
Energy & Carbon Reporting Expectations for Third-Party Providers

This list includes expectations for third-party providers who have been hired by a building representative (owner, property manager, etc.) to help the building representative comply with the City of Vancouver's Annual Greenhouse Gas and Energy Limits By-law (the "GHG By-law"). To complete these tasks, third-party providers will need to work with the building representative and utility providers.

1. Confirmation of Building ID

Third-party providers must identify the Vancouver Building ID for the building. If there are any errors with the building ID, such as duplicate IDs or incorrect addresses, the provider must contact the Energy & Carbon Reporting (ECR) Help Centre to update this information.

2. Creation of an ESPM Account

Third-party providers must create a profile for the building on the ENERGY STAR® Portfolio Manager® (ESPM) website. They can either create the account themselves or use login details provided by the building representative. All necessary information about the building must be added, including the year it was built, how it is used, its total area and yearly energy usage. The profile must also be linked to the City of Vancouver's ESPM account. This step must be done before setting up a profile on the Building Performance Reporting System (BPRS) platform.

The building representative may want to keep the provider for future annual submissions of their energy and carbon report. The cost of annual updates should be much lower in comparison to the first-year report.

Note: as part of the contract deliverable, the building owner may ask the third-party provider to conduct the transfer of ownership of the building's ESPM profile to the new owner's ESPM account.

3. Validation of Gross Floor Area

Buildings can submit either the Gross Floor Area (GFA) or Gross Leasable Area (GLA), whichever is easier to provide. Third-party providers should work with the building representative to make sure the floor area data is correct and to specify

whether the submitted area is GFA or GLA. Only office and retail buildings that are 100,000 square feet or larger need to submit GFA.

4. Validation of Property Use Details

Third-party providers need to work with the building representative to make sure all the property use details are correct for ESPM. This information is important for calculating the building's energy use. Providers should fill out all required fields in ESPM, which depend on the property use type at the building.

Unique details like solar data, electric vehicle charging stations, restaurant gas usage, renewable purchases, vacancies and building operations may also be included by contacting the building representative, if this information is available.

5. Aggregation and Upload of Energy Data

Third-party providers need to upload all energy use data for the previous year into ESPM. This can be done manually, via spreadsheet upload, and/or auto-upload services (preferred) through BC Hydro and Fortis BC.

For **BC Hydro**, if the building meets the meter threshold for automatic data aggregation ([Request your building's aggregated consumption data](#)) the third-party needs to set up auto-upload in ESPM. If the building does not meet this threshold, the third-party provider must work with the building representative and the BC Hydro help desk (ecr@bchydro.com) to obtain aggregated data to upload manually or via spreadsheet.

For **natural gas**, if the building has a single meter, the third-party will need to set up [FortisBC](#) auto-upload for this one meter.

If the building has several **natural gas meters**, the third-party will contact FortisBC to get the whole building aggregated natural gas data. To obtain aggregated data to upload manually or via spreadsheet. For natural gas, if the building has a single meter, the third-party will need to set up [FortisBC](#) auto-upload for this one meter. If the building has several natural gas meters, the third-party will have to reach out to FortisBC to get whole building aggregated natural gas data.

The third-party will sometimes need to work with the building representative, owners, tenants and the utility to access auto-upload and/or aggregated data.

For **all other utilities**, the third-party will need to contact the utility directly to obtain a spreadsheet for utility data. Troubleshooting with the owner, manager and tenants may be required.

6. Completion of GHG By-Law Reporting Form & Submission of Report

The third-party needs to create an account in the portal, [Building Performance Reporting System](#) (BPRS). They must add all required information, including verifying the GFA, property use details, confirming building ID(s) and answering additional energy use information where needed. The GHG By-Law reporting form must be completed and submitted by June 1 each year to comply with regulations.

7. Troubleshooting

All report errors will need to be fixed by the third-party provider. The provider will likely need to work with the help center and/or building representative to resolve errors. These errors must be fixed to and ensure the report incorrect by June 1 each year. Any other issues the provider faces must be addressed with the ECR Help Centre, including problems with getting a building ID, building information and data, using the ESPM or BPRS platforms and fixing report errors. All utility issues, as mentioned here above, must be addressed with the utility provider.

8. Collaboration with Strata and other building owners

If a building has multiple owners and/or managers containing strata, the third-party provider must work with all parties involved to ensure whole building data is submitted – while also considering the privacy concerns of all owners involved in the reporting process. The provider must work with these owners to obtain property use details and energy data for the entire data year, including all property uses at the building to ensure the report includes the entire property.

Note: If a building has only one strata and multiple residential units, each with its own Hydro meter, and a building-level Fortis Gas meter, the person reporting does not need permission from individual unit owners to access and combine this data.

9. Reporting Alternative Forms

Third-party verifiers must submit exemption, and extension forms as applicable on the BPRS. All valid details and documentation must be obtained from the building representative and submitted by the June 1 deadline. If additional information is

needed for approval, the provider must submit this information to the ECR Help Centre: by email (energycarbonreport@vancouver.ca) or phone (604-330-3797 9am to 5pm, Monday to Friday).