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DP 100
2010-05-25
SUSTAINABLE BUILDINGS POLICY

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1. BACKGROUND

The Treasury Board [Policy on Management of Real Property](#) requires real property to be managed in an environmentally responsible manner, consistent with the principles of sustainable development. As one of the largest landlords in the country, and given the major impact buildings have on the environment, the federal government is working to reduce the environmental impact of its operations related to real property.

Public Works and Government Services Canada (PWGSC) manages close to a quarter of federal government real property space and has the mandate to provide office accommodation for all federal government departments and agencies. Consistent with the Government's commitment to economic prosperity and maintaining a healthy environment, the Department strives to manage its real property in a manner that safeguards vital natural resources, optimizes the use of innovative sustainable building practices and technologies, and ensures value for money.

Since April 2005, PWGSC has required any new federal office building, Crown-owned or long-term lease, to be built to meet the Canada Green Building Council's Leadership in Energy and Environmental Design (LEED®) Gold performance level. Through its departmental Sustainable Development Strategies (SDS), PWGSC has committed to meet the LEED® Silver performance level for major renovations. In April 2007, PWGSC began implementing the Building Owners and Managers Association of Canada's (BOMA) Go Green Plus (now BOMA BEST) environmental assessment program in order to help identify

opportunities to improve the environmental performance of existing Crown-owned and new lease-purchase/emphyteusis office buildings. PWGSC's SDSs have also contained measurable commitments to energy, water, resources, and waste management for Crown-owned buildings. The Sustainable Buildings departmental policy (DP) consolidates and builds on these commitments.



2. PURPOSE

The purpose of this DP is to:

- support the Government of Canada's environmental agenda including the Government's commitment to tackle climate change and preserve Canada's environment;
- advance the protection of the environment by reducing the ecological impact (which includes energy, water, waste) of PWGSC real property operations and activities;
- optimize the environmental performance of new and existing PWGSC buildings while respecting the principle of value for money;
- contribute to the environmental sustainability of communities in which PWGSC real properties are located;
- demonstrate leadership in greening government operations.



3. POLICY

Public Works and Government Services Canada, as a custodian of real property and provider of office accommodation to federal departments, shall develop, implement and continuously improve sustainable practices in its real property operations and activities.

Public Works and Government Services Canada, when providing real property services to federal departments and agencies, shall promote the application of this Policy.



4. SCOPE

This DP applies to all:

- real property operations and activities undertaken by PWGSC on its own behalf or by the private sector on behalf of PWGSC (e.g., acquisition, construction, renovation, demolition, fit-up, building operation and maintenance, disposal);
- buildings, including heritage buildings, their related land, and any improved land for which PWGSC is custodian, including Crown-owned and lease-purchase, or buildings under an emphyteusis;
- leased facilities where PWGSC is both the majority lessee and occupies more than 500 rentable square meters.

It does not apply to:

monuments, engineering assets nor unimproved land for which PWGSC is custodian;

- real property for which PWGSC is "custodian of last resort";
- federal department and agency tenants of PWGSC buildings, including tenant use and business operations;
- other custodians or Crown corporations and real property under the administration of other custodian departments, agencies or Crown corporations.

This DP has a long-term outlook and establishes the framework under which PWGSC will develop specific commitments and actions to address key environmental performance aspects pertaining to its buildings. Efforts will include a principal focus on environmental performance aspects (e.g., energy, water, waste) that have the most significant impact on the environment, align closely with the Government's broad environmental priorities and programs, and are universally applicable to all PWGSC buildings.



5. DEFINITIONS

Refer to [Annex](#)



6. ROLES AND RESPONSIBILITIES

1. The Business Operations Committee is a forum for all PWGSC business lines to provide updates and address operational and strategic requirements as needed. This Committee will provide oversight for this DP and its implementation, specifically by:
 1. approving strategic direction under this DP including targets, performance measures and reporting;
 2. recommending amendments and approving requests for exemptions to this DP;
 3. resolving such application conflicts that may occur between this DP and other policies;
 4. reviewing reports on results and implementation related to this DP.
2. The Assistant Deputy Minister (ADM), Real Property Branch, the ADM, Parliamentary Precinct Branch and ADMs of other custodian branches are responsible for:
 1. communicating and implementing this DP within their respective organizations in consultation with tenants and key stakeholders;
 2. coordinating and monitoring implementation, as well as collecting, reporting, and evaluating results and information related to the implementation status of this DP;
 3. developing with Corporate Services, Policy and Communications Branch (CSPCB), through

the Office of Greening Government Operations (OGGO), amendments or recommendations for this DP, and related strategic direction including targets, performance measures, and reporting;

4. ensuring the development of policy-related documents to provide operational and technical direction, as well as training and tools required as a result of the integration of this DP into Branch processes.
3. The ADM, Corporate Services, Policy and Communications Branch is responsible, through the Director General, Office of Greening Government Operations, for:
 1. developing, with Real Property Branch, Parliamentary Precinct Branch, and other custodian branches, amendments or recommendations for this DP, and related strategic direction including targets, performance measures, and reporting;
 2. coordinating, monitoring, and collating Branch results and reporting Department results related to this DP and its implementation;
 3. facilitating broad awareness at the departmental level of this DP by such means as websites, communiqués, and other channels.
 4. Regional Directors General are responsible for:
 1. communicating and implementing this DP within their respective regions;
 2. reporting on implementation of this DP within their region to the responsible ADM.



