



WHISTLER

MINUTES

**REGULAR MEETING OF CHEAKAMUS COMMUNITY
FOREST BOARD OF DIRECTORS
MONDAY, JANUARY 24, 2018, STARTING AT 2:30 –
4:50 P.M.**

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

PRESENT:

Chair, Jeff Fisher, Squamish Nation
Kerry Mehaffey, Lil'wat Nation (by telephone)
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 J. Grills

That Cheakamus Community Forest Board of Directors adopt the Cheakamus Community Forest Board of Directors regular meeting agenda of January 24, 2018.

CARRIED

ADOPTION OF MINUTES

Moved by S. Maxwell
Seconded by J. Grills

That Cheakamus Community Forest Board of Directors adopt the Cheakamus Community Forest Board of Directors regular meeting minutes of November 9, 2017.

CARRIED

PRESENTATIONS/DELEGATIONS

1. Governance

A discussion led by Sue Maxwell, Governance subcommittee.

First drafts reviewed at November 2017 meeting

Key points: clarify roles; focus Board on governance, not operations

ACTIONS: Administrator to:

- Create calendar of items to be addressed by Board through the year and at each Board meeting
- Develop system for tracking policies, amendments
- Circulate Director Accountability Agreements
- Update all policies with changes identified at this Board meeting

Governance Policy

Moved by J. Fisher

Seconded by J. Grills

That Cheakamus Community Forest Board of Directors adopt the Cheakamus Community Forest Governance Policy as amended.

CARRIED

Financial Policy

Accepted addition of matters requiring all members to agree (Section 11).

Moved by J. Fisher

Seconded by J. Grills

That Cheakamus Community Forest Board of Directors adopt the Cheakamus Community Forest Financial Policy as amended.

CARRIED

Forest Manager Contract

Discussed who is responsible if negligence occurs. Contract defines Work, so forest manager responsible only for his work as defined, not all CCF operations.

Forest Manager will negotiate contract with Chair, then Board will give final approval.

Annual planning – Strategic plan developed based on budget, approved by Board.

Moved by J. Grills
Seconded by J. Fisher

That Cheakamus Community Forest Board of Directors adopt the Forest Manager contract as a template to use in negotiations.

CARRIED

Forest & Wildland Advisory Committee Communications Policy

Moved by J. Grills
Seconded by J. Fisher

That Cheakamus Community Forest Board of Directors adopt the Forest & Wildland Advisory Committee Communications Policy.

CARRIED

Management Agreement

Limited partner members and CCF Society President to sign.

Moved by J. Grills
Seconded by J. Fisher

That Cheakamus Community Forest Board of Directors adopt the Management Agreement and authorize the President to sign on behalf of the CCF Society.

CARRIED

Terms of Reference for Operations, Governance and Finance Committees

Sample terms of reference are suitable for use by the CCF Society as needed.

Administrator to determine if there are aspects to include in the annual Board calendar.

Preferential Contracting Policy

Moved by J. Fisher
Seconded by J. Grills

That Cheakamus Community Forest Board of Directors adopt the Preferential Contracting Policy.

CARRIED

CCF Society Bylaws

Identified items that needed to be changed: address, AGM schedule, secretary-treasurer, dispute resolution process

Moved by J. Grills
Seconded by J. Fisher

That Cheakamus Community Forest Board of Directors adopt the CCF Society Bylaws.

CARRIED

CCF Administrator Job Description

Moved by J. Grills
Seconded by J. Fisher

That Cheakamus Community Forest Board of Directors adopt the CCF Administrator Job Description.

CARRIED

CCF Society Members

Moved by S. Maxwell
Seconded by J. Grills

That the Cheakamus Community Forest Society Board of Directors confirms that as of January 8, 2011, the directors accepted the Resort Municipality of Whistler, Lil'wat Nation and Squamish Nation as members of the Society, and that such membership was renewed every two years thereafter and remains in place as of the date of this resolution.

CARRIED

2. Financials

A discussion led by K. Mehaffey, Treasurer.

2015 year end – approved, no further changes.

- a) 2016 year end: Discussion on how/when to show certain income items. Accountant provided trial balance and general ledge yesterday, not enough time to review.

ACTION: Forest Manager and Treasurer will review draft 2016 financial information and circulate a draft 2016 year end document by email for approval.

- b) 2017 Budget to Actuals: Received from accountant too late for review.

ACTION: Administrator circulate documents.

- c) 2018 CCF Administration Budget: Background document reviewed and forms basis of Forest Manager workplan. 2018 cut estimate set at 20,705 m³. Fuel reduction at 8,600 dependent on Forest Enhancement Society funding. Silviculture spending plan not complete.

Reviewed draft 2018 admin budget.

- Total expenditures of \$126,000. Profit ~\$90,000.
- Carbon credits – 1330 tonnes unsold
- FESBC – Forest Manager’s time on those projects will be covered by FESBC.
- Remote sensing not approved for 2018
- Residue and waste surveys are showing as profit but should be accrued as a liability. Added to operations expenses.

Moved by S. Maxwell
Seconded by J. Fisher

That Cheakamus Community Forest Board of Directors adopt the 2018 CCF Administration Budget as amended.

CARRIED

3. Road Use Policy and Road-Based Access Plan

Board reviewed draft January 2018 versions.

- Previous FWAC comments have been incorporated into Road-based Access Plan.
- Creates a plan that gives direction to Forest Manager and coordinates road access.
- Recommendation section identifies work yet to be done.
- Included road management decision matrix and road ledger with general management directions. Section 6 identifies roads CCF wants to maintain. FSR rationalization still underway.
- Three maps prepared – road inventory, resource constraints, access and recreation features
- Plan and maps require more public input – include in spring open house.
- Road Use Policy also drafted. Will provide mandate and direction to Forest Manager to discuss road maintenance and agreements with commercial operators, RMOW and FLRNO. Discussion re: all double track trails designated as motorized when some may not be now or in the future. Recommend that wording be revised.

ACTION: CCF directors review the Road-based Access Plan and provide feedback to Forest Manager by February 28, 2018.

ACTION: CCF directors review the Road Use Policy and provide feedback to Forest Manager by February 28, 2018. Bring back next drafts to April meeting.

4. Forest Stewardship Plan Recommend a subcommittee review the draft Forest Stewardship Plan. Jeff Fisher will participate.

Provide blackline of old FSP and rationale for Board to review.

ACTION: Forest Manager to create draft, get input through subcommittee, circulate to Board by email for comment. Meet submission deadline.

5. FWAC Harvesting Plan Comments FWAC provided comments to CCF regarding the draft 2018 harvesting plans.

Forest Manager drafted a response. Follow the FWAC Communications Policy.


6. Strategic Plan **ACTION:** Forest Manager to provide a plan for creating the strategic plan at the April Board meeting.

ADJOURNMENT

Moved by J. Fisher

That the Cheakamus Community Forest Board adjourn the January 24, 2018 Board of Directors' meeting at 5:23 p.m.

CARRIED



CHAIR: Jeff Fisher



RECORDING SECRETARY: Heather Beresford