

Using Third-Party Consultants for Energy & Carbon Reporting

Who Needs to Report

Under the City of Vancouver's Annual Greenhouse Gas and Energy Limits By-law, owners of commercial and multi-family buildings 4,656 m² (50,000 ft²) or larger must submit an annual energy and carbon report by June 1 of each year.

Building representatives may hire third-party consultants to help meet this requirement.

Note: In this document, the term *building representative* refers to the building owner, strata corporation, or property manager acting on behalf of the building.

Selecting a Third-Party Consultant (if applicable)

1. Expertise and Experience

- Familiar with energy/carbon reporting and the by-law
- Able to read floor plans and calculate floor area
- Experience with similar building types or sectors

Note: A P.Eng designation is not required.

2. Services Offered

- GHG reporting, energy audits and sustainability consulting

3. Technology and Tools

- Proficient with ENERGY STAR® Portfolio Manager (ESPM)
- Able to collect data from BC Hydro, FortisBC, Creative Energy, and other utilities

4. References

- Check reviews and ask for client references

5. Customization and Support

- Willing to tailor services to your needs
- Offers training or ongoing support if needed

6. Reasonable Fees

- Transparent pricing that fits your budget
- Compare with other firms for fair value

Responsibilities of Third-Party Consultants

1. Confirm Building ID

Verify the Vancouver Building ID and building address. Report duplicates or errors to the ECR Help Centre.

2. Set Up ESPM Account

Create or access the building's ESPM account. Enter building details and share the profile with **CityofVancouver**, the City of Vancouver's ESPM account. This must be done before using the BPRS portal.

3. Validate Gross Floor Area

Confirm Gross Floor Area (GFA) or Gross Leasable Area (GLA) with the building representative.

4. Confirm Property Use Details

Ensure all ESPM property use fields are accurate. Focus on important metrics such as floor area, property use types, year built, energy uses and percentage occupancy. Include other details if easily accessible, otherwise use the default values calculated by ESPM.

5. Upload Energy Data

Upload energy use data from the previous calendar year into ESPM. This can be done manually, via spreadsheet upload, or through utility auto-upload services (preferred).

BC Hydro: If the building meets BC Hydro's meter threshold for automatic data aggregation, set up auto-upload in ESPM. If it does not meet the threshold, work with

the building representative and BC Hydro's help desk (ecr@bchydro.com) to request aggregated data and upload it manually or via spreadsheet.

FortisBC: For buildings with a single meter, set up auto-upload in ESPM or enter your data manually or via spreadsheet upload. For buildings with multiple meters, contact tenants directly to obtain their monthly utility data for the given reporting year. FortisBC does not provide whole-building data aggregation for multiple meters.

Other Utilities: Contact each utility provider directly to obtain energy data. Manual entry or spreadsheet upload may be required. Troubleshooting with the building representative, tenants, or utility may be necessary to access complete data.

Note: Third-party consultants may need to coordinate with owners, managers, tenants, and utilities to access auto-upload services or request aggregated data.

6. Submit Report via BPRS

Create a [Building Performance Reporting System](#) (BPRS) account using the same email as ESPM. Complete the GHG By-law Reporting Form and submit by June 1.

7. Troubleshooting Errors

Fix any submission errors before the deadline.

8. Coordinate with Strata and Co-owners

Ensure whole-building data is submitted. *Note: If each unit has its own BC Hydro meter and one shared FortisBC meter, permission from individual unit owners is not required.*

9. Submit Exemptions or Extensions

If applicable, submit forms through BPRS by June 1.

Account Access & Credentials

- Third-party consultants may create ESPM and BPRS accounts on behalf of the building representative, or use login credentials provided by the representative.
- Building representatives should maintain secure records of usernames and passwords for both ESPM and BPRS accounts.
- If a third-party provider sets up the accounts, ensure credentials are shared securely and updated if ownership or service arrangements change.
- Avoid using personal email addresses for account setup; use a role-based or building-specific email when possible, to simplify future transitions.

Additional Notes:

- Building representatives may choose to retain their third-party provider for annual reporting updates. These follow-up services typically cost significantly less than the initial setup.
- If the property is sold or ownership is transferred, decide who will handle transferring the building profile in ENERGY STAR® Portfolio Manager to the new owner's account.

Need Help?

Energy & Carbon Reporting Help Centre

energycarbonreport@vancouver.ca or 604-330-3797 (Mon–Fri, 9am–5pm)