

## CHBA Net Zero Home Labelling Program – Change Request Review Process

If a Program Administrative or Technical Requirement is deemed to be unclear, incomplete or needs to be updated, added to, or removed, CHBA Members/Program Participants may submit a completed **CHANGE REQUEST FORM** to the CHBA Net Zero Home Labelling Program Technical Committee via Brett Cass at [brett.cass@chba.ca](mailto:brett.cass@chba.ca). Please submit one form for each change request.

### TO ENSURE THE INTEGRITY OF THE PROGRAM:

*Only change requests that are applicable to ALL participants/homes will be approved.*

*If a change request is applicable only to a single participant/home the change request will NOT be approved.*

Change requests will be reviewed by the TC at the standing monthly meetings. To ensure all change requests are reviewed thoughtfully, a **DECISION-MAKING PROCESS FLOW CHART** has been developed to guide the Technical Committee. The person who submitted the change request will be notified of the result.

All approved change requests will be communicated through the Net Zero News (and Technical Bulletins to the Participants: SO's, EA's and Builders) and will be posted on the CHBA website ([www.chba.ca/nze](http://www.chba.ca/nze)) as an amendment until the next version of the Program is officially released. Program Participants may use the amendments once they are posted - prior to the official version update. (A flag will also be added to the current version to identify the amendment.)

### 2025 Change Request Review Schedule

Submitted by	Reviewed on	Response by
Jan 13	Jan 20	Jan 27
Feb 17	Feb 24	Mar 3
Mar 17	Mar 24	Mar 31
Apr 22	Apr 28	May 5
May 20	May 26	Jun 6
Jun 16	Jun 23	Jun 30
Jul 14	Jul 21	Jul 28
Aug 11	Aug 18	Aug 25
Sep 15	Sep 22	Sep 29
Oct 7	Oct 14	Oct 21
Nov 10	Nov 17	Nov 24
Dec 8	Dec 15	Dec 22

