



# SUNSHINE COAST COMMUNITY FOREST ("SCCF")

## MISSION STATEMENT

To profitably manage the Sunshine Coast Community Forest (SCCF) in a sustainable, effective and environmentally sensitive manner with broad community participation and support.

Sunshine Coast Community Forest is operated by Sechelt Community Projects Inc.

Approved: Oct 4, 2007  
Approved: Feb 24, 2011



# SUNSHINE COAST COMMUNITY FOREST ("SCCF")

## VISION

The vision of the Sunshine Coast Community Forest (SCCF) is to manage, harvest, protect and expand the timber and non-timber resources of the Community Forest in a passionate, yet balanced, sustainable and transparent fashion, for the benefit of the Sunshine Coast Community.

## VALUES

Key values of SCCF are:

- Being respectful of the diversity of opinions & values of the Sunshine Coast
- Working to protect the water resources of the Sunshine Coast
- Having open, honest, accountable and transparent communications with our Stakeholders
- Displaying fairness and integrity in dealing with all Stakeholders (employees, contractors, suppliers and our public)
- Having respect for the environment

Sunshine Coast Community Forest is operated by Sechelt Community Projects Inc.

Approved: Oct 7, 2007  
Reviewed and updated: Jan. 9, 2011  
Revised and approved: February 24., 2011



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## STRATEGIC OBJECTIVES

### **Forestry Management**

To have the Community Forest chart area land base healthy, producing an annual growth rate higher than we received in 2006, and documented in a Timber Supply Report (TSR) that our Community understands and believes. In addition, both timber and non-timber resources are harvested at sustainable rates for the benefit of the Community.

- Promote sustainability of all resources
- Maintain bio-diversity
- Demonstrate world-class watershed management
- Superior forest management practices
- Habitat management

### **Fiduciary Obligations**

To meet or exceed all requirements of the MoFR license agreement at all times, and to manage the forest for the economic benefit of the Community and the long term viability of the Corporation.

- Compliance with Probationary CFTA
- Provide economic value to shareholder
- Long term viability of the Corporation

### **Community Involvement**

To build a strong Community relationship where the majority understands, supports and trusts the SCCF.

- Promote community participation
- Promote recreation within the Community Forest
- Educate community about forest resources
- Communications program

## **Economic Development**

To enhance forest related business activities for the Sunshine Coast that both utilize Community Forest fibre and bring new economic development to the area.

- Increase timber harvest land base and AAC
- Increase and support local jobs
- Promote value-added manufacturing
- Support non-timber product activities



## SUNSHINE COAST COMMUNITY FOREST ("SCCF")

### LOG MARKETING POLICY

Logs will be offered for sale in the following priorities:

1. **First Priority** – Support of new and existing local Sunshine Coast wood industries. In this case, SCCF will solicit offers for log sorts which meet the requirements of local industry and at the same time contribute competitive financial returns to SCCF.
2. **Second Priority** – Support of domestic based industry.
3. **Third Priority** – Logs surplus to local and domestic requirements will be available for export outside of BC and Canada.

The longer term objective is to proactively foster the development of local wood manufacturers so that the Community Forest values are enhanced.

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Approved: Nov 10, 2006  
Last reviewed Jan 9, 2011  
Approved Feb 24, 2011



## SUNSHINE COAST COMMUNITY FOREST

### ENVIRONMENTAL POLICY

**It is the policy of the Sunshine Coast Community Forest (SCCF) to:**

- Comply with all relevant environmental legislation and regulations.
- Strive for excellence in forest management by continually improving the performance of resource management activities and practices.
- Manage our community forest in a sustainable manner that is environmentally balanced, socially beneficial and economically viable.
- Maintain a framework that sets and reviews environmental objectives and targets, and promotes the prevention of pollution associated with SCCF forestry activities.
- Monitor and evaluate all SCCF forestry operations.
- Communicate SCCF business activities and policies to all Management and Contractors and make them available to the community.

Sunshine Coast Community Forest is operated by Sechelt Community Projects Inc.

Approved: April 26, 2007  
Reviewed: Jan 9, 2011  
Approved: Feb 24, 2011



# SUNSHINE COAST COMMUNITY FOREST ("SCCF")

## COMPLAINT POLICY

### **1 Scope & Objectives**

The purpose of the Complaint Policy is to provide guidance to SCCF Management to ensure community complaints are handled effectively and efficiently.

### **2 Responsibility**

The Chairman/President will assume responsibility for the implementation and application of this policy or may designate another individual to act as the responsible Officer who will be accountable for adherence to this Policy. The Chairman/President shall be the Freedom of Information (FOI) Head and will be responsible for all FOI requests.

