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## **: SUNSHINE COAST COMMUNITY FOREST LTD.**

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON Monday, December 8, 2025  
AT 213 – 5710 Teredo St, Sechelt BC and by Zoom**

<b>PRESENT:</b> <b>(Directors)</b>	Kathleen Suddes Doug Marteinson (zoom) Katherine Gordon (zoom)	Jordan Wilson Russell Thorsteinsson (zoom)	Jim Tivy Stu Dornbierer
<b>REGRETS:</b> Greg Caw, Bob Michor			
<b>ALSO PRESENT:</b> Warren Hansen - Managing Forester, Sara Zieleman - Executive Director(zoom), Karen Nielsen - Administrative Assistant, Mayor John Henderson - District of Sechelt, Alton Toth(zoom) - District of Sechelt			

### **1.0 WELCOME - ?imash ?imash (ay – mosh, ay – mosh)**

Chair Suddes called the meeting to order at 4.00 pm  
Mayor Henderson left the meeting at 4:30pm

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

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

Two additions made to the new business by the Chair

- Budget Meeting
- Occupational Health and Safety

### **3.0 Guests**

- a. None.

### **4.0 Management Report**

#### **Operations**

- AN 27 -Treewood Ltd (Kris Hopkins) is contracted to finish off the logging of AN27. This is a continuation of their Spring/2025 contract. We expect to complete the work by the end of December.
- HM66-1A/HM64 - Blocks are on-hold until Feb/2026
- TU-5 – FOM and Public review was completed November 17.  
We will be putting out a call for proposals for logging and road building in the next month, hoping to start in January.  
WRR-related activities (pruning/raking/grinding/chipping) will be done in February, 2026.
- No sales recently.

#### **Operations and Community Engagement**

#### **EBM**

##### *Wilson Creek Hydrology*

Working on updating the Equivalent Clearcut Area calculation for this watershed, after which guidance will be provided and considerations made of opportunities for restorative work.

#### **Wildfire Risk Reduction**

*Tactical Plan Treatment Progress* - Blackwell Consulting Ltd. completed their field work for prescription development in TU-1 and 4. Prescriptions are being reviewed by the Nation.

*Hand treatment work* was started by Rider Ventures, returning in January to complete the work in TU-8 and T-9.

We are preparing to hire crews to self-perform work for local skill-building to take place January- March. The add was placed in the Coast Reporter and we are receiving applications.

The Board and CAP went on a field trip to the project Rider Ventures is working on in TU-8 and TU-9 to observe and learn about their process.

#### *Cheakamus Community Forest Open House*

Warren attended the Cheakamus Open House in November. Frontera Forest Solutions Inc. presented about the Climate Change Risk Assessment they have done for the CCF, the first of two major projects intended to guide climate resilience framework. This assessment identifies specific risks to the tenure regarding wildfire, forest health and tree mortality. Part of the strategic plan is climate change and resilience where some of the information from their open house could be adapted. Warren will send out the recap write up he did for CAP.

#### *Research Project with SFU Master Student Logan O'Reilly*

Data collection has concluded for the season, the team will return in the spring to do sampling in additional treatment areas as well as post-treatment sampling in treatment units 5, 8, and 9.

#### **Recreation**

##### *SCRD Trail Bridges*

Staff have submitted a proposal to the SCRD to replace two trail bridges in Cliff Gilker. The proposal will include direct costs for professional services, labour and materials to be reimbursed by the SCRD, with the community forest providing project management as an in-kind contribution and working with volunteers. This is scheduled to be on the SCRD January 15th Electoral Areas Committee Agenda.

#### **Community Engagement**

##### *Wildfire Risk Reduction at Sandy Hook Community Association's AGM November 16th*

Warren and Sara attended the SHCA's Annual AGM event as Guest speakers providing a 30 minute presentation with Q&A on our work to reduce Wildfire Risk for the community.

##### *SCCF Open House – November 26th*

Our annual Open House welcomed approximately 65 community members throughout the evening. Overall, the event successfully strengthened relationships, and an interesting take-away was that those tables that saw fewer visitors reported longer and more in-depth conversations – all around a lot of great dialogue.

The Operating Plan feed back period is open for December and January. We have offered a \$20 donation to charity of choice for those providing feedback.

##### *tem斯 swiya Museum Spirit Bear Unveiling – November 27*

Staff attended a small event at the shíshálh museum, cultural staff at the nation were proud to unveil a spirit bear they acquired some time ago and recently were able to get restored and put on display.

#### **Education**

##### *Sunshine Coast Foundation: Financial Governance for Charities and Non-Profits – November 19th*

The Sunshine Coast Foundation hosted this workshop, which Kathleen attended and shared some resources with the audit committee. From what she took away from this seminar, Kathleen felt we are doing well in the financial governance for Community Forest.

##### *Sunshine Coast Foundation Workshop #2: Effective Governance for Small and Mid-Sized Organizations – January 21st, 2026* The Sunshine Coast Foundation is hosting this second in the series of free workshops – The purpose driven board – rethinking what effective governance looks like.

##### *PHWS AGM and Presentation: Climate Change & BC Forests – February 17th 7pm*

Sally Aitken from UBC will be delivering a talk at the school in Pender for the PH Wildlife Society's AGM: With

unprecedented rates of climate change and uncertainty around future abiotic and abiotic conditions, species and seed-source decisions for reforestation are challenging.

**MOTION: To accept and receive the December 2025 Management Report as presented – CARRIED**

**5.0 Minutes and Committees**

**a. Board**

Minutes of November 10, 2025

**MOTION: To accept the minutes of the November 10, 2025 Board Meeting – CARRIED**

**b. Executive –**

**c. Audit –**

Engagement Letter – Crowe MacKay LLP

The letter is standard and similar to previous years engagement letters. Matthew Thurber is the new Engagement Incorporated Partner and Richard Wilson, Relationship Engagement Partner will continue as the relationship lead.

**MOTION: To agree and accept the terms of engagement for Crowe MacKay LLP to act as the auditor of Sunshine Coast Community Forest Ltd. - CARRIED**

**d. Nominations and Board Development**

**e. Legacy Fund –**

**f. Governance -**

**g. Community Advisory Panel – Minutes of November 27, 2025**

CAP would like to see more about the Donation Policy and would like some involvement in decision making process for donations.

They are interested in WRR project and several showed up for the tour.

**6.0 Old Business –**

a. Strategic Planning – Priority in the new year will be to get back on strategic planning with the Board and then again with CAP and start building the process again. A draft was created on goals and new mission and vision, however it didn't resonate without further work. Kathleen & Doug have offered to assist in reviewing and creating a new draft, perhaps a workshop.

b. Legacy Fund – DOS has not visited the bylaw to date, Alton will touch base with Kathleen to get back on track.

**7.0 New Business –**

Budget Meeting – A zoom budget meeting will be scheduled for Monday, December 15 - 5pm. A calendar reminder will be sent out

Occupational Health and Safety -

Recommendation - For the Occupation Health and Safety draft policy to be moved to the Governance Committee for review and then to be placed into policy - AGREED

**8.0 Correspondence –**

**9.0 Next meeting (Regular) – January 12, 2026**

**Adjournment : 4.42 pm**