Meeting Minutes
Annual General Meeting
June 8, 2017

Registered meeting participants:

1. Alan Murphy
2. Alec Shalinsky
3. Allan Horvath
4. Andrew Larigakis
5. Chris Hill
6. Christie Bokor
7. Christopher Earl
8. Cillian Collins
9. Curtis Mann
10. David Smith
11. Deborah Byrne
12. Derek Venter
13. Don Cowie
14. Elan de Laforest
15. Eric Catania
16. Evelyne Bouchard
17. frank crawford
18. German Vaisman
19. Huston Eubank
20. Iain MacFadyen
21. Jesse Reimer
22. Jonathan Kearns
23. Josh Marchand
24. Kamilia Vanek
25. Kevin Brown
26. Kim Walton
27. Marcel Studer
28. Mark Ashby
29. Matthew Parks
30. Nourhan Al Kurdi
31. Oscar Flechas
32. Pierre-Andre Santin
33. Richard LeBlanc
34. Scott Ghomeshi
35. Steven Berry
36. Steven Kiernan
37. Torsten Ely
38. Trevor Butler

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| 1. Agenda  
Scott Kennedy, after determining the number of members in attendance to be approximately 38, declared a quorum and moved that the Agenda be approved as circulated.  
   Seconded by: Monte Paulsen  
   Carried. |
| 2. Previous minutes  
Chris Higgins moved that the meeting minutes from the June 2, 2016 AGM of CanPHI West be approved as circulated.  
   Seconded by: Marcel Studer  
   Carried. |
| 3. Chair’s report  
Chairman Scott Kennedy provided remarks on how the association progressed over the last year and highlighted a few items from the Annual Report. A copy of the Annual Report is appended to these Minutes for reference. |
| 4. CEO’s report  
CEO Rob Bernhardt went over highlights of the Annual Report and provided future oriented remarks. A copy of the Annual Report is appended to the Minutes for reference. |
5. **Auditor’s Report**

Marcel Studer presented the financial statements.

- Moved by Marcel Studer that the Auditor's Report for the period ending April 3, 2016 be accepted.
  - Seconded by: Scott Kennedy
  - Carried.

- Moved by Marcel Studer that the Auditor's Report for the period ending December 31, 2016 be accepted.
  - Seconded by: Chris Higgins
  - Carried.

- Moved by Marcel Studer that Dickson, Dusanj & Wirk, Chartered Professional Accountants, be appointed as auditors for 2017 fiscal year.
  - Seconded by: Chris Higgins
  - Carried.

6. **Election of Board Members**

Frank Crawford moves that the following candidates be elected to the Board of Directors, listed in alphabetical order:

- Evelyne Bouchard
- Huston Eubank
- Scott Kennedy
- Andrew Peel
- Marcel Studer

- Seconded by: Chris Higgins
- Carried.

7. **Adjournment**

Motion to adjourn by Andrew Larigakis.
- Seconded by: Scott Ghomeshi
- Carried.
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Board Chair Report

Change is accelerating. We often overestimate what we can accomplish in two years but underestimate what can be accomplished in ten. Passive House is now part of many conversations related to energy codes and standards. I hope that in five years Passive House Canada will be recognized coast to coast as a national resource for energy efficient training and technical information. I see our representatives having a strong role in our National Code Committees and providing expertise to train designers and builders through Passive House Canada, as well as our many universities and technical institutes.

Change tends to start at the local level first. The challenge is to identify local practitioners with the passion, energy and skills to influence local policy makers, developers and builders. The size of our country is also a challenge but I believe a united voice, tempered by local experience, will have the best chance at success. If you wish to get involved, please contact our CEO. We have collateral and resources to help, while ensuring an approach that is consistent with our brand, objectives and key messages.

Passive House Canada is recognized as a well-run affiliate of the international Passive House Association. We need to maintain a professionally managed and staffed organization that has the resources to respond to member needs and requests, and can be counted on by local policy makers to support their initiatives. Our professionalism has forged strong relationships with government to date, and will be important going forward to implement policies under the umbrella of the pan-Canadian framework.

