

# SUNSHINE COAST COMMUNITY FOREST LTD

## MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON Monday, July 10, 2023 AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

<b>PRESENT:</b> <b>(Directors)</b>	Jim Tivy Gord Crandlemire	Kathleen Suddes Dennis Lozinsky	Bob Michor Doug Marteinson	Jordan Wilson
Regrets: Greg Caw				
<b>ALSO PRESENT:</b>	Sara Zieleman – Executive Director, Warren Hansen, Operations Manager, Karen Nielsen – taking minutes			

### Call to Order

The meeting was called to order at 4:00 p.m.

### **1.0 Agenda**

Agenda was adopted as presented.

### **2.0 Minutes**

*MOTION: to accept Minutes from the regular meeting of May 29, 2023. CARRIED.*

### **3.0 Management Report**

#### Recommended Motions:

*That the Sunshine Coast Community Forest Board of Directors receive the July 10, 2023 Management Report – MOTION CARRIED*

*That the Sunshine Coast Community Forest Board of Directors support pursuing a Partnership Agreement with the SCRD for the Maintenance of Big Tree Park - MOTION CARRIED*

-Since the last operations report in March 2023, all logging and planting operations are complete. Management is working on planning for 2023 Fall/Winter harvest season and getting 2024 into permits.

-Total estimate 2023 revenue generated as of May 31, 2023 - \$1,387,550/7,656m3

-EW24 complete and planted, HM70 complete – plan to plant spring 2024, firewood permits are closed until fall. HM50 seedlings struggling – drought/deer browse, using sheep fat spray to deter, too soon to tell if it has worked.

-AN13 brushing to start July.

-AN15/AN3AN3A – harvest planned late 2023/early 2024, ELF report reviewed with our specialists – confirmed ELF reports not entirely accurate, 2 changes made for an old cedar and Pileated Woodpecker nests.

-Log market not looking great at the moment with dryland sorts shut down, full storage and markets bottoming out.

-AAC discussion - subjects included permits submitted at the moment, and upcoming permits. Concern if this is enough to obtain sustainability. Many factors leading to difficulty of cuts including public perception, poor log market, logs sorts are closed and companies not accepting wood. No forest stewardship plan in place back in 2019. There is a desire to get on top of it, should be cohesive with EBM planning, board will dictate our AAC we need to have a plan to accelerate, to get more wood in? Suggested that we could get permits and not necessarily cut.

Recommended that a status table would be helpful in the report – i.e., active permits, completed cuts, next phase, etc. The one on the website is not always up to date. Could perhaps be done as a quarterly update.

Halfmoon Bay Fair is this Sunday and attracts lots of people, we will have an information booth, and this is a great learning opportunity for Directors to come participate in conversations we have with community members.

Walk in the woods - East Wilson planned for July 22.

Educational opportunity: John Valliant speaking event August 18. The author of the Golden Spruce will be speaking on his new book about wildfire as part of the Writers Festival. Several directors are interested, staff will purchase tickets.

#### **4.0 Committee Business**

##### **4.1 Executive Committee**

###### **4.1.1 Frontera Forestry Fuel Management Proposal**

We have suggested phase 1-3 for now as phase 4 scope and cost is too vague to commit to without the earlier phases completed. CAP supported this as the next steps.

Discussion surrounding the pros and cons of implementing a fire smart program. Need to be mindful of our mandate and potential role, but discussions with the SCRd or the fire department could be helpful. Grants might be available. Most of the community is not aware of the fire smart programs on the Coast. A director offers to organize and liaise with groups.

*RECOMMENDED Motion to receive the Frontera Forestry Fuel Management Proposal – MOTION CARRIED*

##### **4.2 Audit Committee**

###### **4.2.1 2023-05-29 Meeting Minutes**

###### **4.2.2 Audit Action Plan**

Crowe MacKay identified opportunities for improvement. Would like them to implement processes to assist including quarterly reports. No budget yet from CM although promised in Q2. Dennis will track the action plan and keep it up to date.

*RECOMMENDED Motion to receive and approve the Audit Committee Minutes of 05-29-2023 and Audit Action Plan – MOTION CARRIED*

*RECOMMENDED Motion that Crowe MacKay review quarterly reporting obligations with SCCF Admin. Drafting of internal controls, procedures and schedule of reporting requirements. – MOTION CARRIED*

##### **4.3 Nominations and Board Development Committee**

###### **4.3.1 2023-06-30 Meeting Minutes**

*RECOMMENDED Motion to receive and approve the Nominations and Board Development Committee minutes of 06-30-2023 – MOTION CARRIED*

###### **4.3.2 Board Skills Matrix**

Several directors on this committee are new to the board and are not aware of individual skills, knowledge, etc. using the matrix would help with self-assessment and awareness of skills, time people have had on the board and other important pertinent information.

