

The RDN Sustainable Development Checklist is a tool to help develop projects that respect the natural environment, contribute to the health and well-being of residents, and use less resources and money to operate. The Checklist also helps the Region measure progress toward its vision for a sustainable future.

If physical changes to the property or building are proposed, **complete this checklist and submit it with your Development Permit or Building Permit applications and you could be eligible for incentives.**

This Checklist encourages actions that go **beyond minimum** requirements. Methods and materials in this checklist may not be suitable in all circumstances. The developer or designer or is free to choose solutions most appropriate for a particular project. If the Checklist score indicates the applicant qualifies for the recognition program, RDN staff will need additional information and materials to verify claims that are made in the checklist.

### General Questions

1. Please provide a brief description of your proposed project, including major activities planned on the land as well as any structure to be erected or added (attach additional sheets if necessary).

2. Subject property address \_\_\_\_\_

3. Subject property's legal description \_\_\_\_\_




4. Contact person's role:  Registered Property Owner(s)  Authorized Agent

Full Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Email or other preferred contact methods: \_\_\_\_\_

**Engage RDN staff early.** Book an appointment with the RDN Sustainability Coordinator for a **free consultation** on how to achieve a high level of sustainability and a high checklist score. Email [sustainability@rdn.bc.ca](mailto:sustainability@rdn.bc.ca) or call 250-390-6510 (250-954-3798 in District 69) to make an appointment.

### GREEN BUILDING RECOGNITION PROGRAM

To be eligible, at least half of the questions on this Checklist must be applicable. The incentive amount will be based on total score. Funds are limited and will be provided on a **first come, first serve** basis. For more information, visit [www.rdnrebates.ca](http://www.rdnrebates.ca)

Checklist Score	Recognition
55-74	
75-89	
90 +	

## Section A: Location and Site Design

			Points Available	Earned Points
<b>Location</b>				
<b>1</b>	<b>Future Growth</b>			
	Is the project located on lands within the Growth Containment Boundary?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>1</b>	
<b>2</b>	<b>Infill</b>			
	Does the project involve the reuse of vacant and underused site(s) <sup>1</sup> within the Growth Containment Boundary?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>1</b>	
	Does the project involve the reuse of building(s) within the Growth Containment Boundary?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>1</b>	
<b>3</b>	<b>Neighbourhood Connectivity</b>			
	Is the project located within 400 metres (5- minute walk) of 5 of the listed destinations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>1</b>	
	Is the project located within 3 kilometres (10-minute bike ride) of 5 of the listed destinations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>1</b>	
	<input type="checkbox"/> Community/social centre <input type="checkbox"/> Recreational facility <input type="checkbox"/> Transit stop <input type="checkbox"/> Health care <input type="checkbox"/> Financial institution <input type="checkbox"/> Shop/market <input type="checkbox"/> Childcare facility <input type="checkbox"/> School <input type="checkbox"/> Park <input type="checkbox"/> Coffee shop <input type="checkbox"/> Restaurant			
	Is the project located within 400 metres of a transit stop?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>1</b>	
<b>4</b>	<b>Additional Merits (Please describe )</b>			
<b>Site Design</b>				
<b>1</b>	<b>Environment (Habitat, Ecology, Air and Water)</b>			
<b>1.1</b>	<b>Fish Habitat and Watercourse Protection / Erosion and Sediment Control</b>			
	Does the project include land alteration, vegetation removal, construction and/or building less than 30.0 metres from any water feature, within or beyond the subject property boundary?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If <b>Yes</b> , a Development Permit (DP) may be required.			
	If <b>No</b> , will any erosion and sediment control methods be implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>1</b>	

<sup>1</sup> Vacant and underused sites here refer to areas that have previously been developed but have been left abandoned or underutilized, not including land used for agriculture or park or left to naturally evolve.

