



C·V·R·D

ENVIRONMENT COMMISSION

MAY 14, 2009

6:00 PM – CVRD Board Room  
175 Ingram Street

---

AGENDA

	PAGES
1. <u>APPROVAL OF AGENDA:</u>	
	1-2
2. <u>ADOPTION OF MINUTES:</u>	
M1 Adoption of minutes of Environment Commission – April 9, 2009	3-6
3. <u>BUSINESS ARISING FROM THE MINUTES:</u>	
B1 Report from the Chair	Verbal
B2 Recommendation of the Board on the Environment Lens Report	7-18
B3 Web page overview	Verbal
B4 Work plan review	Verbal
a. Key issues	
b. Role of the commission in achieving implementation of the environmental strategy	
c. Priorities of the commission in the next two years.	
4. <u>CORRESPONDENCE:</u>	
5. <u>REPORTS:</u>	
6. <u>INFORMATION:</u>	
7. <u>NEW BUSINESS:</u>	
NB1 Status of local government reporting out on the 12 big ideas framework	Verbal
8. <u>NEXT MEETING:</u>	
Thursday, June 11, 2009 at 6:00 pm	
9. <u>ADJOURNMENT:</u>	

**Distribution:**

John Wilson  
Roger Wiles  
Peter Keber  
Chris Wood  
Ernie Elliot, Cowichan Tribes  
CVRD Director Phil Kent  
CVRD Director Rob Hutchins  
CVRD Director Loren Duncan

Rodger Hunter (Vice-Chair)  
Francis Hugo  
Bruce Sampson  
Bruce Fraser  
Justin Straker  
Judy Stafford  
Mike Kelly, EDC  
CVRD Director Gerry Giles (Chair)

**As Well As Full Agenda:**

Director T. Walker  
Warren Jones, Administrator  
Brian Dennison, General Manager, Engineering and Environment Services  
Kate Miller, CVRD Environmental Manager

**Full Agenda as Hard Copy**

Director M. Marcotte  
Director I. Morrison

**Agenda Cover Only:**

Director G. Seymour  
Director K. Kuhn  
Director M. Dorey  
Director B. Harrison  
Director K. Cossey

Director T. McGonigle  
Director D. Haywood  
Director L. Iannidinardo  
Tom Anderson, Manager, Development Services

Draft Minutes of the regular meeting of the ENVIRONMENT COMMISSION held in the CVRD Boardroom, 175 Ingram Street, Duncan, on April 9, 2009 at 6:15 pm.

<b>PRESENT:</b>	John Wilson	Bruce Sampson
	Roger Wiles	Bruce Fraser
	J. Francis Hugo	Justin Straker
	Chris Wood	Judy Stafford
	Rodger Hunter	Director Kent
	Peter Keber	Director Duncan
		Director Hutchins

**ALSO** Gerry Giles, Chair  
**PRESENT:** Kate Miller, Manager, Regional Environmental Policy  
 Brian Dennison, GM, Engineering and Environment Serv.  
 Dyan Freer, Recording Secretary

**ABSENT:** Mike Kelly

**APPROVAL OF AGENDA**

It was moved and seconded that the agenda be approved as presented.

**MOTION CARRIED**

**ADOPTION OF MINUTES**

It was moved and seconded that the minutes of the March 2, 2009 Environment Commission meeting be adopted.

**MOTION CARRIED**

**BUSINESS ARISING OUT OF MINUTES**

**B1 Change of Regular Meeting Dates**

It was moved and seconded that the meeting dates of the Environment Commission will be amended to the second Thursday of each month.

**MOTION CARRIED**

**B2 Update on Clean Technology Committee**

The Clean Technology Sector 'Opportunities for Development' report was distributed. Pete Keber gave an update of the meeting he attended in which the consultant was connected by speaker phone. Pete felt committee needs more depth in range of members but EDC wanted to limit the number on the committee. Phil Kent was present and felt like there was some understanding of the need for a link with Environment and Economic Development Departments and they will do some things together. He will try to keep Environment Commission apprised of that.

**ACTION: ALL** Please review the document and make comments to Pete Keber and Bruce Sampson to take back to the next committee meeting.

B3 **Update on Agricultural Committee** – Pete Keber was our representative. He felt it was a very productive meeting – lots of good suggestions – followed by feedback from people in the Agricultural Community itself and now the committee has to take those suggestions and use them. He asks for specifics from Environment Commission to give back to them, such as how to achieve sustainable agriculture in the Cowichan Valley.

**ACTION:** We will look at the first draft the consultants produce and give feedback. Pete will get info and take back our thoughts to Agricultural committee.

**ACTION:** Why can't we have more representation at the above two committees. Chair will clarify when the next Agricultural Committee meeting will be and who can attend.

