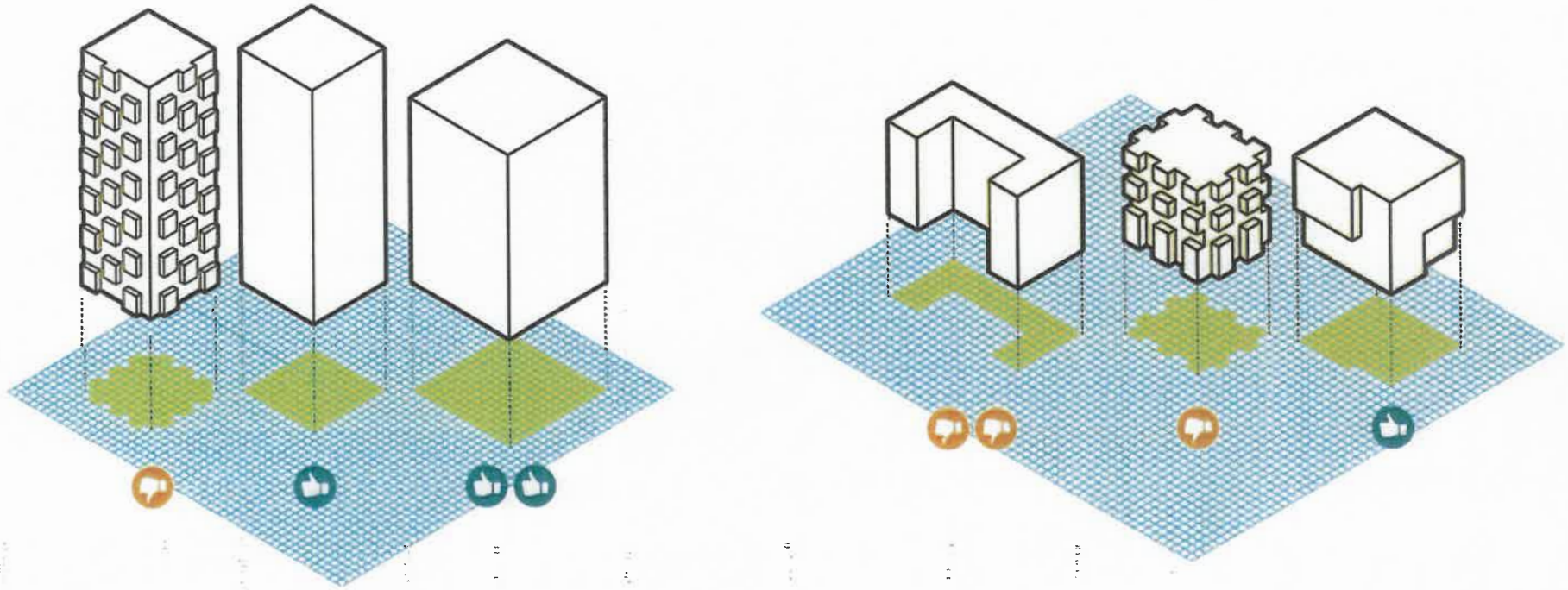
But HVAC Systems Only Contribute So Much...



Higher Steps and Zero Carbon do not necessarily require more complex or expensive systems. Form and character of architecture becomes constrained at higher levels.

Energy Efficiency ≠ Carbon Emission Reduction



TEUI, TEDI... What about **GHGI**?

In British Columbia,

NATURAL GAS is

17x more

carbon-intensive

than ELECTRICITY

Table 1.2 Emissions Factors by Fuel Type	
Fuel Type	Emissions Factor ($kgCO_{2e}/kWh$)
Natural Gas	0.185
Electricity	0.011
District Energy System	as provided by utility[1,2]

For British Columbia,

DECARBONIZATION ≈ ELECTRIFICATION

Arch + Mech Integrated Design → Decarbonization Hierarchy

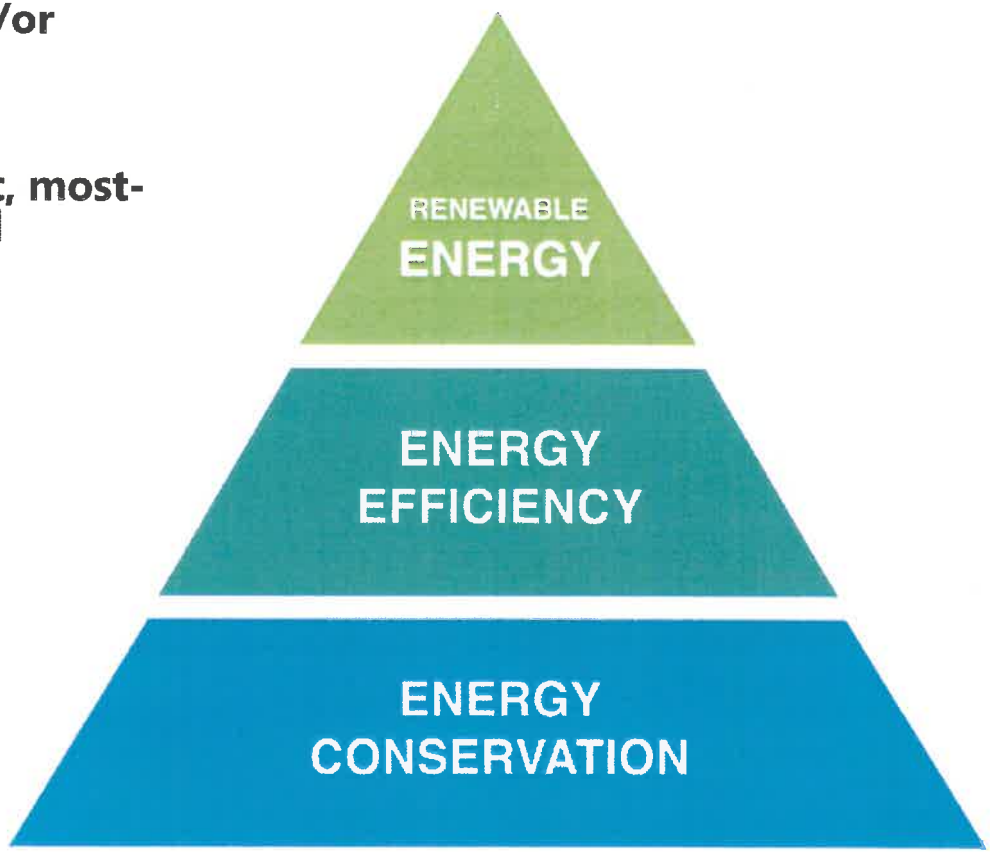
3. For what's left – use renewable sources and/or offset

2. Satisfy the remaining load with the smallest, most-efficient, and lowest-carbon-intensity practical

- incorporate sources of heat recovery
- strategic selection of energy source/sink
- heat pumps

1. Reduce base demand through conservation measures

- reduce waste and losses
- passive design
- demand control



Energy Model is a Design Tool (Not just a Compliance Check)







- Test performance of options before committing to full design and/or capital costs…

  "Are we going to make it?"

- Explore and Refine Options, Cost/Benefit, and avoid Brute Force Overdesign
- **… or risk not making it to your destination.**

Bottom Line Takeaways

1. Market is Ready! Many Mech Solutions – but they only go so far.

2. Building Form & Architecture Play Critical Role at Higher Steps; Conservation First

3. Fuel Source is Critical to Carbon Emission Reduction; Emphasize and Plan for Electric Options

4. Energy Modeling as a Design Tool (not just a compliance check)



Introba

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GETTING TO ZERO

What are the local governments in the RDN considering?

Lisa Westerhoff, Introba



P207

Pathways Under Consideration



Pathway #1: Prioritize Energy Efficiency

- Implement (or increase stringency) the BC Energy Step Code



Pathway #2: Prioritize Carbon Emissions Reductions

- Implement the Zero Carbon Step Code



Pathways #3: Advance Energy Efficiency and Emissions Reductions

- Implement (or accelerate adoption of) the BC Energy Step Code **AND**
- Implement the Zero Carbon Step Code



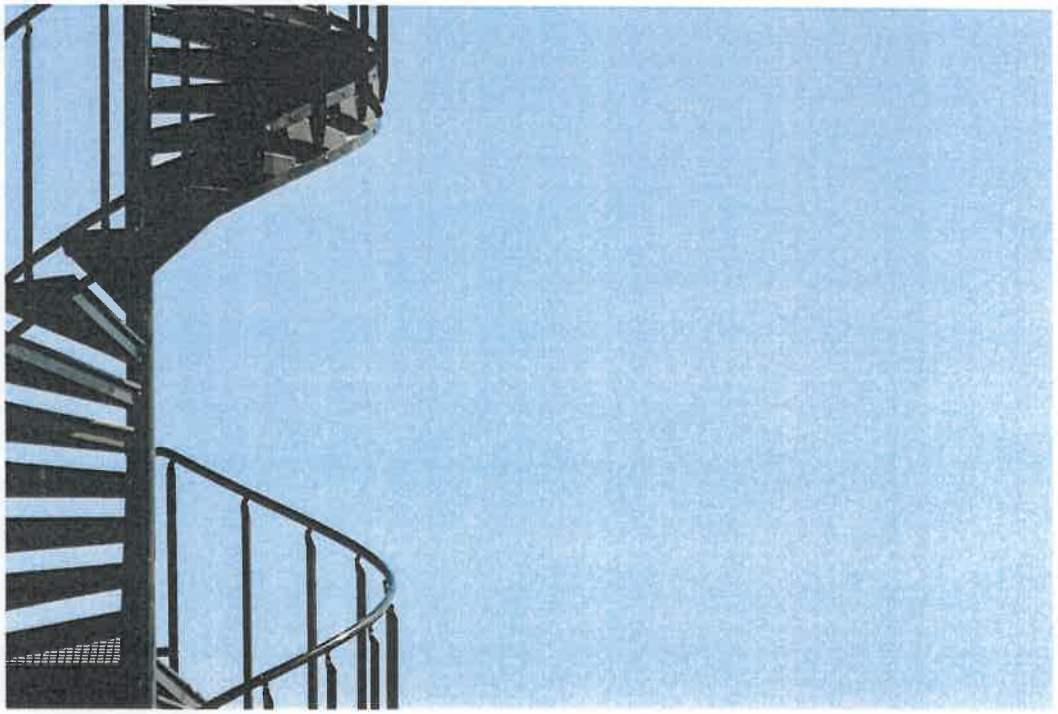
Pathway 4:* Voluntary interventions to encourage early adoption

- Rezoning policy
- Financial incentives
- Non-financial incentives (e.g. permit fast tracking and density bonusing

***Pathway 4 is not mutually exclusive and can be used in conjunction with Pathways #1-#3**

Next Steps

- A survey will be launched today RDN website to capture more feedback, especially from those unable to attend
- Once policy pathways have been refined, we will solicit further feedback from you via email
- **Further questions or concerns?**
  - Jessica Beaubier Jbeaubier@rdn.bc.ca
  - Ting Pan Ting.Pan@nanaimo.ca
  - Luke Sales lsales@qualicumbeach.ca
  - Frank Limshue flimshue@lantzville.ca



Introba

Thank you!

QUESTIONS?

CITY OF NANAIMO
THE HARBOUR CITY

Staff Report for Decision

DATE OF MEETING July 26, 2023

AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY
DAVID STEWART, ENVIRONMENTAL PLANNER

SUBJECT **BC ENERGY STEP CODE AND ZERO CARBON STEP CODE IMPLEMENTATION**

OVERVIEW

Purpose of Report

To inform the Governance and Priorities Committee of engagement and present recommendations related to implementation of the Zero Carbon Step Code and acceleration of the BC Energy Step Code and seek Council direction to bring forward amendments to "Building Bylaw 2016 No. 7224".

Recommendation

That the Governance and Priorities Committee recommend that Council direct Staff to prepare the necessary "Building Bylaw 2016 No. 7224" amendments in order to:

a) adopt the Provincial Zero Carbon Step Code and require that all applicable building permit applications meet the Measure-only Level (EL-1) upon bylaw adoption;
b) require all Part 3 and Part 9 applicable building types and occupancies meet the Zero Carbon Performance Level (EL-4) of the Zero Carbon Step Code by 2024-JUL-01; and,
c) require all applicable Part 3 building types and occupancies meet the Step 3 of the Energy Step Code by 2026-JAN-01.

BACKGROUND

On 2022-AUG-29, Council directed Staff to prepare for industry consultation on implementation of the upper steps of the BC Energy Step Code and greenhouse gas emissions targets for new buildings. In early 2023, the City of Nanaimo engaged industry in partnership with the Regional District of Nanaimo (RDN), Town of Qualicum Beach, and District of Lantzville.

On 2023-JUL-10, Council endorsed the *Integrated Action Plan* to guide *City Plan*'s implementation. It includes action C1.1.29: *Confirm final steps with respect to Nanaimo's Energy Step Code implementation strategy, to ensure higher Step Code compliance requirements come into effect before the Provincial mandated implementation timelines.*[1]

BC Energy Step Code

The BC Energy Step Code (ESC) was introduced in 2017 and is a provincial building compliance path that focuses on energy efficiency in new construction for both Part 9 buildings (homes and small buildings) and Part 3 buildings (large, complex buildings).

[1] Note that this action was drafted before the Province released the Zero Carbon Step Code.

On 2018-JUL-09, Nanaimo City Council adopted a phased in approach to implement the lower steps of the Energy Step Code in 2019 as follows:

Effective Date	Building Types	BC Energy Step
2020-APR-21	Part 3 and Part 9	Step 1
2021-JAN-01	Part 9	Step 2
2022-JAN-01	Part 3	Step 2
2022-JAN-01	Part 9	Step 3

BC Zero Carbon Step Code

On 2023-MAY-01, the province added the Zero Carbon Step Code (ZCSC) to the BC Building Code to regulate greenhouse gas (GHG) emissions in new construction.

The four Emissions Levels (ELs) of increasing stringency are:

1. Measure-only (EL-1): requires measurement of a building's emissions without reductions, and is intended to build knowledge and capacity;

2. Moderate Carbon Performance (EL-2): in most cases, will require decarbonization[2] of either space heating or domestic hot water systems;

3. Strong Carbon Performance (EL-3): in most cases, will require decarbonization of both space heating and domestic hot water systems; and,

4. Zero Carbon Performance (EL-4): in most cases will require the full decarbonization of a building.

Provincial Policy Context

The Province has shared the implementation timeline for both ESC and ZCSC as follows:

	Building Type	2023-MAY-01	2024	2027	2030	2032
BC Energy Step Code	Part 9	Step 3		Step 4		Step 5
	Part 3	Step 2		Step 3		Step 4
Zero Carbon Step Code		Optional Compliance Path	TBD*	TBD*	Zero Carbon Performance Level (EL-4)	

**The province has indicated they plan to enact amendments to the BC Building Code in 2024 and 2027, but have not yet identified what level will be required.*

The Province also made the following relevant commitments through *CleanBC Roadmap to 2030* climate plan:

a) Highest efficiency standards, meaning that after 2030, all new space and water heating equipment sold and installed in BC will be at least 100% efficient (i.e. electric resistance heating, heat pumps, and hybrid electric heat pump-gas systems).
b) 100% Clean Electricity Delivery Standard to ensure the grid is zero emissions.

[2] Decarbonization means reduction or elimination of carbon dioxide emissions.

In addition, the next BC Building Code, expected later this year, includes a proposed maximum summer design temperature of not more than 26°C in at least one living space in each dwelling unit to mitigate overheating in residential spaces. Residential building applicants will have to include mechanical cooling or by passive design measures where achievable to comply with overheating criteria.

DISCUSSION

Staff are recommending applicable new buildings meet the highest emissions reduction level – Zero Carbon Performance Level (EL-4) in about one year, and Part 3 buildings meet Step 3 of the Energy Step Code in about two years, after taking into account the following considerations:

Meeting City's Climate Goals

Zero Carbon Performance Level (EL-4) is a key step to achieving the City's community-wide emissions targets to be 50% to 58% below 2010 levels by 2030 and 94% to 107% below 2010 levels by 2050, given that buildings accounted for 31% of 2017 community emissions (approximately 500,000 tonnes a year). Being a growing city, Nanaimo will have a challenge achieving net emissions reductions from buildings if new buildings continues to add new emissions at a rate that outpaces the rate of emissions reductions from the existing building stock.

Emissions Modeling Results

The impact of different code adoption pathways on Nanaimo's community-wide emissions between 2023 and 2050 was modelled based on projected floor area growth. Modelling of scenarios involving implementation of EL-4 level in early 2024, indicates that the City could avoid up to 3,800 tonnes of GHG emissions by 2030 and up to 24,800 tonnes by 2050 compared to the baseline scenario, which follows the provincial timeline. The accelerated Energy Step Code adoption has a negligible impact on emissions reductions. More details on the modeling results and method can be found in Attachment A.

Recent Building Trends

Analysis of the buildings permitted in Nanaimo since the adoption of the Energy Step Code in April 2020 confirmed that buildings which use electricity for their space and water heating could easily meet EL-4, whereas buildings which primarily use natural gas for those systems were generally unable to meet EL-4 and in most cases unable to meet EL- 3 either.

The majority of Part 3 buildings (47 buildings) permitted since April 2020 are already using electric systems for space heating (73%) and hot water (69%). A detailed analysis of these buildings indicates that the majority are using electricity for both space and hot water heating in the absence of ZCSC.

The opposite is true for Part 9 buildings (approximately 700 buildings) where natural gas systems are still the primary space heating (65%) and water heating (74%) choices. This means on average, 160 new homes built every year continue to contribute to emissions in the city despite having met Energy Step Code requirements. Based on current provincial direction, when the provincial Highest Efficiency Standards come into effect in 2030, homes that primarily rely on fossil fuel heating equipment would have to be retrofitted to electric or hybrid electric heat pump with gas back up equipment at the time of the equipment's replacement or failure.

Engagement Results

The project team focused on a group of over 150 industry stakeholders, including builders, architects, energy advisors, developers, contractors, and industry and professional associations. Responses were received from 48 different industry stakeholders at an online engagement session, and 26 from completed online surveys. Staff interviewed four representatives from the non-profit social housing sector and received 30 email responses primarily from builders and developers as well as FortisBC and the Canadian Home Builders' Association – Vancouver Island. A detailed summary of the workshop is included in Attachment A, survey results in Attachment B, equity stakeholder interviews in Attachment C, and the verbatim email responses to the draft policy pathway in Attachment D.

The project team heard:

1. overall support to reduce emissions and improve energy efficiency;
2. incremental step changes every few years are challenging to continually adapt to;
3. preference for fewer changes even if it means accelerating the ESC and ZCSC timelines;
4. a desire for consistency in regulations among jurisdictions both within and outside the RDN; and,
5. a need for homeowner awareness and education.

The concerns related to the feasibility of reaching EL-4 of the ZCSC are mostly about grid capacity and power reliability, and less about industry capacity or cost. Builders have the ability to build all electric homes.

As for the feasibility of reaching the top step of the ESC by 2025-NOV-01 as a potential pathway in the original draft policy (presented in Option 2), greater concerns were raised in terms of industry capacity and cost. A notable number of developers for large residential projects (primarily Part 3 buildings) are already building to Step 3, one step higher than required, due to BC Housing funding requirements and/or generous financing from Canadian Mortgage and Housing Corporation (CMHC) but few indicated support for achieving the top step. A number of local energy advisors who have been involved in conducting energy modelling and airtightness testing for hundreds of new homes (primarily Part 9 buildings) suggested that many homebuilders struggle to meet the current ESC requirements and will likely have difficulty meeting the upper steps of ESC in the near future. In addition, currently there is little financial incentive for builders to build to the top step.

Cost Implications

For ZCSC, costing studies estimate the incremental capital cost increase for implementing EL-4 is minimal – up to 0.6% for single-family homes and -0.1% to 2.2% for Multi-Unit Residential Buildings (MURBs) compared to buildings built to current Energy Step Code requirements heated with conventional natural gas (see Table 9 in Attachment A).

For ESC, the expected capital cost increase for buildings to achieve the top step ranges from 1% to 6.6% for single-family homes and 1.3% to 3.1% for MURBs (see Table 8 in Attachment A). Historically, the cost premiums of high-performance building components have gone down over time, as the technology develops and the market matures. Experienced high-level step code builders noted cost increases are generally the result of early mistakes made during learning new building techniques.

Utility costs can vary widely, due to the type of equipment installed, fluctuating energy costs, and user preferences. Modeling studies published in 2022 suggests utility costs could decrease 9% to 24% for MURBs and range from a decrease of 12% to an increase of 7% for single-family dwellings when built to EL-4 and upper energy steps (see Table 7 in Attachment A).

The cost of future retrofits could be significant for both homeowners and governments. The City has supported 403 existing building retrofits ($149,450 in rebates) to switch from fossil fuel systems to electric systems through the CleanBC Better Homes Program since April 2020. Even with the rebates from all levels of government, homeowners could be spending thousands of dollars to complete the retrofits and invest significant energy and time managing their projects.

