

**OCP REVIEW COMMITTEE MEETING PROCESS NOTES**  
**November 15, 2012**

**Attending:** Pam Copley (Chair), Mark Brennan (CAO), Cairine Green (Process Recorder), John Herbert, Gloria Back, Patrick Frey, Will Moore, Jan Mears (via conference call) and Mike Lloyd (Vice Chair).

**Regrets:** John Graham

**Observers:** Mike Wilmut, Eric Zelka

The meeting opened with just two agenda items for review, edits and finalizing:

1. the draft OCP Definition document for public communication, both online and in hard copy, prepared by Lorraine.
2. the draft RFP prepared by Gloria.
  - The group reviewed and finalized the OCP Definition document, ensuring that language was understandable and that the word “renew” as opposed to new, was used consistently throughout the document to describe the process to revise the existing OCP.

**ACTION:** Pam will make the final edits to the document and send it out to the group as soon as possible. Mark will use the document as a press release and arrange for posting on the website, make hard copies for the front desk of the Hall and arrange to have other copies posted in all the rec centres and other public locations as needed, to ensure that we reach those who do not use computers.

- The group discussed page by page, the draft RFP and edited the document as needed while Gloria made the edits electronically by computer. Members were careful to edit the use of specific language and contextual descriptors to ensure consistency with the OCP Definition document. Next steps in the process were discussed and identified as follows:
  - Closing date for RFP submission is December 17, 2012.
  - The group will review submissions in January 2013, approximately one month after the closing date.

The group thanked Gloria for her diligence on preparing the RFP draft, a major piece of work. Concerns expressed by the group that we must keep the process moving to reach our target of completing the OCP renewal no later than spring 2014, with the goal of the bulk of the work completed by the end of 2013. Unanimous agreement on this important point.

**NEXT MEETING: November 29, 2012, 7:00 PM, Council Chambers**