

# TERMS OF REFERENCE

---

The CHBA Net Zero Energy Housing Council (NZE) supports innovation in our industry with the goal of creating a *market advantage* for CHBA builder and renovator members who choose to pursue it. This will not only help to meet the housing aspirations of Canadians but renew Canadian world leadership in high performance housing.

## MANDATE

---

In alignment with the CHBA Strategic Priority to **Advance Innovation**, the mandate of this self-funding ad-hoc Council is **to deliver services that will support members' voluntary adoption of Net Zero Energy (NZE) housing.**

The NZE will:

- gather intelligence on member and consumer needs to inform priorities and influence strategic advancements,
- build awareness and knowledge through the consolidation and sharing of information utilizing a variety of channels and forums, and
- implement activities to identify barriers, find solutions, transfer knowledge, inform policy, accelerate action and increase efficiencies.

## MEMBERSHIP

---

The NZE is limited to a maximum of 65 CHBA members *including* the Management Committee and Sponsors. Members are selected for their demonstrated competence and experience in Net Zero Energy / High-Performance housing. Alternately, members bring significant knowledge or capability to the Council in specialized areas important to the advancement of Net Zero Energy housing. The objective is to ensure broad geographical and sectoral representation and expertise. Builder and renovator representation will be targeted at a minimum of 25%. A balance between builder/renovator and other members, as well as regional representation, will always be sought.

The term for all new Council members is 2 years with the opportunity to re-apply for another 1 or 2 years. **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 NZE will meet face-to-face 2 times per year in conjunction with the CHBA national meetings. The Management Committee of the NZE will meet at least an additional 8 times per year online using screen and webcam sharing to facilitate productive discussions.

CHBA will cover travel and accommodation for the Management Committee members per the CHBA Travel Policy. All other members will be responsible for their own travel and accommodation costs.

Those interested in **Membership** on the Council must submit an application for consideration by staff and the Management Committee. See the criteria on the NZE Application Form. There is an annual fee for NZE membership.

Those interested in a position on the **Management Committee** must submit an application for consideration by staff and appointment by the CHBA President. There is a limit of 10 positions on the Management Committee and can only be filled by builder/renovator members OR other CHBA members who are impartial to the products, services and energy sources used in a NZE home. The Chair position holds a 2-year term. A Vice-Chair will be in place to support the Chair and to move into the Chair role at the end of each 2-year term. The Chair will remain on the Management Committee as Past-Chair for a minimum 1-year term.

Applications can be submitted at any time. When the council is full and no seats are available, applications will be kept on file. When seats become available, an open "Invitation to Apply" will be extended; applications already on-hand will be considered, and those applicants will be contacted to ensure they are still interested and that their applications are still up-to-date. Openings will also be posted on the NZE webpage at [www.chba.ca/nze](http://www.chba.ca/nze) and communicated via the Net Zero News. Applications will then undergo a review and selection process that involves review by staff and the Management Committee, as well as approval by the CHBA President.

One ex-officio non-voting representative from each of the following CHBA Councils/Committees will sit on the NZC:

- Technical Research Committee (TRC)
- Canadian Renovators' Council (CRC)

Also in attendance at meetings will be reciprocal representatives from the CHBA Board of Directors and its Executive Committee.

One ex-officio non-voting representative from the following government bodies are invited to sit on the NZC:

- NRCan OEE
- NRCan CanmetENERGY
- NRCan CanmetENERGY LEEP
- NRC
- CMHC
- Canadian Forces Housing Agency

## ROLES & RESPONSIBILITIES

---

**The role of the Management Committee is to provide strategic advice and direction on the key priorities of the NZC.** The Management Committee is responsible for:

- preparing for and attending all Council and Management Committee meetings (must read meeting documents that will be sent 1 week in advance of each meeting),
- participating in a meaningful, non-biased and constructive way,
- utilizing the input of the Council membership for consensus building and to guide the decision-making process,
- leading working groups to evaluate opportunities for the Council and reporting back to the Management Committee, &
- representing the Council and participating in the delivery of presentations of the Councils efforts.

**The role of the general Membership is to provide input on the key priorities of the NZC.** Members are responsible for:

- preparing for and attending all Council meetings (must read meeting documents that will be sent 1 week in advance of each meeting),
- participating in a meaningful, and constructive way (especially avoiding company-specific bias),
- participating in working groups to evaluate opportunities for the Council, and
- acting in the best interests of the Association and the entire membership as a whole. **This includes the important role NZC members play as leaders in the “net zero space”, and appropriately representing the CHBA policy position on the affordability and timing concerns of mandating Net Zero Ready levels of performance in Building Codes.**

## FUNDING

---

CHBA's Net Zero Energy Housing Council is self-funding and will generate operating revenue through Membership and Sponsorship fees. In addition, project-specific funding will be pursued based on the key priorities and additional revenue generating opportunities will be explored.

Please see Member and Sponsor Benefits documents for more information.

