

# Letter of Intent

## Purpose

The Home Energy Label Program empowers Calgarians to understand their home's energy use and make informed decisions to reduce their energy costs and greenhouse gas emissions using the EnerGuide Rating System. All capitalized terms used in this form and not otherwise defined have the meaning given to them in the Program's Terms and Conditions.

Eligible Builders can participate in the Program for new construction single family, semi-detached, duplex, rowhouse and townhouse properties that meet the requirements of Part 9 of the National Building Code (Alberta Edition).

By completing and submitting this Letter of Intent with a building permit application for an Eligible Property, an Eligible Builder indicates their intention to complete an Eligibility Evaluation and provide Program Data to The City with respect to such Eligible Property, in order to receive a Rebate.

## About this document

- Visit the [Program Page](#) for more information and FAQ about the Program.
- Complete this Letter of Intent for each Eligible Property.
- Submit the signed Letter of Intent with your building permit application.
- **By signing and submitting this Letter of Intent, the Eligible Builder agrees to the Program Terms and Conditions.**



*Letter of Intent is to be completed by the Eligible Builder.*

## SECTION 1: Eligible Builder information

☐ Property Owner ☐ Builder

Eligible Builder's name:	Business or contractor trade name (if applicable):
Eligible Builder's email:	City of Calgary business ID:
Eligible Builder's phone number (during business hours):	



*Correspondence will be sent only to the Eligible Builder*

## SECTION 2: Energy Advisor information

Company name:	City of Calgary business ID:
Natural Resources Canada Registration number:	Licensed Service Organization membership number:
Email:	Phone number
Energy Advisor name (if available):	Energy Advisor number (if available):

## SECTION 3: Eligible Builder's Declaration

By signing below, the Eligible Builder declares and agrees that:

- It has read and understand the Terms and Conditions of the Program.
- It intends to contract or has already contracted the above-mentioned Registered Energy Advisor/ Service Organization to complete the EnerGuide Label for the Eligible Property during construction.
- If there are any changes regarding the above information, it agrees to immediately notify the Program Administrator at [energylabel@calgary.ca](mailto:energylabel@calgary.ca).
- It consents to the Program Administrator collecting and relying on the information submitted on this form. It acknowledges that the Program Administrator may contact the Applicant to verify the information submitted on this form.



The personal information on this Letter of Intent is being collected under the authority of section 33(c) of the [FOIP Act](#). This information is being collected for the purpose of processing applications to the Program and may be communicated to relevant City Business Units. It may also be used to conduct ongoing evaluations of services performed by Planning & Development.

Signature:	Name (printed)
	Title (printed)
	Date Signed
I have authority to bind the corporation	



**Need help or have questions? Contact the [Planning Services Centre](http://Calgary.ca/development/contacts.html) by visiting [Calgary.ca/development/contacts.html](http://Calgary.ca/development/contacts.html)**

## TERMS AND CONDITIONS

By executing a Letter of Intent or Letter of Intent – Master Enrollment, an applicant to the Program agrees to these Terms and Conditions.

### 1. HOME ENERGY LABEL PROGRAM

The Home Energy Label Program (the “**Program**”) seeks to empower Calgarians to understand their home’s energy use and make informed decisions to reduce their energy costs and greenhouse gas emissions, using the EnerGuide Rating System. Through the Program, The City of Calgary (“**The City**”) provides rebates to builders as an incentive to obtain New Home EnerGuide labels for newly built homes. The Program is available to builders of new construction single family, semi-detached, duplex, rowhouse, and townhouse properties built in Calgary.

These Terms and Conditions are effective as of April 1<sup>st</sup>, 2025 (“**Effective Date**”).

### 2. DEFINITIONS

In these terms and conditions:

- a. “**Eligible Builder**” means a licensed residential builder or owner builder who is building an Eligible Property or Eligible Properties;
- b. “**Eligible Property**” means a property that is:
  - i. a single family, semi-detached, duplex, rowhouse or townhouse property that meets the requirements of Part 9 of the National Building Code (Alberta Edition);
  - ii. located within The City of Calgary municipal boundaries; and
  - iii. a new home subject to: (A) a Single Construction Permit Application (new single and two-family dwellings) submitted to The City after the Effective Date; or (B) a Commercial and Multi-Family Buildings Permit (Building Class Sub-Type Rowhouse/Townhouse only) submitted to The City after the Effective Date;
- c. “**Eligible Evaluation**” means a version 15 EnerGuide Rating System evaluation on a single dwelling unit in an Eligible Property by a registered Energy Advisor. In particular, the evaluation examines the building envelope and mechanical systems, and includes a blower door test to evaluate the airtightness of the structure;
- d. “**Energy Advisor**” means an energy advisor/service organization who is approved by NRCAN to perform Eligibility Evaluations;
- e. “**Home Energy Performance Map**” means the interactive map publicly available on the internet where EnerGuide labels and home addresses of Participating Properties are posted by The City;
- f. “**EnerGuide Rating System**” means the system created and regulated by NRCAN which provides a systematic evaluation of new and existing homes based on a comprehensive evaluation of the energy components of the home;

