

SUNSHINE COAST COMMUNITY FOREST LTD

MINUTES OF MEETING OF THE BOARD OF DIRECTORS HELD ON Monday, February 12, 2024
AT 213 – 5710 Teredo St, Sechelt BC and by Zoom

PRESENT: Kathleen Suddes Jim Tivy Greg Caw Bob Michor
(Directors) Jordan Wilson Doug Marteinson Gord Crandlemire

REGRETS: Dennis Lozinsky

GUESTS: Lee-Ann Ennis

ALSO PRESENT: Sara Zieleman – Executive Director, Warren Hansen, Operations Manager, Karen Nielsen – taking minutes, Alton Toth - DOS

Call to Order

The meeting was called to order at 4.01 pm.

Adoption of Agenda -

MOTION: Agenda was adopted as presented – CARRIED

2.0 Minutes

2.1 January 8, 2024, 2024– Regular

MOTION: Minutes adopted as presented - CARRIED

3.0 Appointments & Delegations

Lee-Ann Ennis – Vital Kelp presentation

Lee-Ann expressed her thanks and appreciation for the support of the legacy funds they received in past years, this year the legacy funds lined up with a federal funding grant as well.

Vital Kelp works with BC Conservation Foundation. The prawn plant at Pender Harbour is now renamed the Kelp Nursery. Grant funds were used for purchase of equipment for nursery. Lee-Ann gave presentation on how to collect kelp seedlings, what they need for survival, how to nurture them and make them ready for the future growth in the ocean. Next steps will include, identifying sites, prescribing what to put there and then monitor how well it survives. Many of the Universities study kelp preservation as well. She recently made a presentation of kelp seed to SFU for “cryo” preservation to ensure that they can be reproduced in the future. Vital Kelp’s goal is to reestablish bull kelp on Salish Sea frontage (Pender Harbour to Gibsons) it is more difficult to establish in Inlet at there are too many Urchins who’s main diet is kelp. She also explained why kelp is so important to the environment and creatures that depend on it. Lee-Ann is pleased with the progress made so far and very appreciative of the funding received to assist in this vital program.

4.0 Management Report

We have scaled approx. 4500 metres to date and are currently active in all 3 blocks. The market is very good at the moment. Looking at the possibility of using helicopters for logging, there is a 100% recovery using this method leaving no waste. Planting in late March/April, HM70 as well as what we can plant in other blocks already harvested. We are in the process of submitting cutting permits for AN27 for February and HM66-1A and HM64 for March. The next cutting permit will require FOMS permit mandatory after April 1.

ELF information (previously discussed) is written into the report as a submission for the record.

Discussion held regarding how to handle current and future concerns and our what process would be to follow WorkSafe policies when dealing with safety concerns.

SCRD is looking at 2 prospective landfill sites in Halfmoon Bay both within CF tenure, local geologist Peter Hews has written us an informed opinion that the two sites in the community forest will not be suitable due to the geology of the area. SCRCD is also looking at a vertical expansion of the existing landfill site that will give it another 10- 15 years lifespan.

DOS invited the SCCF staff and Chair to a meeting on January 18 to discuss the potential changes to the Legacy Fund. There was a discussion surrounding the AAC reduction, the legacy fund, extraordinary dividends, and the relationship with and involvement of the Shareholder. The DOS invited CF to an In Camera meeting to carry on with discussions . Discussion held regarding a specific application received to utilize the Legacy Fund money and any general plans on how it may be utilized. Alton clarified that there was not any consensus or firm discussions on this yet.

Big Trees project with new kiosk, outhouse and pathways is almost done. Contractor is doing a great job.

Sara gave an overview of community engagement initiatives including a co-working space for woodworkers, community fire smart resiliency committee and a presentation to Tetrahedron Outdoor Club.

Education – Forest Carbon Session coming up February 22, spring tree planting with Grade 9 students in April. Guests planned for future board meetings to provide education sessions.

MOTION: To accept and receive the January 2024 Management Report - CARRIED

5.0 Committee Business

5.1 Executive Committee – no report

5.2 Audit Committee –

Meeting with Richard (Crowe MacKay) – tidying up schedule of activities for the audit. All looking good. Audit started February 1. Will be available for board review in March meeting.

MOTION: to accept February 1, 2024 minutes and Jordan’s report- CARRIED

5.3 Nominations and Board Development Committee –

Skills Matrix – Thanks to Sara and Gord for assisting with creating the matrix. Most have responded. Committee will meet again before the next board meeting. Working on assessment tool for obtaining new board members, responses to matrix and how helpful it has been.

