



# LEED Canada Certification Process

For LEED Canada NC, CS, CI and EB:O&M projects  
Version 12, updated November 2020

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## 1. Preface

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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
- **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 Split Review Option is provided on CaGBC's rating system pages

## 2. Documentation

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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 LEED Canada CI 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. 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 each prerequisite 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.

### 3. Where to Find Documentation Requirements

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

**LEED Canada 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. 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. Applicants are expected to complete the version of the LEED letter templates that was current at the time of project registration (or a newer version).

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 or later. The same templates are used for projects attempting a standard combined review. For LEED Canada EB:O&M 2009, the submittal requirements are listed in both the Reference Guide and the LEED Letter Templates. LEED Canada EB:O&M 2009 projects pursuing recertification benefit from using the Recertification Workbook to focus on the submittals associated with the performance requirements.

**LEED Canada EB:O&M 2009 Reference Guide Addenda** – This document contains errata and addenda to the LEED Canada for Existing Buildings: Operations and Maintenance 2009 Reference Guide and is intended to be used in conjunction with the published LEED Canada EB:O&M reference materials, supplementary guidance documents and Credit Interpretation Requests.

**LEED Canada EB:O&M Recertification Guidance** – The Recertification Guidance details the timeline for project recertification and outlines the establishment and performance requirements for prerequisites and credits.

**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.

#### ***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.*

**LEED v4 Credits Available for Substitution in LEED Canada** – Specific credits are available for substitution for LEED Canada NC 2009 and LEED Canada CS 2009 projects. The Substitution Table, posted on the CaGBC website under LEED Canada Rating Systems, Resources outlines the key changes in version 4 and which prerequisites and credits are available for adoption. When using credits from version 4 on version 2009 projects, applicants must provide the version 4 LEED Form 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 projects<sup>1</sup>. This declaration form must be signed by the project owner confirming that the seven basic requirements for LEED certification have been met. The definition of a project owner is someone who is “...recognized by law as having rights, responsibilities, and ultimate control over the building.” This is generally an executive directly employed by the organization holding title to the project building. However, in recognition that project managers from the owner’s organization with the responsibility of overseeing design and construction often have been given appropriate authority, the MPR declaration form has been revised to accommodate individuals who can commit their organizations to the declarations listed on the form. For LEED Canada EB:O&M 2009 projects, individuals not directly employed by the owner organization (for example the property manager) but with authority to act as the owner’s agent may sign the form.

**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.

**LEED Canada EB:O&M 2009 Portfolio Certification Program** – The Portfolio Program allows experienced project teams to demonstrate high quality submissions and qualify for faster certification at reduced rates. Due to the significant differences between initial certifications and recertifications under LEED Canada EB:O&M, these two certification types are considered separately.

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

**Application Guide for Multiple Building Projects in LEED Canada EB:O&M** – This application guide outlines the certification process for multiple buildings that share the same site, and are controlled by a single entity, applying for LEED certification as a single building.

**Multiple Space Guidance for LEED Canada for Commercial Interiors 1.0** – This document provides direction to LEED Canada CI 1.0 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.

**Energy Performance Documents** – The following documents are available on CaGBC website under the rating system pages:

**LEED Canada 2009 Supplementary Energy Modelling Guidelines** – This manual is intended to supplement and/or clarify the energy modelling requirements provided for LEED Canada NC and LEED Canada CS 2009 EAp2 and EAc1, Option 1 – Whole Building Energy Simulation.

**LEED Canada 2009 Interpretation Guide for District Energy Systems** – This document is applicable to all projects registered on or after April 1st, 2012. This guidance supplements the LEED Canada Reference Guide for Green Building Design and Construction 2009 and describes the treatment of district and campus energy in LEED Canada NC and LEED Canada CS 2009 projects.

**Guidance for Non-Traditional Fuels in LEED Canada** - This document provides guidance for EAp2 and EAc1 for LEED Canada projects that use Non-Traditional Fuels (NTFs) to provide heating, cooling, and/or electricity to buildings. Only projects registered prior to July 1, 2015 may use this guidance document. All projects registered on or after July 1, 2015 must follow CIR 1235 - How should purchased renewable energy and purchased biofuels be treated in the energy model.