## MEMBER FEES AND SPONSOR LEVELS (effective November 1, 2021)

---

Position	Annual Fee	# of Positions
Management Committee Members	\$250	10
Sponsor Members - Gold	\$25,000	1
Sponsor Members - Silver	\$15,000	9
Sponsor Members - Bronze	\$5,000	15
Builders/Renovator Members	\$250	27
Academia Members	\$2,500	3
	<b>Total</b>	<b>65</b>

## ANNEX

---

### ***Direct Value to Members: What kind of information or business intelligence of direct value to some or all CHBA members does the Council generate? How is that information disseminated?***

The Council will identify the needs of NZE builders and renovators to successfully build/renovate and sell NZE homes. These needs may be technical, financial, marketing, skilled labour, product, or other needs as may arise. The Council will build awareness and knowledge within the building industry through the consolidation and sharing of information, resources, advancements and best practices in NZE design, construction, technology, standards, programs, policy and RD&D. A variety of communications channels and forums will be utilized to do this. For example, the CHBA website and e-publications, as well as social media, webinars, training, and possibly also a 'builder 20 club'.

### ***Policy Advice to the Board of Directors: Does the Council formulate policy advice to the Board of Directors relative to its mandate? If so, what type and why is this important to the Association?***

The Council will formulate policy advice to the Board of Directors relative to its mandate of advancing innovation. This includes but is not limited to: cost reduction, codes and regulation (with the intent of keeping NZE voluntary), skilled trade development, voluntary NZE programs, advocacy and consumer awareness. This will position the CHBA as the leading organization for strategic advancements.

### ***Activity Implementation: Does the Council undertake activity implementation? If so, what type (with examples) and why is this important? And how is it undertaken?***

Utilizing existing resources, the Council will verify and prioritize the issues and opportunities associated with the market adoption of NZE housing. Immediate needs as well as medium- and long-term needs will be identified and prioritized. For each priority, strategies will be identified, with the most feasible solutions to be agreed upon. Depending upon what the solution is, the Council and staff would determine the most appropriate approach. If a new service or program needs to be developed, a collaborative approach would be used to engage the appropriate parties. Annual budgets will be developed.

### ***Forum: Does the Council act as a Forum? If so, how does this benefit the membership (e.g. intelligence gathering that informs 1 to 3 above; influences other organizations; increases efficiencies)? Please provide specific examples.***

The Council will act as a forum for the leaders in NZE housing to collaborate, transfer knowledge, inform policy, accelerate action and increase efficiencies. Transfer of resultant information and outcomes to other interested members will be key and executed through the efforts described above. This will shorten the learning curve of the early adopters and assist in 'fine tuning' solutions and services for the early majority, ultimately allowing for the broadest diffusion of NZE Housing. The Council will act as advisors to the CHBA staff. It will provide status reports on its progress in the achievement of objectives. These status reports will be used for communications to CHBA Board of Directors, CHBA members and other interested parties via a variety of the CHBA communication channels, especially the website. Presentations will also be made at the annual conference and Board Meetings.

## CHBA POSITION ON NET ZERO

---

To be clear, CHBA's position on Net Zero is as follows:

- Firstly, the expected plan from the Federal Government for codes (and CCBFC and PTPACC - the inter-provincial body that guides policy for the code) is to go to Net Zero Ready (so no renewables) by 2030, not full Net Zero.
- CHBA's position is basically that nothing should go into code that reduces affordability. Given the excellent performance of today's new houses, the focus of government and industry should be on innovating, so the next levels of improvement do not cost home buyers more.
- We are of course leading on innovating towards Net Zero, but on a voluntary basis - to find the best ways of achieving higher levels of performance, give members an advantage, and provide a great product for consumers that want it.
- We are not "opposed" to a tiered code system that looks ahead to the future levels of performance (and could support voluntary programming to those levels), but we do not support regulating those levels until it can be shown that they are cost effective and are not going to reduce affordability.
- We have been very clear on this position to not regulate anything that reduces affordability, including net zero, in discussions with the federal government in all our advocacy. This has been expressed in meetings we have had directly with the departments and ministers' staff, and with the CCBFC.
- This position also applies with regards to municipal and provincial governments.

- Note that the biggest danger in this is not a tiered system in the national code but provinces and/or municipalities trying to outdo each other and get there faster. This will be problematic for industry, and a major cost and affordability problem for home buyers.
- Also, for anyone who wonders why CHBA is working on net zero, the answer is that CHBA has always supported innovation, choice, voluntary higher levels of performance, and the pursuit of new approaches that can help members build better homes that homebuyers can afford.
- Prior to CHBA taking the lead, others were leading activity on net zero and were pushing for it in the code with complete disregard for the financial interests of home buyers; CHBA took action to do it right, get builders leading, and do it on a voluntary-not-code basis. CHBA strongly opposes this and any measure being introduced into the code until it makes sense from an affordability standpoint.
- At the same time, CHBA's leadership work in Net Zero is showing the way for CHBA members who want to lead, to gain market advantage and establish the technology for the industry for the future.
- Net Zero and Net Zero Ready are great options for home buyers that can and wish to make the investment. However, until these or any other levels of energy performance can be shown to not affect affordability, they should not be regulated.

## FOR MORE INFORMATION CONTACT

---

Sonja Winkelmann  
Director, Net Zero Energy Housing  
sonja.winkelmann@chba.ca  
613.230.3060 x235