MOTION: to use the skills matrix going forward – CARRIED

5.4 Legacy Fund Committee – no report

5.5 Governance Committee –

January 15, 2024 Minutes

January 26, 2024 Minutes

February 2, 2024 Minutes

Added: February 9, 2024 Minutes

Policies with proposed changes for board approval:

Jim gave an overview of their work on the policies, updating, creating drafts and how they organized the overall policies. Governance would like everyone to open the policies, review and suggest an edit if appropriate. There is a link on the agenda package for these. They would like to have these reviewed by all board members by February 26. Will propose in March meeting that the policies be approved.

Question: Will any of these policy updates be referred to the CAP for review and input. Yes, we will send to the CAP and ask they also review and make any suggestions by February 26th.

Discussion regarding Terms Of Reference – it was determined that the TOR is more of a procedure or methodology than a policy. Generally CF reaches out to other groups, there are very few that reach in so unclear how many opportunities that a TOR would be required.

Suggestion that perhaps the TOR could become an appendix to the community engagement policy.

Suggestion to have someone from the Governance committee attend the next CAP meeting to discuss the TOR and other policies.

MOTION: For all board members to review the policies by February 26 and accept or provide feedback if deemed appropriate, except for the TOR- CARRIED

MOTION: To accept the Minutes of the January 15, January 26, February 2 and February 9 meetings -CARRIED

Strategic Plan – Kathleen provided a review of the document created which includes goals, objectives, measurables, status and comments to be used as a steppingstone for planning. Will have future involvement and input with CAP. Strategic planning coincides with the Operation Plan. There will be an all-day strategic plan meeting tentatively scheduled for a weekend in April.

5.6 Community Advisory Panel

5.6.1 Minutes of January 25, 2024, 2023

MOTION: to accept January 25 CAP minutes and Jordan’s report- CARRIED

Question how will CAP be involved in policy and strategic planning, would it be beneficial for CAP and board to have a joint meeting? A Strategic planning day will be scheduled jointly with CAP and time allotted with them for further discussion regarding other topics they deem important to discuss with the Board.

As Matt is the new Chair, Sara and Matt will have a meeting and discuss how he would like to create agenda items, documents etc.

A joint Board and CAP meeting would also be a good opportunity to review CAP - TOR and other items such as Term of Service, and a general review of how things are going. Ask what they see CAP accomplishing and what they get out of it.

Question regarding recording Board meetings or having CAP Chair or CAP members attend Board meetings. The current CAP chair is confident the Liaison provides relevant information to the CAP and doesn’t feel at the present time it necessary.

The Boards concern regarding recording meetings is that it may stifle natural conversations.

MOTION: The Board to accept CAP's recommendation to approve Jimmy Smith and Steve McKenzie joining the CAP - CARRIED

6.0 Old Business - None

7.0 New Business

7.1 2023 Financial Statements

Sara gave an overview of financial statements. Late fall sales that usually happen, didn't happen until after the new year. Created big fluctuation from budget but actually left us in a very good position for a profitable 2024 Q1. We can look at this as more of a delay than a loss.

Budget vs actuals – set lower stumpage rate, paid higher rate when captured. There was no plan on doing poles, they create a premium, however, it was a substantial pole market. The market had a lack of sales in mid-year, able to sell in fall. Layout done in 2022, permits were in 2023. Cost of sales - poles need to be handled more carefully, loggers get paid 20-35m3 per pole. Increases overall logging cost although poles make more money.

Interest and other income are larger due to the purchase of a GIC. A&A trading, paid interest at current CIBC lending rate on the money they are holding. Change in advertising was basically reallocating new status-quo levels of communications to a more appropriate area as we discussed in detail after Q3.

Board and committee costs and education plans have not had the opportunity to come together.

7.2 Bank Ledger

The cheque register is also reviewed by audit committee.

MOTION: to accept Finances - CARRIED

7.3 Director Landplanner Access

This log-in was set up many years ago, is this something we will continue to use? No one has any real use, we will not renew, but can be revisited at a future date.

8.0 Correspondence – None

9.0 Next meeting March 11, 2024

Annual General Meeting – tentatively planned for May 6

Strategic Planning – (with CAP) – suggested a weekend in April

Adjourn meeting at 6:31 pm then to In Camera meeting.

