



LEED Canada Certification Process

For LEED Canada NC, CS, CI and EB:O&M projects
Version 10, updated February 2017

Table of Contents

1. Preface
2. Documentation
3. Where to Find Documentation Requirements
4. Organizing Documentation for Submittal
5. Submitting for Certification
6. Certification Timeline
7. Expedited Review
8. Finalization of the Certification
9. Certification Appeal Process

1. Preface

This document was prepared in order to provide project teams guidance on the LEED Canada Certification Process. It contains important information for how LEED Canada submissions are to be prepared. Failure to comply with the guidance provided may result in submissions being delayed during the certification process.

In this document, the following short forms are used:

- **LEED Canada NC:** LEED Canada for New Construction and Major Renovations
- **LEED Canada CS:** LEED Canada for Core & Shell Development
- **LEED Canada CI:** LEED Canada for Commercial Interiors
- **LEED Canada EB:O&M:** LEED Canada for Existing Buildings: Operations & Maintenance
- **Streamlined Two-Stage Review Option:** Streamlined Two-Stage Certification Review Process Option for LEED Canada NC 1.0 or LEED Canada CS 1.0 projects
- **Split Review Option:** Design and Construction Split Review Option for LEED Canada NC 2009 and LEED Canada CS 2009

Note, more detailed information on each rating system and the new Streamlined Two-Stage Review Option and the Split Review Option is provided on CaGBC's rating system pages

2. Documentation

Once a project is registered, the project team begins to prepare and collect documentation and calculations to satisfy the prerequisite and credit submittal requirements (including audit documentation for version 1.0 projects and data check documentation for version 2009 projects). The documentation required is outlined in the applicable Reference Guide, Addendum, Application Guides, and the LEED Letter Templates. Note: for LEED Canada NC 2009 and LEED Canada CS 2009 projects, the submittal requirements are only listed in the Excel LEED Letter Templates. For LEED Canada NC 1.0 or LEED Canada CS 1.0 projects choosing the Streamlined Two-Stage Review option, the submittals are noted in a separate Excel file. These documents are all located on the rating system pages of CaGBC's website.

The LEED Letter Templates, provided as a Microsoft Excel document, should be filled in for all prerequisites and each credit attempted. Ensure that each prerequisite/credit is completed and signed by the appropriate responsible party.

A 'responsible party' as used in the LEED Canada reference guides and Letter Templates must be capable of determining that the credit intent and technical requirements are met. The responsible party is normally responsible for the design or construction related to that credit or prerequisite. The responsible party must prepare or check that the credit requirements are met.

Proper documentation is critical to the successful certification of a project. It is helpful to have a LEED Accredited Professional (LEED AP) as the project contact and team member responsible for coordinating the LEED process. For LEED Canada NC 1.0 projects, team members, especially the LEED consultant, are strongly encouraged to participate in a one-day workshop, *Speed up Your LEED Canada NC 1.0 Certification: Getting It Right the First Time*.

3. Where to Find Documentation Requirements

The documentation requirements may be found in several documents, as outlined below and available on CaGBC's website.

Reference Guides – The LEED Canada Reference Guides are the primary direction for projects undergoing certification.

LEED Letter Templates – The templates support the required declarations for each of the prerequisites and credits. They never supersede the prerequisite and credit requirements specified in the reference guides for version 1.0 rating systems. However the general submittal requirements for LEED Canada NC 2009 and LEED Canada CS 2009 rating systems are listed in the LEED Letter Templates-rather than the reference guides to provide simplicity to project applicants. For LEED Canada EB:O&M 2009, they are listed in both locations.

For the Split Review Option (available for LEED Canada NC 2009 and LEED Canada CS 2009 projects), all submittal requirements are listed in the LEED Letter Templates, version B. The same templates are used for projects attempting a standard, non-split (combined) review.

Submittal Direction for Streamlined Two-Stage Review Process (LCNC-LCCSv1_Two-Stage_Review_Direction.xls) – Presents the submittal requirements and direction for the Streamlined Two-Stage Review Option, available to LEED Canada NC 1.0 and LEED Canada CS 1.0 (with addendum) projects. These requirements replace those found in the LEED Canada NC 1.0 Reference Guide and its Addendum. This file has been specifically created in the form of a checklist to assist applicants in preparing documentation for submission.

