

## CHBA Net Zero Home Labelling Program – Change Request Review Process

If a Program Administrative or Technical Requirement is deemed to be unclear, incomplete or needs to be updated, added to, or removed, CHBA Members/Program Participants may submit a completed **CHANGE REQUEST FORM** to the CHBA Net Zero Home Labelling Program Technical Committee via Brett Cass at [brett.cass@chba.ca](mailto:brett.cass@chba.ca). Please submit one form for each change request.

### TO ENSURE THE INTEGRITY OF THE PROGRAM:

*Only change requests that are applicable to ALL participants/homes will be approved.*

*If a change request is applicable only to a single participant/home the change request will NOT be approved.*

Change requests will be reviewed by the TC at the standing monthly meetings. To ensure all change requests are reviewed thoughtfully, a **DECISION-MAKING PROCESS FLOW CHART** has been developed to guide the Technical Committee. The person who submitted the change request will be notified of the result.

All approved change requests will be communicated through the Net Zero News (and Technical Bulletins to the Participants: SO's, EA's and Builders) and will be posted on the CHBA website ([www.chba.ca/nze](http://www.chba.ca/nze)) as an amendment until the next version of the Program is officially released. Program Participants may use the amendments once they are posted - prior to the official version update. (A flag will also be added to the current version to identify the amendment.)

### 2023 Change Request Review Schedule

Submitted by	Reviewed on	Response by
Jan 16	Jan 23	Jan 30
Feb 20	Feb 27	Mar 6
Mar 20	Mar 27	Apr 3
Apr 17	Apr 24	May 1
May 22	May 29	Jun 5
Jun 19	Jun 26	Jul 3
Jul 17	Jul 24	Jul 31
Aug 14	Aug 21	Aug 28
Sep 11	Sep 18	Sep 25
Oct 10	Oct 16	Oct 23
Nov 7	Nov 14	Nov 21
Dec 4	Dec 11	Dec 18

