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 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.

**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

<table>
<thead>
<tr>
<th>Checklist Score</th>
<th>Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>55-74</td>
<td>⭐</td>
</tr>
<tr>
<td>75-89</td>
<td>⭐⭐</td>
</tr>
<tr>
<td>90 +</td>
<td>⭐⭐⭐⭐</td>
</tr>
</tbody>
</table>

**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: ___________________
Section A: Location and Site Design

<table>
<thead>
<tr>
<th>Location</th>
<th>Points Available</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Future Growth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the project located on lands within the Growth Containment Boundary?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2 Infill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the project involve the reuse of vacant and underused site(s)(^1) within the Growth Containment Boundary?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Does the project involve the reuse of building(s) within the Growth Containment Boundary?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3 Neighbourhood Connectivity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the project located within 400 metres (5-minute walk) of 5 of the listed destinations?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the project located within 3 kilometres (10-minute bike ride) of 5 of the listed destinations?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>- Community/social centre</td>
<td>- Recreational facility</td>
<td></td>
</tr>
<tr>
<td>- Transit stop</td>
<td>- Health care</td>
<td></td>
</tr>
<tr>
<td>- Financial institution</td>
<td>- Shop/market</td>
<td></td>
</tr>
<tr>
<td>- Childcare facility</td>
<td>- School</td>
<td></td>
</tr>
<tr>
<td>- Park</td>
<td>- Coffee shop</td>
<td></td>
</tr>
<tr>
<td>- Restaurant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the project located within 400 metres of a transit stop?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4 Additional Merits (Please describe)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Site Design

<table>
<thead>
<tr>
<th>Environment (Habitat, Ecology, Air and Water)</th>
<th>Points Available</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Fish Habitat and Watercourse Protection / Erosion and Sediment Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If Yes, a Development Permit (DP) may be required. If No, will any erosion and sediment control methods be implemented?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

\(^1\) 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.
1.2 Environmentally Sensitive Areas

Are there any environmentally sensitive features on the subject property? □Yes □No

If Yes, a Development Permit (DP) may be required.

If a DP is not required, will environmentally sensitive features on site be properly identified and protected? □Yes □No

1.3 Aquifer and Groundwater Protection: quality

Select the applicable level of aquifer vulnerability for the project site (to be completed by RDN staff). □ high □ moderate □ low

Is the proposed site designed to minimize the impact on the quality of groundwater? □Yes □No

1.4 Aquifer and Groundwater Protection: quantity

Is the proposed site designed to minimize the impact on the quantity of groundwater? □Yes □No

1.5 Rainwater Management: rate, quantity and quality

Will best management practices be used to encourage natural infiltration of rainwater? □Yes □No

1.6 Tree Retention

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? □Yes □No

1.7 Air Quality

When clearing land, will downed wood or debris be left in buffer areas or grinded rather than being burned as ‘waste’? □Yes □No

1.8 Other, please describe.

2 Protection of Development

2.1 Hazard Lands

Is the subject property located within a mapped floodplain and/or on those lands with a natural grade greater than 30 percent? □Yes □No

If Yes, a Development Permit (DP) may be required.

If a DP is not required, will any efforts be made to protect development from hazardous conditions? □Yes □No

2.2 Fire Hazard

Is the proposed project in an area rated with extreme or high risk of Wildland Urban Interface (WUI) fire on the FireSmart Hazard Rating? □Yes □No

If Yes, will site design strategies that reduce the risk of WUI be incorporated □Yes □No

2.3 Contaminated Site

Is the proposed project located on a contaminated site? □Yes □No

If Yes, will any efforts made to address the actions required by the Ministry of Environment? □Yes □No

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2 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.
3 Food Security

3.1 Productive Land Protection
Is any land taken out of agricultural production as a result of this development? □ Yes □ No -2/0
As a result of this development, the impervious paving area (excluding building footprint) is
□ decreased 1 □ unchanged 0 □ increased -1

