

Institutional Sustainability Report Card

Purpose

The Sustainability 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.

To this end, the Report Card is a requirement for rezoning, development permit, and heritage alteration permit applications. The Report Card identifies performance measures based on community sustainability values: these measures are used to evaluate development proposals. The Report Card is intended to be a summary of overall project sustainability. It is a tool to be integrated with all other development approval requirements.

Process

There are six steps to follow in completing the Sustainability Report Card process:

1. Make a development inquiry to Development Services regarding your proposed rezoning, development permit, or heritage alteration permit. Staff will provide you with a hard copy of the Sustainability Report Card and provide a weblink to portmoody.ca/SRC where you can find a fillable PDF version of the Report Card.
2. Attend a pre-application meeting with City staff to discuss your proposal. The Planner will determine if the Sustainability Report Card is a document that must be submitted with your application.
3. If required, complete a Report Card by filling in the appropriate information that applies to your particular application and submit the completed Report Card (saved version of online fillable PDF or hard copy) to the appropriate City staff (sustainabilityreportcard@portmoody.ca or deliver to City Hall Planning Department at 100 Newport Drive), along with a completed land use application.
4. The Planner will review the Report Card for completeness and accuracy and forward to staff in various departments for feedback. The Planner will determine your preliminary score and discuss the results of the staff review with you. You will then have an opportunity to improve your score with respect to the sustainability of your proposal and resubmit an updated Report Card.
5. The Planner will make comments, determine your final score, and prepare the Project Report Card Summary. The Summary will be included in the land use reports that are distributed to the Advisory Design Panel, Community Planning Advisory Committee, and Council.
6. If your application is approved by Council, your final Report Card is maintained in the development file and a copy is provided to the City's Building Division.

Instructions

- Your Report Card must contain sufficient detail to ensure each measure can be evaluated. To do this, make reference to the appropriate plans, drawings, and reports that demonstrate how the performance measure is met.
- The relevance of the questions will depend on the nature and scope of your project, so not all questions will be applicable to all projects.
- Some measures are marked 'EARLY STAGE'. This indicates that these measures must be considered in the design phase as it is unlikely they can be added to a proposal later on.

Italicized words are in the [Glossary](#) at the back of this document.

- Similarly, some measures are marked 'BASELINE'. Although the Report Card is not a pass or fail test of development applications, it does set a minimum score to indicate the City's minimum expectations. Items labelled 'BASELINE' count toward a minimum score as they are considered to be low cost and readily achievable.
- Italicized terms are defined in the Glossary at the end of the Report Card document.
- Refer to the Resources section for links to Internet resources relevant to measures in the Report Card.

Scoring

- Performance measures are assigned weighted scores from 1 to 10 to indicate their significance based on: (1) level of difficulty to integrate into project design; (2) order-of-magnitude cost added to the project; (3) degree of effectiveness for increasing the overall project sustainability; (4) identified community priority in the Official Community Plan; and (5) level of urgency for Port Moody in terms of achieving community sustainability goals.
- City staff score the completed Report Card based on the principle of best achievable on each site for each performance measure. Where possible, points for achieving various means are indicated. In other cases, the number of means to achieve a performance measure may exceed the total points possible for an item. In this case, the Planner will make a fair assessment of the project's performance for this measure with respect to the conditions of the site as a percentage and translate this to the possible score.
- Only whole number scores will be assigned. This will be achieved by rounding to the nearest whole number. For example, if overall performance for a measure is deemed to be about 80 per cent and the possible score is out of 4, then a score of 3 points out of 4 will be assigned.
- The Report Card is an iterative process with the applicant. The applicant has an opportunity to comment and make changes to their proposal before the scores are considered final and shared with public advisory bodies and Council.
- Additional space is provided for the applicant to address innovations and constraints not captured elsewhere in the Report Card. These items are not scored, but are given specific mention on the Project Summary Scoresheet.
- Staff will review your completed Report Card and provide feedback before your project is scored to give you the opportunity to achieve the highest score possible.

Monitoring

In general, the information required from the applicant for the Sustainability Report Card is similar to the kind of information required for a typical development application. However, to ensure accountability, you can expect the City to request additional information, such as: photos of installed systems or products, design drawings, professional reports, copies of receipts, or other records that can be used to verify the implementation of the selected sustainability measures. We encourage you to provide as much information as possible to assist City staff in their review of your development proposal.

Public Information

The public may request a review of any completed Report Card related to a development application. Copies of the Report Card are maintained by the Planning Division. The Development Services Department makes Report Cards available following completion of the project.

Property and Applicant Information

Applicant	Telephone	Email
Registered Owner	Project Address	
Proposed Use		

Total Floorspace m²

Arts

Performance Measure Description and Scoring

C1

Project includes public art in publicly accessible or publicly owned space (3 points, +1 bonus point if a Public Art Consultant is used).

OR Project provides an in lieu financial contribution to the City's Public Art Reserve Fund (3 points).

See links in Resources under "Examples of Good Public Art".

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE + EARLY STAGE

If yes , describe:	Staff Comments
Public Art Consultant:	
Plan reference:	

Bonus Score /1 Score /3

Arts

Performance Measure Description and Scoring

C2

Project supports Port Moody's desire to be a "City of the Arts" by integrating artistic design into the site or building form or functionality (2 points).