DID YOU KNOW?

Certification Reviews are not to be considered precedents for future projects wishing to achieve LEED Canada certification. Only Credit Interpretation Requests can be considered precedents.

Credit Interpretation Requests (CIRs) – CIRs are clarifications to the Reference Guide and so are considered to be of equal precedent to the Reference Guide. They also provide submittal guidance where necessary.

Application Guides (NC v1.0 only) – The following application guides provide alternative compliance paths that help your project to achieve credits under LEED Canada NC 1.0 for a project that is a multi-unit residential building, on a campus, or using leased tenant space, respectively:

- *Application Guide for Multi-Unit Residential Buildings (MURB)*
- *Application Guide for Campus and Multiple Buildings (including Interpretation Guide for District Energy Systems)*
- *Application Guide for Core and Shell Buildings and Leased Tenant Space in LEED Canada NC*

Core and Shell version 1.0 projects must use the *Application Guide for Core and Shell Buildings and Leased Tenant Space in LEED Canada NC* in conjunction with the LEED Canada NC 1.0 Reference Guide plus addendum (released September 2007).

Where allowances have been provided previously in Reference Guide Interpretations or CIRs, these application guides supersede all previously allowed paths for projects registered after their release. For projects registered before the release of the application guides, those projects can use pathways provided by interpretations or earlier CIRs. Where no guidance was previously given for an alternative pathway, then all projects, regardless of their registration date, must adhere to the application guide. For example, if your project is on a campus and you wish to achieve SSc4.4 (Alternative Transportation: Parking Capacity) through use of a campus parking strategy, then your project must use the Campus and Multiple Building Application Guide or apply for a new CIR for an alternate approach because there was no previous allowed approach for campus shared parking.

The allowances in the Application Guides were carried over, where appropriate, to the credit requirements or interpretation sections of the *LEED Canada Reference Guide for Green Building Design & Construction 2009*, eliminating the need for separate application guides. Therefore the Application Guides for LEED Canada NC 1.0 do not apply to v2009 projects.

Addendum to LEED Canada NC 1.0 Rating System and Reference Guide, with February 2008 errata –

This is a requirement for all projects registered to LEED Canada NC version 1.0 on or after February 29, 2008. Projects registered prior to that date may adopt pathways from the addendum on a credit by credit basis; however they must adopt all changes to the credit wherever doing so. This addendum also incorporated the December 2005 errata to LEED Canada NC 1.0.

Allowance Table for Adopting Credits from LEED Canada NC 2009 and LEED Canada CS 2009 for LEED Canada NC 1.0 and LEED Canada CS 1.0 projects –

Specific credits are available for substitution for LEED Canada NC 1.0 and LEED Canada CS 1.0 projects. The Allowance Table, posted on the CaGBC website under the version 1.0 rating system pages, outlines the key changes in version 2009 and which prerequisites and credits are available for adoption. When using credits from version 2009 on version 1.0 projects, applicants must provide the version 2009 LEED Letter Template and all related documentation for the credit being adopted.

Minimum Program Requirements (MPRs) for LEED Canada Rating Systems – The MPRs are mandatory for all projects registered on or after September 1, 2012 and supersede the MPRs as noted in the *LEED Canada Reference Guide for Green Building Design and Construction 2009*. The MPRs list the basic characteristics that a project must possess to be eligible for certification under the LEED Canada rating systems, therefore defining a broad category of buildings and spaces that the LEED Canada rating systems were designed to evaluate. This MPR document helps guide Canadian projects to determine if the scope of their project is appropriate for certification. The document provides direction for specific situations; establishes exceptions; and describes the intent behind each actual requirement. All projects required to follow the MPRs, must provide a signed MPR form with their project submission, declaring the project meets all MPRs or allowed exceptions. Projects registered earlier are strongly encouraged to adopt guidance from these MPRs and their documented exceptions for greater clarity on project scope concerns. LEED Canada NC 2009 and LEED Canada CS 2009 projects registered prior to September 1, 2012 have the option of following the earlier MPRs as noted in the *LEED Canada Reference Guide for Green Building Design and Construction 2009*.

