

**OCP REVIEW COMMITTEE MEETING PROCESS NOTES**  
**January 10, 2013**

**Attending:** Pam Copley (Chair), John Herbert, Cairine Green (Process Recorder), Gloria Back, Patrick Frey, Will Moore and John Graham.

**Regrets:** Mike Lloyd (Vice Chair) (submitted written comments), Jan Mears and Mark Brennan (CAO).

Pam opened the meeting with the following agenda items:

- Preliminary review of four applicants.
- Date of next meeting is January 17, 2013, with meetings to commence again every two weeks from that date.
- Attendance.

Pam stressed the importance of all members attending our next meeting on January 17, 2013, if possible, because the Committee will likely be making a final decision at that time on the successful applicant.

**ACTION: If you are unable to attend, Pam requests that you please provide your final comments and recommendation to her before January 17 at 4:30 PM.**

**ACTION: Next steps include:**

- Interview questions for two applicants, conducted by Mark on or before January 15, 2013; and,
- A Committee report to Mayor and Council with our recommendation on selection of the successful applicant.

**DISCUSSION:**

Based on their preliminary review of each of the four RFP submissions, members provided comments and observations, identifying each applicant's strengths and weaknesses.

Members agreed that the RFP structure and process, most of which was refined by Gloria, worked well to provide us with sufficient background information on the applicants as well as their responses to our general questions.

We agreed that there remain outstanding questions related to the overall OCP review process that needs further clarification, such as:

- What are the intangibles i.e. what do we still want from the consultant?
- Related to consultants' experience and ability to collaborate, what do we feel will work best for Oak Bay?

- What are the assumptions made by the consultants about the ongoing roles of this Committee, the CAO and Council during the course of the review?

Discussion focused on the potential for this Committee to take a more active role in the OCP review process as it unfolds. Members also recognize that our Committee needs to more clearly define and articulate its role in the review process.

Members identified three major elements that will help the Committee evaluate the finalists and determine the successful applicant, as follows:

- Consultant's fee structure.
- Consultant's assumptions about the community and the roles/responsibilities of the Committee, the CAO and Council.
- Nature, extent and level of community consultation.

**ACTION to be completed ahead of the January 17, 2013 meeting:**

- **Mark will be asked to cost out the items identified by each of the consultants related to municipal supports and resources needed to facilitate a quality process and product.**
- **Committee members will finalize their evaluation for the remaining applicants against three main above-noted elements, using the weighted numbers from the existing evaluation format.**
- **Further discussion will occur and the frontrunners will answer specific interview questions (composed by Gloria, John H. and Cairine), posed by Mark (as referenced earlier in these notes).**
- **Determine who on staff will be the key contact for the consultant.**

**NEXT MEETING: January 17, 2013 – Please let Pam know if you are unable to attend and if not attending, please make arrangements with Pam to provide the information to her and to the Committee, referenced in these notes.**