

**OCP REVIEW COMMITTEE PROCESS NOTES**  
**October 25, 2012**

**Attending:** Pam Copley (Chair), Cairine Green (Process Recorder), John Herbert, Lorraine Hilton, A/CAO, Gloria Back, John Graham, Mike Lloyd, Jan Mears via conference call, Will Moore.

**Regrets:** Patrick Frey, Mark Brennan.

**Items Arising:**

- Gloria asked for clarification on defining “locally-based” re: consultant selection. While members agree that we do not want to be exclusive, there was consensus on need for local experience and regional familiarity.
- Discussion followed related to the definition of an OCP for purposes of educating/engaging the public (former request from Committee to define what an OCP is/isn’t for posting on our website, etc.); responding to public expectations; harmonizing existing policies, procedures and bylaws (such as zoning) with a new OCP; and, shared concerns about what the public wants and expects of a new OCP (e.g. that it needs to solve every issue and challenge).

**ACTION:** Lorraine will draft a document for posting on the website that is brief and to the point and clarifies the purpose of an OCP, stressing its overarching and visionary nature.

Discussion on housing introduced by John Graham – Oak Bay has not addressed housing diversity in decades and contentious issues such as secondary suites have not been acted on. Consultation with the community as to how and where housing changes should occur is needed, recognizing that change is sequential.

**Progress Update/Group Check-In:**

- Discussion about process for selecting proponents and Lorraine agreed to confirm protocol to ensure fairness.
- Consultant’s availability, cost of process (we are within range compared with other communities) and mobilizing consultant’s approach discussed.
- Pacing of Committee work explored.

Members agree that the Committee needs to enhance its communication with the community, including timing and use of media advisories, to ensure that preliminary OCP information is disseminated to the public.

A timeline for the RFP process was discussed to the end of the year, with a view to completing selection of a consultant in January 2013. Other related points about the process include:

- Housing issues may be driving new OCP.
- Related to the OCP framework, it is agreed that the community through consultation will define the vision.
- Basic principles and expectations of the Committee's role by Council and the public will be based on the role and mandate statements.

**ACTION:** Jan will draft talking points for use by Committee members so that messaging is clear and consistent.

(Will left the meeting at 8:35 p.m.)

Questions arose about providing background on former survey questionnaire results related to secondary suites, with a view to addressing apparent broad disagreement. Use of local area plans mentioned (Saanich model) but with the goal of avoiding community divisiveness.

**DECISION POINTS related to preparation and proponents:**

Discussion ensued on best method of proceeding with the next stage of the consultant selection process. After looking at another option for the next stage, the Committee agreed that the traditional method of issuing a RFP for the top proponents should be adopted.

We also agreed to consider a validation interview between the Committee and top proponents after the RFP evaluation, to examine best fit and clarify any outstanding issues. If we adopt this interview stage, proponents would be provided with the same list of questions, either in advance or at the meeting itself.

**ACTION ITEMS for Committee:**

- Send to Pam the top five items we want from the RFP.
- Review the work John Herbert and Mike Lloyd have completed and integrate these elements.
- Define questions.
- Gloria will work with Lorraine on supporting writing of the RFP during the week of November 5.

Mike outlined three broader goals related to the entire process from beginning to end:

- That the OCP Review Committee is the primary contact for the consultant (keeping in mind that staff will manage the overall contract).
- Formal recognition that Oak Bay consists of distinct neighbourhoods.
- Action plan will follow completion of the new OCP.

**NEXT MEETING: November 1, 2012, 7:00 PM, Municipal Hall (the Committee will then resume its normal schedule of every two weeks).**