I’d like to thank all our Board Members for their participation in guiding our organization over the past year. Sean Norton and Morgan Carter are unable to serve next term for personal reasons and we thank them for their ideas and service. Marcel Studer, Andrew Peel and myself are up for election. Deborah Byrne, Chris Higgins, Alan Murphy and Karel Jonker will continue to serve. We will be electing five new Board members this year. This is exciting as we had many qualified candidates put their names forward. Putting your name up in an election is a bold action. For all candidates who are not successful in a bid for the Board I hope we can call on you for committees, local outreach or other programs.
Passive House Canada is proving to be a strong brand. We are getting stronger financially, due primarily to the great interest in our education program. A big thanks to our instructors who are engaged and engaging, our Education Committee for guidance in course development and our students for showing interest in the materials.

Passive House Canada would not be moving forward at the pace it is without the leadership of Rob Bernhardt our CEO with the support of the Passive House Canada staff. Rob has travelled Canada and the world as a tireless representative of the Standard and Passive House Canada. I’d like to thank Katie our longest serving colleague who will be leaving us soon to return to the UK, Garage for her Herculean efforts in keeping the education program organized, Anne for jumping in where needed and Marc our Operations Manager who is getting our processes sorted out. Gaby is our new Events Manager and I hope to meet her in person soon.

Building policies are changing nationally. Onward to Passive House being recognized as the basis for getting to zero carbon. Thanks for your interest in Passive House Canada.

Scott Kennedy, Board Chair
CEO Report

In 2016 our members voted to amalgamate, becoming a national organization and launching the development of national scope. We are developing capacity in both languages and have a bilingual website, staff and instructors. An increasing amount of our activity is taking place in central and eastern Canada, with signs of significant growth in 2017-2018. As the market develops, our goal is to have staff based across the country, supporting events, education and advocacy; building upon experience gained in leading jurisdictions to catalyze market transformation.

During 2016 we continued to implement our strategic plan by investing heavily in education and organizational development. As a Startup, there is much work to do in laying the foundation for further growth. In 2017, we will place more emphasis on operational and financial capacity to position ourselves for future growth. Staff resources are increasing. In March, we welcomed Marc Tremblay as our Operations Manager, bringing a strong background in management to guide us. This month we hired Gabriela Dominguez as our new Events Manager, and our new Bookkeeper and Manager, Communications and Member Services will both start in the coming months.

Our presence at industry events has increased dramatically and will continue to grow. By working with professional bodies, industry groups and conference organizers, we provide speakers and participate in trade shows. The Board of Directors has identified the establishment of an annual Canadian Passive House conference as an objective, which we hope will be the subject of an announcement in the coming months.

Managing a 10-fold increase in operating budget over 3 years has been both exhilarating and challenging. It is only with dedicated and skilled staff supported by our member volunteers that we have been able to achieve such results. I wish to extend a massive THANK YOU to all our staff and volunteers who have contributed so much. Let’s solidify the gains made and expand our scope in the coming year.

Rob Bernhardt, CEO
Education Report

The Passive House Canada Education Program has been steadily growing in capacity and reach and continues to be a central pillar of our mandate. We have seen a marked increase in building professionals seeking Passive House training, with registrations far exceeding projections set at the beginning of 2016. Education is central to the success of high performance buildings in Canada. The points below outline summary statistics from the 2016 Education Program, on which we will build for 2017:

- Number of course participants: 920
- Number of courses / exams delivered: 58
- Number of cities where training took place: 10
- Number of provinces where training took place: 5
- New Certified Passive House Designers / Consultants: 69
- New Certified Passive House Tradespersons: 36

We have invested heavily in curriculum development and are committed to continually developing our program to provide Canadians with the best Passive House training available. In 2016, we developed three new masterclasses to address gaps in advanced Passive House design and construction knowledge:

- Building Enclosures for High Performance Buildings
- Passive House Design for Multi-Family Buildings
- PHPP v9 Masterclass

In addition, our course “120A: Passive House Design and Construction” was substantially updated and we re-branded all course material to reflect our new name and branding.

Through partnerships with educational institutions and the design/construction sector we are working to enable others to facilitate Passive House training as well. We built many strong partnerships in 2016 and are in the process of developing and expanding our training partners in 2017.

To ensure continual improvement of our Education Program and to ensure we meet the needs of Canadian building professionals, we collect thorough input from course participants concerning our training.
Below is a summary of key results from 2016 course feedback surveys.

