

Summary Report

City of Port Coquitlam

UBCM Community Excellence Awards – Best Practices

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.

Successful implementation of sustainable development in a municipality requires integration of a triple, triple bottom line approach. Triple bottom line (TBL) assessment is the balance of economic, environmental and social (including cultural) criteria. TBL must also be integrated at the corporate strategic, departmental and project levels in order to address the continuums of short to long-term and small to large activities.

The vision of the City of Port Coquitlam 2002 Strategic Plan set the corporate direction for the next 4 years:

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.

The City of Port Coquitlam embarked on a Sustainability Initiative in 2005 through the Development Services Department. Two major components of the Initiative are the Official Community Plan (OCP), adopted on June 27, 2005, and the Sustainability Checklist for Rezoning and Development Permit Applications, approved on January 23, 2006.

The OCP is a policy bylaw directing the future growth and development of a community for at least the next 20 years. Using the foundation of the community vision set in the 2002 Strategic Plan, the newly adopted OCP embodies sustainability and Smart Growth principles by two principal means - throughout its preparation process and within its policies and land use designations. Developed through a two-year comprehensive

community consultative process with numerous opportunities for community input where several hundred community members and stakeholders participated, the OCP was guided by the “PocoPlan Task Group” comprised of local citizens who directed the process and made recommendations to Council.

The OCP responds to objectives raised by community members and stakeholders, while respecting broader goals for a liveable region and balancing the need to provide a sustainable community for future generations. Port Coquitlam’s OCP chooses to be more sustainable and “smart” as it grows by incorporating best management practices, such as New Urbanism and urban densification over sprawl. These ideas and approaches are expressed in policies, maps and land use designations, and together, will result in a more integrated approach to community development incorporating our economic, environmental and social future. The OCP defined sustainability “to improve the social, environmental and economic well being of the community through good planning and land use management.”

The Checklist is a policy tool applied consistently on a project-by-project basis using best planning practice criteria, customized for the municipality, in a TBL assessment. It is the first TBL checklist to be used in development application assessment in Canada. 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.

Developers and their consultants are important partners in maintaining and improving Port Coquitlam’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 1/3 each environmental, economic and social criteria.

The checklist, in total, 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 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. The checklist will also be applied to all City land sales through a public request for proposal process.

Developers consistently request three conditions from municipalities for land development – to be told the criteria up front, to have a level playing field and to know where the goal posts are located. The checklist achieves these three conditions, as it is:

- Available immediately on the City’s web page and is handed to all land development inquirers at the front counter
- All rezoning and development permit applications are assessed with the same Checklist criteria
- The combination of the selected criteria and weighting strongly indicates the City’s priorities

The Checklist has proved valuable in providing a known framework for discussions during the development application review. Applicants who design proposals consistent with the Checklist criteria, result in high scores, and automatically get fast-tracked through the process, as fewer amendments will be required.

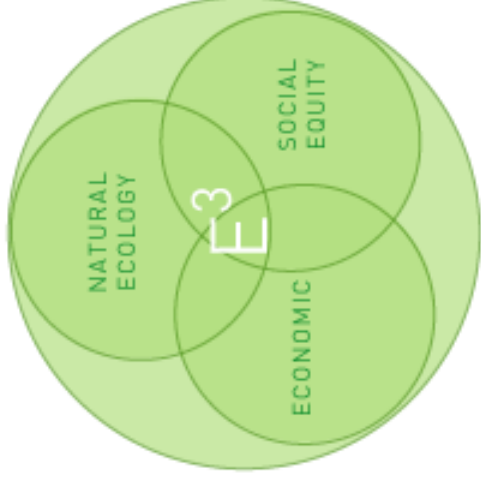
Further implementation of the Sustainability Initiative continues. A TBL assessment was introduced in the budget decision package process. Each budget decision package gets assessed on its consistency with the corporate strategic plan, its likelihood of achievement and its social, environmental and economic value. As part of standard corporate reporting, each department must prepare an annual business case classified under the corporate strategic plan objectives. Each quarter, a variance report is prepared by each department showing the status of the business case priorities. This ensures each department’s projects are consistent with, and implementing, the corporate strategic plan. A green building policy is under preparation to provide incentives, such as bonus density and application fast-tracking, to those developers who incorporate green building technology on sites.

