FREE CHECKLIST · CONDO BOARDS

Condo board energy checklist

What to collect, the deadlines that may apply, and the quick wins to book first. Bring it to your next board meeting.

NEXT LEVEL CONSULTING

1 Collect before the meeting

- [ ] **12 months of utility bills** for the common areas: electricity, natural gas and water.
- [ ] **The building's gross floor area**, from the declaration, MPAC or the reserve fund study. It decides which reporting rules apply.
- [ ] **The reserve fund study's replacement schedule** for the next five years: boilers, make-up air units, chillers, pumps, lighting and the roof.
- [ ] **Any past energy audits or incentive applications**, so nothing is paid for twice.

2 Check the deadlines that may apply

- [ ] **Toronto, 10,000 to 49,999 sq ft:** first energy and water report due **July 2, 2027**, covering 2026.
- [ ] **50,000 sq ft and up:** Ontario report every July 1 (Toronto buildings also report to the City by July 2).
- [ ] **BizEnergySaver** (Save on Energy): installations must be finished by **August 31, 2027**.
- [ ] **Save on Energy Retrofit Program:** projects must be approved by **December 31, 2027**.

3 Book the quick wins first

- [ ] **LED lighting with built-in occupancy sensors** in corridors, stairwells and the parking garage.
- [ ] **Variable frequency drives** on domestic water booster pumps and fans. Most are now free under BizEnergySaver.
- [ ] **Carbon monoxide sensors and controls** so garage exhaust fans run only when needed.

4 Before the board approves any upgrade

- [ ] **Incentive pre-approved** before the board signs a contract or purchase order. Buying first can cost you the incentive.
- [ ] **Timed with a planned replacement**, so the incentive pays for the upgrade instead of a like-for-like swap.
- [ ] **Cost, saving and payback** for each measure, from an energy audit. Enbridge Gas co-funds parts of it.
- [ ] **Gap financed?** Toronto's Energy Retrofit Loans cover up to 100% of common-area projects over up to 30 years, with a feasibility study, a decarbonization plan and two years of audited financial statements.

> **Not for condos:** CMHC MLI Select is for rental buildings, and the federal Clean Technology tax credit is for taxable corporations. Full guide: thenextlevelconsulting.ca/guides/toronto-condo-energy-incentives-2026