

Annual GHG and Energy Limits By-law

Webinar 1: Policy Overview & How- To Overview

April 16, 2024



Land Acknowledgement



Policy Overview



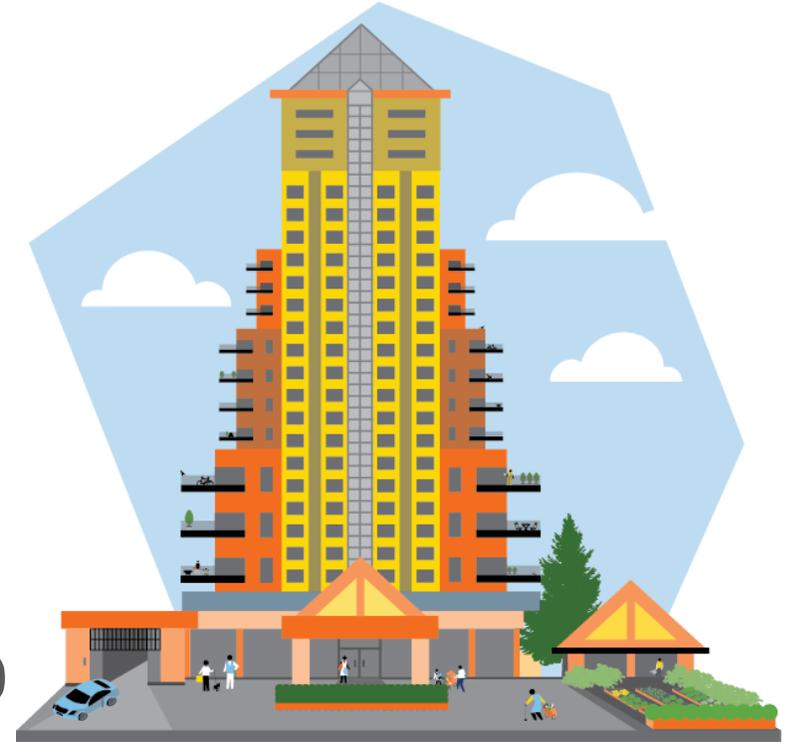
Three Parts of the Annual Greenhouse Gas (GHG) and Energy Limits By-Law

1. Energy & Carbon Reporting (ECR)
2. Greenhouse Gas Intensity Limits (GHGI)
3. Heat Energy Intensity Limits (HEI)

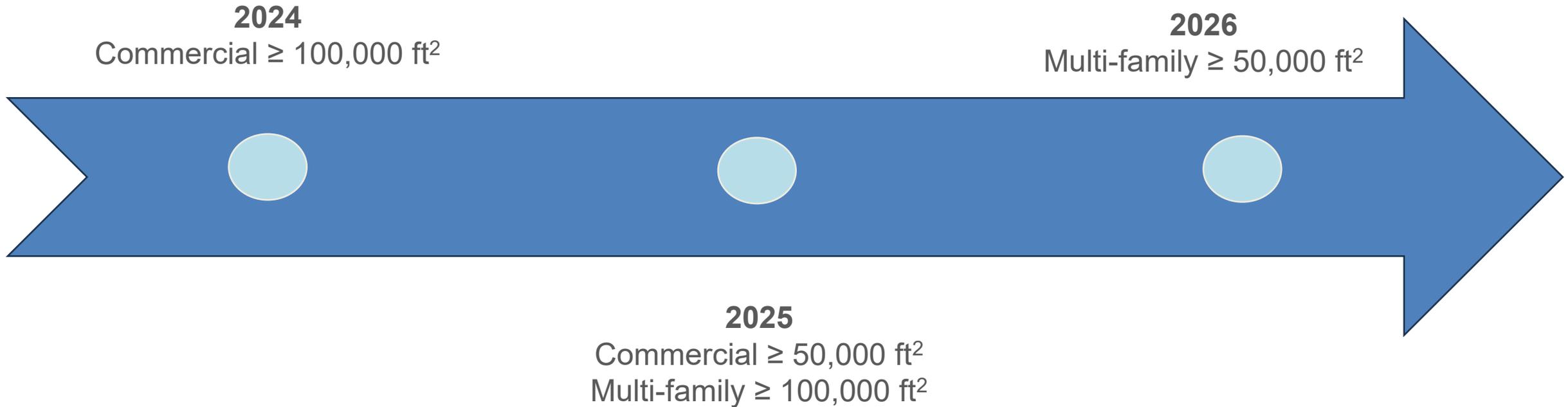


GHG By-Law

- Establishes energy and carbon reporting rules for large commercial and multi-family buildings
 - Energy & Carbon Reporting (ECR)
 - Commercial and multi-family buildings $\geq 50,000$ ft²
 - Greenhouse Gas Intensity (GHGI) and Heat Energy Intensity (HEI) Limits
 - Office & Retail Buildings $\geq 100,000$ ft²
- Goal to cut emissions from all buildings 50% by 2030 and 100% by 2050



Energy & Carbon Reporting (ECR) Timeline



ECR Compliance

To comply, commercial & multi-family buildings 50,000 ft² and larger must **submit an annual error free energy and carbon report** containing building energy use from the previous year (365+ days) **by June 1**

- First reporting year is based on the **ECR timeline**
- All reports will be reviewed and owners will be notified of the report status by email
 - **Pending Revisions:** Report contains errors. To reach compliance, the owner must resubmit an updated report or provide an explanation for the errors identified.
 - **In Compliance:** No errors are found and report is approved.

