



City of Port Moody

Report/Recommendation to Council

Date: January 17, 2022
Submitted by: Community Development Department – Policy Planning Division
Subject: Draft Updated Mixed-Use Sustainability Report Card

Purpose

To present a draft updated Mixed-Use Sustainability Report for Council consideration.

Recommended Resolution(s)

THAT the updated approach and format for the Sustainability Report Card be endorsed as recommended in the report dated January 17, 2022 from the Community Development Department – Policy Planning Division regarding Draft Updated Mixed-Use Sustainability Report Card;

AND THAT staff report back after one year of implementation on the use of the updated Sustainability Report Card.

Executive Summary

The Sustainability Report Card (report card) is a tool used to evaluate new development proposals, required as a part of many development application submissions. In 2020, Council directed staff to update the report card, and since then, staff have undertaken a comprehensive review of the report card with all civic committees, various City departments, and performed research and review to update the report card.

This report outlines the updated draft report card for Council consideration that includes significant changes to the criteria, format, compliance, and scoring of the tool. If Council endorses the updated draft report card, staff will report back after the initial year of implementation with an update.

Background

At the February 16, 2021 Regular Council meeting, Council passed the following resolution:

RC21/085

THAT staff be directed to add designated pet-friendly rentals to the City's Sustainability Checklist of desirable social attributes for proposed residential developments as recommended in the report dated January 5, 2021 from the Office of Councillor Amy Lubik regarding Adding Pet Friendly Rentals to the Sustainability Checklist and Official Community Plan Housing Section;

At the April 14, 2020 Regular Council meeting, Council passed the following resolution:

RC20/170-171

THAT the Sustainability Report Card be referred to all civic committees for their review and comments on relevant sections.

At the June 23, 2020 Regular Council meeting, Council passed the following resolution:

RC20/259

THAT Salmon-Safe BC standards be included in the Environmental Section of the Sustainability Report Card.

Discussion

The report card is a custom Port Moody tool used to evaluate new development proposals brought forward for Council consideration. The tool is a requirement for the submission of any rezoning, heritage revitalization agreement, heritage alteration permit, and some development permit applications. The report card identifies performance measures in four sustainability categories:

- cultural;
- economic;
- environmental; and
- social.

Each of the four pillars contains criteria to which an applicant must respond in relation to their project. Criteria are scored based on the points available and are summed up in a pillar score. Pillar scores are weighted in an overall sustainability score of the project. Applicants and staff work together throughout the development approvals process to complete the report card, offering several opportunities for applicants to revise report card commitments based on Council and staff feedback. Final report cards are included in application packages presented to Council and kept as record along with other application documents.

Recognizing the dynamic landscape of sustainability and the built environment, City Council directed staff in April of 2020 to review the report card with civic committees and, in 2021, to update the tool with the latest best practice criteria.

Sustainability Report Card Evolution and Current Practice

The report card initially started as the Sustainability Checklist in 2008. The checklist was a simpler format with a shorter list of sustainability focused criteria that development applicants would check off as being included in their project.

In 2017, the checklist was updated to the current format in use, the report card. The report card is broken down into the four pillars of sustainability to capture key impact areas of the built environment that contribute towards sustainability goals. The criteria under each pillar in the report card is specific to Port Moody and asks applicants to narrate how they are working towards each criterion. Since inception, the report card has been used to communicate sustainable priorities to developers and encourage various sustainable project design elements, such as third-party green building certification and affordable housing, to be included in applications.

Sustainable Development Tools in Other Jurisdictions

There are a variety of similar sustainable development tools used by BC municipalities. Staff have reviewed related tools in use around the province, which include scorecards, checklists, guidelines, and indexes, with qualitative and quantitative components associated with each format. **Attachment 1** contains a list of tools used in other jurisdictions.

Sustainability Report Card Intent and Use

The report card recognizes that developers, builders, designers, and others proposing changes to the built environment have an important role in creating a sustainable community.

Sustainability involves stewardship of land and environmental resources, as well as green building and a focus on design elements that bring people together and help communities flourish economically, socially, and culturally. Port Moody encourages innovative thinking in community design to achieve a more sustainable community. While the report card has been an innovative and effective tool in communicating sustainable built environment priorities, in practice, the report card has not been used to its full potential due to:

- the report card criteria becoming outdated over time;
- the subjective scoring by the applicant and staff; and
- the absence of a system for updated documentation, implementation of report card items, and monitoring.

Staff believe the updated report card will mitigate these pitfalls.