B4 **Work Plan for Environment Commission** – session planned for April 9, 2009 meeting to develop a work plan. Details under NB1.

B5 **Election of Commission Chair and Vice-Chair**

Call for nominations for Chair:  
Gerry Giles – accepts nomination if there is a co-chair  
Rodger Hunter – doesn't accept nomination for chair

It was moved and seconded to elect Gerry Giles as Chair of the Environment Commission, by acclamation.

**MOTION CARRIED**

**Election of the Co-Chair**  
Rodger Hunter – accepts nomination  
John Wilson – accepts nomination  
Votes were cast and counted

It was moved and seconded to elect Rodger Hunter co-chair by majority vote.

**MOTION CARRIED**

**NEW BUSINESS**

NB1 **Work Plan Planning** – facilitated by Angela Evans

Angela Evans led a facilitated approach to discussing and planning our proposed initiatives for the year. The commission has a budget of \$30,000 to use as leverage or to plan some strategies and implement them. We are not limited by this small budget – we can partner strategies with funds and grants. How do we want to use the budgets – in meetings, sub-committees, do they all need staff in attendance or will they just act as planning groups? Does the work plan parallel the energy plan?

Four questions were put to the Environment Commission to be considered.

1. What should the **priorities** of the Commission be for this year?  
This was discussed in groups of 4 – all 4 groups presented their thoughts on what priorities should be of the Commission.
2. **How** should the commission undertake them?
3. Is there **low-hanging fruit** (not priorities) that would create positive movement in the community?
4. What **communication** programming should we undertake as part of the plan?

To consider:

- Do they all relate to the 12 big ideas?
- What is missing?
- Are there some easy wins?
- How will this get done?
- Where is the overlap?

The decisions on what we will work on resulted with the top priorities being:

1. Eco-check – Sustainability and environmental lens applied to all CVRD decisions - #1
2. Regional Sustainable Growth Strategy #2
3. Energy use and conservation #3
4. Inventory Mapping #4
5. Communicate, educate and advise community and board #4
6. Working group on forestry - #4
7. Landuse legislation – influence OCP's #5
8. Energy, Water, Food and Forestry are priorities #6

**Discussion** Some key points discussed were:

- Points:**
- In order to succeed we need to access all the funding we can – Gas tax funding is \$2.2 million (also GST funding)?
  - Develop partnerships - including with Tribes
  - Don't forget value of food production and sustainability - which could potentially lead to exporting dollars
  - Develop potential use of energy
  - Change waste management regulations – make it affordable
  - Develop linkage with Economic Development commission – ie: alternate energy businesses – good for both areas. Work towards a holistic Sustainable Development Commission
  - We could be a demonstration unit within the CVRD
  - Develop good building practices - construction industry wins as well

**CORRESPONDENCE**

- C1 Clean Technology Sector Report –Commission members will read it and give comments back to Pete Keber.
- C2 The Age of Stupid – information re a movie that will be coming to North America soon which, set in 2055, foretells a world that has been decimated by a failure to act on climate change.
- C3 Nunavut – Environmental Manager has a lot of information to give the commission if interested on her trip and the effects of climate change.

**INFORMATION**

- IN1 Peter Nix sent an email regarding Solar workshops and administrating groups, and political will to make changes. To be discussed
- IN2 Earth Day – April 25 – in the Duncan Square.
- IN3 We have a library if anyone wants to sign out books or publications.  
*ACTION:* Dyan to send out list of titles.

**OTHER BUSINESS**

- OB1 **Appoint representative to Economic Development Commission**  
Tabled until Chair meets with Economic Development Manager. Bruce Sampson and Chris Wood offered to sit on it. Chair will explore these appointments and advise on meeting schedule.

It is planned that both commissions meet and exchange ideas on a regular basis on ways to work together and how to incorporate sustainability, both environmentally and economically.

**NEXT MEETING**

May 14, 2009 at 6 pm

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 9:10 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_

**REPORTS****R1**

A staff report was considered regarding re-distribution of Gas Tax Funding Allocations.

It was moved and seconded that the Board accept the following modifications to the Gas Tax funding allocations for the Engineering and Environmental Services Department:

1. Remove the Kerry Village Sewer rehabilitation project from the Gas Tax funding list as a result of grant monies received under the Towns for Tomorrow program
2. Increase the Gas Tax funding for the Honeymoon Bay reservoir project to \$180,000.00 due to an increase in costs to supply Hydro power to the water treatment building.
3. Increase the Gas Tax funding for the Satellite Park Reservoir and Treatment building upgrades to \$380,000.00, due to the requirement of a fire pump.
4. Substitute the Dogwood Ridge water reservoir and treatment building upgrade project into the 2009/2010 Gas Tax project list if alternative funding becomes available for the Saltair reservoir project.

