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: SUNSHINE COAST COMMUNITY FOREST LTD.

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON Monday, October 20, 2025 AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

PRESENT:	Kathleen Suddes	Jordan Wilson (zoom)	Jim Tivy
(Directors)	Bob Michor	Doug Marteinson	Greg Caw
	Katherine Gordon (zoom)	Russell Thorsteinsson	Stu Dornbierer

REGRETS: Mayor John Henderson, District of Sechelt

ALSO PRESENT: Warren Hansen - Managing Forester, Sara Zieleman - Executive Director, Karen Nielsen - Administrative Assistant, Alton Toth, District of Sechelt, Guest - Mike Bowering - RPF

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

Chair Suddes called the meeting to order at 4.01 pm

2.0 Call to Order and Adoption of Agenda

MOTION: To adopt the agenda as circulated. – CARRIED

3.0 Guests

a. Mike Bowering, RPF Re: SCCF Health & Safety Program

Mike has been working on updating the Health & Safety program as the last update was 11 years ago.

There has been a substantial revision to the document to make it more user friendly.

The updated policy complies with the Workers Compensation Act and Occupational Health and Safety Regulations. It is not mandatory to partake due to our smaller overall staffing size, however because of the nature of our business, it is an astute process to have in place.

Mike gave a brief review of the updated document highlighting a few areas for Management and the Board to review in greater detail.

Highlights include:

There should be monthly meetings on health and safety including a review of activities done by contractors.

There must be a new and initial safety meeting completed for new and/or young workers (under 25).

There must be an evacuation plan in place for an injured employee on the worksite to get them to where an ambulance can assist.

The Board's responsibility is to review the document and especially the owners responsibilities.

The Governance Committee is bound to review and approve the document.

A review should be completed on the sections - bullying and harassment, injury management - return to work program and the incident report form.

After Management review, areas requiring Board input will be passed on to the Governance Committee for input/discussion.

A suggestion was made to add a section on safety to the monthly Management Report.

Motion: To accept and receive the updated Occupational Health and Safety Program Document as presented with further review to be completed by the Governance Committee - CARRIED

4.0 Management Report

Forest Stewardship Plan Determination Letter

We are pleased to announce that our Forest Stewardship Plan (FSP) has been officially approved! This new FSP introduces significant updates, including the district's first WRR Stocking Standards and enhanced riparian feature protection.

The approval process for this FSP was exceptionally efficient. Our previous plan took three years for approval, while this plan was approved only six months after submission.

Sara was in close contact with the Nation to make this happen as proficiently as possible.

We are submitting Forest Operation Map TU-5 for public review and comment starting Oct 17th to Nov 17th after which a cutting permit will be submitted

TU-5 is a FESBC funded initiative with selective thinning starting in January, 2026

Operations

Active harvesting in AN27 with faller training from Oct 6 – Nov 3. The plan is to have it cleaned up with further logging post faller training.

Road construction completed in HM66-1A/HM64, with timber harvesting planned for this fall, however harvesting will be put on hold until 2026 due to circumstances beyond our control.

Markets have been taking on some new sales with opportunities to sell hemlock, douglas fir and cedar, however, markets remain poor due to the tariffs.

Operations and Community Engagement

EBM

The EBM planning team reviewed wildfire risk reduction treatment areas and made recommendations to inform prescription development.

Hydrology

We are collaborating with BCTS on updating the hydrology assessment for Wilson Creek, which could lead to a more integrated monitoring strategy in other areas.

Wildfire Risk Reduction

Tactical Plan Treatment Progress:

Blackwell Consulting Ltd. completed their field work for prescription development.

Work anticipated to start in November in TU5, 8, and 9 is being re-tendered and has more local interest this time around. We carved an area off of the tender package to self-perform in. This will build workforce capacity and is supported by FESBC. We are waiting for authorizations/permits for this work.

Research Project with SFU Master Student Logan O'Reilly Kickoff Sept 5th, if anyone would like to join Logan in the field to learn more about what he's doing he is happy to answer any questions. He is typically here on Fridays.

Student of SFU Professor Sophie Wilkinson continues to perform pre-treatment plot samples in our treatment areas.

Work should be started early December

A chipper is on order which can also be used for Fire smart work.

Recreation

SCRD Trail Bridges

Another meeting with SCRD October 2nd furthered the discussion on the replacement of the SCRD trail

bridges, with the community forest submitting a proposal with costs as the next step. Staff met on site October 14th with a local community-minded engineer who is willing to work within a modest budget to support the replacement of the bridges, and Director Gordon has been involved to assist with drawings to keep costs down. Staff are preparing a proposal which will include professional services and materials to be reimbursed by the SCRD, with the community forest providing project management utilizing volunteers as an in-kind contribution.