Examples:

- Creative stormwater management features.
- Creative interaction of the project with the public.
- Artistic panels in entry foyer.

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE

Describe:	Staff Comments
Plan reference:	

Score /2

Heritage

Performance Measure Description and Scoring

C3

Project includes reusing an existing heritage structure with heritage value through *heritage restoration* or *heritage rehabilitation* (4 points).

Where the preservation of a heritage structure in its original location cannot be accommodated, this may include re-location.

See *Standards and Guidelines for the Conservation of Historic Places in Canada*: historicplaces.ca

Applicant Explanation and Reference to Plans, Drawings, and Reports

Describe:

Staff Comments

Plan reference:

Score /4

Heritage

Performance Measure Description and Scoring

C4

Project includes a *statement of significance* prepared by a heritage conservation specialist where potential heritage value is observed (2 points). Where warranted, project includes a heritage conservation plan prepared by a heritage conservation professional (+2 bonus points, where applicable).

See *Standards and Guidelines for the Conservation of Historic Places in Canada*: historicplaces.ca

Applicant Explanation and Reference to Plans, Drawings, and Reports

Report title:

Staff Comments

Heritage Consultant:

Bonus Score /2 Score /2

BASELINE FOR HRA + EARLY STAGE

EARLY STAGE

Heritage

Performance Measure Description and Scoring

C5

Project salvages materials or artefacts from a historic place, or reuses materials or artefacts from architectural/landscape salvage in a manner which supports the authenticity of the site's *character-defining elements*.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

Details: 	Staff Comments
Plan reference:	

Score /3

Arts

Performance Measure Description and Scoring

C6

Project designates space for the arts or creative enterprise to be retained for the lifetime of the project. Ex. artist studio, gallery space, dance studio, indoor/outdoor theatre, live-work units, plaza, etc.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

<input type="text"/> meters ² / <input type="text"/> feet ²	Staff Comments
Description of space: 	

Score /4

Complete Community Elements

Performance Measure Description and Scoring

C7

Project improves the *streetscape* beyond minimum City requirements by integrating lasting creative elements and demonstrating effort to optimize the project's *beautification* impact.

Examples:

- Restores the frontage of an existing building in Historic Moody Centre.
- Proposes artistic paving treatments in the public realm.
- Adds creativity to functional elements of the *streetscape*.
- Benches, bike rack, planter, lighting, etc. upgrades.

Applicant Explanation and Reference to Plans, Drawings, and Reports

Details:	Staff Comments
Plan reference:	

Score /2

Heritage

Performance Measure Description and Scoring

C8

Project will apply to be added to the City's Heritage Register.

Applicant Explanation and Reference to Plans, Drawings, and Reports

Yes No N/A	Staff Comments
Details:	

Score /3

CULTURAL SUSTAINABILITY SECTION

How will the project contribute to Port Moody's status as 'City of the Arts'?

Innovation

Performance Measure Description and Scoring

C9 Cultural sustainability aspects not captured above.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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CULTURAL SUSTAINABILITY SECTION

How will the project contribute to Port Moody's status as 'City of the Arts'?

Constraints

Performance Measure Description and Scoring

C10 Unique site aspects that limit cultural sustainability achievement.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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Cultural Sustainability Score Summary

	Score
Total Cultural Pillar Points (Total Points Available – Not Including Bonus Points)	<input style="width: 100px; height: 30px;" type="text"/> <small>Total</small>
Total Cultural Points Not Applicable (Total Points for Items Not Relevant to this Application)	<input style="width: 100px; height: 30px;" type="text"/> <small>n/a</small>
Maximum Achievable Score (Total Cultural Pillar Points Minus Total Cultural Points Not Applicable)	<input style="width: 100px; height: 30px;" type="text"/> <small>Maximum</small>
Cultural Pillar Minimum Score (Sum of Applicable Baseline Items)	<input style="width: 100px; height: 30px;" type="text"/> <small>Cultural Baseline</small>
Total Points Achieved (Total Points Achieved for Applicable Items for this Application)	<input style="width: 100px; height: 30px;" type="text"/> <small>Total Cultural Points</small>
Cultural Pillar Score (Total Points Achieved/Maximum Achievable Score)	<input style="width: 50px; height: 30px;" type="text"/> / <input style="width: 50px; height: 30px;" type="text"/> = <input style="width: 50px; height: 30px;" type="text"/> % <small>Total Cultural Points Max Percent</small>

Land Use/Employment

Performance Measure Description and Scoring

EC1

Project increases long-term employment on land designated as Industrial, Mixed Employment, or Mixed Use in the City's Official Community Plan.

See *Map 1: Overall Land Use in the City's Official Community Plan*: [Map 1: Overall Land Use Plan](#)

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE

Existing:	Staff Comments
Use(s):	
Number of jobs on-site relating to this use in operation:	
Proposed:	
Use(s):	
Number of jobs estimate:	
Assumptions:	

Score /3

Land Use

Performance Measure Description and Scoring

EC2

Project supports walking to shops and services by broadening the current retail/service mix within an 800m radius of the lot.

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE + EARLY STAGE

Describe the diversification and how it is appropriate to this particular location:	Staff Comments
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Score /1

Land Use/Employment

Performance Measure Description and Scoring

EC3 Project provides more intensive use of land designated as Mixed Use, *Transit Oriented Development*, Mixed Employment, or Industrial in the City’s Official Community Plan that will support neighbourhood businesses (where permitted/appropriate).

