

Criteria for an Energy Assessment (Energy Audit) Report

As part of the Program application process, the City requires property owners to have a building energy assessment (also referred to as an energy audit) completed by a professional certified energy auditor that meets the eligibility criteria. The City's requirements for the energy assessment are aligned with the energy audit requirements outlined by Toronto Hydro and Enbridge Gas for their respective incentive programs. This alignment will help to maximize opportunities for utility incentive funding for participating property owners.

To meet program eligibility requirements, the energy assessment and related report must be completed by a qualified energy auditor with expertise in building energy efficiency who meets the following criteria:

- (i) a professional engineer (“P.Eng.”), a certified engineering technologist (“CET”), a certified energy manager or a certified measurement and verification professional; with a minimum of three years of experience evaluating energy systems in buildings; or
- (ii) an engineer-in-training under the supervision of a P.Eng. or a CET, only if a qualified and experienced person as described in (i) above certifies and signs the energy assessment report; and
- (iii) the certified professional that meets (i) or (ii) must be third party to the Program applicant.

Property owners will be responsible for engaging a certified professional to complete the building energy assessment and will assume any associated costs. Property owners may be able to offset these costs through incentives from [Toronto Hydro](#) or [Enbridge Gas Affordable Housing](#) program.

The property owner is required to provide the City with an Energy Assessment (energy audit) Report that includes the identification of:

- recommended energy efficiency and/or water conservation improvements (or measures);
- recommended renewable energy technologies, if applicable
- baseline energy use information for a **minimum** period of 12 months and baseline water use information, if water improvements are recommended;
- the anticipated energy/water consumption (expressed as a quantity and a percentage) and cost savings for the recommended improvements;
- the estimated lifetime (or expected useful life) of the recommended improvements;
- the cost range for the recommended improvements; and
- potential eligibility for incentives for the recommended improvements.

A comprehensive energy assessment (energy audit) is required which is an onsite audit and subsequent report that investigates all building components for potential energy reduction opportunities. The energy assessment must be comprehensive so that all options are considered and the potential to increase savings can be assessed. For example, where

more efficient lights create less heat, the report should indicate the extent to which this affects the building's heating load in winter and cooling load in summer.

In addition to the required elements of the Energy Assessment (energy audit) Report noted above, a comprehensive Energy Assessment Report should include the following:

- A written description of the physical characteristics of the building, as well as its current condition, age and construction type;
- A description of the existing major equipment in the building including lighting, all sources of heating and cooling, their energy consumption and fuel type as well as the manufacturer, model number, physical condition and years of service;
- A complete breakdown of the building's current energy consumption by end-use type such as lighting, space cooling, space heating, water heating, ventilation, refrigeration and plug loads.
- An analysis of the recommended energy saving and/or water conservation improvements and their resulting net effect on energy/water consumption of other systems in the building.

The Energy Assessment Report should describe both the current equipment and the recommended improvements. The report must provide enough information for program staff to evaluate the proposal without requesting further details.

The report provided by an eligible qualified professional will be reviewed by either City staff or a third party to determine the reasonableness of the associated costs of the proposed retrofit project. In the instance where property owners are applying to the Program for improvements that have received prior approval from Enbridge or Toronto Hydro, the Enbridge and/or Toronto Hydro approval may suffice as third-party verification for those improvements.