Community Engagement

Wood Expo – Saturday, September 20th

This year's Wood Expo, held at the Seaside Centre on Saturday, September 20, saw an increase in both vendors and visitors compared to last year. We were pleased to welcome back many returning vendors and to add two new ones, resulting in four more vendors participating than last year. While we've seen several long-time woodworkers retire from exhibiting their craft in recent years, we are actively working to recruit new talent. We hope we continue to be impressed by the quality and professionalism of these wood artists and are proud to showcase their talent annually.

Talaysay Tours

Late summer and early fall activities focused on training around medicine and food plants found at median and higher elevations, including access to traditional knowledge keepers, research into recent ethnobotanical publications and field trips onto the West ridge of Mt. Elphinstone, and kayak tours highlighting shore gardens, forest gardens and sea gardens. A full summary of activities for the year is being prepared.

Forest Operations Map for TU-5

We are currently advertising for the required minimum FOM comment period in order to be able to obtain permits. This information has been widely circulated already, but the FOM could not occur before our replacement Forest Stewardship Plan was finalized.

Education

~ Coastal Currents – Forestry Fibre Flow Forum

Warren spoke at a conference in Richmond on October 17th on behalf of the BC Community Forests Association. This sold-out event is hosted by the BC First Nations Forestry Council and includes the BC Council of Forest Industries, MOF, and other industry organizations.

~ Shishalh Cultural Training at the Longhouse – October 20th

~ A day at the Longhouse November 1st This special event is a fundraiser supporting the she shashishalhem Team as they prepare to attend the World Indigenous Education and Language Revitalization Conference in New Zealand this November. Two Directors, two CAP members and staff are planning to attend.

~ Workshop: Financial Governance for Charities and Non-Profits – November 19th

The Sunshine Coast Foundation is hosting this free workshop which will introduce responsibilities in financial governance and explore ways to effectively implement reliable financial management tools specifically for charities and non-profit organizations.

[MOTION: To accept and receive the October 2025 Management Report as presented – CARRIED](#)

5.0 Minutes and Committees

a. Board

Minutes of September 8, 2025

[MOTION: To accept the minutes of the September 8, 2025 Board Meeting – CARRIED](#)

b. Executive –

c. Audit –

d. Nominations and Board Development

e. Legacy Fund –

f. Governance - Minutes of September 22, 2025

Minutes of September 28, 2025

There were two recent meetings held where the committee discussed the donation policy, Pivot HR policy, and future succession plans.

Donation policy – a few small changes regarding donation approval, staff can approve up to \$2500, Board Chair can approve up to \$15,000, anything above those amounts require full Board review and approval. The committee proposed some changes to the cash portion and a few adjustments to grammar.

Succession planning for Board Chair – discussion was held about any future plans, workload, expanding workload and compensation – suggestions were made to adjust workload (spread it out more amongst the team) &/or increase the compensation for the Chair.

Pivot HR proposal – which consists of a workplace culture assessment, report summary of findings and training or workshops if warranted. This brings us in line with what other associations do.

Next steps, get other quotes for proposals, Sara will report back to the committee, and they will report back to the board.

There may be an opportunity to capture some of the recommendations into our policies.

An overlap was noticed between the new director hiring policy which may need to be reviewed and be streamlined.

1. Draft Donation Policy

Next steps - Board to review and return any commentary via email for further discussion/approval.

g. Community Advisory Panel - Minutes of September 25, 2025

Doug spoke to CAP about the SCCF financial picture and the Pivot HR proposal.

During other discussions at the meeting there was concern regarding clearcutting, and wildfire treatment (should not be an excuse to log), suggested that more handwork should be implemented rather than just logging.

May be appropriate to create a “white paper” document to help to clarify the SCCF position, which can coincide with EBM.

Please note that there has been a document prepared and placed on our website regarding watershed hydrology.

Kathleen or Jim in her absence volunteered to be at the next meeting in place of Doug or Greg who cannot attend.

6.0 Old Business –

a. SD46 Scholarship

Sent off to administrator – have not yet heard back
Legacy grant of \$1500 outstanding has been taken care of.

7.0 New Business –

8.0 Correspondence –

9.0 Next meeting (Regular) – November 10, 2025

Adjournment : 6:02 pm