<b>1.2</b>	<b>Environmentally Sensitive Areas</b>			
	Are there any environmentally sensitive features on the subject property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If <b>Yes</b> , a Development Permit (DP) may be required.			
	If a <b>DP is not required</b> , will environmentally sensitive features on site be properly identified and protected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>1.3</b>	<b>Aquifer and Groundwater Protection: quality</b>			
	Select the applicable level of aquifer vulnerability for the project site (to be completed by RDN staff).	<input type="checkbox"/> high	<input type="checkbox"/> moderate	<input type="checkbox"/> low
	Is the proposed site designed to minimize the impact on the quality of groundwater?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>1.4</b>	<b>Aquifer and Groundwater Protection: quantity</b>			
	Is the proposed site designed to minimize the impact on the quantity of groundwater?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>1.5</b>	<b>Rainwater Management: rate, quantity and quality</b>			
	Will best management practices be used to encourage natural infiltration of rainwater?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>1.6</b>	<b>Tree Retention</b>			
	Are all existing mature trees (the trunk diameter is greater than 20 cm, measured 1.5 m above the ground) on site either retained or replaced with new trees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>1.7</b>	<b>Air Quality</b>			
	When clearing land, will downed wood or debris be left in buffer areas or grinded rather than being burned as 'waste'?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>1.8</b>	<b>Other, please describe.</b>			
<b>2</b>	<b>Protection of Development</b>			
<b>2.1</b>	<b>Hazard Lands</b>			
	Is the subject property located within a mapped floodplain and/or on those lands with a natural grade greater than 30 percent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If <b>Yes</b> , a Development Permit (DP) may be required.			
	If a <b>DP is not required</b> , will any efforts be made to protect development from hazardous conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>2.2</b>	<b>Fire Hazard</b>			
	Is the proposed project in an area rated with extreme or high risk of Wildland Urban Interface (WUI) fire on the FireSmart Hazard Rating?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If <b>Yes</b> , will site design strategies that reduce the risk of WUI be incorporated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>2.3</b>	<b>Contaminated Site</b>			
	Is the proposed project located on a contaminated site? <sup>2</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If <b>Yes</b> , will any efforts made to address the actions required by the Ministry of Environment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>

<sup>2</sup> A contaminated site is defined as a site where any of the industrial or commercial activities in the Schedule 2 of the Provincial Contaminated Sites Regulations have taken place. Find the link to the Provincial Contaminated Sites Regulations in the RDN Sustainable Development Guide.

<b>3</b>	<b>Food Security</b>			
<b>3.1</b>	<b>Productive Land Protection</b>			
	Is any land taken out of agricultural production as a result of this development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>-2/0</b>
	As a result of this development, the impervious paving area (excluding building footprint) is	<input type="checkbox"/> decreased		<b>1</b>
		<input type="checkbox"/> unchanged		<b>0</b>
		<input type="checkbox"/> increased		<b>-1</b>
<b>3.2</b>	<b>Planning for Agriculture</b>			
	Where agriculture is a permitted use, is the proposed development designed to facilitate current and future farming, based on an analysis by a professional agrologist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
	If <b>No</b> , can the site design demonstrate that the following considerations are taken into account?	<input type="checkbox"/> N/A		
	<input type="checkbox"/> Limit the size of the farm home plate or development footprint	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
	<input type="checkbox"/> Limit the size of the house(s)			
	<input type="checkbox"/> Locate house(s) and the ancillary residential features in close proximity within a home plate			
	<input type="checkbox"/> Locate development close to a road frontage that provides access to the property			
	<input type="checkbox"/> Locate development on less fertile part of the property			
<b>3.3</b>	<b>Compatibility</b>			
	Is the proposed project within 15 meters of the Agricultural Land Reserve (ALR) or a farming operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If <b>Yes</b> , a DP may be required.			
	If a <b>DP is not required</b> but the project is within 15 meters of a farming operation, will the project designed to lessen the impact of development upon the adjacent agricultural land such as constructing a landscaped buffer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>3.4</b>	<b>Onsite Food Production</b>			
	Will the project incorporate or increase on-site food production?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>3</b>
<b>4</b>	<b>Pride of Place (culture, history, arts)</b>			
	Is the proposed project on a site that either is a known archaeological site or contains archaeological evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If <b>YES</b> , has the Ministry of Natural Resource Operations Archaeology Branch been contacted to obtain applicable permits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
	Will the actions recommended by a professional archaeologist be implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>1</b>
<b>4.2</b>	<b>Other significant contribution the proposed development will make to preserve and promote local culture, history, heritage and arts. Please describe (1 point for each identified contribution).</b>			

## Section B: Building Design and Construction

### a. Shortcut

A shortcut option is available to those projects that pursue a comprehensive third-party certification. The applicants of these projects do not need to complete the questions in the step-by-step option.