7. GUIDELINES

Development, implementation and continuous improvement in sustainable practices in real property shall be achieved by:

1. ensuring decision-making processes related to the management of PWGSC buildings integrate information on environmental impacts, opportunities, costs, and benefits necessary to make decisions regarding the sustainability of PWGSC buildings;
2. confirming ongoing PWGSC commitments related to sustainable buildings, and setting portfolio-wide targets and performance measures for new and existing Crown-owned and lease-purchase buildings, or buildings under an emphyteusis, including heritage buildings, that support government-wide objectives and targets outlined in the Federal Sustainable Development Strategy (FSDS). These targets and performance measures are set through the departmental SDS required by the *Federal Sustainable Development Act*;
3. confirming and further strengthening ongoing PWGSC commitments related to green leasing, and setting targets and performance measures for new leases and leases to be renewed, that support government-wide objectives and targets outlined in the FSDS. These targets and performance measures are set through the departmental SDS required by the *Federal Sustainable Development*

Act.

4. fostering sustainable practices, including the use of sustainable building materials in construction and renovation projects that meet performance requirements, giving appropriate consideration to environmental and economic factors;
5. providing officials responsible for operating and making decisions about PWGSC buildings with the necessary training to support the objectives of this DP;
6. providing technical direction at the Branch level, within the overall strategic direction set by the Business Operations Committee, to set building or project level goals as appropriate, define strategies and sustainable practices, and provide related performance indicators; and
7. reporting of performance results related to these commitments and targets through the departmental sustainable development reports required by the Federal Sustainable Development Act.



8. REFERENCES

Acts and Regulations:

- Amendments to the Auditor General Act, 1995;
- Department of Public Works and Government Services Act;
- Federal Real Property and Federal Immovables Act;
- Federal Real Property Regulations;
- Federal Sustainable Development Act;
- Financial Administration Act.

Treasury Board Secretariat Publications:

- Policy Framework for the Management of Assets and Acquired Services:
 - Appraisals and Estimates Standard for Real Property;
 - Common Services Policy;
 - Directive on the Sale or Transfer of Surplus Real Property;
 - Environmental Guide for Federal Real Property Managers;
 - Guide to the Management of Real Property;
 - Policy on Green Procurement;
 - Policy on Management of Real Property;
 - Policy on the Management of Projects;
 - Policy on Investment Planning - Assets and Acquired Services.

PWGSC Publications:

- DP 032 - Material Management Environmental Policy;
- DP 074 - PWGSC Environmental Policy;
- DP 084 - Good Neighbour Policy;
- DP 099 - PWGSC Policy on Procurement;
- Real Property Branch Policies;
- Use of the National Master Specification (NMS).



9. INQUIRIES

Office of Greening Government Operations
Director,
Policy Development Directorate
Place du Portage, Phase III, 8B3
Gatineau, Quebec
K1A 0S5
Telephone: 819-956-4021

Original Signed by
François Guimont

François Guimont
Deputy Minister and
Deputy Receiver General for Canada



ANNEX

DEFINITIONS

Custodian (*gardien*) is a department or agency whose minister has responsibility for the administration of real property for the purposes of that department.

Custodian of last resort (*gardien de dernière instance*) refers to a custodian that assumes responsibility when the Government of Canada inherits property following the application of a federal law, for example, property that vests in Her Majesty the Queen in Right of Canada by operation of section 228 of the *Canada Business Corporations Act*, which is property of a corporation that has been dissolved under that Act.

Emphyteusis (*emphytéose*) is the right which, for a certain time, grants a person the full benefit and enjoyment of an immovable owned by another provided he does not endanger its existence and undertakes to make constructions, works or plantations thereon that durably increase its value. Emphyteusis is established by contract or by will.

Green leasing (*location écologique*) refers to leases addressing key environmental standards such as indoor air quality, recycling, energy-efficient lighting fixtures and greenhouse gas reduction.

Heritage building (*édifice patrimonial*) is a federally-owned building to which the Minister of the Environment has assigned a "classified" or "recognized" designation.

Improved land (*terrain aménagé*) is a parcel of land that has been developed for use. Improvements may include: electrical, water, telephone or sewer lines; grading, landscaping, roads or gutters; and

construction of permanent structures.

Lease-purchase (*bail-achat*) means situations where the lease transfers ownership to the lessee by the end of the term of the lease; or the lessee can purchase the real property at a price below fair market value when the lease expires.

Majority lessee (*locataire principal*) is where PWGSC leases more than 50 percent of the rentable area of the building.

Real property (*bien immobilier*) constitutes any right, interest or benefit in land in Canada, which includes buildings and improvements, on, above or below the surface of the land. For the purpose of this DP, engineering assets (e.g. bridges) and monuments are excluded from this definition.

Sustainable building materials (*matériaux de construction durables*) include sustainably harvested or extracted wood, naturally occurring durable materials and materials that can be indefinitely recycled. These materials also have minimal environmental impact based on life cycle analysis.

Sustainable practices (*pratiques durables*) for the purpose of this DP, refers to techniques, methods, processes and activities that effectively and efficiently reduce a building's impact on the environment throughout its life-cycle.

Tenant (*locataire*) refers to a department or agency occupying real property that is under the administration of the minister of another department.

Waste (*déchets*) consists of materials which have no further perceived use and are therefore discarded for re-use, recycling or disposal to landfill.