Other municipalities may use major elements of both the OCP and Checklist. The community involvement process, including a diverse citizen advisory task force, and the sustainability & Smart Growth principles can be incorporated to lead other municipal OCP reviews. The Checklist criteria may be customized for each community to uniquely fit the community fabric and municipal priorities. Several municipalities have already used the OCP and the Checklist as models for their communities. Subsequent components of the Sustainability Initiative, including the budget decision TBL assessment and green building policy, may also be adapted for other municipalities.

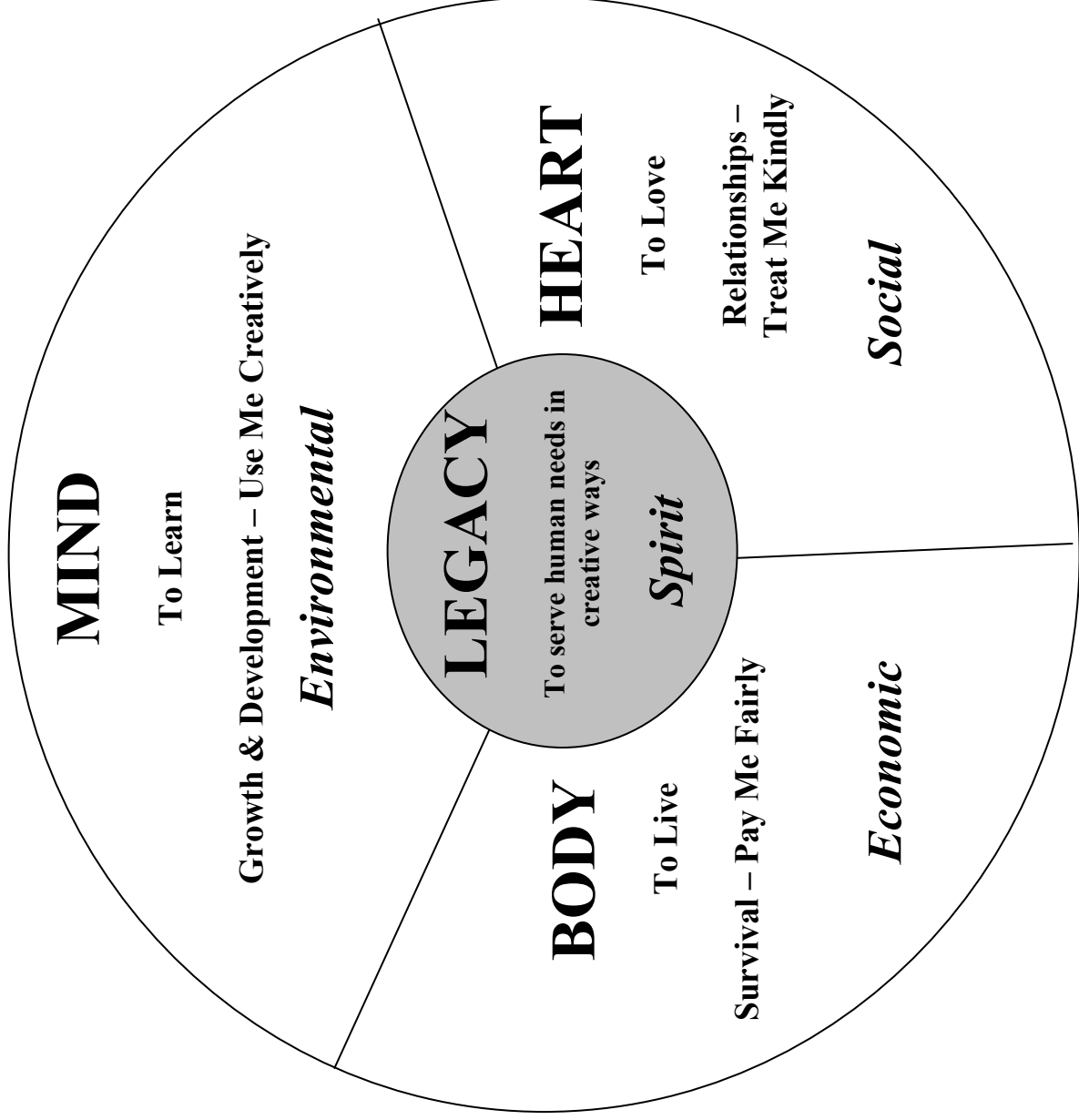
TBL integration in a municipality is a key means of achieving sustainability and best serving the needs of our community. It ensures consistency from the corporate to department to individual level for the short to long-term at the small to large scale. This best practice can achieve the integration needed for community legacies, as illustrated in the following two diagrams.

