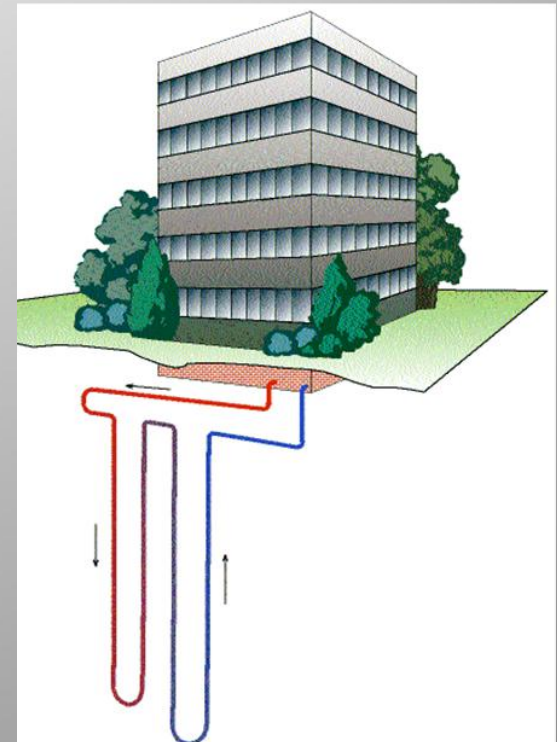


International Ground Source Heat Pump Association

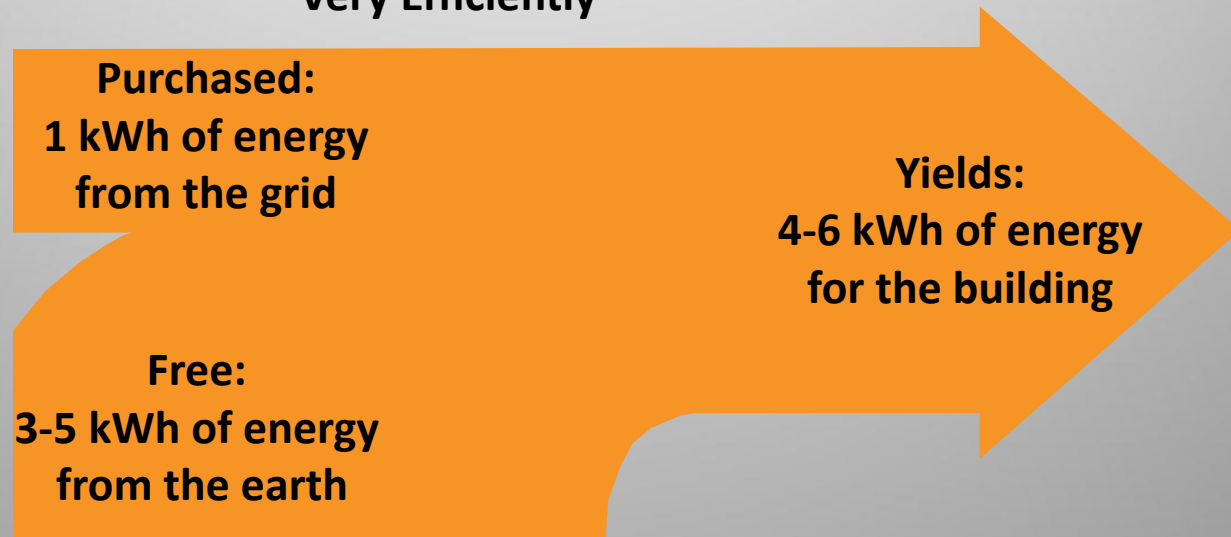


Canadian Chapter

Guiding Principals and Overview of Structure & Operation

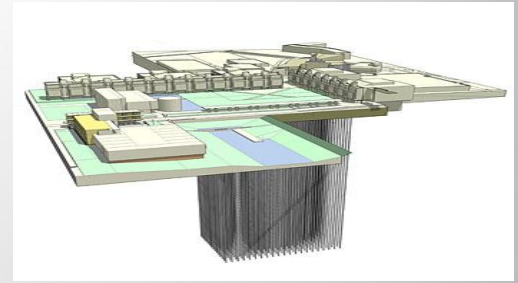
Why do we do it?

**Because
Geothermal Heat Pumps
Transfer Energy Efficiently
– Very Efficiently**



400-600% Efficient

Background



- The Canadian Chapter of the International Ground Source Heat Pump Association is formally incorporated under the *Canada Corporations Act* in April of 2014.
- A number of industry practitioners from across Canada, representing a broad range of professional skills, identified the distinct need to establish a truly representative national organization to further the penetration of geothermal / GeoExchange technology into the larger overall HVAC market sector.

Guiding Principles



These principles will govern IGSHPA - Canada:

- IGSHPA - Canada will serve as the consistently reliable and authoritative source of industry information and training that will be accurate, objective and comprehensive.
- IGSHPA - Canada will represent the *full industry* and not any single interest group and will present a balanced and comprehensive projection of significant industry thought, development and institutions.
- IGSHPA – Canada will be an inclusive, member – driven organization
- IGSHPA - Canada will present its policies clearly and effectively and will also present responsible discussions and opinion on these policies.

