

## **Process Notes, April 3, 2014 OPAC meeting**

**Attending:** Councillor Pam Copley (Chair), Councillor Cairine Green, Mike Lloyd, Jan Mears and Will Moore, Gloria Back, John Graham, Patrick Frey, Mayor Jensen, Helen Koning, CAO, Project Consultant Catherine Berris and Consulting Planner Michael Dillistone.

**Regrets:** Councillor John Herbert and Director of Building and Planning Roy Thomassen,

### **Built Environment Policies and Design Guidelines**

OPAC reviewed the draft Built Environment Policies and Design Guidelines provided by the project consultant. Much of the discussion revolved around the appropriate level of detail for the design guidelines and how they are interpreted and administered. The importance of the relationship of the built environment to landscape and streetscapes in Oak Bay was emphasized. There was agreement to strengthen the wording of the policy for the development of an urban design plan for Oak Bay Village as a priority. A number of other wording and content suggestions were made.

### **Review of Project Schedule**

OPAC reviewed the project schedule as set out in February. There was a lot of discussion about the tight timelines and the expressed desire to have a complete draft OCP presented to Council before the end of June. The timelines were reviewed and it was noted that aside from the commitment to hold another public open house, a commitment was made to circulate the draft plan to Oak Bay's Advisory Committees and Commissions for comment and the draft has to be reviewed by senior staff and municipal solicitors before it is presented to Council. Catherine Berris the project consultant committed to have a draft plan for review by the end of April. The public open house has to be moved to a later date in May. OPAC also asked the project consultant about the inclusion of an implementation section as part of the OCP and the consultant confirmed that this would be included in the draft.

The next meeting of OPAC will be scheduled when the complete draft OCP has been submitted.