

# **Town of Halton Hills**

## **Green Development Standards Update**

### **Terms of Reference**

## **1. Municipal Situation/Overview**

### **1.1 Background**

Initially established in 2010 as the Green Development Checklist, the Town of Halton Hills Green Development Standards (GDS) were updated in 2014 to include industrial, commercial, institutional and multi-unit residential buildings, and to provide developers with additional compliance flexibility through a LEED-like points based system. The Town is initiating the development of a third iteration of the GDS in 2019 through a Green Development Standard Update Study.

The overall intent of the Green Building Standard Update Study is to elevate the sustainability performance of new development in Halton Hills, align the GDS with current best practices in sustainable building/development, and develop updated compliance standards and pathways.

## **2. Project Scope and Budget**

### **2.1 Project Scope**

Based on research and industry consultation, the objective is to develop and implement a new updated Green Development Standard program that will further elevate the environmental performance of new residential and non-residential development in Halton Hills with a focus on lands already designated for development in the Official Plan and approved Secondary Plans. The project will also explore the potential to introduce a Green Development Standard for major renovations of existing buildings.

#### **Phase 1: Background Analysis, Issue Identification and Draft Updated Green Development Standard**

Phase 1 entails two key components: (i) a review of relevant background material to provide a sound basis for decision-making; and (ii) preparation of a draft Green Development Standard.

The review will include, but not be limited to the following:

1. **Existing Halton Hills Green Development Standards –**
  - [Green Development Standards Study Final Report](#) (second generation Standard)
2. **Legislative and regulatory context –** Including but not limited to:

- Halton Hills Official Plan and approved Secondary Plans;
  - Halton Hills Mayor's Community Energy Plan
  - Halton Hills Cycling Master Plan;
  - Low Impact Development design standards/guidelines prepared by the Credit Valley Conservation Authority;
  - Relevant Town development review policies and procedures;
  - Ontario Planning Act, R.S.O. 1990, as amended
  - Ontario Municipal Act;
  - Relevant Halton Region documents, policies and procedures, especially those related to water servicing allocation; and
  - Ontario Building Code, including anticipated and approved updates.
3. **Best practices in green construction** – this will include, but not be limited to a review of green building technologies in Halton Hills and the GTHA as well as in other comparable jurisdictions, including the US and Europe.
  4. **Comparable municipal and provincial green building standards** – including, but not limited to those of the Town of Oakville, Town of East Gwillimbury, City of Pickering and the City of Toronto, as well as the BC Step Code and other best practice provincial building standards.
  5. **Review of non-governmental green building standards and certifications** – including but not limited to, LEED, LEED ND, CAGBC Zero-Carbon Building Standard, Living Building Challenge, Living Community Challenge, Energy Star® for New Homes, most current EnerGuide specifications for new homes.

Building on the aforementioned material, the successful consultant will prepare a Discussion Paper which will include:

- An evaluation of the strengths and weaknesses of the Town's current Green Development Standard;
- A review of current best practices in implementing similar standards in other jurisdictions and best practices in the sustainable building/development industry;
- Recommendations for updated requirements for the Halton Hills Green Development Standard;
- Pertinent information on various Federal, Provincial and Town programs, policies, laws and regulations, and their implications for the preparation of and implementation of a Green Building Standard, including updates to the Ontario Building Code and the Energy Star® specifications;
- A description of tools available to municipalities to encourage and facilitate the uptake of construction measures that exceed minimum requirements of the Ontario Building Code;
- An overview of the approaches being taken by other municipalities to implement green development policies and standards; and

- A review of emerging issues pertaining to the preparation and implementation of municipal green building policies and standards.

As the second component of Phase 1, the draft Green Development Standard Update will propose modifications to the following areas of the existing standard at minimum:

1. **Expanded project and building type coverage** – including the potential to cover major renovations/expansions or others that may be identified by the consultant.
2. **Updated requirements that align with current best practices and the Town's climate mitigation and adaptation goals** – including any recommended changes to individual evaluation criteria as well as larger changes to the format of the Green Development Standards that would improve their capacity to serve the Town's climate mitigation, climate adaptation, and green development goals.
3. **Review of compliance and reporting mechanisms associated with the Green Development Standard** – potential additional reporting requirements may include, but are not limited to: building energy modelling, GHG impacts modelling, resilience modelling, and additional site-plan requirements. Potential updated compliance mechanisms may include, but are not limited to, securities for as-built, third-party verification, and building inspections.
4. **Identify changes to resources required from the Town to implement the updated standard** – including resources such as technical staff training that may be necessary to ensure the successful and timely implementation of the Green Building Standard on an ongoing basis.

The consultant will first present the Discussion Paper, including the draft Green Building Standard, to the Technical Advisory Committee. Following appropriate revisions, the consultant will then present the Discussion Paper to Council.