Electrical Capacity

On 2023-MAY-01, BC Hydro staff presented to Council and confirmed BC Hydro is currently in an energy surplus position and is developing long term plans to meet projected demand from accelerated electrification. BC Hydro also issued a Local Government Electrification Bulletin in June 2023 to address how they plan to support the implementation of the ZCSC (Attachment E).

Renewable Natural Gas (RNG)

While Renewable Natural Gas (RNG)[3] can be used to reduce emissions in buildings, there is currently no mechanism to ensure that a building continues using RNG after it is occupied and does not switch to conventional natural gas. There is also a limited amount of RNG produced in BC. In the BC Building Code, RNG is not listed with an emission factor, which makes it challenging for local governments to determine its emissions reduction potential. In June 2023, Pembina Institute released a publication on the role of RNG in the Zero Carbon Step Code and cautioned the risks of locking in gas infrastructure with the intention of continued use of RNG.

Other Local Governments

A number of local governments in BC have already taken action to restrict carbon emissions from new buildings. The District of Saanich and the City of Victoria worked collaboratively to become the first municipalities to enact regulations referencing the ZCSC. Top level EL-4 is required for Part 9 buildings in both cities by 2023-NOV-01, for Part 3 residential buildings (4-6 storey) by 2024-JUL-01, and for the remaining Part 3 buildings by 2024-NOV-01.

On 2023-MAY-23, the District of Central Saanich Council supported the move to implement EL-4 for Part 9 buildings by 2023-NOV-01. A list of local governments taking actions on step code adoption is included in Attachment F.

Next Steps

Should Council direct Staff to proceed with the recommended pathway, Staff plan to do the following:

[3] Renewable Natural Gas or RNG refers to biomethane derived from captured and cleaned biogas. Biogas is produced from decomposing organic waste from landfills, agricultural waste and wastewater from treatment facilities.

- Bring the Building Bylaw amendments to implement ZCSC forward for Council's consideration;
- Continue to work with the industry to support education, training, and capacity building on developing the knowledge and skills necessary to successfully deliver zero carbon and upper steps compliant buildings;
- Educate homeowners about the benefits of low carbon space and hot water heating options;
- Work with industry stakeholders to review and update the BC Step Code Rezoning Policy, references to the BC Energy Step Code within Schedule D (bonus density) of the City of Nanaimo Zoning 2011 Bylaw No. 4500, and the General Development Permit Area Design Guidelines;
- Monitor emissions reductions in new construction through building permit applications;
- Continue to promote low carbon energy systems through rebate and education programs; and,
- Work with BC Hydro to conduct a grid capacity analysis and incorporate Nanaimo's land use policies and targets into BC Hydro's distribution capital planning process.

OPTIONS

1. That the Governance and Priorities Committee recommend that Council direct Staff to prepare the necessary "Building Bylaw 2016 No. 7224" amendments in order to:
    a) adopt the Provincial Zero Carbon Step Code and require that all building permit applications meet the Measure-only Level (EL-1) upon bylaw adoption;
    b) require all Part 3 and Part 9 applicable building types and occupancies meet the Zero Carbon Performance Level (EL-4) of the Zero Carbon Step Code by 2024-JUL-01; and,
    c) require all applicable Part 3 building types and occupancies meet the Step 3 of the Energy Step Code by 2026-JAN-01.

        - The advantages of this option: By adopting the Zero Carbon Performance Level early and accelerating to Step 3 for Part 3 buildings, the City can significantly reduce GHG emissions from new buildings after 2026 while minimizing the impact on both capital and utility costs of new development. The 2024 ZCSC implementation timeline is in alignment with leading municipalities such as Saanich, Victoria, and Central Saanich, creating cross-regional consistency and building a critical mass for market transformation on Vancouver Island. The 2026 ESC timeline will likely not affect large development projects currently in early design stage, but is still one year ahead of the provincial timeline. Allowing more time to determine the implementation schedule of the upper energy steps for the remaining building types will support the City's collaboration with the building industry to be prepared for upcoming changes and help mitigate unintended consequences.

        - The disadvantages of this option: While the proposed option will reduce GHG emissions in new buildings and improve efficiency in Part 3 (large and complex) buildings, it does not address overall building performance and comfort in Part 9 (homes and small) buildings. Decarbonizing heating systems without advancing efficiency requirements for homes could result in increased utility bills for some homeowners and tenants. In the short-term,

there may be a small influx of Building Permit applications ahead of the Step Code implementation that may result in processing delays.

- Financial Implications: Building and Permitting Staff note the proposed pathway will have a minimal impact on Staff capacity over the long term and will not result in the need for additional Staff or funding.

2. That the Governance and Priorities Committee recommend that Council direct Staff to prepare the necessary "Building Bylaw 2016 No. 7224" amendments in order to:
   a) adopt the Provincial Zero Carbon Step Code and require all building permit applications to meet the Measure-only Level upon bylaw adoption;
   b) require all Part 3 and Part 9 applicable building types and occupancies to meet the Zero Carbon Performance Level (EL-4) of the Zero Carbon Step Code six months after bylaw adoption; and,
   c) require all Part 9 buildings to meet Step 5, all Part 3 residential buildings to meet Step 4, and commercial buildings to meet Step 3 of the BC Energy Step Code by 2025-NOV-01.

   - The advantages of this option: Advancing the BC Energy Step Code in conjunction with the adoption of Zero Carbon Performance Level as early as possible will likely lower energy bills for residents, reduce electrical load, increase resilience, and provide certainty for industry in addition to the emissions reductions. Establishing a single date for reaching the top levels of the ESC and ZCSC respectively reduces potential confusion and administrative burden.

   - The disadvantages of this option: The proposed changes could result in increased construction costs for some buildings. While the expected cost impact of implementing the Zero Carbon Performance Level is minimal, the cost premium and learning curve for implementing the top step of the Energy Step Code may be greater. Some of the cost premium may be passed on to homeowners and tenants. Adjusting to new building design approaches and construction techniques in a short timeframe can put a strain on industry capacity. In the short-term, there may be a significant influx of Building Permit applications ahead of the Step Code implementation that may result in processing delays.

   - Financial Implications: The proposed pathway is not anticipated to have any significant financial impact for the City of Nanaimo directly.

3. That the Governance and Priorities Committee recommend that Council direct Staff to follow the provincial implementation timelines for Zero Carbon Step Code and the upper steps of the Energy Step Code:

   - The advantages of this option: This approach will allow more time for builders and developers who are less experienced with high performance buildings to gain necessary skills and capacity. New financing mechanism and incentives may become available to help strengthen the business case of low-carbon, high-efficiency building development.

- The disadvantages of this option: Without the early adoption of the ZCSC, new construction could add up to 3,800 tonnes of GHG emissions by 2030 and up to 24,800 tonnes by 2050 and continue to increase Nanaimo's community emissions annually by more than 1,000 tonnes of GHG emissions even after EL-4 is implemented province wide in 2030. It may be challenging and expensive to eliminate these emissions through retrofits in order to achieve Nanaimo's climate targets. This approach is not consistent with Council's direction to accelerate Step Code implementation.

- Financial Implications: There are no financial implications.

SUMMARY POINTS

- On 2023-MAY-01, the Province of BC introduced the Zero Carbon Step Code to regulate greenhouse gas emissions in new buildings.
- Staff are recommending Council adopt the Zero Carbon Step Code and require all applicable building permit applications to meet the Measure-only Level upon bylaw adoption and the Zero Carbon Performance Level by 2024-JUL-01.
- Staff are also recommending Council require Part 3 Buildings to meet Step 3 of the Energy Step Code by 2026-JAN-01.

ATTACHMENTS:

ATTACHMENT A: Link to "Net Zero Code Adoption: Report and Recommendations for the City of Nanaimo"
ATTACHMENT B: Industry Survey Responses
ATTACHMENT C: Equity Stakeholder Interviews
ATTACHMENT D: Link to "Industry Email Responses to Proposed Pathway" (To be distributed on Addendum)
ATTACHMENT E: BC Hydro's Local Governments Electrification Bulletin June 2023
ATTACHMENT F: List of other Local Governments Taking Actions on Step Code

Submitted by:

Ting Pan
Manager, Sustainability

Concurrence by:

Lisa Bhopalsingh
Director, Community Development

Jeremy Holm
Director, Development Approvals

Dale Lindsay
General Manager, Development Services / Deputy CAO

ATTACHMENT A

Link to "Net Zero Code Adoption: Report and Recommendations for the City of Nanaimo":
https://www.nanaimo.ca/docs/social-culture-environment/sustainability/attachment-a--city-of-nanaimo-net-zero-code-adoption-report-_introba_-final.pdf/

ATTACHMENT B

Summary of Industry Survey Responses: Regional District of Nanaimo

Regional Strategy for Net Zero Buildings and Localized Energy Generation

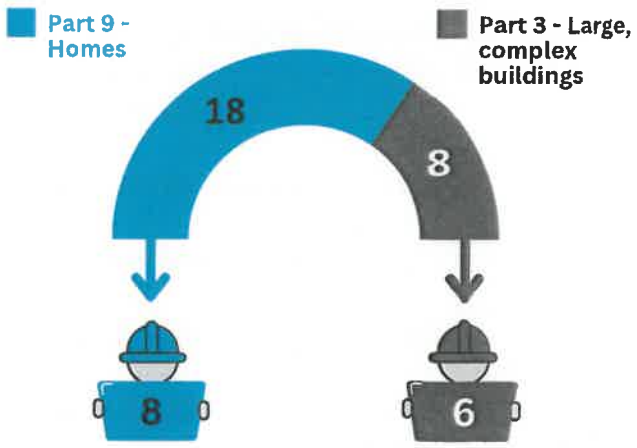
26 Survey Responses Recorded

7 Home Builders	**3** Contractors
4 Developers	**2** Energy Advisors
4 Consultants	**1** Energy Modeller



Most respondents **strongly agreed** with the following statement: **"There is a need to improve both energy efficiency and reduce carbon emissions in new buildings."**

Type of Buildings Respondents Primarily Worked On



18 respondents have **experience** building or designing to **Step 5** of the Step Code for **Part 9 Buildings**

8 respondents have **experience** building or designing to **Step 4** of the Step Code for **Part 3 Buildings**

Top responses to the **benefits** of building to higher levels of the ***BC Energy Step Code*** were:

1. Increased comfort for occupants
2. Lower carbon footprint
3. Lower utility bills and healthier and safer buildings

Common **challenges** of building to higher levels of the ***BC Energy Step Code*** were:

1. Costs of design and construction
2. Home/building owners do not understand or value energy efficiency
3. Lack of industry capacity

Common **challenges** of designing/constructing buildings with **electric heating and water systems** were:

1. Home owner preference does not align with electrification
2. Requiring upgrades to electrical services
3. Home owners do not understand or value low carbon space heating and hot water systems

Top responses when asked what **supports** would help to implement higher levels of the ***BC Energy Step Code*** were:

1. Financial incentives to offset additional costs
2. Permit fast-tracking
3. Training and education for industry

Additional challenges are: **city bylaws or design guidelines conflict with or constrain** the achievement of energy-efficient buildings.

The **City of Nanaimo** was the most common response when asked which municipality guidelines constrain the achievement of energy-efficient buildings.

It is preferred that **all local governments in the RDN** have the **same requirements** for energy efficiency even if it means having to meet **higher levels** of Energy Step Code **across the region.**

Industry Survey Responses

Regional Strategy for Net Zero Buildings and Localized Energy Generation

Summary of Responses

- There were **26 total** responses.
    - Most respondents surveyed were **home builders** (7 responses).

- The **most common area of work** was the RDN Electoral Areas (21), followed by the City of Nanaimo (19).
    - Many also work outside of the RDN but on Vancouver Island (18).

- Most of the respondents design or construct **Part 9 buildings** (18 responses).

- Most respondents **had experience** with building to Level 3 or higher of the BC Step Code for **Part 9 Buildings.**
    - Only 4 respondents had **no experience** with Level 3 or higher;
    - 8 respondents had Step 5 experience;
    - 11 had Step 4 experience;
    - 10 had Step 3 experience.

- The **experience with building to Level 3 or higher** of the Step Code for Part 3 buildings had a similar breakdown:
    - Only 1 respondent had no experience with Level 3 or higher;
    - 6 respondents had Step 4 experience;
    - 7 respondents had Step 3 experience;
    - 5 respondents had Step 2 experience.

- **Most respondents strongly agreed** with the following statement: "There is a need to improve both energy efficiency and reduce carbon emissions in new buildings."

- **Top responses** to the **benefits of building to higher levels** of the Energy Step Code were:
    - 19: "Increased comfort for occupants";
    - 18: "Lower carbon footprint";
    - 18: "Lower utility bills";
    - 18: "Healthier and safer buildings".

- **Top responses** regarding the following **challenges of designing or constructing to higher Step Code** levels were:
    - 20: "Cost – Costs of design and construction are higher for energy efficient buildings".
    - 15: "Awareness and Understanding – Home/building owners do not understand or value energy efficiency".

- 13: "Industry capacity – Local contractors, consultants or other service providers with the skills necessary to build to higher levels are unavailable".

- **The City of Nanaimo was the most common response** when asked which City bylaws or design guidelines conflict with or constrain the achievement of energy efficient buildings.

- The **top 3 responses** when asked **what supports would help** to implement higher levels of the BC Energy Step code were:
  - (16) Financial incentives to offset additional costs
  - (13) Permit fast-tracking
  - (12) Training and education for industry on technologies and processes for building energy-efficient buildings

- Most respondents had experience with electric-based systems in Part 9 buildings with **heat pumps for space heating being the most common.**
  - For **Part 3 buildings**, however, half of respondents did not have any experience with electric-based systems

- When asked what they saw as the **primary benefits of building an electrified building** (Zero Carbon Step Code), respondents chose **"lower carbon footprint"** (20 times) as the most common option followed by "healthier and safer buildings" (13 times).

- When asked what the **challenges were when designing/constructing buildings electric heating and water systems** the most common response was **"home/building owner preference does not align with electrification"** (16 times) closely followed by **"requiring upgrades to electrical services"** (14 times).

- When asked **what supports are needed to implement the Zero Carbon Step Code**, the top 3 responses were:
  - (12) Financial incentives to offset additional costs
  - (11) Education for industry on Zero Carbon Step Code requirements
  - (11) Awareness building for homeowners

- When asked how important consistent requirements for energy efficient and low carbon buildings were across local governments, the most common response was that it was **preferred that all local governments in the RDN have the same requirements for energy efficiency** even if it mean having to meet higher levels of Energy Step Code across the region.
  - There was only **half as much support** for the same regulations of the **Zero Carbon Step Code across the RDN.**

- Most respondents worked for **small companies** (19 respondents).

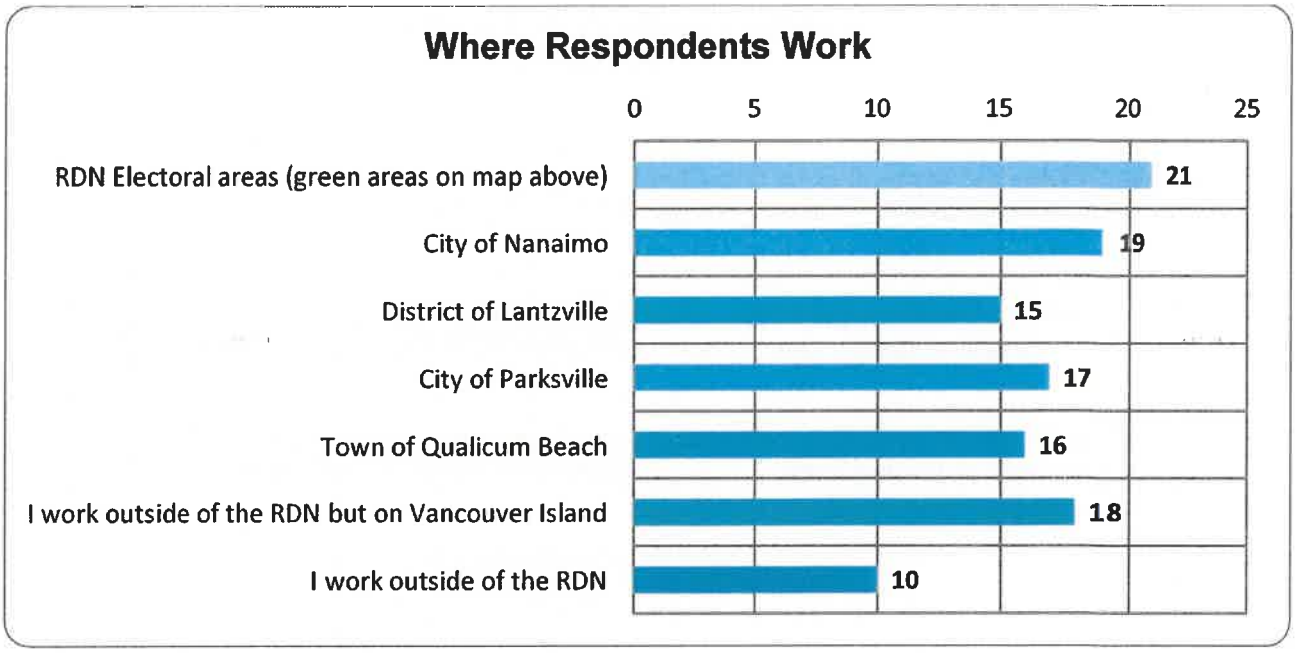
Question 1) Which sector do you work in?

Which sector do you work in?	
Home Builder	7
Developer	4
Energy advisor	2
Energy modeller	1
Contractor	3
Consultant	4
Other (please specify)	5

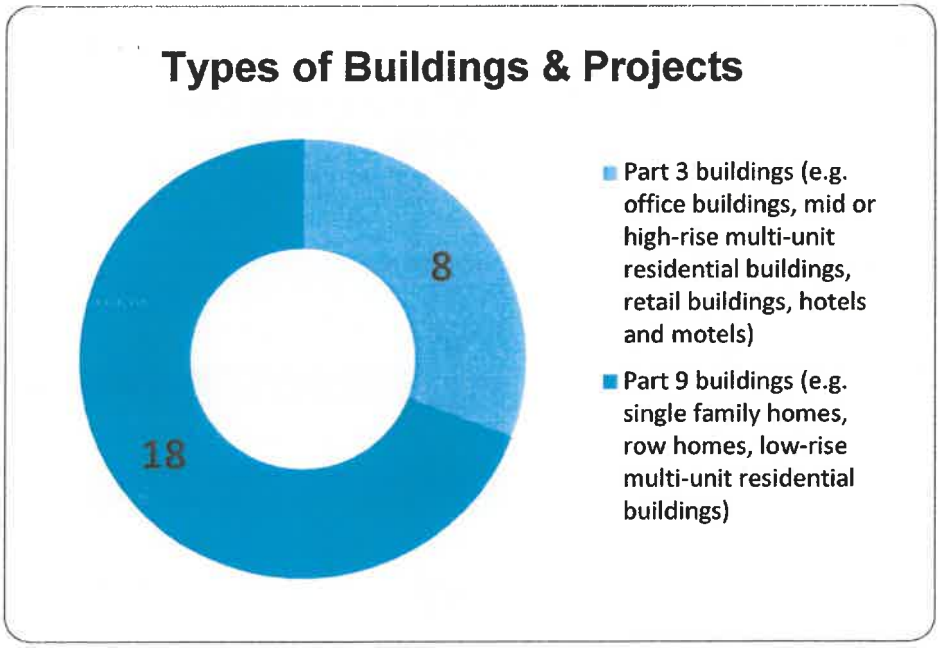
"Other" responses:

- Architect/Designer, 1
- Energy Advisor and Building Designer, 1
- CAD Design Technician, 1
- Utility Sector, 1
- Product supplier/installer, 1

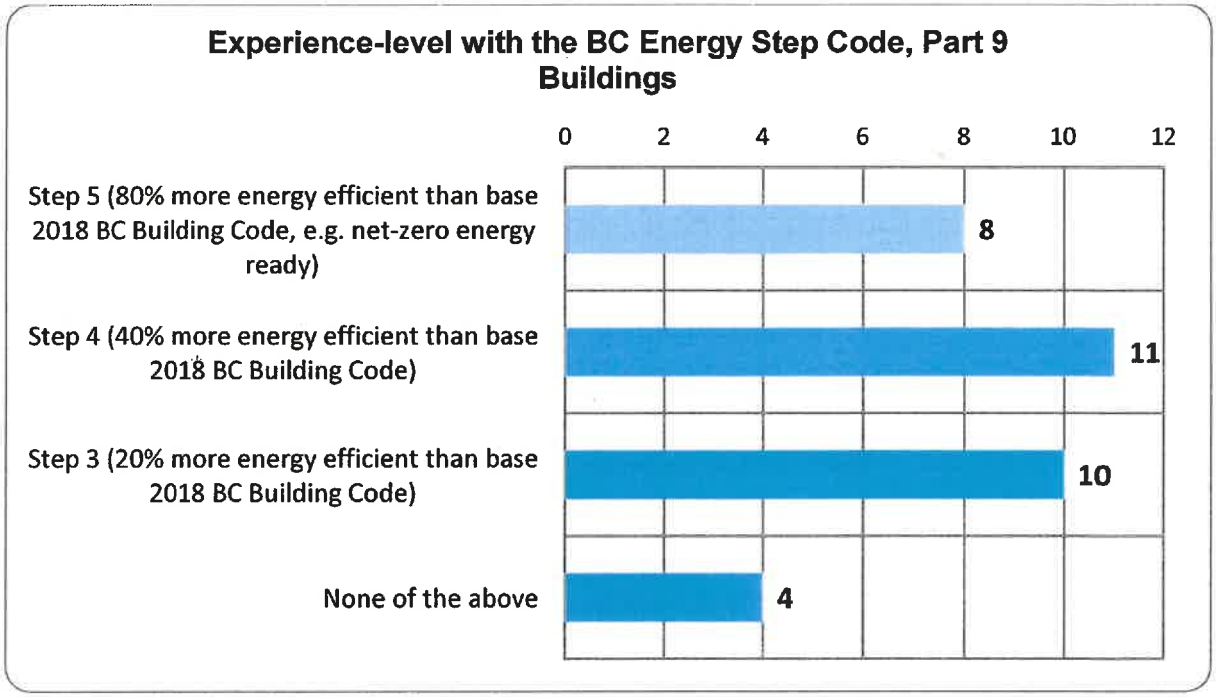
Question 2) Which area or municipality/municipalities in the Regional District of Nanaimo (RDN) do you work in? [check all that apply].



