



CHEAKAMUS
COMMUNITY
FOREST

MINUTES

**REGULAR MEETING OF CHEAKAMUS COMMUNITY
FOREST BOARD OF DIRECTORS
WEDNESDAY, SEPTEMBER 19, 2018, STARTING AT
2:30 – 5:00 P.M.**

**RMOW Municipal Hall – Piccolo Room
4325 Blackcomb Way, Whistler, BC V0N 1B4**

PRESENT:

Chair, Jeff Fisher, Squamish Nation
Kerry Mehaffey, Lil'wat Nation
Sue Maxwell, RMOW
John Grills, RMOW

Forest Manager, Tom Cole, RPF
Administrator, Heather Beresford

REGRETS:

Chief Dean Nelson, Lil'wat Nation
Chief Bill Williams, Squamish Nation

ADOPTION OF AGENDA

Moved by S. Maxwell
Seconded by K. Mehaffey

That Cheakamus Community Forest Board of Directors adopt the
Cheakamus Community Forest Board of Directors regular meeting agenda of
September 19, 2018.

CARRIED

ADOPTION OF MINUTES

Moved by J. Grills
Seconded by S. Maxwell

That Cheakamus Community Forest Board of Directors adopt the
Cheakamus Community Forest Board of Directors regular meeting minutes of
April 25, 2018.

CARRIED

Moved by S. Maxwell

Seconded by J. Grills

That Cheakamus Community Forest Board of Directors adopt the Cheakamus Community Forest Board of Directors annual general meeting minutes of April 25, 2018.

CARRIED

PRESENTATIONS

1. Forest Manager Report

A discussion led by Tom Cole, CCF Forest Manager

Harvesting Projects

- Q3 Quarterly report submitted and reviewed
- Revised harvesting forecast for 2018 to 13,776m³, with 10,270m³ remaining to be harvested by year end. Revised downward due to higher than expected road construction costs, high/extreme fire danger rating closures.
- Note that Wedge 08 is now called Wedge 80 under new Cutting Permit
- Cheakamus 15 will start in mid-October, Wedge 80 includes faller training and Wedgemount Creek parking lot expansion at request of Rec Sites & Trails BC
- Fuel Reduction Projects:
 - N01 (CCF5 & Alpine Meadows) had 240m³ sold in 2018; project complete except for final pile burning.
 - Callaghan R05 amendment – additional ~4 hectares scheduled for October. Final area for this project.
 - Cheakamus 03 – contractor starting in late October.
 - Cheakamus 04 – will start it after Cheak03 complete (2019)
- Note that Payables are all paid, report to be updated.

T. Cole left at 3:08 p.m.

Forest Manager's Contract

- Five points for discussion: Term, truck rate; WorkSafe BC requirement; Termination without cause or 3 year term; removed annual billing limit; clarification of duties
- Severance – Board agrees that no severance to be paid.
- 3 year term – Board agrees that a 3 month notice period is appropriate and an annual performance review should be done to identify issues before termination required
- Term – Board agrees on 3 year term
- Truck rate at \$105 per day approved; reduce mileage from .75/km to .54/km (RMOW rate)

- WorkSafe BC – CCF does not need to have WorkSafe BC coverage for Tom Cole if he has it himself. Forest operations contractors should have their own coverage.
- Roles clarified – Until T. Cole no longer works for FLNRO, he will continue to prepare submissions for J. Fisher to submit. Add annual update of the 4-10 year plan back into the contract as an example of work to be done under that bullet point.

Moved by S. Maxwell
Seconded by K. Mehaffey

That the CCF Board authorizes J. Fisher to finalize the forest manager's contract with T. Cole as discussed.

CARRIED

Forest Stewardship Plan

- Current FSP extended to April 22, 2019
- T. Cole and J. Fisher developing draft; won't be ready for November open house. Hold FSP-specific open house in early 2019.
- Board to approve FSP before submitting to government.

Road-Based Access Management Plan

- Final draft completed in June 2018, contains list of actions.

Moved by S. Maxwell
Seconded by K. Mehaffey

That the CCF Board adopt the June 2018 Road-Based Access Management Plan.

CARRIED

Road Use Policy

- Final draft reviewed previously.

Moved by J. Grills
Seconded by K. Mehaffey

That the CCF Board adopt the Road Use Policy.

CARRIED

Carbon Audit Update

- Robert Seaton (Brinkman) scheduled to be in CCF October 3-5, 2018.
- Brinkman services agreement drafted and circulated to Board.

- Discussion regarding high estimate amount for modelling. Request additional cost breakdown before project begins and during invoicing cycle.

