



BPI Canada Steering Committee

June 3, 2013
1:00pm – 2:00pm CST

Meeting Minutes

Participants

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

1. Opening of Meeting

Ms. Lee Hurton opened the meeting and thanked everyone for participating.

2. Introductions

Everyone on the call introduced themselves and stated their affiliation.

3. Background Information

Laverne explained that BPI-Canada has been created to mirror BPI-USA which was established 20 years ago to deal with complications from poor installations in the USA. Its structure is not membership based, it is not for profit. Decisions are made by a Board of Directors. At this point, BPI-Canada will be following the same structure with a mandate to improve the level of professionalism and quality in the installation of energy conservation measures taken in residential single family homes and low rise residential.

- Legal status of BPI-Canada
Yes, BPI-Canada is a legal corporation in Canada
- Is it a not for profit society?
Yes.
- If so what is its structure, mandate and who are its directors?
At this time, BPI-Canada does not have any directors. There are incorporating directors in place so that the corporation could be created, but that was only done for the books. The bylaws for BPI USA state that the BOD be created at the first AGM and that could also be done for BPI Canada as well.

- Are there financials available?
Yes, however at this time they read \$0 income and \$0 expense. All work so far has been done on a volunteer basis or steering committee members funding their own work. Moving forward, all financial information would be made available to all directors.
- Existing and anticipated role/relationship between BPI Canada and Building Professionals
Laverne Dalgleish owns Building Professionals, along with his son, Ryan. At this time, Building Professionals and Laverne are donating their time at no cost as he simply believes in bringing their program to Canada. Laverne is a current director with BPI USA. In the future, it would be possible for Building Professionals to provide services to BPI-Canada as BP does with other vendors; however that would be something to be discussed at a later date.
- Assuming BPI Canada is a not for profit with an independent board are we looking at Building Professionals providing the services of a secretariat?
Laverne explained that Building Professionals volunteers for that position at this time. Lee Hurton will serve as the main contact for the association.
- Steering committee - mandate, roles and responsibilities
At this time, the steering committee is made up of people who we are looking at how to finalize details and get BPI-Canada up and running. Exact roles and responsibilities will be identified over time.
- How are decisions going to be made?
At this time, decisions will be made by the steering committee, using a majority rules process.
- How much time commitment is expected from the steering committee?
The time commitment expected will be similar to what BPI USA expects from its directors which is 4 half-day meetings a year (combination of conference call and face to face meetings).

4. Status of British Columbia

a. Globe

Laverne reported that he has met with a number of people in BC over the past year. He explained that Globe is a company that won a contract to produce a paper on where the retrofits industry should be in 5 years down the road and what is required to get it to that point. Their paper is scheduled to be finished and available to the funding partners in August. This paper is an extension of work that they were already doing for the Home Builders and for the HVAC industry in British Columbia. It is a contract with BC Hydro and the gas company in BC.

b. BC Hydro

Laverne explained that he has met with BC Hydro a number of times over the past year – they are interested in working with BPI-Canada. Laverne has been in discussion with Margot to set up a pilot program in BC with BPI contractors.

Insulation and air ceiling would most likely be the topic, however the details and exact form is still in progress

c. BC Ministry of Mines and Energy

Laverne explained that there is an existing program in BC where incentives were offered to consumers to complete air leakage control, HVAC and insulation upgrades. Funding was being provided from the Province and the utility companies. Recently, the program has cut back due to funding but still maintained to a certain extent. Their interest with BPI-Canada stems from the fact that they have never focused on how well work has been done by various contractors completing the work within the program. The question has been asked whether or not tax payer's dollars being spent properly and was the work being done successfully achieving the desired results?

5. Status of Manitoba

a. MB Hydro

Laverne reported that he has met with MB Hydro (both gas and electric) and that they are interested in including BPI Canada contractors into existing programs. Discussion has been how to change/modify what BPI-Canada currently has into their existing programs. MB Hydro is also interested in seeing the details of the same pilot that will be developed for BC Hydro moving forward. MB Hydro is also interested in running similar workshops to what was already done in collaboration with BC Mines and Energy in the past where the BPI-Canada program was explained and feedback was gathered.

6. Status of Ontario

a. City of Toronto & Durham Region

Gail reported that a few weeks ago she spoke to someone in the Durham Region about BPI-Canada Accreditation Program as they were interested in obtaining information on local improvement charges (LIC) as a financial tool to encourage people to do energy retrofits on their home (LIC charges are put on their municipal tax bill). As a result of this conversation and the knowledge of the fact that a pilot was set to take place in Toronto last week, Laverne, Gail, Greg Labbe (Blue Green Consulting Group), and Brian Kelly (Durham Region) and some City of Toronto people all met to talk about project. Both the City of Toronto and Durham Region agreed that BPI Canada is the missing link to supply the quality assurance that the work completed with the funding available will be completed properly and effectively. Moving forward we need to figure out how BPI-Canada can fit together with these groups. Gail and Laverne also met with the Ontario Power Authority (who are all things electric for Ontario). Unfortunately within these programs they cannot provide exclusivity to BPI-Canada contractors, however at the end of the day there will be audits performed and therefore the quality of work provided by BPI-Canada contractors will shine through.

BPI-Canada has been asked by the City of Toronto to make a deputation at the upcoming July 3rd executive committee meeting. They are looking to hear ideas of what the incentive is for contractors to become BPI-Canada Accredited and what value it can offer to the consumer.

7. Website – what do we need to add?

Laverne recommended that BPI Canada continue to adopt a website based organization. This means that any questions and answers that come up over time constantly appear online for anyone to read/download information. Hopefully this approach will cut down on the hundreds of emails people receive a day as the information is always available should anyone be looking for it.

8. Identification Opportunities & Engaging Stakeholders

Laverne recapped that British Columbia, Manitoba and Ontario have been identified as initial opportunities for BPI-Canada.

Shawna reported that on the East Coast they are presently launching an online training course called “Building Science Basics” which is a three hour course including interacting animations explaining topics such as house as a system and why you would need to add insulation to a house that was previously sealed up as well as others. She is also in discussion with Efficiency Nova Scotia to discuss how this course can be incorporated into their proposed trade partners program.

Doug reported that his company has an RFP with Fortis to do some research on furnaces therefore BPI Canada may have some opportunities there. These furnaces were installed under the Live BC Grant with an option to pay 100 additional dollars to receive installation to the quality first standard (TECA standard). The general comments in the field show that the quality of installation is fairly poor thus far. BPI-Canada may be able to get involved. Laverne recommended that BPI-Canada start communicating with TECA moving forward.

9. Developing the Process & Action

Laverne suggested that since he is a current director of BPI (USA) BPI-Canada was able to adopt a memorandum of understanding with the American Association and therefore BPI-Canada will be able to access BPI (USA) existing documents and policies and procedures. A package will be formatted for BPI-Canada in the next few months so that a structure can begin.

10. New Business/FYI's

- a. Laverne reported that he has had discussions with ACA and RESNET. BPI-Canada has signed a memorandum of understanding to work in conjunction with RESNET. BPI-Canada will attempt to mirror this same memorandum of understanding with CRESNET, the Canadian version of RESNET.
- b. Laverne also reported that he met with Dow reps at the ACI Conference who are interested in working with BPI-Canada. Honeywell and Tremco are also very interested in participating as well. In general, there has been good response from manufacturers about getting BPI Canada set up.
- c. Gail reported that Stephanie Inglis from Motum B2B (Marketing Firm in Toronto who has done a lot of work in the industry) has volunteered to work with BPI-Canada.

11. Close of Meeting

Lee closed the meeting and thanked everyone for participating.