See *Map 1: Overall Land Use in the City’s Official Community Plan*: [Map 1: Overall Land Use Plan](#)

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE + EARLY STAGE

Existing:	Staff Comments
Building type:	
FSR:	
Proposed:	
Building type:	
FSR:	

Score /3

Tourism

Performance Measure Description and Scoring

EC4 Project provides regional destination commercial or institutional uses such as specialized training/education, specialty retail, dining, arts, cultural, or recreational opportunities.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

Yes No	Staff Comments
If Yes, explain:	

Score /2

ECONOMIC SUSTAINABILITY SECTION*How will the project contribute to a stronger local economy?***Economic Development/Energy/Materials/Water Use Efficiency****Performance Measure Description and Scoring**

EC5 Project participates in or develops an alliance between multiple, co-located uses/businesses, i.e. eco-industrial networking.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

Relationship results in (check all that apply): <input type="checkbox"/> Reduced energy consumption <input type="checkbox"/> Reduced water consumption <input type="checkbox"/> Reduced materials use <input type="checkbox"/> Waste reduction	Staff Comments
Other efficiency:	
Description:	

Score /4**ECONOMIC SUSTAINABILITY SECTION***How will the project contribute to a stronger local economy?***Land Use****Performance Measure Description and Scoring**

EC6 Project redevelops and rehabilitates a *brownfield* site.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

Describe:	Staff Comments
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Score /3

ECONOMIC SUSTAINABILITY SECTION

How will the project contribute to a stronger local economy?

Innovation

Performance Measure Description and Scoring

EC7 Economic sustainability aspects not captured above.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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ECONOMIC SUSTAINABILITY SECTION

How will the project contribute to a stronger local economy?

Constraints

Performance Measure Description and Scoring

EC8 Unique site aspects that limit economic sustainability achievement.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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Economic Sustainability Score Summary

	Score
Total Economic Pillar Points (Total Points Available – Not Including Bonus Points)	<input style="width: 80px; height: 30px;" type="text"/> <small>Total</small>
Total Economic Points Not Applicable (Total Points for Items Not Relevant to this Application)	<input style="width: 80px; height: 30px;" type="text"/> <small>n/a</small>
Maximum Achievable Score (Total Economic Pillar Points Minus Total Economic Points Not Applicable)	<input style="width: 80px; height: 30px;" type="text"/> <small>Maximum</small>
Economic Pillar Minimum Score (Sum of Applicable Baseline Items)	<input style="width: 80px; height: 30px;" type="text"/> <small>Economic Baseline</small>
Total Points Achieved (Total Points Achieved for Applicable Items for this Application)	<input style="width: 80px; height: 30px;" type="text"/> <small>Total Economic Points</small>
Economic Pillar Score (Total Points Achieved/Maximum Achievable Score)	<input style="width: 60px; height: 30px;" type="text"/> / <input style="width: 60px; height: 30px;" type="text"/> = <input style="width: 60px; height: 30px;" type="text"/> % <small>Total Economic Points Max Percent</small>

Site Context | Ecology

Performance Measure Description and Scoring

EN1 Project protects and enhances an *Environmentally Sensitive Area* (ESA) as designated on Map 13 in the City’s Official Community Plan, i.e. provides positive net benefit.

See [Map 13: Environmentally Sensitive Areas](#) and [Appendix 2: Development Permit Area Guidelines](#) in the Official Community Plan.

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE + EARLY STAGE

<p>Type of ESA:</p> <ul style="list-style-type: none"> High ESA Medium ESA Low ESA 30m Stream Buffer (High Value) Special Feature (High Value) 	<p>Staff Comments</p>
<p>Features/Species of Value:</p>	
<p>Means of Protection:</p> <ul style="list-style-type: none"> Covenant Dedication Monitoring 	
<p>Other:</p>	
<p>Means of Improvement of ESA:</p>	

Score /4

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site Context | Ecology

Performance Measure Description and Scoring

EN2 Project provides bird-friendly development through landscaping that provides habitat to native species and building design that reduces bird collisions.

See [Vancouver Bird Strategy](#)

Applicant Explanation and Reference to Plans, Drawings, and Reports

List all elements that reduce the impact that urbanization has on birds for this project:

Staff Comments

Score /3

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site Context | Ecology

Performance Measure Description and Scoring

EN3 Design of outdoor lighting minimizes the harmful effects of *light pollution* with technology that ensures lighting is:

- Only on when needed
- Only lights the area that needs it
- No brighter than necessary
- Minimizes blue light emissions
- Fully shielded (pointing downward)

See [International Dark Sky Association](#) for *Dark Sky Friendly Lighting*.

Applicant Explanation and Reference to Plans, Drawings, and Reports

Describe the lighting plan for the site and its dark sky friendly features:

Staff Comments

Score /3

BASELINE

BASELINE

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site | Air Quality – Alternative Transportation

Performance Measure Description and Scoring

EN4 Project provides alternative transportation facilities for user groups of each land use type, which contributes to reducing Greenhouse Gas Emissions from this development.

