

Energy and Carbon Reporting: Steps to Comply 2025

Multi-family buildings and hotels $\geq 100,000$ ft², and commercial buildings $\geq 50,000$ ft² buildings must submit an energy and carbon report to the City of Vancouver by June 1, 2025, and annually thereafter.

The report must include 12 months of energy usage from the previous year.



1

ACCESS ENERGY STAR PORTFOLIO MANAGER (ESPM) ACCOUNT



- Locate your building ID in the building look up tool: energycarbonreport.vancouver.ca/building-lookup
- Log in to your existing account or create new ESPM Account: portfoliomanager.energystar.gov/pm/login

2

UPLOAD YOUR BUILDING DETAILS AND ENERGY USAGE



- Upload building details and 12 months of energy usage to ESPM:
- Refer to blueprints or authorized documents to confirm the total gross floor area (GFA) and other building details.
 - Energy data can be uploaded via utility auto-upload, manual entry, or spreadsheet. Upload energy usage for the building's common areas and tenants for all 12 months of the previous year (365+ days).

Note: Please refer to the other side on "How to Upload Utility Data".

3

CONNECT AND SHARE ESPM WITH CITY OF VANCOUVER



- Ensure to share your building with the ESPM user name "CityofVancouver" prior to proceeding to **Step 4** to avoid issues with the submission process.

4

CREATE AN ACCOUNT IN THE BUILDING PERFORMANCE REPORTING SYSTEM (BPRS)



- Log in or register for a new account in BPRS using the same email address as in ESPM: vancouver.ca/report-building-performance

5

COMPLETE THE SUBMISSION FORM IN THE BPRS



- Claim your buildings.
- Complete **Sections 1, 2, and 4** (Section 3 applies only to office and retail $\geq 100,000$ ft²).

6

REVIEW AND SUBMIT YOUR REPORT



- All reports are submitted through the BPRS. The submitter will receive an email within 24 hours which indicates the compliance status of the report.

FOR MORE DETAILED GUIDANCE, PLEASE SEE THE:

Compliance Guide: Annual Energy and Carbon Reporting

vancouver.ca/files/cov/annual-energy-and-carbon-reporting-how-to-guide.pdf



How to Upload Energy Data

A. Electricity Data Upload



Use BC Hydro's auto-upload service to aggregate 5+ accounts for residential and 3+ accounts for commercial buildings into your ESPM account.

STEPS:

1. Connect with BC Hydro in ESPM.
2. Share data with BC Hydro.
3. Request a MURB or COM code:
bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking/request.html
4. Add MURB or COM code, account number, bill date, and billing amount information. For more details, visit the BC Hydro auto-upload guide:
bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking/request.html
and resources:
bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking.html?utm_source=direct&utm_medium=redirect&utm_content=benchmarking

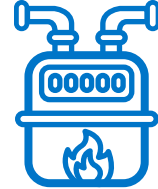
B. District Energy



Buildings connected to Creative Energy should request their annual energy use and green house gases emissions summary. Neighbourhood Energy Utility and River District Energy customers may contact their utility for aggregated energy data.

Note: FortisBC does not provide automatic data aggregation service. Please contact FortisBC if you require data aggregation.

C. Natural Gas Data Upload



Building owners and property managers can set up auto-upload by:

1. Creating a natural gas meter in ESPM.
2. Connecting and sharing with FortisBC.
3. Share meter with FortisBC.

For setup instructions, refer to the FortisBC Quick Start Guide:

www.cdn.fortisbc.com/libraries/docs/default-source/services-documents/portfolio-manager-quick-guide.pdf?sfvrsn=9c3f3d8_2

and website:

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

UTILITY CONTACT INFORMATION

BC Hydro:
ecr@bchydro.com

FortisBC:
commercial.energy@fortisbc.com

Creative Energy:
info@creative.energy

Neighbourhood Energy Utility:
neighbourhood.energy@vancouver.ca

River District Energy:
service@rdenergy.ca

FortisBC Alternative Energy Services:
faes@fortisbc.com

ENERGY AND CARBON REPORTING 2025

STEPS TO COMPLY

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vancouver.ca/energy-and-carbon-reporting-steps



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