



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: FUEL CONSUMPTION TRACKING

Date Issued:

Date Amended:

1 PURPOSE

The *Fraser Valley Regional District [FVRD] Fuel Consumption Tracking Policy* outlines guidelines and criteria for the collection of fuel usage data by Third Party Service Providers who are responsible for providing a service to, or on behalf of the FVRD. The collection of fuel usage data by the FVRD is an important part of assessing the FVRD's overall environmental performance in relation to improving air quality, reducing Green House Gas [GHG] emissions, and mitigating the impacts of climate change. This policy is consistent with the FVRD's obligation to monitor and report GHG emissions per the *Climate Action Charter*.

2 SCOPE

This policy applies to the delivery of all services provided by Third Party Providers exceeding \$25,000 to the FVRD. This includes all services provided under a service agreement, or other contractual arrangement where no formal agreement may be required under the terms of the *FVRD Purchasing and Procurement Policy*.

In the context of this Policy, *Third Party Services Provider* means any person, contractor, sub-contractor to a Third Party Service Provider, consultant, non-profit society, organization, or business entity who provides a service to the FVRD valued at more than \$25,000.

3 POLICY

All Third Party Service Providers providing services to the FVRD valued at over \$25,000.00, which involve the use of fuel of any type whatsoever, must report the following to the FVRD over the course of providing the service to the FVRD:

- vehicle[s] or types of equipment/machinery used;
- fuel types used for each and every vehicle and type of equipment/machinery used; and
- the amount of fuel used for each and every vehicle or type of equipment/machinery used.

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4 PROCEDURE

- 4.1 All procurement documentation issued in accordance with the *FVRD Purchasing and Procurement Policy* will include a requirement that all Third Party Service Providers must submit a report to the FVRD regarding fuel consumption data where the value of the services exceeds \$25,000.
- 4.2 All procurement documentation issued in accordance with the *FVRD Purchasing and Procurement Policy* will include the *FVRD Fuel Consumption Tracking Policy* as an attachment thereto.
- 4.3 Third Party Service Providers must submit a "Fuel Consumption Data Report", attached hereto as Schedule 1, annually on January 30th(for the previous year); or at the completion of the services provided if the services are completed within a calendar year. The report shall include fuel consumption data relating to the amount of all fuel used and consumed while delivering services to the FVRD, including, but not limited to, fuel for travel to and from meetings and work sites and fuel for all vehicles, equipment and machinery used to deliver and complete the services.
- 4.4 As set out on Schedule 1, the following information must be provided by the Third Party Service Provider in relation to the services delivered to the FVRD in each vehicle/equipment/machinery classification and in each fuel type, up to the dates specified above:
 - a. Vehicle/Equipment/Machinery Description:
 - Make-model-year
 - b. Number and classification of vehicles used to deliver services to the FVRD, from the following classes:
 - Light Duty Vehicle
 - 2-4 door passenger cars, and station wagons
 - Light Duty Truck
 - SUV's, mini vans, full sized vans, Pick-up trucks with a gross vehicle weight rating under 3856kg
 - Heavy Duty Truck
 - Road vehicles with a gross vehicle weight rating over 3856Kg
 - Off Road or Equipment
 - Vehicles and equipment not licensed for road use: snowmobiles, ATV's, lawnmowers and trimmers, tractors, generators, construction equipment
 - Aviation
 - Other (please specify)
 - c. Type of Fuel Consumed:
 - Diesel
 - Gasoline
 - Natural gas
 - Propane
 - Ethanol blend
 - Biodiesel blend
 - Aviation fuel
 - Other (Please Specify)

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- d. Unit of Measure, as applicable:
 - Litres
 - Kg
 - Kilometres
 - Hours
- e. Quantity of Fuel consumed:
 - Litres or Kg of fuel consumed
 - Number of kilometers driven
 - Number of hours of run time

5 COLLECTION OF FUEL CONSUMPTION DATA REPORTS

The Contract Administrator responsible for administering contract services in excess of \$25,000 is responsible for ensuring that Third Party Service Providers submit Fuel Consumption Data Reports in accordance with this policy.