Applicant Explanation and Reference to Plans, Drawings, and Reports

Check all that apply: Short-Term Bicycle parking Long-Term Bicycle parking	Staff Comments
End-of-Trip Bicycle Facilities:	
Bike share and assigned parking Co-op vehicle and assigned parking space provision <i>Electric Vehicle</i> plug-ins and designated spaces ¹	
Plan references:	

Score /3

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site | Air Quality – Alternative Transportation

Performance Measure Description and Scoring

EN5 Project incorporates measures to support pedestrians and cyclists.

Applicant Explanation and Reference to Plans, Drawings, and Reports

Check all that apply: Connects to existing pedestrian/cycling routes and priority destinations Improves local pedestrian routes, local bike networks/trails Safe, secure, accessible, and sustainable footpaths Pedestrian clearway sufficient to accommodate pedestrian flow Covered outdoor waiting areas, overhangs, or awnings Pedestrian scale lighting Pedestrian/bike-only zones	Staff Comments
Other:	
Site circulation plan:	
Other plan references:	

Score /3

¹ See BC Hydro's *Electric Vehicle Charging Infrastructure Deployment Guidelines*.

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Building | Waste Storage Space

Performance Measure Description and Scoring

EN6 Project allocates sufficient and accessible recycling and garbage storage space in multi-family and commercial buildings and complexes compatible with City of Port Moody recycling, green waste, and garbage services.

Target 1: Metro Vancouver's Technical Specifications for Recycling and Garbage Amenities in Multi-family and Commercial Developments.

Target 2: Design provides safe and universally accessible access in a secure common area.

Applicant Explanation and Reference to Plans, Drawings, and Reports

<p>Total residential recycling, garbage, and green waste space proposed:</p> <p>Recycling: <input type="text"/> m²</p> <p>Garbage: <input type="text"/> m²</p> <p>Green Waste: <input type="text"/> m²</p> <hr/> <p>Total commercial recycling, garbage, and green waste space proposed:</p> <p>Recycling: <input type="text"/> m²</p> <p>Garbage: <input type="text"/> m²</p> <p>Green Waste: <input type="text"/> m²</p> <hr/> <p>Details regarding design for safety, security, and accessibility:</p>	<p>Staff Comments</p>
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Score /2

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site | Sustainable Landscaping – Urban Forestry

Performance Measure Description and Scoring

EN7 Project protects and enhances the *urban forest*, prioritizing native tree species.

See [City of Port Moody Tree Protection Bylaw](#)

Applicant Explanation and Reference to Plans, Drawings, and Reports

<p>Check all that apply:</p> <p>Existing mature trees protected (# <input type="text"/>)</p> <p>Replacement tree ratio (<input type="text"/> : 1)</p> <ul style="list-style-type: none"> • Native tree species planted on site (# <input type="text"/>) • Native tree species planted off site (# <input type="text"/>) <p>Protected/natural park areas added on site (% of total site area: <input type="text"/> %)</p> <hr/> <p>Arborist report:</p>	<p>Staff Comments</p>
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Score /3

BASELINE + EARLY STAGE

BASELINE

Site | Sustainable Landscaping – Habitat

Performance Measure Description and Scoring

EN8 Project preserves, enhances, and/or compensates for site ecology on site (4 points). Off-site compensation may be considered in some cases, in accordance with all other City regulations and supported by staff (3 points).

Compensation in the form of a financial contribution to the City toward approved public restoration, rehabilitation, or enhancement projects may be considered (2 points).

See *City of Port Moody Naturescape Policy 13-6410-03*.

See also [Invasive Plant Council of BC](#)

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE

Check all that apply:	Staff Comments
Salvage replanting Reduction to existing impervious area <input type="text"/> m ²	
Removal of <i>invasive plant species</i> Names:	
Native/"naturescape" landscaping Watercourse daylighting Riparian area restoration	
Other measures taken to enhance habitat or to compensate for habitat loss:	

Score /4

Site | Sustainable Landscaping – Stormwater

Performance Measure Description and Scoring

EN9 Project provides for stormwater retention and evaporation, and groundwater protection in the site stormwater management plan.
Targets:

1. Stormwater retained on-site to the same level of annual volume allowable under pre-development conditions.
2. Maximum allowable annual run-off volume is no more than 50% of the total average annual rainfall depth.
3. Remove 80% of total suspended solids based on the post-development imperviousness.

(3 points if all three targets are achieved)

See link in References to Metro Vancouver's Stormwater Source Control Guidelines

Applicant Explanation and Reference to Plans, Drawings, and Reports

Target(s) reached: 1 2 3	Staff Comments
<p>Means of achieving (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Absorbent landscape <input type="checkbox"/> Roof downspout disconnection <input type="checkbox"/> Infiltration swales and/or trenches <input type="checkbox"/> Sub-surface chambers/detention tanks <input type="checkbox"/> Rain gardens with native plantings <input type="checkbox"/> Rainwater harvesting <input type="checkbox"/> Tree well structures <input type="checkbox"/> Green roof/wall <input type="checkbox"/> Water quality structures <input type="checkbox"/> Pervious paving <input type="checkbox"/> Daylighted streams <input type="checkbox"/> Constructed wetlands 	
<p>Other:</p>	
<p>References to plans and documents:</p>	

Score /3

BASELINE

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site | Sustainable Landscaping – Water Conservation

Performance Measure Description and Scoring

- EN10 Project reduces potable water use for irrigation.
 2 points = 5 actions (from “check all that apply” list)
 1 point = 3 actions (from “check all that apply” list)

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE

<p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drought-tolerant landscaping (<i>xeriscaping</i>) with native species <input type="checkbox"/> Low-maintenance lawn alternatives <input type="checkbox"/> Non-water dependent materials/features for ground cover treatment <input type="checkbox"/> Irrigation system with central control and rain sensors <input type="checkbox"/> Captured rainwater irrigation system, e.g. using cisterns/rain barrels <p>Other:</p> <p>Plan reference:</p>	<p>Staff Comments</p>
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Score /2

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site Context | Ecology

Performance Measure Description and Scoring

- EN11 Project is sited and designed in order to facilitate and improve wildlife movement and access, particularly within known and suspected *habitat corridors*.
 Ex. Deer, bears, frogs, salmon, etc. (depending on site location).

