

Community Development Forum , Halfmoon Bay  
**Minutes of Regular Monthly Meeting**

Tuesday, 05 Sep 2023, 5:30-7:30 PM  
Cooper's Green Community Hall

CALL TO ORDER: 5:35 pm

PRESENT: Alistair Higson (Chair), Darlene Tymo (Deputy Chair), Laurie Bates-Frymel, Don Cunliffe  
Volunteers: Len Coombes, Ellie Lenz (Recorder), Landon Dix, Garry Nohr, Kim  
Dougherty. Guest: Nicole Huska

ABSENT: Ellen Adelberg, Bill Henwood, Barbara Bolding, Leslie Broadhurst, Jackie Schach, Linda  
McMahon, Ryan Daley, Chris Hergesheimer, Marcus Stein, Area B Director Gabias

**1. Beginning**

- a. EL volunteered to take minutes.
- b. [Minutes of CDF Committee meeting 4 July 2023](#) were accepted.

**2. Status of action points from last meeting**

- a. SCRD Maps - A [link to SCRD-created interactive planning maps](#) has been posted to the website as discussed.
- b. Coastal Douglas Fir Delegation timing - Forum members met with representatives of the Coastal Douglas-fir Conservation Partnership and Sunshine Coast Conservation Association to discuss their interest in a delegation later this year to educate the SCRD Board about Coastal Douglas-fir ecosystems, and share examples of development planning and ecosystem management from other Regional Districts. We are considering a delegation for early 2024 as input to the OCP renewal process.
- c. OCP renewal:
  - i. *Nanaimo Regional District* - Review [Draft Official Community Plan](#) for Area F for good examples. A review shows that two of the proposed DPAs are of particular interest: one for environmental protection and another for 'hazard lands' (which includes steep slopes). Both of these proposed DPAs cover the majority of Area F. The community input period finishes at the end of September, and it would be helpful to talk with Nanaimo RD planning staff to see what feedback they have received.
  - ii. *Cowichan Valley Regional District (CVRD)*- Review the [merged CVRD Official Community Plans](#). This single OCP covers 9 electoral areas (=3,473 km<sup>2</sup>, for comparison SCRD = 3774km<sup>2</sup>), and then each Area has an approx. 30 page Local Area Plan covering the specificities of each Area. Of interest to the Forum is that the related DPAs cover the single CVRD OCP area (ie. there are no longer separate DPAs for each Area).

**Action:** Share these observations with the Director, Area B with the suggestion that she contact the Nanaimo RD to get feedback on their draft OCP for Area F, and on their next

steps. (AH/DT)

### 3. DL4444 Cawley Point (Telus) Proposed Variance & Rezoning

A Forum Issue Brief outlining the facts and analysis was discussed by those present. Discussion included the need to understand and follow any defined process for public comments. The Issue Brief will be further tweaked, and shared as per the actions below. (RD recused himself from any voting due to a conflict of interest.)

#### Actions:

- a. Final Issue Brief to be sent to the Chairs of the 3 involved Area Planning Commissions (APCs) (Areas A, B and Sechelt) for their consideration in advance of the APC meetings anticipated towards the end of September. (DT)
- b. Subject to further comments from the APCs, the Issue Brief will be submitted to the Directors on the SCR D Board (copied to SCR D Planning) prior to their discussion of the issue, likely at the end October. (DT)

### 4. Administrative items

- a. Committee Members [Alistair Higson, Laurie Bates Frymel terms were renewed for 2 years](#) by a majority vote of the present Committee Members. Motion approved unanimously.
- b. Alistair Higson proposed a motion to assume the role of CDF Deputy Chair, and for Darlene Tymo to assume the role of CDF Committee Chair. Motion approved unanimously.
- c. [Review of the Forum Terms of Reference \(ToR\)](#) - With the Forum completing its first year of work, and as per the ToRs, there was a review and discussion of the current [Terms of Reference](#) and [Working Protocols](#). One suggestion was a mandated minimum Committee size (no decision taken).

**Action:** Finalize the ToRs from the inaugural year and share with HBCA Board (AH/DT)

- d. Halfmoon Bay Community Association (HBCA) Annual General Meeting (AGM) - Scheduled for October 26th. It was suggested that a written report be submitted to the Board Chair summarising work undertaken by the Forum during the preceding year.  
**Action:** Submit a report summarising Forum activities to the HBCA Chair in advance of the AGM (DT/AH)
- e. Halfmoon Bay Community Association (HBCA) Reporting - The Chair and Deputy Chair will continue to report back to the Board on a semi-regular basis.  
**Action:** Forum members who are also HBCA Board Members are asked to help ensure the Board is informed of important Forum activity with the support of the Chair and Deputy Chair (DC/DT/AH)

### 5. Any Other Business

- a. Ministry of Transport and Infrastructure (MoTI) Staffing - There was discussion regarding staffing changes at MoTI. Concerns were raised about the recent departures of the Area Manager and the Senior Development Manager responsible for the Sunshine Coast.

- b. Online Meetings - There was discussion and interest was expressed on the idea of holding occasional online meetings via Zoom to provide more flexibility for attendees & guests, in particular during the winter months.

6. **NEXT MEETING:** Tuesday 3 Oct at 5:30pm (venue TBD)

7. Meeting Adjourned at 7:05 pm.

EL, Recorder