FortisBC: Alternative Action Plan

For the time being, FortisBC does not have aggregated data auto-upload capabilities for building owners. As an alternative, the protocol for obtaining full calendar year FortisBC utility data for energy and carbon reporting is as follows:

Buildings with 11 or more FortisBC Accounts

If a building has 11 or more FortisBC accounts, FortisBC is not yet able to aggregate and auto-upload the building's utility data to the owner's ENERGY STAR® Portfolio Manager® account. For now, the best way to obtain energy data for a building in this situation is to request 2023 natural gas usage from each tenant/FortisBC account holder in the building. The owner will then need to manually aggregate this usage and load the energy data into ENERGY STAR Portfolio Manager, either by manual data entry or by spreadsheet upload.

If by **June 1 of the reporting year,** the owner is unable to obtain energy data from tenants/FortisBC account holders, the owner can apply for a two-month extension. Please see below on how to apply for an extension:

1) Log into the Building Performance Reporting System Owner Dashboard.

2) Navigate to the "My Buildings" tab.

3) For the building you want to apply an extension for, select the "Extension" button under the "More" dropdown.

4) Fill out the extension form and submit. A building applying for an extension will need to submit an application containing the *following information* by May 15 of the year in which the report is due:

- Describe the need for an extension.
- Affirm that energy data for the building was not available from the utility, tenant, or property manager/owner which shares an airspace parcel with the building on or before May 1 of the current reporting year.
- Attach documentation that demonstrates the attempts to acquire energy data from the relevant utility or utilities on or before May 1 of the current reporting year*.

- Affirm that the applicant is the owner or the owner's representative of the building.

*Keep in mind that not all extensions will be approved - valid documentation and proof of why you need additional time are required.

Buildings with fewer than 11 FortisBC Accounts

If a building has fewer than 11 FortisBC accounts, the owner will need to request 2023 natural gas usage from each tenant/FortisBC account holder. The owner will then need to manually aggregate this usage and load the energy data into ENERGY STAR Portfolio Manager, either by manual data entry or by spreadsheet upload.