

CBA Policy compliance checklist for developers of projects with a mandatory CBA

This compliance checklist covers the lifespan of the project from the moment the City of Vancouver’s CBA Policy becomes applicable through the phases of CBA implementation. This tool is intended to support your ability to plan-ahead by providing a step-by-step guide to CBA implementation. The chart provides information on the following:

- CBA compliance actions in each phase of the development process
- Key details for developer planning, such as suggested representatives and anticipated time commitments
- Resources to support developers and contractors at each stage

Project Phase	Key moments	Key CBA compliance actions	Key details for developer planning	Status	Key resources
1.Pre-bid/ design	1.1 Application for rezoning submitted	➤ Developer to apply for rezoning		<input type="checkbox"/> Completed	<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy ■ CBA Bid Language & Procurement Support Resources
		➤ City of Vancouver to inform developer of CBA Rezoning Enactment requirements (mandatory) or opportunities (voluntary)		<input type="checkbox"/> Completed	
		➤ Developer to review CBA Policy and CBA Rezoning Enactment requirements that apply to the development project	CBA Rezoning Enactment requirements are project specific and will be supplied by the City of Vancouver.	<input type="checkbox"/> Completed	
	1.2 Rezoning application proceeds to Council for decision and enactment	➤ Developer to agree to CBA Policy compliance to the satisfaction of GM of ACCS or a designate	For key policy definitions such as “Best Efforts” please refer to the CBA Policy	<input type="checkbox"/> Completed	
		➤ Developer agrees to ‘Terms of Instrument: Community Benefits Agreement’ as part of rezoning enactments		<input type="checkbox"/> Completed	

	1.3 Rezoning application approved	➤ Developer to assign internal staff member in preparation for Project-Specific Working Group	Anticipated time commitment for sitting on the Project-Specific Working Group: 2– 3 hours monthly	<input type="checkbox"/> Completed	
	1.4 Request for Qualification or Request for Proposal for General Contractor issued	➤ Developer to inform potential bidders about CBA requirements in the RFP or other bid/tender documents		<input type="checkbox"/> Completed	
Project phase	Key moments	Key CBA compliance actions	Key details for developer planning	Status	Key resources
2. Design	2.1 Bid preparation	➤ Developer to provide bidders with City of Vancouver’s Toolkit for CBA implementation to facilitate bidders in developing their response to questions in the RFP about CBA compliance	This is not a requirement for CBA compliance but is recommended	<input type="checkbox"/> Completed	<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy ■ CBA Compliance Projection & Reporting Tool
	2.2 Winning bids selected	➤ Developer to join Project-Specific Working Group and invite representative(s) from successful bidder to join	Suggested personnel: Project Manager or Project Coordinator Anticipated time commitment: 2– 3 hours monthly	<input type="checkbox"/> Completed	
		➤ Developer to draft CBA Enactment and Implementation Agreement in collaboration with successful bidder		<input type="checkbox"/> Completed	
	2.3 Application for development permit submitted	➤ Developer to draft and submit CBA Enactment and Implementation Agreement to City of Vancouver for approval	Anticipated time commitment: 5+ hours as agreement is subject to negotiation with the City of Vancouver prior to being signed	<input type="checkbox"/> Completed	

Project phase	Key moments	Key CBA compliance actions	Key details for developer planning	Status	Key resources
3. Build	3.1 Development permit issued	➤ Developer signs CBA Enactment and Implementation Agreement for Build phase		<input type="checkbox"/> Completed	<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy ■ CBA Compliance Projection & Reporting Tool ■ CBA Enactment and Implementation Agreement
	3.2 Project build begins	➤ Developer to attend Build phase “kick-off” of the Project Specific Working Group meeting	Anticipated time commitment: 2– 3 hours monthly	<input type="checkbox"/> Completed	
	3.3 Project build continues	➤ Developer to attend regular Project-Specific Working Group meetings	Anticipated time commitment: 2– 3 hours monthly	<input type="checkbox"/> Completed	
		➤ Developer to report on CBA compliance an on-going basis (typically yearly unless otherwise jointly determined by the City and developer)		<input type="checkbox"/> Completed	
	3.4 End of build phase report submitted	➤ Developer to submit CBA Compliance Projection and Reporting Tool		<input type="checkbox"/> Completed	
	3.5 Application for operations permit submitted	➤ Developer to draft and submit a CBA Enactment and Implementation Agreement for Operations phase (if applicable) to the City of Vancouver for approval	Anticipated time commitment: 5+ hours as agreement is subject to negotiation with the City of Vancouver prior to being signed	<input type="checkbox"/> Completed	
Project phase	Key moments	Key CBA compliance actions	Key details for developer planning	Status	Key resources
4. Operations	4.1 Occupancy permit issued	➤ Developer to sign CBA Enactment and Implementation Agreement for Operations phase		<input type="checkbox"/> Completed	<ul style="list-style-type: none"> ■ City of Vancouver CBA Policy ■ CBA Compliance Projection & Reporting Tool
	4.2 Operations begin	➤ Developer to attend Operations phase “kick-off” of the Project-Specific Working Group meeting		<input type="checkbox"/> Completed	
	4.3 Operations continue	➤ Developer to attend regular Project-Specific Working Group meetings	Anticipated time commitment: 2– 3 hours bi-monthly	<input type="checkbox"/> Completed	

		➤ Developer to report on CBA compliance on an on-going basis (typically yearly unless otherwise jointly determined by the City and developer)		<input type="checkbox"/> Completed	
	4.4 End of operations phase report submitted	➤ Developer to submit Final CBA Compliance Projection and Reporting Tool	"End of phase" will be defined by the City of Vancouver on a project-by-project basis, but it typically 5 years from occupancy permits.	<input type="checkbox"/> Completed	