



**Tel: 867-920-3333**  
**Toll Free: 1-877-755-5855**  
**Fax: 867-873-0303**  
**E-Mail: [info@aea.nt.ca](mailto:info@aea.nt.ca)**  
**Website: [www.aea.nt.ca](http://www.aea.nt.ca)**  
**101-5102 51<sup>st</sup> Street, Yellowknife NT X1A 1S7**

To:

Corporations, Educational Institutions, Community Governments

April 26, 2024

Dear potential partner,

**Re: Seeking expressions of interest - partnership opportunity to investigate the feasibility of building a Net-Zero Building in Hay River**

Arctic Energy Alliance (AEA) is committed to promoting and supporting energy efficiency and renewable energy solutions across the Northern Territories, helping people save energy and \$\$\$. We are currently exploring the possibility of partnering with other organizations in identifying the feasibility of building a state-of-the-art, net-zero building in Hay River, which would not only serve as the new hub for our South Slave regional office operations but also provide a multifunctional space for our partners, local community, and surrounding areas.

Are you planning to, or do you have interest in, constructing a new building in Hay River in the next few years, and are interested in incorporating appropriate energy saving technologies, building practices, components, and materials? If so, your organization would be an ideal partner for this initiative. We are interested in partners from multiple sectors such as industry, business, construction, education, community government, Indigenous government, and will consider the benefits of multiple partners working jointly towards the partners' combined vision for this project.

We are enthusiastic about the potential impact of collaborating with you and other partners aligning our efforts to make this project a reality. By combining partners' expertise and resources we are hopeful that we can create a landmark facility that not only serves operational purposes but also acts as a beacon for environmental advocacy, education, and demonstration.

Attached is a project description with our vision for the building outlined in more detail, along with an expression of interest form for you to fill out and return to AEA by May 22, 2024.

Thank you for considering this opportunity to partner with AEA and other like-minded potential partners. We look forward to the possibility of working together to achieve all our partners' shared goals. If you have questions or require further information, please let me know.

Sincerely,

Mark Heyck  
Executive Director  
Attachment

**Seeking partners for a net-zero building in Hay River ... saving energy, saving \$\$\$**

## Investigating the Feasibility of Building a Net-Zero Building in Hay River Call for expressions of interest for partnering organizations!

AEA requires office space to rent and desires to rent in a net-zero building to support AEA's organizational vision and mission statements as stated below:

### AEA's vision for the building

This building ideally would have the following attributes:

**Sustainable Architecture:** Utilizing cutting-edge design and technology to ensure the building achieves net-zero energy status, thus reflecting the partners' mutual goals for sustainability and reducing environmental impact.

**Collaborative Workspaces:** Designing spaces that foster collaboration and innovation among partners who share the vision for a sustainable future.

**Community Engagement:** Offering spaces that can be used for community events, workshops, and other activities that promote awareness and education on energy efficiency and environmental stewardship.

**Visibility and Accessibility:** Establishing a location that enhances the visibility and practicality of sustainable practices and is accessible to partners and the community, further strengthening community ties and promoting inclusive participation.

### Project Description

AEA wishes to partner with interested organizations from industry, business, construction, education, community government, Indigenous government, etc. to investigate the viability and feasibility of constructing a net-zero building in Hay River, reducing building occupants' energy use, greenhouse gas (GHG) emissions and energy costs.

The building uses could include:

- rental office space for the AEA's South Slave Regional Office including space for community engagement sessions in a desirable location in Hay River
- net-zero building used as a demonstration and showcase building for others to tour to promote and encourage the adoption of appropriate energy savings technologies using current energy efficient and renewable energy best practices, materials and components helping to decrease GHG's and energy costs.
- rental office space for partners
- rental office space for local community and surrounding areas
- lab showcasing energy saving technologies
- energy savings educational facility
- meeting space rentals
- workshop space rentals
- sales from district heating system

## Scope

The scope of this project includes:

- Identify partners and enter into a partnership agreement.
- The partner organizations (the Partnership) will establish a working group comprised of representatives from each partner organization.
- The working group will investigate, research, and identify the viability and feasibility of constructing a net-zero building by considering and developing the following, but not limited to:
  - Overall vision for project
  - Building location
  - Building design, architecture, engineering
  - Project timeline
  - Project budget - investigate sources of building funding (rebates, grants, etc.)
  - Operational expenses and sources of income (rental, district heating system sales, net-metering, etc.)
- The working group will provide a recommendation to the Partnership to proceed with a business plan and building project proposal to construct a net-zero building, or not.
- The Partnership will review recommendations from the working group and decide to proceed with the business plan and project proposal for the net-zero building project, or not.

## Anticipated project timeline

### Fiscal 2024-25

April 26, 2024 – Expression of Interest advertised.

May 22, 2024 – Responses to Expression of Interest received.

May 24, 2024 - Partners identified.

May 28, 2024 – Draft partnership agreement in principle sent to partners for review and comment.

May 31, 2024 – Partnership meeting to review draft partnership agreement in principle (if needed).

June 7, 2024 - Partnership agreement in principle signed.

June 14, 2024 - Working group established comprised of representatives from each partner organization.

July 1, 2024 – Working group 1<sup>st</sup> meeting – working group to develop the rest of the project timeline/meetings/tasks with a goal to having the recommendation to proceed or not to proceed with a business plan and project proposal to build the net-zero building.



July 15, 2024-The working group will provide a recommendation to the Partnership to proceed with a business plan and building project proposal to construct a net-zero building, or not.

July 20, 2025 – The Partnership reviews working group recommendation and decides to proceed with a business plan and project proposal to build the net-zero building, or not.

## Authorization

### ***Privacy Policy***

The AEA is committed to protecting the privacy and confidentiality of personal information provided within the Organization’s Application Form. All personal information that is collected by the AEA is for the sole use of selecting organizations to partner in the Investigating the Feasibility of Building a Net-Zero Building in Hay River Project.

### ***Representations***

In making this application, the undersigned Director, Board Member or President hereby represents to the AEA and declares that, to best to my knowledge and belief, the information provided in this application and any related attached supporting documents is truthful and accurate and the application is made on behalf of the organization knowing that not all applicants will be successful and that any funding is not guaranteed based solely on an application submission.

---

Name (print)

---

Signature

---

Position

---

Date

**Investigating the Feasibility of Building a Net-Zero Building in Hay River**  
**Call for expressions of interest for partnering organizations**  
**EXPRESSION OF INTEREST FORM**

---

Organization name

---

Mailing address

---

Community

---

Postal code

We're a:      Business      Community government      Non-profit organization

Contact information

**Main contact**

---

Name

---

Role/title

---

Phone

---

Email

**Alternate contact**

---

Name

---

Role/title

---

Phone

---

Email

**Questions and affirmations:**



Need help or have questions about the information requested in the expression of interest form? Want more information regarding the net-zero office building project in Hay River? **Call the AEA at 867-920-3333 or e-mail us at [info@aea.nt.ca](mailto:info@aea.nt.ca).**

**Completed expressions of interest must be received by AEA by 12:00 pm May 22<sup>nd</sup>, 2024.**

Application forms must be submitted by mail, e-mail, or faxed to:

Executive Director, Arctic Energy Alliance, #101, 5102 – 51st Street, Yellowknife, NT X1A 1S7

Office Hours: 8:30 am to 5:00pm

Fax: (867)-873-0303

e-mail: [info@aea.nt.ca](mailto:info@aea.nt.ca)