#### Third-Party Certification

Score

- |   |   |
|---|---|
| Is this project pursuing a third-party certification? | <input type="checkbox"/> Leadership in Energy and Environmental Design (LEED) |
|   | <input type="checkbox"/> Green Globes   |
| Indicate the level of certification                   | <input type="checkbox"/> Platinum or 5 Globes                                 |
|   | <input type="checkbox"/> Gold or 4 Globes                                     |
|   | <input type="checkbox"/> Silver or 3 Globes                                   |

### b. Step-by-step

For renovation of or addition to an existing building, only changes within the scope of your project are applicable to this checklist. Improvements made outside the scope of your project previously should be noted as 'pre-existing' (P/E).<sup>3</sup>

## 1 Energy

Not applicable if the building is not intended for occupancy and heating or cooling is not needed (i.e., a shed or a garage)

Is the building designed and built to be net-zero in energy or carbon emissions?

If **YES**, score 24/24. Proceed to the next set of questions under 'Water'.

Yes  No

If **NO**, complete the rest of questions under 'Energy'

Points Available Earned Points

### 1.1 Reduce Energy Demand/Passive Design

Refer to **Passive Design Toolkit Best Practices** developed by City of Vancouver, if applicable.

#### Solar Orientation

Have the opportunities to take advantage of solar access been identified and responded to in design? (i.e., how much solar access exists on-site, how is the whole building oriented, and how each elevation is treated).

Yes  No  P/E

1

<sup>3</sup> For example, if you already have a high efficiency toilet before the work is performed, you should note the condition as 'pre-existing'. In this case, no available point or earned point will be counted towards the overall score. If you do not have a high efficiency toilet and decide not to replace the existing toilet in your project, the point available for that item will be 1 and earned point 0.

Vegetation

Is the landscaping designed to aid passive design strategies? (i.e., deciduous trees that provide shade in summer but access to solar heat in winter; trees to block or filter harsh winds.)

Yes No P/E **1**

Building Envelope

Is the building envelope designed and constructed to ensure that insulation is climate appropriate, desired airtightness can be achieved, and thermal bridges are avoided wherever possible?

Yes No P/E **1**

Energy Modeling

Is EE4 or similar software used to optimize design for energy performance?

Yes No P/E **1**

Thermal Mass

Is interior thermal mass used to store passive solar gains and reduce indoor temperature swings?

Yes No P/E **1**

Solar Shading

Will shading strategies (i.e., overhangs, eaves, louvers and sunshades) be used to help regulate solar gains?

Yes No P/E **1**

Natural Light

Will natural light be used to reduce the need for artificial lighting?

Yes No P/E **1**

Natural Ventilation

Will ventilation be accomplished by natural means?

Yes No P/E **1**

Heat Recovery Ventilator

Is a heat recovery ventilator (HRV) installed in the building so that it reclaims waste energy from exhaust airflows to heat incoming fresh air?

Yes No P/E **1**

Real-time Energy Display<sup>4</sup>

Is there a real-time energy monitoring system that displays up-to-minute feedback to occupants on energy consumption?

Yes No P/E **1**

Other, please describe.

**1.2 Efficient Systems**

Efficient HVAC System

Are highly efficient HVAC systems selected for the project?

Yes No P/E **1**

Efficient Water Heating System

Are boilers or water heaters ENERGY STAR rated? **OR** Is an on-demand water heater installed?

Yes No P/E **1**

Heat Pump

Is a heat pump used to provide space heating and/or domestic hot water heating?

Yes No P/E **3**

<sup>4</sup> Note that BC Hydro will replace existing mechanical meters with smart meters for their customers. Make sure the energy display monitor is compatible with the new smart meter.

	<u>Appliances</u>					
	Are all major appliances ENERGY STAR rated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>1</b>
	<u>Lighting</u>					
1.3	Are ENERGY STAR qualified light fixtures used instead of regular incandescent bulbs wherever possible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>1</b>
	<b>Alternative Sources</b>					
	<u>Solar Hot Water</u>					
	Is there any solar hot water system installed by a SolarBC registered installer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>1</b>
	Is any other system utilized in this project to harvest renewable energy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>3</b>
<b>2</b>	<b>Water</b>					
	Not applicable if no water systems or fixtures are installed.					
2.1	<b>Reduce Water Demand/Efficient Systems</b>					
	<u>High Efficiency Water Fixtures</u>					
	Do water fixtures have the following flow rates or better?					
	Dual Flush Toilet: 4.1(or less) and 6 litre per flush <b>OR</b> Low-Flow Toilet 4.8 litre per flush <b>OR</b> No Flow Toilet/waterless composting toilet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>1/1/3</b>
	Faucet aerator: 6 litres per minute (1.5 GPM)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>1</b>
	Dishwasher: an ENERGY STAR model with a water factor below 22 litre/cycle (5.8 gal/cycle)	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	<b>1</b>
	Showerhead: 6 litres per minute(1.5 GPM)					<b>1</b>
	<u>Landscaping</u>					
	Does the proper plant selection eliminate the use of irrigation system, once the plants are established?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	<b>1</b>
	<u>Irrigation Systems for Landscaping (not including agricultural use)</u>					
	If an irrigation system is installed, is the system designed and installed by a Certified Irrigation Designer and Technician?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	<b>1</b>
	Is drip irrigation installed?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	<b>1</b>
	Does the irrigation system have a smart controller?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	<b>1</b>
2.2	<b>Alternative Sources</b>					
	<u>Greywater Reuse</u>					
	Is there any greywater system in place that uses non-potable water for toilet flushing, irrigation or other non-potable uses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>1</b>
	<u>Rainwater Collection</u>					
	Is rainwater harvested to offset at least 50% of water use for toilet flushing, irrigation or other non-potable uses on an annual basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E		<b>1</b>

<b>3</b>	<b>Health</b>				
3.1	<b>Interior Paints</b>				
	Do all interior paints and finishes in the project contain no or low Volatile Organic Compounds (VOC) paints?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
		<input type="checkbox"/> N/A			<b>1</b>
3.2	<b>Interior Adhesives and Sealants</b>				
	Do all interior adhesives, sealants and sealant primers such as tile adhesives, window sealants, and caulk in this project contain no or low VOC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
		<input type="checkbox"/> N/A			<b>1</b>
3.3	<b>Carpet</b>				
	Are all carpet systems in this project Green Label or Green Label plus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
		<input type="checkbox"/> N/A			<b>1</b>
3.4	<b>Composite Wood or Agrifiber Products</b>				
	Do all composite wood products including particle board, medium density fiberboard (MDF), plywood, wheat board, strawboard, panel substrates and door cores contain no added urea-formaldehyde?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
		<input type="checkbox"/> N/A			<b>1</b>
3.5	Other, please explain.				
<b>4</b>	<b>Materials</b>				
4.1	<b>Local Materials</b> (i.e. harvested and processed on Vancouver Island)				
	Is graded site-cut timber used for structural elements of the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
	Is at least 10% of building materials by cost locally harvested and processed?	<input type="checkbox"/> N/A			<b>1</b>
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	<b>1</b>
4.2	<b>Low Embodied Energy Materials</b>				
	Are materials with low embodied energy used as structural or envelope components in this project? E.g. wood, clay, straw bale, stone.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
					<b>1</b>
4.3	<b>Materials with Recycled Content</b>				
	Does a minimum of 10% of building materials by cost contain at least 25% post-consumer recycled content?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
					<b>1</b>
4.4	<b>Reused Materials</b>				
	Will salvaged or reused material be used in the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
			<input type="checkbox"/> No	<input type="checkbox"/> P/E	<b>1</b>
4.5	<b>Rapidly Renewable Materials</b>				
	Are rapidly renewable building materials used for 5% of the total cost of all building materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> P/E	
		<input type="checkbox"/> N/A			<b>1</b>



- 4.6 **Forest Stewardship Certified (FSC) wood** Yes No P/E **1**  
 By cost, is over 20% of the wood used in this project Forest Stewardship Council (FSC) Certified wood? N/A
- 4.7 **Construction Waste Management** Yes No **1**  
 By weight, is over 80% of construction waste diverted from landfill?
- 4.8 Other, please explain.
- 5 Additional Merits**
- 5.1 **Fire Hazard** Yes No P/E **2**  
 If the proposed project is in an area rated as being at extreme or high risk of Wildland Urban Interface (WUI) fire on the FireSmart Hazard Rating, are the design and construction strategies that make the building FireSmart according to FireSmart Manual incorporated? N/A
- 5.2 **Vegetated Roof** Yes No P/E **2**  
 Does the building include a vegetated roof system?
- 5.3 **Social Significance** Yes No P/E **2**  
 Does this project provide any social benefits to the community?
- 5.4 **Education Potential** Yes No **3**  
 Does this project provide any green building education opportunity?
- 5.5 Other, please describe (1 point for each identified merit).

**Scoring:**

For office use only			
Section	Total Points Available	Total Earned Points	Score
A			
B			
Total			