3.2 Planning for Agriculture
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? □ Yes □ No 1
If No, can the site design demonstrate that the following considerations are taken into account?
□ Yes □ No 1
- Limit the size of the farm home plate or development footprint
- Limit the size of the house(s)
- Locate house(s) and the ancillary residential features in close proximity within a home plate
- Locate development close to a road frontage that provides access to the property
- Locate development on less fertile part of the property

3.3 Compatibility
Is the proposed project within 15 meters of the Agricultural Land Reserve (ALR) or a farming operation? □ Yes □ No
If Yes, a DP may be required.
If a DP is not required 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? □ Yes □ No 1

3.4 Onsite Food Production
Will the project incorporate or increase on-site food production? □ N/A □ Yes □ No 3

4 Pride of Place (culture, history, arts)
Is the proposed project on a site that either is a known archaeological site or contains archaeological evidence? □ Yes □ No
If YES, has the Ministry of Natural Resource Operations Archaeology Branch been contacted to obtain applicable permits? □ Yes □ No 1
Will the actions recommended by a professional archaeologist be implemented? □ Yes □ No 1

4.2 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).
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.

<table>
<thead>
<tr>
<th>Third-Party Certification</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this project pursuing a third-party certification?</td>
<td>☐ Leadership in Energy and Environmental Design (LEED)</td>
</tr>
<tr>
<td></td>
<td>☐ Green Globes</td>
</tr>
<tr>
<td>Indicate the level of certification</td>
<td>☐ Platinum or 5 Globes</td>
</tr>
<tr>
<td></td>
<td>☐ Gold or 4 Globes</td>
</tr>
<tr>
<td></td>
<td>☐ Silver or 3 Globes</td>
</tr>
</tbody>
</table>

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).

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’.

If **NO**, complete the rest of questions under ‘Energy’

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).

<table>
<thead>
<tr>
<th>Points Available</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐Yes ☐No</td>
<td>☐Yes ☐No ☐P/E 1</td>
</tr>
</tbody>
</table>

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3 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.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

### 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?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>1</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
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</tbody>
</table>

### Natural Ventilation
Will ventilation be accomplished by natural means?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

### Efficient Systems

#### Efficient HVAC System
Are highly efficient HVAC systems selected for the project?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

#### Efficient Water Heating System
Are boilers or water heaters ENERGY STAR rated? OR Is an on-demand water heater installed?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>P/E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

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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.
Appliances
Are all major appliances ENERGY STAR rated? □ Yes □ No □ P/E 1

Lighting
Are ENERGY STAR qualified light fixtures used instead of regular incandescent bulbs wherever possible? □ Yes □ No □ P/E 1

1.3 Alternative Sources
Solar Hot Water
Is there any solar hot water system installed by a SolarBC registered installer? □ Yes □ No □ P/E 1
Is any other system utilized in this project to harvest renewable energy? □ Yes □ No □ P/E 3

2 Water
Not applicable if no water systems or fixtures are installed.

2.1 Reduce Water Demand/Efficient Systems
High Efficiency Water Fixtures
Do water fixtures have the following flow rates or better?
Dual Flush Toilet: 4.1 (or less) and 6 litre per flush OR Low-Flow Toilet 4.8 litre per flush OR No Flow
Toilet/waterless composting toilet □ Yes □ No □ P/E 1
Faucet aerator: 6 litres per minute (1.5 GPM) □ Yes □ No □ P/E 1
Dishwasher: an ENERGY STAR model with a water factor below 22 litre/cycle (5.8 gal/cycle) □ N/A □ Yes □ No □ P/E 1
Showerhead: 6 litres per minute (1.5 GPM) □ N/A □ Yes □ No □ P/E 1

Landscaping
Does the proper plant selection eliminate the use of irrigation system, once the plants are established? □ N/A □ Yes □ No □ P/E 1