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

<p>Species supported:</p>	<p>Staff Comments</p>
<p>Means of supporting:</p>	
<p>Environmental assessment or site plan reference:</p>	

Score /2

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Building | Green Building Rating
Performance Measure Description and Scoring

EN12 Project will achieve a recognized industry standard for sustainable design.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

<p>Built Green Level: <input type="text"/></p> <ul style="list-style-type: none"> • Bronze (2 points) • Silver (5 points) • Gold (8 points) • Platinum (10 points) <p>LEED Level: <input type="text"/></p> <ul style="list-style-type: none"> • Certified (2 points) • Silver (5 points) • Gold (8 points) • Platinum (10 points) <p>Canadian Passive House Institute (10 points)</p> <p>Living Future Institute</p> <ul style="list-style-type: none"> • Living Building Certification (10 points) • Petal Certification (10 points) • Net Zero Energy Certification (10 points) <p>Other:</p>	<p>Staff Comments</p>
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Score /10

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Building | Alternative/Renewable Energy
Performance Measure Description and Scoring

EN13 Project provides local, low-carbon energy systems, such as geo-exchange, heat recovery ventilation, solar or district energy.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

<p>Details:</p>	<p>Staff Comments</p>
<p>Specify % of energy generated:</p>	

Score /4

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Building | Energy Reduction and Indoor Climate

Performance Measure Description and Scoring

EN14 Building architecture employs *passive design* strategies appropriate to the local climate to reduce energy use and enhance occupant comfort.

Examples:

- Site design and building massing minimizes east and west exposures to avoid unwanted solar gains.
- Limit windows to 50% of any façade, taking into account other livability and aesthetic criteria.
- Use heat-recovery ventilation during heating season only, and design for natural ventilation and cooling by natural ventilation throughout the rest of the year.
- See [City of Vancouver Passive Design Toolkit](#) for Large Buildings for other examples.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

Yes No	Staff Comments
Key <i>passive design</i> building elements:	

Score /3

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Smart Technology

Performance Measure Description and Scoring

EN15 Project uses *smart technology* to optimize sustainable use of resources.

Ex. Automated lighting, shading, HVAC, energy/water consumption, security, etc.

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

Details:	Staff Comments
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Score /2

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Site | Sustainable Landscaping

Performance Measure Description and Scoring

EN16 Project provides or designates space for growing food in private or common areas including on-site composting to support the gardening activities.

Applicant Explanation and Reference to Plans, Drawings, and Reports

Details:	Staff Comments
Landscape Plan Reference:	

Score /2

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Building Energy Performance

Performance Measure Description and Scoring

EN17 Building design incorporates Port Moody Building Energy Performance Design Guidelines.

Applicant Explanation and Reference to Plans, Drawings, and Reports

<p>BC Energy Step Code:</p> <ul style="list-style-type: none"> Tier 1 (1 point) Tier 2 (2 points) Tier 3 (3 points) Tier 4 (4 points) <p><i>Attach a copy of Port Moody Building Energy Performance Design Guidelines Checklist.</i></p>	Staff Comments
(Empty space for applicant explanation)	

Score /4

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Stormwater and Ecology/Water Conservation

Performance Measure Description and Scoring

EN18 Project incorporates landscaped roofs or living walls that also provide food/habitat for native species.

OR

Project includes on-site grey water reuse.

2 BONUS POINTS EACH

Applicant Explanation and Reference to Plans, Drawings, and Reports

Details:	Staff Comments
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Bonus Score /2

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Environmental Monitoring

Performance Measure Description and Scoring

EN19 Project contracts with an Environmental Monitor(s) to oversee implementation of environmental sustainability measures, i.e. sustainable landscaping measures.

OR

Project employs an energy efficiency consultant.

2 BONUS POINTS EACH

Applicant Explanation and Reference to Plans, Drawings, and Reports

Details of Work Overseen/Contribution:	Staff Comments
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Bonus Score /2

BONUS

BONUS

ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Innovation

Performance Measure Description and Scoring

EN20 Environmental sustainability aspects not captured above.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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ENVIRONMENTAL SUSTAINABILITY SECTION *How well does the project minimize the demands on the environment?*

Constraints

Performance Measure Description and Scoring

EN21 Unique site aspects that limit environmental sustainability achievement.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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Environmental Sustainability Score Summary