MPR Declaration Form – This form is a requirement for projects registered on or after September 1, 2012 (NC, CS, EB:O&M and CI), as well as previously registered LEED Canada NC 2009 and LEED Canada CS 2009 projects¹. This declaration form must be signed by the project owner, defined as “the person directly employed by the organization holding title to the project building and recognized by law as having rights, responsibilities, and ultimate control over the building.” In the case of a commercial interior project, it is the owner of the company responsible for the project (usually the tenant).

Reduced Occupancy Guidance for LEED Canada EB:O&M – This document provides direction to LEED Canada EB:O&M projects with partial or fluctuating occupancy during the performance period. The direction provides a compliance path that allows these projects to meet Minimum Program Requirement 5: Must Comply with Minimum Occupancy Rates. The information provides additional detail to the general direction provided within the *Minimum Program Requirements for LEED Canada Rating Systems*, released July 2012. As well, it provides implementation guidance for these projects.

Multiple Space Guidance for LEED Canada for Commercial Interiors 1.0 – This document provides direction to LEED Canada CI projects where multiple spaces within the same building or complex are combined for submission for certification. It expands on, and is in conjunction with, the *Minimum Program Requirements for LEED Canada Rating Systems*, released July 2012. It provides submission guidance for multiple space projects.

¹ Previously the MPR form was incorporated as part of the LEED Canada NC/CS 2009 LEED Letter Templates, version A.

4. Organizing Documentation for Submittal

As of April 1, 2010, binders are no longer accepted for the LEED Canada certification review process. Please transfer all documentation to electronic format following the instructions provided below.

The files should be organized into folders.

- LEED Canada 2009 projects must structure their folders as per the submittal list tab provided in the Excel LEED Canada 2009 Letter Templates.
- Projects using the Streamlined Two-Stage Review Option must also structure their folders and submittals as per the streamlined declaration tab provided in the Excel file: LCNC 1.0 with Addendum Streamlined Submittal Direction.
- All other version 1.0 projects should use the structure outlined below (similar to the guidance provided in the LEED Letter Templates v1.1b):
 - Overview folder:
 - Excel version of the LEED Letter Template.
 - The narrative to provide the certification review team with an understanding of your project including the rating system used, project's scope, site and major design elements. It should describe the selection of the site boundaries with direction to the site plan (or include as attachment). If the Full Time Equivalent (FTE), Transients or Residential occupant values used in the project are not intuitive, then a brief explanation should be provided to demonstrate how these occupant numbers were calculated. Include description of any issues that may be pertinent to the overall review of the project. However the narrative should be concise – no more than 2 pages of text should be required unless unusual explanations are necessary. Narratives for individual credits must not be included here but rather with the credit information, where necessary.
 - Application Matrix, in the case of a project that is certifying under LEED Canada NC or CS 1.0 and is using a mix of addendum, application guide and LEED v2009 credits. The Application Matrix may be found on the CaGBC website.
 - MPR Declaration Form (if required).
 - Any other general information.
 - LEED Submittals folder:
 - One sub-folder for each credit category (e.g., "SS" folder for Sustainable Sites).
 - All documents related to a given credit can be stored together in one file, marked by the credit number (e.g., EQc4.3). Or, if there are multiple files per credit, please organize these into subfolders for each credit. Please avoid unnecessary subfolders (i.e. folders with one file in them).

SUBMISSION TIP:

When narratives are necessary to supplement a credit submission, this information must be provided with the credit rather than in a general summary narrative: this ensures the material is not overlooked when the credit is reviewed.

- **Use numbering or appropriate acronyms for folder and file names (e.g., SS, SSc3, etc.) – long folder and file names do not upload properly to our server.**
- Do not use French accents on folder or file names as they cause problems in file transference.
- Documents should be in PDF format where possible to ensure readability.
- **Project Drawings folder:**
 - To ensure legibility, create PDF's of drawings from the electronic documents rather than scanning paper copies, where possible.
 - Organize into subfolders e.g., Arch, Elec, Mech, Civil, Landscape).
 - Include a drawing list to ensure no drawings are missed.
 - Drawings must include:
 - site, context and landscaping plans
 - typical floor plans, building sections and elevations
 - schematic diagrams of major electrical and mechanical systems
 - window, lighting and HVAC equipment schedules and tables.
 - LEED Project Site Area (LPSA) drawing: Please provide a drawing that clearly indicates the LEED Project Site Area. If using the campus pathways for credits, also include a drawing that clearly highlights the campus boundary². It is also useful for LEED Canada CI projects to provide a site boundary drawing along with a drawing of where the project is located within the building.
- **Project Photos folder:**
 - JPEG's or PDF's are acceptable.
 - Ensure that photos fully illustrate the project including building elevations and the primary entrance to the building. All projects certifying under the addendum to LEED Canada NC 1.0 must also provide interior photos and several photos taken at different