Irrigation Systems for Landscaping (not including agricultural use)
If an irrigation system is installed, is the system designed and installed by a Certified Irrigation Designer and Technician? □ N/A □ Yes □ No □ P/E 1
Is drip irrigation installed? □ N/A □ Yes □ No □ P/E 1
Does the irrigation system have a smart controller? □ N/A □ Yes □ No □ P/E 1

2.2 Alternative Sources
Greywater Reuse
Is there any greywater system in place that uses non-potable water for toilet flushing, irrigation or other non-potable uses? □ Yes □ No □ P/E 1

Rainwater Collection
Is rainwater harvested to offset at least 50% of water use for toilet flushing, irrigation or other non-potable uses on an annual basis? □ Yes □ No □ P/E 1
### Health

#### 3.1 Interior Paints
Do all interior paints and finishes in the project contain no or low Volatile Organic Compounds (VOC) paints?
- [ ] Yes
- [ ] No
- [ ] N/A
- [ ] P/E

#### 3.2 Interior Adhesives and Sealants
Do all interior adhesives, sealants and sealant primers such as tile adhesives, window sealants, and caulk in this project contain no or low VOC?
- [ ] Yes
- [ ] No
- [ ] N/A
- [ ] P/E

#### 3.3 Carpet
Are all carpet systems in this project Green Label or Green Label plus?
- [ ] Yes
- [ ] No
- [ ] N/A
- [ ] P/E

#### 3.4 Composite Wood or Agrifiber Products
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?
- [ ] Yes
- [ ] No
- [ ] N/A
- [ ] P/E

#### 3.5 Other, please explain.

### Materials

#### 4.1 Local Materials (i.e. harvested and processed on Vancouver Island)
Is graded site-cut timber used for structural elements of the project?
- [ ] Yes
- [ ] No
- [ ] N/A
- [ ] P/E

Is at least 10% of building materials by cost locally harvested and processed?
- [ ] Yes
- [ ] No
- [ ] P/E

#### 4.2 Low Embodied Energy Materials
Are materials with low embodied energy used as structural or envelope components in this project? E.g. wood, clay, straw bale, stone.
- [ ] Yes
- [ ] No
- [ ] P/E

#### 4.3 Materials with Recycled Content
Does a minimum of 10% of building materials by cost contain at least 25% post-consumer recycled content?
- [ ] Yes
- [ ] No
- [ ] P/E

#### 4.4 Reused Materials
Will salvaged or reused material be used in the project?
- [ ] Yes
- [ ] No
- [ ] P/E

#### 4.5 Rapidly Renewable Materials
Are rapidly renewable building materials used for 5% of the total cost of all building materials?
- [ ] Yes
- [ ] No
- [ ] P/E
- [ ] N/A
- [ ] P/E

---

RDN Sustainable Development Checklist – Commercial and Institutional Development
4.6  Forest Stewardship Certified (FSC) wood  
By cost, is over 20% of the wood used in this project Forest Stewardship Council (FSC) Certified wood?  
☐ Yes  ☐ No  ☐ P/E  
☐ N/A  

4.7  Construction Waste Management  
By weight, is over 80% of construction waste diverted from landfill?  
☐ Yes  ☐ No  

4.8  Other, please explain.

5  Additional Merits  

5.1  Fire Hazard  
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?  
☐ Yes  ☐ No  ☐ P/E  
☐ N/A  

5.2  Vegetated Roof  
Does the building include a vegetated roof system?  
☐ Yes  ☐ No  ☐ P/E  

5.3  Social Significance  
Does this project provide any social benefits to the community?  
☐ Yes  ☐ No  ☐ P/E  

5.4  Education Potential  
Does this project provide any green building education opportunity?  
☐ Yes  ☐ No  

5.5  Other, please describe (1 point for each identified merit).

Scoring:

<table>
<thead>
<tr>
<th>Section</th>
<th>Total Points Available</th>
<th>Total Earned Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
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<tr>
<td>B</td>
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<td>Total</td>
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