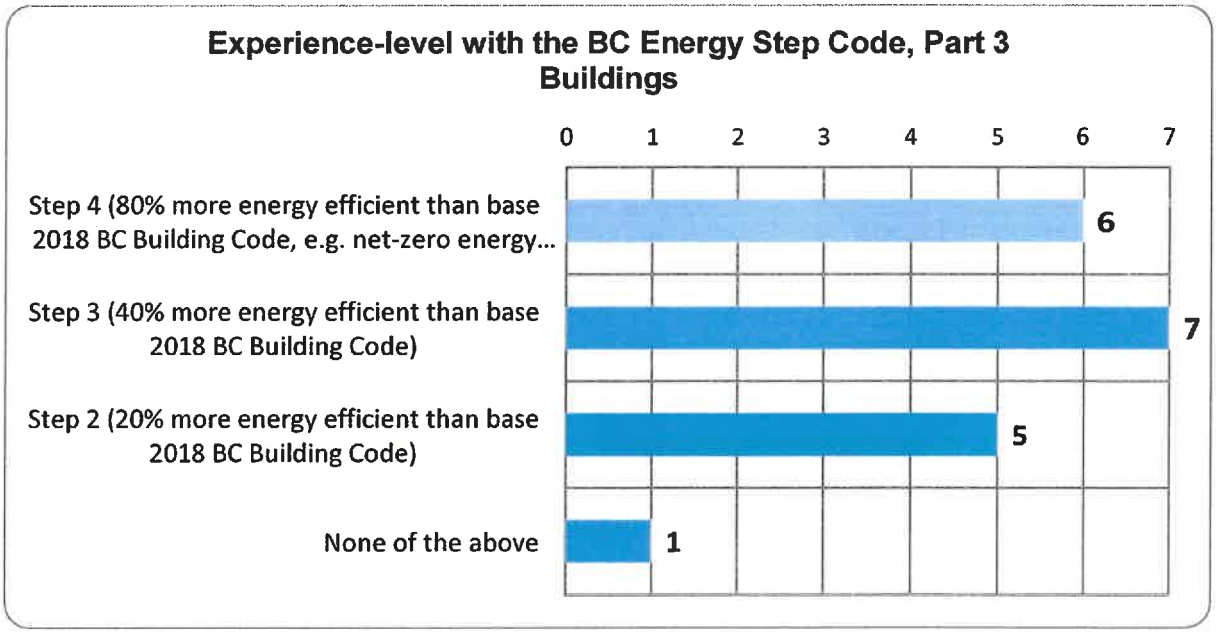
Question 3) What type(s) of building design and construction projects do you primarily work on? [select one]



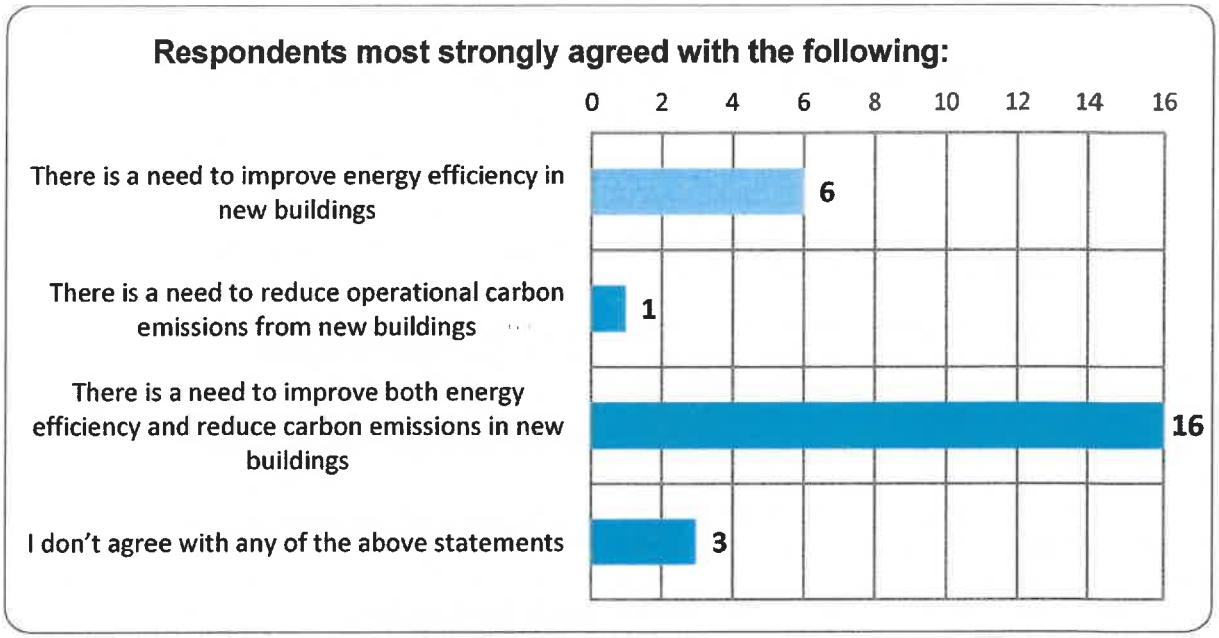
Question 4) Do you have experience designing/building to higher levels of the BC Energy Step Code for Part 9 buildings (e.g. single-family homes, row homes, and small multi-unit residential buildings)? [check all that apply]



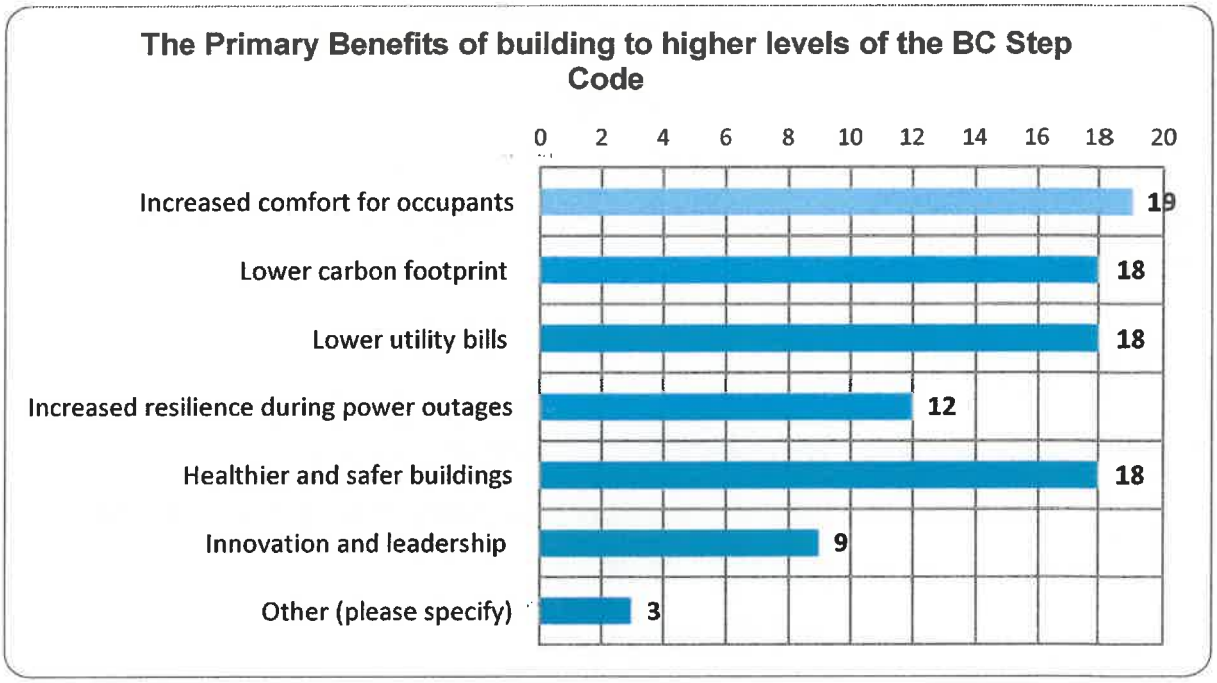
Question 5) Do you have experience designing/building to higher levels of the BC Energy Step Code for Part 3 buildings (e.g. office buildings, large multi-unit residential buildings, retail, and hotels)? [check all that apply]



Question 6) Which of the following statements do you most strongly agree with? [select one]?

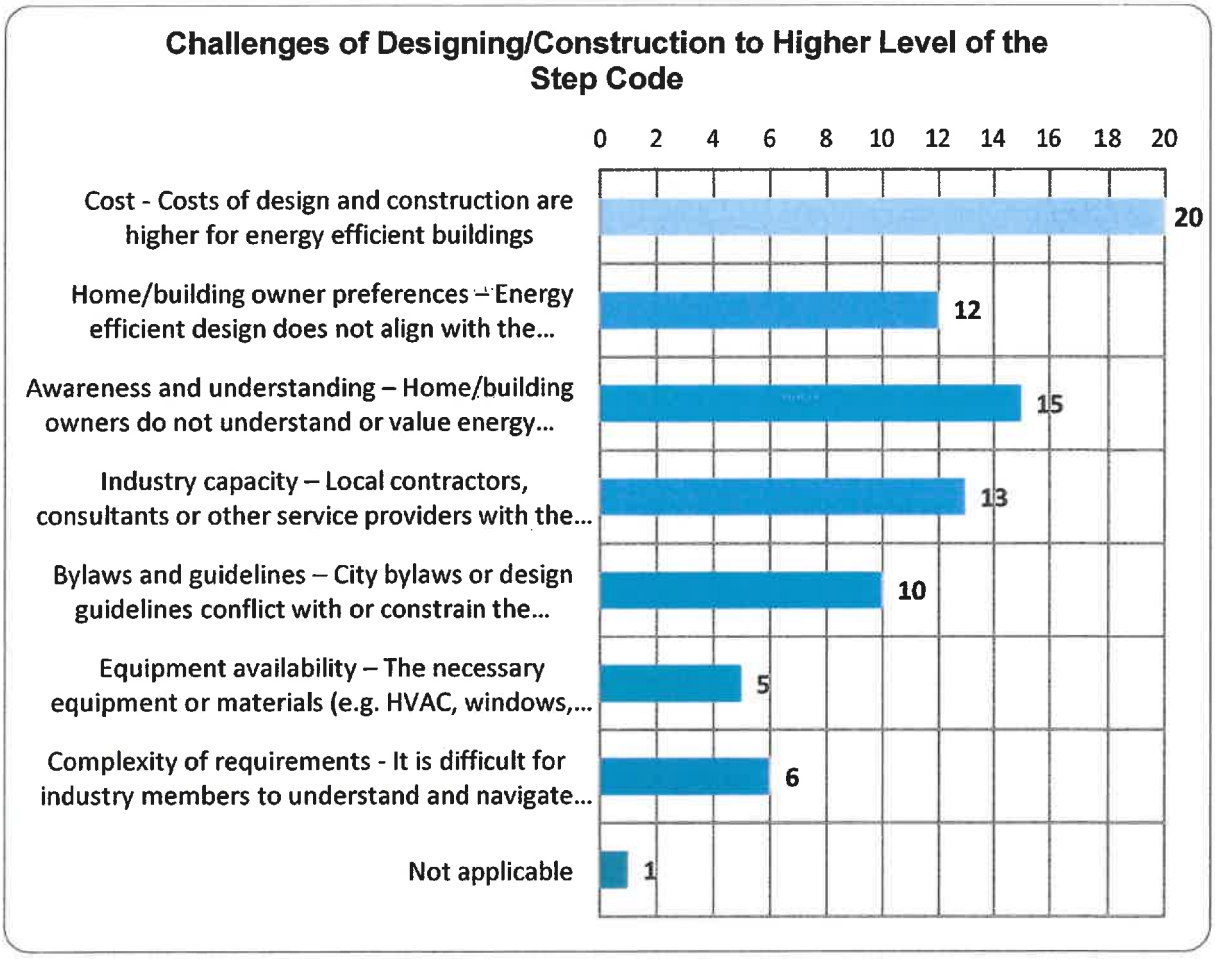


Question 7) What do you see as the primary benefits of building to higher levels of the BC Energy Step Code? [check all that apply]

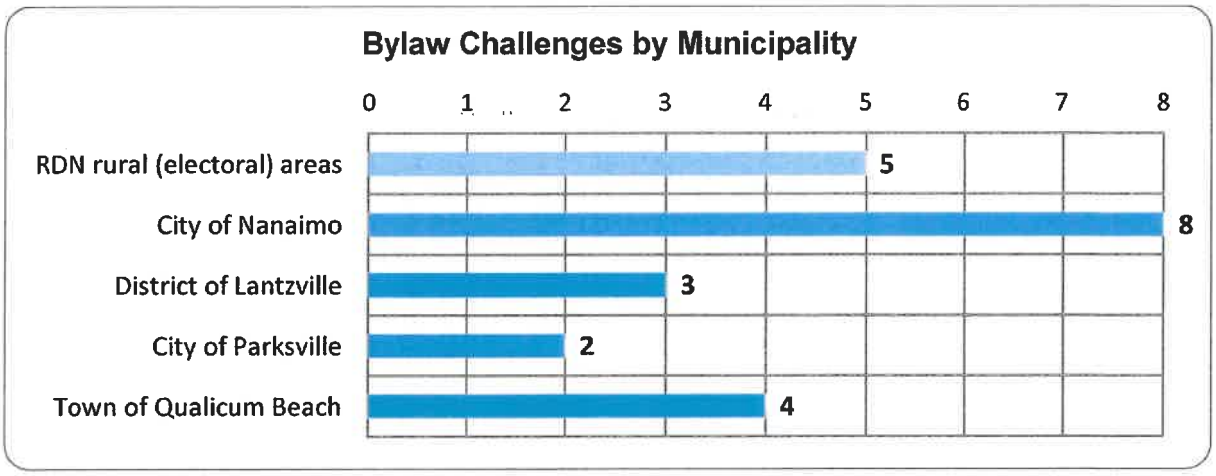


Other: "Worthwhile path to mitigate against accelerating global warming."

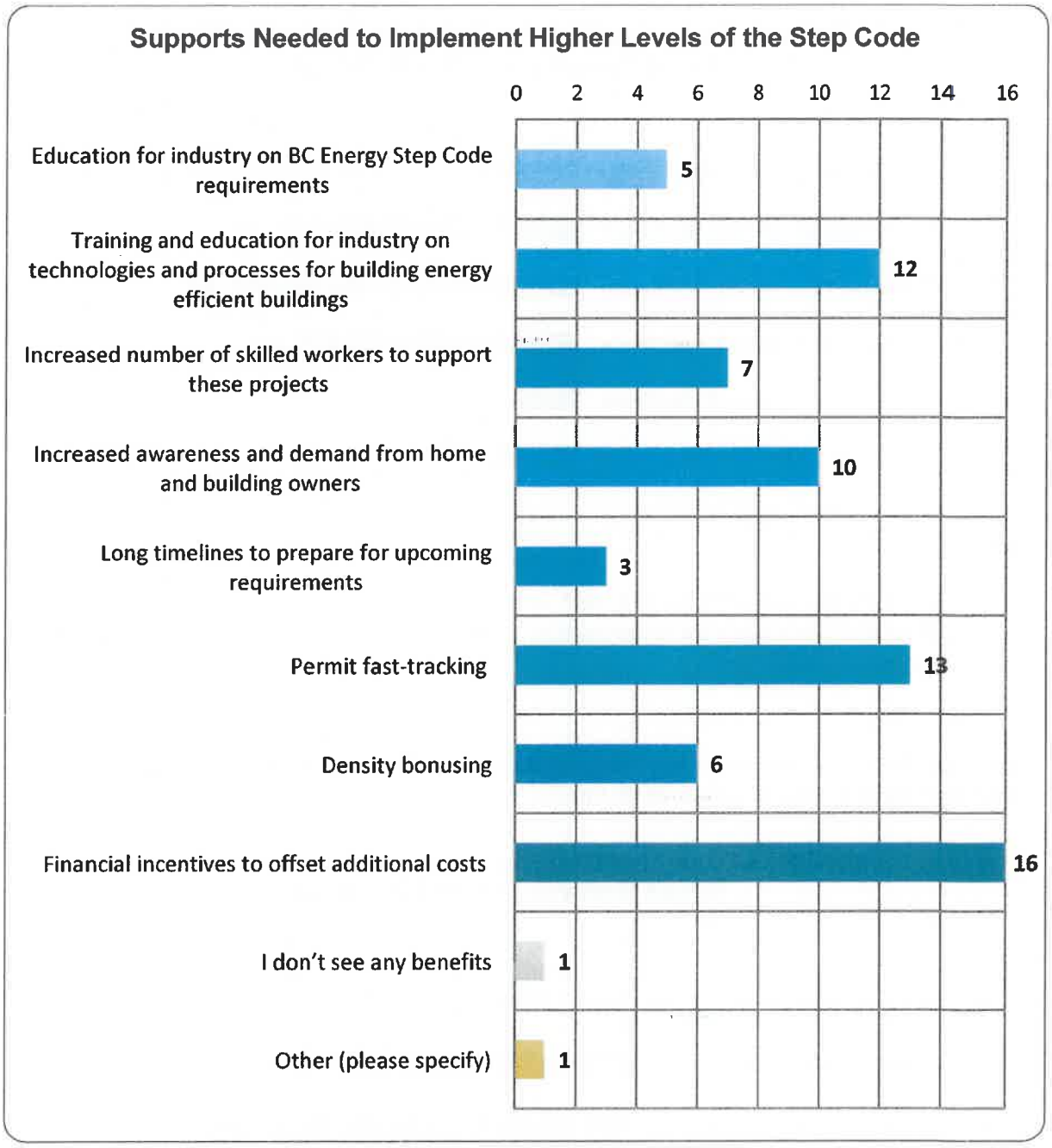
Question 8) What challenges designing/constructing to higher levels of BC Energy Step Code have you experienced (or would you expect to experience)? [check all that apply]



Question 9) If you chose "Bylaws and guidelines" in the question above, which municipality are you referring to?

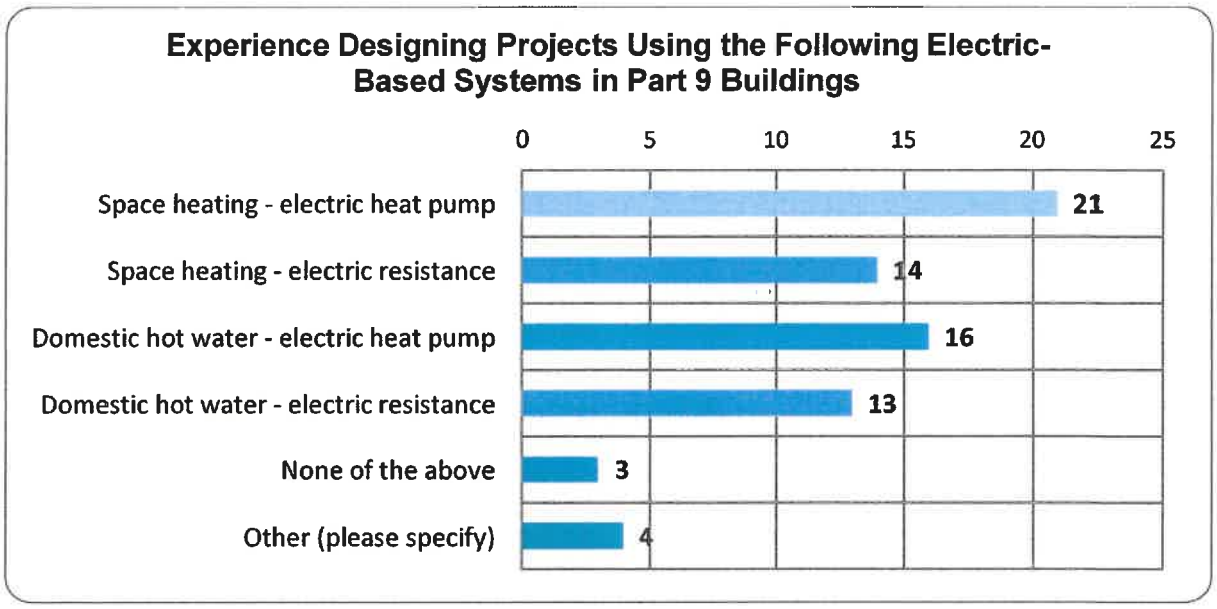


Question 10) What type of support would help you or your peers implement higher levels of the BC Energy Step Code? [select your top three choices]



Other: "Better training for plan checkers and building inspectors."

