

CHBA NET ZERO HOME LABELLING PROGRAM

TECHNICAL COMMITTEE

TERMS OF REFERENCE

Updated November 24, 2023



PURPOSE

The purpose of the Technical Committee (TC) is to assist the CHBA Net Zero Energy Housing Council (NZC) in an advisory capacity to review, consider and make recommendations on the development and implementation of the Net Zero Home Labelling Program.

Specific duties of the TC include, but are not limited to:

- Ongoing development of the Program Requirements in conjunction with Building Codes based on the direction from the Net Zero Council and CHBA staff.
- Review and consideration of proposed changes to the Program (including the administrative process) from CHBA members.

MEMBERSHIP

Members of the TC must be employed/contracted by a member organization of the CHBA.

The TC is limited to a maximum of 12 and minimum of 8 representatives with, ideally, two (2) representatives per region (West Coast/Prairies/Central/East Coast/Territories). At least four (4) of the members should be builders and at least one (1) should be a renovator. Members are selected for their demonstrated competence and experience in Technical Specifications and/or Administrative Processes of energy efficient home labelling/certification programs. The objective is to ensure broad geographical representation and related expertise. A majority of members is required to meet quorum (more than 50%), and the Chair can either abstain or vote to break a tie.

One ex-officio non-voting representative from NRCan OEE, NRCan CANMET Energy, and CMHC, NRC or any other relevant government agency, will have a seat on the TC, as will a staff member from the CHBA Technical Research Committee (TRC).

The term for all TC members, including the Chair and Vice-Chair, is 2 years with the opportunity to re-apply for another term. **Members must be active** – meaning that they must attend the meetings and participate in the efforts as described in this document. If members are not active, they will be asked to step down to make room for others to participate.

The TC will meet via web/tele-conference monthly, or as required.

TC member applications can be submitted at any time. When the committee is full and no seats are available, applications will be kept on file. When seats become available, applications already on-hand will be considered, and current members will also be asked for additional recommendations. Applications will then undergo a review and selection process that involves review by staff, the Management Committee, as well as approval by the CHBA President.

ROLES & RESPONSIBILITIES

The role of the Chair of the TC is to:

- Control the meetings
- Ensure that all participants have an opportunity to speak
- Review agendas
- Review previous meeting reports and material prior to the meetings
- Represent the TC and participate in the delivery of presentations of the TC's efforts

In the event that the Chair is unable to fulfill their duties, the vice-chair will undertake their responsibilities.

The responsibility of each member of the TC is to:

- Prepare for and attend all TC meetings (read meeting documents that will be sent in advance of each meeting)
- Participate in a meaningful, non-biased and constructive way
- Utilize the input of the Council and CHBA membership for consensus building and to guide the decision-making process
- Evaluate opportunities and report back (via Chair) to the NZC Management Committee
- Act in the best interests of the CHBA and the entire membership as a whole