	Score				
Total Environmental Pillar Points (Total Points Available – Not Including Bonus Points)	<input style="width: 100px; height: 30px;" type="text"/> <small>Total</small>				
Total Environmental Points Not Applicable (Total Points for Items Not Relevant to this Application)	<input style="width: 100px; height: 30px;" type="text"/> <small>n/a</small>				
Maximum Achievable Score (Total Environmental Pillar Points Minus Total Environmental Points Not Applicable)	<input style="width: 100px; height: 30px;" type="text"/> <small>Maximum</small>				
Environmental Pillar Minimum Score (Sum of Applicable Baseline Items)	<input style="width: 100px; height: 30px;" type="text"/> <small>Enviro Baseline</small>				
Total Points Achieved (Total Points Achieved for Applicable Items for this Application)	<input style="width: 100px; height: 30px;" type="text"/> <small>Total Environmental Points</small>				
Environmental Pillar Score (Total Points Achieved/Maximum Achievable Score)	<table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; width: 50px; height: 25px; text-align: center;"><small>Total Environmental Points</small></td> <td style="font-size: 20px; vertical-align: middle;">/</td> <td style="border: 1px solid black; width: 50px; height: 25px; text-align: center;"><small>Max</small></td> <td style="font-size: 20px; vertical-align: middle;">%</td> </tr> </table>	<small>Total Environmental Points</small>	/	<small>Max</small>	%
<small>Total Environmental Points</small>	/	<small>Max</small>	%		

Complete Community Design

Performance Measure Description and Scoring

S1 Project design is adapted to minimize shadow or privacy impacts to adjacent buildings.

AND/OR

Project design integrates the results of a *viewscape* study with respect to water and mountain views.

Applicant Explanation and Reference to Plans, Drawings, and Reports

BASELINE + EARLY STAGE

Details:	Staff Comments
Plan/document references:	

Score /1

Amenities

Performance Measure Description and Scoring

S2 Project provides voluntary public amenities.

Examples:

- Child care facility
- Space for growing food
- Child play areas
- Gathering place/space
- Park/greenspace
- Public contribution in lieu (CACs), i.e., school, library, arts, etc.

(5 Points = any approved option)

Applicant Explanation and Reference to Plans, Drawings, and Reports

Details:

Staff Comments

Plan reference:

Score /5

EARLY STAGE

Community Building

Performance Measure Description and Scoring

S4 Project provides *urban vitalization* by involving land owners and occupants, community groups, and end user groups who may be affected by the proposal in the planning process to identify and showcase Port Moody’s unique assets, i.e. goes above and beyond standard notification and consultation.

Examples:

- Host a community-building workshop with the neighbourhood at the time of a project’s inception to determine values and identify unique assets to leverage through design.

Staff will advise on notification requirements and appropriate stakeholder consultation

Applicant Explanation and Reference to Plans, Drawings, and Reports

EARLY STAGE

Please identify stakeholders and explain their involvement:	Staff Comments
Identify actions taken in response to stakeholder input:	
Plan references:	

Score /4

Safety

Performance Measure Description and Scoring

S5 The design of the site incorporates *Crime Prevention Through Environmental Design* principles (CPTED).

Applicant Explanation and Reference to Plans, Drawings, and Reports

Please explain:	Staff Comments
Plan references:	

Score /1

Education and Awareness

Performance Measure Description and Scoring

S6 Project provides education and awareness of the sustainable features of the project for owners/occupants.

Examples:

- Document is given to new owners at time of sale, covenant on title, inclusion/protection of features in strata bylaws
- Signage/display/art recognizing design, etc.

Applicant Explanation and Reference to Plans, Drawings, and Reports

Describe:	Staff Comments
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Score /1

SOCIAL SUSTAINABILITY SECTION

How well does the project address community health and wellness?

Innovation

Performance Measure Description and Scoring

S7 Social sustainability aspects not captured above.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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SOCIAL SUSTAINABILITY SECTION

How well does the project address community health and wellness?

Constraints

Performance Measure Description and Scoring

S8 Unique site aspects that limit social sustainability achievement.

Applicant Explanation and Reference to Plans, Drawings, and Reports

	Staff Comments
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Social Sustainability Score Summary

	Score
Total Social Pillar Points (Total Points Available – Not Including Bonus Points)	<input style="width: 100px; height: 30px;" type="text"/> <small>Total</small>
Total Social Points Not Applicable (Total Points for Items Not Relevant to this Application)	<input style="width: 100px; height: 30px;" type="text"/> <small>n/a</small>
Maximum Achievable Score (Total Social Pillar Points Minus Total Social Points Not Applicable)	<input style="width: 100px; height: 30px;" type="text"/> <small>Maximum</small>
Social Pillar Minimum Score (Sum of Applicable Baseline Items)	<input style="width: 100px; height: 30px;" type="text"/> <small>Social Baseline</small>
Total Points Achieved (Total Points Achieved for Applicable Items for this Application)	<input style="width: 100px; height: 30px;" type="text"/> <small>Total Social Points</small>
Social Pillar Score (Total Points Achieved/Maximum Achievable Score)	<input style="width: 50px; height: 30px;" type="text"/> / <input style="width: 50px; height: 30px;" type="text"/> = <input style="width: 50px; height: 30px;" type="text"/> % <small>Total Social Points Max Percent</small>

