

SUNSHINE COAST COMMUNITY FOREST LTD

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON Monday, April 08, 2024
AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

PRESENT: (Directors)	Kathleen Suddes Jordan Wilson	Greg Caw Doug Marteinson	Bob Michor Gord Crandlemire	Dennis Lozinsky
REGRETS:	Jim Tivy			
ALSO PRESENT:	Sara Zieleman – Executive Director, Warren Hansen – Managing Forester, Diane Corbett – Recorder			

Call to Order

Doug Marteinson served as Acting Chair. The meeting was called to order at 4:06 pm.

1.0 Adoption of Agenda

Amendments proposed:

- 3.1 Delegation Michelle Evelyn, Sunshine Coast Wildlife Project rescheduled to next month;
- Date of meeting should read April 8 not April 11.

MOTION: Agenda adopted as amended. – CARRIED

2.0 Minutes

2.1 March 11, 2024 – Regular

MOTION: Minutes accepted as presented. – CARRIED

3.0 Appointments & Delegations – Delegation rescheduled

4.0 Management Report

The management report was presented, including 2024 Operating Plan updates, Burnett Watershed Assessment, Wakefield Creek Watershed Assessment, wetland habitat restoration with Sunshine Coast Wildlife Project, and discussion of recreation, community engagement and educational efforts and opportunities.

The draft Ecosystem Based Management report is done. It is designed to be a living document. Revisions will be reviewed by the authors. The Board and CAP will receive a link to the report for review for about a month. Report will be posted to the website for information and public review. It will remain draft until after the public engagement.

MOTION: To receive the April 2024 Management Report. – CARRIED

5.0 Committee Business

5.1 Executive Committee – no report

5.2 Audit Committee

5.2.1 2023 Free Cash Calculation

Staff looked at District of Sechelt (DOS) financial statements to reconcile theirs to SCCF's. There appeared to be some

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irregularity or lack of definition in the DOS way of accounting for the Legacy Fund. Staff has been interacting with DOS staff on this. Discussion ensued on the Free-Cash Calculation and regular and extraordinary dividend to the Shareholder.

MOTION: That the Board proceeds to provide the regular dividend for 2023. – CARRIED

5.3 Nominations and Board Development Committee

5.3.1 [Terms of Reference](#) minor edits

Following the policy adoption of the last board meeting, Chair of the Nominations and Board Development Committee Greg Caw asked to make minor edits to the Terms of Reference for this committee as follows:

- Under Director Selection Process: page 2 point #4 – delete the word “key”;
- Under Asset Qualifications: 5, Non timber – delete word “biodiversity” and replace with “hunting, fishing, gathering”.

MOTION: To adopt the amended Appendix 3 to the Corporate Governance Policy as distributed. – CARRIED

5.4 Legacy Fund Committee – no report

Note that the standing deadline for Letters of Intent is May 15th. Committee will meet around one to two weeks following that.

5.5 Governance Committee – no report

5.6 Community Advisory Panel

5.6.1 Minutes of March 28, 2024

CAP made a motion to have documents that were referenced in the meeting to upload to the CAP drive. Staff indicated documents could be sent to CAP or uploaded to the website, or perhaps a library reference section could be arranged. CAP is interested in 10-year expansion. Are having a strategic planning event April 13 to look at their documents, how they see themselves as a group, and pose their own terms of reference. Liked the Standing Stem project, and are interested in having a walk.

MOTION: To appoint Wendy Gilbertson to the Community Advisory Panel. – CARRIED

MOTION: To receive the CAP minutes. – CARRIED

6.0 Old Business

6.1 Sylvis Environmental

Following the presentation at last meeting, there seemed to be general support for investigating this opportunity further. Initial feedback from forestry staff was that they are not sure they would want to see this material (residual organic matter from pulping processes) on the forest floor but it could be used to rehabilitate disturbed areas such as roads. Up to two directors could be included in scheduling the next discussion with Sylvis; the board will be kept up to date through management reports. Jordan and Greg expressed interest in joining a small working group.

7.0 New Business

7.1 AGM Draft Agenda – May 6th

It was suggested that someone from BC Community Forest Association present as guest speaker for the AGM; staff will contact Jen Gunter. It was noted the appointment of directors is done at a District of Sechelt meeting prior to the AGM.

8.0 Correspondence – None

9.0 Next meeting: May 13, 2024

Annual General Meeting – May 6

Strategic Planning (with CAP) – April 13 at Mission House

Adjournment 5:37 pm