



**Policy Title:** Sustainable Building Policy  
**Policy Number:** CP2021-02  
**Report Number:** UCS2019-0083, UCS2021-0867  
**Adopted by/Date:** Council / 2004 September 13  
**Effective Date:** 2004-09-13  
**Last Amended:** 2021-07-05  
**Policy Owner:** Climate & Environment

## 1. POLICY STATEMENT

- 1.1 The City of Calgary plans, delivers, and maintains infrastructure that demonstrates smart infrastructure investment beyond initial construction cost, by addressing the lifecycle impacts on operating cost, climate change considerations, the environment, and the people who use the infrastructure.
- 1.2 The City of Calgary refers to the Sustainability Principles, outlined in Schedule 1, as the definition of sustainability and develops performance specifications that address these principles. Refer to the Sustainable Building Guidance Document found at <http://www.calgary.ca/greenbuilding> for further information on recommended minimum performance standards in addition to updates on the performance of the Policy.

## 2. PURPOSE

The purpose of this Council Policy is to:

- 2.1 Ensure all City-owned and City-financed facility planning, design, construction, management, renovation, operating, and demolition is carried out:
  - a. In a sustainable manner.
  - b. Integrating climate mitigation and adaptation measures.
  - c. Considering economic, social, and environmental impacts.
  - d. Enhancing The City of Calgary's reputation as a long-term fiscally responsible municipal government.
  - e. While addressing the health and well-being of the people who use and occupy City-owned and City-financed buildings.

## 3. DEFINITIONS

In this Council policy:

- 3.1 "Adaptation" in the context of climate change, means the actions, policies, programs, tools, and strategies intended to reduce the negative impacts of climate change on our city's infrastructure, natural assets, economy, and people.

- 3.2 “Alternative Transportation” means the methods of transportation other than single occupancy vehicles.
- 3.3 “Biodiversity” means abundant and varied wildlife, and strong, healthy natural areas.
- 3.4 “Building” means a structure with a roof and walls and its associated components including the building envelope, mechanical systems, electrical systems, controls, interior finishes, accompanying site and any additional infrastructure included in the scope of a project.
- 3.5 “Certification Summary” means a section in the Sustainable Building Guidance Document, developed by Climate & Environment, to assist a project’s Strategic Planning Team / Project Sponsor and the Policy Steward with the selection of an appropriate green building certification program.
- 3.6 “Construct” means the process of constructing or renovating a building.
- 3.7 “Council Policy Program CC046” means a City of Calgary Council Policy outlining procedures and requirements for all Council policies.
- 3.8 “GHG emissions” means greenhouse gases that impact The City’s carbon footprint directly or indirectly.
- 3.9 “Green Building Certification” means third-party programs that confirm buildings are designed and/or constructed to industry accepted sustainability standards.
- 3.10 “Green Stormwater Infrastructure” means infrastructure that incorporates natural features and processes into stormwater management.
- 3.11 “Minimum Sustainability Performance Requirements” means a list of minimum requirements included in the Sustainable Building Guidance Document.
- 3.12 “Mitigation” in the context of climate change, means the actions intended to reduce and prevent greenhouse gas emissions from going into the atmosphere.
- 3.13 “Occupant Comfort” means the physiological (thermal, visual, air quality, acoustics, etc.), psychological, behavioural, and social senses of well-being or contentment for the occupants of a building.
- 3.14 “Optimize for energy efficiency and conservation” means the improved energy performance of a building over a theoretical or measured energy consumption baseline.
- 3.15 “Passive Design” means the use of natural forces for the benefit of a building such as solar heat gain, daylighting and cooling through operable windows.
- 3.16 “Policy Steward” means Climate & Environment administration responsible for managing, proposing updates and compliance reporting on the Sustainable Building Policy and the Sustainable Building Guidance Document.
- 3.17 “Project Management for Capital Projects Policy” means a City policy approved by The City of Calgary’s Executive Leadership Team.
- 3.18 “Project Management Practices Guide” means one of the fundamental reference sources for City project management practitioners managed by The City’s Corporate Project Management Centre.

