
Guidelines for selecting an Energy and Carbon Reporting Firm

The Annual Greenhouse Gas and Energy Limits By-law (the “By-law”) requires owners of commercial and multi-family buildings $\geq 50,000$ ft sq/ 4,645 mt sq to submit an annual energy and carbon report to the City. Building owners or their representatives can hire a third-party consultant to help them comply with this requirement

Selecting the right firm for energy and carbon reporting may help you smoothly comply with the By-law. This document highlights key factors that may help a building owner select a firm. By evaluating these factors, you may find a firm that meets your needs and supports your energy and carbon reporting goals.

1. Expertise and Experience:

- ☐ Look for firms with a strong history of carbon and energy reporting.
- ☐ Firms should know how to read floor plans and calculate floor area.
- ☐ Firms should have experience with similar projects and industries.
- ☐ Firms should be familiar with the By-law and reporting requirements.

Note: A Professional Engineer (P.Eng) designation is not mandatory for this work.

2. Services Offered:

- ☐ Check the range of services they provide, like carbon audits, GHG reporting, energy audits and sustainability consulting.
- ☐ Look for extra services like lifecycle assessments, carbon offset strategies and compliance audits.

3. Technology and Tools:

- ☐ Service providers should know how to use Energy Star Portfolio Manager (ESPM).
- ☐ They should know how to collect data from utility providers like BC Hydro, FortisBC, Creative Energy, and other district energy providers.

4. Reputation and References:

- ☐ Check the firm's reputation by reading reviews and testimonials.
- ☐ Ask for references from previous clients to confirm reliability and quality of service.

5. Customization and Support:

- ☐ Firms should be able to tailor their services to meet your specific needs and goals.
- ☐ Firms should provide ongoing support and training for your team if needed.

6. Reasonable Fees:

- ☐ Evaluate the firm's fee structure to ensure it is reasonable and fits your budget.
- ☐ Compare fees with other firms to ensure you are getting fair value for the services provided.