



<u>COUNCIL AGENDA</u>	
Date: <u>July 6, 2026</u>	Item: <u>14.4</u>



14.4.

MEMORANDUM

Date: May 15, 2026
To: Council
From: Shehzad Somji, Director of Finance and Corporate Services
Subject: Energy Efficiency Policy

RECOMMENDATION:

THAT

1. "Energy Efficiency Policy – BC Hydro Smart Power Program 02-20-126" be rescinded;
and
2. proposed replacement "Energy Efficiency Policy 0037" as attached to the May 15, 2026 memorandum titled Energy Efficiency Policy be approved.

The purpose of this memorandum is to seek approval to rescind Energy Efficiency Policy – BC Hydro Smart Power Program 02-20-126 and approve proposed Energy Efficiency Policy 0037.

To comply with the requirements of Policy Framework Procedure 0029 (5.5), staff transferred the contents of Council approved Energy Efficiency Policy – BC Hydro Smart Power Program 02-20-126 into proposed Energy Efficiency Policy 0037.

Minor edits were made such as:

- updated responsible division to Finance and Corporate Services in proposed Policy 0037;
- added definitions in proposed Policy 0037;
- deleted sections 3.4 to 3.7 from Policy 02-20-126;
- replaced section 2.6 from Policy 02-20-126 that states "maintain a continuous education program in energy procedures and practices" to a new section 4.1(e) "continue to progress on energy saving initiatives" in the proposed Policy 0037."

Appendix A: Energy Efficiency Policy – BC Hydro Smart Power Program 02-20-126

Appendix B: Proposed Energy Efficiency Policy 0037

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District of West Vancouver

CORPORATE POLICY

Engineering & Public Works	Energy Efficiency Policy – BC Hydro Power Smart Program
Policy #02-20-126	
File #1750-00	

1.0 Purpose

Reducing the consumption of energy through wise energy management and introducing appropriate energy conservation technology without compromising occupants' health and safety will lower costs and demonstrate our support for the responsible use of our natural resources.

2.0 Policy

The District of West Vancouver is committed to considering the efficient use of electrical energy in the planning and operation of all of the facilities under its jurisdiction.

Each member of management is responsible for the energy efficient operation of his/her area of responsibility, and each employee has a vital role to play in supporting this policy.

To carry out this policy the District of West Vancouver will make its best efforts to:

- 2.1 Maintain and active and aggressive energy conservation awareness program among all employees.
- 2.2 Costs within half of their usable life, will be preferred). Consider life cycle costs when purchasing new equipment and when undertaking major repairs to equipment. (That is, products and systems with superior efficiency, which will pay for their premium
- 2.3 Provide, within reason, the best available energy efficient systems.
- 2.4 When budget permits, upgrade existing facilities and equipment to higher efficiency where the change offers a simple payback of five years or less.
- 2.5 Maintain equipment to energy efficient standards.
- 2.6 Maintain a continuous education program in energy procedures and practices.
- 2.7 Encourage all employees to suggest projects that will save energy.

- 2.8 Ask all employees to observe established energy conservation practices.
- 2.9 Monitor electrical consumption so that energy efficiency goals can be established and performance measured and reviewed annually.

3.0 Energy Efficiency Procedures

Performance Standards

- 3.1 To carry out performance standards the District of West Vancouver will make its best efforts to:
- 3.2 For all retrofit/new purchasing of electrical equipment, contact BC HYDRO POWER SMART through the local representative to ensure that energy efficiency and utilization of specific POWER SMART programs is undertaken.
All new purchase orders specify:
- 3.3 All new buildings equipped with monitoring type controls to manage electrical use.
- 3.4 Lighting systems in new office buildings require no more than 5.0 kilowatt hours per square foot per year.
- 3.5 New office buildings operate on a total energy budget of no more than 18 kilowatt hours per square foot per year.
- 3.6 Natural gas, where available, is used for space and water heating.
- 3.7 Conversion where possible when budget permits of:
 - a) 40 watt fluorescent tubes to 34 watt tubes.
 - b) ballast's to energy saving type.
 - c) incandescent lamps to compact fluorescents.
 - d) mercury vapour lighting to metal halide and high (or low) pressure sodium lighting.
- 3.8 Maintenance of equipment and of lighting undertaken to a level so as to achieve optimum efficiency of operation.