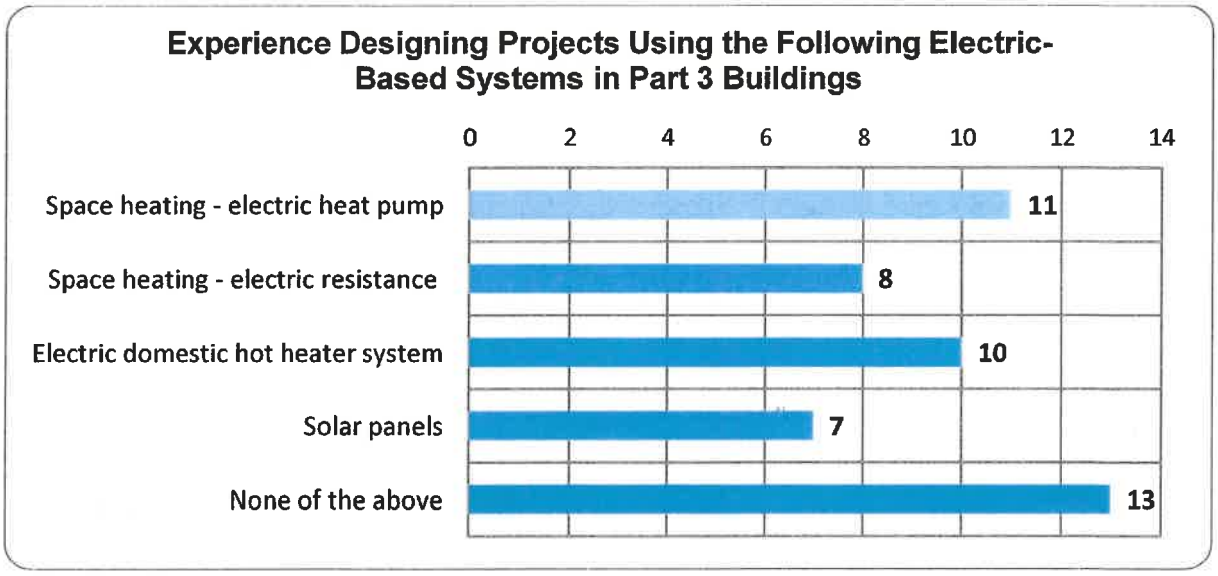
Question 11) Do you have experience designing/building projects that use the following electric-based systems in Part 9 buildings? [check all that apply]



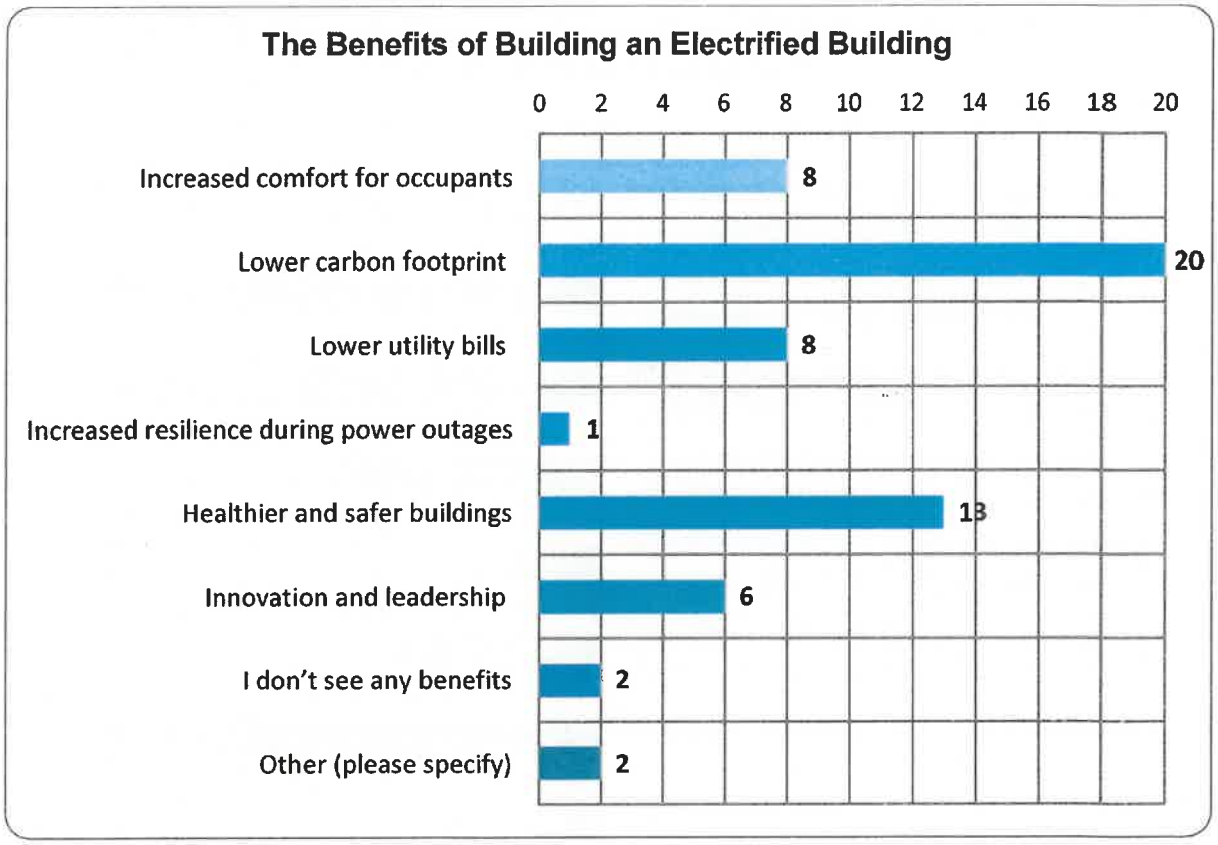
Other:

- Geothermal, grid-tied PV, inverter back-up power
- Air to water heat pump for radiant in-floor heating
- Geothermal and solar

Question 12) Do you have experience designing/building projects that use the following electric-based systems in Part 3 buildings? [check all that apply]



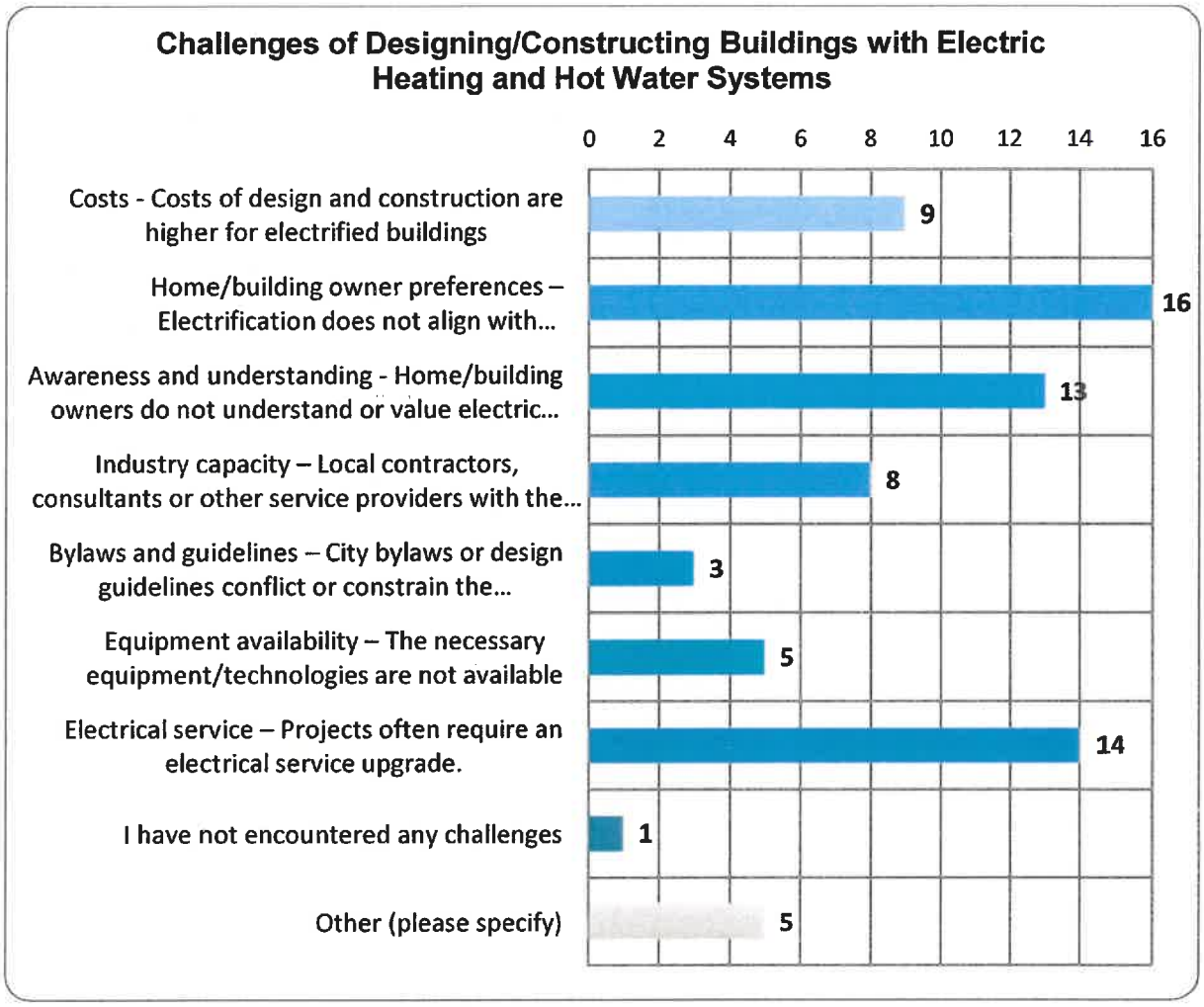
Question 13) What do you see as the primary benefits of building an electrified building (i.e. Zero Carbon Step Code)? [check all that apply]



Other:

- "Most effective single way to reduce operational carbon impacts of buildings"

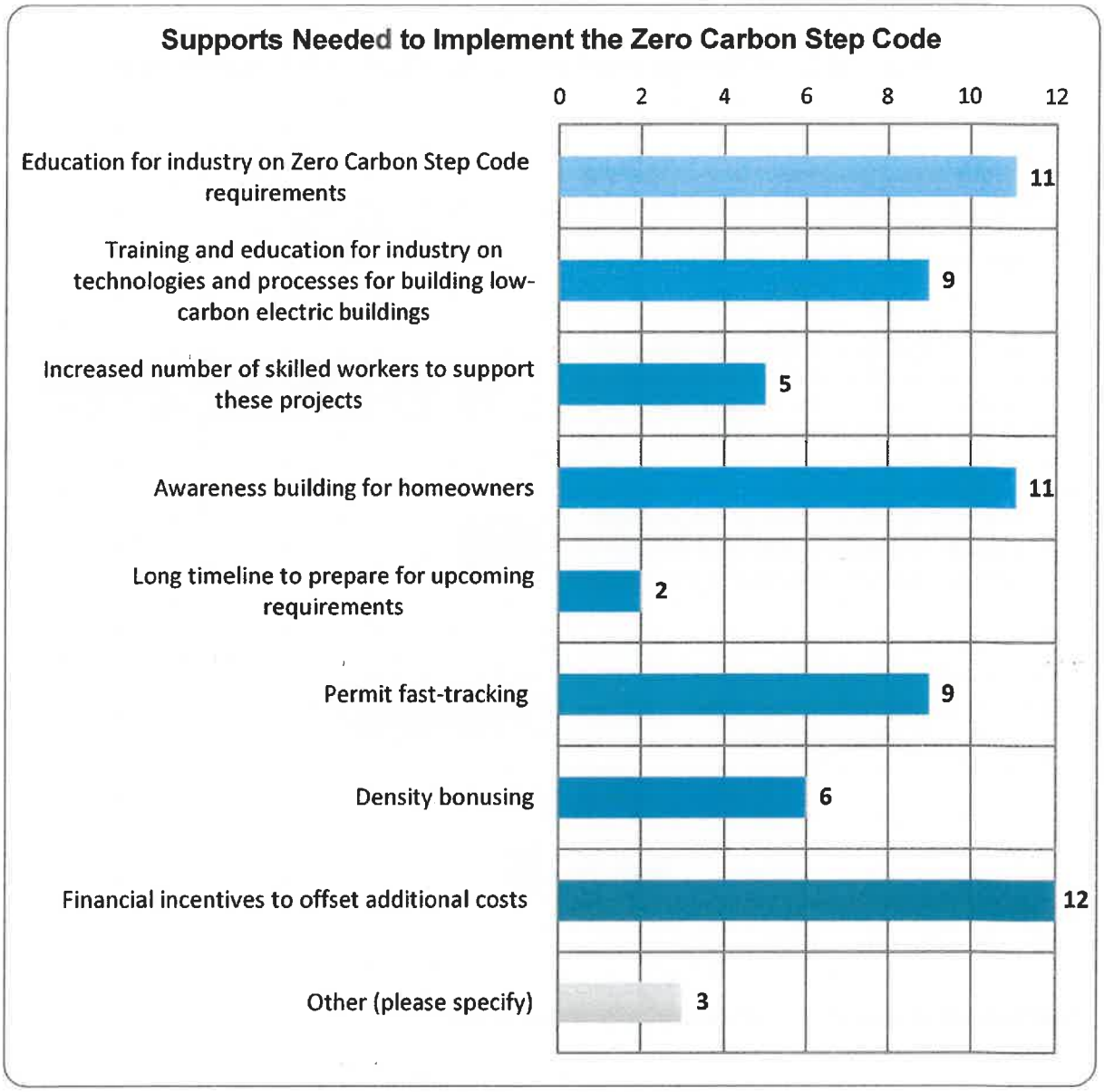
Question 14) What challenges designing/constructing designing/constructing buildings with electric heating and hot water systems have you experienced (or would you expect to experience)?



Other:

- "Increased electrical grid load, susceptibility to power outages and downed power lines, melted sea floor power transmission cables from mainland, higher utilities bills, reduced natural gas usage"
- "BC Hydro is not prepared for this!"
- "Lack of island power generating sources, reliance on power transmission from mainland via sea floor cables"
- "Lack of 'buy-in" (awareness) on the part of much of the development industry and ignorance and lack of buy-in on the part of elected officials, and ignorance (lack of training, education, buy-in) on the part of local government staff"
- "Disinformation caused by Fortis. Their advertising would lead people to believe that NG (methane) is a clean fuel and that they capture all of it from dumps."

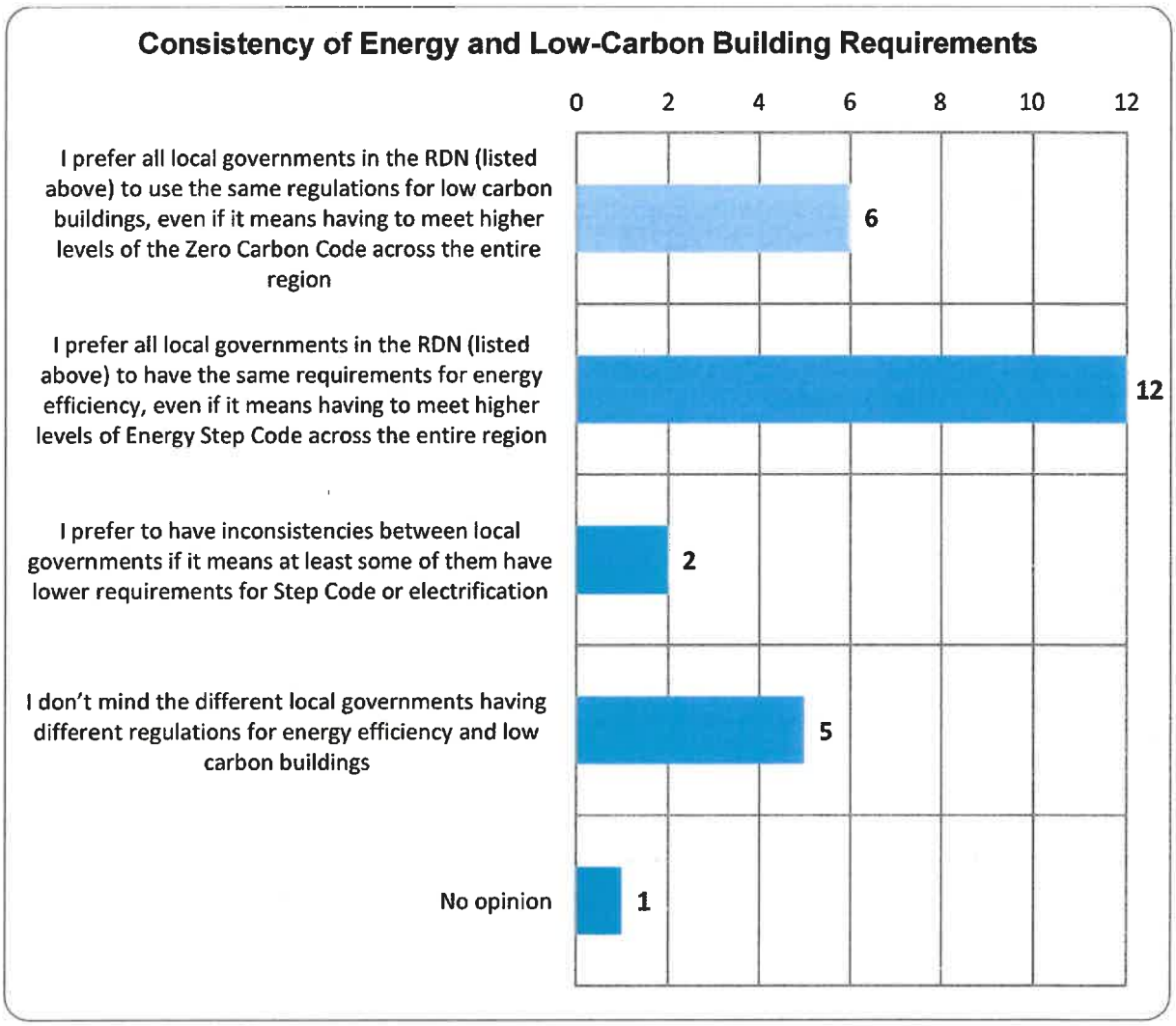
Question 15) What type of support would help you or your peers implement the Zero Carbon Step Code? [select your top three choices]



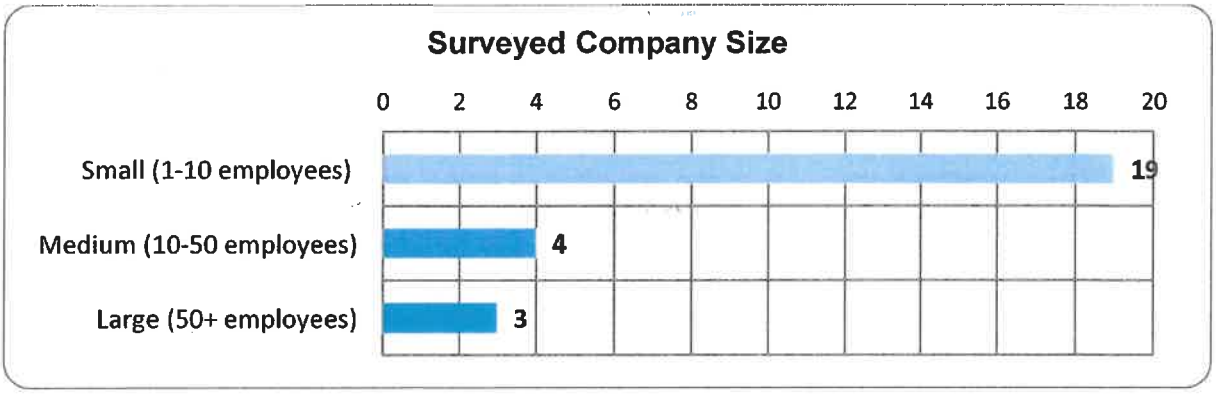
Other:

- "Better training for plan checkers and building inspectors"
- "While installing electric systems and solar panels is a great way ahead, builders and owners really need to understand that conservation of energy is the key. Building better building envelopes that are better insulated and air tight is key. Installing a high performance system in a building that leaks energy makes little sense. Build the envelope as best as possible and even a crappy old heating system will use less energy than a new heating system in an inefficient building."

