

**MEMBERSHIP KIT
EFFICIENTS COOPS**

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Joining the EFFICIENT CO-OPS Program

AIDE-MEMOIRE

1. Get your Board of Directors to adopt the resolution to join the EFFICIENT CO-OPS Program
2. Fill in the building technical chart
3. Fill in the information form for the officers of the co-op
4. Send the three documents to one or the other following persons :

By mail :

Ivelina Nikolova
Energy efficiency counsellor
3155 rue Hochelaga, bureau 202
Montréal (Québec) H1W 1G4

OR

Alain Roberge
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Pour more info:

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Resolution to join the EFFICIENT CO-OPS Program

The Board of directors of the housing cooperative has decided, on _____, at a duly convened meeting where there was quorum, to join the EFFICIENT CO-OPS Program as proposed by the Federation. By joining this program, it is agreed that: _____.

1. The cooperative is entitled to the « My efficient co-op » workshop for its members, the distribution of energy-saving goods and the technical training of its maintenance committee. With this in mind:

- 1.1. the Board of directors will call one or more information general assemblies, according to the number of housing units in the cooperative, where they will receive a whole lot of information, documents and forms relating to the implementation of energy efficiency measures and where they will also receive energy-saving goods;
- 1.2. the goal of the Board of directors for these information general assemblies is a participation of 60% of its members;
- 1.3. the Board of directors will make sure that the maintenance committee, or any other responsible person in the cooperative, is available to receive a short on-hand technical training, offered freely through this program, on the implementation of energy efficiency measures and on the installation and the use of energy-saving goods.

2. The cooperative will get electronic thermostats installed or other goods to install (i.e. gas heating : heat reflecting pannels). For this:

- 2.1. The Board of directors will make sure, if necessary, that somebody from the cooperative is there to greet the electricians or other specialists and lets them in the necessary units (housing units for the installation of the thermostats and common areas for other work);

3. The cooperative will receive a Technical account on the co-op's efficiency measures, if such an account is required, especially by Hydro-Québec. For this :

- 3.1. The Board of Directors, if necessary, will make sure that somebody from the cooperative is there to greet the inspector and lets him in the units (housing units and other placed needed to make the energy analysis of the buildings);

4. The Federation will help the cooperative in the decision-making process for the implementation of energy efficiency measures in the thermal envelope of the buildings. For this :

- 4.1. The Board of directors will make sure that, if necessary, the energy analysis report is sent to the Federation along with any other information on the measures considered concerning the required professional services, the financing, etc;
- 4.2. The Board of directors will authorize the SHQ and/or CMHC to give the Federation any information necessary to proceed with the implementation of identified and recommended energy efficiency measures.

Date : _____ 200_

Signature of the secretary _____ of Housing

Cooperative _____.

Technical chart- building (s)

Name of coop: _____ Date: _____

Coop website : _____

NEQ code for the coop: _____ for the Federation

Construction date: _____

Number of buildings: _____ Total # of units: _____

Total # of members: _____

Number of public laundry-rooms: _____

Date of your next Board meeting: _____

Does your coop plan on doing major renovations in the next two years: _____

If yes, what type of renovations: _____

Contact persons:

Contact #1: _____

Role in the coop: _____ email address: _____

Telephone number (home): _____ (work) _____

Fax: _____

Contact #2: _____

Role in the coop: _____ email address: _____

Telephone number (home): _____ (work) _____

Fax: _____

Hydro Quebec customer:

Who pays the electricity bill for your unit? The member The coop

Gaz Metro customer: White the account numbers and the addresses

Account no. 1: _____

Addresses: _____

Account no. 2: _____

Addresses: _____

Account no. 3: _____

Addresses: _____

Building #: _____ *of:* _____

Main address: _____ postal code: _____

City: _____ Prog: _____

Year of construction: _____ # of units: _____

of levels above the ground-floor: _____

Type of building:

- single family duplex
 Row house multi rental triplex

What renovations are planned for this building during the next two years ?

What energy renovations were done to this building ?

When were those renovations done ?