Approval Date:	Approved by:
February 22, 1993	Policy and Planning

District of West Vancouver POLICY

Title: Energy Efficiency
Division: Finance and Corporate Services
Policy Number: 0037
File Number: 0282-20-0037

1. Purpose

- 1.1. Reduce the consumption of energy through strategic energy management.
- 1.2. Introduce appropriate energy conservation technology without compromising health and safety.
- 1.3. Demonstrate support for the responsible use of renewable and non-renewable resources.

2. Scope

- 2.1. This policy applies to District owned facilities.

3. Definitions

- 3.1. “**District**” means The Corporation of the District of West Vancouver.
- 3.2. “**GHG**” means greenhouse gas.
- 3.3. “**LED**” or “light emitting diode” means a type of lighting technology using semiconductor diodes to produce light.

4. Policy Statement

- 4.1. The District is committed to adopting energy efficient buildings, equipment, and controls for the efficient use of electrical energy and natural gas in the facilities and infrastructure operated by the District.

Facilities and Assets in collaboration with departmental managers contribute to the energy efficient operation of District assets.

To carry out this policy the District will incorporate consideration of the following during new construction, retrofits, and replacement of equipment:

- a) for new buildings and significant retrofits use the energy-performance based design approach of the BC Energy Step Code and Zero Carbon Step Code to support achieving energy and GHG emission reduction targets;
- b) include analysis of life cycle costs and return on investment when purchasing new equipment and when undertaking building and equipment retrofits;

District of West Vancouver POLICY

- c) monitor electrical consumption so that energy efficiency goals can be established and performance tracked;
- d) for planning and budgeting purposes maintain an energy saving project list for equipment and system upgrades. Include projects that have a simple payback of eight years or less. Where possible, include an analysis using the District's GHG calculator tool to determine savings or impacts of projects;
- e) continue to progress on energy saving initiatives; ensure that building equipment and systems are operated efficiently through a preventative maintenance program;
- f) engage Facilities and Assets staff in facilitating energy efficient building operation through engagement and training in energy management procedures and practices; and
- g) ensure that employees are aware of energy conservation policies and practices.

4.2. Energy Efficiency Performance Standards

To carry out performance standards the District will make its best efforts to:

- a) where possible utilize programs and financial assistance from utility companies and other levels of government;
- b) where possible consider other renewable sources of energy such as solar energy to decrease the electrical load of a building;
- c) ensure equipment and systems in retrofits and new buildings have the ability to integrate into a building control system for the purpose of monitoring and control;
- d) reduce GHG emissions and to manage costs, where feasible fuel switching from natural gas to electricity and use of heat pumps should be considered when retrofitting equipment for space and water heating. New buildings and major retrofits should install low GHG emitting equipment, such as heat pumps, as the primary source for space and water heating;
- e) adopt LED technology lighting for new buildings and lighting replacement;
- f) ensure lighting level matches recommended standards for the activities to be performed;
- g) ensure all newly installed and retrofitted lighting systems and controls have dimming capability to ensure that lighting is not on when areas are unoccupied and controlled by a lighting control system and/or sensors. Spaces such as enclosed office areas, meeting rooms, and so on should have vacancy sensors and the ability for occupants to turn off the light; and
- h) plan for installation of electric vehicle charging stations in buildings.

District of West Vancouver
POLICY

5. Approval

Approved by	☐ Municipal Manager	☒ Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)	n/a	
Council report eDocs # (Council Policies only)	n/a	
Signature	X	

6. Additional Information

Category	☒ Council	☐ Administrative
Related procedure	☐ Yes	☒ No
Date of last review	2026	

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