

Halfmoon Bay Community Development Forum (CDF)

Committee Meeting Agenda & Minutes

September 6, 2022

Opening: The meeting of the CDF was held at Coopers Green Hall on Sep 6, 2022 at 5:40pm.

Present: Alistair Higson, Barbara Bolding, Darlene Tymo, Don Cunliffe (Interim Chair), Laurie Bates-Frymel, Matt Garmon

Regrets: Ryan Daley

Agenda & Minutes:

1. **Introductions and expectations** - The Interim Chair welcomed the committee members of the Halfmoon Bay Community Development Forum (CDF) for the inaugural meeting of the committee. A brief background and context on the committee's future work was provided. Committee members were invited to introduce themselves and point out any expectations they might have for the CDF.
2. **Setting up the Committee**
 - a. **Some principles/protocols** - This included discussion of guiding principles and important protocols. Key principles included: fact-based, constructive, respectful, and transparent. Key protocols included addressing conflicts of interest, community rather than localized issues, and having committee members lead specific matters.
 - b. **Select Chair, Deputy Chair, Secretary** - There was discussion on committee roles, including Chair, Deputy Chair, and Secretary. The role of a Communications Coordinator was suggested. It was also suggested that the role of minute taking be rotated. The role of the Interim Chair will continue until committee roles are assigned. There was discussion on how the committee should prioritize work and how issues are to be selected. It was highlighted that matters should be broad community concerns recognizing that the CDF is composed of volunteers who are mainly available to *work with* residents on issues, rather than take them on directly.
[Deferred Action: Draft Committee protocols (DT) and assign committee roles at the next meeting (all).]
 - c. **Update CDF webpage** - Alistair Higson volunteered to minute the first meeting and create a template for future use.
[Action: Creation of meeting minutes template (AH).]
 - d. **Protocol to manage CDF emails** - Email communications to the cdf@halfmoon-bay.ca email address will continue to be managed by Alistair Higson and Darlene Tymo.
[Deferred Action: Develop a protocol for handling email communications.]

- e. **Outreach to/participation of volunteers** - Discussed providing an update to volunteers on the formation of the CDF, its inaugural meeting, and next steps.
[Action: CDF volunteer update to be sent out (DT).]
- 3. **Why the CDF is needed** - The committee was provided a brief synopsis of community issues which led to the formation of the CDF.
- 4. **Background to CDF managing EDRF grant** - The committee was briefed on the Environmental Dispute Resolution Fund (EDRF) grant that was provided and co-funded by the Halfmoon Bay Community Association (HBCA) and the Halfmoon Bay Environmental Society (HBES). The CDF will assume the management of the grant and its scope of work.
[Action: EDRF grant application will be sent to committee members for review (DT).]
- 5. **October 2022 meeting with SCCA and other Sunshine Coast groups** - The committee was briefed on plans to collaborate with the Sunshine Coast Conservation Association (SCCA), hosting a forum involving local groups, local government, and legal experts to discuss challenges resulting from development in rural areas of the Sunshine Coast and explore solutions to address them.
- 6. **Communications**
 - a. **Update website** - The website <https://halfmoon-bay.ca/cdf> will be updated with information about the committee members and list of volunteers (with consent). Minutes and agendas will also be published to the web site.
[Action: Update and maintain website (AH).]
 - b. **Thoughts on outreach to the HB community** - There was a brief discussion highlighting the need to develop a communication strategy as it relates to community, other local groups and government agencies.
[Deferred Action: Discuss communications plan at next meeting.]
 - c. **Coast Reporter article** - The Coast Reporter has asked for more information in order to publish an article about the formation of the CDF and its purpose.
[Action: Provide information to the Coast Reporter (DT)]
- 7. **Schedule Next Meetings**
 - a. Discussion of preferred recurring meeting day and time each month.
[Action: Preferred meeting day and time to be confirmed (AH/all).]
 - b. An ad-hoc committee meeting is scheduled for Tue Sep 20 at 5:30pm to begin reviewing issues previously raised by the community.
[Action: Confirm availability, venue and time (AH).]
 - c. The next regular Committee meeting is scheduled for Tuesday Oct 4th at 5:30pm and will be open to volunteers.
[Action: Confirm availability, venue and time (AH).]