



NET ZERO ENERGY HOUSING COUNCIL TERMS OF REFERENCE

CHBA's Net Zero Energy Housing Council (NZC) 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 NZC 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 NZC is limited to a maximum of 60 CHBA members *including* the Management Committee and Sponsors. Members are selected for their demonstrated competence and experience in NZE or R-2000 Housing. Alternately, members bring significant knowledge or capability to the Council in specialized areas important to the advancement of NZE 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 NZC will meet face-to-face 2 times per year in conjunction with the CHBA national meetings. The Management Committee of the NZC will meet at least an additional 2 times per year online using screen and web-cam 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 NZC Application Form. There is an annual fee for NZC 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 NZC Webpage. 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:

- Manufacturers' Council
- Technical Research Committee (TRC)
- Canadian Renovators' Council (CRC)
- Professional Development Committee (PDC)
- National Marketing Committee (NMC)
- Canadian Manufactured Housing (CMH)

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 CanmetEnergy
- NRCan OEE
- CMHC
- NRC

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.

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 annual Action Plan, 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, 2016)

Position	Annual Fee	# of Positions
Management Committee Members	\$250	10
Sponsor Members - Gold	\$50,000	1
Sponsor Members - Silver	\$25,000	3
Sponsor Members - Bronze	\$15,000	6
Builders/Renovator Members	\$250	17
General Members	\$5,000	17
Academia Members	\$2,500	6
	Total	60

ANNEX

Direct Value to Members: What kind of information or business intelligence of direct value to some or all CHBA members does the Committee/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, and possibly also face-to-face training and a 'builder 20 club'.

Policy Advice to the Board of Directors: Does the Committee/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 Committee/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 Committee/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. 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.

FOR MORE INFORMATION CONTACT

Sonja Winkelmann
Director, Net Zero Energy Housing
Canadian Home Builders' Association
T: 613.230.3060 x235
E: winkelmann@chba.ca