



BPI Canada Steering Committee

August 20th, 2013
12:00pm – 1:00pm CDT

Participants

Gail Lawlor	Energy Matters	Laverne Dalgleish	Building Professionals
Zygmunt Strawczynski	Enerquality	Lee Hurton	Building Professionals
Shawna Henderson	Bfree Homes	Areef Abraham	QPS Canada
Doug Rempel	Ecolighten		

Meeting Minutes

1. Opening of Meeting

Gail opened the meeting and thanked all for attending.

2. Introductions

Everyone on the call introduced themselves and stated their affiliation.

3. General Update

Doug reported that a number of initiatives are taking place in British Columbia at this time. Although they mostly involve the utilities, there may be opportunities for BPI Canada moving forward.

Gail reported that in Ontario, a firm called Dunsky Energy Consulting conducted a study on the Province of Ontario looking at how municipalities and how local improvements charges can act as a tool for encouraging homeowners to conduct residential energy retrofits. A program in Halifax and a program in BC were also listed in the report as places which have also done similar research. Gail asked that Lee distribute a copy of the report to the steering committee, as well as link it on the BPI Canada website.

Shawna reported that Bfree Homes has launched its first online training course – Building Science Basics. They have received positive feedback to date. Building Envelope courses will also be launched at the end of August.

4. City of Toronto LIC Initiative

Gail reported that she and Greg Labbe met with the City of Toronto and they have approved the LIC Pilot to go ahead. The City is very excited as to how BPI Canada can contribute to decrease their risk. Gail further commented that when Dunsky completed the report, it was too late to include information regarding BPI Canada in the report however all have agreed that BPI Canada is the missing link to this project to ensuring that consumers are getting the best quality work completed. Gail further explained that the city cannot make it mandatory for a consumer to use

a BPI Accredited Contractor; however they are piggybacking onto the existing programs such as Enbridge Gases existing rebate program which does require an audit on each project and therefore the auditors could provide a list of qualified contractors to the consumer. BPI Canada, the City of Toronto and Enbridge will be meeting to ensure that BPI Canada contractors are included on that list. In the past Enerquality has completed initial training on 40+ contractors in Ontario and therefore those will be the ones that BPI Canada targets first to accredit.

Gail commented that she has a few follow up meetings as a result of all of this initial information.

The LIC will be launching officially in January, 2014.

5. Committee Formation (including names of those who have volunteered to date)

Gail commented that committees have been initially identified and members are now needed to populate them. Gail asked those on the call to send their name to Lee to any committee they would like to help with. She also asked the steering committee to send any names of others they feel they also like to take part to Lee and she will follow up with them. Gail asked Laverne to give a brief description of each committee and what scope of work each will take on. Gail also asked Lee to include the committees on the BPI Canada website and include the scope and committee members and chair listed. Gail volunteered to be the Chair of the Training committee.

a. Stakeholder Development & Initial Marketing

This committee will be responsible for determining who the stakeholders are and how BPI Canada will liaison with them. Initial marketing efforts including website development, branding, and educational presentations will also be included.

b. Governance

This committee will be responsible for setting up BPI Canada's legal documents that are required in Canada such as policies and procedures, bylaws, whistle blower documents, and Board of Directors conflict of interest agreements.

c. Standards & Specifications

The Standards & Specifications committee will identify what is currently available as well as the development of new documents that reference the steps which lead to a properly installed job. Energy conservation measures, standards for materials and installation and their application standards will be reviewed and considered.

d. Training

The Training committee will identify existing training organizations where installers can be sent for training as well as identify curriculum (existing or new) and set requirements for training delivery.

e. **Certification & Accreditation**

On the certification side, the committee will work within the parameters of ISO 17024 as well as conduct a job test analysis in order to create the installer exam questions and answers. On the Accreditation side, the committee will determine requirements for companies or contractors looking to become BPI Accredited.

6. Engaging the Stakeholders – Manufacturer 2 page document

Laverne reported that he has been working on this document and will have something for the steering committee to review shortly. A Memorandum of Understanding is still outstanding from CRESNET and to date nothing has been received back from them. Lee will follow up again with them. Laverne commented that BPI Canada does have a MOU in place with BPI (USA) and RESNET (the American association that CRESNET is modeled after).

7. Contractor 2 page document

Laverne reported that he is currently working on this document and will send out a draft as soon as he has something together.

Areef questioned where the drive will come from – whether it will come from the consumer or from the manufacturers. Laverne answered that raising a brand through consumers is very difficult and he feels that BPI Canada will have much more success moving through government and utilities to drive membership and accreditation.

8. Next Steps

Gail reported that the LIC initiative in Toronto is certainly the next step in that area and that getting to the point where we can get installers and contractors accredited goes hand in hand with that project. Gail is also meeting with Winfall in order to move forward with the energy audits side of things. That all being said, Gail commented that without the start up of the various committees, the program will not get off the ground.

Gail asked everyone on the call to invite others to join the committees. Lee will email all who volunteered for each committee and ask for a chair person for each. Laverne will be added to each committee for now as he has the most experience with BPI USA. Gail commented that she will participate on each committee for now as well until other members are identified and join.

9. New Business/FYI's

No new business was discussed.

10. Close of Meeting

Gail closed the meeting and thanked everyone for participating.