Project Report Card Summary

FOR CITY USE ONLY – TO BE FILLED OUT BY THE PLANNER

Project Address/Name:	File No:
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PROJECT SCORE SUMMARY	Cultural	Economic	Environmental	Social
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Total Pillar Points Available	23	16	57	12
Sum Of Items Not Applicable	Cultural na	Economic na	Enviro na	Social na
Maximum Achievable Score (Total Pillar Points – Sum of Items N/A)	Maximum Cultural Achievable	Maximum Economic Achievable	Maximum Enviro Achievable	Maximum Social Achievable
Minimum Score (Sum of Applicable Baseline Items)	Minimum Cultural Score	Minimum Economic Score	Minimum Enviro Score	Minimum Social Score
Missed Points (Sum of Applicable Items Not Achieved)	Missed Cultural Points	Missed Economic Points	Missed Enviro Points	Missed Social Points
TOTAL PILLAR SCORE ACHIEVED (Total Points Achieved out of Applicable Items)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> Total Cultural # Possible Cultural # <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> % Total Cultural Percent </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> Total Economic # Possible Economic # <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> % Total Economic Percent </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> Total Enviro # Possible Enviro # <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> % Total Enviro Percent </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> Total Social # Possible Social # <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> % Total Social Percent </div>			

OVERALL SUSTAINABILITY SCORE (Sum of Four Pillars)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> Overall # Overall Possible # </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div> % Overall Percent </div>
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SUSTAINABILITY HIGHLIGHTS	Cultural	Economic	Environmental	Social
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<p>+ Priority Items (Score ≥3) Achieved and Confirmed Innovations</p>	+ Cultural	+ Economic	+ Environmental	+ Social
<p>- Priority Items (Score ≥3) Missed and Confirmed Constraints</p>	- Cultural	- Economic	- Environmental	- Social

Report Card Glossary

Accessible housing – Housing designed and constructed to be universally accessible to people of diverse ages and abilities.

Adaptable unit – A dwelling unit that provides flexible design features that meet BC Building Code minimum requirements; it can be adapted to meet the changing needs of any occupant for reasons of disability, lack of stamina, and progressing through different life stages to support independent living.

Accessible housing/unit – Housing with fixed design features to enable independent living for persons with disabilities, such as those in wheelchairs.

Affordable market housing – Housing that is affordable to moderate income households achieved through tenure, location, reduced parking, modesty in unit size, level of finishing, and design and durability over time as the buildings age.

BC Energy Step Code – BC Energy Step Code is a voluntary roadmap that establishes progressive performance targets (i.e., steps) that support market transformation from the current energy-efficiency requirements in the BC Building Code to net zero energy ready buildings.

Beautification – The process of making visual improvements appropriate to a specific place, including but not limited to building facades, landscaping, decorative or historic-style street elements, selection of paving/fencing materials and their treatment, etc. Improvements contribute to Port Moody's reputation as City of the Arts in a sustainable manner.

Brownfield – A term used in urban planning to describe land previously used for industrial purposes or some commercial uses where the expansion, redevelopment, or reuse of the property may be complicated by the potential presence of a hazardous substance, pollutant, or contaminant.

Car/Bike share network – Arrangements between two or more persons to share the use of a vehicle or bicycle for a specified cost and period of time.

Character-defining elements – The materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained to preserve its heritage value.

Crime Prevention Through Environmental Design (CPTED) – The design and effective use of the built environment to reduce the incidence of crime and improve the quality of life.

District energy systems – A system that uses renewable energy to pipe energy to buildings within a specified area for space heating, hot water, and air conditioning.

Ecological inventory – An inventory that identifies the ecological values in a natural habitat, and is usually the first step in an environmental impact assessment.

Electric vehicle (EV) – An automobile that uses one or more electric motors or traction motors for propulsion. An electric vehicle may be powered through a collector system by electricity from off-vehicle sources, or may be self-contained with a battery or generator to convert fuel to electricity.

Environmentally Sensitive Areas – Land designated as areas that need special protection because of its environmental attributes, such as rare ecosystems, habitats for species at risk and areas that are easily disturbed by human activities. Refer to [Map 13 of OCP](#).

Report Card Glossary – continued

Greenfield – Undeveloped land in a city or rural area either used for agriculture or landscape design, or left to evolve naturally. These areas of land are usually agricultural or amenity properties being considered for urban development.

Greyfield – Economically obsolescent, out-dated, declining, and/or underutilized land, often with the presence of abundant surface parking.

Greywater – Wastewater from lavatories, showers, sinks, and washing machines that do not contain food wastes and that can be reused for purposes such as irrigation or flushing toilets.

Habitat corridor – Habitat areas, generally consisting of native vegetation, linking with larger areas of similar wildlife habitat. Corridors are critical for the maintenance of ecological processes, providing food, and allowing for the movement of animals and the continuation of viable populations.

Heat island effect – Heat islands form as vegetation is replaced by hard surfaces to accommodate growing populations. These surfaces absorb, rather than reflect, the sun's heat, causing surface temperatures and overall ambient temperatures to rise.

Heritage rehabilitation – The action or process of making possible a continuing or compatible contemporary use of a historic place through repair, alterations, and/or additions while protecting its heritage value.

Heritage restoration – Returning a historic place back to how it looked at any time in its past.

Invasive plant species – An invasive plant is a non-native species whose interaction causes economic harm, harm to human health, and/or environmental harm.

Light pollution – Brightening of the night sky caused by street lights and other man-made sources, which has a disruptive effect on natural cycles and inhibits the observation of stars and planets.

Market rental housing – Private, market rental rate housing units.

Naturescape planting – Landscaping with species that are naturally adapted to local climate, soils, predators, pollinators, and disease and, once established, require minimal maintenance.