### **3 Philosophy**

The SCCF believes that speedy and effective resolution of complaints is an essential component to the delivery of a high level of community service. Statistics reveal that properly handled complaints not only retain the community's interest, but can result in a stronger and more loyal relationship with the community in the future. Complaint resolution can also be an opportunity to identify the community's needs.

The SCCF believes that empowerment of Management to resolve a complaint is an important component in the effective resolution of complaints.

SCCF believes that effective complaint resolution includes a fair assessment of the validity of the complaint and possible financial impact from the standpoint of both the community and SCCF.

Whenever possible, complaints should be resolved on the same day they are received.

#### 4 General Policy

- a) Routine problems should be dealt with by the office Administrative Assistant wherever possible.
- b) Unresolved complaints should be brought to the attention of the Operations Manager.
- c) Complaints should be escalated to the Chairman/President, under the following circumstances:
  - The complaint is of sufficient magnitude that the Operations Manager determines the escalation is advisable;
  - The complaint is regarding Management;
  - The complaint is regarding the SCCF's policies or Board of Directors;
  - The community insists the matter be escalated to the Chairman/President;
  - The newsworthy nature of the complaint or inquiry requires the attention of the Spokesperson for the SCCF. The spokesperson for SCCF is the Chairman/President, pursuant to the policy of the Board of Directors.
- d) Complaints should be escalated to the Board of Directors **in writing** only under the following circumstances:
  - The complainant is not satisfied with the decision of the Chairman/President or the complaint is about the Chairman/President;
  - The complainant insists the matter be escalated to the Board of Directors.
- e) Under no circumstances are complaints to be escalated **in person** to a Director, Chairperson or the Board of Directors. Written complaints are to be directed to the Board of Directors c/o the Corporate Office, not the Director's home address.

#### 5 Complaint Follow-up

Serious complaints should always be followed up with a letter to ensure that the matter was resolved to the community's satisfaction. This practice ensures a satisfactory conclusion to the complaint while reinforcing the importance of the community's relationship with SCCF.

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Approved: March 8, 2008  
Last reviewed Jan 09, 2011  
February 24, 2011



# SUNSHINE COAST COMMUNITY FOREST

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## HIDDEN GROVE POLICY

The Hidden Grove area is part of the Sunshine Coast Community Forest tenure area and is located within the District of Sechelt legal boundary. Because of the high recreational values of the Hidden Grove area, the Sunshine Coast Community Forest commits to manage this area for these attributes for the life of the Community Forest tenure. This management will include working with the local community to:

- Improve public access to the area
- Help develop trails in the area
- Provide educational opportunities on all aspects of the forest
- Develop adjacent areas as a demonstration forest

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February 24, 2011



# SUNSHINE COAST COMMUNITY FOREST

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## WATER QUALITY POLICY

The Sunshine Coast Community Forest (SCCF) will ensure the quality, quantity and timing of flows of water generated within or flowing through our chart area are maintained or enhanced by using best practices forest management techniques. This will be accomplished by:

1. Conducting a risk assessment of all activities within the Community Forest as they relate to water quality, quantity and timing of flows.
2. Ensuring that road location, design, construction, management and decommissioning effectively prevent sediment from reaching a stream and do not detract from normal hydrological function.
3. Providing adequate riparian buffer zones along streams to ensure natural stream functionality is maintained.
4. Conducting wildfire risk assessments and actively managing stands to reduce fire risk.
5. Protecting and improving the health of the Community Forest by effective disease control.
6. Preparing practical guidelines and hands-on direction for road builders, loggers and recreation participants to protect water quality.
7. Closely monitoring and supervision of all operations conducted in areas with watercourses.
8. Educating community about good watershed management.

### Community Watershed Considerations

Various lands within the Chapman Creek community watershed have been heavily harvested in the past. The Board has determined that there will be no harvesting in this region for the period of our anticipated 25 year license.

In accordance with the Community Forest license requirements, we will continue to be responsible for managing all lands in our chart area, including Chapman Creek and Gray Creek, for fire and disease prevention and control, silvicultural activities including stand improvement, remediation of wind and erosion damage, and prevention of slides from existing road systems.

We will retain the areas in the community watersheds as part of our tenure. This will enable us to ensure they are well managed and under the control of our community owned enterprise.

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Approved: September 24, 2009

Approved: February 24, 2011



# SUNSHINE COAST COMMUNITY FOREST

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## COMMUNITY ENGAGEMENT POLICY

The Sunshine Coast Community Forest (SCCF) is committed to having a community that is informed about our policies, our activities and our undertakings and that has an avenue to inform us of their opinions, values, issues and expectations.