Greenhouse Gas Intensity Limits Compliance

Starting in 2026, Office and Retail buildings greater than or equal to 100,000 ft² will need to keep GHG emissions **from natural gas and district energy** below a set limit. Emissions from electricity do not count toward your limit.

GHGI Limit (Reporting Year)	Office	Retail
2027	25 kg CO ₂ e/m ² /year	14 kg CO ₂ e/m ² /year
2041	Zero Emissions	Zero Emissions

Heat Energy Intensity Limits

- HEI limits are for office and retail buildings 100,000 ft² or larger beginning with the 2041 ECR submission (2040 energy data)
- Heat Energy: the total gas used in a building operation + district heat (excluding electricity)
- Owners must meet a limit of 0.09 GJ/m² of gross floor area per year



Third-Party Data Verification

- Starting in 2026, owners of buildings subject to the GHGI and HEI limits must have their reports verified by a third-party professional for their 2027 ECR submission
- Professional verification will then be required **every 4 years** or any year where the building's energy and carbon report shows a change of at least **15% in the GHGI** or a change in floor area

Carbon Emissions Operating Permit

Starting in 2027, to comply with GHGI Limit requirements, owners of Office and Retail buildings 100,000 ft² (9,290 m²) and larger must obtain an **annual** Carbon Emissions Operating Permit (CEOP) by August 1



GHGI & Heat Energy Intensity Limits - Timeline

2026
 GHGI Limits
 Office + Retail \geq 100,000 ft²

Office = 25kg CO₂e/m²/year
 Retail = 14kg CO₂e/m²/year

2040
 GHGI + Heat Energy Intensity Limits
 Office + Retail \geq 100,000 ft²

Office and Retail
 GHGI = 0 kg CO₂e/m²/year
 HEI = 0.09 GJ/m²/year

Requirement	Timeline
ECR Report	Starting with 2024 submission; Annually (June 1)
Carbon Emissions Operating Permit	Starting in 2027; Annually (Aug 1)
Third-Party Certification	Starting in 2027; Every 4 years (June 1)

GHGI & Heat Energy Intensity Limits - Details

Year	GHGI & HEI Limits - Requirements and Protocol Office & Retail ≥ 100,000 ft ² ONLY
2024 - 2025	Submit Annual ECR Report starting in 2024 and every year after Plan for and implement energy efficiency measures to reach GHGI goal by 2026
2026	Overall energy use for 2026 must meet GHGI targets: <ul style="list-style-type: none"> • Office: 25 kg CO₂e/m²/year • Retail: 14 kg CO₂e/m²/year
2027	<ul style="list-style-type: none"> • <i>Third-Party Certification of 2026 Energy & Carbon Report</i>: Due by Jun 1 and every 4 years after • Report submission containing 2026 energy data shows GHGI Requirements are met • Application for an annual Carbon Emissions Operating Permit is required (Aug 1 deadline each year) starting in 2027 and every year after
2024-2039	Plan for and implement energy efficiency measures to reach HEI limit goal by 2039 (0.09 GJ/m ² /year)
2040	Overall energy use for 2040 must meet GHGI and HEI Limit targets: <ul style="list-style-type: none"> • Office and Retail <ul style="list-style-type: none"> • HEI limit target: 0.09 GJ/m²/year • GHGI limit target: Zero emissions
2041	Report submission containing 2040 energy data shows HEI (0.09 GJ/m ² /year) & GHGI limits (Zero Emissions) are met

How-To Overview: ENERGY STAR® Portfolio Manager® (ESPM)



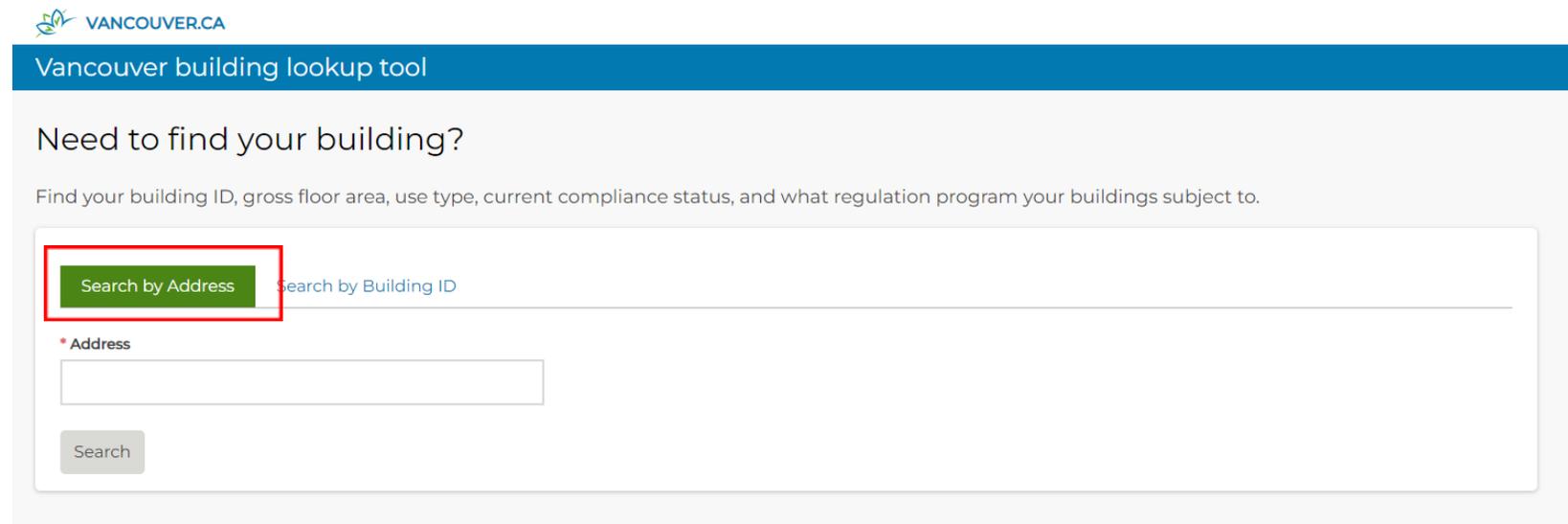
Quick Guide for Energy & Carbon Reporting in ESPM