Question 16) How important is it to you to have consistent requirements for energy efficiency and low carbon buildings across local governments in the Regional District of Nanaimo, including the City of Nanaimo, District of Lantzville, Town of Qualicum Beach and the RDN Electoral Areas?



Question 17) What is the size of the company you work for?



Q 18) Is there any other feedback or comments you would like to provide?

Theme: Guidance and incentives needed

"It is imperative that the Province of BC refines and upgrades the Zero Carbon Step Code to address embodied carbon and to this end BC Housing to publish guidance documents for local governments on "development policies that target embodied carbon in both new construction and building retrofit and renovation."

"Providing incentives is key. The step code was designed in conjunction with industry and the timelines meet what industry can deliver on while meeting our provincial carbon reduction requirements. The key is not to arbitrarily accelerate things because it makes local politicians feel good"

Theme: Consistency of requirements across local governments

"Consistent requirements (including submission requirements) across all municipalities would help reduce incomplete permit applications"

"The entire RDN needs to be at the same level. This simplifies it for the industry so that they don't have to look up different requirements for different neighborhoods. Builders/developers will build in areas with more lenient rules. Don't give them that opportunity. Focus on the building envelope. Conserving energy should be the priority over more efficient systems. Systems can be improved later. The walls wont be opened up for 40 or 50 years."

Theme: Building envelope and lot sizes

"We need to focus on the building envelope. If we build it correctly, then consumed energy becomes less of a talking point because we will be using less of it. Mechanicals can for the most part be easily upgraded or converted at a later date. You don't get many opportunities to upgrade the building envelope so we might as well do it correctly the first time. Increasing awareness and education of homeowners is key. We need them to understand and to ask for buildings to be built better. Energy labeling should be mandatory and be used as a selling feature. Driving demand will steer the industry in the right direction. Airsealing and compartmentalization of buildings has drastic effects on efficiency and comfort. Build tighter (with proper ventilation) should be a priority. Technologies such as aerosolized caulking make sealing very easy."

"Local Government rules need to change to make development of more energy efficient homes: - smaller lots and smaller setbacks and allowable increased lot coverage -> homes can be simpler in design for efficiency and have less rear yard/front yards and exterior side/flanking setbacks to fit same sized home on smaller parcel - Design Panel scope reduced (energy efficiency and cost reduction over aesthetics) - eliminate perimeter wall height requirements (straight wall more efficient over walls with corners and cantilevers and stepbacks) - Passive Shading systems allowable as encroachments into south facing setbacks (except sides) - larger roof overhangs, shade sails, etc. - must start getting uptake on solar panels on houses (Calgary's electrical provider, Enmax, was providing grid tied solar panels to building and home owners to install on their roofs - maybe this could be setup through a regional crown corporation-ish structure) - local government incentives from green roofs and green walls - incentivize builders to include full in-ground basements where grades allow in single family homes, duplexes, multiplexes and townhouses (underground living space is naturally insulated) - need incentives to

offsets rock excavating costs. A review of all local government owned buildings and parcels is needed for feasibility of solar and wind power generation Strongly suggest local government work with first nations and provincial government to look at tidal power generation, wind power and solar power on the island on a large scale."

Theme: Permitting times/requirements

"1.) If the goal posts could be the same each and every time. Different staff within the same building department will request different items. This causes time lost increasing the costs. A streamlined system with heavy penalties for builders Bending/ Breaking the rules is required. 2.)Why are Builders allowed to falsify paperwork and building permits and get a slap on the wrist. This is bad for the industry and should not be allowed within our building departments. Building License and Business License should be suspended. Blaming a staff member does not excuse the fraud. We are professionals we can't improve this industry without accountability."

"Permit times need to be faster and more consistent throughout the year despite staff holidays. We waited for 22 weeks for a permit last year and that is very detrimental to our business for a lot of reasons. It isn't exclusive to the RDN but most regional districts timelines are far too long and virtually no accountability to any timeframe. The company that falsified
building permits and constructed multiple homes without a permit should not be allowed to apply or receive building permits. The claim that one rogue employee did that is laughable to say the least. The owner as part of BC Housing home warranty requirements cannot pass off the "general manager" role and claim they had no idea they were doing that. They are either
completely inept as an owner and in violation of BC Housing rules around people in charge of the company or they are complicit in the actions. Either way them still being able to carry on as usual is a complete slap in the face to the rest of the local industry and further risk to the community for yet another abuse. A quick BC courts record search of said company shows they have had upwards of 20 pending and past legal actions against them. This is not the behavior of a valued community business nor one the industry should support in any way."

"Permit wait times are way too long Builders breaking rules (like falsifying permits, should not be able to build)."

Theme: Electrification and hydro capacity

Promoting an electrification only approach to decarbonization for housing will likely have higher cost implications, and energy reliability challenges for both industry and homeowners. Renewable Natural Gas (RNG) should be considered by all municipalities as a low carbon energy option for new homes as it provides homeowners energy choice, resiliency, affordability, and comfort. RNG has the lowest emission factor of any energy delivered in the Province (0.29 CO2e kg/GJ), including BC Hydro (3.0 CO2e kg/GJ) and Fortis electricity (0.72 CO2e kg/GJ). This is because with Renewable Natural Gas (RNG) production, methane from organic waste that otherwise would have escaped into the atmosphere is captured and used to produce RNG. The Province publishes the emissions factors including the methodology for determining the emission factors of all fuels which you can access at https://www2.gov.bc.ca/assets/gov/environment/climatechange/cng/methodology/2018-pso-methodology.pdf

"Some of the questions are pretty leading. There also needs to be discussions with BC Hydro regarding capacity if homes are all electric, including vehicles. Many homeowners want gas fireplaces which is not addressed. Most oceanview properties in the RDN are north facing so therefore homeowners want large north facing windows which are not very energy efficient even with triple pane windows. Another form of housing that should be promoted is modular homes. These homes are land efficient and are generally rectangular in nature making it much simpler to to obtain higher energy efficiency. They are also a more affordable form of housing. District energy in higher density areas is another point that needs further discussion."

"I participated in the panel. One concern I have is that in BC there is talk, and this came up in the panel, about having air conditioning as a necessity... In the South of France where I am now just today a mechanical contractor complained to me that in Canada we do not care about the environment as there is 'air conditioning everywhere', In the south of France where it can hit high 30s in the summer new houses are not allowed to be constructed with air conditioning *the whole country. Even though a lot of the electricity is nuclear and renewable they recognize that air condition is on of the larger consumers of electricity. They treat the high temperatures by design and adaptation. Even though we have hydro in BC I think it is an enormous mistake to believe that we all will need AC. It is not that hot and when it is we need to change our habits...i.e. less thermal bridging, not wearing sweaters and jackets on a hot day. We should not push a solution that the world is worried about. If we are able to connect the electrical grid across the nation energy not used on cooling will be able to offset dirty production elsewhere. I really think we need to reject the notion that we have to plan for air conditioning. We should be planning how to continue to avoid it in a warming planet"

ATTACHMENT C
Equity Stakeholder Interviews

Participants

In order to address any unforeseen equity consequences of the proposed pathway, Staff identified the following non-profit housing providers:

- Canadian Mental Health Association (CMHA)
- Ballenas Housing Society
- M'akola Housing Society
- Connective (formally the John Howard Society)
- Habitat for Humanity
- BC Housing
- Island Crisis Care Society
- Pacifica Housing

These providers were invited to the Industry Stakeholder Workshop and Staff followed up with many of them for one on one interviews. Interviews were conducted with the following equity housing stakeholders.

- M'akola Housing Society
- Connective (formally the John Howard Society)
- Habitat for Humanity
- BC Housing

Representatives from Island Crisis Care Society attended the Industry Stakeholder workshop, but were not interviewed separately.

Existing Requirements

Equity stakeholders noted they are often already required to build to high energy-efficiency and emission standards due to BC Housing and Canadian Mortgage and Housing Corporation (CMHC) funding requirements.

BC Housing currently requires Step 4 for Part 9 buildings, Step 4 for Part 3 buildings up to 7 stories, and Step 3 for 7 stories and above. Part 3 buildings also have a 3 $kgCO_2e/m2$ greenhouse gas intensity (GHGi) limit, roughly equivalent to the Strong Carbon Performance step in the ZCSC. These regulations have been in place since April 2019.

CMHC requirements vary by funding stream and are generally related to National Energy Code for Buildings (NECB) as opposed to Step Code. Applicants usually need to provide both Step Code evidence (for BC Housing) and NECB modeling/compliance (for CMHC). One equity stakeholder raised a concern regarding with what they perceived as a disparity in these requirements with CMHC being generally more stringent and a lack of appropriate funding to support non-profits in meeting both requirements.

Challenges

Overall, the equity housing providers noted the following challenges related to increased energy efficiency and emissions standards for new buildings:

- Concern related to increased construction costs due to BC Energy Step Code requirements. Equity stakeholders were less concerned about cost increases related to the ZCSC and electricity requirements. Some equity stakeholders, such as M'Akola, are already building all-electric buildings and generally don't have any operational requirements where they'd need gas.
- Potential impacts on building permit approval timelines.
- Lack of expertise on the team. Equity stakeholders noted they would need to hire outside help to meet energy efficiency requirements, this was a particular concern for Habitat for Humanity who often rely on volunteer labour and in-house building expertise; whereas other equity builders already rely on outside building professionals (Connective, M'Akola) or have the capacity to train staff in-house (BC Housing).
- Energy efficiency focused design requirements impacting residents quality of life (e.g.: over heating, lack of balconies and window openings)
- Electrical capacity - BC Housing have encountered issues with electrical capacity at some sites too late in the game for the project to proceed with all-electric and had to switch to gas solutions. In response, they have changed their approach so that BC Hydro is engaged very early in the process to allow lead time for site upgrades.
- Utility costs/operational costs - equity stakeholders noted, with respect to monthly billing, natural gas is currently a more affordable energy source than electricity; however, BC Housing noted they expect the costs to even out within the next four to five years as natural gas costs increase. BC Housing also noted they are required to pay offset costs to maintain carbon neutrality which increases the cost of natural gas for them. Connective noted utility costs are marginal with respect to their overall operating costs.
- Commercial kitchen - BC Housing noted many of their buildings require a commercial kitchen. While they are starting to build electrical kitchens, clients often still prefer natural gas.
- Generally, equity stakeholders would prefer to put money into more units than into energy efficiency/carbon reduction if there's a choice –they don't anticipate that a change to code requirements would reduce the number of units they build as BC Housing provides the funding to meet whatever the local government code requirements are for the development

With respect to the construction cost implications, BC Housing noted they have been documenting their costs across different projects, including those built to different levels of Step Code and energy emission (GHGi) standards. They have observed that for Part 3 buildings Passive projects[1] have lowest build costs, followed by Step 4, and Step 3 builds are all over the map. BC Housing speculates the increased Part 3 building costs may be due to builders trying different things on the ground instead of taking a more careful design approach.

[1] Passive House is an international energy efficiency standard not included in the BC Energy Step Code but considered equivalent to slightly more stringent to the top steps of the Step Code.

Potential Supports

In order to help address the above noted challenges, equity stakeholders suggested the following supports be considered:

- Provide more subsidy for increased utility rates or see if BC Hydro can provide electricity at a lower rate for affordable housing.
- Grants and funding to match increased construction costs (suggest funding be targeted specifically to encourage integrated design and or specialist advice in design and construction stages).
- Education and information on overall cost impact of proposed changes to help non-profits with budgeting and applying for grants.
- Access to training opportunities and expert advice.
- Reduced or status-quo permitting timelines.

Benefits

In addition to the challenges listed above, the equity stakeholders noted some benefits with the proposed energy efficiency and emission requirements.

- Less maintenance concerns with electric baseboards and easier systems for residents to understand and control. Connective noted "if systems are simple, that suits our clients".
- Improved tenant comfort.
- Lower utility costs due to higher energy efficiency design in buildings.
- City regulations more aligned with BC Housing and CMHC requirements, by requiring all local buildings to meet these standards equity builders will no longer have to build to a higher standard then for profit developers.
- Improved indoor air quality by switching from gas to electric cooking.



Local Government Electrification Bulletin – June 2023

INTRODUCTION

BC Hydro is committed to supporting local governments with the adoption of climate and electrification policies in the new and existing buildings and transportation sector. Adopting the tiers of the Zero Carbon Step Code (ZCSC) is an important step to align new construction requirements with climate targets through the electrification of heating and hot water systems.

BC Hydro acknowledges that connecting new customers quickly and efficiently to our supply of low carbon electricity is a critical part of successful implementation of ZCSC in your communities. The intent of this document is to outline many of the initiatives underway at Hydro to support local governments with code adoption and to lay out how to work together more closely to ensure a successful transition away from fossil fuels.

BACKGROUND: OUR ROLE IN MEETING THE PROVINCE'S CLIMATE GOALS

A key driver of climate change is energy use, specifically the burning of fossil fuels. Electricity use currently represents less than 20% of the energy used in the province today, with 10% coming from biomass and the remaining 70% from fossil fuels. To meet climate goals, the electrification of industry, transportation and buildings is critical to enable BC to get off fossil fuels. Electrification means replacing technologies that are powered by fossil fuels like gasoline, diesel, and natural gas with high efficiency alternatives that use electricity.

The electricity BC Hydro generates is 98% clean and renewable, coming largely from hydro, and a small amount of biomass, wind, and solar. Over the past decade, we have been largely self-sufficient in electricity generation as a Province and we are monitoring new load demands so that we can bring new generation on in a timely manner as demand grows.

In fall 2021, Hydro released an Electrification Plan which outlines our intentions to invest over $260 million to advance electrification in the building, transportation, and industrial sectors to help meet the province's climate targets.

BC Hydro
Power smart

SUFFICIENT ENERGY SUPPLY

BC Hydro is required to regularly produce Integrated Resource Plans that lay out a strategy for how we will meet the demand for electricity over the next 20 years. Our most recent plan details the renewable energy sources that will supply the province given increasing levels of electrification of buildings and transportation in every region and will position BC Hydro to meet the potential electrification load associated with the Government of B.C.'s greenhouse gas emission reduction targets.

Currently BC Hydro operates over 30 hydroelectric plants in the province and in the coming years, we'll be adding another large hydroelectric facility to our system, which when it comes online will add enough supply to power nearly half a million homes or 1.7 million electric vehicles per year.

Today BC Hydro is in a surplus position for energy generation and expects to be until 2028. After 2028 we will need additional resources, that is why we recently announced an upcoming call for power that would add approximately 3,000 GWh of new clean and renewable energy to the grid as early as 2029. We also plan to expand our existing facilities to generate an additional 700 GWh of new power.

We expect to see more wind and solar added to our resource mix. B.C. has excellent potential for generating more clean electricity through wind and solar and they pair well with hydroelectric facilities that will continue to serve as the backbone of our system.

AFFORDABILITY

BC Hydro is a provincial Crown corporation owned by the government and people of British Columbia. It is both an energy generator and a distributor. Electricity rates are influenced by overall investment needed to meet the energy demand and regulated by the BC Utilities Commission (BCUC) whose mandate is to ensure ratepayers receive safe, reliable energy at fair rates.

We are focused on keeping rates affordable for our customers and we see an electrified future as an affordable future. Currently, BC Hydro's residential electricity rates are the second lowest in North America. These low rates are a result of long-term investments throughout the last century in clean electricity generation facilities and infrastructure. We are very fortunate to have not only a very clean grid but also one with affordable rates.

COST OF HOME HEATING AND COOLING

Newly constructed homes built to the top step of both the zero carbon step code and the energy step code can result in utility cost savings for residents. A provincial government reports demonstrates that as much as 25% in utility savings could be achieved in new homes that install heat pumps for space and hot water heating.[1]

COST OF NEW CONNECTIONS – CHANGING THE DISTRIBUTION EXTENSION POLICY

BC Hydro has work underway to improve the process of connecting new projects to the grid and eliminating some of the inequities in cost. Over the years, stakeholders have noted that high costs, cost unpredictability, inequities and free ridership are challenges with our current policy. We are currently in the process of reviewing our policy and plan to submit an application to the BCUC in the fall which includes various options for making connections more efficient and equitable. If approved, Hydro will no longer charge each customer their project specific extension cost and customers are instead assessed and charged a unitized extension fee based on the requested load.

ELECTRICAL DISTRIBUTION SYSTEM & PLANNING FOR THE FUTURE

UPDATES AND UPGRADES

The electrification of industry, buildings and transportation is going to require increased construction of new electrical infrastructure. In most areas Hydro has sufficient capacity to connect new customers in a reasonable timeframe. However, there are certain high growth areas where load is increasing faster than the time required to complete capital projects to add capacity.

[1] BC-Energy-Step-Code_Metrics-Report_2022-09-29-R1-Compressed.pdf (energystepcode.ca)

We are committed to addressing this issue to ensure this issue is quickly addressed to prevent connection delays and ensure smooth future connections. This is supported by an increase of $100 million to our distribution capital budget.

INTEGRATING LOCAL GOVERNMENT PLANS AND STRATEGIES INTO OUR PLANNING PROCESS

BC Hydro currently has a process to integrate growth patterns into our long-term planning for the distribution network. However, we acknowledge that climate leadership among municipalities means there is a need to better incorporate information from local government land use and growth strategies, and climate action and electrification policy, into our distribution capital planning process. We are currently working on a few pilots to develop and test a new approach.

WORKING TOGETHER TO BUILD MORE ELECTRICAL INFRASTRUCTURE

The ongoing electrification of buildings and transportation will require the building of more electrical infrastructure within local government boundaries. New sub-stations, underground feeders and transformers will be needed to accommodate this work. To do this in a timely fashion we have to work closely with the engineering and underground infrastructure teams within municipalities. Hydro looks forward to strengthening these relationships to facilitate the scaling up of electrical infrastructure and meet our collective climate goals.

STRENGTHENING THE GRID'S CLIMATE RESILIENCE

Recognizing the increase in severity and frequency of extreme weather events, we're continuing to work on our Climate Change Adaptation Plan that outlines actions to prevent, detect, manage, and respond to climate change. We know we need to change how we think about our infrastructure to better support communities as you experience the impacts of climate change. There is a lot of redundancy built into our grid; it is very robust. We have plans to ensure core critical infrastructure can continue functioning even after a severe climate event, such as a flood or wildfire, cuts them off from the grid.

CUSTOMER CONNECTION TIMELINES

In the last few years, we have seen a 17% increase in the size and volume of new connections requests – reflecting our customers drive towards electrification. This is putting some short-term pressure on our system and connection processes which we are working hard to address. We're committed to making connection timelines shorter by making changes to our policies and procedures, including hiring and training more staff, improving our end-to-end process and implementing a new customer intake process.

CONCLUSION

BC Hydro is committed to being a partner in the energy transition with local governments. As you are now aware, we have numerous initiatives underway to support local government climate and electrification policy adoption. However, we acknowledge the rapid pace of change needed to address climate changes and the need for ongoing communication with local government staff and elected officials to keep you aware of how our plans and initiatives will change in the future. BC Hydro is committed to finding new ways to collaborate and communicate including publishing more electrification bulletins like this in the future.

If you would like to discuss any of the content in this bulletin further, please reach out to **sustainablecommunities@bchydro.com**

ATTACHMENT F

Other Local Governments

Zero Carbon Step Code/Low Carbon Energy System

The following local governments have already enacted legislation to implement the Zero Carbon Step Code or a Low Carbon Energy System

Local Government	Part 9	Part 3
Zero Carbon Step Code		
City of Victoria	EL-4 (2023-NOV-01)	EL-4 (2024-JUL-01) 4 to 6 storey residential EL-4 (2024-NOV-01) all other Part 3 buildings
District of Saanich	EL-4 (2023-NOV-01)	EL-4 (2024-JUL-01) 4 to 6 storey residential EL-4 (2024-NOV-01) all other Part 3 buildings
District of Central Saanich	EL-4 (2023-NOV-01)	None
Resort Municipality of Whistler	EL-3 (2024-JAN-01)	EL-3 (2024-JAN-01)
Low Carbon Energy System[1][2]		
City of Richmond	LCES- EL-3 equivalent (2024-OCT-01)	
District of West Vancouver	LCES (2021-FEB-28)	LCES (2021-FEB-28)
City of North Vancouver	LCES (2021-JUL-01)	LCES (2021-JUL-01)

The following other local governments have indicated they have Council direction to take actions related to implementing the Zero Carbon Step Code[3]

1. City of Surrey (publically indicated they plan to implement a LCES and require the top step of the BC Energy Step Code by 2023/2024 for Part 3 buildings)
2. Township of Esquimalt
3. City of Burnaby
4. District of Squamish (Part 9)
5. Village of Pemberton (Part 9)

Staff in a number of other BC municipalities have advised they will most likely implement the Zero Carbon Code and are seeking Council direction to do so.