**MOTION CARRIED**

**R2**

A staff report was considered regarding initiation of a "Smoke Free" campaign to raise awareness regarding open burning in the Cowichan Valley.

Discussion took place with the following suggestions from the Committee:

1. Provide developers with information regarding controlled burning of landclearing debris with rezoning applications.
2. Send information out with utility bills regarding free yard & garden drop-off at recycling depots.

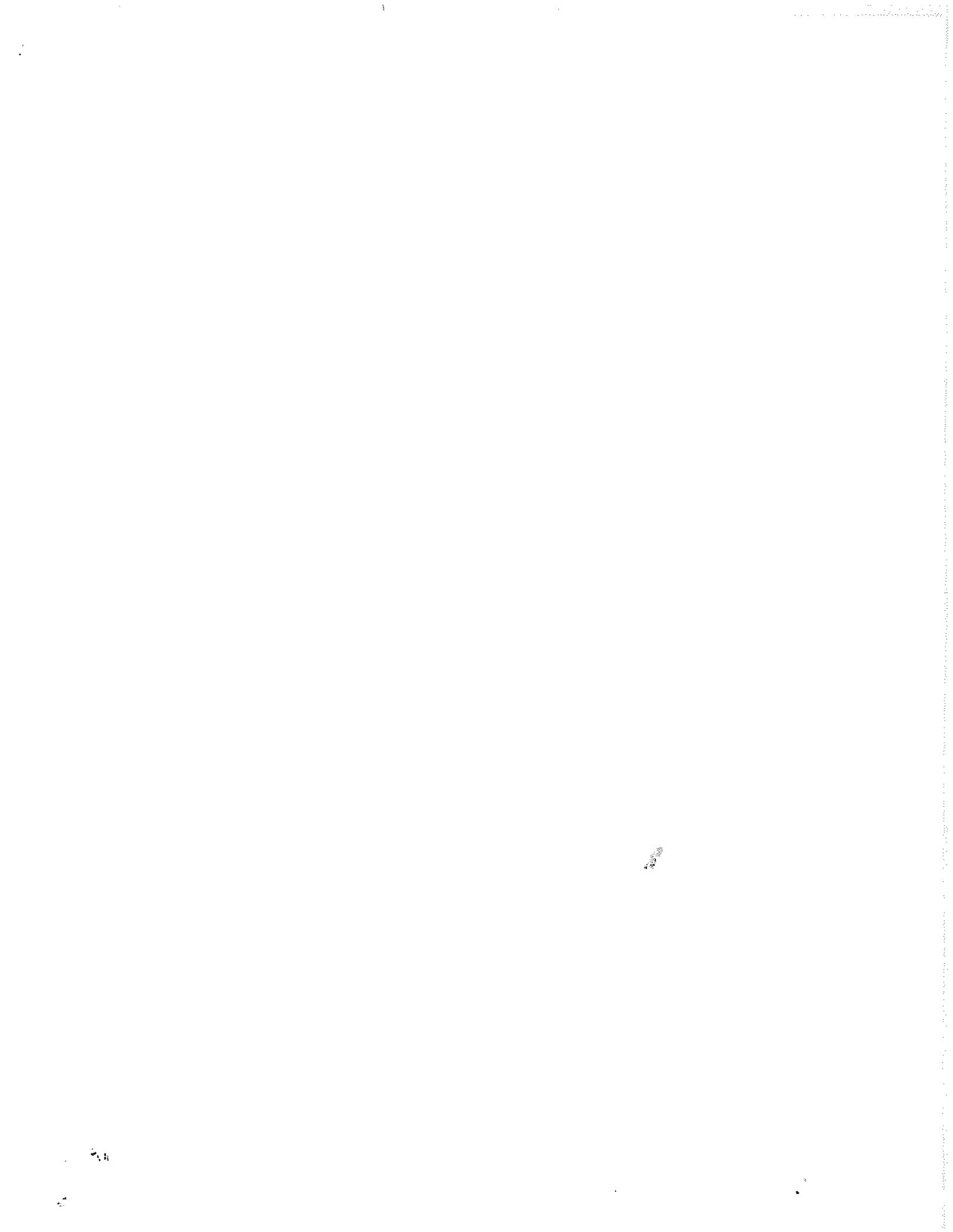
**FOR INFORMATION**

**R3**

A staff report was considered regarding the Board's directive of December 10, 2008 to embed an "Environmental Lens" into all decision-making immediately.

It was moved and seconded that it be recommended to the Board that the Manager of Regional Environmental Policy, working with the Environment Commission and CVRD and member municipal staff, develop a variety of environmental lenses for Board consideration, usable by the CVRD and its member municipality staff to support the Board's resolution of December 10, 2008, that "the CVRD embed an environmental lens into all decision-making immediately".

