

# Procedure

## Climate Resilient City-Funded, Non-City Owned Buildings



This procedure falls under C627 *Climate Resilience Policy*.

|                              |  |
|------------------------------|--|
| <b>Program Impacted</b>      | Environmental Stewardship<br><i>The City of Edmonton's operations and service delivery sustains and conserves the environment.</i>   |
| <b>Approved By</b>           | City Manager   |
| <b>Date of Approval</b>      | September 3, 2024  |
| <b>Approval History</b>      | June 10, 2021<br>This is a new Administrative Procedure with content formerly in:<br>May 9, 2017 (C532 <i>Sustainable Building Policy</i> )<br>April 10, 2007 (C532 <i>Sustainable Building Policy</i> ) |
| <b>Next Scheduled Review</b> | May 2, 2026  |

### 1. Application

- 1.1. New, Occupied, non-City Owned Buildings that are more than 33% City Funded. The projects must be greater than 600 square meters in gross floor area, anticipated to be greater than \$3 million in total capital project cost and initiated after the approval of this procedure.

### 2. Governance

- 2.1. The Deputy City Managers (DCMs) who have oversight of community investments and grants of City-funded, non-City owned Buildings; facility planning, design, construction, of City-funded, non-City owned Buildings; and environmental strategy shall be accountable for ensuring that City Buildings comply with this Administrative Procedure.
- 2.2. In collaboration with business section(s) responsible for community investments and grants of City-funded, non-City owned Buildings, operational policies and procedures will be established, implemented and maintained to enable effective policy application to non-City entities' capital Building projects, and to ensure the relevant policy standards are integrated into City funding and grant processes.
- 2.3. A Climate Resilient Building Team shall exist for the purposes of oversight, as outlined in their Terms of Reference. Oversight by the Climate Resilient Building Team includes the following;

- 2.3.1. Policy implementation, including ensuring that the appropriate business section(s) develop and maintain guidance documents such as procedures, standards, guidelines, best practices, manuals, and tools. This will include communications to or training of appropriate parties on the use of these policy implementation tools;
  - 2.3.2. Policy evaluation in the form of compliance reporting: annual reporting to the City Manager and City Council on policy compliance, including all exceptions to the Administrative Procedures; and
  - 2.3.3. Periodic evaluations of the appropriateness and effectiveness of the Administrative Procedure, and Climate Resilient Building Team membership.
- 2.4. City Administration, through training and recruitment, shall ensure there is sufficient internal expertise related to Climate Resilient Building practice, to support effective and efficient Policy compliance. Key Policy and Administrative Procedure users shall be supported in the application and maintenance of LEED or other green professional accreditations.
  - 2.5. Capital and operating budgets that are impacted by this Administrative Procedure will include allowances to meet the procedure standards.

### **3. Requirements**

- 3.1. City-Funded, Non-City owned new Buildings, excluding Affordable Housing projects, applicable to this procedure shall meet the same procedural standards that are required in the *Climate Resilient Design and Construction of City Buildings Administrative Procedure*.
- 3.2. City-Funded, Non-City owned Affordable Housing projects applicable to this procedure shall:
  - 3.2.1. Be designed to use 20% less energy compared to the National Energy Code for Buildings (NECB) 2017 and produce 20% fewer emissions than the National Energy Code for Buildings (NECB) 2017 reference Building on an annual basis before accounting for Renewable Energy; and have an Thermal Energy Demand Intensity (TEDI) of less than is less than 80 kilowatt hours per square meter.
  - 3.2.2. Have the future installation of Renewable Energy systems considered in the design process.
- 3.3. The business section(s) responsible for Affordable Housing shall develop a plan along with an implementation schedule each budget cycle. This plan will align funding program requirements with the City's emissions neutral buildings standards by 2030.
  - 3.3.1. The Climate Resilient Building Team shall review the plan and provide suggestions for alignment with the City Plan, existing policy, and procedures.