- 3.19 “Project Manager” as defined by the Project Management for Capital Projects Policy, means any employee of The City or employee of an organization in a contractual relationship with The City in the role of managing a project and is the person accountable and responsible for project leadership, key results, deliverables, and administration on a day-to-day basis.
- 3.20 “Project Sponsor” as defined by the Project Management for Capital Projects Policy, means a designated employee of The City who provides strategic guidance and defines, promotes, and supports the key results of a project.
- 3.21 “Project Team” means the design, construction and operation team members for a project that include but are not limited to the Project Sponsor, the Project Manager, the Policy Steward, architects, engineers, contractors, and building operators.
- 3.22 “Provide Access” means ensuring City facilities are accessible to all Calgarians following the Calgary Corporate Accessibility Policy
- 3.23 “Regularly Occupied Building” means a building where people normally spend more than one hour of continuous occupancy per person per day, on average.
- 3.24 “Resilience” means the capacity of City buildings to survive, adapt and grow no matter what kind of chronic stresses and acute shocks they experience.
- 3.25 “Site Selection” means the process of considering the sustainable properties of the location of a building including but not limited to access to existing amenities and alternative transportation methods, the impacts on rivers and streams, an evaluation of green fields verses brown fields etc.
- 3.26 “Social Wellbeing” means design and operating parameters that impact the health and wellbeing of the users of a building.
- 3.27 “Strategic Planning Team” means a team referenced in The City of Calgary’s Project Management Practices Guide that is responsible for pre-project activities with the Project Sponsor.
- 3.28 “Sustainable Building Guidance Document” developed by the Policy Stewards within Climate & Environment, means a document outside the Council approved Sustainable Building Policy that supports the intent of the Policy.
- 3.29 “Sustainability Principles” means a list of eight guiding concepts to be evaluated in the planning, design, construction, and operation for projects where the Sustainable Building Policy is applicable.

#### **4. APPLICABILITY**

- 4.1 The Policy applies to the planning, design, construction, operations, maintenance, renovation, and de-commissioning of all buildings that are City-owned and/or City-financed where The City provides a minimum funding contribution of 33 per cent of total project costs and The City contribution is equal to \$1,000,000 or more (not including project development costs, design costs, and land).



4.2 Compliance with the items listed in the table below is required.

1Project Type	Design & Construction Requirements	Operations & Maintenance Requirements
<b>New Construction</b> <i>Regularly occupied building with a project floor area ≥ 500 m<sup>2</sup>.</i>	<ul style="list-style-type: none"> <li>Evaluate and include strategies to address the applicable <i>Sustainability Principles</i>.</li> <li><sup>2</sup>Plan, design and <i>construct</i> the building as per the <i>Sustainable Building Guidance Document</i>, including but not limited to the <i>Minimum Sustainability Performance Requirements</i>.</li> <li>Assess climate risk and resilience as directed in the Climate Adaption section of the <i>Sustainable Building Guidance Document</i>.</li> </ul>	Building Stewards shall: <ul style="list-style-type: none"> <li>Sustain or improve building performance through operations.</li> <li>Utilize energy consumption tools provided by the Energy Management Office to monitor, analyze, and benchmark building performance.</li> </ul>
<b>Addition or Major Renovation</b> <i>Regularly occupied building with a project floor area ≥ 500 m<sup>2</sup>. Additions with a new separate mechanical system are classified as New Construction.</i>		
<b>Affordable Housing</b> Housing projects delivered by the Calgary Housing Company or delivered by partner organizations receiving funding from The City as per the funding thresholds described in Section 4.1 above.		
<b>Interior Renovation</b> <i>Regularly occupied building with a project floor area ≥ 500 m<sup>2</sup>. Under the Policy, Interior Renovations do not include building envelope or primary HVAC systems in scope. Projects that include these components are classified as a Major Renovation.</i>		
<b>All Other Building Projects</b> Projects <500 m <sup>2</sup> and unoccupied facilities including those that house automated and industrial processes, transit stations and platforms and +15 structures. Industrial processes themselves are exempt.		

1. Linear infrastructure projects, including roads, bridges, track and way, potable water, stormwater, and wastewater conveyance are out of scope.