**MOTION CARRIED**





## C·V·R·D

### STAFF REPORT

**R3**

#### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF APRIL 22, 2009

**DATE:** April 15, 2009

**FROM:** Kate Miller, Manager Regional Environmental Policy Division

**SUBJECT:** Environmental Lens - discussion

---

#### Recommendation:

That it be recommended to the Board that the Manager of Regional Environmental Policy, working with the Environment Commission and CVRD staff, develop a variety of environmental lenses for Board consideration, usable by the CVRD and its member municipality staff to support the Board's resolution of December 10, 2008, that "*the CVRD embed an environmental lens into all decision-making immediately*".

#### Purpose:

To develop a set of environmental checklists or re-design of existing systems that supports the application of an environmental (sustainability) lens to local government decision-making, policy formulation and communications. This lens should be incorporated into existing procedures and policies in order to ensure they are synchronised and provide a consistent messaging by:

- moving commitment – from good intentions to action,
- prompting – remembering to act sustainably,
- building normative response – building community support,
- effective communication – creating effective messages,
- providing incentives – enhancing motivation to act and seeking to removing external barriers.

#### Financial Implications:

Financial implications are positive, particularly as the organization moves to a lifecycle review of its operations. This process builds better awareness of the interdisciplinary nature of the organization and recognition that decisions have multiple impacts. Lenses which provide direction to the public will expedite internal reviews and

#### Interdepartmental/Agency Implications:

This process provides an opportunity for organizational streamlining and review of multiple issues and impacts across departments

#### Legal implications

The use of these types of tools supports the development of bylaws and policies required by the federal and provincial governments by providing a clear directive requiring substantiating information. It provides clear direction to proponents of expectations and will result in clearer regulatory and fiduciary communications.

This process also provides a basis for ongoing quality assurance and transparency in operations.

**Background:**

There is no single correct way to develop a strategic commitment to the environment in local government operations. The overall approach to sustainability is one of continuous improvement and learning. A key aspect of implementing the commitment is establishing clear goals with complementary tools to help organizations, municipalities, citizens and developers to evaluate the effects of new initiatives, programs, operations and developments, and of existing planning and infrastructure practices. Checklists, scorecards and matrixes can set out comprehensive criteria through which decisions are screened and reported against. These resources can be used in a variety of ways. Staff, planning commissions, and elected officials can tailor the tools to local circumstances and use them as a consistent evaluation mechanism. Citizens can use the scorecards to determine how well a development fits and to compare it to other developments. Developers can use these tools to demonstrate the performance of their project when compared with municipal goals. Checklists and matrixes provide a clear message to internal and external entities of intent and expectations.

These tools and lenses can range in complexity from a fully implemented ISO 14001 monitoring system to a series of simple checklists, which are consistently communicated and addressed across the organization. An immediate area in which this process may be embedded includes:

- Purchasing policies
- Fleet policies
- Building policies
- Development application policies and procedures
- Internal communications and records keeping
- Employee communications and benefits

Emerging provincial regulations such as Bill 27 provide a mechanism for providing fast track permitting, reduction of DCC's and requirements for reduction of water use, GHG's, enhanced transportation opportunities etc. The existing legislation regarding development permit areas also includes opportunities for land use reviews. An environmental lens approach provides a dynamic and responsive approach to the development of the long term policy developments and regulatory frameworks. Finally, the checklists and scorecards that are designed to evaluate local government plans and bylaws can point out whether or not a local government has the right smart growth strategies in place to create more livable communities through a consistent and structured review of:

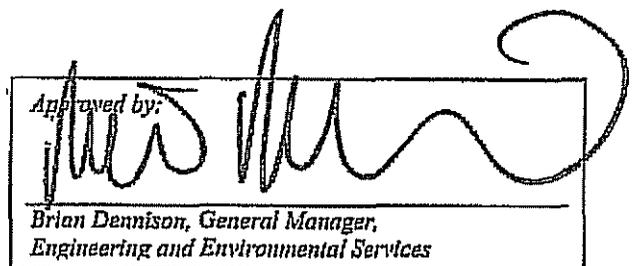
- Ongoing operations and processes
- Evaluation of development proposals
- Evaluation of local government regulations
- Transit and transportation scorecards
- Checklists for local government implementation of sustainable infrastructure
- Carbon reduction and climate proofing
- Local government sustainability performance monitoring programs

Submitted by:



Kate Miller, Manager  
Regional Environmental Policy Division

Approved by:

  
Brian Dennison, General Manager,  
Engineering and Environmental Services

**Instructions**

1. Enter number of vehicles being compared
2. Check data in gray cells for applicability to comparison
3. Enter data in green cells
4. Red triangles in the corners of cells indicate further instructions. Move mouse over triangle. Gray cells are standard values that can be changed manually. Green cells require information to be entered. Note that other information is entered (calculated) for relevant classification comparisons. Blue cells are calculated automatically.