![Figure 1: 2016 Education Program Feedback - Teaching & Material Quality](image)

![Figure 2: 2016 Education Program Feedback – Likelihood to Recommend Training](image)

A sample of comments received in relation to the courses:

- "Very happy I took the course, will look into taking more courses in the future."
  Adam Putz, Saskatoon SK, April 2016

- "Such an informative course. There is building science in this course that everyone in the building industry should find the time to witness."
Finally, our team of instructors was expanded to nine in 2016 and continues to grow. We also expanded the pool of dedicated volunteers on the Education Committee to six members. We rely on the varied expertise of these individuals to shape and guide the Education Program and thank the following volunteers for their service:

- **Steven Bishop** - Certified Passive House Consultant and faculty member at Douglas College in New Westminster, BC
- **Cillian Collins** - Architect and Certified Passive House Designer at Perkins + Will in Vancouver, BC
- **Phil Fung** – Faculty member at Humber College, School of Sustainable Building Design & Energy Modelling in Toronto, ON
- **Adam James** - Certified Passive House Designer and Principal at Ryder Architecture in Vancouver, BC
- **Michael Nemeth** - Mechanical Engineer, Certified Passive House Designer and one of our instructors based in Saskatoon, SK
- **Dr. Patricia Thompson** - Faculty member at Pennsylvania State University, with expertise in curriculum and organizational development, resident in Middletown, PA

Gargi Bougie, Education Program Manager
Membership Report

As part of the organizational rebrand in August 2016, we launched our new bilingual website offering more benefits for members. Members now have an individual profile page on passivehousecanada.com where they can upload a photo, biography, contact details, and company logo and description for corporate members. Corporate members can also add multiple team members to their profile. All members are searchable by location and whether they are certified Passive House designers, consultants or tradespeople, and are able to add their projects to our map and link to their profile page from the project page. Not only are we receiving numerous phone calls at head office from people looking for Passive House practitioners, but anecdotal feedback from members indicates that this new feature is generating new business for them. Website visits are up significantly to more than 4,000 visits per month and the upward trend is likely to continue.

The Members’ Area has been expanded to include presentations from past events, regional building policy information, and marketing tools. This area will be continually updated. Members can now chat with others in their region via the forum on the Groups page.

At the backend of the website, we have introduced a new database which enables our team to manage member data more effectively, including courses and events attended and membership
history, and has eliminated some manual processes. It also sends automatic reminders to members to renew membership and will enable more sophisticated reporting.

We continue to support local members with regional events, providing materials for the Regina Spring Home Show and the Saskatchewan Living Green Expo. Our members have played an integral role in supporting our Passive House Pavilion at Buildex Calgary, Buildex Vancouver and IIDEX Toronto. We will continue to have a strong presence at these shows in 2017 and 2018, including Edmonton as a new venue.

There was a rise in membership in 2016; a total of 252 members up from 236 in 2015. In October 2016, we were able to dedicate a staff member to member acquisition and retention, and at the time this report was written, membership totaled 418. This increase is primarily due to new corporate memberships. This membership-focused role assures more interaction with members, providing a higher level of service, building engagement on the forum, growing the online Member Resources Area and producing a monthly member-only e-newsletter.

Katie Shellard, Member Services Manager
Policy Committee Report

Policy development is central to our mission and a key strategic priority. As a result, in August, 2016 the Policy Committee was constituted, with its terms of reference being approved by the Board of Directors.

Since then our policy and advocacy work has been primarily with the federal, BC, AB, ON and numerous local governments. In the coming year the committee will expand its scope and operations in a more formalized manner to ensure committee members have the information and tools to take consistent and coordinated positions.

Policy development in Canada is moving rapidly at all levels, with Passive House levels of performance increasingly recognized as both imperative and feasible. In some markets, we are witnessing a fundamental shift in the industry as the momentum shifts to high performance. Being part of that process and able to share the experience with others is vital. Market transformation does not occur in the way many anticipated, and can clearly take place rapidly when mindsets shift. However, the process requires many hands, and the work is not funded. We remain dependent on our small revenue base and the dedication of volunteers to make the work possible. If policy development is a passion of yours, and you can commit time to advancing building standards, please let me know.

Rob Bernhardt, Chair