Number of windows

_____ french _____ sliding _____ crank
_____ sash _____ canopy _____ set

Type of heating for the units:

- Base-board or any other electric heating
 Electric hot air
 Gas hot air natural propane
 Oil hot air
 Electric hot water
 Gas hot water natural propane
 Oil hot water

Age of your heating system: _____

Do you plan on replacing it Yes No

Type of heating for the common areas:

- Base-board or any other electric heating
 Electric hot air
 Gas hot air natural propane
 Oil hot air
 Electric hot water
 Gas hot water natural propane
 Oil hot water

Age of your heating system: _____

Do you plan on replacing it Yes No

Domestic hot water:

- Electric Gas Natural Propane Oil

Air conditioning: Yes No

Ventilation system: Yes No

Information on officers of the cooperative

Name of the cooperative :

	Name	Telephone no.	Email
President			
Vice-president			
Treasurer			
Secretary			
Responsible for maintenance committee			

Presentation of the EFFICIENT CO-OPS Program

With the EFFICIENT CO-OPS Program, FECHIMM and all the cooperatives in the province of Québec put themselves at the heart of current environmental issues by doing something positive for sustainable development !

The EFFICIENT CO-OPS Program is a free information and support service for the implementation of efficient energy measures. This service is for all housing cooperatives in the province of Québec, member or not of a federation. It has a double goal which is to reduce the cost of your energy bill (electricity and gas) and to reduce greenhouse gas emission (GHG). The Federation' energy efficiency counsellors are proposing an approach which will facilitate access to financial aid and to advantageous financing.

In concrete terms, if your cooperative is heated with electricity (Hydro-Québec), it can receive for free, for all its housing units and its common spaces, the replacement of its wall bimetallic thermostats with electronic thermostats. The replacement is free and it includes the purchase of thermostats and their installation by a master-electrician. By replacing your old thermostats, you will save up to 10% on your heating costs !

If you are a customer of Gaz Métro and you have a hot water heating system, receive free heat reflecting panels and reduce your heating costs by almost 10 % !

Ecoenergy renovations

Also, while doing renovations on the thermal envelope of your buildings, you can improve the quality of the insulation. Rebates of (\$) are available if you plan doing work on the following components :

- Roof with or without an attic
- Exterior walls
- Foundation walls
- Windows and French-windows
- Central mechanical ventilation system
- Gas heating system

When improving the thermal envelope of your buildings, you will be more comfortable and it will be cheaper year after year to heat your homes and to air-condition them. Receive financial aid for the purchase and installation of ENERGY STAR windows or French-windows, the insulation of the attics or the exterior walls!

A personalized service

By joining the EFFICIENT CO-OPS program, counsellors in energy efficiency from your Federation or the CQCH will help you along the way to get the financial subsidies you are entitled to. The role of the counsellors is to inform you of all the different programs at your disposal and to facilitate your progress in the implementation of your energy efficiency measures.

Questions along the way ?

Get in touch with your energy efficiency Counsellor who will be more than happy to answer your questions and to help you.

Partners

The EFFICIENT CO-OPS program is produced in partnership with Hydro-Québec, the Energy Efficiency Fund of Gaz Métro, Gaz Métro, Environment Canada, the Caisse d'économie solidaire Desjardins, L'Union Canadienne, Investissement Québec, the Société d'habitation du Québec and the Canada Mortgage and Housing Corporation (CMHC), Gazifère, Communauto, the Grame and Vivre en ville.

How to join ?

Up to now, more than 300 cooperatives have joined the program and almost double that amount are about to join. It's easy !

Download the EFFICIENT CO-OPS membership kit which includes :

- The resolution to join that your Board of directors must adopt
- A building technical chart which allows you to paint a brief picture of the buildings in your co-op
- The list of the officers in your co-op

Fill in the documents included in the kit and send them back to the energy-efficiency guide-counsellors.

It is also possible to obtain the documents by mail or by fax or by picking them up at the Federation !

Information sessions for co-ops of a same district are held regularly also. Ask the guide-counsellors where the next one close to you will be held.

We have joined! And after ...

Once the energy efficiency counsellors have registered your membership to the program, they will get in touch with your co-ops' representative to set a date for the Extraordinary general assembly (EGA) on energy efficiency.

This two hour EGA will give your members all the information they need or want to know about available financial assistance, it will make them conscious of the importance of energy efficiency in the fight for climatic changes and it will offer a whole bunch of tricks and crafts to reduce energy costs. Also, some time will be reserved for preventative maintenance.