Number of vehicles being compared: 6

Assumptions common to all vehicles being compared

Discount rate: 0.06  
 Annual km: 15000  
 GHG liability (\$/tonne): 216  
 Expected years of service: 8

Fuel assumptions common to all vehicles being compared

	\$/L		CO2e/L	
	Type of renewable	Conventional	Renewable	Conventional
Diesel	0.820	0.820	0.025	0.028
Propane	0.750	0.750	0.025	0.025
Gasoline	0.866	0.820	0.025	0.025

Specific vehicle comparison

	07 RAV4	07 RAV4 VE	Esco - Aspi	Esco - Capli	Equinox	Torrent	F-150 (Rob)
Type of engine (diesel or gasoline)	gasoline	gasoline	gasoline	gasoline	gasoline	gasoline	gasoline
Renewable fuel being used?							
Fuel cost (\$/L)	0.866	0.820	0.866	0.866	0.866	0.866	0.866
Fuel efficiency (L/100km)	10.1	10.1	10.1	10.1	10.1	10.1	10.1
Capital cost (\$)	2465	197	2055	2786	30767	30426	39078
Resale value (\$) (optional)	50	50	50	50	50	50	50
Operating cost (\$/yr) (optional)							
GHG emissions (tonnes CO2e/L)	0.025	0.025	0.025	0.025	0.025	0.025	0.025
Fuel cost per year (\$/yr)	1718	1618	1718	1718	1718	1718	1718
GHG emissions (tonnes CO2e/yr)	379	379	379	379	379	379	379
GHG liability (\$/year)	817	817	817	817	817	817	817
Present value capital cost	2465	197	2055	2786	30767	30426	39078
Present resale value	50	50	50	50	50	50	50
Present value operating costs							
Present value fuel costs	1418	1318	1418	1418	1418	1418	1418
Present value GHG liability	251	251	251	251	251	251	251

**TOTAL Life Cycle Cost** 540,836 543,568 537,504 522,435 541,015 541,283 552,819



# LEED Canada-NC 1.0 Project Checklist

Project Name

Yes ? No

City, Province

## Sustainable Sites 14 Points

<input checked="" type="checkbox"/>	Prereq 1	Erosion & Sedimentation Control	Required
<input type="checkbox"/>	Credit 1	Site Selection	1
<input type="checkbox"/>	Credit 2	Development Density	1
<input type="checkbox"/>	Credit 3	Redevelopment of Contaminated Site	1
<input type="checkbox"/>	Credit 4.1	Alternative Transportation, Public Transportation Access	1
<input type="checkbox"/>	Credit 4.2	Alternative Transportation, Bicycle Storage & Changing Rooms	1
<input type="checkbox"/>	Credit 4.3	Alternative Transportation, Alternative Fuel Vehicles	1
<input type="checkbox"/>	Credit 4.4	Alternative Transportation, Parking Capacity	1
<input type="checkbox"/>	Credit 5.1	Reduced Site Disturbance, Protect or Restore Open Space	1
<input type="checkbox"/>	Credit 5.2	Reduced Site Disturbance, Development Footprint	1
<input type="checkbox"/>	Credit 6.1	Stormwater Management, Rate and Quantity	1
<input type="checkbox"/>	Credit 6.2	Stormwater Management, Treatment	1
<input type="checkbox"/>	Credit 7.1	Heat Island Effect, Non-Roof	1
<input type="checkbox"/>	Credit 7.2	Heat Island Effect, Roof	1
<input type="checkbox"/>	Credit 8	Light Pollution Reduction	1

Yes ? No

## Water Efficiency 5 Points

<input type="checkbox"/>	Credit 1.1	Water Efficient Landscaping, Reduce by 50%	1
<input type="checkbox"/>	Credit 1.2	Water Efficient Landscaping, No Potable Use or No Irrigation	1
<input type="checkbox"/>	Credit 2	Innovative Wastewater Technologies	1
<input type="checkbox"/>	Credit 3.1	Water Use Reduction, 20% Reduction	1
<input type="checkbox"/>	Credit 3.2	Water Use Reduction, 30% Reduction	1

Yes ? No

## Energy & Atmosphere 17 Points

<input checked="" type="checkbox"/>	Prereq 1	Fundamental Building Systems Commissioning	Required
<input checked="" type="checkbox"/>	Prereq 2	Minimum Energy Performance	Required
<input checked="" type="checkbox"/>	Prereq 3	GFC Reduction in HVAC&R Equipment	Required
<input type="checkbox"/>	Credit 1	Optimize Energy Performance	1 to 10
<input type="checkbox"/>	Credit 2.1	Renewable Energy, 5%	1
<input type="checkbox"/>	Credit 2.2	Renewable Energy, 10%	1
<input type="checkbox"/>	Credit 2.3	Renewable Energy, 20%	1
<input type="checkbox"/>	Credit 3	Best Practice Commissioning	1
<input type="checkbox"/>	Credit 4	Ozone Protection	1
<input type="checkbox"/>	Credit 5	Measurement & Verification	1
<input type="checkbox"/>	Credit 6	Green Power	1