2. Where applicable depending on project scope.

4.3 Green Building Certification provides value to The City of Calgary through third-party confirmation that buildings are designed and constructed to industry accepted sustainability standards. The green building certification industry has evolved considerably since the 2008 Sustainable Building Policy update and numerous worthwhile certification programs exist in the market. The building type and project scope will dictate which, if any, certification program is most appropriate for each specific building project. The Certification Summary within the Sustainable Building Guidance Document shall be reviewed with the Strategic Planning Team / Project Sponsor and the Policy Steward to determine appropriate certification targets during the pre-design stage of a project. The most current Sustainable Building Guidance Document can be found at [www.calgary.ca/greenbuilding](http://www.calgary.ca/greenbuilding).

## 5. PROCEDURE

### 5.1 Roles, Responsibilities, Governance and Reporting

#### 5.1.1 Roles & Responsibilities of Climate & Environment as Policy Steward:

- Work with and support the *Strategic Planning Team / Project Sponsor* to set Policy targets and objectives, including *Minimum Sustainability Performance Requirements* and certification targets.
- Identify projects that are uniquely positioned to demonstrate corporate leadership by striving for more stringent GHG emission targets (e.g., net zero carbon).
- Support the *Project Manager* with delivering on Policy targets and objectives.
- Manage and update the Sustainable Building Policy and the *Sustainable Building Guidance Document* as needed. Policy updates are to adhere to The City of Calgary's *Council Policy Program CC046*.
- Report on Policy outcomes to the Accommodation and Infrastructure Steering Committee (AISC) and the Infrastructure and Planning Committee on a biennial basis.
- Approve any changes to Policy targets throughout the project, in agreement with the *Strategic Planning Team / Project Sponsor*.

#### 5.1.2 Roles & Responsibilities of the Strategic Planning Team / Project Sponsor:

- The function and responsibilities of the Strategic Planning Team / Project Sponsor are defined by the Project Management for Capital Projects Policy and the Project Management Practices Guide.
- Accountable for ensuring in scope buildings comply with the Sustainable Building Policy and the Sustainable Building Guidance Document.
- Work with the Policy Steward to set Policy targets and objectives, including Minimum Sustainability Performance Requirements and certification targets.
- Ensure the project team understands Policy requirements at the commencement of the project.
- Approve any changes to policy targets throughout the project, in agreement with the Policy Steward.
- In the event of non-compliance with a Policy objective or target, prepare a written rationale for the Director of Climate & Environment and the project sponsoring business unit explaining the cause of non-compliance with the Policy.

#### 5.1.3 Roles & Responsibilities of the Project Manager:

- Application of and compliance with the Sustainable Building Policy and the Sustainable Building Guidance Document.

- Follow the Policy targets and objectives established by the Strategic Planning Team / Project Sponsor and the Policy Steward.
- Work with the Policy Steward to further develop Policy targets and objectives during the Project Initiation, Project Planning, Project Execution and Project Monitoring and Controlling stages of the project as defined in the Project Management Practices Guide.
- Ensure the project design and construction teams produce and submit all required deliverables to The City prior to the Project Closure stage, as defined in the Project Management Practices Guide.
- In the event of non-compliance with a Policy objective or target, the Project Manager shall work with the Project Team to prepare a written rationale for the Strategic Planning Team / Project Sponsor and Policy Steward explaining the cause of non-compliance with the Policy.

**5.1.4 Roles & Responsibilities of the Director of Climate & Environment and the Director of the Strategic Planning Team / Project Sponsor:**

- Provide executive direction on the applicable policy compliance path in the event of a disagreement between the Policy Steward and the Strategic Planning Team / Project Sponsor. The Director of the project sponsoring business unit will have final decision-making power.

**5.1.5 Roles & Responsibilities of the Accommodation and Infrastructure Steering Committee and the Infrastructure and Planning Committee:**

- Receive reports on policy outcomes from the Policy Steward on a biennial basis.