SUBMISSION TIP:

There is no requirement to print the LEED Letter Templates on the company letterhead of the professional responsible. This requirement was removed as of CaGBC's October 2010 e-news for all LEED Canada rating systems and versions. Note that the signature of the professional responsible is still required on each declaration.

SUNSET OF RATING SYSTEMS

All projects must submit their documentation for certification review before the sunset date of the rating system under which the project is registered. See [CaGBC's website](#) for more details

SUBMISSION TIP:

Before sending the initial certification submission for your project, the very best thing that you can do as a LEED consultant is read the submittal requirements side-by-side with the entire submittal to ensure that it is complete.

² For LEED Canada NC 1.0 projects please refer to the Campus definition under section 2.1 of the Application Guide for Campus and Multiple Buildings in LEED Canada-NC.

times during construction (e.g. site work, foundations, main building frame, envelope work, fit-up, finished product). These are strongly encouraged for pre-addendum projects as well.

- Interior photos are required for LEED Canada CI projects.
- These photos will be used to assist the review team on the certification of the project and do not need to be professional photos. Once the project is certified, we will contact the owner's marketing contact for media quality photos.

5. Submitting for Certification

The certification review process is initiated by submitting the following to the CaGBC:

- 1) Project documentation (submitted in electronic format), either on a CD, or uploaded to an FTP site of your choice. If using an FTP site, please send an email to certifications@cagbc.org with a link to the FTP site for a one-click download. Please use a FTP site that has the capacity to store all submittals in one main folder with a simple one-click download. The CaGBC does not accept hard copy documentation (with the exception of the Certification Fee Submittal Form and cheque).
- 2) The completed and printed Certification Fee Submittal Form, which is available from the CaGBC website. The form **must** be sent with the payment.
- 3) Payment for certification. Certification fees may be calculated using the Certification Fee Submittal Form. Cheques should be made payable to the Canada Green Building Council. Projects should ensure that the certification fee is based on the final project floor area as recorded on the Project Info tab of the Excel LEED Letter Template. ***The Project Floor Area is equivalent to 'Building Floor Area' as used in LEED Canada rating systems. Based on ASHRAE 90.1 – 2007, the project floor area is the sum of the floor areas of the spaces within the building, including basements, mezzanine and intermediate-floored tiers, and penthouses with headroom height of 7.5 ft (2.2 metres) or greater. Measurements must be taken from the exterior faces of exterior walls OR from the centerline of walls separating buildings, OR (for LEED Canada CI certifying spaces) from the centerline of walls separating spaces. Excludes non-enclosed (or non-enclosable) roofed-over areas such as exterior covered walkways, porches, terraces or steps, roof overhangs, and similar features. Excludes air shafts, pipe trenches, chimneys and floor area dedicated to the parking and circulation of motor vehicles. The project floor area must match the area recorded on the project info page of the LEED Letter Templates.***

The documentation, Certification Fee Submittal Form and payment should be sent to:

Canada Green Building Council
47 Clarence Street, Suite 202
Ottawa ON K1N 9K1
attn: Green Building Programs Admin Assistant

All submissions must be accompanied by the LEED project number (not the registration invoice number but the assigned project number as per the CaGBC website and the registration welcome letter). If the cheque is not provided at time of submission, please indicate when to expect the cheque.