# Press Release

FOR IMMEDIATE RELEASE

## SUSTAINABILITY CHECKLIST RECOGNIZED BY SMART GROWTH BC

Port Coquitlam, BC, May 5, 2006 . . . The City of Port Coquitlam's Official Community Plan and Sustainability Checklist were recognized today by Smart Growth BC for achievement in facilitating and enabling the application of smart growth principles. The City received the Runner-Up Award in the Policy Award category. Port Coquitlam's Sustainability Checklist, the first to be introduced in a North American municipality, incorporates Triple Bottom Line accounting to measure environmental, economic and social criteria for development projects.

"We are very pleased to see our smart growth efforts supported and recognized," said Port Coquitlam Mayor, Scott Young. "Our City Council encourages actions in support of sustainability. As our community continues to grow, we want to be 'smart' about incorporating best management practices, such as urban growth containment areas, urban densification, protecting farmland and New Urbanism, which integrates live, work and play land uses."

Mayor Scott Young and Director of Development Services, Kim Fowler, were in Vancouver today to attend Smart Growth BC's first annual 'Smarty Awards', where the City of Port Coquitlam's 2005 Official Community Plan (OCP) and Sustainability Checklist received the Runner Up Award in the Policy Category. Smart Growth BC awards recognize the quality of good leadership, planning, policy development and the role of smart growth practices in shaping British Columbia communities.

Port Coquitlam's 2005 Official Community Plan supports the principles of smart growth both through its policies and the community-lead review process. As part of its OCP implementation, Port Coquitlam introduced a Sustainability Checklist, the first of its kind in North America. Port Coquitlam's Sustainability Checklist incorporates Triple Bottom Line accounting for all rezoning and development permit applications and City land sales. The checklist provides a comprehensive assessment of a proposal's contribution to sustainability by balanced scoring of environmental, economic and social criteria. Potential developers are provided the Sustainability Checklist at the earliest stage of development to assist them in making smarter, more sustainable decisions in site selection and design. The checklist also informs Council decisions in the development approval process by identifying how well a proposed development achieves community sustainability. The Sustainability Checklist will provide a sustainable transition to greener site and building design and increased social housing by rewarding developers with higher scores, faster approvals and better sales marketing. The City of Port Coquitlam will also encourage partnerships with community social service providers, LEED (Leadership through Energy and Environmental Design) professionals and the development community to further a sustainable future.

Mayor Young stated, "These Smart Growth policies will enable our community to maintain our small town charm while continuing to provide big city amenities."

- more -

---

Policies nominated for the Smart Growth BC Policy Award were judged based on the degree to which they make a community more complete, enhance the environment, and display leadership or innovation in contributing the principles of smart growth. Smart growth principles ensure that growth is fiscally, environmentally and socially responsible and recognize the connections between development and quality of life. Port Coquitlam's two policy documents have been identified as leading edge smart growth implementation tools and were one of four policy documents short listed in the Policy Award category.

Smart Growth BC is a provincial non-profit non-governmental organization devoted to fiscally, socially, and environmentally responsible land use and development with a mandate to create more livable communities in British Columbia.

For more information or to download a copy of Port Coquitlam's Official Community Plan and Sustainability Checklist, go to [www.portcoquitlam.ca/City\\_Hall/City\\_Departments/Development\\_Services/Official\\_Community\\_Plan\\_-\\_OCP.htm](http://www.portcoquitlam.ca/City_Hall/City_Departments/Development_Services/Official_Community_Plan_-_OCP.htm).

**MEDIA CONTACT:**

Kim Fowler, Director  
Development Services Department  
City of Port Coquitlam  
Tel 604.927.5432  
fowlerk@portcoquitlam.ca  
www.portcoquitlam.ca

## OUR VISION

**Port Coquitlam will aspire to be a complete community, unique because of its small-town atmosphere, its strong sense of pride and where:**

- Citizens have a collective sense of belonging, and contribute to the quality of life in the community.
- The community celebrates a vibrant culture and heritage.
- The environment is nurtured for present and future generations.
- A dynamic economy contributes to prosperity and the opportunity to work close to home.
- Planned development strengthens the character of the community, helping to create safe and affordable neighbourhoods.