We are committed to:

- Hold two public meetings each year
- Hold annual general meeting, open to the public
- Provide an extensive range of documents and information available via our website
- Post minutes of Board of Directors and Public Advisory Committee ("PAC") meetings on our website
- Actively support all PACs and address all recommendations in a timely manner
- Support and attend Walk in the Woods programs
- Publish an annual report / newsletter
- Release audited financial statements each year
- Publicize important meetings and events
- Make presentations to community groups
- Liaise with community and industry groups
- Speak with news media on our issues
- Meet regularly with our Shareholder
- Conduct public opinion surveys on a regular basis to determine the extent of broad public knowledge and interest

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Approved: February 24, 2011



# SUNSHINE COAST COMMUNITY FOREST

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## RECREATION POLICY

The Sunshine Coast Community Forest (SCCF) will promote and enhance recreation in the Community Forest to improve the individual experience in the woods including working with other recreational groups and land agencies, First Nations and local governments regarding culture and heritage, safety, impact on water and replacement of trails.

SCCF will identify and assess any trail within a proposed harvest block and comply with any Regulation concerning those trails.

Plans will be made to reduce any impact to trails and recreational sites as part of the engineering investigation and planning process prior to proceeding with any harvesting activities:

- Maintaining access
- Coordination with recreational groups and land agencies
- First Nations and Logging heritage
- Replacement of trails
- Augment recreational trails
- Reconstruction of impacted trails

We will be supportive of others in the following matters:

- Development of plans to enhance the recreational opportunities within our tenure area including identifying a database of existing facilities and services
- Monitoring responsible use
- Development of a demonstration and interpretive forest next to Hidden Grove
- Expansion of Signage

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Approved: Sep 24, 2009  
Approved: Feb 24, 2011



# SUNSHINE COAST COMMUNITY FOREST

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## OLD GROWTH FOREST MANAGEMENT POLICY

The Sunshine Coast Community Forest (SCCF) recognizes the importance of Old Growth forests, that is those being greater than 250 years of age. Currently 72% of the Community Forest's Old Growth trees are under protection in Old Growth Management Areas, MAMU's (protected areas for marbled murrelets), sensitive hydrological sites, specific wildlife trees and recreational reserves.

SCCF will base Old Growth forest management decisions on the following:

- Inventory of Old Growth in the wider landscape units;
- Inventory of Old Growth in the Community Forest;
- Ecological and cultural importance of the Old Growth areas under consideration;
- Wildlife use;
- Importance re Recreation and Education;
- Carbon Bank implications;
- Impact on Allowable Annual Cut (AAC) sustainability;
- Economic viability.

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## TENDERING POLICY

Material contracts that the company proposes to enter into will be subject to a public tendering process as outlined herein.

Details of the proposed project or activity will be publicized by way of advertisements in local media and on the Sunshine Coast Community Forest (SCCF) website. Where warranted, publication may be extended to other media as well to ensure the maximum number of potential bidders are informed.

All tender responses will be received in sealed envelopes and opened together in the presence of at least two Directors.

Only bids that are compliant with the terms and conditions of the tender will be assessed.

Management will assess each tender submitted and recommend to the Board which tender should be accepted based on, but not limited to, the following:

1. The price of the contract (this will be the key factor in most cases)
2. The ability of the bidder to provide local employment
3. The ability of the bidder to use local suppliers, where appropriate
4. Demonstrated success and compliance with:
  - a. WCB Act and Regulations specifically:
    - i. Safety Program;
    - ii. Prime contractor requirements;
    - iii. Status of account;
    - iv. Accident history;
    - v. Registration and certification in the BC Forest Safety Council.
  - b. Training and EMS:
    - i. Standard operating;
    - ii. Training and compliance;
    - iii. Track record.
  - c. Financial capacity;
  - d. Requirements for payment (cash flow issues);
  - e. Rate structure (no hidden costs);
  - f. Insurance;

- g. Equipment capacity and ability to produce;
- h. Past performance history.

A spreadsheet for each contract will be used to determine the actual rate that the tender states with respect to the work. This will clearly show the difference between contractors and the benefit to the SCCF. The lowest price may not be awarded depending on the other factors listed above.

If a bidder has proposed a rate that is significantly lower than other submissions where the bid package meets all other bid criteria, management shall be permitted, but not obliged, to discuss with that bidder all the factors to understand and assess the reason(s) for the low rate.

Contracts are only awarded after the Board has reviewed the recommendations from management and determined which bid is to be accepted. More than one bidder may be recommended depending on the timelines of approval, stumpage, or the ability to deliver by a specified date.

The SCCF shall offer for tender all contracts except where:

1. the estimated contract value does not exceed \$50,000
2. the board determines there is only one entity capable of performing the contracting
3. there is an emergency requirement to undertake the contract work and delays required to conduct a tender process would be injurious to the Company's activities.

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Approved: February 25, 2010  
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