Attachment 1

Environmental, Social and Economic Integration



Attachment 2 - MUNICIPAL SUSTAINABILITY: WHOLE PERSON IN A WHOLE JOB IN A WHOLE ORGANIZATION



Adapted from *The 8th Habit: From Effectiveness to Greatness* by Stephen Covey

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
- 2002 Strategic Plan – www.portcoquitlam.ca
- Zoning Bylaw – available at City Hall
- Downtown Plan – available at City Hall
- Canada Green Building Council website – www.cagbc.org
- SmartGrowthBC website – www.smartgrowth.bc.ca

FOR MORE INFORMATION, CONTACT:

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SUSTAINABILITY CHECKLIST

REZONING AND DEVELOPMENT PERMIT APPLICATIONS

	<i>Points</i>	<i>Wt</i>	<i>Total</i>	<i>Soc</i>	<i>Env</i>	<i>Eco</i>
1. Land Use						
<ul style="list-style-type: none"> Mix of uses provided or uses consistent with OCP Adds to the diversity of uses within an existing neighbourhood, such as employment, housing, retail, civic, educational, cultural, recreational 	None – 0 Poor – 1 Good - 2 to 3 Excellent – 4 to 5	1	/5	(50%)		(50%)
2. Housing						
<ul style="list-style-type: none"> Offers or adds a mix of housing types, sizes and tenure, including special needs¹ Provides units with a wide-range of pricing options that will be sold or leased 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	2	/10	(50%)		(50%)
<ul style="list-style-type: none"> Provides subsidized or rental housing² 	No – 0 Yes - 5	1	/5	(50%)		(50%)
3. Community character and design						
<p><i>a) Design</i></p> <ul style="list-style-type: none"> Building design follows required architectural style and demonstrates innovation Building orientation towards open space, views and/or daylight Treatment of façade breaks down massing and articulates depth, verticality & street edge Scale and massing of buildings relate to neighbourhood structures Provides crime prevention through environmental design Incorporates enhanced durability/longevity of construction materials. 	None – 0 Poor – 1 Good - 2 to 3 Excellent – 4 to 5	2	/10	(50%)		(50%)
<p><i>b) Public Space</i></p> <ul style="list-style-type: none"> Creates or enhances community spaces, such as plazas, squares, parks & streets Strong connections to adjacent natural features, parks and open space Builds or improves pedestrian amenities, such as sidewalks, transit shelters, bike racks and connections to civic, cultural, school and retail/service uses 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	2	/10	(50%)		(50%)
<p><i>c) Density & Infill</i></p> <ul style="list-style-type: none"> Maximizes FAR or dwelling unit/acre density¹ Results in infill/redevelopment and enhanced community fabric² 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	1	/5	(50%)		(50%)
<p><i>d) Transportation</i></p> <ul style="list-style-type: none"> Accessible by multiple modes of transport, emphasizing public transit including future planned Parking does not visually dominate the street view & allows easy, safe pedestrian building access Interconnected road system with direct street connections, short block lengths, no cul-de-sacs Provides traffic speed & demand management 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	1	/5	(50%)		(50%)