Moved by S. Maxwell
Seconded by J. Fisher

That the CCF Board approves signing the Brinkman Climate services agreement for the 2018/19 carbon project.

CARRIED

Wildfire Fuel Management Projects

- Covered in Forest Manager's Q3 report. Projects on track.
- Discussion re: FLNRNO's communication to T. Cole that FESBC projects do not qualify for standard cutting permits and that the permitting process is not yet developed by FLNRNO staff. If not resolved soon, consider requesting CCF President and RMOW CAO to write letter to Minister.

2. Financials

2017 Financial Year End

Moved by J. Fisher
Seconded by S. Maxwell

That the CCF Board approves the 2017 Financial year end provided by Weir & Co.

CARRIED

2018 Q2 Bookkeeping Update

- Board requested that budget actuals be added to the accountant's bookkeeping spreadsheets.
- T. Cole will review and provide comments to Weir & Co.
- FESBC changed funding structure regarding administration budgets. In 2017, funds covered 100% of T. Cole's time; 2018 funds provide a lump sum.
- Reimburse CCF Forest Manager's budget at year end for FESBC projects hours billed to CCF.

ACTION: Request Weir & Co. to show budget to actuals when reporting CCF bookkeeping.

3. Strategic Plan

- CCF Board reviewed draft services agreement with BCCFA to hire Susan Mulkey for \$2400 including expenses to prepare, facilitate a workshop and provide a strategic plan report. Workshop scheduled for October 11 in Whistler.
- Board reviewed and revised 2018 administration budget to accommodate the strategic plan budget.

Moved by S. Maxwell

Seconded by K. Mehaffey

That the CCF Board approves the terms of the BC Community Forest Association services agreement to provide extension services for the CCF Strategic Plan.

CARRIED

4. Previous Actions

ACTION: J. Fisher to prepare draft forest manager contract and distribute to board for review. **STATUS:** See September 19, 2018 minutes.

ACTION: T. Cole and J. Fisher prepare draft FSP for open house. **STATUS:** See September 19, 2018 minutes.

ACTION: T. Cole distribute revised Road-Based Access Management Plan to Board by email for comment. Communicate to FWAC how its recommendations were processed. **STATUS:** See September 19, 2018 minutes.

ACTION: T. Cole revise draft Road Use Policy and circulate by email to Board. **STATUS:** See September 19, 2018 minutes.

ACTION: CCF, RMOW Parks and Lil'wat Nation discuss options for WIF management. **STATUS:** T. Cole to organize meeting with stakeholders including Squamish Nation after strategic plan and FSP complete. Respond to FWAC after meeting.

ACTION: Defer Strategic Plan planning to next board meeting. **STATUS:** See September 19, 2018 minutes.

ACTION: S. Maxwell and T. Cole will review annual reporting structure for efficiencies **STATUS:** T. Cole and S. Maxwell will meet to discuss.

ACTION: T. Cole and K. Mehaffey will review draft 2017 financials and distribute to Board. **STATUS:** See September 19, 2018 minutes.

ACTION: K. Mehaffey and J. Fisher will seek signatures on the Directors' Accountability agreements from Chief Nelson and Chief Williams. **STATUS:** Not signed by Chief Williams. Chief Nelson replaced by Greg Bikadi on CCF Board.

ACTION: LfV and Squomish Forestry will discuss wildfire project schedule and determine if realistic, identify any issues. **STATUS:** Schedule reviewed, issues addressed.

ACTION: RMOW to determine if it's willing to fund FESBC projects up front and be reimbursed later by CCF with FESBC funds. **STATUS:** RMOW paying its 25% share, but not funding up front as of yet.

ACTION: T. Cole report wildfire project status quarterly to Board.
STATUS: See September 19, 2018 minutes.

ACTION: H. Beresford to provide Board action calendar for next meeting.
STATUS: Reviewed at September 19 meeting.

- Still needs further items added
 - Add “review Governance Policy” to April BOD meeting
 - Add annual report from Forest Manager to December BOD meeting
 - Add bi-annual review of EBM Plan, Silviculture strategy, Road-Based Access Management Plan, carbon project
 - Add Forest Manager report on stakeholder meetings

5. New Business

- Open House – hold after November 20, 2018
- The CCF Board thanks Sue Maxwell for her contributions to the Cheakamus Community Forest.

TERMINATION

Moved by S. Maxwell

That the Cheakamus Community Forest Board adjourn the September 19, 2018 Board of Directors’ meeting at 5:10 p.m.

CARRIED



PRESIDENT: Jeff Fisher



RECORDING SECRETARY: Heather Beresford