

Terms of Reference

Community Development Forum

Halfmoon Bay Community Association

(A) **Purpose:** The purpose of the Halfmoon Bay Community Development Forum (CDF) is to uphold the vision and goals¹ presented in the [Halfmoon Bay Official Community Plan \(OCP\)](#).

(B) **Role:** The role of the CDF is to:

- i. provide a space for the Halfmoon Bay community to engage on the spirit and intent of the OCP;
- ii. act as a focal point for the Halfmoon Bay community on significant issues related to land use and the development of the community. This includes collecting and sharing information about selected issues and related processes, and facilitating community engagement;
- iii. liaise with the [Sunshine Coast Regional District \(SCRD\)](#), [Halfmoon Bay Advisory Planning Commission \(APC\)](#), and other levels of government and community groups on significant matters relating to community development.

(C) **Structure:** The CDF is an arms-length Forum of the [Halfmoon Bay Community Association](#). It is composed of a Committee and volunteers.

Committee:

- i. **Membership:** The Committee will have a maximum of seven people, aspiring for a varied geographic² and demographic representation of the Halfmoon Bay community³. Candidates must be a resident⁴ of Halfmoon Bay for at least one year and knowledgeable about the OCP. Candidates will be nominated to the Chair for selection by the Committee.
- ii. **Selection of Chair, Deputy Chair and Secretary:** The Committee will select its own Chair, Deputy Chair and Secretary. The Chair must be a member of the HBCA. The Chair will sit for two years, after which a new Chair will be selected. If no candidate is presented, the incumbent may put forward her/his candidacy for an additional one-year term.
- iii. **Commitment:** The requested commitment of Committee members is for two years, with the possibility of renewal⁵. Committee members are expected to spend at least eight hours per month on Forum issues, including attending monthly meetings (at least 75% over a year). Committee members should be willing to 'lead' on specific community issues.

¹ See pp. iii-v of the 2014 OCP. The vision is: "We preserve our rural community character, exceptional quality of life and abundant recreational opportunities. We protect and live in harmony with our natural environment and its diverse habitats. We encourage sustainable, social and economic growth while respecting our heritage."

² Geographic areas include Secret Cove/Wood Bay Heights area, Smuggler Cove Park area, Coopers Green Park area, Welcome Woods area, Sargeant Bay area, Leaning Tree Road area, Porpoise Bay area, Salmon and Sechelt Inlets.

³ It is desirable that one member of the Committee also be a Board member of the Halfmoon Bay Environmental Society to promote collaboration and complementarity.

⁴ Full- or part-time resident.

⁵ During the first year of its formation, four Committee members will exceptionally agree to sit for two years and three Committee members for one year. Every year thereafter, new Committee members will be appointed for two years. The aim is to ensure that only half of the Committee rotates each year.

- iv. *Vacancies*: There shall be no fewer than four members at any given time, with annual calls for nominees to be widely publicized in the Halfmoon Bay community.
- v. *Area B Director*: The elected Area B Director will have a standing invitation to attend monthly meetings and be requested to liaise with the SCRD on matters of community interest. The Director will not participate in decision-making.

Volunteers:

- i. Volunteers will typically support Forum efforts on one or more community issues.

(D) Working arrangements:

- i. *Significant community issues*: The Forum will focus on issues that impact on or are of interest to a neighborhood or the wider Halfmoon Bay community. It will not focus on issues which are highly localized in scope. The decision to actively work on a community issue will also be dependent on the capacity of the Committee at the time.
- ii. *Meetings*:
The Forum will meet monthly. A majority of the current Committee members constitutes a quorum for a meeting (in particular if a vote is required). Agenda items can be proposed for consideration by volunteers and community members. Decisions will be made by agreement of a majority of the present Committee members, with minority objections recorded in the minutes. Volunteers and community members with agenda items will be invited to attend meetings and will not participate in decision-making. Meeting minutes will be made available to the public on the HBCA website. Ad hoc community meetings on significant issues will be convened as needed, to share information and facilitate public engagement.
- iii. *Funds*: When funds are required, it is the responsibility of the Committee to identify sources, raise and manage funds, which will be done under the auspices of the HBCA. These funds will be managed separately from other HBCA funds.

(E) Reporting Relationship:

- i. The Chair of the Committee, or delegate, will liaise with and report to the HBCA Board as required.

(F) Updating the CDF ToRs:

- i. The Committee can propose amendments that have the explicit aim of ensuring that the Forum is operating efficiently, effectively, and constructively. Revised TORs will be presented to the HBCA Board for approval.