[1] A number of municipalities in the Lower Mainland enacted low carbon energy system (LCES) requirements before the adoption of the zero carbon step code (ZCSC), LCES requirements have similar emission limits the ZCSC.
[2] Many of these local governments permit builders to choose between a higher BC Energy Step Code step or the LCES requirement, the LCES requirement is shown here.
[3] Source: Community Energy Association

BC Energy Step Code

The following local governments have enacted legislation to require the builders to meet the upper Step Code Steps, Step 4 and 5 (Part 9) and Step 3 and 4 (Part 3), at building permit.

Local Government	Part 9	Part 3
Resort Municipality of Whistler	Step 4 (2024-JAN-01)	Step 3 (2024-JAN-01)
City of North Vancouver	Step 5 where no LCES system is presented (2021-JUL-01)	Step 3 (residential) - (2021-JUL-01)
District of Squamish	Step 4[4] (2021-JAN-01)	Step 4 (residential wood frame), Step 3 (commercial) - (2021-JAN-01)
Village of Pemberton	Step 4 (2021-JAN-01)	/
District of West Vancouver	Step or LCES (2021-FEB-28)	/
City of Port Moody	Step 4 (2025), Step 5 (2030)	Step 3 or Step 2 + LCES (2025), Step 4 or Step 3 + LCES (2030)
City of Port Coquitlam	Step 4 (2024-JAN-01)	Step 4 (residential wood frame), Step 3 (commercial) - 2024-JAN-01)
City of Kelowna	/	Step 3 (multi-unit residential) - 2021-JAN-01

The following local governments have indicated they have Council direction to take actions related to implementing the upper steps of the BC Energy Step Code

1. City of Surrey (publically indicated they will require Step 5 for Part 9 buildings by 2025/26)
2. City of Richmond (Step 5 or a LCES plus Step 4 by 2025)

[4] Buildings under 1,000 square feet are exempt

ENERGY STEPCODE
BUILDING BEYOND THE STANDARD

Increased Energy Efficiency

ZERO CARBON STEPCODE

Reducing Carbon Emissions

BC Energy Step Code and Zero Carbon Step Code Implementation

2023-JUL-26

1

ENERGY STEPCODE
BUILDING BEYOND THE STANDARD

Increased Energy Efficiency

A 20% increase in energy efficiency above the 2018 Building Code

ZERO CARBON STEPCODE

Reducing Carbon Emissions

Voluntary carbon limits for Part 3 and Part 9 construction

2

BC Energy Step Code



3

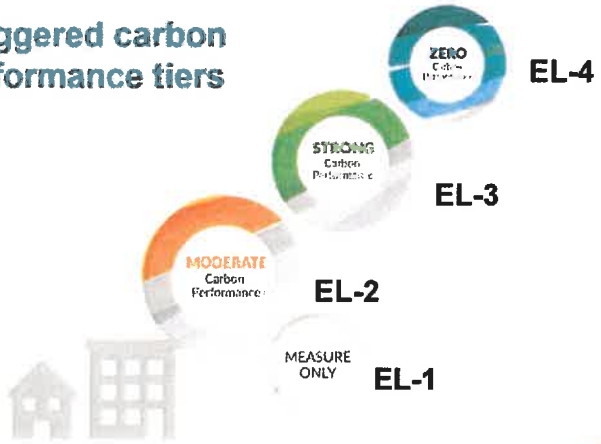
Nanaimo's Implementation Dates

	Effective Date	Building Types	BC Energy Step
	2020-APR-21	Part 3 and Part 9	Step 1
	2021-JAN-01	Part 9	Step 2
We are here	2022-JAN-01	Part 3	Step 2
	2022-JAN-01	Part 9	Step 3

4

Zero Carbon Step Code

Staggered carbon performance tiers

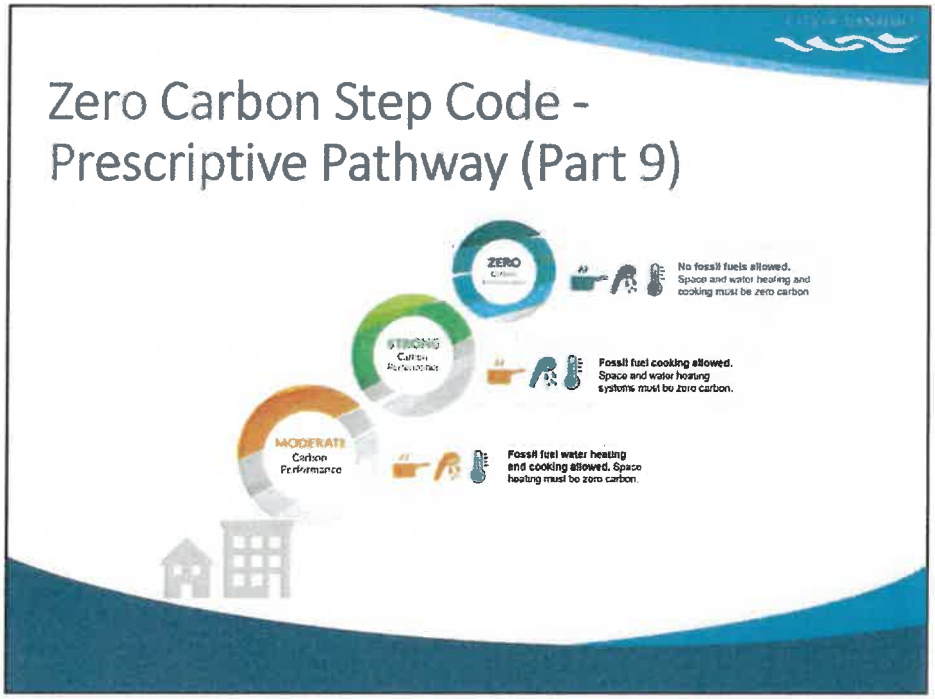


5

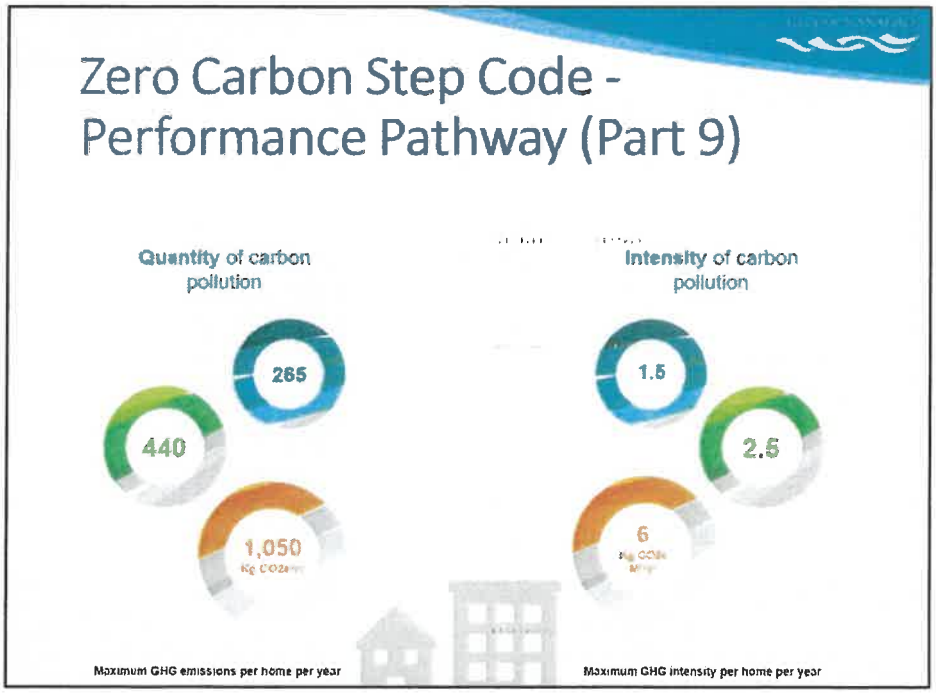
Many types of buildings can be regulated under the Zero Carbon Step Code



6


Zero Carbon Step Code -
Prescriptive Pathway (Part 9)
ZERO
No fossil fuels allowed.
Space and water heating and
cooking must be zero carbon
STRONG
Carbon
Performance
Fossil fuel cooking allowed.
Space and water heating
systems must be zero carbon.
MODERATE
Carbon
Performance
Fossil fuel water heating
and cooking allowed. Space
heating must be zero carbon.

7


Zero Carbon Step Code -
Performance Pathway (Part 9)
Quantity of carbon
pollution
265
440
1,050
Maximum GHG emissions per home per year
Intensity of carbon
pollution
1.5
2.5
6
Maximum GHG intensity per home per year

8

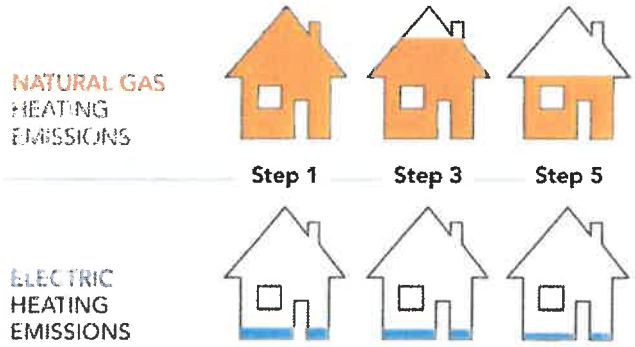
Provincial Timeline

		2023-MAY-01	2024	2027	2030	2032
BC Energy Step Code	Part 9	Step 3		Step 4		Step 5
	Part 3	Step 2		Step 3		Step 4
Zero Carbon Step Code		Introduced Optional Compliance Path	TBD	TBD	Zero Carbon Performance Level (EL-4)	

We are here

9

Why a Zero Carbon Code?

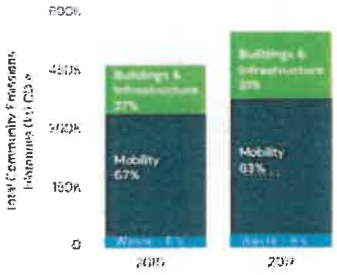


10

Why Zero Carbon Performance Level (EL-4)?

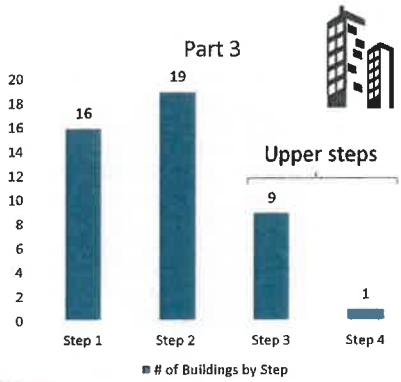
- Meet City's climate goals
- Buildings accounted for 31% of Nanaimo's emissions (2017)
- Net emissions reductions challenging to achieve while the City grows

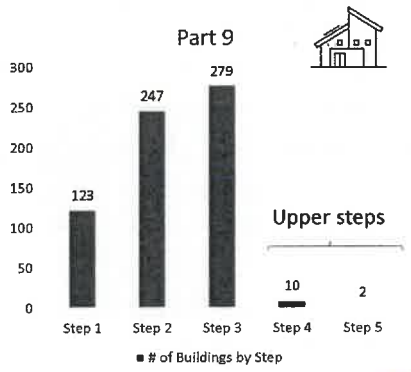
Figure 7: Sources of Emissions in Nanaimo



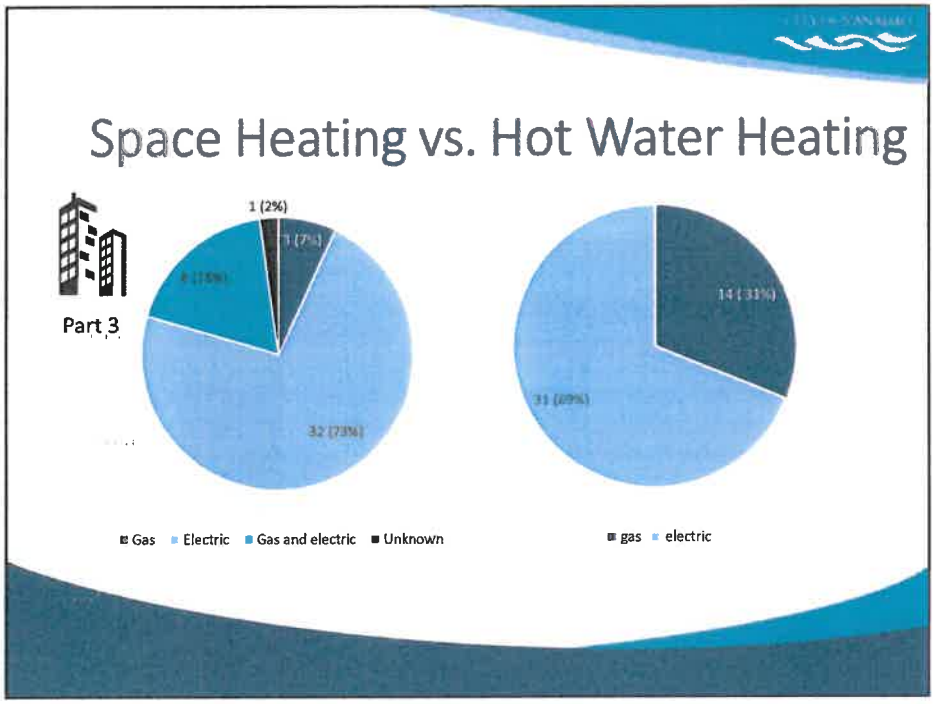
11

BC Energy Step Code in Nanaimo

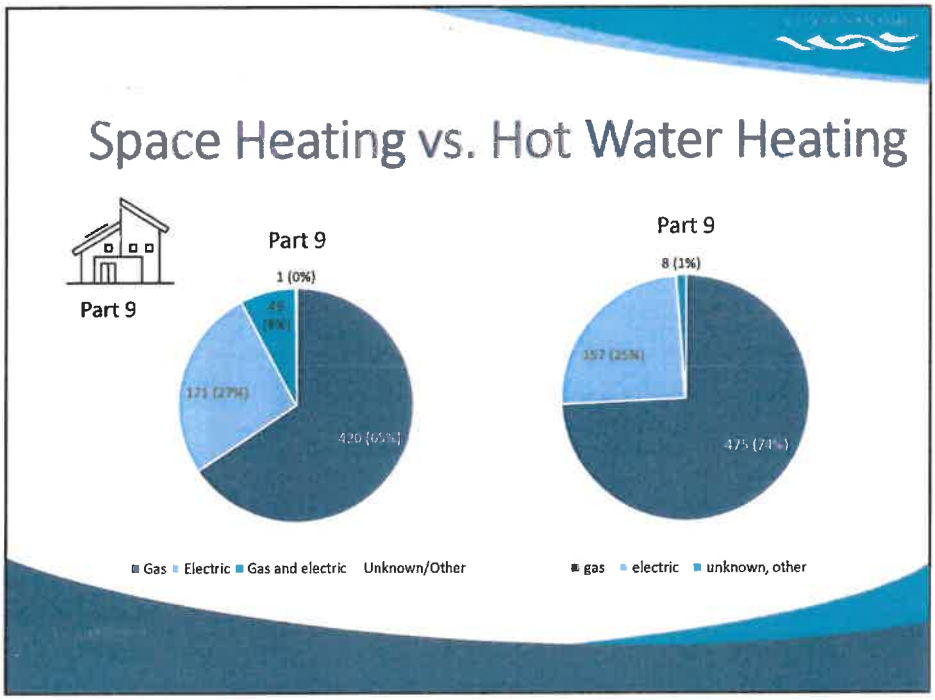




12


Space Heating vs. Hot Water Heating
Part 3
1 (2%)
32 (73%)
14 (31%)
31 (69%)
Gas
Electric
Gas and electric
Unknown
gas
electric

13


Space Heating vs. Hot Water Heating
Part 9
Part 9
1 (0%)
171 (27%)
Part 9
8 (1%)
157 (25%)
475 (74%)
Gas
Electric
Gas and electric
Unknown/Other
gas
electric
unknown, other

14

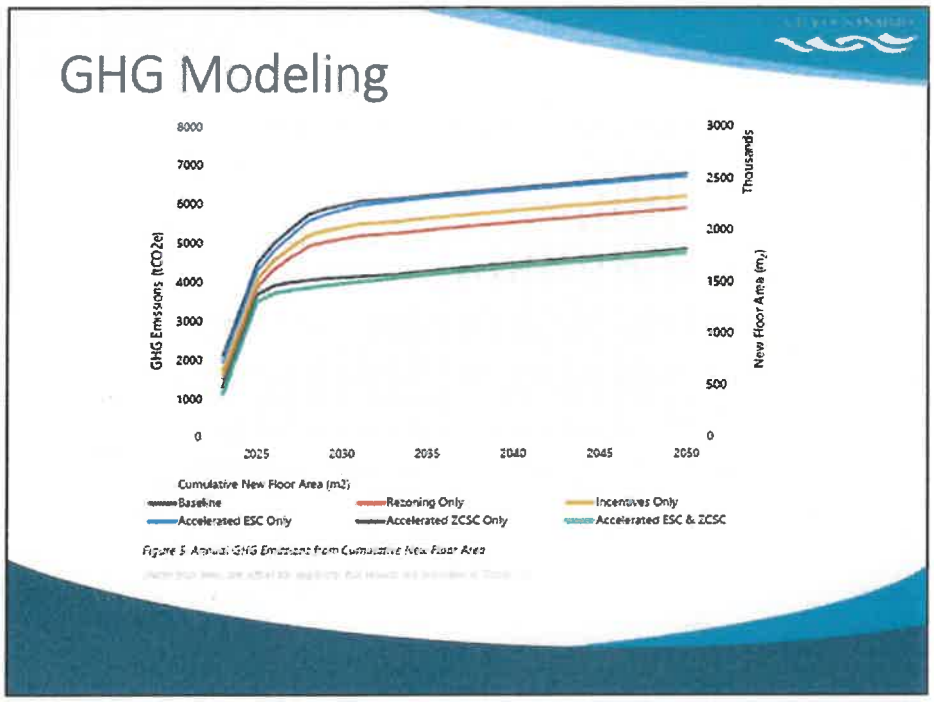
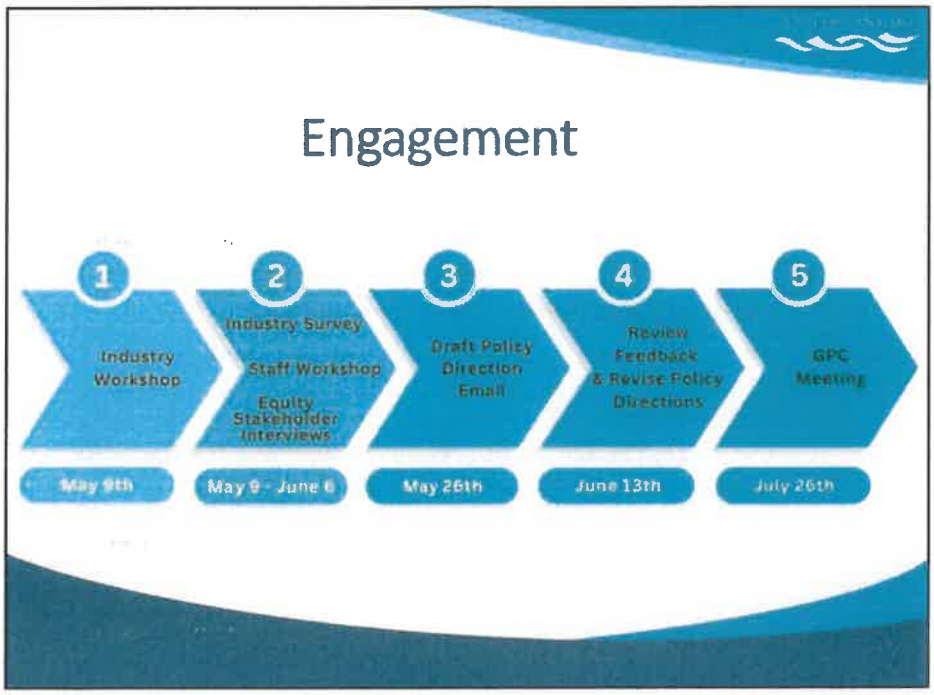


Figure 5 Annual GHG Emissions from Cumulative New Floor Area

15



16

Engagement Results

- Support for emissions reductions and energy efficiency improvement
- Incremental step changes are challenging
- Fewer changes even if it means accelerating the timelines
- Desire for consistency among jurisdictions
- Need for homeowners awareness and education

17

Engagement Results

- Zero Carbon Step Code
  - Concerns about grid capacity and power reliability
  - Industry capacity or cost less of an issue
- Energy Step Code
  - Industry capacity – not ready for reaching the top step by 2025 but going to the next step possible
  - Cost – no financial incentive to build to the top step

18

Cost Implications

- Top Level of Zero Carbon Step Code (ZCSC)
  - Capital cost increase minimal
  - Utility cost vary
  - Cost of future retrofits could be significant
- Top Step of Energy Step Code (ESC)
  - Capital cost increase higher
  - Lower utility cost

19

Other Local Governments

Implementation: District of Saanich + City of Victoria



20

Nanaimo Proposed Policy

Date	Building Types
Bylaw Adoption	Require all applicable Part 3 and Part 9 permit applications to meet Measure-only Level (EL-1) upon bylaw adoption
2024-JUL-01	Require all applicable Part 3 and Part 9 permit applications to meet Zero Carbon Performance Level (EL-4)
2026-JAN-01	Require all applicable Part 3 buildings to meet Step 3 of the Energy Step Code

21

Next Steps

- Bring the Building Bylaw amendments;
- Support education, training, and capacity building;
- Educate homeowners;
- Review and update policies and guidelines;
- Monitor emissions reductions in new construction;
- Promote low carbon energy systems; and
- Work with BC Hydro to conduct a grid capacity analysis.