Sustainability Report Card Update Process

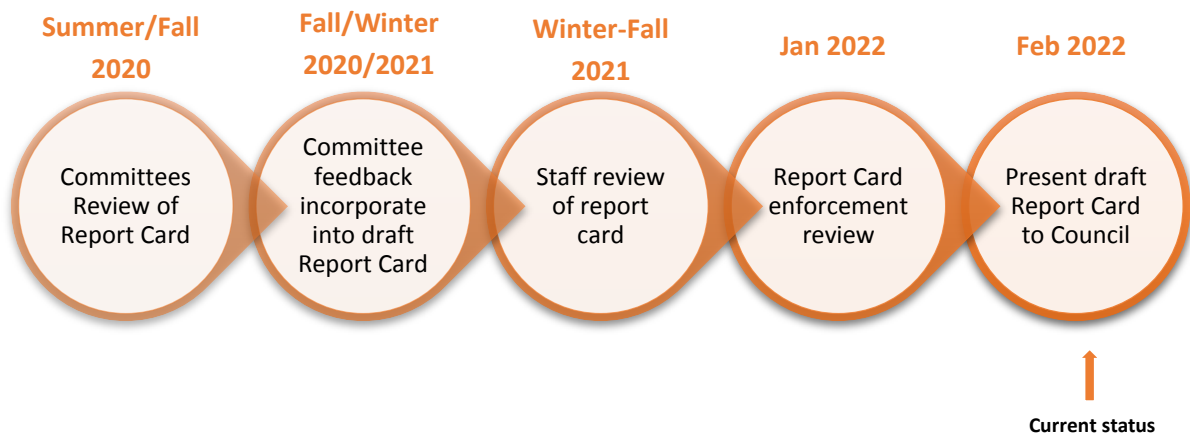
Since Council directed civic committees to review the report card in 2020, followed by passing several subsequent motions to add criteria into the report card, staff have undertaken a process to review and update the report card. The update includes incorporating new and emerging best practices, consideration of the latest climate science, integration with new and updated strategic plans (e.g. the Climate Action Plan, Age Friendly Plan etc.), embedding updated community priorities, and improvements to the monitoring and compliance of report card commitments.

Throughout the summer and fall of 2020, staff met with each civic committee and received feedback on what should be added, enhanced, or removed in the report card (**Attachment 2**). Staff compiled the feedback received, incorporated recommendations into the draft report card, and have been reviewing and modifying the updated draft with several departments including:

- Cultural Services;
- Development Planning;
- Policy Planning;
- Environment and Parks;
- Economic Development;
- Fire Rescue; and
- Building and Bylaws.

The Report Card review has focused on the Mixed-Use version of the Sustainability Report Card as it contains the most comprehensive list of criteria. Pending Council endorsement of the updated report card, staff will translate appropriate criteria from the Mixed-Use version to all other versions (residential, commercial, industrial, and institutional).

The following graphic depicts the timeline for the review and update of the Sustainability Report Card.



Summary of Report Card Updates

The draft updated report card (**Attachment 3**) features can be summarized in the following change categories:

Best Practices Criteria: Enhanced and new criteria related to best practices in cultural, economic, environmental, and social sustainability have been added to the report card (e.g., equitable and low carbon resilience focused criteria, learnings from other communities, industry changes). These updates reflect the latest guidance, science, technology, and considerations that should be included in project design.

Integration with City Priorities: Since inception of the report card, many strategic documents have been developed and priorities have been clarified (e.g., Climate Action Plan, Age Friendly Plan, Council Strategic Plan, Master Transportation Plan). The directions, priorities, and commitments in these plans are now reflected in the updated draft report card.

Integration of Community Priorities: All civic committees and staff provided detailed feedback on the sustainability report card, bringing to light important topic areas related to the built environment. This feedback was discussed, researched, and applied to the draft updated report card where appropriate.

Updated Format: The updated draft report card includes some significant format changes from the current report card in use. These changes include:

- sustainability pillars are defined to guide applicants;
- the introduction section includes the vision from the Climate Action Plan to highlight connections to the City's climate action commitments;
- where criteria may not be possible on all projects, applicants can select the "not applicable" option to remove the criteria points from the total score;
- criteria are ordered based on the number of points available, from highest to lowest. Higher points available are typically associated with criteria that is of high priority to Council and the community, and is a larger effort and cost for the applicant to achieve; and
- to effectively communicate priorities and expectations, the new format prioritizes multiple choice questions that dictate the expectation but leave flexibility of choice up to the applicant. Open ended text boxes are provided where the applicant can include other options, recognizing the quickly evolving industry.

Revised Scoring: Criteria and number of points available is not equally distributed between the pillars in the current report card. The updated draft report card includes a more even distribution of points between the pillars, noting that due to the volume of criteria that fall into the environmental section, points for this section are higher than other pillars. Points have been redistributed to reflect priorities and higher points are offered for criteria that is considered a larger effort and cost for the applicant to achieve. The points system is more transparent, where the points awarded for each criterion are listed clearly in the report card for ease of staff scoring and transparency for applicants. Scoring of the report card is divided amongst various staff departments according to their areas of responsibility. Staff departments and leads responsible for scoring each criterion have been identified and consulted. These staff members are those who have played a key role in preparing the updated draft report card and already participate in reviewing development applications. Staff are in the process of developing a rubric to accompany the report card that will provide specific guidance on how to award points for the open-ended criteria in the draft updated report card.

