

## Participant Registration & Consent Form

Thank you for your interest in the City of Edmonton's Building Energy Benchmarking Program. Building owners and property managers who operate large buildings (over 20,000 SQF) within Edmonton are encouraged to participate in this pilot program. For details on the program and the benefits of participation please see [edmonton.ca/energybenchmarking](http://edmonton.ca/energybenchmarking)

This form is your consent to the terms of disclosure for the program. By participating in the program and submitting this form, you authorize the City of Edmonton to publicly display aggregate data and metrics about your building(s) energy and water usage and performance. You also consent to participating in an evaluation process designed to help the City of Edmonton develop future versions of this program. Your information may also be used to contribute to the developing of other Energy Transition programs. The deadline to complete this form is September 30, 2018, while the deadline to share your 2017 data with the City of Edmonton is October 31, 2018.

If you require support with this form, or have questions about the program, contact:  
[energystar@edmonton.ca](mailto:energystar@edmonton.ca)

### I. YOUR INFORMATION

This information is for administrative use, collected for verification and communication purposes. Company and building owner name may be disclosed as part of the City of Edmonton's program evaluation and reporting.

Primary Contact - Indicate who will be primarily responsible for your organizations participation in the program.

- First and Last Name
- Contact Information
- Company Name
- Position Title
- What role do you play within the building(s) being registered using this form?

Alternative Contact - Indicate an alternative contact for your organization.

- First and Last Name
- Contact Information
- Company Name
- Position Title
- If known, who will be submitting the energy consumption data via ENERGY STAR Portfolio Manager for your buildings? (Name, Email)
- Who owns the building(s) being registered using this form?
- Please provide the name and email address of the building owner.

- Do you have the consent of the building owner to register the building(s) for participation in Edmonton's Building Energy Benchmarking Program?
- Do you already have an ENERGY STAR Portfolio Manager account?
- If yes, what is your ENERGY STAR Portfolio Manager Username?
- Have you already added City of Edmonton - Energy Transition Unit as a contact within ENERGY STAR Portfolio Manager?
- Have you already received the City of Edmonton's electronic data information request?
- If yes, have you already submitted your ENERGY STAR Portfolio Manager data for the building(s) you are registering to the City of Edmonton?

## II. BUILDING INFORMATION

How many buildings are you registering for participation in Edmonton's Building Energy Benchmarking Program? Please note: You must have authority to provide consent for each of these buildings.

You will need to provide the following details for each building.

- Building Name (if applicable)
- Building Address
- Please identify the property type for this building
- Please identify the gross floor area (square feet) for this building
- While building-level energy disclosure is encouraged from all participants, it is voluntary for year two of the program. What level of disclosure do you consent to for this specific building?
  - Aggregate, anonymized data only
  - Aggregate, anonymized data and building-level details
- This form automatically registers this building for Year Two of the pilot program. Would you also like to register this building for Year Three as well?

## III. CONSENT

Please carefully read the following, then click the box to the left of each section to confirm that you have read, understood and agree with the terms set out below. This consent form is only applicable to your building's energy consumption and associated metrics (as outlined below) for the term of either January 1, 2017 to December 31, 2017 or January 1, 2017 to December 31, 2018 (depending on your responses in section II).

By submitting this form, you confirm that:

- You consent to personal information related to your building(s) participation in Edmonton's Building Energy Benchmarking Program being collected, used and stored internally by the City of Edmonton for the purposes of the design and evaluation of energy transition programs.
- You are the property owner (or another with designated authority) for all building(s) described in section II of this form.
- You understand and approve the removal of consent process outlined below.

# BUILDING ENERGY BENCHMARKING PROGRAM



- The data you enter into ENERGY STAR Portfolio Manager and share with the City of Edmonton is accurate, to the best of your knowledge.
- You authorize the City of Edmonton to disclose publically your building's participation in the program including each building's name, address, gross floor area and the name of the participating organization (e.g. building owner or property manager).

You consent to the City of Edmonton displaying the following on the City of Edmonton's Energy Transition Strategy website:

- The information provided by you in section II (Building Information) of this form.
- Aggregate and anonymous information about your building(s) energy and greenhouse gas emissions performance.
- Inclusion of your building(s) information, utility data and associated metrics (including building-level and sector specific benchmarking) in the analysis done for the annual, published disclosure report on the program results. Your building's data and metrics will contribute to an in-depth assessment of the energy use and greenhouse gas emissions associated with Edmonton's built environment. It is possible that your building's data may also contribute to other energy transition strategy reports and/or the development of related energy transition programs. Building-level data and metrics will remain anonymous within all public reports unless building level disclosure was approved.

## Optional Consent: Building Level Disclosure

- If building-level disclosure was approved in section II, you also disclose to sharing of additional information received in response to our data information request about your property(ies) ENERGY STAR Portfolio Manager's profile, including (but not limited to) parameters such as whole-building energy use by fuel source, energy performance, whole-building water use, water performance, etc.

## Removal of Consent Process

Please note that consent for each building's participation can only be provided on an annual basis, as a result you cannot consent for multiple years at once. The ability to withdraw your consent is dependent on the timing of the withdrawal request. If you wish to withdraw your consent for the public disclosure of your building(s) data please consider:

-If the annual Building Energy Benchmarking Report has not yet been published on the City of Edmonton website then you may request to have your building(s) data removed and your participation revoked by emailing [energystar@edmonton.ca](mailto:energystar@edmonton.ca)

-If the annual Building Energy Benchmarking Report has been published on the City of Edmonton website, you cannot revoke your building(s) consent.

If you have any questions or concerns with anything included in this consent form, please email [energystar@edmonton.ca](mailto:energystar@edmonton.ca).

## **IV. NEXT STEPS & NEWSLETTER**

Request an information session or benchmarking workshop for your company or organization by contacting the program coordinator Lisa Dockman (Energy Transition Project Manager, City of Edmonton) by phone 780.442.0883 or email [lisa.dockman@edmonton.ca](mailto:lisa.dockman@edmonton.ca).

Sign up for Edmonton's Energy Benchmarking electronic newsletter to receive semi-regular updates on the program. Please register at [edmonton.ca/energybenchmarkingnews](http://edmonton.ca/energybenchmarkingnews)

Please feel free to subscribe yourself to the following electronic newsletters to stay informed about City of Edmonton environment and climate change initiatives. Please register at [changeformclimate.ca/signup](http://changeformclimate.ca/signup)

## **V. SUBMISSION & FOIP STATEMENT**

This information is being collected by the City under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, and will be used to authorize public disclosure of building specific energy and water data, inform the development of a city wide “Building Energy Benchmarking” pilot program as well as for evaluation of the ENERGY STAR Portfolio Manager data submission process. Aggregate and anonymous data on whole building utility use and associated performance metrics that is collected from building owners and property managers will be used in public energy transition reports, to populate an online disclosure platform and to inform the development of other City of Edmonton energy transition programs. Building level data will be disclosed for those who provided consent above. Your personal information will be used by the City of Edmonton to communicate with you regarding the program. If you have any questions about the collection, use or disclosure of information by the City you may contact Lisa Dockman, Project Manager at 780-442-0883 or 9th Floor, Edmonton Tower, 10111 104 Ave NW, Edmonton, Alberta.