



Hello CEIP Applicant,

The following are useful instructions on how to correctly complete the “Consent to Disclose Data and Release information” document on page 2, 3 and 4 of this attachment.

Before processing your full application, the City of Edmonton requires that you submit (mail) a physically signed (wet ink) copy of the attached Data and Picture Release Agreement. The document will accommodate up to four property owners, but many applicants have only one or two property owners, leaving unneeded signature lines blank.

- a. At your earliest convenience, print and have **ALL PROPERTY OWNERS** read the document. You will need a witness present as well to sign the document. Have **ALL PROPERTY OWNERS** print names on page one, include the CEIP Project ID (eg. EDMO-R-24-0000xxxx) on page one, **ALL PROPERTY OWNERS** initial pages two and three on the lines indicated, and witnesses and **ALL PROPERTY OWNERS** physically (in pen) and sign the document where indicated on page four.
- b. The witness signatures are required and for legal reasons, the witness **CANNOT BE THE SPOUSE** of any property owner(s) signing the form.
- c. Scan the fully signed form and email a copy to [ceip.residential@edmonton.ca](mailto:ceip.residential@edmonton.ca) as an attachment. Keep a copy of the signed form for your records (scanned/printed/ electronic)
- d. Mail the fully signed original document to:

Attn: Clean Energy Improvement Program Team  
Edmonton Tower  
8th Floor, 10111 104 Ave NW  
Edmonton Alberta  
T5J 0J4

Note: upon receipt of the scanned copy your application can proceed through the approval process.



**CONSENT TO DISCLOSE DATA AND RELEASE OF INFORMATION  
CITY OF EDMONTON CLEAN ENERGY IMPROVEMENT PROGRAM**

I, \_\_\_\_\_,  
Participant(s) under Project \_\_\_\_\_, understand that by signing  
this form, I am providing my additional consent where necessary for use and disclosure  
of information, including personal information, as described in this document, required  
for my participation in the City of Edmonton’s Clean Energy Improvement Program.

I have been informed and understand that through my participation in the Program, and  
my submission of the application documents, The City of Edmonton (the “Municipality”)  
is collecting Participant and Application information, EnerGuide Home Evaluation  
including the Energuide Rating System label (“ERS Label”), photographic and/or video  
images of the Clean Energy Improvements, and other proof of installation either directly  
through the Participant or through Alberta Municipalities (the “Program Administrator”).  
This may include personal information, which, as noted in the application forms, is  
collected pursuant to section 33(c) of the *Freedom of Information and Protection of  
Privacy Act, RSA 2000, c. F-25*.

Consent for Municipality to use existing information and share with Program  
Administrator

I understand that the Municipality will be reviewing information submitted by myself or  
any other Participant, in relation to the Property where the Program Administrator is  
required to determine whether the Project is eligible to proceed. I understand that the  
Municipality also already holds records on the Participants, the Property or activities on  
the Property, collected under section 33(a), (b), or (c) of the *Freedom of Information and  
Protection of Privacy Act, RSA 2000, c. F-25*, for other municipal programs and  
activities. Where these records are relevant to the Project and that determination,  
including zoning applications, development and safety code permits, and infill or  
construction related bylaw infractions, I consent to the Municipality accessing and using  
these identified records for the purposes of determining the Property and Applicant’s  
compliance with sections 12(1) and (2) of Bylaw 20678, the Clean Energy Improvement  
Program Tax Bylaw, and sharing these records with the Program Administrator.

Initial \_\_\_\_\_

Public disclosure or sharing with third parties

I hereby authorize the Municipality to disclose publicly information regarding the  
Property, the Project, all Clean Energy Improvements and the Incidental Costs, and the  
EnerGuide Home Evaluation provided such disclosure shall be limited to the building  
type, address, photos, list of Eligible Upgrade(s) and ERS Label. The ERS Label and  
certain data associated with the property will be displayed on the Municipality’s online  
Home Energy Map.



I also authorize the Municipality and the Program Administrator to disclose only necessary Participant information with other third party organizations who:

- offer energy efficiency rebate programs for the purposes of monitoring compliance of rebate stacking,
- are hired or contracted by the Municipality or the Program Administrator for general program evaluation, performance monitoring, future studies, and future program planning, and
- are hired or contracted by the Municipality or the Program Administrator for scheduling and completing site inspections at the Property.

Initial \_\_\_\_\_

### Optional Consent and Licence for use of Photographs

With additional consent, any photographs or video images provided by the Participant through the Project may be incorporated by the Municipality, its third party partners including funders, which may include, but is not limited to, the Federation of Canadian Municipalities (“FCM”), or the Program Administrator, now or in the future into materials (the “Product”) used for one or more of the following: informational and promotional purposes relating to the Program or the funding, and public information and promotional purposes for the Municipality, FCM (if applicable), or the Program Administrator. This consent is fully voluntary, and choosing not to grant this consent or licence, by not initialing this section, does not affect a Participant’s Application or participation in the Clean Energy Improvement Program.

By initialing this section, I hereby grant the Municipality, the Program Administrator, FCM (if applicable), and their successors or assigns (collectively, the “Producer”) the right to use my photos or videos in the Product whether recorded on or transferred to videotape, film, slides, photographs, audio tapes, digital or other media, now known or later developed, for use by the Producer in one or more of the following: on Web pages, YouTube, Twitter, Facebook, other social media, commercial or non-commercial television, closed-circuit exhibition, audio-visual presentations, publications and advertisements. This grant includes without limitation the right to edit, mix or duplicate and to use or re-use the Product in whole or part as the Producer may elect. I acknowledge that I have no interest or ownership in the Product or its copyright, including moral rights.

Optional Initial \_\_\_\_\_

I acknowledge that this Image and Data Use Consent and Release Agreement constitutes a binding agreement. I confirm that I have the right to enter into this Agreement, that I am not restricted by any commitments to third parties, and that the Producer has no financial commitment or obligations to me as a result of this Agreement, except as set out in this Agreement. If the optional initial was provided



above, I hereby give all clearances, copyright and otherwise, for the use of my photos, video or data in the Product or other listed uses. I expressly release the Producer and its officers, employees, agents and designees from any and all actions, causes of action, liability, claims and demands whatsoever in law or equity known and unknown that I may have now or in the future arising out of, or in any way connected with, the above granted uses and representations. The rights granted the Producer herein are perpetual and worldwide.

This Agreement shall be governed and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein and the parties expressly attorn to the exclusive jurisdiction of the courts of the Province of Alberta.

**I have read the foregoing and understand its terms and agree to all of them.**

**Participant:**

**Witness:**

\_\_\_\_\_  
Name:  
Date:

\_\_\_\_\_  
Name:  
Date:

**Optional if needed:**

**Participant:**

**Witness:**

\_\_\_\_\_  
Name:  
Date:

\_\_\_\_\_  
Name:  
Date:

**Participant:**

**Witness:**

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Name:  
Date:

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Date:

**Participant:**

**Witness:**

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Name:  
Date:

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Name:  
Date: