

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT: <i>Sustainable Community Builder Checklist</i>	POLICY NO: B1.14 CROSS REF.:
EFFECTIVE DATE: October 31, 2006	APPROVED BY: Board
REVISION DATE:	PAGE: 1 of 6

### **PURPOSE:**

To establish the process, guidelines, and criteria for the Sustainable Community Builder Checklist.

### **POLICY:**

#### ***1. Purpose of the Sustainable Community Builder Checklist***

The purpose of the Sustainable Community Builder Checklist (Checklist) is to get people thinking about how to develop in a more sustainable manner. The Checklist includes a series of questions designed to encourage applicants to think about new design options and concepts that may not be commonly known to the development community. It is hoped that requiring applicants to consider these design issues and options during the initial design stage of their development(s), and while seeking RDN approvals, will result in a greater incorporation of sustainable design elements into the project. This will also facilitate staff working with the applicants to encourage new ideas and to incorporate sustainable design features into their development proposal.

It is important to note that the questions in the Sustainable Community Builder Checklist are designed primarily to educate the community about sustainable development practices, and to initiate the incorporation of those practices into the development proposal. The Checklist is not designed to be used to evaluate the appropriateness of the land use for the property; the compliance of the land use to the applicable Official Community Plan and the Regional Growth Strategy; or, whether the proposed development complies with the applicable development permit area guidelines. Evaluation of this nature forms part of the standard planning review process.

### ***Process***

Development applications including: subdivision, land use bylaw amendment, land use contract, and development permit applications shall be required to complete the Sustainable Community Builder Checklist, as follows:

- a) **Self-Scoring** – Please read and answer each question in the Checklist with a “Yes” or “No” answer, to achieve the score at the end of the Checklist:

Total the number of “Yes” responses;  
Divide by 45 (the total number of questions); and  
Multiply by 100 to achieve a percentage.

#### **Example:**

Total Number of “Yes” Responses  
 $45 \times 100 = \text{Score } \_\%$

- b) Supplementary Information** - Provide any additional description, or information regarding how the proposed development incorporates sustainable development practices.

Please read the information provided that explain the Triple Bottom Line approach and Leadership in Energy and Environment Design (LEED) certification.

- c) Submit Application** – Submit the completed Sustainable Community Builder Checklist, and any supplementary information along with the development application.
- d) Cooperative Consultation** – Staff will review the submission, and may consult with the applicant to discuss ways to include sustainable practices into the development.

There is no pass or fail score associated with the checklist.

## **2. Fees**

There shall be no fees associated with this service.

## **3. The Sustainable Community Builder Checklist**

Please see the following pages to review the Sustainable Community Builder Checklist guidelines and criteria.



## The Sustainable Community Builder Checklist

	Yes	No	Explanation
<b>Environmental Protection and Enhancement</b>			
<p><i>Please explain how the development protects and/or enhances the natural environment. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• conserve, restore, or improve native habitat?</li> <li>• remove invasive species?</li> <li>• involve innovative ways to reduce waste, and protect the air quality?</li> <li>• use innovative ways to reduce construction waste directed to the landfill</li> <li>• include an ecological inventory?</li> </ul>			
<p><i>Please explain how the development contributes to the more efficient use of energy. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc)?</li> <li>• provide onsite renewable energy generation such as solar energy or geo-thermal heating?</li> <li>• propose buildings constructed in accordance with LEED, and the accepted green building standards?</li> </ul>			
<p><i>Please explain how the development facilitates good environmentally friendly practices. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• provide onsite composting facilities?</li> <li>• provide an area for a community garden?</li> <li>• include a car free zone?</li> <li>• include a car share program?</li> </ul>			

	Yes	No	Explanation
<p><i>Please explain how the development contributes to the more efficient use of water. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• use drought tolerant plants?</li> <li>• use rocks and other materials in the landscaping design that are not water dependant?</li> <li>• recycle water and wastewater?</li> <li>• provide for zero stormwater run-off?</li> <li>• utilize natural systems for sewage disposal and storm water?</li> <li>• use low flush toilets?</li> </ul>			
<p><i>Please explain how the development protects, enhances, or minimizes its impact on the local natural environment. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• provide conservation measures for sensitive lands beyond those mandated by legislation?</li> <li>• cluster the housing to save remaining land from development and disturbance?</li> <li>• protect groundwater from contamination?</li> </ul>			
<b>Community Character and Design</b>			
<p><i>Does the development proposal provide for a more "complete community" within a designated Village Centre? For example does your development:</i></p> <ul style="list-style-type: none"> <li>• improve the mix of compatible uses within an area?</li> <li>• provide services, or an amenity in close proximity to a residential area?</li> <li>• provide a variety of housing in close proximity to a public amenity, transit, or commercial area?</li> </ul>			
<p><i>Please explain how the development increases the mix of housing types and options in the community. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• provide a housing type other than single family dwellings?</li> <li>• include rental housing?</li> <li>• include seniors housing?</li> <li>• include cooperative housing?</li> </ul>			

	Yes	No	Explanation
<p><i>Please explain how the development makes for a safe place to live. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• have fire protection, or include fire prevention measures such as removal of dead fall, onsite pumps, etc?</li> <li>• help prevent crime through the site design?</li> <li>• slow traffic through the design of the road?</li> </ul>			
<p><i>Please explain how the development facilitates and promotes pedestrian movement. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• create greenspaces, or strong connections to adjacent natural features, parks, and open spaces?</li> <li>• promote, or improve trails and pedestrian amenities?</li> <li>• link to amenities such as school, beach &amp; trails, grocery store, public transit, etc? (provide distance &amp; type)</li> </ul>			
<p><i>Please explain how the development facilitates community social interaction and promotes community values. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)</li> <li>• use colour and public art to add vibrancy and promote community values?</li> <li>• preserve heritage features?</li> </ul>			
<b>Economic Development</b>			
<p><i>Does the development proposal infill an existing developed area, as opposed to opening up a new area to development? For example does your development:</i></p> <ul style="list-style-type: none"> <li>• fill in pre-existing vacant parcels of land?</li> <li>• utilize pre-existing roads and services?</li> <li>• revitalize a previously contaminated area?</li> </ul>			

	Yes	No	Explanation
<p><i>Please explain how the development strengthens the local economy. For example does your development:</i></p> <ul style="list-style-type: none"> <li>• create permanent employment opportunities?</li> <li>• promote diversification of the local economy via business type and size appropriate for the area?</li> <li>• increase community opportunities for training, education, entertainment, or recreation?</li> <li>• use local materials and labour?</li> <li>• improve opportunities for new and existing businesses?</li> </ul>			
<p><i>Please explain if there is something unique or innovative about your project that has not been addressed?</i></p>			
<p><b>Total Number of “Yes”</b></p>	/45		
<p><b>TRIPLE BOTTOM LINE SCORE</b></p>	%		

**Disclaimer:** Please note that staff rely on the information provided by the applicant to complete the sustainability checklist analysis. The Regional District of Nanaimo does not guarantee that development will occur in this manner.

**NEED MORE INFORMATION?**  
**Come visit the Development Services Department!**  
**We are located at the RDN Main Office at 6300 Hammond Bay Road, Nanaimo, BC.**  
**Call us at: (250) 390-6510 or 954-3798 (District 69)**  
**or toll free in BC: 1-877-607-4111**  
**Fax: (250) 390 7511**  
**Visit our website at: [www.rdn.bc.ca](http://www.rdn.bc.ca)**