- g. **"Letter of Intent"** means an agreement in the form provided by The City, completed by an Eligible Builder confirming its intent to participate in the Program with respect to a certain Eligible Property(ies);
- h. **"Letter of Intent – Master Enrollment"** means an agreement in the form provided by The City, completed by Eligible Builder confirming its intent to participate in the Program with respect to all Eligible Properties for which building permit applications are submitted to The City during the term of such agreement;
- i. **"NRCan"** means Natural Resources Canada, a division of the federal government;
- j. **"Participant"** means an Eligible Builder who owns a Participating Property;
- k. **"Participating Property"** means an Eligible Property for which: (i) a Letter of Intent has been submitted by the Eligible Builder and a building permit issued by The City; or (ii) where the Eligible Builder has submitted a Letter of Intent-Master Enrollment that is in effect, a building permit has been issued by The City;
- l. **"Program Administrator"** means The City's employee or contractor responsible for administering the Program;
- m. **"Program Data"** has the meaning given to in Section 5.
- n. **"Rebate"** means the financial rebates that may be paid by The City to the Eligible Builder for Participating Properties;
- o. **"Single Construction Permit"** means a City of Calgary permit for building a new single family, semi-detached, duplex homes; and
- p. **"Commercial Multi-Family Buildings Permit"** means a City of Calgary permit for building new commercial and multi-family homes.

### 3. PARTICIPATION

#### a. General Eligibility

Eligible Builders may enroll their Eligible Properties into the Program by completing the step set out in Section 3(b)(ii) below.

#### b. Enrollment

- i. Step 1: Complete the: (A) Letter of Intent on ePermit or Building Permit Application Requirement List (CARL) as a part of the Single Construction Permit application process OR in ApplyCalgary as a part of Commercial and Multi-Family Buildings Permit, as applicable; or (B) Letter of Intent – Master Enrollment.
  - 1. Note: The Letter of Intent require the Energy Advisor name and registration no. Eligible Builders are encouraged to have chosen the Energy Advisor prior to applying, however 'to be determined' (or similar) entries will be accepted. It is also acceptable for the Eligible Builder to enter Energy Advisor information in

the Letter of Intent and for that information to be different when the Eligibility Evaluation results are submitted to NRCAN.

2. Note: Step 1 may not be applicable if the Eligible builder has executed a Letter of Intent - Master Enrollment.
- ii. Step 2: Submit building permit application requirements to the satisfaction of The City. Once a building permit is issued to the Eligible Builder for the Eligible Property, such Eligible Property is considered a Participating Property.
- iii. Step 3: Complete an Eligible Evaluation for the Participating Property through a registered Energy Advisor prior to construction end.
- iv. Step 4. The Energy Advisor must submit the Eligibility Evaluation results to NRCAN within the timelines defined by NRCAN's ERS procedures.

Once EnerGuide Label data is made available to The City from NRCAN, the Eligible Builder is entitled to receive a Rebate in accordance with Section 4 for the Eligible Property.

#### 4. REBATES

a. Rebate Eligibility:

For Participating Properties, the Eligible Builder listed on the Letter of Intent or Letter of Intent – Master Enrollment will be eligible to receive Rebates.

b. Rebate Amounts:

- i. Rebates are available for Participating Properties at a flat rate of \$250 per Eligibility Evaluation
- ii. Rebates are capped at a maximum of \$7,500 per Eligible Builder
- iii. The City reserves the right to change, at any time, the Rebate amounts that may be payable under the Program without any notice or liability

c. Rebate Disbursement:

- i. The City will rebate the Eligible Builder for Participating Properties once EnerGuide Label data is received by The City from NRCAN
- ii. All Rebate proceeds will be in Canadian dollars, paid via Electronic Fund Transfer (If available) or via cheque delivered to the listed business address of the Eligible Builder.
- iii. Eligible Builders may be contacted by the Program Administrator to verify the completion of the required Eligible Evaluation prior to Rebate disbursement.