➤ Deliverables:

- Discussion Paper
- Draft Green Building Standard
- Council and Committee presentation/workshop

## Phase 2: Industry Consultation

Building on the work undertaken in Phase 1, the consultant will develop, organize and deliver one (1) targeted half-day workshop to local development/industry representatives. The focus of this workshop will be to:

- Present the draft Green Development Standard Update;
- Obtain constructive feedback on the draft Standard, especially related to implementation mechanisms and the ability of the industry to fully comply;
- Collect information on desired 'incentives' which may be feasible and practical at the municipal level, and used to encourage proponents to exceed the Town's minimum Green Development Standard;
- Identify opportunities for ongoing engagement between Town staff and the development/building industry on green development related matters;

- Engage developers/builders on the importance of green development techniques; and
- Support market demand for green housing.

The consultant, with the support of appropriate Town staff, will update the draft Green Building Standard based on the feedback received during the industry consultation process and present it to the Technical Advisory Committee. The revised draft will then be presented to Council, and be accompanied by a summary of the industry consultation.

➤ Deliverables:

- Half-day industry workshop
- Updated Green Development Standard
- Summary of industry consultation
- Council and Committee presentations

### **Phase 3: Implementation Framework**

The purpose of Phase 3 will be to prepare any necessary changes to the Town's procedures which may be required to successfully implement the Updated Green Development Standard as well as an analysis of the human resources and administrative implications of the updated standards. This may include, but not be limited to:

- Development Review procedures and policies; and
- Development approval conditions and agreements.
- Additional review and compliance processes

Any such changes will be prepared in consultation with the Technical Advisory Committee, and subject to Council approval. A summary report on the proposed process changes and human resources/administrative implications of the updated standards will be presented to Council.

➤ Deliverables:

- Report on appropriate policy, process and/or regulatory amendments
- Council and Committee presentation

### **Phase 4: Final Green Development Standard**

Building on the work undertaken to date, Phase 4 entails providing final recommendations in the form of a report regarding the disposition of this matter. This will include the final Updated Green Development Standard, and resource, process and administrative amendments.

➤ Deliverables:

- Final Recommendation report
- Final Updated Green Development Standard
- Final resource, process, and administrative amendments
- Council and Committee presentations

## **Phase 5: Staff and Industry Engagement**

Upon approval of the Green Building Standard by Council, the consultant will develop, organize and deliver two (2) two-hour training sessions, as follows:

- Staff Training focused on:
    - Overview of green building techniques and benefits thereof;
    - Awareness and understanding of the Updated Green Development Standard;
    - Implementation mechanisms;
    - Staff roles and responsibilities; and
    - Technical training opportunities.
  - Industry Training focused on:
    - Overview of green building techniques and benefits thereof;
    - Awareness and understanding of the Updated Green Development Standard; and
    - Town and industry roles and responsibilities.
- Deliverables:
- One two-hour staff training session
  - One two-hour industry training session
  - Summary of staff and industry feedback

## **2.2 Budget**

The budget for this project will be \$80,000.

## **3. Role of the Technical Advisory Committee**

A Technical Advisory Committee will be formed for the purposes of the Green Development Standard Update Study. The consultant will be required to organize and host meetings with the Technical Advisory Committee at key points throughout the project.

The Technical Advisory Committee will be comprised of selected members of Council and Town staff (e.g. Planning, Development and Sustainability, Transportation and Public Works, and Recreation and Parks), as well as external agencies, and industry representatives. The Technical Advisory Committee will provide technical input to the study and assist with issue identification. External members will also liaise with their respective organizations to ensure one window input as well as study awareness.

## **4. Town Responsibility**

The Town of Halton Hills Planning and Sustainability Department, through the Office of Sustainability, will be responsible for securing and providing existing information and supervising the completion of the Green Development Standard Update Study. Under the supervision of the Manager of Sustainability and Climate Change, the Senior Sustainability Planner & Energy Coordinator, in collaboration with the Technical Advisory Committee, will

supervise the Green Development Standard Update Study. The responsibilities of the Senior Sustainability Planner & Energy Coordinator will be to:

- Coordinate input and participation of the Technical Advisory Committee;
- Ensure that financial resources are well managed;
- Ensure compliance with the Terms of Reference;
- Ensure participation of relevant stakeholders;
- Coordinate communications; and
- Coordinate with other studies as appropriate.

## **5. Consultant Responsibility**

The project consultant will be responsible for the completion of the Updated Green Development Standards. This will be accomplished in close collaboration with the Senior Sustainability Planner & Energy Coordinator. The responsibilities of the consultant will be to:

- Develop and deliver a project work plan, project schedule, and stakeholder engagement plan
- Develop and deliver all tasks and deliverables described in section 2.1
- Propose a schedule of consultation meetings with the Technical Advisory Committee and any others necessary for completion of the plan
- Maintain effective communications with the Project Management Team
- Complete any necessary revisions to plan deliverables as required by the Project Management Team and Technical Advisory Committee
- Ensure that project costs do not exceed the budget outlined in their proposal
- Ensure compliance with the Terms of Reference/Scope of Work