*— Port Coquitlam Official Community Plan (OCP), 2005*

## USING TRIPLE BOTTOM LINE ASSESSMENT TO ACHIEVE SUSTAINABILITY GOALS

The City of Port Coquitlam is committed to fiscally, socially and environmentally responsible land use development. Sustainable development integrates the three systems that support us — the economy, the environment and our society. Each of these systems must be functioning and healthy for us to survive and enjoy a high quality of life. To be sustainable, we must understand how these systems interact, and make sure our activities do not compromise the ability of any of the systems to function currently and in the future.

New development is essential to achieve a complete community in which to live, work and play. The location, composition, density, and design of new development projects can have an immense, cumulative impact on our community's ability to sustain a healthy economy and reasonable cost of living; to provide effective and accessible public services; to secure adequate choice and opportunity for present and future generations of residents; to protect our environment; and to ensure we all continue to enjoy a high quality of life.

*Sustainability: To improve the social, environmental and economic well being of the community through good planning and land use management (OCP, 2005)*

Developers and their consultants are important partners in maintaining and improving our community's high quality of life. By providing sustainability criteria at the earliest development stage, the City enables developers and their consultants to create the most sustainable project possible. The Sustainability Checklist provides a comprehensive assessment of a development project's contribution to sustainability by balanced scoring of environmental, economic and social criteria. The balanced scoring of 1/3 environmental, 1/3 economic and 1/3 social is called triple bottom line assessment.

Please note, in total, the checklist describes an *ideal* – it is highly unlikely that any one project will earn maximum points in all sections, and no pass/fail standard has been set. Different types of development will result in a range of scores, and some sections may not be applicable to all development, which will be noted in the assessment. The checklist assessment will indicate how well a proposed application performs relative to the sustainability and complete community goals contained in our OCP and Corporate Strategic Plan, and help identify any areas where improvement is desirable and possible. It will inform decisions in the development approval process as to how well a proposed development achieves community sustainability.

## INSTRUCTIONS

All Rezoning and Development Permit applicants are required to complete the Sustainability Checklist, as follows:

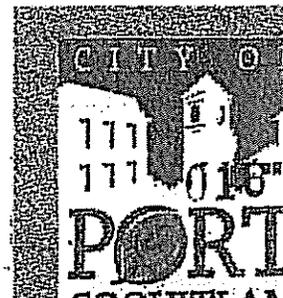
- 1. Self-Scoring** – Applicants are to review and complete the checklist as an initial assessment. The criteria are weighted differently so the maximum score for each criterion reflects its importance to sustainability goals. To calculate the score, multiply the points for a given answer by the criteria's weight and enter it into the designated TBL column. The first page divides the weighting score into 50% for the economic and social columns. The second page directs the scores to be placed in the unshaded column.
- 2. Supplementary Information** – Statistical data indicated by an asterisk (\*) is to be provided (e.g. the number of permanent employees, floor area ratio, property tax base increase) as well as a completed copy of the LEED Canada-NC 1.0 Project Checklist or best practice checklist for each application. Consultation with City staff may be of assistance in estimating this data. If needed, provide any additional description of how the proposed development incorporates the sustainability criteria.
- 3. Submit Application** – Submit the completed checklist, data and supplementary information as part of the rezoning or development permit application.
- 4. Final Assessment** – City staff will review the checklist and discuss with the applicant. Following the consultation with the applicant, a final checklist will be completed by staff for review by the Community and Economic Development Committee and Council, as part of the application process.

## OTHER RESOURCE MATERIALS

- Official Community Plan – [www.portcoquitlam.ca](http://www.portcoquitlam.ca)
- 2002 Strategic Plan – [www.portcoquitlam.ca](http://www.portcoquitlam.ca)
- Zoning Bylaw – available at City Hall
- Downtown Plan – available at City Hall
- Canada Green Building Council website – [www.ca gbc.org](http://www.ca gbc.org)
- SmartGrowthBC website – [www.smartgrowth.bc.ca](http://www.smartgrowth.bc.ca)

### FOR MORE INFORMATION, CONTACT:

Planning Division  
2nd Floor, City Hall, 2580 Shaughnessy Street  
Port Coquitlam, BC V3C 2A8  
Tel: 604.927.5410  
Fax: 604.927.5331  
Email: [planning@portcoquitlam.ca](mailto:planning@portcoquitlam.ca)



