

# CITY OF SASKATOON COUNCIL POLICY

<b>POLICY TITLE</b> <i>High Performance Civic Building Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b>
<b>ORIGIN/AUTHORITY</b> <i>Report No. XX-2017 of the Standing Policy Committee on Environment, Utilities and Corporate Services – Date, 2021.</i>	<b>CITY FILE NO.</b> <i>CK.</i>	<b>PAGE NUMBER</b> <i>1 of</i>

## 1. PURPOSE

The purpose of this Policy is to establish a standard so that:

- a) Positive outcomes of the triple bottom line approach are achieved for the construction of new civic buildings, renovations, and building additions.
- b) New civic buildings, renovations, and building additions consider occupant safety, comfort and productivity, energy and water efficiency, waste diversion, green infrastructure, indoor air quality, and environmental impacts.
- c) Asset and financial sustainability are achieved through life cycle accountability, risk management, process quality control, and responsible environmental management.

## 2. DEFINITIONS

- 2.1. “Administrative Procedure” refers to procedures developed by the General Manager of Utilities and Environment.
- 2.2. “Addition” means any conditioned space that is added to an existing building and that increases the building’s floor space area by more than 10 m<sup>2</sup>.
- 2.3. “Environmental Impacts” means impacts to the surroundings in which a community is located and an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelations. The environment in this context extends from within the community of Saskatoon to the prairie region and the broader global system.
- 2.4. “Leadership in Energy and Environmental Design (LEED) certification” refers to a green building certification program used worldwide.

Developed by the non-profit U.S. Green Building Council, it includes a set of rating systems for the design, construction, operation, and maintenance of green buildings, homes, and neighborhoods, which aims to help building owners and operators be environmentally responsible and use resources efficiently.

- 2.5. “Major Renovation” means a renovation to a City-owned building that exceeds 60% of the existing gross floor area of the building and involves capital replacement, rehabilitation, and retrofits of major building systems that impact 60% or more of the existing gross floor area.
- 2.6. “Net-Zero Energy Building” means that the total amount of energy used by the building on an annual basis is equal to the amount of renewable energy created on the site or by dedicated or assigned renewable energy sources offsite.
- 2.7. “Net-Zero Energy Ready Building” refers to a building that is designed, modelled and constructed the same as one that is net-zero energy but does not yet have on or offsite renewable energy components in place.
- 2.8. “Occupied” means a building where one or more people spend a continuous hour, or more, in a day.
- 2.9. “Process Building” refers to a building specifically designed with the primary use of housing mechanical or electrical process equipment (pump, motor, generator, transformer, etc.). Equipment specific to the building heating, ventilation, air conditioning and lighting is not considered to be process equipment.
- 2.10. “Triple Bottom Line” means an approach to sustainability whereby environmental health and integrity, social equity and cultural well-being, and economic prosperity and fiscal responsibility are integrated into decision making in a way that produces equitable solutions and mitigates undesirable trade-offs.
- 2.11. “Unoccupied” means a building that is not regularly occupied by staff, contractor or visitors and is not occupied for extended periods of time (e.g. storage buildings, lift stations, public washrooms, etc.); or a building that is not occupied year-round (e.g. park pavilion, outdoor pool, etc.).
- 2.12. “Water Access” refers to the availability of drinking water at City-owned facilities. Criteria specified in Section 5.1.3.

### 3. SCOPE/ EXCEPTIONS

#### 3.1. Scope

3.1.1. This Policy applies to City Council, all City divisions and offices, and corporations wholly owned by the City of Saskatoon.

#### 3.2. Exceptions

3.2.1. Unless otherwise directed, this Policy does not apply to statutory boards directly appointed by City Council.

3.2.2. This Policy does not apply to existing City-owned, leased, or operated facilities or facilities acquired by the City of Saskatoon.

3.2.3. Compliance is mandatory unless directed by City Council.

### 4. APPLICABILITY

4.1. The policy applies to the design and construction of new City-owned buildings, additions, and major renovations that meet the criteria listed in Table 1.

Table 1: Applicability Criteria

Criteria	Occupied		Unoccupied	
	≥ 500 m <sup>2</sup>	< 500 m <sup>2</sup>	≥ 500 m <sup>2</sup> , Heated	< 500 m <sup>2</sup> ,
5.1.1. LEED Silver Certification	X			
5.1.2. Net-Zero Energy Ready and Air Tightness Target	X	X	X	
5.1.3. Water Access	X	X		
5.1.4. Accessibility Requirements	X	X	X	X

4.2. New buildings that are constructed on City-owned land or in partnership with the City of Saskatoon shall meet the same policy standards that are required of new City-owned buildings.

4.3. Process Buildings or buildings with a combination of various space types that are Occupied and greater than 500 meters squared (office, retail, residential, storage, process, etc.) may be evaluated for partial applicability of 5.1.1 LEED Silver Certification and 5.1.2 Net-Zero Energy Ready and Air Tightness Targets. Projects must still demonstrate how the project meets the intent of the Policy as outlined in the Administrative Procedure. City Council shall approve any exceptions to the Policy.

5. POLICY

5.1. For the design and construction of new City-owned buildings, additions, or major renovations that meet the applicability criteria listed in Section 4.0 of this Policy:

5.1.1. Applicable projects shall meet and attain at a minimum LEED Silver Certification and achieve the mandatory LEED credits specified in the Administrative Procedure.

5.1.2. Applicable projects shall be built to Net-Zero Energy Ready and designed to achieve a maximum air leakage rate of 0.5 (L/(s·m<sup>2</sup>)) @75 Pa. Refer to the Administrative Procedure for guidance related to design, envelope commissioning and recommended energy targets.

5.1.3. Applicable projects shall provide access to water through water fountains, water bottle filling stations or water faucets. Table 2 provides the minimum number that is based on the use of the building and the occupant load as determined by the National Building Code of Canada.

Table 2: Minimum Number of Drinking Fountains Required

<b>Building Type</b>	<b>Number of Drinking Fountains per Number of Occupants</b>
Office/ Fire/ Police Station	1 per 100
Museum/ Performing Arts/ Social/ Meeting Hall/ Library/ Convention Centre/ Workshop/ Maintenance	1 per 500
Recreation (Skating rink, swimming pool, fitness centre, indoor sport courts, etc.)	1 per 1000

5.1.4. Applicable projects shall comply with the City of Saskatoon Accessibility Action Plan and where possible provincial or federal standards.

6. RESPONSIBILITIES

6.1. City Council shall:

6.1.1. Where possible, ensure Council resolutions, bylaws, policies, and long-term plans align with this Policy; and

6.1.2. Approve amendments to this Policy.

6.2. The City Manager shall:

6.2.1. Identify any human or financial resources required to implement this policy; and

6.2.2. Propose amendments to this policy.

6.3. The General Manager of Utilities & Environment:

6.3.1. Is responsible for administering this policy, recommending updates, and maintaining and updating the related Administrative Procedure.

6.4. Chief Financial Officer

6.4.1. Is responsible for ensuring that capital budgets which are impacted by this policy will be budgeted to meet the determined policy standards.

6.5. All City of Saskatoon Employees:

6.5.1. Are responsible for understanding and implementing this policy when they deliver projects;

6.5.2. Shall develop capital budgets to achieve the objectives of this Policy;

6.5.3. Shall ensure purchasing documents identify the requirements of the policy; and

6.5.4. Are responsible for reporting on the outcomes of the project and how the requirements of the policy were achieved.