

## Questions & Responses – As of April 24, 2020

### Sooke OCP Review 2020

#### 1.0 Question #1

**We are wondering if Sooke will be considering accepting email proposals given current working conditions?**

**Answer:** *One (1) electronic version of the Proposal supplied on a USB memory stick in pdf format delivered in a sealed package/envelope must be submitted in accordance with the RFP. Hardcopies are not a submission requirement but may accompany the required digital USB memory stick with the package submission.*

#### 2.0 Question #2

**The first phase of engagement is imagined for August/September. While it's hard to predict, we imagine that some public health requirements will still be in place during that time that may be a limiting factor around some more traditional engagement with gathering size limitations and social distancing requirements. With repeated warnings from the Province around a potential fall outbreak as well, we are wondering if Sooke is able to accommodate on-line engagement for some activities if required (e.g., Advisory Committee meetings, Council presentation).**

**Answer:** *The District of Sooke will not specify which forms of community engagement will be acceptable. It will be the responsibility of proponents to prepare a community engagement strategy that captures the intent of the RFP while complying with public health orders.*

*Presently, staff have utilized Microsoft Teams for internal communication, and Council meetings have been conducted via Zoom.*

#### 3.0 Question #3

**Would Sooke be setting up the Advisory Committee? Has a ToR been developed, or would this be something the consultant would be supporting? If you are moving ahead with setting it up, who would be on it?**

**Answer:** *The District is currently preparing a Terms of Reference (ToR) for the OCP Advisory Committee. The chosen consultant will have involvement with this committee. Consideration will be given as to how committee members can participate in meetings that are compliant with public health orders.*

*The Terms of Reference for the OCP Advisory Committee will be made public once Council has approved it. Members of the committee will be appointed by Council.*