22

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: April 10, 2024

SUBJECT: **District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 - 2004, Amendment (Sched E Cart Exchange) Bylaw No.366, 2024**

PURPOSE

To update "District of Lantzville Miscellaneous Fees and Charges Bylaw No.26 - 2004" for changes to 2024 Garbage utility fees and match the rates proposed in the RDN Bylaw 1802.03 with the 2024 curbside collection fees effective April 1, 2024.

RECOMMENDATION

1. **THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Sched E Cart Exchange) Bylaw No. 366, 2024" be given first reading.**

2. **THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Sched E Cart Exchange) Bylaw No. 366, 2024" be given second and third readings.**

ALTERNATIVES AND IMPLICATIONS

1. Take no action - first, second, and third readings are not given to "District of Lantzville Miscellaneous Fees and Charges Bylaw No.26 - 2004, Amendment (Sched E Cart Exchange) Bylaw No.366, 2024". Implications:

    a. If the District of Lantzville does not adopt the new utility rates, there would be insufficient funds collected from properties to cover the RDN's costs of Cart Replacement.

2. Other direction, as provided by Council.

ATTACHMENT(S)

1. "District of Lantzville Miscellaneous Fees and Charges Bylaw No.26 - 2004, Amendment (Sched E Cart Exchange) Bylaw No.366, 2024".

ANALYSIS/RATIONALE

Each year updates are required to "District of Lantzville Miscellaneous Fees and Charges Bylaw No.26 - 2004" (Bylaw 26) for changes to utility rates. The RDN Board adopted Amendment Bylaw 1802.03 with the 2024 curbside collection fees on March 26, 2024.

Adoption of "District of Lantzville Miscellaneous Fees and Charges Bylaw No.26 - 2004, Amendment (Sched E Cart Exchange) Bylaw No.366, 2024" (Bylaw 366 see Attachment 1) will amend Bylaw 26 to include the following changes:

Schedule 'E' (Garbage, Recycling and Food Waste Collection)

- Updates to residential utility fees associated with garbage, recycling and food waste collection with an effective date of May 1, 2024 [repeats January 1, 2024 rates].

- The proposed 2024 Cart Exchange Fee will increase from $50 for garbage carts to $75 and decrease for recycling carts from $50 to $0, per request. This change supports the practice of waste diversion at the household level while also meeting the contractual requirements of the Recycle BC/RDN contract.

- The proposed $75 Cart Exchange Fee for garbage carts would apply for requests to upsize or downsize the garbage cart size.

RDN Cart Replacement Fees*

Year	Garbage	Recyclables
2023	$50	$50
2024	$75	$0

*Per request

- Proposed changes to Schedule 'E' of Bylaw 26 are highlighted in bold and italic.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

N/A

3. Resources

N/A

4. Financial/Budget Implications

The budget impact of the increase in Cart Replacement Fees from $50 to $75 per request/visit is minimal.

Prepared by:
Rose Liu
Director of Financial Services

Date: March 29, 2024

Approved for submission to Council:
Glenn Morphy
Acting CAO/Director of Public Works

Date: April 2, 2024

REVIEWED WITH:			
☑ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☑ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	April 10, 2024	
Special		
Closed (In-Camera)		

File Number: 3900.20.366
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DISTRICT OF LANTZVILLE
BYLAW NO. 366

A BYLAW TO AMEND DISTRICT OF LANTZVILLE MISCELLANEOUS FEES AND CHARGES BYLAW NO. 26 - 2004

The Council of the District of Lantzville in open meeting assembled, enacts as follows:

1. District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 - 2004, is hereby amended as follows:

   a) By deleting Schedule 'E' as adopted and replacing the Schedule with Schedule 'E', attached to and forming part of this Amendment Bylaw.

2. This Bylaw may be cited for all purposes as "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 - 2004, Amendment (Sched E Cart Exchange) Bylaw No. 366, 2024".

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Mayor
Mark Swain

Director of Corporate Administration
Delcy Wells

SCHEDULE 'E'
DISTRICT OF LANTZVILLE BYLAW NO. 26 – 2004
UTILITY FEES ASSOCIATED WITH THE COLLECTION OF GARBAGE, RECYCLABLES, AND FOOD WASTE

Effective Date: ***May 1, 2024***

Single Family Dwelling Unit

Recyclables (same rate for any recyclable cart size)	**Food Waste**	**Garbage** (utility fee determined by garbage cart size only)	**Payment after Due Date**	**Prompt Payment Rate** ($15 flat fee discount)
100L 240L 360L	100L	80L	$184	$169
		100L	$194	$179
		240L	$279	$264

Single Family Dwelling Unit with One (1) Secondary Suite

	Recyclables (same rate for any recyclable cart size)	**Food Waste**	**Garbage** (utility fee determined by garbage cart size only)	**Payment after Due Date**	**Prompt Payment Rate** ($15 flat fee discount)
One upsize default cart set	360L	100L	240L	$279	$264
Customs choice Garbage – 80L and 80L	100L 240L 360L	100L	80L X2	$368	$353
Customs choice Garbage – 80L and 100L	100L 240L 360L	100L	80L X1 100L X1	$378	$363
Customs choice Garbage – 80L and 240L	100L 240L 360L	100L	80L X1 240L X1	$463	$448
Customs choice Garbage – 100L and 100L	100L 240L 360L	100L	100L X2	$388	$373
Customs choice Garbage – 100L and 240L	100L 240L 360L	100L	100L X1 240L X1	$473	$458
Customs choice Garbage – 240L and 240L	100L 240L 360L	100L	240L X2	$558	$543

Administration / Service Fees	**Fee** (no discount)
Assisted Set-Out Service (1)	$120 per year per single family dwelling unit
Cart Exchange Fee: Garbage Cart (2)	***$75.00 per request/visit***
Cart Exchange Fee: Recycling Cart (2)	***$0.00 per request/visit***
Cart Replacement (3)	$56.40 * – 80L cart $41.80 * – 100L cart $59.00 * – 240L cart $66.90 * – 360L cart
Bear Proof Cart (4)	$230/ 240L cart

(1) For approved residents under the Assisted Set-Out Service program
(2) Limit of one exchange per year per single family dwelling unit
(3) If a Collection Cart is stolen or damaged due to the neglect of the Owner or Occupier
* plus cart delivery fee of $50/ visit
(4) One-time cost

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: April 10, 2024

SUBJECT: District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024

PURPOSE

To establish an alternative municipal tax collection scheme for 2024 that clearly indicates when penalties are to be applied to 2024 property taxes unpaid after the due date.

RECOMMENDATION

THAT "District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024" be given first, second, and third readings.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. That Council take no action.

   In the absence of an adopted alternative tax scheme bylaw, the general tax collection scheme provision from the *Community Charter* will apply to penalty rates and tax due dates. Property taxes will then be due on July 2, 2024, and a ten (10) percent penalty will be applied to outstanding taxes after this date.

2. As directed by Council.

BACKGROUND/RELEVANT HISTORY

Division 10, Sections 235 and 236 of the *Community Charter* stipulate that Council may, by bylaw, establish penalties to be applied in relation to payments made after a tax due date established by the tax rates bylaw, and that a property owner may elect either to pay under the general tax collection scheme or alternative tax collection scheme. In the absence of an alternative tax collection scheme adopted by bylaw the general tax collection scheme will prevail, and a penalty of ten percent must be applied on unpaid property taxes after the first business day in July.

"District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024" (Bylaw 368) will establish an alternative municipal tax collection scheme in accordance with Division 10, Section 235 of the *Community Charter*. The alternative scheme gives Council the opportunity to offer alternative penalty rate allocations and property tax penalty assessment dates to the general municipal tax collection scheme.

Bylaw 368 would give property owners additional time to pay their property tax balances without significant penalty. The penalty rates and dates have been selected to be consistent with what neighboring municipalities are proposing to their Councils for 2024.

A provision for a penalty of two (2) percent on unpaid 2024 taxes will be applied on July 3, 2024, and a further eight (8) percent on unpaid 2024 taxes will be applied on October 1, 2024.

ATTACHMENT(S)

1. "District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024"

ANALYSIS/RATIONALE

Compliance with Division 10 Sections 235 and 236 of the *Community Charter*.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

N/A

3. Resources

N/A

4. Financial/Budget Implications

None

Prepared by:

Rose Liu, CPA, CMA, MBA, PCP
Director of Financial Services

Date: March 29, 2024

Approved for submission to Council:

Glenn Morphy
Acting CAO/Director of Public Works

Date: April 2, 2024

REVIEWED WITH:			
☑ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	April 10, 2024	
Closed (In-Camera)		

File Number: 3900-20-368
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DISTRICT OF LANTZVILLE
BYLAW NO. 368

A BYLAW TO ESTABLISH AN ALTERNATIVE MUNICIPAL TAX COLLECTION SCHEME FOR THE YEAR 2024

The Council of the District of Lantzville in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited as "District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024".

Definition

2. "**Collector**" means the municipal officer assigned responsibility as collector of taxes for the municipality.

Penalties

3. If all or part of the property taxes for the 2024 taxation year for a parcel of land and its improvements on the assessment roll remain unpaid after the first working day in July:
   (a) A penalty equal to two (2) percent of the outstanding current year balance as of the due date shall be added to the balance due.
   (b) A further penalty equal to eight (8) percent of the outstanding current year balance after September 30th shall be added to the balance due.
   (c) If either penalty dates fall on Saturday, Sunday, or statutory holiday, the penalty shall be added to the balance due on the next business day.
   (d) The penalty referred to in (a) is due as part of the property taxes for the current year for the parcel of land and improvements.

Election of Applicable Tax Scheme

4. A property owner may elect to pay property taxes under the alternative municipal tax collection scheme or the general tax scheme by providing written notice to the District before June 15th of the year in which the property taxes are levied.

5. If a property owner does not make an election under section 4, the Alternative Municipal Tax Collection Scheme applies.

Repeal

6. This bylaw is repealed on December 31, 2024.

READ A FIRST TIME this day of , 2024.
READ A SECOND TIME this day of , 2024.
READ A THIRD TIME this day of , 2024.
ADOPTED this day of , 2024.

_____
Mark Swain, Mayor

_____
Delcy Wells, Director of Corporate Administration

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: April 10, 2024

SUBJECT: Revising District of Lantzville Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts

PURPOSE

To authorize amendment of District of Lantzville Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts, including confirming if further amendment is required for clarity.

RECOMMENDATION

1. THAT Council amends Section D 5, page 14 of Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts by adding as highlighted in bold italics:

> **Large Projects:** Consultants for large projects should be selected using a two-part Proposal Call. Firstly, consultants will be short-listed from an Expression of Interest Call, and normally three consultants will be invited to respond to the formal Proposal Call. Approval by the CAO is required for consultants selected to provide consulting services for large-sized projects. ***Engineering consulting costs on an infrastructure project where the construction costs are expected to exceed $500,000 are subject to the District's tendering process, unless exempted by Council.*** An **Expression of Interest** call is a request to various firms or companies for an expression of interest in a particular project. There are no project details or prices in an Expression of Interest. Rather, this is a document setting out the expertise of the firm in the area covered by the project, and details the qualifications of the persons who will be involved in the project as well as the qualifications and relevant history of the firm.

2. THAT Council amends Section D 5, page 14 of Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts further by adding after "unless exempted by Council" the words "or if the Engineering cost is expected to be below $50,000".

3. THAT Council amends Procedures, 3. Purchasing Authority Levels on page 6 of Policy No. 6000-1 Purchasing, Consulting & Publicly Tendered Contracts further by adding under each of the three "Estimated Value of" $10,001 to $50,000, $5,001 to $10,000, and $1 to $5,000, under "Procedure to Use" column, the words "Except use a Tender call for the Engineering consulting portion of projects where the construction costs are expected to exceed $500,000, unless exempted by Council."

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. Recommendation #1: Take no action. Implication: If Policy No. 6000-1 is not amended, the previous procurement practices will remain unchanged.

2. Recommendations #2 & #3: Take no action. Implication: If Policy No. 6000-1 is amended by Recommendation #1 but no action on Recommendation #2, staff would need to go to tender regardless of how low the Engineering cost is for a project where the construction cost is estimated at over $500,000.

3. Other direction, as provided by Council.

BACKGROUND/RELEVANT HISTORY

On March 20, 2024, Council passed the following motion:

> THAT Council directs staff to bring forward an amended version of Policy 6000-1 Purchasing, Consulting and Publicly Tendered Contracts, so that infrastructure projects that are reasonably expected to entail $500,000 or more in construction costs be required to have the engineering for the project(s) go through a tender process, unless exempted by Council; AND FURTHER THAT, this amended version of Policy 6000-1 be brought forward to the April 10, 2024 regular meeting of Council for Council's consideration.

ATTACHMENT(S)

1. *DRAFT* District of Lantzville Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts.

ANALYSIS/RATIONALE

To implement Council's March 20, 2024, motion regarding Purchasing Policy Revision.

Also, recommendation #2 and #3 are to seek Council's clarification regarding how low the engineering costs are estimated to be before a tender will not be required for engineering services related to construction projects expected.

If the construction cost of a project is expected to be above $500,000; meantime, the Engineering cost is below $50,000, do staff still need to Tender or obtain Council's exemption?

1. **Strategic Plan Objectives** – N/A

2. **Policy (Existing/Relevance/None)**

3. **Resources**
   Staff time to prepare, issue and process additional Tenders, and/or if a Council report is required. Time for sequential Tender processes, i.e. Engineering tender issued before construction tender.

4. **Financial/Budget Implications**
   Unknown, until implemented.

5. **Sustainability Implications** – N/A

Prepared by:

Rose Liu
Director of Financial Services

Date: March 29, 2024

Approved for submission to Council:

Glenn Morphy
Acting CAO/Director of Public Works

Date: April 2, 2024

REVIEWED WITH:			
☑ Corporate Administration	☐ Fire Rescue	☑ Public Works/Engineering	☐ RCMP
☑ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	April 10, 2024	
Special		
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File Number: 1220.01

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District of Lantzville

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Date of Implementation: October 12, 2004
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PURCHASING, CONSULTING & PUBLICLY TENDERED CONTRACTS

TABLE OF CONTENTS

	PAGE
POLICY STATEMENT	3
GENERAL INFORMATION	3
GENERAL PURCHASING STANDARDS	4
PURCHASING AUTHORITY LEVELS	5
ADMINISTRATIVE PROCEDURE	6
A. Determine the process or tool to be used	6
1. Invitation to Tender	6
2. Request for Proposal (RFP)	9
3. Quote or Request for Information	11
B. Advertising	11
C. Disclosure	11
D. Specific Purchase Items	11
E. Holdbacks	14
F. Invoice Approvals	14
APPENDIX A	
- RFP – Evaluation Criteria	15
- Description of Evaluation Criteria	15
- Evaluation Criteria Weighing	16
APPENDIX B - Valuation Matrix for Complex Proposal	18
APPENDIX C - Valuation Matrix for Standard Proposal	19
APPENDIX D – Tender Opening Form	20

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POLICY

The District of Lantzville (the District) engages in the procurement of goods and services for its operations. The guidelines in this policy are provided to assist all internal staff to achieve best value for dollars expended by the District.

Authority: Persons undertaking procurement actions must have formal authorization to do so. All goods and services are to be acquired in accordance with this policy unless authorized on an exception basis by the Chief Administrative Officer (CAO).

DEFINITIONS

Invitation to Tender:	This is a formal request for sealed bids for the supply of specific goods or services in response to an advertised invitation. The purpose of a tender is to eliminate the need for negotiations with tenderers and replace this with competition between the tenderers.
Purchase Order: (PO)	A legally binding document issued by the District to a vendor for the purpose of specifying the item, quantity and agreed upon price for the purchase of goods or services.
Purchase Card:	A corporate credit card authorized by the Chief Administrative Officer and the Director of Financial Services to be issued to specified employees for purchases within defined parameters as outlined in the Purchase Card policy.
Quote or Request for Information: (RFQ)	This is a less formal process. The request for quotes or information may not necessarily develop into a supply contract.
Request for Proposal: (RFP)	This is a formal request for submissions. AN RFP IS NOT A TENDER. It is not as specific as an Invitation to Tender. An RFP describes an opportunity or problem and asks for solutions and costs for addressing those specific opportunities or problems.

PROCEDURES

1. GENERAL INFORMATION

- **Principles:**

  Staff shall not use their authority or office for personal gain and shall seek to uphold and enhance the position and reputation of the District by maintaining a standard of integrity in all their business relationships both inside and outside the District that is above reproach; and by optimizing the use of resources for which they are responsible so as to provide the maximum benefit to the District.

- **Cost of Ownership:**

The District recognizes that the lowest price is not always the best value. Employees of the District who are required to use corporate funds for goods or services are encouraged to look at the total cost of ownership, which may include but not be limited to the following:

- Acquisition cost
- Warranties
- Performance, including previous performance
- Maintenance cost
- Training cost
- Quality of product/service
- Services availability for the District

- **Freedom to Choose:**

All documentation is to be written in such a manner as to give the District the greatest freedom possible in choosing a supplier, contractor or consultant.

- **Emergencies:**

It is recognized that emergency situations may arise where the immediate acquisition of goods or services is essential. In those situations, the Department Head will determine the process required to acquire those essential goods or services. Depending on the financial severity of the emergency, a report to Council may be required. The CAO will determine when Council is to be advised. Whenever the District's Emergency Program is invoked, the procedures in the plan overrides this policy.

- **Authority and Responsibility:**

The CAO delegates Purchasing authority throughout the organization as set out below.

The Department heads are responsible for ensuring the Purchasing Policy is followed within their areas of control in order to:

- ✓ ensure that expenditures comply with the District's budget.
- ✓ ensure that sufficient analysis and discussion has taken place.
- ✓ ensure the risk of error, fraud and embezzlement is minimized.
- ✓ ensure that staff have appropriate signing authority for the purchases they undertake.
- ✓ ensure that goods and services being purchased are of the best value to the taxpayer.

2. GENERAL PURCHASING STANDARDS

- The following agreements will be consulted and tender notices in these cases will be posted on the BC Bid's web site (www.pc.gov.bc.ca):

- The Agreement on Internal Trade (A.I.T) for purchases in excess of $100,000 and construction projects in excess of $250,000 or as amended by legislation from time to time.
- British Columbia Alberta Trade, Investment, and Labour Mobility Agreement (TILMA) for purchases in excess of $10,000 for goods, $75,000 for services, and $100,000 for construction projects, or as amended by legislation from time to time.

- Supplier lists (if established by the District), will include all interested and qualified suppliers.
- The process for selection of suppliers involving standing purchase orders (several similar purchases from a single vendor over time) must be based on the total value of the standing purchase order, not on the individual component purchases.
- Contract documents shall form part of the tender package. The signing authority for the contract will be in accordance with this policy.
- All contracts must include the District's current liability requirements.
- All requests for bids must specifically include or exclude GST and PST.
- Contractors, sub-contractors or suppliers who, either directly or indirectly through another corporation or entity, who are in litigation, or have served notice with intent to proceed with court action against the District that is in connection with the project in question or any analogous contract for works or service, are ineligible bidders and will be disqualified from the tender evaluation.

3. PURCHASING AUTHORITY LEVELS

This schedule refers to the approvals required for the various dollar values of procurement. Other than in emergencies, **budget approval is required before the purchase is made.**

DOLLAR AMOUNT APPROVAL THRESHOLDS

Once Council, through the budget process, has approved funds for the purchase, the following thresholds apply:

Estimated Value of	Procedure to use	Approval Required
Greater than $500,001	Report/Recommendation to Council.	Council approval required.
$201,000 to $500,000	Use the tender process. Request for Proposal may be used with approval of the CAO.	CAO approves and signs contract upon recommendation of Department Head.
	Letter awarding contract is to be issued. Contract to be signed before work begins.	**Approval of Council required for selection of other than low tender.**

Estimated Value of	Procedure to use	Approval Required
$50,001 to $200,000	Use a Tender call or Request for Proposal. Letter awarding contract is to be issued. Contract to be signed before work begins.	Department Head and CAO
$10,001 to $50,000	Obtain three (3) written quotes or issue a Request for Proposal, enter into a contract. If the value is $50,000 or less, Issue a Purchase Order upon Selection. Except use a Tender Call for the Engineering Consulting portion of projects where the construction costs are expected to exceed $500,000, unless exempted by Council.	Department Head and CAO
$5,001 to $10,000	Obtain three (3) written quotes. Issue a Purchase Order upon selection. Except use a Tender Call for the Engineering Cnsulting portion of projects where the construction costs are expected to exceed $500,000, unless exempted by Council.	Department Head or Authorized Staff
$1 to $5,000	Use a Purchase Card or charge on account Except use a Tender Call for the Engineering Consulting portion of projects where the construction costs are expected to exceed $500,000, unless exempted by Council.	Cardholder

* **Note:** purchase orders are only to be used for purchases of $5,000-$50,000.

