to the Program is performed by the City of Calgary. The EnerGuide Label data (non-inclusive of the Energy Advisor name/company name) will be disclosed publicly on Open Calgary, and maybe be disclosed using other mechanisms such as online maps, written reports and any other mechanism deemed necessary by the City of Calgary ("Public Disclosure"). EnerGuide Label data will only be disclosed for the purposes associated with the Program and for no other purpose.

## 8. REPRESENTATION OF NECESSARY CONSENT

You represent and warrant that you have all necessary authorizations and consent and the necessary power to disclose and share the Building Information listed above to us.

## 9. REVOCATION OF PUBLIC DISCLOSURE CONSENT

Participants who have received Rebate funds and subsequently request their Enrolled Property's ERS label be removed from Calgary's Home Energy Performance Map will be considered. Requests to remove ERS labels and/or associated information may be approved at the discretion of the City of Calgary without penalty if a reasonable safety concern is raised. Otherwise, participants who have their ERS labels removed without justification and City approval will, upon written demand from the Program Administrator or the City, pay back the Rebate funds the Participant received.

## 10. TERM AND TERMINATION

The term of your participation in the Program will last until you give notice to the City of your desire to terminate your participation in the Program or the City provides you notice that your participation in the Program is being terminated. Upon receipt of notice to terminate your participation in the Program or upon delivery of notice that the City is terminating your participation in the Program, no new non-public information will be collected, used, or disclosed by the City.

## 11. ENUREMENT

Your consent to these Terms will continue unless you notify [energylabel@calgary.ca](mailto:energylabel@calgary.ca) in writing that you wish to withdraw fully from participation in the Program.

## 12. INDEMNITY

The Participant agrees to indemnify and hold harmless the City, its agents, employees, the Program Administrator and those for whom the City is in law responsible from and against all losses, claims, demands, payments, damages, judgments, expense, actions causes of action and costs arising out of or in consequence of their participation in the Program.

## 13. AMENDMENT OF THE PROGRAM TERMS AND CONDITIONS

The City reserves the right to amend the Program, or any portion thereof, including without limitation, the content of the Program or any Program requirements contained on the Program Website, in the Program User Guide or these terms and conditions at any time without notice or any liability to the Participant.

## 14. CANCELLATION OR TERMINATION OF PROGRAM

The City reserves the right to cancel or terminate the Program at any time and for any reason whatsoever without any liability.

## 15. FOIP STATEMENT

EnerGuide Labels and/or their information therein are being collected under the authority of section 33(c) of the FOIP Act and will be used by the City of Calgary Climate and Environment business unit to build a publicly accessible, web-based database and mapping tool for the City of Calgary's Home Energy Label Program. All information collected by the City of Calgary is protected by the provisions of the FOIP Act. You may direct questions about the collection, use, or disclosure of EnerGuide Labels by the City of Calgary in relation to this program by calling the Corporate Environmental Specialist, Climate and Environment at 403-268-8925.

Corporate Environmental Specialist  
Climate and Environment, Planning and Development Services  
The City of Calgary  
P.O. Box 2100, Station M, Calgary, AB T2P 2M5 | Mail Code 1111 (403) 268-5156 [energylabel@calgary.ca](mailto:energylabel@calgary.ca)