**SUSTAINABILITY CHECKLIST**  
REZONING AND DEVELOPMENT PERMIT APPLICATIONS

	Points	Wt	Total	Soc	Env	Eco
<b>1. Land Use</b>						
<ul style="list-style-type: none"> <li>Mix of uses provided or uses consistent with OCP</li> <li>Adds to the diversity of uses within an existing neighbourhood, such as employment, housing, retail, civic, educational, cultural recreational</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	1	/5	(50%)		(50%)
<b>2. Housing</b>						
<ul style="list-style-type: none"> <li>Offers or adds a mix of housing types, sizes and tenure, including special needs</li> <li>Provides units with a wide range of pricing options that will be sold or leased</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	2	/10	(50%)		(50%)
<ul style="list-style-type: none"> <li>Provides subsidized or rental housing</li> </ul>	No - 0 Yes - 5	1	/5	(50%)		(50%)
<b>3. Community character and design</b>						
<b>a) Design</b>						
<ul style="list-style-type: none"> <li>Building design follows required architectural style and demonstrates innovation</li> <li>Building orientation towards open space, views and/or daylight</li> <li>Treatment of facade breaks down massing and articulates depth, verticality &amp; street edge</li> <li>Scale and massing of buildings relate to neighbourhood structures</li> <li>Provides crime prevention through environmental design</li> <li>Incorporates enhanced durability/longevity of construction materials</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	2	/10	(50%)		(50%)
<b>b) Public Space</b>						
<ul style="list-style-type: none"> <li>Creates or enhances community spaces, such as plazas, squares, parks &amp; streets</li> <li>Strong connections to adjacent natural features, parks and open space</li> <li>Builds or improves pedestrian amenities, such as sidewalks, transit shelters, bike racks and connections to civic, cultural, school and retail/service uses</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	2	/10	(50%)		(50%)
<b>c) Density &amp; Infill</b>						
<ul style="list-style-type: none"> <li>Maximizes FAR or dwelling unit/acre density</li> <li>Results in infill/redevelopment and enhanced community fabric</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	1	/5	(50%)		(50%)
<b>d) Transportation</b>						
<ul style="list-style-type: none"> <li>Accessible by multiple modes of transport, emphasizing public transit including future planned</li> <li>Parking does not visually dominate the street view &amp; allows easy, safe pedestrian building access</li> <li>Interconnected road system with direct street connections, short block lengths, no cul-de-sacs</li> <li>Provides traffic speed &amp; demand management</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	1	/5	(50%)		(50%)

	Points	Wt	Total	Soc	Env	Eco	
<b>4. Environmental Protection &amp; Enhancement</b>							
<b>a) Lands</b> <ul style="list-style-type: none"> <li>Does not intrude on AER or designated open lands</li> <li>Protects riparian areas and other designated environmentally sensitive areas</li> <li>Provides for native species habitat restoration/improvement</li> <li>Redevelops environmentally contaminated site</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	2	/10				
<b>b) Servicing</b> <ul style="list-style-type: none"> <li>Does not require extension of existing municipal infrastructure (e.g. roads, water and sewer)</li> <li>Located in existing commercial and transportation nodes</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	1	/5				
<b>c) Construction/Design</b> <ul style="list-style-type: none"> <li>Provides LEED certification (certified, silver, gold, platinum) or accepted green building best practices (e.g. Built Green BC, Green Globes)</li> </ul>	None - 0 Certified - 2 Silver - 3 Gold - 4 Platinum - 5	4	/20				
<b>5. Social Equity</b>							
<ul style="list-style-type: none"> <li>Contains elements of community pride and local character, such as public art</li> <li>Provides affordable space for needed community services</li> <li>Conducts public consultation, including documenting concerns &amp; providing project visuals</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	2	/10				
<b>6. Economic Development</b>							
<b>a) Employment</b> <ul style="list-style-type: none"> <li>Provides permanent employment opportunities</li> <li>Increases community opportunities for training, education, entertainment or recreation</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	1	/5				
<b>b) Diversification and Enhancement</b> <ul style="list-style-type: none"> <li>Net increase to property tax base</li> <li>Promotes diversification of the local economy via business type and size</li> <li>Improves opportunities for new and existing businesses, including eco-industrial and value-added</li> <li>Developer demonstrates experience with similar projects</li> </ul>	None - 0 Poor - 1 Good - 2 to 3 Excellent - 4 to 5	1	/5				
<b>TRIPLE BOTTOM LINE SUMMARY</b>				Social/Environmental/Economic	/35 (%)	/35 (%)	/35 (%)
				Application Total	/105 (%)		

Per the instructions, please provide statistical data for these indicators, such as floor area ratio, estimated number of employees, number of housing types, sizes and tenures

Subsidized Housing encompasses all types of housing for which some type of subsidy or rental assistance is provided, including public, non-profit and co-operative housing, as well as rent supplements for people living in private market housing. It also includes emergency housing and short-term shelters.

Enhanced community fabric includes multiculturalism, mobility accessibility, integration with neighbourhoods, and crime prevention through environmental design.

Please provide a copy of the green building checklist chosen. For example: LEED Canada-NC 1.0 Project Checklist can be obtained at: <http://www.caqbc.org/uploads/LEED%20Canada-NC%20Project%20Checklist.xls>  
Green Globes at: [http://www.greenglobes.com/design/Green\\_Globes\\_Design\\_Summary.pdf](http://www.greenglobes.com/design/Green_Globes_Design_Summary.pdf)

