

Edmonton's Commercial Energy Audit Rebate Program

Information Sheet

The Commercial Energy Audit Rebate Program encourages Edmonton's large building owners who participated in Edmonton's Building Energy Benchmarking Program to "take the next step" to understand their energy use and act on their benchmarked energy information.

An energy audit is a systematic examination of how a building and its systems use energy communicating how much energy is used by each building system and when it is used. This is invaluable information for developing effective energy management strategies, identifying the most promising options for reducing energy consumption and improving building energy efficiency. [NRCan](#) has reference material and tools about energy auditing and [Alberta's Energy Efficiency Alliance](#) provides a list of energy auditing companies which can be found at aeaa.ca/resources/energy-auditors

APPLICATION PROCESS

A building that meets all eligibility criteria should complete the brief online application form that is available at edmonton.ca/energybenchmarking. A single application form can be used for up to 3 buildings as long as the rebate recipient is the same. In addition, the following supplementary documentation will need to be submitted as email attachments to energystar@edmonton.ca:

- Energy audit report (for each building)
- Proof of payment for services (including the date completed, cost of the services, name of energy auditing firm and address of building)

A certified energy manager with auditing expertise will review each application package, assess if all eligibility criteria have been met and make a recommendation to the City of Edmonton Project Manager who will then follow up with every applicant, whether or not they were successful. If approved, the applicant will receive an email from energystar@edmonton.ca requesting a signature to proceed with payment. Once received, the City of Edmonton will issue a cheque to the rebate recipient identified in the application and send a cheque in the mail.

This application process is outlined in the following diagram:



Important Definitions:

- **Applicant** - Individual who is submitting the application and supporting documentation.
- **Rebate Recipient** - Entity that the City pays the rebate to (must be whomever paid for the energy auditing services)
- **Eligible Building** - The building that participated in Edmonton's Building Energy Benchmarking Program and received a commercial energy audit that meets all eligibility criteria.

ELIGIBILITY CRITERIA

The City of Edmonton will provide a one-time rebate of up to \$5,000 per building (and up to a maximum of three rebates per owner or ownership group, as determined by the City of Edmonton, each year) to help cover the cost of an energy audit in participating buildings¹. There are up to 25 rebates available per calendar year, and they will be distributed on a first come, first served basis.

¹ Buildings are defined through Edmonton's Building Energy Benchmarking Program based on the property details entered into ENERGY STAR Portfolio Manager during the program participation process.

To be eligible to receive a rebate, the following eligibility requirements must be met:

1. The participant must be a registered participant in Edmonton's Building Energy Benchmarking pilot program, having submitted at least one year (2016, 2017 or 2018) of building data via ENERGY STAR Portfolio Manager.
2. The participant must intend to participate in each remaining year of the Building Energy Benchmarking pilot program, submitting a statement of this intent to the City via the online application form.
3. The energy audit must conform to the standard of ASHRAE Level 2 energy audit (energy survey and analysis).
4. The energy audit must be completed within the calendar year following a year of reported energy performance through Edmonton's Building Energy Benchmarking pilot program. For example, if the participant submitted 2017 energy consumption data then the energy audit must have taken place after January 1, 2018, and be submitted to the City of Edmonton before **November 30, 2018** to be eligible for the rebate.
5. The completed energy audit report must be submitted to the City, along with proof of payment for the audit services detailing the cost of individual building energy audits if the invoice covers more than one energy audit.
6. The energy audit must have been completed (as indicated on the report) by a qualified professional who is not an employee of the building owner or manager, and who is or has the following qualifications:
 - Professional Engineer
 - Certified Energy Manager
 - Or equivalent industry experience, at the sole discretion of the City of Edmonton; please confirm that the professionals qualifications are sufficient before engaging the audit services.
7. The content of the energy audit report must, at a minimum, include:
 - A facility description including physical characteristics of the eligible facility, as well as its current condition, state of repair and maintenance, approximate date of last major renovation, age and construction type.
 - A description of major energy using equipment including: lighting, HVAC, controls and their capacity, condition, and estimated remaining years of service.
 - A complete breakdown of current building energy usage (covering at least 1 full year of historical billing data), consumption and costs by end-use type, and an analysis of irregular energy use patterns.
 - A list of energy and demand savings opportunities, both considered and recommended, as well as considered and not recommended, including the amount of potential savings (to an accuracy of +/- 30%) and budget costs for implementation (to an accuracy of +/- 50%).

- Identify operational and commissioning opportunities for low and no cost measures to reduce energy consumption.
 - Recommended next steps, and where applicable, budget pricing for any further detailed (Level 3) study requirements to further define potential opportunities.
 - Other requirements deemed valuable to the City as part of the program implementation.
8. The City may, at its sole discretion, submit the energy audit report to an internal or external individual (with relevant expertise) for review and advice on whether the energy audit report meets the minimum requirements set out above. The City may also, at its sole discretion, require the energy audit report to include any other requirements that the City determines is necessary prior to payment of any funding.

A participant who meets these requirements may receive a rebate for the energy audit of up to \$5,000 or a maximum of 50% of the audit cost, whichever is lower. A maximum of three rebates can be disbursed to a specific building owner per year. The rebate will only be paid to the entity who paid for the energy audit.

ARE YOU A NON-PROFIT?

Non-profits organizations are eligible for free energy audits. Hosted by the Government of Alberta's [Non-Profit Energy Efficiency Transition \(NEET\) program](#) provides funding to non-profit and volunteer-based organizations who own facilities in Alberta to obtain detailed energy audits and energy management plans. NEET will cover 100% of the direct costs for energy efficiency audits and energy management plans for eligible participants up to a maximum of \$10,000 per organization.

Expressions of interest for the first round of participation in the NEET program were collected by the Government of Alberta in early 2017. The first round is now fully subscribed; please check the [Municipal Climate Change Action Centre website](#) for program updates.

CONTACT INFORMATION

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