



# City of Port Moody

## Minutes

### Community Planning Advisory Committee

Minutes of the electronic meeting of the Community Planning Advisory Committee held on Monday, July 13, 2020 via Zoom..

#### **Present**

Councillor Steven Milani, Chair  
Megan Chalmers  
Edward Chan  
Melissa Chaun  
Allan Fawley  
Patricia Mace  
Wilhelmina Martin  
Hazel Mason  
Severin Wolf

#### **Absent**

Councillor Zoë Royer, Vice-Chair (Regrets)  
Darquise Desnoyers (Regrets)  
Greg Elgstrand  
Ronda McPherson  
Callan Morrison (Regrets)

#### **In Attendance**

Mary De Paoli – Manager of Policy Planning  
Philip Lo – Committee Coordinator  
Laura Sampliner – Sustainability and Energy Coordinator

#### **1. Call to Order**

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

#### **2. Adoption of Minutes**

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#### **Minutes**

##### **2.1 CPAC20/029**

Moved, seconded, and CARRIED

**THAT the minutes of the regular meeting of the Community Planning Advisory Community held on May 28, 2020 be adopted.**

**AND THAT the minutes of the regular meeting of the Community Planning Advisory Community held on June 8, 2020 be amended by removing “sedge” and adding “spurge” in item 4.1 – Rezoning – 3015-3093 Murray Street (Mosaic Ave Developments);**

**AND THAT the minutes of the regular meeting of the Community Planning Advisory Community held on June 8, 2020 be adopted as amended.**

3. Unfinished Business

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4. New Business

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**Sustainability  
Report Card  
Review**

4.1 The Manager of Policy and Planning and Sustainability and Energy Coordinator

The Sustainability and Energy Coordinator gave a presentation on the Sustainability Report Card review, noting the following:

- the Report Card is based on four pillars of sustainability (environmental, social, cultural, and economic), and focuses on sustainable design principles;
- copies of the report card and score are submitted to the Community Planning Advisory Committee and Council for their review;
- the Report Card is continuously updated based on the need to adapt to changes to requirements, priorities, and the development approval process;
- concerns expressed by development applicants and planners regarding the Report Card include: fairness and accuracy of scoring and weighting, reflection of current policy, and the need to provide clarity on how to complete the report card; and
- suggestions to improve the Report Card include providing an alternate grading system, simplifying questions, removing required initiatives, distributing of weighting, and automatic calculation of scores.

The Committee noted the following in discussion:

- The Report Card's current format lacks clarity, and the scoring system is confusing and lacks consistency;
- Report Card scores are often low at the early stages of an application; the Report Card and its scoring system should allow staff and the applicant to track progress on priorities, with the goal of having the applicant achieve a better score as the project progresses; Yes/No questions may not achieve this;
- visually representing the applicant's score could help track progress towards goals;
- a conditional, logic-based scoring form could ensure equitable scoring between different types of projects, by requiring answers for only applicable criteria;
- there are some overlap between the Sustainability pillars

- the current Report Card is not a robust tool and its format is not nimble, and poses tremendous challenges for applicants to understand what the desired outcome is from these questions and from the Report Card as a whole;
- the Report Card format gets outdated quickly; staff can consider deformatizing, and streamlining the process, while still having the opportunity for specific comments to be provided;
- the questions on the Report Card should be ordered by what staff deem to be the most important and most challenging issues to address;
- there should be fillable version of the Report Card available online to applicants;
- other jurisdictions have progressed beyond the scorecard format; the City should investigate other well-established scoring systems as a reference for content;
- the Report Card could place greater emphasis on the building envelope and structural integrity;
- the Report Card should allow for variability in site-specific attributes, and have different total potential scores for different site difficulties; higher risk sites should include more stringent criteria;
- the neighbourhood context and OCP alignment should be included as part of the assessment to prompt applicants to think on a larger scale;
- Saanich and the District of West Vancouver require applicants to address community context as part of the application;
- a separate section should be included for staff to provide their comments and concerns; staff can then discuss these with the applicants as part of a review process on how to potentially improve the scores;
- remove criteria that already have to be met as a minimum standard; some applications that do not meet these minimum standards need to be reviewed by staff and the committee;
- PDF forms are not sustainable for implementing the logic-based, automatic scoring;
- applicants should be required to answer a more difficult questionnaire to justify significant deviation from the Zoning Bylaw or the OCP; and
- staff should investigate an alternative approach to the Report Card, similar to those used by Vancouver and Sannich, to better understand how this process should work.

Staff noted that it is important to think about the objectives of the tool and how well these are communicated; how to draw out information out from the Report Card to gauge how well applicant is doing and where they are falling short; project performance should be easy to understand for staff, applicants, and Council.

5. Information

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6. Adjournment

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The Chair adjourned the meeting at 9:00pm.

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Councillor Steve Milani,  
Chair

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Philip Lo,  
Committee Coordinator