For LEED Canada NC 1.0, LEED Canada CS 1.0 or LEED BC projects, if the energy simulation under EAp2/EAc1 was not reviewed by Natural Resources Canada, or an independent third party reviewer (as per the submittal requirements), or follows the newer v2009 Experienced Modeller Submittal Path (as outlined in CIR 839 on CaGBC's website and in the LEED Canada NC/CS 2009 Letter Templates), please ensure that the certification fee includes the CaGBC energy review fee and follow all documentation submittal requirements for this certification pathway. Please highlight to the CaGBC that the energy review is being requested when the submission is sent.

Split Review Option – There are four reviews for LEED Canada NC 2009 and LEED Canada CS 2009 projects electing to follow the Split Review Option: First Design Review, Second Design Review, First Construction Review and Final Construction Review. The Final Construction Review will be the final review report and will cover all design and construction credits and prerequisites. Project teams submit Design credits for Design Review after design is complete. The project can be undergoing construction while the Design Review is underway. The First Design Review and the First Construction Review submittals are similar to the initial submittal for a regular review process and so follow similar documentation guidance, as noted in the LEED Canada NC/CS 2009 Letter Templates, version B. There is no need to resubmit design credits at Construction Review; only a confirmation that design has not changed is required.

6. Certification Timeline

The certification process for LEED Canada NC 2009, LEED Canada CS 2009, LEED Canada EB:O&M 2009 projects follows a two-stage review process. Additionally a Streamlined Two-Stage Review Option is now available for LEED Canada NC 1.0 and LEED Canada CS 1.0 projects, as described above. The two-stage process is identical to the three-stage process used in the earlier rating systems and detailed below, except that there is no audit round³. Credits are either marked *Credit Achievement Anticipated*, *Pending Clarification*, or *Denied* in the first review. The second review is the final review. This information has been summarized into a flow chart that includes timelines – it is available on the CaGBC [website](#). Note that the timelines provided are for guidance only, and represent the minimum time required to process a well-prepared project submission for a less complex project. In addition, the CaGBC may experience delays due to workload.

The certification process for LEED Canada NC 1.0, v1.0 plus addendum, LEED Canada CS 1.0, LEED Canada CI and LEED BC projects follows a three-stage review process.

³ Note that a few credits in the two-stage review process may require a “data check” for supporting material. For example, under LEED Canada NC MR credit 4 (Recycled Content), if a material is provided with unusual recycled content, the reviewer will ask for the manufacturer information for that item as a “data check”.

1. Initial Submission:

- When applicants provide their initial submission for certification, CaGBC staff perform a completeness check to verify that key documents and information have been provided so as to ensure that there are no major issues that will prevent the review of the project. Applicants are provided with a completeness check form, outlining outstanding documentation and/or clarifications needed, as well as verifying credits and points submitted. A copy of the completeness check form used by staff is available from CaGBC's website.
- When the file is deemed complete, it is forwarded to a contracted certification review team (one of several), which performs a confidential review of the material and provides a draft of the first certification review report to the CaGBC.
- The CaGBC performs a quality assurance and consistency check on the file before releasing the first review to the applicant. In this review, credits are marked Credit Achievement Anticipated (CAA), Pending (either audited or pending additional information or clarification) or Denied. The first review identifies the 6 audited prerequisites or credits (on version 1.0 projects, except for Streamlined Two-Stage Review projects) requiring audit level documentation to be submitted. Other prerequisites and credits may be marked pending if additional clarifications are required. Rationales are provided for the denied and pending credits.

2. Second submission (audit review) – for version 1.0 projects only

- The second submission should be provided within 20 business days of delivery of the first review report. Lengthy delays are not recommended as they may make it more difficult to find the information required. It also slows down the CaGBC's review of the second submission as the project is no longer familiar. As of August 5, 2014, where the second submission is not received within 3 months of the first review report, that project will be placed on hold and project teams must

DID YOU KNOW?

If you wish to withdraw an audited credit, contact your CaGBC Junior LEED Technical Coordinator for a substitute audit. Withdrawing an audited credit is considered the same as failing that audit.

- request an extension if they are not able to meet this timeframe (\$750 reactivation fee). The main contact, secondary contacts and the owner will receive automatic emails reminding of the file being overdue at 1 month, 2 month and 3 month intervals.
- Applicants must provide their documentation, in response to the first review, in electronic format, organized on a CD (or FTP site). This documentation must be sent to the CaGBC. Please send an email to the assigned Junior LEED Technical Coordinator for the project with a link to the FTP site, or send the CD to the CaGBC Ottawa Office.
- CaGBC staff perform a high level completeness check of the material and request any clarifications. The material is then submitted to the same certification review team and

the resulting second review report is returned to the CaGBC for quality assurance review.

