

## Canada Green Building Council's Experienced Modellers List

Initial release December 16, 2011

Last updated August 7, 2018

The following is *Canada Green Building Council's (CaGBC's) Experienced Modellers List* for use in connection with the LEED Canada program. Additional detail is provided following the list of individuals.

*The CaGBC is not currently accepting new applications to the CaGBC's Experienced Modellers List. Please note, with the release of CIR 1255, all energy modellers are now able to submit the Minimum Energy Performance documentation directly to the CaGBC for LEED Canada Building Design and Construction v2009 and LEED Building Design and Construction v4 projects at no additional cost.*

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*The list of individuals and companies with modelling experience has been provided by the CaGBC for convenience only and for use solely in connection with the LEED Canada program. Use of this list for purposes other than those specified under the LEED Canada program is not warranted or endorsed by CaGBC. The individuals are not retained or employed by the CaGBC. The CaGBC is not responsible for the results obtained through any of these individuals and/or companies and does not warrant the quality of the services provided. The CaGBC hereby disclaims any liability in association with the services provided by any of the listed individuals and companies.*

The specific qualifications the individual on *CaGBC's Experienced Modellers List* were evaluated against are available on the CaGBC website [here](#).

The following submittal options require the use of an individual on the List:

- For LEED Canada NC/CS 1.0 and LEED Canada NC/CS 2009 projects, individuals on *CaGBC's Experienced Modellers List* are acceptable as independent third party reviewers for the purposes of demonstrating compliance to Energy and Atmosphere (EA) Prerequisite 2 and Credit 1.
- For LEED Canada NC/CS 1.0 projects, the EA Prerequisite 2 and Credit 1 certification submissions (such as whole building energy simulations, prescriptive compliance reports, etc.) prepared by individuals on *CaGBC's Experienced Modellers List* do not require an independent third party review prior to submission for LEED Canada certification, as per CIR 839.

Note, LEED Canada NC/CS 2009 projects have the option to submit energy models to the CaGBC for a detailed certification review even when the model has not been created by an individual on *CaGBC's Experienced Modellers List* and has not undergone an independent third party review. The CaGBC still encourages project teams to choose energy modellers experienced with LEED submissions and modelling high performance buildings, thereby reducing risk and helping to ensure a positive outcome from the certification review process. This alternative compliance pathway is outlined in CIR 1255 - New Compliance Path for Whole Building Simulation Option.

*CaGBC's Experienced Modellers List* replaces NRCan's list of Experienced Consultants that had been historically referenced as the approved list of energy simulation reviewers for LEED Canada. It is intended to be more comprehensive, providing project teams with additional flexibility in the selection of energy model reviewers as well as energy modelling software platforms. The *List* is also available to *LEED Canada-NC 1.0* and *LEED Canada-CS 1.0* projects seeking independent third party reviewers. Additionally, in an effort to further streamline and simplify certification, a Credit Interpretation Request (CIR) has been issued to allow *LEED Canada-NC 1.0* and *LEED Canada-CS 1.0* projects to use the *LEED Canada for New Construction and Major Renovations 2009* and *LEED Canada for Core and Shell Development 2009* submittal pathway that does not require a third party review of computer simulation files prepared by an individual on *CaGBC's Experience Modellers List*. Refer to CIR #839 for details.

Individuals on *CaGBC's Experienced Modellers List* bear significant responsibility as it relates to ensuring the integrity of LEED certification and providing value to clients, therefore all individuals listed above have agreed to adhere to the *Responsibilities and Code of Ethics for Individuals on CaGBC's Experienced Modellers List*, provided below.

## Responsibilities and Code of Ethics

### For Individuals on Canada Green Building Council's Experienced Modellers List

Individuals on *Canada Green Building Council's (CaGBC's) Experienced Modellers List* shall abide by the following Responsibilities and Code of Ethics.

#### 1. Responsibilities

- 1.1 As the individual preparing an energy modelling report for LEED Canada's *Whole Building Energy Simulation* paths for Energy and Atmosphere (EA) Prerequisite 2 and Credit 1 without a review by a third party, I:
  - 1.1.1 Shall, at a minimum, have a direct supervisory role and involvement in the creation and quality review of the energy simulation output files, and the preparation of the energy modelling report
    - 1.1.1.1 Direct supervisory role involves contributing to the creation of a model in a significant way, including providing detailed guidance with respect to zoning, geometry, workarounds, and system selection, as well as conducting periodic incremental reviews and completing a detailed final review of all work completed by junior modeling staff;
  - 1.1.2 Shall have a comprehensive understanding of the systems and equipment used in the project being modelled for LEED Canada certification, as well as the simulation software, any workarounds and their associated engineering analyses;
  - 1.1.3 Shall be available to the CaGBC during the entire LEED Canada certification process and shall provide timely responses as required during the project review; and,
  - 1.1.4 Understand that if my involvement in the project terminates prior to completion of the LEED Canada certification process, I will notify the project team that they must engage the services of another individual on *CaGBC's Experienced Modellers List* to take over my responsibilities as detailed above.
- 1.2 As the individual conducting a third party review of an energy model created for LEED Canada's *Whole Building Energy Simulation* path for EA Prerequisite 2 and Credit 1, I:
  - 1.2.1 Shall, at a minimum, have a direct supervisory role and involvement in the review of the energy model simulation files and the preparation of the energy model review report
    - 1.2.1.1 Direct supervisory role involves contributing to the review of a model in a significant way, including providing detailed guidance with respect to the details of the review process, conducting periodic incremental reviews, and completing a detailed final review of all work completed by junior modeling staff;
  - 1.2.2 Shall have a comprehensive understanding of the systems and equipment used in the project being modelled for LEED Canada certification, as well as the simulation software, any workarounds and their associated engineering analyses;

- 1.2.3 Shall be available to the CaGBC during the entire LEED Canada certification process and shall provide timely responses as required during the project review;
  - 1.2.4 Shall include sufficient detail in third party review reports to allow another building energy modeller to thoroughly understand the simulation process undertaken to arrive at the projected energy performance being claimed for EAp2 and EAc1; and,
  - 1.2.5 Shall have no other involvement in the project and shall not be a member of a firm with involvement in the project.
- 1.3 As the individual preparing energy modelling reports and/or conducting third party reviews of energy models, I:
- 1.3.1 Will remain apprised of the most recent information regarding LEED energy modelling rules and protocols including, but not limited to, LEED Canada Reference Guides, Credit Interpretation Requests (CIRs), and supplemental guidelines.
- 1.4 As the individual on *CaGBC's Experienced Modellers List*, I shall notify the CaGBC in the event of any of the following within 30 days:
- 1.4.1 Changes in my professional circumstances, including but not limited to changes in employer, professional responsibilities, professional status, leaves of absences, contact information; or,
  - 1.4.2 Desire to be removed from the List for any reason.

## 2. Code of Ethics

- 2.1 As an individual on *CaGBC's Experienced Modellers List*, I:
- 2.1.1 Shall undertake only work that I am competent to perform by virtue of my training, ability and experience; and,
  - 2.1.2 Shall conduct myself with integrity, honesty, fairness and objectivity in all energy modelling activities.

## 3. Signature

By consenting to be included on *CaGBC's Experienced Modellers List*, I am accepting to abide by the above Responsibilities and Code of Ethics. I understand that I may be removed from this list at the discretion of the CaGBC.

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Name (Please print)

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Signature

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Date