



# City of Port Moody

## Minutes

### Advisory Design Panel

Minutes of the meeting of the Advisory Design Panel held on Thursday, November 18, 2021 via Zoom.

#### **Present**

Derek Newby, Chair  
Hossam Meawad, Vice-Chair  
Melissa Chaun  
Eric Hedekar  
Patricia Mace  
Marilyn Meden (arrived at 7:13pm)  
Mike Teed  
Valentino Tjia

#### **Absent**

Callan Morrison  
Kate O'Neill (Regrets)

#### **In Attendance**

Kevin Jones – Senior Development Planner  
Esin Gozukara – Committee Coordinator  
Councillor Steven Milani, Council Representative (arrived at 7:03pm)  
Councillor Zoë Royer, Alternate Council Representative  
Sam Zacharias – Constable, Port Moody Police Department

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#### 1. Call to Order

#### **Call to Order**

- 1.1 The Chair called the meeting to order at 7:02pm.

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#### 2. Adoption of Minutes

#### **Minutes**

- 2.1 ADP21/010  
Moved, seconded, and CARRIED  
**THAT the minutes of the Advisory Design Panel meeting held on Thursday, October 28, 2021 be adopted.**

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#### 3. Unfinished Business

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#### 4. New Business

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**Referral to the ADP of  
Wellbeing Guidelines  
for Buildings**

- 4.1 The Chair advised that Council referred the Development of Social and Mental Health Wellbeing Guidelines for Buildings in Port Moody to the Panel for input on the development of the City's guidelines, and the Panel viewed the Council discussion on the item from the Special Council meeting of October 5, 2021.

The Panel noted the following in discussion:

- the Advisory Design Panel's Terms of Reference outlines the Panel's mandate as providing expert advice on development applications, and Panel members have the expertise to assist with the development of these guidelines;
- establishing a set of guidelines for residents' wellbeing and mental health is an important opportunity, and lived experience in multi-family buildings is valuable in this process;
- incorporating these guidelines into the application process of upcoming development proposals is a welcome idea, and having consultant support producing and achieving targets for the guidelines would be fitting;
- a review of how other municipalities developed this sort of guidelines can be done, and the City's guidelines can be built on the success of their practices;
- there are prominent consultants providing expert advice in this field, and some of them have worked with the City in different projects;
- if a working group is to be established for development of these guidelines, some Panel members would be interested in joining, but developing the guidelines from scratch would be an onerous task to provide free-of-charge;
- these guidelines need to be clear, watertight, and plausible for the development industry and the importance and magnitude of the task requires professional help; and
- the Panel's input and feedback is normally requested on existing policy rather than creating the policy and should be considered for the guidelines in a process that is led and facilitated by a consultant.

ADP21/011

Moved, seconded, and CARRIED

**THAT the creation of Social and Mental Health Wellbeing Guidelines for Multi-Family Buildings in Port Moody be supported;**

**AND THAT a working group composed of City staff and community volunteers, including members of the Advisory Design Panel, be established to help define the key characteristics the Guidelines may include;**

**AND THAT a work plan be developed for staff or consultants to further define the scope of the Guidelines;**

**AND THAT feedback and support on the Social and Mental Health Wellbeing Guidelines work plan be provided by the Advisory Design Panel.**

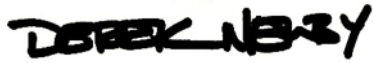
5. Information

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6. Adjournment

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The Chair adjourned the meeting at 8:19pm.



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Derek Newby,  
Chair



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Esin Gozukara,  
Committee Coordinator