1. Find your Vancouver Building ID
2. Create an ESPM account
3. Add Property and Use Details
4. Upload Energy Data
5. Connect & Share Property with the City of Vancouver



Step 1: Find Your Vancouver Building ID

1. Go to <https://energycarbonreport.vancouver.ca/building-lookup/>
2. Select "Search By Address"
3. Search Your Address
 - Parcel Address
 - Utility Address
 - Alternative Address(es)



The screenshot shows the 'Vancouver building lookup tool' interface. At the top, there is a blue header with the Vancouver logo and 'VANCOUVER.CA'. Below the header, the title 'Vancouver building lookup tool' is displayed. The main content area asks 'Need to find your building?' and provides instructions: 'Find your building ID, gross floor area, use type, current compliance status, and what regulation program your buildings subject to.' There are two search options: 'Search by Address' (highlighted with a red box) and 'Search by Building ID'. Below the 'Search by Address' option, there is a text input field labeled '* Address' and a 'Search' button.

For address updates or any additional questions, contact the ECR Help Centre

Step 2: Create An ESPM Account

<https://portfoliomanager.energystar.gov/pm/signup>

Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out
parissareynolds: Settings Notifications

ENERGY STAR
PortfolioManager

Welcome to Portfolio Manager
Helping you track and improve energy efficiency across your entire portfolio of properties.

Username: *
Password: *

[I forgot my password.](#)
[I forgot my username.](#) **Sign In**

Create a New Account

ENERGY STAR Buildings Homepage
Take a Training
Learn More About Portfolio Manager

These links provide more information from ENERGY STAR and are not available in French.

You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording.

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Enter Company Information

Create an Account

Accessing Your Account

Username: *

Password: *

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password: *

About Yourself

First Name: *

Last Name: *

Job Title: *

Email: *

Confirm Email: *

Note: We never share your email address with third parties.

Phone: *

Country: *

Language:

Reporting Units: Conventional EPA Units (e.g., kBtu/ft²)
 Metric Units (e.g., GJ/m²)

- Use a company email
 - Info@vancouverproperties.com
- Choose your reporting units
- Do you want your Account Name (and username) to be searchable by other Portfolio Manager users? Select YES
 - Utility companies, City of Vancouver, owner transfers

Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?

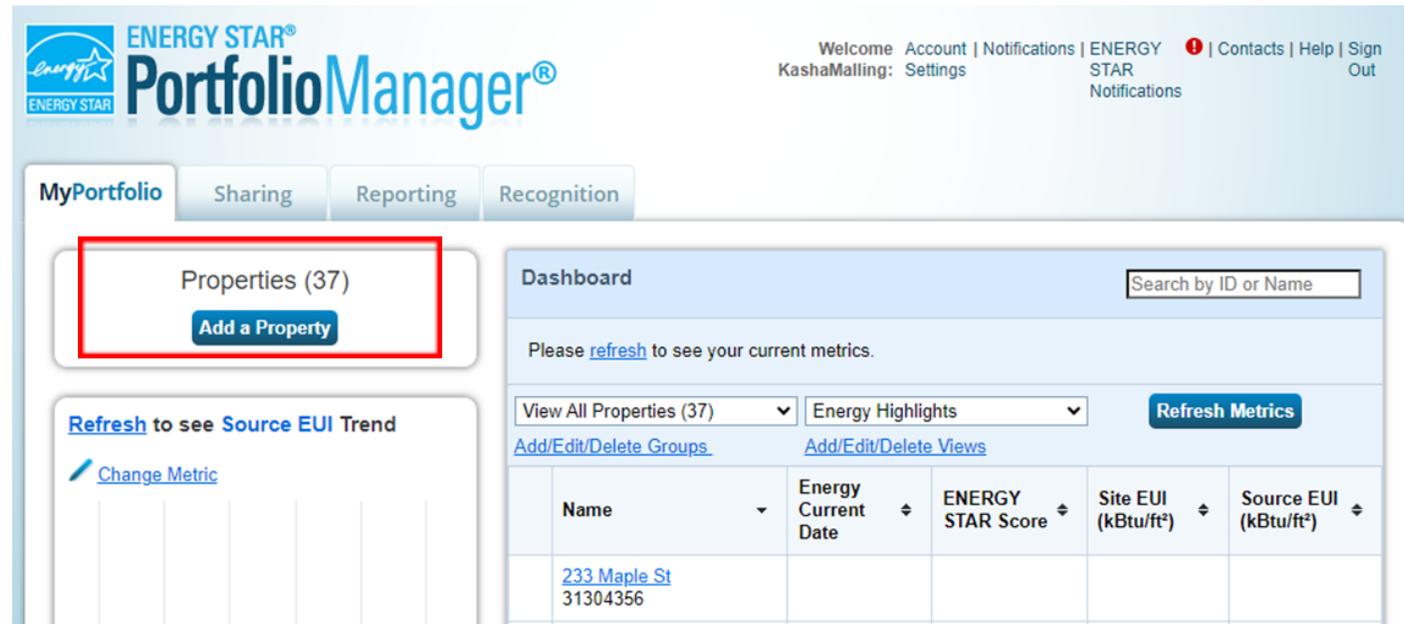
Do you want your username to be searchable by other Portfolio Manager users? You must select "Yes" if you want to [connect with other users](#) to allow automatic upload of utility data or to share properties.

