

Policy Implementation Considerations and Timelines

The following is a summary of key considerations that will guide the implementation of this policy:

- In each of the areas (i.e., City-owned, City-leased and City-funded buildings) the updated policy provides overarching principles, intent and direction that will be used to develop more detailed operational policies, procedures and tools.
- In order to ensure the updated policy standards are applied appropriately, specific project conditions (or triggers) have been defined (based on building size, occupancy type, etc.) for the various policy standards for new construction, renovation, operations, and leasing.
- It is expected that Administration will meet the intent of the policy at all times but the Policy will allow variance from stated policy standards in situations where it is clearly determined by lifecycle cost benefit analysis or that the site and project conditions does not enable the intended benefits from being realized. (e.g., not using the 1% dedicated capital on solar PV for an infill building project surrounded by trees and or other tall buildings). Allowance for policy variance is a common element within the sustainable building policies of many municipalities.

Building Category	Implementation Timelines
City-owned New Construction (Category 1 and 2)	The policy will be applied to new projects in the 2019 to 2022 capital budget.
City-owned, City-operated existing buildings; and existing non-City owned buildings considered for acquisition (Category 1)	Implementation of processes underway: <ul style="list-style-type: none"> • Four-Year Energy Retrofit Plan will be implemented as part of the 2019-2022 capital budget; • Rollout of BOMA BEST certifications will be staged starting in 2017. Existing ENVISO staff will serve as certification coordinators and; complete the certifications with technical support from City Operations, Integrated Infrastructure Services, Sustainable Development, and the business units occupying the buildings. Program design, setting of priorities and targets (e.g., such as number and types of City buildings to pursue certification) and assessment of additional long-term resources needed to support a mature program will be done in collaboration with these same internal stakeholders; • Energy assessment incorporated into due diligence process for acquisitions of buildings intended to be retained by City use or lease to others by November 1, 2017.

Attachment 8

City-leased buildings (Category 4)	<ul style="list-style-type: none">• Policy requirements will come into effect for new office and commercial leases RFPs and renewals that are issued on/after November 1, 2017.
City-owned buildings leased to others* (Category 2)	<p>Timing of the implementation of policy requirements will be determined in collaboration with Citizen Services, Integrated Infrastructure Services and Sustainable Development-Real Estate and Housing:</p> <ul style="list-style-type: none">• Decisions in this regard must be aligned with the non-profit review that is currently underway and it will require additional stakeholder engagement and development of relevant resources; and• Policy standards will only apply when they are incorporated into building-specific new lease/licensing agreements, or upon renewal.
City funded, non-City owned; (Category 5)	<p>Timing of the implementation of policy requirements will be determined in collaboration with Citizen Services, Integrated Infrastructure Services and Sustainable Development:</p> <ul style="list-style-type: none">• Decisions in this regard must be aligned with the non-profit review that is currently underway. As well, it will require additional stakeholder engagement and development of relevant resources; and• Efforts will be made to ensure sustainable building requirements are applied to new projects in the 2019 to 2022 budget cycle.

*Complex arrangements that exist with the approximately 17% of City-owned building space that is operated and occupied by non-City organizations through either long-term non-profit lease/license agreements or commercial leases (refer to Category 2 of Attachment 1). In many cases, these organizations are responsible for maintenance, lifecycle replacement and even major renovation of these City-owned buildings.

The policy will encourage requirements as best practices but the requirements will not be applied retroactively to existing City-owned buildings that are covered by non-profit leases / licenses and commercial leases. Implementation of these requirements in new lease / license agreements or agreement renewals will be developed in collaboration with Citizen Services and others in Sustainable Development responsible for leasing