**5.2 Governance**

5.2.1 The Policy Steward and the Strategic Planning Team / Project Sponsor set and sign-off on Minimum Sustainability Performance Requirements and green building certification requirements. This is initially done during the pre-design stage. Targets can be amended through the design and construction process, if necessary, by signatures from the Policy Steward and the Strategic Planning Team / Project Sponsor.

5.2.2 In the event of a disagreement on Minimum Sustainability Performance Requirements or green building certification requirements, the decision is escalated to the Directors of Climate & Environment and the project sponsoring Director for a decision. The project sponsoring Director has final authority.

**6. SCHEDULE(S)**

**6.1 Schedule 1 – Sustainability Principles**

**7. AMENDMENT(S)**

Date of Council Decision	Report/By-Law	Description
2008-02-25	UE2008-01	All City-owned and City-financed facilities are operated and maintained in a sustainable way including the appropriate adherence to sustainable building Rating Systems when developing new and occupied facilities, when redeveloping Brownfield sites and when undertaking all major building renovations, including those of an affordable housing nature.
2014-07-21	UCS2014-0426	Reporting period by Infrastructure and Information Services to the SPC on Utilities and Corporate Services from an annual to biennial basis.
2021-07-05	UCS2021-0867	<ol style="list-style-type: none"> <li>1. Update to Policy Statement and Purpose to add climate change considerations to both.</li> <li>2. Addition of the terms 'resilience' and 'mitigation' to definitions section.</li> <li>3. Addition of requirement for a Public Infrastructure Climate Risk &amp; Resilience Assessment and a GHG Mitigation Assessment where required and depending on project scope and size, as directed by the Climate Resilience Strategy and Action Team.</li> <li>4. Policy number changed (formerly CS005)</li> </ol>

**8. REVIEW(S)**

Date of Policy Owner's Review	Description
2019-04-17	<p>Major update to the Sustainable Building Policy to improve Policy clarity and to increase the value of Policy outcomes for The City of Calgary. Specifically, the following revisions have been applied:</p> <ol style="list-style-type: none"> <li>1. The addition of guiding <i>Sustainability Principles</i></li> <li>2. The removal of mandatory certification requirements</li> <li>3. The introduction of the Sustainable Building Guidance Document</li> <li>4. The inclusion of non-regularly occupied buildings in Policy scope, excluding industrial processes</li> <li>5. The introduction of roles and responsibilities</li> <li>6. A clarified and revised governance model.</li> </ol>

2024-01-18	<ol style="list-style-type: none"><li>1. Updated Business Unit names to correspond with the realignment.</li><li>2. Updated definitions to align with other City documents.</li><li>3. Reporting period to Accommodation and Infrastructure Steering Committee (AISC) changed from an annual to biennial basis to coincide with reporting to the Infrastructure and Planning Committee.</li></ol>
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**Schedule 1  
Sustainability Principles**

Sustainability is a term with a broad definition. By specifying Council and Corporate priorities, project teams can better identify sustainability strategies to be considered as The City develops new infrastructure and maintains and improves existing assets. The following *Sustainability Principles*, further defined in the Definitions section of this policy and described in detail in the *Sustainable Building Guidance Document*, are intended to help guide the *Project Team* in determining relevant project requirements and performance objectives. The most current version of the Sustainable Building Guidance Document can be found by visiting [www.calgary.ca/greenbuilding](http://www.calgary.ca/greenbuilding)

**Sustainability Principles**

 <p align="center"><b>Optimize for energy efficiency and conservation, specifically through passive design, thereby reducing and avoiding GHG emissions</b></p>	 <p align="center"><b>Reduce potable water use through conservation and efficiency measures</b></p>
 <p align="center"><b>Encourage the integration of green stormwater infrastructure</b></p>	 <p align="center"><b>Maintain and improve biodiversity</b></p>
 <p align="center"><b>Address occupant comfort, provide access, and maintain social wellbeing in design and operations</b></p>	 <p align="center"><b>Select sites that have access to alternative transportation and consider the impact of site selection on the environment, people, and the building</b></p>
 <p align="center"><b>Design for resilience to changing economic, social, and environmental conditions</b></p>	 <p align="center"><b>Divert waste from landfills during construction, occupancy, and demolition</b></p>