- The second review is provided to the applicant requesting any outstanding clarifications. In the second review credits and prerequisites are marked CAA, Denied or Pending additional information. If an audited credit is denied or pending additional information (i.e., did not pass the audit), the review team may audit up to 6 additional credits that were previously marked CAA. Withdrawing an audited credit is the same as it being denied. The second review will also highlight any other outstanding clarifications required.
3. Final submission
- The final submission allows the applicant to respond to any outstanding requests for clarification from the second review (or in the case of a two-stage review, clarification from the first review).
 - The final submission should be provided within 20 business days of delivery of the previous review report. As of August 5, 2014, where the final submission is not received within 3 months of the previous review report, that project will be placed on hold and project teams must request an extension if they are not able to meet this timeframe (\$750 reactivation fee). The main contact, secondary contacts and the owner will receive automatic emails reminding of the file being overdue at 1 month, 2 month and 3 month intervals.
 - It may be provided on CD, by FTP site, or via email if the files are not substantial in size. If providing material through email, please send it directly to the assigned Junior LEED Technical Coordinator for the project.
 - CaGBC staff perform a completeness check of the material and request any clarifications. The material is then submitted to the same certification review team and the resulting review report is returned to the CaGBC for quality assurance review.
 - The final review report is provided to the applicant listing all achieved and denied credits and an unofficial final point score and rating. The applicant will be asked to review the report to ensure all wording is clear and understandable.
 - At this stage the project is ready to move to the certification finalization stage.

DID YOU KNOW?

You can add additional credits, originally not attempted, to your submission on the second or third submission, or substitute alternative innovation strategies to achieve IDc1 (Innovation in Design). Please note however that there are fewer opportunities to clarify any concerns during the review process when adding or substituting credits in this manner.

For LEED Canada v1.0 projects, you MUST include all audit level documentation for any new credits being applied for in the second or third (final) submission, as these credits have missed the audit round. Where there is no audit documentation listed, please contact the CaGBC LEED Technical Coordinator assigned to the project in advance to discuss the appropriate documentation that is needed for adding/substituting a new credit on the second or third round.

For LEED Canada v2009 projects, please ensure that any additional credits are fully and carefully documented when applied for in the second (final) submission as there is no opportunity for further clarification after the second (final) submission. For credits where a data check may be necessary (e.g., Regional Materials), include the data check documentation.

Split Review Option - The Split Review Option consists of a two-staged design review and a two-staged construction review. The process is fully outlined in the LEED Canada NC/CS 2009 LEED Letter Templates, version B. For certification, these projects submit only the design credits for design review (after design is complete), and the construction credits at construction review (after building completion). A second review is also given at design review and again at construction. Design credits that are not anticipated to be achieved after the second design or are altered during construction may have one additional review during the first construction review, after which any outstanding issues can be submitted as an appeal. At the end of the second design review, the project team will receive the second design review report listing design credits as Credit Achievement Anticipated (CAA) or Denied. The design review is not “pre-certification”. Credit achievement will only be provided after the second construction review.

7. Expedited Reviews

Projects pursuing certification to one of the version 2009 rating systems may elect to pursue an expedited LEED certification review process. LEED Canada-NC 1.0 and LEED Canada-CS 1.0 projects are also eligible, provided they are following the Streamlined Two-Stage Review option.

The request for expedited certification must be made at least 10 business days prior to the initial submittal of documentation. If the CaGBC is able to accommodate the request, we will confirm availability and provide a customized review schedule for the project. When following an expedited review process, the CaGBC will complete the first review within fifteen business days, and the second review in ten business days, barring complications. Applicants must confirm dates for the initial

submittal and the response to the first review, assuming a fifteen business day period for the CaGBC to complete the first review.

For each project, a timetable for certification will be developed and agreed to. The CaGBC will do its best to meet its timeframe commitments, but may not be able to for a variety of reasons such as illustrated below.