We Represent all professions in the Industry



Drilling



Loop Insertion



Heat Fusion &
Lateral Tie-In



Interior Connection

Structure

- IGSHPA – Canada has a *National Board of Directors* with representation from across the country so that all members have a voice in the operation and direction of our association.
- IGSHPA – Canada has provincial or regional sub – chapters that elect representatives to the *National Board of Directors*.
- Each provincial or regional sub – chapter is responsible for the efficient and fair operation of their organization within their geographic boundaries and to address issues that effect their members, interact with city / municipal and provincial governments and to act in the best interests of the industry.

Structure



- IGSHPA – Canada has drafted a comprehensive set of *Bylaws* for the National organization's operation that integrates *bylaws* that consistently govern the operation of each sub – chapter.
- Additionally, IGSHPA – Canada has drafted *Code of Ethics & Conduct* and *Conflict of Interest* guidelines, which are prerequisites of all memberships.
- The IGSHPA – Canada *Bylaws*, the *Code of Ethics & Conduct* and *Conflict of Interest* guidelines are available for viewing and download at igshapcanada.com

Structure

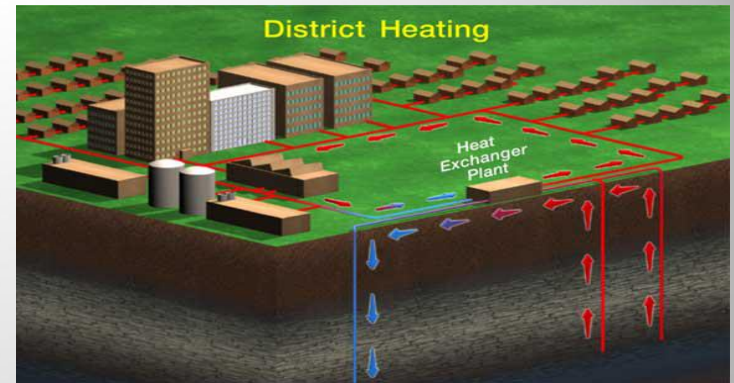


- The IGSHPA – Canada National Board of Directors meet via tele – conference on a monthly basis, with the exception of July and August
- IGSHPA – Canada sub – chapters are free to establish a meeting schedule so long as meeting occur a minimum of 4 times per calendar year
- IGSHPA – Canada and IGSHPA – Canada sub - chapters conducts business under the *Modern Rules of Order, third edition* – this format provides consistency for the all members of IGSHPA - Canada

Code of Ethics

IGSHPA – Canada Chapter Members agree to:

- Instill the highest respect for Geothermal / GeoExchange heating and cooling system design and contracting professions.
- Maintain strict compliance with all laws, regulations and requirements pertaining to Geothermal / GeoExchange installations and business practices defined by the three levels of government – Municipal, Provincial and Federal.
- Design, install, service and repair Geothermal / GeoExchange installations according to the highest industry standards.
- Develop and maintain a full understanding of Geothermal / GeoExchange equipment installation and system design to assure customer of quality performance and durability.
- Ensure that quality, honesty, integrity and good faith are hallmarks of member's business practices, including individual and company sales, advertising, installation and service of Geothermal / GeoExchange systems.
- Maintain a clean, safe respectable workplace and project site that reflects the high Standards of the industry.
- Increase knowledge and efficiency of the Geothermal / GeoExchange technology by supporting ongoing education and training of employees.
- Develop and maintain high quality standards of customer service and nurture long-term relationships with clients.
- Encourage and support business development in which skilled and professional Geothermal / GeoExchange service providers provide high-level service to consumers and end-users
- Refrain from engaging in any business activity that benefits from cross-subsidization from regulated monopoly businesses.



Conflict of Interest

IGSHPA – Canada Chapter Members agree to:

- The Chapter expects Directors to perform their duties conscientiously and in a manner that will not put their personal interests in conflict with the best interests of the Chapter.
- A conflict of interest exists for Directors who use their position at the Chapter to benefit themselves, friends or families.
- A “disclosable interest” means, with respect to a Director, an interest in a matter that could affect the Director, whether monetarily or otherwise and includes an indirect disclosable interest. The disclosable interest of a spouse, parent or child of the Director is, if that disclosable interest is known to the Director, also the disclosable interest of the Director.
- A Director has an indirect disclosable interest in any matter in which the Chapter is concerned if the Director:
 - Is a shareholder in or a Director or senior officer of an organization that does not offer its securities to the public and that corporation has a disclosable interest in the matter; or
 - Has a controlling interest in or is a Director or senior officer of an organization that offers its securities to the public and that corporation has a disclosable interest in the matter; or
- The Director is a partner of a person, is a member of a firm or is in the employment of a person or firm that has a disclosable interest in the matter.
- Every Director must avoid any situation in which there is, or may appear to be, potential conflict which could appear to interfere with the Director’s judgment in making decisions in the Chapter’s best interest.
- Situations that could give rise to a conflict of interest are accepting gifts, favours or payments from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors and using privileged information inappropriately.
- The Chapter requires full disclosure of all circumstances that could be construed as conflict of interest. If a Director has an interest in any matter and is present at a meeting at which the matter is considered, the Director:
 - Must fully and promptly disclose at the meeting the Director’s interest and the general nature and extent of the interest;
 - Must immediately leave the meeting at any time during which the matter is under consideration and may not be counted in the quorum for that portion of the meeting;
 - Must not take part in any further discussion of or vote on any question in respect of the matter; and
 - Must not attempt in anyway, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- Full disclosure enables Directors to resolve unclear situations and gives an opportunity to deal with conflicting interests before any difficulty can arise.