Yes
 No



Step 3: Add Property & Use Details

Once you've completed your account, select **“Add a Property”**”



The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and 'PortfolioManager' text. At the top right, there is a navigation menu with links for 'Welcome', 'Account', 'Notifications', 'ENERGY STAR Notifications', 'Settings', 'KashaMalling', 'Contacts', 'Help', and 'Sign Out'. Below the navigation is a 'MyPortfolio' section with tabs for 'Sharing', 'Reporting', and 'Recognition'. A red box highlights the 'Properties (37)' section, which contains an 'Add a Property' button. Below this is a 'Refresh to see Source EUI Trend' section with a 'Change Metric' link. To the right is a 'Dashboard' section with a search bar, a 'Please refresh to see your current metrics.' message, and a 'Refresh Metrics' button. Below the dashboard is a table with columns for 'Name', 'Energy Current Date', 'ENERGY STAR Score', 'Site EUI (kBtu/ft²)', and 'Source EUI (kBtu/ft²)'. The first row of the table shows '233 Maple St 31304356'.

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
233 Maple St 31304356				

Property Type

1. Select the property type that best describes the building
 - If there is more than one property type, select the use type that occupies the majority of your building's gross floor area
 - Add additional use types later
2. Select **“One: My Property is a single Building”**
3. Select **“Existing”** for construction status
4. Select **“Get Started”**

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

None: My property is part of a building (e.g., a Tenant Space)

One: My property is a single building

More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project: My property is in the conceptual design phase (pre-construction). I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started! [Cancel](#)

Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Property Basic Information

About Your Property

Name: *

Country: *

Street Address: *

City/Municipality: *

County:

State/Province: *

Postal Code: *

Year Built: *

Gross Floor Area: * Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. [Details on what to include.](#)

Irrigated Area: ❌

Occupancy: * %

Property Photo (optional): No file chosen
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

Gross Floor Area: square footage for the building only – exclude parking square footage

Select “Details on what to include” for additional details on what to include and exclude in your building’s gross floor area (GFA)

Standard IDs

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:

Vancouver Building ID	ID: <input type="text"/>
Los Angeles Building ID	ID: <input type="text"/>
Miami Building ID	ID: <input type="text"/>
Montréal - Disclosure Building ID	ID: <input type="text"/>
Newton, MA, BERDO ID	ID: <input type="text"/>
NYC Borough, Block and Lot (BBL)	ID: <input type="text"/>
O'ahu Building ID	ID: <input type="text"/>
Orlando Building ID	ID: <input type="text"/>
Ottawa - Better Buildings ID	ID: <input type="text"/>
Philadelphia Building ID	ID: <input type="text"/>
Pittsburgh Building Benchmarking ID	ID: <input type="text"/>
Portland, OR Building ID	ID: <input type="text"/>
Reno Parcel ID	ID: <input type="text"/>
Salt Lake City Building ID	ID: <input type="text"/>
San Diego Building ID	ID: <input type="text"/>
San Francisco Building ID	ID: <input type="text"/>
San Jose Building ID	ID: <input type="text"/>
Seattle Building Energy Benchmarking Reporting ID	ID: <input type="text"/>
St. Louis Building ID	ID: <input type="text"/>
Toronto Building Emissions Performance ID	ID: <input type="text"/>
Vancouver Building ID	ID: <input type="text"/>

[Add Another](#)

Do any of these apply?

- My property's energy consumption includes [parking](#) areas
- My property has a [Data Center](#) that requires a constant power load of 75 kW or more
- My property has one or more retail stores ([that are eligible for a Retail score](#))
- My property has one or more restaurants/cafeterias

Property Details

[More on this rule.](#)

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text" value="150,000"/> Sq. Ft. ▾	<input type="text" value="1/1/2005"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2005"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2005"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2005"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2005"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2005"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

Property Use Detail	Value	Current As Of	Temporary Value
Open Parking Lot Size	* <input type="text" value="0"/> Sq. Ft. ▾	<input type="text" value="1/1/1990"/>	<input type="checkbox"/>
Partially Enclosed Parking Garage Size	* <input type="text" value="0"/> Sq. Ft. ▾	<input type="text" value="1/1/1990"/>	<input type="checkbox"/>
Completely Enclosed Parking Garage	* <input type="text" value="50,000"/> Sq. Ft. ▾	<input type="text" value="1/1/1990"/>	<input type="checkbox"/>
Supplemental Heating	<input type="text" value="Yes"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/1990"/>	<input type="checkbox"/>