	Points	Wt	Total	Soc	Env	Eco	
4. Environmental Protection & Enhancement							
a) <i>Lands</i> <ul style="list-style-type: none"> Does not intrude on ALR or designated open lands Protects riparian areas and other designated environmentally sensitive areas Provides for native species habitat restoration/improvement Redevelops environmentally contaminated site 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	2	/10				
b) <i>Servicing</i> <ul style="list-style-type: none"> Does not require extension of existing municipal infrastructure (e.g. roads, water and sewer) Located in existing commercial and transportation nodes 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	1	/5				
c) <i>Construction/Design</i> <ul style="list-style-type: none"> Provides LEED certification (certified, silver, gold, platinum) or accepted green building best practices (e.g. Built Green BC, Green Globes)³ 	None – 0 Certified – 2 Silver – 3 Gold – 4 Platinum – 5	4	/20				
5. Social Equity							
<ul style="list-style-type: none"> Contains elements of community pride and local character, such as public art Provides affordable space for needed community services Conducts public consultation, including documenting concerns & providing project visuals 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	2	/10				
6. Economic Development							
a) <i>Employment</i> <ul style="list-style-type: none"> Provides permanent employment opportunities¹ Increases community opportunities for training, education, entertainment or recreation 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	1	/5				
b) <i>Diversification and Enhancement</i> <ul style="list-style-type: none"> Net increase to property tax base¹ Promotes diversification of the local economy via business type and size Improves opportunities for new and existing businesses, including eco-industrial and value-added Developer demonstrates experience with similar projects 	None – 0 Poor – 1 Good – 2 to 3 Excellent – 4 to 5	1	/5				
TRIPLE BOTTOM LINE SUMMARY				Social/Environmental/Economic	/35 (%)	/35 (%)	/35 (%)
				Application Total	/105 (%)		

¹ 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.

² 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.

³ 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.cagbc.org/uploads/LEED%20Canada-NC%20Project%20Checklist.xls>
Green Globes at: http://www.greenlobes.com/design/Green_Globes_Design_Summary.pdf



LEED Canada-NC 1.0 Project Checklist

Project Name

City, Province

Yes ? No

Sustainable Sites 14 Points

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

Yes ? No

Water Efficiency 5 Points

	Credit 1.1	Water Efficient Landscaping , Reduce by 50%	1
	Credit 1.2	Water Efficient Landscaping , No Potable Use or No Irrigation	1
	Credit 2	Innovative Wastewater Technologies	1
	Credit 3.1	Water Use Reduction , 20% Reduction	1
	Credit 3.2	Water Use Reduction , 30% Reduction	1

Yes ? No

Energy & Atmosphere 17 Points

Y	Prereq 1	Fundamental Building Systems Commissioning	Required
Y	Prereq 2	Minimum Energy Performance	Required
Y	Prereq 3	CFC Reduction in HVAC&R Equipment	Required
	Credit 1	Optimize Energy Performance	1 to 10
	Credit 2.1	Renewable Energy , 5%	1
	Credit 2.2	Renewable Energy , 10%	1
	Credit 2.3	Renewable Energy , 20%	1
	Credit 3	Best Practice Commissioning	1
	Credit 4	Ozone Protection	1
	Credit 5	Measurement & Verification	1
	Credit 6	Green Power	1



Project Totals (pre-certification estimates)

70 Points

Certified 26-32 points **Silver** 33-38 points **Gold** 39-51 points **Platinum** 52-70 points

Note from UBCM & CivicInfo BC:

Supplemental materials related to this practice exist, however because the electronic files are extremely large, they have not been made available for download.

If you require copies of supplemental materials, please contact the UBCM at ubcm@civicnet.bc.ca, or CivicInfo BC at info@civicinfo.bc.ca.