

## MEMBERSHIP KIT

### Joining the EFFICIENT CO-OPS Program

The goal of the "Efficient Coop" program is to provide free help for housing cooperatives of Québec (member or not of a regional federation) in their approach to reduce their energy cost.

"Efficient Coop" is a service presenting the advantages of energy efficiency awareness. We are providing an information service on the offers from energy distributors and a support service to the implementation of energy efficiency renovations.

Our counselors will prepare an energy efficiency action plan with you and provided free step by step support until its realization. To this day, hundreds of cooperatives have participated in an "all in one" solutions such as the following:

- Electronic thermostats
- Lightings
- Gas and oil heating equipments
- Building isolation
- Replacement of double sliding windows and doors
- Renewal of your windows and sliding doors
- Foundation and exterior wall isolation
- Roof isolation
- And many more!

Did you know that the cost of electricity has risen 18.2% since 2003 and increases are expected to continue until 2013 totaling 6.7%? Your housing cooperative is eligible however you are not presently part of the 750 coop participating in our program "Efficient Coops". This program will help reduce your electricity and natural gas invoices. There is no need to be a Federation member to register with us!

Reduce your energy cost! Once enrolled you will have access to free advice and be eligible to receive financial aid from Hydro-Québec and Gaz Metro. Up to this day, there is no sign that "Efficient Coops" program will return in 2011.

It is your turn now! To obtain more details on the energy efficient renovations available and to register with us, visit our website [www.energie.coop](http://www.energie.coop) or contact one of our energy efficient counselors listed on the next page.

## Counselor's addresses

### Montréal, Outaouais, Estrie, Montérégie, Mauricie, Centre du Québec and Saguenay-Lac-Saint-Jean

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#### **Stéphanie Morissette**

Energy efficiency counselor

Phone: 514-843-6929, ext. 225 or 1-866-609-2667 ext. 225

Email: [smorissette@fechimm.coop](mailto:smorissette@fechimm.coop)

#### **Alain Roberge**

Energy efficiency counselor

Phone: 514-843-6929, ext. 247 or 1-866-609-2667 ext. 247

Email: [aroberge@fechimm.coop](mailto:aroberge@fechimm.coop)

### Québec and Chaudière-Appalaches

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#### **Mélissa Castonguay-Fortin**

Free line: 1 866 313-COOP ext. 2846 or 418-648-1354 ext. 2846

Fax: 418-648-9991

Email: [mcastonguay@fechaqc.qc.ca](mailto:mcastonguay@fechaqc.qc.ca)

### Bas St-Laurent, Gaspésie, Côte-Nord, Lanaudière and Abitibi-Témiscamingue

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#### **René Robert**

Phone: 418-572-9386, ext. 224

Free line: 1-800-667-9386

Email: [rrobert@cqch.qc.ca](mailto:rrobert@cqch.qc.ca)

### **The EFFICIENT CO-OPS membership kit 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
- Names of 2 contact persons 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 !

### **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 implement energy efficiency measures.

"Efficient Coops" will explain what you need to know to take advantage of various programs. The following are examples of coops like yours who have received our aid:

Coop location	Energy saving renovations	Hydro-Québec grant (\$) for implementation	Annual saving on electricity bill (0,073 \$/kWh)
Québec	73 thermostats replaced	2 920 \$	<b>4 336 \$</b>
	Replacement of lights with more energy efficient products	2 192 \$	
	Replacement of windows	6 580 \$	
	<b>Total : 11 692 \$</b>		
Montréal	206 thermostats replaced	8 240 \$	<b>3 905 \$</b>
	Replacement of lights with more energy efficient products	640 \$	
	<b>Total : 8 880 \$</b>		
Montréal	308 thermostats replaced	12 320 \$	<b>7 762 \$</b>
	Replacement of lights with more energy efficient products	1 874 \$	
	<b>Total : 14 194 \$</b>		

## 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 : 20\_\_\_\_

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 \_\_\_\_\_ or the coop \_\_\_\_\_

Gaz Metro customer: Write the account numbers and the addresses  
Account no. 1  
Addresses

Account no. 2  
Addresses

Account no. 3  
Addresses

Building #: of:  
Main address: # street 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

**Advantages in joining the EFFICIENT CO-OPS Program**  
For the members

<b>Energy efficiency measures</b>	<b>Details</b>	<b>Advantages for the members</b>
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.
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.
Reference documents on ecocitizen practices	Reference to develop green habits.	Information on how to develop respectful behaviors concerning the environment

**The Advantages in joining the EFFICIENT CO-OPS Program**  
For the cooperative

<b>Energy efficiency measures</b>	<b>Details</b>	<b>Advantages for the cooperative</b>
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. .
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. Thermal 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
Support from the professionals at the Federation	Available Guide-counsellor to help in the implementation of energy efficiency measures.	Gives you all the information on the subsidies available in the program.
Reference documents on ecocitizen practices	Reference documents to help develop green habits	Information on how to develop respectful behaviours concerning the environment.