**Guidance for Energy Modelling Compliance Documentation in LEED Canada** - This document describes the energy modelling compliance documentation for LEED Canada NC and LEED Canada CS projects pursuing EAp2 and EAc1 using whole building energy simulation. All LEED Canada NC/CS projects are encouraged to adopt this guidance.

## 4. Organizing Documentation for Submittal

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Please transfer all documentation to electronic format following the instructions provided below.

All files should be organized into folders.

- LEED Canada projects must structure their folders as per the submittal list tab provided in the Excel LEED Canada Letter Templates.
- In general submissions should be structured as outlined below:

➤ Overview folder:

- Excel version of the LEED Letter Templates.
- The general project narrative to provide the certification review team with an understanding of your project. The general project narrative should include the rating system used, project's scope, site and a description of the project's major design elements. It should describe the selection of the site boundaries with direction to the site plan (or include site boundary as attached drawing). If the Full Time Equivalents (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 a 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.
- MPR Declaration Form.
- Any other general information.

**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.*

➤ 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).
- **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.

**SUBMISSION TIP:**

*LEED Canada NC 2009 and LEED Canada CS 2009 projects are required to provide a complete As Built drawing set. Projects unable to meet this documentation requirement may consult CIR 1000 for an alternative compliance path.*

• 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 pathway for any credits, also include a drawing that clearly highlights the campus boundary. It is also useful for LEED Canada CI 1.0 projects to provide a site boundary drawing along with a drawing of where the project is located within the building.
- Project Photos folder:
  - JPEG format is preferable.
  - Ensure that photos fully illustrate the project including building elevations and the primary entrance to the building. Projects must also provide interior photos that illustrate all typical spaces within the project and several photos taken at different times during construction (e.g. several photos taken of the site work, foundations, main building frame, envelope work, fit-up, and finished product). A minimum of 6 interior photos are required for LEED Canada CI 1.0 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.

**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.*

## 5. Submitting for Certification

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

- 1) Project documentation submitted in electronic format uploaded to an FTP site of your choice. Please send an email to [certifications@cagbc.org](mailto: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. If necessary, the project can submit documentation using a CD or USB device by mail to the CaGBC's Ottawa office. The CaGBC does not accept hard copy documentation (with the exception of the Certification Fee Submittal Form and cheque). Note submittal documentation is kept confidential and will not be used for any other purpose other than supporting the certification review.
- 2) The completed and printed Certification Fee Submittal Form, which is available from the CaGBC website under Pricing for LEED Canada. 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 Templates. **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 1.0 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 Certification Fee Submittal Form and payment should be sent to:

Canada Green Building Council  
100 Murray Street, Suite 400  
Ottawa ON K1N 0A1  
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.

**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 on the Submittal List tab of the LEED Canada NC/CS 2009 Letter Templates, version B or later. There is no need to resubmit design credits at Construction Review; only a signed declaration outlining the changes that occurred, or confirming that the design has not changed, is required.

#### **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*

## 6. Certification Timeline

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The certification process for LEED Canada NC 2009, LEED Canada CS 2009, and LEED Canada EB:O&M 2009 projects follows a two-stage review process<sup>2</sup>. Credits are either marked *Awarded*, *Pending*, or *Denied* in the first review. The second review is the final review. Each stage of review is targeted to be completed in twenty-five business days, however the quality and complexity of submissions, as well as workload, may result in delays.

The certification process for LEED Canada CI 1.0 follows a similar but three-stage review process.