The committee would like to schedule a fun team building and getting to know each other event. Doug will be away in September and would like to have it at the end of August.

*RECOMMENDATION: That staff arrange a social gathering with purpose for the Board and Staff, where the skills and experience self-assessment will have been completed in advance by each individual to identify where they see their strengths and learning opportunities.- MOTION CARRIED*

*RECOMMENDATION: That the Chair on behalf of the Board of Directors invite a nomination to the Board from the shísháhlh Nation Chief and Council, from among them or a community representative of their choosing. – MOTION CARRIED*

##### **4.4 Legacy Fund Committee**

#### 4.4.1 2023-05-23 Meeting Minutes

A review of the Letters of Intent is complete. Applications will be reviewed, discussed and recommendations made at the July 11, 2023 meeting. Sara will follow up with Alton at the DOS to ensure he is still the “appointed person”. The relationship with DOS is with the Board Chair, if deemed appropriate they will discuss investment of funds with them. Suggested that Sara have a discussion with the DOS about Legacy Funds to obtain the right to be consulted about the funds. - *CARRIED*

*RECOMMENDED Motion to receive and approve the Legacy Fund Committee minutes of 05-23-2023- MOTION CARRIED*

#### 4.5 Governance Committee

Will be meeting next week.

#### 4.6 Community Advisory Panel

##### 4.6.1 2023-06-29 Meeting Minutes

The meeting went well overall, CAP has been supportive of the Community Forest’s staff and direction. Much of the meeting was spent discussing the previous board meeting and the management report.

Old business items - John B mentioned gap between public input in the CF and decisions made at the CF, maybe this is included in the EBM, but public doesn’t always see it as that. Question are people’s comments able to be incorporated in to plan to show their involvement? It was suggested to improve the process of how we talk with the community. CAP could test how we come across to the public in the planning process.

Many CAP members attended the last ELF meeting, CAP would like to see more support for the CF staff and don’t think they should be subject to the abuse from ELF. Suggestion made that 1 or 2 board members attend the meetings should they continue. Meetings have to be mutually respectful.

It is clear that a TOR is necessary to continue with the monthly ELF meetings. ELF has a specialist attending, Heather (RPF), she is tasked with coming up with the TOR. The board will review the TOR when available.

CAP held an in-camera meeting regarding Jonathan’s email about minutes. Jonathan resigned from the CAP.

*RECOMMENDED Motion to receive and approve the CAP minutes of 06-29-2023- MOTION CARRIED*

*RECOMMENDATION: To accept the CAP Motion that staff and contractors of the Community Forest have no further meetings with ELF until there is a Terms Of Reference in place – MOTION CARRIED*

### **5.0 Old Business**

#### 5.1 Woodlot Purchase Opportunity

Currently there are other things going on with wood lot which could affect the value. Have not yet put together a report for purchase opportunity. For future reference, this is a business conversation (unsolicited bid), information should not have been shared with CAP. Financials and technical information should be held within Board, general information is ok to share.

### **6.0 New Business**

#### 6.1 2023 First Quarter Financial Statements

Income statement – sold more that we expected but for less \$

Review of budget and specific lines completed and explained by Sara.

Most categories close to budget.

CAP has a budget to work with, no details of use or administration currently.

Staff working on providing a budget and policy for travel purposes etc. as we currently do no have anything formal in place.

Training added into management line, would like to separate education and training includes board, staff, CAP.  
Review of balance sheet – in line with budget  
Statement of Cash flows, General Ledger reviewed.

*RECOMMENDED Motion to accept and approve the 2023 First Quarter Financial Statements – MOTION CARRIED*

#### 6.2 Gray BR 400 FSR Road Permit

Warren created a report for this permit request. MOF wants CF to take over the road or they will remove the FSR and turn it into a wilderness road. Nominal and limited value in this road in providing access for motorized winter sports for recreationalists and local tobogganing. We would need to put a large amount of funds into keeping the road, otherwise MOF would deactivate.

*RECOMMENDATION that the Board directs staff to send a letter to decline the offer to take over the FSR based on the findings within this report and that they have our support in deactivating this road network- MOTION CARRIED*

#### **7.0 Correspondence**

None

#### **8.0 Next meeting September 18, 2023**

Meeting Adjourned at 6:01 pm