- There may be information missing from the initial submission which prevents the first review from proceeding.
- The applicant may not be able to meet their timeframe commitments, in which case the CaGBC may in turn not be able to meet its timeframe commitments due to scheduling conflicts that may arise.
- The project must be straight forward: there must not be any unapproved alternative compliance paths used, as these might require committee review, a new Credit Interpretation Request, or other time-consuming steps. If such measures are required, the project review will be put on hold until feedback has been received. Putting a review on hold may result in scheduling conflicts that will not allow the CaGBC to meet its timeframe commitments once the review process begins again.

Please note that there is an additional charge for this service. Payment of all certification fees must be received by the time the review process begins. Once the review has started, there are no refunds for an expedited review process, whether or not the original timetable is met.

8. Finalization of the Certification

Once the review process is completed, the applicant will be asked to provide contact information for the owner's representative to whom the final report should be sent. CaGBC staff will provide the owner with the following:

- Final LEED Canada Certification Review Report
- LEED Canada Project Confirmation Form
- LEED Canada Plaque Guidelines

The owner **must** return the Project Confirmation form; the project is not certified until the owner provides the Project Confirmation form with the approved final project name. The certification date will be the date when the Project Confirmation form is returned to the CaGBC.

Once the project is confirmed, the owner will be provided with an electronic LEED Canada Scorecard, a LEED Canada plaque and an official certificate. The plaque and certificate will arrive within 8 weeks. Additional copies of the certificate will be provided to the owner for secondary entrances and for distribution to the design team. The owner will also receive a LEED certification logo appropriate to the year and level of the certification. This certification logo can be used on material showcasing the LEED certification of the project.

The LEED Canada project database will be updated with the certification (with the exception of confidential projects). The owner's marketing contact will be asked to provide an updated project

profile, print-quality digital photos, and a final listing of the organization involved in the project. These will be used on CaGBC's website and possibly for other uses such as presentations. Owners are strongly encouraged to provide this material in order to better highlight their success.

9. Certification Appeal Process

Applicants are welcome to appeal CaGBC's final review by providing additional documentary evidence of performance of the applicable intent and requirements. Appeals can be made on any denied prerequisite or credit, as well on credits not previously attempted during the certification process. There is no limit to the number of times an appeal can be submitted, or to the number of prerequisites or credits that can be appealed on a project. The appeal package must be provided to the CaGBC within 25 business days following the receipt of the Final LEED Review by the project's LEED Consultant (main contact).

Applicants wishing to appeal should prepare an electronic letter or email that outlines their concern with the review and attach all relevant documents. This documentation, along with the name and contact details for payment (company name, street and email address) should be emailed to the CaGBC Junior LEED Coordinator assigned to the project. The coordinator will provide an invoice for the applicable fees. The appeal is considered officially submitted when payment has been received.

The additional documentation will be reviewed by CaGBC staff and the review team. If denied, the appeal will be vetted by the Review Team Leaders forum, the Technical Advisory Group and in the case of a denial of a certification, the LEED Canada Steering Committee. Applicants will be issued an updated certification review report. Projects are allowed multiple appeal rounds, paying the applicable appeal fee each time. Once the certification is accepted by the project owner, it will be considered final and no further appeals of any prerequisites or credits will be allowed.

Note that for projects following the Split Review Option, design credits are allowed one additional review at the first Construction review, after which they must be appealed, following the Certification Appeal Process noted in this section. Appeals on Construction Review credits are handled in a manner similar to an appeal on any credit under a normal combined review.

Cost of an Appeal:

Appeals are charged at a rate of \$750 per credit/prerequisite (plus applicable taxes). Appeal fees are refundable if it is shown that the original ruling team made an inappropriate decision with the information that was provided to them.

Please make cheques payable to the **Canada Green Building Council** and mail them to:

Canada Green Building Council
47 Clarence Street, Suite 202
Ottawa ON
K1N 9K1
attn: Junior LEED Coordinator

Note that for LEED Canada NC 1.0 or LEED Canada CS 1.0 projects, if the CaGBC performed the energy review for EAp2/EAc1 and the applicant is choosing to appeal this prerequisite/credit with a new simulation model, then the energy review fee must be paid in addition to the normal appeal fee in order to compensate an energy reviewer for the work entailed.