

## **Process Notes, September 26, 2013, OPAC Meeting**

At the onset of the meeting, the Chair, Pam Copley, made the following comments:

*As many of you are aware, getting the OCP process to where it is to date has had its challenges at times, and most certainly of late. Let me state that I have great admiration and appreciation for OPAC members and staff who have worked diligently and tirelessly to ensure due process, but at the same time I am disappointed in those who have chosen not to respect the established process and protocols and to circumvent them in various ways.*

*Things change and Oak Bay is changing as well. Standing still is not an option since change will happen in spite of us. But change can have positive outcomes through effective and creative management in the interests of the public good. Those who wish for stasis are in my opinion not working in the best interests of our residents' needs and aspirations and Council's overall objectives of having a refreshed, innovative, forwarding looking and sustainable plan to guide community planning and development for the next 20 years and beyond.*

*We hear from residents of all ages what is best about Oak Bay presently, but a good community plan also has to anticipate and endeavour to address the needs of future residents; the youth, young families, new Canadians, people living with disabilities, people with diverse interests and incomes and the many others who will be the residents and voters of tomorrow. They are our future and we owe it to them to envision and lay the foundation for a vibrant, inclusive and sustainable Oak Bay in years to come.*

*To that end it is critical that this Committee and the staff who support our work, stay focused on that objective, keep moving forward and not be deterred by those with other agendas, political or otherwise, to undermine this important work and the citizens we are serving.*

*To the best of my ability I intend to see this task through to completion and I trust that the majority of OPAC members and supporting staff are also committed to that goal.*

The items on the agenda were then discussed.

The first item on the agenda was an update of the community survey invitations that have now been circulated to all households in the District. Disappointment was expressed on the look of the envelope and return address without reference to Oak Bay. However within only three days of the invitation being mailed out, 517 questionnaires had been completed on-line. The survey consultant had advised that typically a response rate of 10 to 20% to a community survey is considered useful for analysis and it was her opinion that this early response rate was very good. Further discussion ensued on the "reminder letters" that are to be mailed out in mid-October. To mitigate the concerns with the envelopes, it was the decision of OPAC that all non-respondents would be sent a reminder letter earlier in October and that the envelope would have, in red print, words to the effect that the Oak Bay Official Community Plan survey information was enclosed. It was also suggested that as much positive awareness of the survey as possible should be undertaken with posting of the bulletin in the community and residents' attention drawn to the OCP web-site with the survey information.

With respect to the overall project timeline, the schedule is still as initially shown in the project charter for the timing of the survey. It was the recommendation of Ms Berris that the Open House originally slated for November would be prior to the survey analysis being undertaken and moving the Open House to January/early February would be more appropriate. The members of OPAC agreed. Staff will work with Ms Berris to find an appropriate date and venue for this Open House.

It is anticipated that the consultant in the interim will be commencing drafting the vision, background, research, goals and objectives of the OCP.

The evolving role of OPAC was discussed and it was the consensus that OPAC would continue as an advisory group to Council as the OCP renewal process proceeded and would include high level review of draft OCP policies at the appropriate time. It was determined that this was already generally noted in the Terms of Reference for OPAC and formal amendments are not required. It was again suggested that Council could confirm that the role of OPAC is as an advisory body representing the community on a broad basis in the OCP renewal process. The Acting CAO, Mr. Nason confirmed that that it would his recommendation, to be included in the process notes of this meeting, that OPAC continue with policy review at a high level, for Council's consideration.

MOVED by John Graham

Seconded by Councillor John Herbert, That it is recommended to Council that the scope of OPAC is extended to include policy review of the draft OCP policies and the renewal document.

CARRIED

Mr. Nason was also asked to confirm that with respect to other volunteer bodies, brief written submissions would be requested by Council which would then be circulated to OPAC and the consultant for review and retained as part of the public record for the OCP.

A contest for photos, to be incorporated into the OCP document, will be undertaken in the spring and included in advertising for future Open Houses on the OCP renewal.

Just for OPAC's information, Mr. Nason noted that Catherine Berris Associates Ltd. is joining forces with Urban Systems Ltd. but she will remain the lead consultant on this project.

As community involvement in this OCP renewal process and several other matters before Council is extensive, it was the consensus that Council sponsored future neighbourhood meetings for the remainder of 2013 not be held.

The remaining meetings of OPAC for 2013 will be on a monthly basis with the next meeting set for Thursday, October 24<sup>th</sup>, 2013, at 7:00pm or at the call of the Chair if required.