

## : SUNSHINE COAST COMMUNITY FOREST LTD.

### MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON Monday, February 10, 2025 AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

<b>PRESENT:</b>	Kathleen Suddes	Jordan Wilson – via zoom
<b>(Directors)</b>	Jim Tivy	Doug Marteinson
	Greg Caw	

**REGRETS:** Bob Michor    Stu Dornbierer    Katherine Gordon    Gord Crandlemire

**ALSO PRESENT:** Warren Hansen - Managing Forester    Sara Zieleman - Executive Director, Karen Nielsen - Administrative Assistant, John Henderson, Mayor District of Sechelt, Alton Toth, District of Sechelt

#### 1. WELCOME - ?imash ?imash (ay – mosh, ay – mosh)

Chair Suddes called the meeting to order at 4:00 pm

#### 2.0 Call to Order and Adoption of Agenda

**MOTION:** To adopt the agenda as circulated. – CARRIED

#### 3.0 Appointments, Delegations & Guests –

- a. Robert Seaton, Chief Science Officer, Brinkman Group  
Intended to have a discussion on carbon projects and forestry unfortunately , he was not able to attend today.

#### 4.0 Management Report

##### Operations

- Standing stem project has been delayed due to snow. Next opportunity will be approximately February 25.
- Bids closed last week for road construction into Halfmoon Bay Block. Kathleen and Doug reviewed today and finalized bid, Warren will review and advise in the next few days.
- FSP (Forest Stewardship Plan) expiring at the end of February 2025 is up for review with commentary open online until the end of March. There was a discussion regarding replacing our FSP with a FLP
- Log market is still not great.
- Trying different value-added initiatives such as the Dave Reeves project, where we brought down 200m of logs from AN27 for milling at the firewood yard to complete a project he has on Vancouver Island. Client specifically wanted wood from the Community Forest. His plan is to use the wood for outdoor soffits and some inside the home projects. The miller is very happy with the quality of the wood. There is interest in seeing the completed project
- EBM draft plan is published online.
- Wildfire Risk Reduction, we have approval for \$52,000 in funding for use by end of March 2025 for prescription development.

##### Operations and Community Engagement

- Taxable status of community forest is in the works with our lawyer to find a resolution.
- CAP Webinar – recorded and on You Tube for anyone interested.  
<https://youtu.be/Lnhj06MzwM?feature=shared>  
There were approximately 25 people who joined the meeting.
- BMFF was very interesting- Warren had a drone video playing of Halfmoon Bay Block HM64 that along with the drone itself which drew a lot of attention. We had approximately 45 visitors to our booth.

**Motion:** To receive the February 2025 Management Report – CARRIED

## 5.0 Committees

### a. Board

- i. Minutes of January 13, 2025

MOTION: To accept the minutes of the January 13, 2025 Board Meeting – CARRIED

### b. Executive

**Information will** be discussed in an in-camera meeting

### c. Audit

The Audit Committee had a short 30-minute meeting with Richard to discuss the status of the audit. He doesn't expect any issues; he did a preliminary audit on our sales in December. Areas of risk seem to be minimal.

- i. 2024 Q4 Financial Statements

Working on report to Audit Committee regarding action plan from a previous year.

For year Harvest Volume sold was 5000 m less than anticipated.

On point with administrative expenses

Sara reviewed the financial statements discussing any variances and a few small asset purchases.

Discussion held regarding the new taxation law for community forests

- Taxation issue came about by McBride Community Forest making us aware of the change into the income tax act in 2023.
- There is a clause in act regarding boundaries where the community forest is held.
- We are not exempt due to our community forest being outside of the District of Sechelt boundaries.
- Our Lawyer is looking into another possible exemption we may be entitled to.
- For now, the accountant will be filing our taxes based on the idea that we are not exempt.
- Mayor Henderson stated the District of Sechelt will support us if needed.

- ii. 2024 Q4 Ledger - to be discussed in the in-camera meeting.

### d. Nominations and Board Development

- i: Minutes of January 17, 2025

Ads are ongoing in the newspaper for potential Board Members with a deadline of March 16.

Some discussion was held regarding candidates who are non-residents of the coast applying to become directors, the decision was that with using Zoom it would be appropriate.

Discussion also held on whether it would be necessary to include a statement in the advertising regarding diversity. Suggested it could be included as a footnote in the ad.

BCCFA AGM Nanaimo (May 25-27) and First Nations Conferences Penticton coming up would be beneficial to the Directors as well.

### e. Legacy Fund

### f. Governance -

- i: Minutes of February 7, 2025

**-Strategic Planning** – Discussion held to include the word “culture” in our vision/mission statement.

**-Donations Policy** – Review of donations policy – we don't currently have a formal policy within the Governance Policies, needs a review and implementation of specifics.

CF is committed to supporting the community at large and offering donations and gifts, such as goods, equipment, services and volunteering aligned with our strategic plan, mission, vision and EBM goals. Policy should be brought to CAP for review as well.

Point made that there may be too much responsibility put onto the staff and chair to make the decision, without going to the Legacy Committee and further to the Board for approval. (amount proposed would be \$20,000 annually)

May also be helpful to have a standardized form for requests.

Should go back to the Governance Committee for another review and discussion.

**-Review on policies pertaining to Directors responsibilities and the code of conduct.** – There were some amendments to the Confidentiality Policy to provide direction regarding of Directors actions in and outside of board room.

Recommendation made by Governance Committee that confidentiality policies should be kept all together, not spread out in the different policies, the amendments made are for clarifying and reorganizing, keeping all confidentiality information in one place.

[MOTION: for the Board to accept the recommendations to the Confidentiality Agreement in the Corporate Governance Policy - CARRIED](#)

**g. Community Advisory Panel**

i. Minutes of January 23, 2025

Prepping for public webinar.

Request for a list of acronyms

Request made for a trip to see the heli logging project.

Watershed modelling planned for the next meeting.

[MOTION: To accept the minutes of the January 23, 2025 CAP Meeting – CARRIED](#)

**6.0 Old Business –**

**7.0 New Business –**

**8.0 Correspondence –**

**9.0 Next meeting (Regular) – March 10, 2025 4pm**  
- Strategic Planning TBD

**Adjournment : 5:16 pm**