Edit Use Details

If you need to make updates to property use type details, select **“Edit Use Details”**

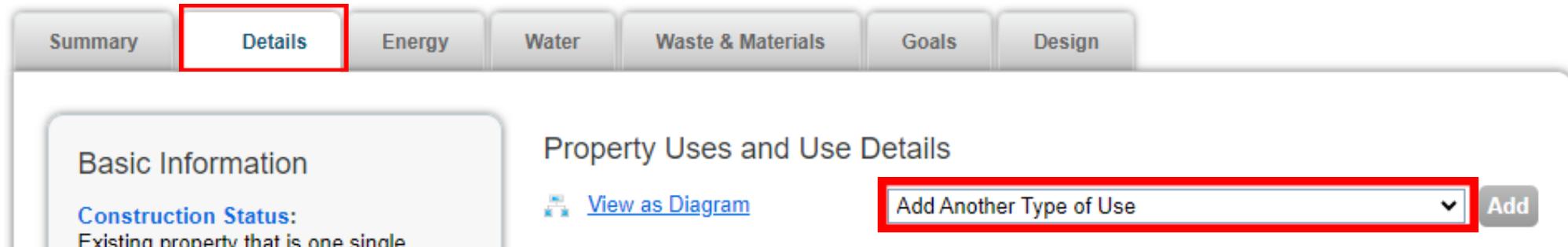
 [View as Diagram](#)

Name	Property Use Type	Gross Floor Area	Action
 Building Use	Office	275,000 ft ²	<input type="text" value="I want to..."/>
 Parking Use	Parking	50,000 ft ²	<input type="text" value="I want to..."/> Edit Use Details Delete use
 Custom Use Details (Learn More)			<input type="text" value="I want to..."/>

Additional Use Types

If you have multiple property use types, add them to your property use and details section

- Select the “**Details**” tab on your property’s building page
- Add each use type in the “**Add Another Type of Use**” dropdown box.
- Select “**Add**”
- Fill out the property use details
- Select “**Save Use**”



The screenshot shows a web interface for a property building page. At the top, there is a navigation bar with several tabs: Summary, Details, Energy, Water, Waste & Materials, Goals, and Design. The 'Details' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'Property Uses and Use Details'. On the left, there is a 'Basic Information' section with the text 'Construction Status: Existing property that is one single'. In the main area, there is a 'View as Diagram' link. To the right, there is a dropdown menu labeled 'Add Another Type of Use' with a red box around it, and an 'Add' button next to it.

Step 4: Upload Energy Data

The screenshot shows a software interface with a top navigation bar containing tabs for Summary, Details, Energy, Water, Waste & Materials, Goals, and Design. The 'Energy' tab is selected and highlighted with a red box. Below the navigation bar, there are two main content areas. The left area is titled 'Meter Summary' and contains the text '0 Energy Meters Total' and 'In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.' It includes a blue link 'Add A Meter' and a 'Current Energy Date' field with the value 'Not Available'. A blue button labeled 'Enter Your Bills' is located at the bottom right of this section. The right area is titled 'Meters - Used to Compute Metrics (0)' and features a blue button labeled 'Add A Meter' highlighted with a red box. Below this title is a blue link 'View as a Diagram'. A large warning box with a red exclamation mark contains the text: 'There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. Enter information about your energy meters to begin tracking energy usage. After entering the meter, you will need to choose to include it in your metrics.' Below the warning box is a link to 'How to get Utility Data into Portfolio Manager'.

Selecting Energy Sources

 Sources of Your Property's Energy
What kind of **energy** do you want to track? Please select all that apply.

Electric

- purchased from the grid
How Many Meters? ← **BC Hydro**
- generated from onsite solar panels
- generated from onsite wind turbines

Natural Gas

- How Many Meters? ← **FortisBC**
- Propane
- Fuel Oil (No. 2)
- Diesel

District Steam

- How Many Meters? ← **District Energy Provider**
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)

Other: ← **Renewable Gas**

[Get Started!](#)

[Cancel](#)



Energy Meter Details

<input checked="" type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input checked="" type="checkbox"/>	Natural Gas	Natural Gas		GJ	01/01/2023	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	District Steam	District Steam		Lbs. (pounds)	01/01/2023	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Electric Grid Meter	Electric - Grid		kWh (thousand Watt-hours)	01/01/2023	<input checked="" type="checkbox"/>		<input type="checkbox"/>

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 175067463	Electric - Grid
<input checked="" type="checkbox"/>	Natural Gas 179710096	Natural Gas
<input checked="" type="checkbox"/>	District Steam 182521019	District Steam

* These meter(s) account for the total energy consumption for [233 Maple St](#) (a single building).
 These meter(s) do not account for the total energy consumption for [233 Maple St](#) (a single building).

Obtaining and Uploading Utility Data

Building owners can upload whole-building energy data in 3 ways:

- 1.) Auto-upload
- 2.) Manual Entry
- 3.) Spreadsheet upload

Contact your utility for auto-upload, tenant energy data acquisition, and troubleshooting questions.