Here is the plan for the EGA :

1st part: with all the members

- 1) Why energy efficiency ? The fight for climatic changes
- 2) What are the available subsidies ?
- 3) Tricks and crafts to reduce energy costs
- 4) Preventive maintenance

2nd part : with the Board of directors and the Maintenance Committee

- 1) Procedure to follow to implement energy efficiency measures (administrative aspect)

We are hoping for a 60% participation at this EGA.

Energy saving gifts (compact fluorescent bulbs) are distributed to the members present at the EGA.

This EGA is an essential preliminary before proceeding with the implementation of energy efficiency measures, unless there is an exception.

The Advantages in joining the EFFICIENT CO-OPS Program

For the cooperative

Energy efficiency measures	Details	Advantages for the cooperative
Electronic thermostats	Replacement of all the wall bimetallic thermostats in the common areas	Free purchase and installation. Recurring savings of almost 10% on your electricity bill and better comfort. .
Energy Wise Residential Diagnosis from Hydro-Québec	<p>Fill in the residential diagnosis.</p> <p>The co-op gives the members the answers to the questions on the buildings</p>	<p>Personalized recommendations for each participant.</p> <p>\$20 is given to the co-op for each diagnosis received and accepted by Hydro-Québec.</p> <p>.</p>
Lighting goods	Replacement of incandescent lighting in the common areas by ecoenergy lighting.	Compact fluorescent bulbs use 75 % less energy than the traditional incandescent bulbs - recurring money savings
Household appliances	Replacement of conventional washers in public laundry-rooms by Energy Star washers.	A \$200 reimbursement on the purchase of an Energy Star washer for common areas if the water is heated with electricity.
Energy evaluation	Before and after-renovation readings paid by Hydro-Québec in the case where the co-op plans on improving its insulation (roof, wall, foundation)	Allows you to learn the quality of the thermal envelope of your buildings and also what to do to improve it.
Major renovations	Financial aid to improve the thermal envelope of a building while doing renovations included in the budget. Thermat envelope : exterior wall, foundation walls, roof, windows and sliding doors	Financial assistance for the replacement of windows, French-windows and for the improvement of the insulation of the thermal envelope

<p><i>My efficient co-op</i> Workshop</p>	<p>Make the co-op members aware of the importance of making healthy energy consumption, all the information on the Efficient Co-ops program and tricks and crafts to save energy</p>	<p>Make the co-op members aware of the importance of making healthy energy consumption, all the information on the Efficient Co-ops program and tricks and crafts to save energy</p>
<p>Support from the professionals at the Federation</p>	<p>Available Guide-counsellor to help in the implementation of energy efficiency measures.</p>	<p>Gives you all the information on the subsidies available in the program.</p>
<p>Reference documents on ecocitizen practices</p>	<p>Reference documents to help develop green habits</p>	<p>Information on how to develop respectful behaviours concerning the environment.</p>

Advantages in joining the EFFICIENT CO-OPS Program

For the members

Energy efficiency measures	Details	Advantages for the members
Electronic thermostats	Replacement of all wall bimetallic thermostats in all the housing units.	Free purchase and installation. Recurring savings of almost 10% on the electricity bill and better comfort.
Hydro-Québec's Energy-Wise Residential Diagnosis	Fill in the residential diagnosis.	Personalized recommendations for each participant who indicates what to do to reduce electricity consumption. Eligibility to the contest.
Lighting goods	Each participant at the EGA will receive three compact fluorescent bulbs	The fluorescent bulbs consume 75% less energy than traditional incandescent bulbs - recurring money savings
Household appliances	Information on promotional offers in effect at Hydro-Québec and Gaz Metro.	Information on promotional offers in effect at Hydro-Québec and Gaz Metro.
Energy evaluation	Before and after-renovation readings paid by Hydro-Québec in the case where the co-op plans on improving its insulation (roof, wall, foundation)	Better insulation allows the member to make recurring savings on his heating costs.
<i>My efficient co-op</i> Workshop	Make the co-op members aware of the importance of making healthy energy consumption and all the information on the Efficient Co-ops program and tricks and crafts to save energy	Recurring savings on your monthly energy bill and better comfort.
Reference documents on ecocitizen practices	Reference to develop green habits.	Information on how to develop respectful behaviours concerning the environment