For purchases from $50,001 to $150,000, the decision between the use of a Tender or a Request for Proposal will be made in consultation with the CAO.

Contracts up to $200,000 may be renewed with the approval of both the CAO and Department Head. Only one renewal, for a term no longer than the original term, may be approved. The maximum length of approval for the combined original contract plus one renewal term cannot exceed six (6) years.

Select tenders may be used in specific circumstances. The Administrator is to be involved in the decision to use select tenders.

4. ADMINISTRATIVE PROCEDURE

The responsibility for the processing, documentation, and retention of tenders and requests for proposal rests with the issuing Department Head. No tender is to be issued until the required land and/or rights-of-way have been acquired, without prior approval of Council.

A. DETERMINE THE PROCESS OR TOOL TO BE USED (using Purchasing Authority Levels as guide)

1. INVITATION TO TENDER

Description: Sealed tenders will be submitted by a specific date and time, and will be opened in a public process at a specified date and time. The Tender Form and Specifications are drafted by the Department Head or designate requiring the goods or services. Sealed bids must conform to the instructions in the tender request. Following the public opening, the Department Head or designate will evaluate the bids and make a recommendation to the CAO.

Preparation and Issuing:

- Each set of tender documents is to be prepared by the issuing Department Head and approved by the CAO if the value is over $50,000 before being released to the suppliers.
- Each tender is to be numbered sequentially e.g. department; tender number and year. For instance, ADMIN #03.18 is the number of the third tender issued by Administration in 2018.
- Tenders are to be addressed to the **originating Department** and they are to be opened at the Municipal Hall. Tenders are to be received as directed by the Director of Corporate Administration, at the front counter and forwarded to the originating Department.
- Each tender is to outline what documents must be enclosed with the tender. Remember that failure of the tenderer to supply any of the required documents at time of tender opening will likely result in the tender process being rejected.
- Tender is to specify if prices are to be **inclusive of all taxes.**
- Each tender must include a waiver to be signed by the tenderer allowing the District to abandon the tender process if there is only one tender submitted.
- Each tender must include all relevant property and liability insurance requirements.
- The District reserves the right to abandon tenders if they are over the approved budget.

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Process:

- Once approval of the tender documents is obtained, the tender documents are released to suppliers.
- Tender is advertised specifying a final submission deadline that coincides with the Tender opening time.
- Tenders will be publicly opened by the Department Head or their designate.
- A log will be kept of all tenders submitted.
- Tenders will be evaluated and a recommendation made to the Department Head and/or CAO.
- Once a decision has been made and the required approvals obtained, a written response will be made to all bidders.
- The successful bidder will receive confirmation of the award by way of letter.
- Written documentation/contract will be prepared, signed and distributed.

Tender opening: Tenders will be opened publicly in the presence of at least one Department Head or their designate, and one staff member.

- Complete the form attached as Appendix "D"
- Record the attendance
- Commence opening at the advertised time.
- Open each bid
  - Record the name of the bidder
  - Record the documentation attached (i.e. bid bond, performance bond)
  - Record the tender amount
  - Stamp the tender with date stamp and initial the tender document.
  - The opening is public. The name of the bidder and the tender amount is read and is available to the public.
  - Once the tenders are all opened, the public process is complete.

Completion of tender process:

- After the opening of the tenders, the originating Department does the analysis and makes a recommendation to the approving authority in accordance with the purchasing authority thresholds. If the recommendation is for other than the low tender, a report must be prepared for Council as their approval will be required.
- No communication regarding the result of the tender process is to be made to any tenderer until the appropriate approvals have been received.

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- Once approval is received by the originating Department Head, all bidders will be advised in writing of the result.
- Any follow-up documentation (contracts, bonds, securities, worksafe certification, insurance, etc) is the responsibility of the originating Department Head.
- The tender documents and all related materials are to be retained on file by the originating Department Head.
- Tenders from both the successful and unsuccessful tenderers shall be open for public inspections.
- No work is to be commenced or product provided until a contract and required documentation is in place.
- A Purchase Order is required for the commencement of the work.

Execution of public tender requiring a contract: The Department Head or CAO will have the contract prepared, and the successful tenderer will be notified that the contract is ready for execution. The Department Head will ensure that the company is in good standing and has a current business licence, Worksafe BC coverage and insurance coverage.

When bid bonds are required, the issuing Department Head shall return the bid bonds to the unsuccessful bidders.

Once the contract has been executed by both parties, copies will be distributed as follows:

- Original signed copy of contract in a secure cabinet.
- One copy to the tenderer
- One copy to the issuing Department Head and all tendered contract documents will be retained by the issuing Department Head.
- One copy to the Director of Financial Services.

Responsibility for Administration of Tender Contract: The responsibility for the ongoing administration of a publicly tendered contract shall reside with the originating Department Head in consultation with the project consultant (if any). Such administration shall include: ensuring the contract is signed before work begins; monitoring the performance of the contractors; managing payment to the contractors; tracking revenues and expenditures on the project; managing any changes and/or change orders to the contract documents; and managing the completion of the project.

Security: All tenders or requests for proposals for the construction of municipal infrastructure works or the provision of goods and services shall contain a requirement to provide security to the District to protect against any failure to complete or other contract breaches.

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The invitation to bid must include the required security, to be in the form of bonding, letter of credit or cash, as applicable and shall also require compliance with holdback requirements under the *Builders Lien Act*

Construction: For construction work, the security will be in the form of a performance bond or material/labour bonds or a bank issued letter of credit.

The amount of such security should protect the District if the contractor breaches the contract and shall be in the form of bonding acceptable to the District in the full amount of the contract or a letter of credit in the amount of 125% of the contract (which may be reduced periodically as work is completed to the satisfaction of the District) to ensure the works can be completed by the District if it has to step in after default and/or if the contractor is unable to perform such work.

Services: For service contracts (such as garbage collection) security should be provided by way of a letter of credit or cash.

The amount of such security should represent the estimated additional costs to the District to ensure the service is provided or the work is performed, if the District has to step in after default to retain an alternative contractor and/or if the contractor is unable to perform such work.

Performance bonds and insurance coverage documentation shall be attached to the original signed contract and kept in the secure cabinet.

Letters of Credit or cash shall be controlled by the Director of Financial Services. Copies and receipts are to be retained on file by the originating Department Head.

2. REQUEST FOR PROPOSAL (RFP)

Description: There may be more than one solution presented in the submissions. An RFP is an invitation to proponents to negotiate with the District for the procurement contract and it is an indication of the District's intention to consider the proponents submissions and thereafter negotiate with one or more of the proponents without binding the District in any way. It also gives the District, in its sole discretion, to accept or reject any proposals missions or cancel the RFP.

Preparation and Issuing:

- Request for Proposal is drafted by the Department Head and approved by the CAO.
- Evaluation criteria is preset and approved, and the criteria forms part of the RFP package (see sample in Appendix "A").
- Each RFP is to be numbered sequentially in a similar manner as tenders, followed by RFP. Example: ADMIN.RFP #03.18.

- The RFP is either advertised, or the request is sent to specific, pre-qualified suppliers. A formal pre-qualification process is to be determined and pre-approved by the Department Head.
- RFP submissions are to be addressed to the **originating Manager**.

Each RFP must contain the following:

1. A statement that it is a request for proposals only and will not give rise to a Contract "A" (bid contract)
2. A statement advising the proponents that the District is free to negotiate with any of the proponents and that as a result of the negotiation process the District is not required to treat all proponents equally.
3. A statement that the process is NOT a tendering process.
4. A statement that no legal relations are intended to arise from the RFP process.
5. A statement that the District is NOT contractually bound to any matters until such time as the District has negotiated a **contract.**
6. A statement limiting the District's exposure for costs on claims relating to the RFP process including the costs of preparation of the RFP document.
7. Specify the date and time the proposal is to be submitted.

All RFP's shall include a clause encouraging bidders to include innovative creative ideas in their proposal. The evaluation criteria for the submissions must be clearly defined to allow the bidders to have assurance that the evaluation process will be consistent (see Appendix A). The RFP process forms complex legal obligations. Any uncertainty regarding the process shall be referred to the CAO.

Process and completion.

- No public opening is required.
- Log kept of all RFP's submitted.
- Evaluation of RFP's and recommendation is to be done by a team (two or more members) appointed by the Department Head or CAO.
- Review and approval of recommendation in accordance with required approval per Appendix "A".
- Letter awarding proposal to successful proponent, commencing negotiations for a contract.
- Written response to all unsuccessful proponents.

3. QUOTE OR REQUEST FOR INFORMATION

Description: Before a quote is accepted, a minimum of three quotes must be obtained unless otherwise agreed to by the CAO. Additional information or clarification from suppliers may be obtained by the Department Head or designate prior to or during the evaluation process. Quotations should be submitted directly to the Department Head or designate requesting the quotation. The process steps are:

- Request for quotations will be sent to known suppliers of the goods or services.
- Request for quotations will indicate a deadline for the return of the quotations. Quotations received prior to the deadline will be kept confidential.
- All bidders will be advised of any changes to the deadline or the request for quotations.
- A record will be kept by the issuing Department Head or designate of the persons or firms who are invited to submit quotations and will keep all quotations received.
- Quotations received will be evaluated by the Department Head or designate for all quotations between $10,001 and $50,000.
- Purchase order or contract (See Purchasing Authority Levels) will be issued to the successful supplier.
- The request for quote must include the following statement: "only the successful supplier will be contacted".

B. ADVERTISING

Shall comply with the District's advertising policy with regard to purchasing.

C. DISCLOSURE

The District shall not knowingly disclose the contents of a Tender, RFP or Quotation submission and shall take reasonable measures to safeguard the confidentiality of the contents of same, subject to the provisions of the Freedom of Information and Protection Privacy Act

D. SPECIFIC PURCHASE ITEMS:

1. **Hired equipment – construction and maintenance**
   Quotation calls only will be made for one-year standing offers. Equipment will be hired throughout the year based upon price, availability, and condition of equipment.

2. **Annual supply contracts**
   For major annual supply contracts expected to be in excess of $50,000 (i.e. gasoline, gravel, etc.) tenders are to be issued unless there are unusual circumstances warranting another procedure. The approval of the CAO must be obtained if a tender process is not used.

3. **Professional Services**

Where professional services other than consultants are to be retained on an ongoing basis, a review will be undertaken every five years. These services include but are not limited to:

- Banking services
- Insurance services
- Auditing services
- Employee Benefit Plan brokerage services

These services will be requested by way of an RFP. The evaluation criteria will be set out in the RFP and evaluation of the proposals will be undertaken by the relevant Department Head. The recommendation will be approved by the CAO and a report prepared for Council, who will appoint the successful bidder. In addition to the professionals appointed by Council, other professionals may be engaged for specialized services upon the approval of the CAO.

Real Estate and Legal Services are acquired as approved by the CAO.

4. Professional Consulting Services

(a) In order to achieve a balance between continuity and competitiveness, professional consulting services shall be retained for District Projects as required.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost-effective advice and solutions. The Department Heads will not rely on one consultant to provide the majority of consulting services. A consultant will be recommended by the Department Head and approved by the CAO.

(b) On-Going Professional Services: A consultant will normally be retained to provide ongoing consulting services in each of the following areas:

- Land Use Planning
- Environmental Assessment
- Social Planning
- Landscape Architecture
- Wastewater Collection, Treatment & Reclamation
- Water Supply, Treatment & Distribution
- Storm Water Management
- Transportation & Traffic
- Pavement Management
- Geotechnical
- Survey (not including legal survey)
- Water Conservation
- Civil & Structural

- Computer Consulting Services

5. **Consulting Services for Municipal Projects**
For the purpose of this policy, the District projects (capital works and reports) will be defined as:

- Small projects, where fees do not exceed $25,000
- Medium-sized projects, where fees are between $25,000 and $75,000
- Large projects, where fees exceed $75,000

Small Projects: Consultants for small projects may be selected without a proposal call. Approval from the CAO is required prior to engaging the consultant.

Medium-sized Projects: Consultants for medium-sized projects should be selected using an RFP. The RFP is normally sent to only three consultants. Approval by the CAO is required for the final consultant selection for medium-sized projects.

Large Projects: Consultants for large projects should be selected using a two-part Proposal Call. Firstly, consultants will be short-listed from an Expression of Interest Call, and normally three consultants will be invited to respond to the formal Proposal Call. Approval by the CAO is required for consultants selected to provide consulting services for large-sized projects. Engineering consulting costs on an infrastructure project where the construction costs are expected to exceed $500,000 are subject to the District's tendering process, unless exempted by Council or if the Engineering cost is expected to be below $50,000.. An **Expression of Interest** call is a request to various firms or companies for an expression of interest in a particular project. There are no project details or prices in an Expression of Interest. Rather, this is a document setting out the expertise of the firm in the area covered by the project, and details the qualifications of the persons who will be involved in the project as well as the qualifications and relevant history of the firm.

6. **Proposal Call Evaluation**
The form of the proposal evaluation must be established concurrent with the request for proposal. Relevant experience and capability of staff assigned to the work, understanding of the scope of work, corporate depth and quality of the proposal should be the most compelling factor in consultant selection. Price, at best, should only be a minor component of the evaluation process. Where appropriate, the "two-envelope" system and the "fixed-fee" system may be used in the evaluation process, subject to the approval of the CAO.

E. HOLDBACKS

All construction contracts are subject to holdbacks. This is a percentage of payment retained by the District until the project is completed, and until a certain time period has passed. There are specific regulations including the *Builder's Lien Act* which apply to

holdbacks. The process of retaining and releasing holdbacks is subject to regulations which change from time to time. The holdback process on any project is to be referred to the Director of Financial Services.

F. INVOICE APPROVALS

Invoices require the signature of the relevant approving authority in accordance with this policy. Invoices will not be paid until such approval has been obtained.

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- APPENDIX A -

A. RFP - EVALUATION CRITERIA

Request for Proposals are used to obtain submissions for specific works, services, solutions and equipment. Request for Proposals will be evaluated based on a variety of factors which are detailed in the RFP.

A minimum of two staff members will typically do the evaluation of the Request for Proposals. These employees will collaborate to complete a consensus rating. Occasionally, more than two evaluators may be used.

The evaluation will consider several key items, weigh them according to our interpretations of relevance, and then develop a total point structure for each. **It is not the intent of this evaluation to remove subjectiveness from the evaluation process, but the intent is to guide those individuals reviewing the submissions, so they do not miss important criteria or give excessive weight to items of less importance.**

Each Request for Proposal call may have different categories for evaluation and each may be weighted differently. Typically, the evaluation criteria used will be provided as part of any Request for Proposal call. The District also recognizes that evaluations that score within 5% of others may be essentially equivalent and therefore selections will be made with emphasis on key personnel, work plan, schedule and availability.

B. DESCRIPTION OF EVALUATION CRITERIA

1. **Key Personnel**
   The details and expertise of the Key Personnel will be evaluated as related to the scope of work. Emphasis will be placed on personnel demonstrating similar experience, including type, size and magnitude of work. This is to also include the following:

   - Sub-consultants
   - Assigned staff
   - Principal field Inspector

2. **Experience**
   Corporate experience should demonstrate the degree of involvement with similar projects. Local experience should indicate involvement with projects on Vancouver Island. The bidding firms' experience must demonstrate involvement with projects of similar scope, size and complexity.

3. **Work Plan**
   The details required in the work plan have been identified in the Request for proposal. The evaluation will determine if the firm/individual has met the requirements. Innovative procedures and better project understanding will also be evaluated here. Identification of the level of effort for each team member, in each phase of the project, is required.

4. **Schedule**
   The details required in the schedule plan have been identified in the Request for Proposal. The evaluation will determine if the firm/individual has met the minimum schedule requirements.

5. **Fee and Level of Effort**
   This section may be submitted in a separate, sealed envelope, marked "Fee Proposal".

   Upset fees have been requested for detailed design, tendering and post construction services. An estimated fee for the contract administration has been requested. Fees for key personnel, support staff and disbursements must be identified. The corporate fee schedule must also be included should additional work beyond the terms of reference be requested. The evaluation will be based on a comparison to the other consultants. Obvious imbalances in the fee breakdowns may result in rejection of the consultant's submission.

   The Level of Effort will be evaluated with the Work Plan and will be based on the methodology, innovation and recommendations of the proposal.

C. EVALUATION CRITERIA WEIGHING

Each category will be rated at one of five levels – Poor, Fair, Acceptable, Good and Excellent. The evaluator may assign mid-point marks to properly assess the proposal's ranking.

➢ KEY PERSONNEL

Poor	Lacks experience in comparable projects and objectives. Does not have adequate resources and expertise to make qualified recommendations based on the terms of reference.
Fair	Minimal experience in comparable projects and objectives.
Acceptable	Adequate experience in comparable projects and objectives. May make recommendations based on assumptions and results of similar projects without direct involvement in them.
Good	Demonstrates a solid understanding and considerable level of expertise in terms of accomplishing objectives. May make recommendations based on a similar project experience.
Excellent	Excellent understanding of objectives and terms of reference. Experience and expertise demonstrated in numerous past projects. Recommendations would be based on experience gained from direct involvement in a wide variety of projects similar in criteria.

➢ EXPERIENCE

Poor	No experience related to proposed project.
Fair	Minimal experience related to proposed project.
Acceptable	Some experience related to proposed project.

Good	Experienced related to proposed project.
Excellent	Significant experience related to proposed project.

➢ **WORK PLAN**

Poor	Lacks information to determine if the consultant understands the assignment and/or written statements indicates the consultant clearly does not understand the project.
Fair	Minimal information – consultant uses generic terminology that could be used to describe the project or any project of similar nature.
Acceptable	Adequate information to show the consultant understands the basic project.
Good	Details indicate a full and complete understanding of the project.
Excellent	Details indicate a full and complete understanding of the project. Information shows the consultant has included some innovative ideas that demonstrate the depth of understanding.

➢ **SCHEDULE**

Poor	Schedule provided is not in requested format and/or is of an unacceptable duration.
Fair	Minimal detail, no indication of actual resources dedicated to the project, duration is at or over expected completion date.
Acceptable	Detail sufficient to show adequate resources, duration is at expected completion date.
Good	Detail sufficient to show adequate resources, duration is shorter than the expected completion date.
Excellent	Extensive amount of detail – suitable for terms of reference level, duration is significantly shorter than the expected completion date. Depending on the project, availability to start the project immediately may be a significant criteria.

➢ **FEE**

Fee rating will be assessed from lowest to highest with a provision for inspection personnel and possible reduced onsite hours of inspection.

Poor	Greater than 10 % higher than middle fee submission.
Fair	Up to 10 % higher than middle fee submission.
Acceptable	Middle fee submitted.
Good	Up to 10 % lower than middle fee submission.
Excellent	Greater than 10 % lower than middle fee submission.

- APPENDIX B -

EXAMPLE ONLY

VALUATION MATRIX FOR REQUEST FOR COMPLEX PROPOSAL

Project Title: Date:

Consultant:

Manager:

Category	*Point Value*	*Poor 0*	*Fair 0.3*	*Acceptable 0.5*	*Good 0.75*	*Excellent 1.0*	*Total*
Key Personnel and Support Staff:							
Project Manager	20						
Design Staff	15						
Site Inspector	10						
Sub-Consultants	5						
Experience:							
Corporate	10						
Local	5						
Project Manager	10						
Detailed Work Plan	30						
Detailed Schedule	20						
Proposed Fee:							
Design Upset Fee	10						
Tendering Upset Fee	5						
Site Inspection-Hourly & call out	5						
Contract Administration-Hourly	4						
Post Construction Upset Fee	1						
Total Points Available	150	**Total Points:**					

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- APPENDIX C -

EXAMPLE ONLY

EVALUATION MATRIX FOR STANDARD PROPOSALS

CATEGORY	Point Value	Total
1. Key Personnel and Support Staff	15	
2. Experience, (Considered from EOI submittal)	30	
3. Detailed Work Plan	30	
4.Detailed Schedule Plan	10	
5. Fee Proposal	15	
Total Points Available	100	

The principles and procedures outlined in this policy should always be used in conjunction with the buyer's discretion and good judgment.

- APPENDIX D -

Tender Opening Form

TENDER #	
TITLE:	
CLOSING DATE:	**TIME:**

IN ATTENDANCE:	

BIDDER	**RDN**	**DOCUMENTATION**			**TENDER AMOUNT**
		YES √		**NO X**	
		Bid Bond	Performance/ Labour/ Material Bond	Form of Tender	

SIGNATURES:

_____
MANAGER/ REPRESENTATIVE

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