Clear Monitoring and Enforcement: The method in which staff will be confirming and monitoring commitments made in the report card is clearly indicated for each criterion. For each of the criteria in the draft updated report card, at least one mechanism (e.g., securities, Servicing Agreement, etc.) is referenced to confirm how the commitment will be secured.

Proposed Interim and Long-Term Scoring Changes

The points possible for a project depend on the size and constraints of the site, therefore larger projects with fewer site constraints will be able to achieve a higher score. Currently, site constraints and project size are not accounted for in the overall sustainability score. Therefore, the current report card scoring system may result in a "low" score for a project that scores well

in one pillar and not well in others; however, that project may still be contributing significantly towards important community priorities. While the overall score will be reported, the details of what is being proposed is equally important.

It is anticipated that few projects will be able to score over 75%-80% on the report card as it is difficult to achieve a high proportion of the criteria from all pillars in one project. Criteria should be used as a reference to demonstrate areas where a project is contributing to community needs.

Staff recommend that the next step is to prepare an acceptable score range for various project sizes and site constraints. Staff will develop the score ranges based on projects submitted that use the updated draft report card. For example, townhouse projects may have a lower acceptable score range as compared to a neighbourhood-scale development to reflect what is possible on the site. In the meantime, staff recommend referring to the sums of pillar scores as a more equitable view of a project's overall sustainability.

Monitoring and Compliance of the Report Card

Currently, there is limited monitoring and enforcement of commitments made in the report card, as it is primarily used to summarize and highlight sustainable elements of a project. Although the criteria are scored in the report card, there is no formal established process for follow-up or enforcement of many of the commitments made in this tool. This has led to confusion between staff, applicants, and viewers of the report card as to the implications of the commitments made by applicants using this tool. Commitments made in the updated report card are proposed to be secured, monitored, and enforced through various tools including security deposits, covenants, servicing agreements, development permits and building permits. Staff will be implementing this enhanced monitoring and compliance approach, pending Council endorsement of the new draft report card.

Next Steps

Pending Council endorsement of the recommendations in this report, staff will:

1. Translate updates from the draft updated Mixed-Use report card to the other versions of the report card and format appropriately;
2. Finalize the scoring rubric and distribute for staff use;
3. Implement the interim scoring process as described;
4. Explore and implement a digital solution; and
5. Report back in one year's time on use of the report card.

It is anticipated that the updated Sustainability Report Card will be ready for use in the development application process by the end of Q1-2022 or in Q2-2022.

To ensure the report card stays relevant going forward, staff will routinely review the report card and adjust it to stay in alignment with industry best practices, city priorities, and community priorities.

Other Option(s)

THAT staff be directed to update the Sustainability Report Card per alternative direction from Council.

Financial Implications

Up to \$16,000 in funding is required to support the additional staff capacity required to effectively monitor compliance of the updated report card. The funding requested will be considered at a future Finance Committee meeting.

Communications and Civic Engagement Initiatives

All civic committees were engaged in updating the Sustainability Report Card. A summary of committee feedback can be found in **Attachment 2**. Committee feedback was utilized in tandem with staff comments to update the report card, resulting in the draft updated Sustainability Report Card.

Council Strategic Plan Objectives

Updating the Sustainability Report Card is ranked as a Level 2 priority in the Council Strategic Plan and is one of the 23 actions being implemented through the Phase One Climate Action Implementation Strategy. Implementation of the Climate Action Plan is ranked as a priority 1 in the Council Strategic Plan.

Attachment(s)

1. Sustainable Development Tools in Other Jurisdictions.
2. Civic Committee Feedback Summary.
3. Draft Updated Mixed-Use Sustainability Report Card.

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Report Approval Details

Document Title:	Draft Updated Sustainability Report Card.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Sustainable Development Tools in Other Jurisdictions.pdf- Attachment 2 - Civic Committee Feedback Summary.pdf- Attachment 3 - Draft Updated Mixed-Use Sustainability Report Card.pdf
Final Approval Date:	Jan 24, 2022

This report and all of its attachments were approved and signed as outlined below:

Mary De Paoli, Manager of Policy Planning - Jan 21, 2022 - 7:14 AM

Kate Zanon, General Manager of Community Development - Jan 21, 2022 - 9:09 AM

Dorothy Shermer, Corporate Officer - Jan 21, 2022 - 2:10 PM

Rosemary Lodge, Manager of Communications and Engagement - Jan 21, 2022 - 4:22 PM

Paul Rockwood, General Manager of Finance and Technology - Jan 22, 2022 - 8:52 AM

Tim Savoie, City Manager - Jan 24, 2022 - 9:14 AM