#### 5. COLLECTION OF INFORMATION

For each Participating Property, The City of Calgary will collect the following information (the “**Program Data**”):

Unit Number	File Number	Solar Hot Water (GJ/year)	Other Electrical %
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Street Name	Typical New House EnerGuide Rating (GJ/year)	Rated Energy Use Intensity (GJ/m <sup>2</sup> /year)	File Name
Street Type	EnerGuide Rating (GJ/year)	Rated GHG Emissions (tonnes CO <sub>2</sub> e/year)	
Quadrant	Rated Annual Energy Consumption (GJ/year)	Space Heating %	
City	Rated Natural Gas Usage (GJ/year)	Space Cooling %	
Province	Rated Electricity Usage (GJ/year)	Water Heating %	
Postal Code	Rated On-site Renewable Energy Generation (GJ/year)	Ventilation %	
Data collected date	Solar PV Generation (GJ/year)	Lights and Appliance %	

Participants acknowledge and consent to The City retaining, using and disclosing such Program Data in accordance with the terms below.

## 6. USE OF INFORMATION

All Program Data collected by The City will be used for the purposes associated with the operation of the Home Energy Label Program. Some or all of the Program Data may be used to inform research and analysis on home energy and greenhouse gas emission performance.

## 7. DISCLOSURE OF INFORMATION

The collection, processing, analysis, and disclosure of all Program Data submitted to the Program is performed by The City. The Program Data (non-inclusive of the Energy Advisor name/company name) will be disclosed publicly on the Home Energy Performance Map and may be disclosed using other mechanisms such as online maps, written reports and any other mechanism selected by The City ("**Public Disclosure**"). Program Data will only be disclosed for the purposes associated with the Program and for no other purpose.

## 8. REPRESENTATION OF NECESSARY CONSENT

The Participant represents and warrants that it has all necessary authorizations and consents to disclose and share the Program Data listed above to The City.

## 9. REVOCATION OF PUBLIC DISCLOSURE CONSENT

Participants who have received a Rebate may subsequently request their Participating Property's EnerGuide labels be removed from Calgary's Home Energy Performance Map by emailing [energylabel@calgary.ca](mailto:energylabel@calgary.ca). Requests to remove ERS labels and/or associated information may be approved at the discretion of The City. Participants who have their EnerGuide labels removed may be required to pay back the Rebate to The City.

## **10. TERM AND TERMINATION**

Participation in the Program will last until Participant gives notice to The City at [energylabel@calgary.ca](mailto:energylabel@calgary.ca) of its desire to terminate participation in the Program, or EnerGuide labels are removed in accordance with Section 9 or The City provides Participant notice that its participation in the Program is being terminated. Where participation in the Program is terminated prior to a Rebate being provided to the Recipient, Participant will no longer be eligible to receive a Rebate, and no new non-public information will be collected, used or disclosed by The City.

## **11. INDEMNITY**

The Participant agrees to indemnify and hold harmless The City, its agents, employees, the Program Administrator and those for whom The City is in law responsible from and against all losses, claims, demands, payments, damages, judgments, expense, actions causes of action and costs arising out of or in consequence of their participation in the Program.

## **12. AMENDMENT OF THE PROGRAM TERMS AND CONDITIONS**

The City reserves the right to amend or terminate the Program, or any portion thereof, including without limitation, the content of the Program or any Program requirements contained on the Program website or these terms and conditions at any time without notice or any liability to the Participant.

## **13. FOIP STATEMENT**

EnerGuide Labels and/or their information therein are being collected under the authority of section 33(c) of the FOIP Act and will be used by The City's Climate and Environment business unit to build the Home Energy Performance Map. All information collected by The City is protected by the provisions of the FOIP Act. You may direct questions about the collection, use, or disclosure of EnerGuide Labels by The City in relation to the Program by calling the Corporate Environmental Specialist, Climate and Environment at 403-268-8925.

Corporate Environmental Specialist  
Climate and Environment, Planning and Development Services  
The City of Calgary  
P.O. Box 2100, Station M, Calgary, AB T2P 2M5 | Mail Code 1111 (403) 268-5156  
[energylabel@calgary.ca](mailto:energylabel@calgary.ca)