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 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 the CaGBC's website.
  - When the file is deemed complete, a confidential review of the material begins. The CaGBC performs a quality assurance and consistency check on the file before releasing the first review report to the applicant. In this review, credits are marked *Awarded*, *Pending* or *Denied*. Prerequisites and credits may be marked pending if additional clarifications are required. Rationales are provided for denied and pending credits. Additionally, for LEED Canada CI 1.0 projects, the first review identifies 6 audited prerequisites or credits requiring audit level documentation to be submitted as identified in the Reference Guide.
2. Second submission (audit review) – **for LEED Canada CI 1.0 projects only:**
  - The second submission should be provided promptly. 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, if the second submission is not received within 3 months of receiving the first review report, that project will be placed on hold and a \$750 reactivation fee will be required before the project can continue with the review process. The main contact, secondary contacts and the owner will

### ***DID YOU KNOW?***

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

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<sup>2</sup> 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”.

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 by FTP site, or organized on a CD/USB stick, if necessary. This documentation must be sent to the CaGBC. Please send an email to the assigned LEED Coordinator for the project with a link to the FTP site or send the CD or USB stick to the CaGBC Office in Ottawa.
  - CaGBC staff perform a high-level completeness check of the material and request any clarifications. The material is then submitted to the same reviewers and will receive a quality assurance review.
  - The second review is provided to the applicant requesting any outstanding clarifications. In the second review credits and prerequisites are marked Awarded, Denied or Pending additional information. If an audited credit is denied (i.e., did not pass the audit), the review team may audit up to 6 additional credits that were previously marked Awarded as replacements. Withdrawing an audited credit is the same as it being denied and replacement audit documentation will be requested. 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 first review (or in the case of LEED Canada CI, clarification from the second review).
  - The final submission should be provided promptly. As of August 5, 2014, if the final submission is not received within 3 months of receiving the previous review report, that project will be placed on hold and a \$750 reactivation fee will be required before the project can continue with the final review. 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.
  - The submission may be provided by FTP site, on CD, USB stick, or via email if the entire submission of files is not substantial in size (under 10 MB). If providing material through email, please send it directly to the assigned LEED 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 reviewers and will receive a quality assurance review.
  - The final review report is provided to the applicant listing all awarded 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 final 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 CI 1.0 projects, you MUST include all audit level documentation for any new credits being applied for in the second or final submission, as these credits have missed the audit round. Where there is no audit documentation listed, please contact the CaGBC LEED 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 final round.*

*For LEED Canada 2009 projects, please ensure that any additional credits are fully and carefully documented when applied for in the final submission as there is no opportunity for further clarification. 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 or later. 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 final review is also given at design review and again at construction. Design credits that are not anticipated to be achieved after the final design review 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 final design review, the project team will receive the final design review report listing design credits as Awarded or Denied. The design review is not “pre-certification”. Credit achievement will only be provided after the final construction review.

## **7. Expedited Reviews**

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Projects pursuing certification to one of the version 2009 rating systems may elect to pursue an expedited LEED certification review process.

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 ten to twelve business days, and the final review in ten to twelve business days, barring complications. Applicants must confirm dates for the initial submittal and the response to the first review, assuming a ten to twelve 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. Please see the CaGBC website under Pricing for additional information. 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. For projects pursuing a split review the expedited review fee is applied to the one chosen review stage (ie. Design review).

## **8. Withdrawing from the LEED Certification Process**

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In some cases, a project will decide it would no longer like to pursue LEED Certification. In order to officially withdraw a project from the certification process, the CaGBC will require written confirmation from the project owner of their decision to withdraw the project. Once a project has been withdrawn no refunds will be provided for fees already paid to the CaGBC, the project will be marked as withdrawn in our project database, and the project will not be included on the CaGBC's website.

## **9. Finalization of the Certification**

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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;
- Information to assist in marketing and promotion of the project.

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 organizations 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.

## **10. Certification Appeal Process**

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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 as 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 Report 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 LEED Coordinator assigned to the project. The coordinator will provide an invoice for the applicable fees. The appeal is considered officially submitted once payment and documentation have both been received.

The additional documentation will be reviewed. If necessary, the decision of the appeal will be vetted by the relevant 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 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 review was inappropriate given the information provided.

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

Canada Green Building Council

100 Murray Street, Suite 400

Ottawa ON K1N 0A1

attn: Green Building Programs Admin Assistant