

SUNSHINE COAST COMMUNITY FOREST LTD

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON MONDAY NOVEMBER 8, 2021 AT 9:15A.M. via Zoom

PRESENT: (Directors)	Kathleen Suddes Elise Rudland Jim Tivy	Tony Greenfield David King Tim Anderson	Gord Crandlemire Alicia Lavalle Peter Moonen
ALSO PRESENT:	Warren Hansen - Operations Manager Darnelda Siegers – DOS Liason	Sara Zieleman – Administrator Alton Toth – DOS Liason	

Call to Order

The meeting was called to order at 9:26 a.m.

1.0 Agenda

Agenda was adopted as presented.

2.0 Minutes

Minutes of September 13, 2021 were accepted as presented.

3.0 Committees

3.1 Executive – Vice Chair reviewed feedback from local fire departments on needs. Structural Protection Unit previously purchased for the Sechelt Fire Department from operational funding. Reiterated that we will be supporting the SCR D's Wildfire Protection Plan on priorities and mitigation work in and around the Community Forest.

3.2 Audit Committee – Audit committee Chair discussed audit preparation with Crowe MacKay and provided overview of items discussed including audit preparedness, expected operations around year end and the timeline for audit work. Financial Statements were reviewed, points discussed included cost of sales, pole premiums and brokerage fee, strategic initiatives spending, and budgeting for next year.

Tim Anderson left the meeting at 9:45am.

3.3 Nomination – Nothing to Report. Question as to how many vacancies there will be this year and invitation for everyone to bring any suggestions forward.

3.4 SCCF Legacy Fund – Committee will meet before the end of the year to discuss application process.

3.5 Communications – Chair provided an update on the Committee's work on Terms of Reference for a Community Advisory Panel, including review of BCCFA recommendations and case studies of public advisory bodies to other community forest's in the province.

Peter Moonen joined the meeting at 10:15am.

Alton Toth left the meeting at 10:18am.

Discussion on format, varying levels of expertise, strong educational component to ensuring the committee or panel members receive the resources they need to make informed recommendations, and the need for professional facilitation.

MOTION to Accept the Committee's Recommendations to:

- Establish the Community Advisory Panel with a 12-member maximum of compensated persons who are residents of the Sunshine Coast.
- Persons interested in joining the panel apply to the SCCF and commit to conditions such as a 1- or 2-year participation, attend the minimum number of meetings, understand the goals and mission of the SCCF and agree to act in good faith according to Terms of Reference.
- Community Advisory Panel is facilitated by a contracted 3rd party for neutrality who acts as the principal reporting agent/liaison to the SCCF board and is responsible for ensuring agenda and minutes of meetings.

With further details on compensation and third party facilitation to come back to the Board in January.

CARRIED with 3 opposed.

3.6 Governance – Committee Chair provided an update on meetings held and ongoing work with stipends and review of staff roles and descriptions. The Committee plans to meet prior to December 3rd.

4.0 **Operations Report**

Operations Manager provides overview of current operations, points discussed include current and future planned harvesting, burning and road deactivation activities, firewood project, and stumping.

5.0 **Old Business**

5.1 BCCFA AGM – Chair briefs the Board on this event including: Operations Manager's appointment to the Board of Directors of the BCCFA, two Directors and one staff attended the event and learned about interesting initiatives in Community Forests around the province including wildfire mitigation initiatives.

6.0 **New Business**

6.1 WoodExpo – Staff provided report on this year's WoodExpo. Turnout rebounded slightly from last year and additions of hands on Workshops and the firewood raffle were very positive.

6.2 Christmas Party – December 11th, e-mail invitation will be sent out with menu.

7.0 **Correspondence**

Correspondence was received by the Board:

7.1 2021-11-01 L Kremsater Re: Ecosystem Block Assessment

Discussion surrounding whether we can share this. Staff will ask for permission.

8.0 **Next Meeting**

December 13 – 9:15am

Adjourned 12:07pm