## 4. Exceptions

- 4.1. Buildings that meet the application criteria (Section 1: Application) of this Administrative Procedure, but for some extraordinary reason cannot meet the Administrative Procedure requirements, may apply for an exception. Exceptions should only be requested as an absolute last resort.
- 4.2. If a project manager is unsure if a formal exception request is appropriate or would appreciate feedback from the Climate Resilient Building Team they may request an informational meeting with the Climate Resilient Building Team.
- 4.3. A request for an exception shall be made as follows:
  - 4.3.1. A summary of the issue, reasoning for the exception request, and supporting documentation shall be submitted to the Climate Resilient Building Team. This request must be signed by the appropriate GS and/or Director.
  - 4.3.2. The Climate Resilient Building Team will review the documentation and will:
    - 4.3.2.1. First: Provide a recommendation to the project team for additional steps or opportunities to be investigated that could improve project alignment with the Administrative Procedure requirements. The project team will implement the suggestions and report back to the Climate Resilient Building Team with the results if still not compliant with the Administrative Procedure. Then;
      - 4.3.2.1.1. Agree with the submitted analysis and recommend that the project is granted an exception (with or without conditions). Or;
      - 4.3.2.1.2. Disagree with the submitted analysis and recommend that the project is not granted an exception (either in full or part). Providing a recommendation for how the project could meet the Administrative Procedure requirements.
  - 4.3.3. Once the Climate Resilient Building Team provides a decision on the project's request for an exception, the Climate Resilient Building Team will submit the request and their recommendation to the DCM(s), whose business unit(s) are responsible for achieving the specific policy standard(s) via the appropriate protocols. The DCM's approval is required to formally authorize an adjustment to the policy standards through an exception to the Administrative Procedure(s).
- 4.4. If not communicated directly to the Climate Resilient Building Team the project manager shall submit the formal decision of the DCM to the Climate Resilient Building Team for tracking and reporting purposes.

## Definitions

Unless otherwise specified, words used in this procedure have the same meaning as defined in the C627 Climate Resilient Policy.

- **Buildings** As defined by the National Building Code (Alberta Edition).
- **City Funded** Projects that are funded by the City in the form of grants, subsidies, or loans that are provided by the City for at least 33% of the total capital cost of the Building project (i.e. land costs if applicable are not included). The total capital project cost must also be over \$3M including the portions funded by the City.
- **City Owned Buildings** Buildings that are legally owned by the City including arenas, pools, leisure centres, libraries, fire stations, police stations, administration Buildings, maintenance and shop Buildings.
- **City Owned Buildings That Have Been Leased To Others** Buildings or portions of Buildings that the City leases or licences to others. This includes Buildings occupied by Edmonton Public Library and Edmonton Police Services.
- **Climate Resilient Building Practice** Identified processes, practices or systems widely recognized as ways of improving Building resilience. Such practices extend beyond green Building certification that is based on initial Climate resilient design and construction, and emphasizes Climate resilient practices throughout the entire Building lifecycle.
- **Non-City Owned Buildings** Buildings that are not legally owned by the City.
- **Occupied Building** A Building that is regularly occupied by staff, contractors or visitors. Occupied Buildings exclude: LRT stations; occupied storage Buildings; pump stations; power substations; Buildings that are not occupied by individuals year-round (e.g., a seasonal park pavilion, outdoor pool, etc.).
- **Renewable Energy** Energy that is obtained from natural resources that can be naturally replenished or renewed within a human lifespan (i.e., the resource is a sustainable source of energy). These resources include moving water, wind, biomass, solar, geothermal, and ocean energy. Biomass is a renewable resource only if its rate of consumption does not exceed its rate of regeneration. Ground source/sink heat pumps, and the associated shallow geothermal fields are not considered Renewable Energy.
- **Resilience/Resilient** The concept of resilience covers the proactive capacity of public, private, and civic sectors to withstand disruption, absorb disturbance, act effectively in a crisis, adapt to changing conditions including climate change, and grow over time.

## References

- [Climate Resilient Buildings Team - Terms of Reference](#)
- National Energy Code for Buildings (NECB) 2017
- National Building Code (Alberta Edition)