Non-market rental housing – Subsidized rental housing for those unable to pay market-level rents including, but not limited to, public housing owned and operated by government agencies, non-profit housing owned and operated by public and private non-profit groups, and co-operative housing owned and managed by co-operative associations of the residents.

On-site power generation – The ability to generate power without transporting it from its source to where it can be utilized.

On-site renewable energy generation – The generation of naturally replenished sources of energy, such as solar, wind power, falling water, and geothermal energy.

Passive design – An approach to building design that uses the building architecture to minimize energy consumption and improve thermal comfort.

Public space – A social space that is generally open and accessible to people.

Report Card Glossary – continued

R-2000-Certified New Home – Best-in-class, energy-efficient homes with even higher levels of energy efficiency than ENERGY STAR-qualified new homes, as well as clean air and environmental features.

Smart technology – Technologies that allow sensors, databases, and/or wireless access to collaboratively sense, adapt to, and provide for users within the environment.

Statement of significance – The first essential step in any conservation project, which involves identifying and describing the *character-defining elements*; it is important in defining the overall heritage value of the historic place. Refer to the Standards and Guidelines for the Conservation of Historic Places in Canada (see Resources glossary).

Streetscape – The visual elements of a street, including the road, adjoining buildings, sidewalks, street furniture, trees, and open spaces that combine to form the street's character.

Storm water management plan – The management of water occurring as a result of development or precipitation that flows over the surface into a sewer system.

Transit oriented development (TOD) – A mixed-use residential and commercial area designed to maximize access to public transportation; it often incorporates features to encourage transit ridership. A TOD neighbourhood typically has a centre with a transit station or stop (train station, metro station, tram stop, or bus stop), surrounded by relatively high-density development with progressively lower-density development spreading outward from the centre. TODs generally are located within a radius of 400 to 800 metres from a transit stop, as this is considered to be an appropriate distance for *walkability*.

Universal access – This term refers to broad-spectrum ideas meant to produce buildings, products, and environments that are inherently accessible to both people without disabilities and people with disabilities.

Urban infill – An urban planning term that refers to new development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development.

Urban forest – The total collection of trees and associated plants growing in a city or town. It includes trees in parks and yards, along roadways and paths, and in other areas, both on public and private lands.

Urban vitalization – The urban planning process of rehabilitating a place or “taking a place to a higher level” using a community-building process (early stage community involvement) to define the key characteristics that make a place unique or special; and applying the concepts of urban conservation to leverage a community's assets, most often in accordance with approved City plans.

Viewscape – The natural and built environment that is visible from a viewing point.

Walkability – The extent to which the built environment is friendly to the presence of people living, shopping, visiting, enjoying, or spending time in an area; improvements in walkability lead to health, economic, and environmental benefits.

Xeriscaping – This term refers to landscaping and gardening in ways that reduce or eliminate the need for supplemental water from irrigation. Xeriscaping refers to a method of landscape design that minimizes water use.

Resources

Access Near Aquatic Areas: A Guide to Sensitive Planning, Design and Management

atfiles.org

BC Climate Exchange

bcclimateexchange.ca

BC Energy Step Code Technical Requirements

bclaws.ca

Best Management Practices for Amphibians and Reptiles in Urban and Rural Environments in British Columbia

env.gov.bc.ca

Bird-Friendly Development Guidelines – City of Toronto

toronto.ca/lightsout/guidelines

Canada Green Building Council

cagbc.org

City of Port Moody: Official Community Plan (2014)

portmoody.ca

Stream and Drainage System Protection Bylaw No. 2470

portmoody.ca

City of Port Moody Waste Management Bylaw No. 2822

portmoody.ca

City of Vancouver *Passive Design* Toolkit for Large Buildings

vancouver.ca

Community Green Ways Linking Communities to Country and People to Nature

evergreen.ca

Design Centre for CPTED (*Crime Prevention Through Environmental Design*)

designcentreforcpted.org

Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia

env.gov.bc.ca/wld/documents/bmp/devwithcare/

EnerGuide Rating System

nrcan.gc.ca/energy/efficiency/housing/new-homes/5035

Environmentally Sensitive Areas, Best Practices

env.gov.bc.ca

Resources – continued

Examples of Good Public Art

[City of Port Moody Public Art](#)

Fatal Light Awareness Program (FLAP)

flap.org

Invasive Species Council of Metro Vancouver

iscmv.ca

International Dark Sky Association

darksky.org

Metro Vancouver’s DLC Waste Management Toolkit

metrovancover.org

Metro Vancouver Technical Specifications for Recycling and Garbage Amenities in Multi-family and Commercial Developments

metrovancover.org/services

Metro Vancouver’s Stormwater Source Control Guideline

metrovancover.org/services

Naturescape BC

naturescapebc.ca

Project for Public Spaces

pps.org

Riparian Areas Regulation Assessment Methods

gov.bc.ca

Standards and Best Management Practices for Instream Works

env.gov.bc.ca

Standards and Guidelines for the Conservation of Historic Places in Canada

historicplaces.ca

Stream Stewardship: A Guide for Planners and Developers

stewardshipcentrebc.ca

Translink: Transit Oriented Communities

translink.ca/transit-oriented-communities

Vancouver Bird Strategy – City of Vancouver (2015)

vancouver.ca