

OCP REVIEW COMMITTEE MEETING PROCESS NOTES
October 4, 2012

Attending: Pam Copley (Chair), Cairine Green (Process Recorder), John Herbert, Will Moore and Mike Lloyd (Vice Chair).

Regrets: Gloria Back, Patrick Frey, John Graham, Jan Mears and Mark Brennan (CAO).

RFP/Consultant Selection Process:

- John Herbert opened discussion, focusing on fundamental elements that must be included in the RFP, such as clearly identified/defined deliverables, indemnity etc. and he provided for the Committee's information/review a BC Government RFP template.
- Discussion moved to the consultant selection process generally, with Mike reinforcing the need for openness and transparency, and stating the importance of the Committee's direct involvement in RFP preparation and suggesting use of a charter agreement with the consultant to ensure deliverables are agreed upon and ultimately met.
- Unanimous agreement that the successful consultant should be locally based.

John Herbert identified other key elements for drafting the RFP leading to a new OCP:

- Final OCP document must meet provincial legislative/legal requirements.
- Review process must be community-based and a result of broad community consultation.
- Group agreed that the existing OCP should be used as a backdrop/contextual document during the review process.
- Consultant must link their work to the Review Committee through a well-defined communications/reporting protocol.
- Cairine stressed the importance of ongoing contract management "best practices" tools, including submission from the consultant of a work plan identifying strategies to achieve deliverables and timely reporting intervals for the duration of the review.

ACTION: Cairine will obtain for Committee members RFP examples from the municipalities of Saanich, Central Saanich and North Saanich, and send them electronically.

Related to the new OCP and its content, the group identified areas for further consideration:

- Committee members should notate specifically what it would like to see covered in the new OCP document (e.g. density, housing types, development zones, height, massing etc.)
- Committee will explore with the consultant the issue of harmonizing existing bylaws with new OCP.
- Committee would like access to copies of OCPs from other communities that were made available to the former Working Group.

ACTION: Pam will arrange access to Committee members of OCP copies from other communities and confirm where in the Hall they will be located.

DECISION ITEM: Cairine asked that we confirm the distribution protocol for the Committee Process Notes. The Committee agreed that the notes will be prepared and provided directly in draft to the Chair, Vice Chair and other Committee members for review and feedback, with a 24-hour turnaround to Cairine, before they are forwarded to Mark for posting on the municipal website.

FOLLOW-UP ITEMS:

- Confirm with Mark proposed dates for completion of RFP and distribution to market.
- Ask Mark to confirm with EOI applicants that they are still interested in the project (EOIs originally submitted in May 2012).
- Cairine to provide John Herbert with Committee members' e-mail addresses.
- Ask Mark to confirm that he will draft, in the next 2 weeks, a definition and intent of an OCP that can be provided to the public at large. Include what an OCP is and is not, as well as all OCP Review Committee meeting dates.

NEXT MEETING: October 18, 2012, 7:00 PM, Municipal Hall.