UTILITY	CONTACT
BC Hydro	pmwebservices@bchydro.com
FortisBC	commercial.energy@fortisbc.com
Creative Energy	info@creative.energy (604) 688 9584
Natural Resources Canada	info.services@nrcan-rncan.gc.ca

Auto-Upload

BC Hydro How-To page:

<https://www.bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking.html>

FortisBC How-To page:

<https://www.fortisbc.com/services/commercial-industrial-services/energy-efficiency-tools-for-natural-gas-business-customers>

Auto-Upload Data Aggregation Thresholds

UTILITY	USE TYPE	THRESHOLD
BC Hydro	Commercial	3+ meters
	Multi-Family	5+ meters
FortisBC	All Use Types	11+ meters

Manual Entry

Manage Bills (Meter Entries) for [Building Performance Colorado Test Live Demo](#)

Meter Selection: Natural Gas - 137317680

Basic Meter Information (**click on the arrow to the left to expand this section)

Name: * Natural Gas [Delete Meter](#)

Meter ID: 137317680

Type: Natural Gas [Need to change?](#)

Units: * GJ

Date Meter became Active: * 01/01/2023 Still In Use

Date Meter became Inactive:

Is this an Aggregate Meter?: No Yes

Custom Meter IDs: None [+ Add Another Custom Meter ID](#)

Save Changes

Monthly Entries

Display Year(s): Show All Years x

	Start Date	End Date	Usage terms	Total Cost (\$)	Estimation	Last Updated
--	------------	----------	-------------	-----------------	------------	--------------

[Click to add an entry](#)

- [Delete Selected Entries](#)
- [+ Add Another Entry](#)
- [Learn how to copy/paste](#)
- [Delete ***ALL*** Meter data for this meter](#)

Manage Bills (Meter Entries) for [233 Maple St](#)

Meter Selection: Natural Gas - 179710096

Basic Meter Information (**click on the arrow to the left to expand this section)

Monthly Entries

Display Year(s): Show All Years x

	Start Date	End Date	Usage	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	1/1/2023	2/1/2023	3,654		<input type="checkbox"/>	
<input type="checkbox"/>	2/1/2023	3/1/2023	3,456		<input type="checkbox"/>	
<input type="checkbox"/>	3/1/2023	4/1/2023	3,042		<input type="checkbox"/>	
<input type="checkbox"/>	4/1/2023	5/1/2023	3,543		<input type="checkbox"/>	
<input type="checkbox"/>	5/1/2023	6/1/2023	2,322		<input type="checkbox"/>	



Spreadsheet Upload

If you upload your utility data using the spreadsheet, you'll need to download the template and fill in data

Upload data in bulk for this meter:

Use this [single-meter spreadsheet](#) to:

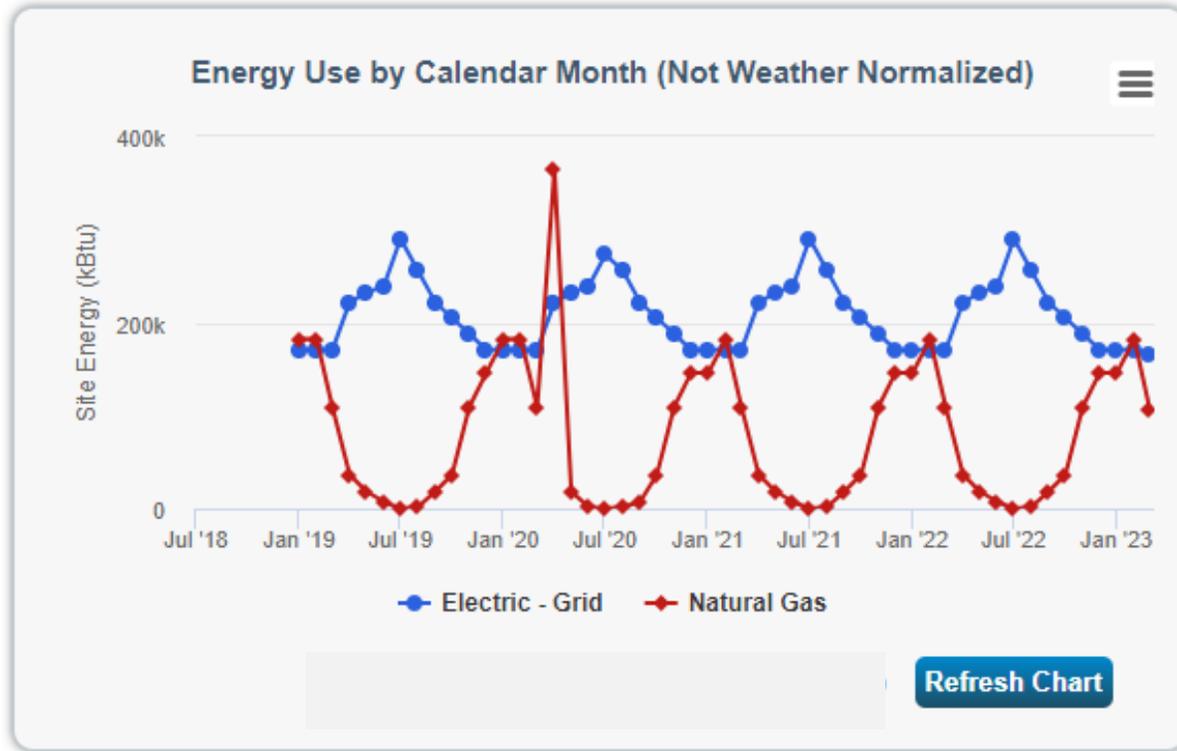
- Upload the completed file below
- [Copy and Paste the data into the table above](#)

