



Workforce and Procurement Projection & Reporting How-To Guide

Introduction

The Community Benefit Agreement Policy requires:

1.1 the developer, its contractors and sub-contractors to agree to targets for first source hiring and social procurement goals, committing them to demonstrate best efforts in sourcing labour, goods and services across the lifecycle of development from equity seeking groups and social enterprises and small-medium-sized businesses in Vancouver and the Lower Mainland through:

- 1.1.1 participating in a First Source Hiring program, making new jobs available to equity seeking community members in Vancouver first
- 1.1.2 demonstrating best efforts to procure a minimum of 10% of material goods and services from third party certified social impact and/or equity seeking businesses, with a priority on Vancouver businesses but extending to procurement activities regionally and outside the Province and the Country
- 1.1.3 demonstrating best efforts to attain 10% procurement of materials, goods and services from Vancouver companies or companies located in Metro Vancouver or British Columbia. These may or may not also be equity seeking 3rd party certified businesses

FOR GENERAL CONTRACTORS

General Contractor Projection Tool

General Contractors may be responsible for completing the **General Contractor Projection Tool**.

This form would be filled out by a General Contractor in the situation where there are not sufficient trades/sub-contractors yet contracted on the project to provide labour and procurement projections to be used to confirm intentions for “best efforts”. It is recognized that General Contractors will not always be able to provide projections for all future trades/sub-contractors on the project.

General Contractors are asked to project their own hiring and procurement to the best of their abilities and where possible provide estimates for future trades/sub-contractors.

Throughout the rest of the project General Contractors will also be responsible for completing the [CBA Projection and Reporting Tool](#) in order to capture their own direct hiring and procurement projections and reporting.

General Contractors are also responsible for disseminating the [CBA Projection and Reporting Tool](#) to all trades/sub-contractors on the project and informing them of submission deadlines.

General contractors must complete the sheets titled “*GC total projections form*” and “*GC total reporting form*”. In order to complete these forms the GC will need to average the percentages provided by all trades/sub-contractors and their own projections and reporting in order to identify project totals.

Projections – why do we need to complete these forms?

The Developer of a project with a CBA requirement must complete and sign an **enactment and implementation agreement form**.

The General Contractor must complete the [General Contractor Projection Tool](#) upon successfully winning the project contract. This projection form will be used by the Developer in the enactment and implementation agreement form to show best efforts are being made to comply with the CBA requirements.

General Contractors must complete the [CBA Projection and Reporting Tool](#) to project and report on their own direct hiring and procurement related to CBA compliance. General Contractors must also provide this form to all trades/sub-contractors who are required to complete the projection and reporting sheets on a schedule determined by the City of Vancouver and Developer.

The projection sheets once completed by each sub-contractor and the project’s general contractor will provide average percentages for first source hiring and social and local procurement which will be discussed on an on-going basis in the project-specific working group meetings. The projection sheets will be used in the CBA Working Group meetings in order to track on-going compliance and identify opportunity areas.

Reporting – why do we need to complete these forms?

The City of Vancouver’s CBA Policy requires regular reporting on CBA Compliance. The reporting sheets once completed by each trade/sub-contractor and the project’s general contractor will provide average percentages for reporting as well as a more detailed breakdown of outcomes where required.

Please note that specific questions on how to use these forms are listed under the FAQ section on the main webpage here.