Choose File No file chosen

Upload

Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)
1/1/2023	1/31/2023	3654		No
2/1/2023	2/28/2023	3456		No
3/1/2023	3/31/2023	3042		No
4/1/2023	4/30/2023	3543		No
5/1/2023	5/31/2023	2322		No
6/1/2023	6/30/2023	2930		No
7/1/2023	7/31/2023	2888		No
8/1/2023	8/31/2023	3777		No
9/1/2023	9/30/2023	3888		No
10/1/2023	10/31/2023	3827		No
11/1/2023	11/30/2023	2943		No
12/1/2023	12/31/2023	2932		No

Energy Data Stats



[Export Data by Calendar Month](#)

ENERGY STAR Score (1-100)

Current Score: 76

Baseline Score: 79

Metrics Summary			
Metric	Dec 2019 (Energy Baseline)	Mar 2023 (Energy Current)	Change
ENERGY STAR Score (1-100)	79	76	-3.00 (-3.80%)
Source EUI (kBtu/ft ²)	51.4	51.1	-0.30 (-0.60%)
Site EUI (kBtu/ft ²)	31.4	31.1	-0.30 (-1.00%)

Energy Star Score Eligibility

- Distribution Center
- Financial office
- K-12 school
- Hospital
- Ice/Curling Rink
- Library
- Medical Office
- Museum
- Non-refrigerated warehouse
- Office
- Refrigerated warehouse
- Retail store
- Residential Care
- Self-storage facility
- Senior living community
- Supermarket/Grocery store
- Wholesale club/supercenter

Step 5: Connect & Share Property With The City of Vancouver

 ENERGY STAR® PortfolioManager®

Welcome | Account | Notifications | ENERGY STAR Notifications | **Contacts** | Help | Sign Out

KashaMalling: Settings

Your Search Criteria

Name:

Organization:

Username:

Email Address:

 Gurmeet Ghera (CityofVancouver)
Sr. Green Building Planner with City of Vancouver

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Connect & Share Property With The City of Vancouver

MyPortfolio **Sharing** Reporting Recognition

Share (or Edit Access to) Properties

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by : who you'd like to share with them. If you have already shared properties, you can also use this form to edit per

1 **Select Properties**
We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?
Select Properties [Selected Properties: 0](#)

2 **Select People (Accounts)**
Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.
Select contacts from my contacts book:

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.

3 **Choose Permissions**
If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions, select the 2nd option.
 Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests)
 Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.
Continue [Cancel](#)

MyPortfolio **Sharing** Reporting Recognition

My Shared Properties (2)

Share (or Edit Access to) a Property

Share with your Utility or Service Provider for exchanging data

Download Sharing Report



Questions?



How-To Overview: Building Performance Reporting System (BPRS)



Quick Guide for the BPRS

1. Create a BPRS account
2. Claim your property
3. Confirm connect & share with the City of Vancouver
4. Complete data verification sections
5. Submit Energy & Carbon report



Step 1: Create A BPRS Account

1. Go to the BPRS Owner Dashboard: energycarbonreport.vancouver.ca
2. Select "Register for an account"
3. Fill out the required information
4. Select the "Submit" button

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Welcome

Submit energy data and forms

* Email Address *

user.name@example.com

* Password *

[Forgot your password?](#)

Log In

Need an Account?

Register for an account

Account holder

* First Name *

* Last Name *

* Email *

user.name@example.com

Organization

* Phone *

Phone extension

(###) ###-#### x1234

* What is your affiliation with the property(ies)? *

Select...

Building Owner

Property Manager

Third-Party Reporter

Condo Unit Owner

Other - Not Listed

* Confirm Password *

Submit Cancel

Step 2: Claim Your Property

1. Log in to your BPRS account and select "Claim Buildings" tab
2. In the search bar, search for your building address.
3. Select "Claim"

My buildings (1) [Claim buildings](#)

Claim buildings

Use search to find and claim buildings that you own

131

Building ID	Building Name	Address	Use Type	Gross Floor Area	Portal Owner	Compliance Status	
XX4	test college - educational bldg 1	131 benchmarking lane	college/university	125000	not available	not submitted	<input type="button" value="Claim"/>

Step 3: Confirm Connect & Share with the City of Vancouver

If your building is not successfully shared with the City of Vancouver in ESPM, the yellow message will appear after you add your building:

 This property has not been shared with the Vancouver account in ENERGY STAR® Portfolio Manager yet.

[How to Report Guide](#)



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Step 4: Complete Data Verification Sections

1. Log in to the Building Performance Reporting System (BPRS)
2. Select the “My Buildings” tab in your account
3. Select the relevant reporting year.* For example, if you are submitting 2023 data, select the 2024 reporting year
4. Select the “Submit” button

My buildings (1) Claim buildings

My Buildings

Reporting Year: 2024 - for data collected between 1/1/2023 and 12/31/2023

Search buildings: Search by address, building name or building ID

Building Name	Compliance Status	Due Date					
XX4	Test College - Educational Bldg 1	131 Benchmarking Lane	Vancouver	Not Submitted	06/01/2024	Submit	More ▾

* Reporting Year: Current year (e.g. 2024)
Data Collection Year: Previous year (e.g. 2023)

Complete Data Verification Sections

Complete all data verification sections in the GHG By-Law Submission Form:

- 1. Confirm information in ESPM:** Confirm your GFA, Vancouver Building ID, and property use type(s) are correctly entered
- 2. District Energy and Shared Meters:** Confirm your district energy provider (if applicable) and if your building shares an energy meter with another building
- 3. Qualifying Energy Adjustments:** (Office & Retail $\geq 100,000$ ft² ONLY) Confirm and report specific natural gas, renewable natural gas, process loads, and district energy usage

1 Confirm information in ENERGY STAR® Portfolio Manager	2 District Energy and Shared Meters	3 Qualifying energy adjustments
---	-------------------------------------	---------------------------------

Step 5: Submit Energy & Carbon Report

1. After completing data quality sections, select "**Submit Data**"
2. Choose your data disclosure preference
3. Select "Submit My Data"
 - You will receive a notification from the City within 24 hours on your compliance status

1 Confirm information in ENERGY STAR® Portfolio Manager 2 District Energy and Shared Meters 3 Qualifying energy adjustments 4 **Submit Data**

Submit Data to City of Vancouver

Run the data quality checker before submitting your data can help avoid errors. Review Task 3, Step 7 of the How to Guide for instructions on how to:

- Run the data quality checker
- Resolve common data quality issues before you submit

Make sure you have shared your property information with the City of Vancouver in the ENERGY STAR Portfolio Manager. The City of Vancouver's Portfolio Manager username is "CityofVancouver". Review Task 3, Step 10 of the How to Guide for instructions on how to share your property.

 I give the City of Vancouver permission to disclose my building's energy consumption data to the public. By disclosing your building's energy consumption data, you signal a commitment to reducing the carbon pollution impacts of your property and making Vancouver a healthier and more resilient city.

Submit my Data



Compliance Status Notifications

Once you have shared your buildings with the City of Vancouver through ESPM and submitted your GHG Bylaw Submission Form, you will receive a response from the City of Vancouver:

- **Pending Revisions:** Report contains errors. To reach compliance, the owner must resubmit an updated report or provide an explanation for the errors identified.
- **In Compliance:** No errors are found and report is approved.



Extensions

The City allows a two-month extension for energy and carbon reporting **ONLY**. Extensions will only be granted if the owner or property manager can demonstrate that their attempts to acquire energy data from the relevant utility or utilities were not successful – by the June 1st reporting deadline.

1. Log in to the BPRS Owner Dashboard
2. Select “My buildings”
3. Select “Extensions” under the “More” dropdown on the building you want to request an extension for
3. Briefly describe your need for an extension and upload the required documentation
4. Read through and ensure you selected all the check boxes that you affirm you completed the form and select “Submit”

*All extensions must be submitted by **May 15th**

Building ID	Building name	Address	City	Compliance Status	Due Date	
XX1	Test Retail	125 Benchmarking Lane	Vancouver	Not Submitted	06/01/2024	Submit More 
						Extensions
						Exemptions
						Data snapshot
						Remove

Questions? Email energycarbonreport@vancouver.ca or phone [604-330-3797](tel:604-330-3797) the Help Centre



Exemptions

The owner of a building is exempt from energy and carbon reporting if a demolition permit for the entire building was issued during the calendar year for which an energy and carbon report is required, provided that the demolition work had commenced and occupancy of the building was no longer possible prior to the end of that year.

1. Log in to the BPRS Owner Dashboard
2. Select "My buildings"
3. Select "Exemptions" under the "More" dropdown on the building you want to request an extension for
4. Upload a copy of the demolition permit for the building
5. Read through and ensure you selected all the check boxes that you affirm you completed the form and select "Submit"

*All exemptions must be submitted and approved by **June 1st**

Building ID	Building name	Address	City	Compliance Status	Due Date		
XX1	Test Retail	125 Benchmarking Lane	Vancouver	Not Submitted	06/01/2024	Submit	More ▾

Extensions

Exemptions

Data snapshot

Remove

Questions? Email energycarbonreport@vancouver.ca or phone [604-330-3797](tel:604-330-3797) the Help Centre



Data Snapshot

1. Summarizes your building info and submission data
2. Provides visibility into reported data for building(s)
3. Helps to provide record-keeping for years to come

Building ID	Building name	Address	City	Compliance Status	Due Date		
XX1	Test Retail	125 Benchmarking Lane	Vancouver	Not Submitted	06/01/2024	Submit	More 

- [Extensions](#)
- [Exemptions](#)
- [Data snapshot](#)
- [Remove](#)

Questions? Email energycarbonreport@vancouver.ca or phone [604-330-3797](tel:604-330-3797) the Help Centre

Help Centre Support

1. Select **“Support”** in the BPRS Owner Dashboard
2. Select **“Create New Ticket”**
3. Fill out the New Support Ticket in detail
 - Upload relevant files
4. Select **“Receive Email Notifications”** for ticket updates
5. Select **“Send”**



Vancouver annual GHG limits by-law reporting

Home

Support

Create New Ticket

New Support Ticket

Building ID(s)
Select... ▾

* Category *
Select... ▾

* Priority *
Select... ▾

* Subject *
Enter a subject

* Description *
Describe your issue

Upload File
Choose a file or drag and drop

* Receive Email Notifications? *

Cancel Send



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Questions?



Energy & Carbon Reporting Help Center
Energycarbonreport@vancouver.ca
604.330.3797



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Thank you!

Stay up-to-date with Energize Vancouver mailing list at <http://vancouver.ca/energize-vancouver>

ECR Help Centre: energycarbonreport@vancouver.ca (604) 330-3797

