

Wells-Barkerville Community Forest Ltd.

Board Meeting (Open)

September 18, 2017 at 6:00 PM, Wells Municipal Hall

Attendance: John Massier (Board Chair); Paul Galliazzo, RPF; Margaret Inoue; Ian Macdonald; Jerritt Dupilka; Andrew Young, CAO, District of Wells

Absent: Councillor Lorraine Kozar

Guest/s: None

Public Attending: None

1. CALL TO ORDER AND ADOPTION OF AGENDA

- a. The Meeting of the Wells-Barkerville Community Forest Ltd (WBCF) Board was called to order by the Chair at 6:03 PM
- b. Agenda – Moved by Margaret Inoue, seconded by Jerritt Dupilka, that the Agenda for the September 18, 2017 WBCF Board meeting be adopted as presented.

Passed Unanimously

2. ADOPTION OF MINUTES

- a. Adoption of Minutes from August 28, 2017 Board Meeting

Moved by Jerritt Dupilka, seconded by Paul Galliazzo that the minutes of the August 28, 2017 Board meeting be adopted as presented.

Passed Unanimously

3. DELEGATIONS AND PETITIONS: Nil

4. BUSINESS ARISING FROM THE MINUTES / UNFINISHED BUSINESS:

- a. West Fraser Mill's updated Harvest Plan map (circulated earlier)

Moved by Paul Galliazzo, Seconded by Ian Macdonald that West Fraser Mill's updated Harvest Plan map (circulated earlier) be received

Passed Unanimously

- b. Financial, Accounting and Taxation Advice – PMT Accountants & KPMG – LLP (verbal)

Andrew Young provided a brief update regarding accounting services for the WBCF. PMT Accountants has formally notified KPMG – LLP that it will be serving as the accountants of

record for the WBCF. PMT will provide requested information to the WBCF Board in the near future.

Board members asked for additional details about how the cheques received from West Fraser Mills need to be handled; for example, in the current or future tax year (2017 or 2018) as well as how the cheques related to the physical harvesting in the WBCF. Another important question for the accountants is to obtain clarification about the WBCF business year and what impacts it might have with regard to taxation.

Board members also asked for clarification from the accountants if there is a need to mark the loads of timber removed from the WBCF cut blocks that are located inside and outside of the District of Wells municipal boundaries for taxation and accounting purposes.

PMT Accountants will be asked to address these questions.

Moved by Andrew Young, Seconded by Paul Galliazzo that the verbal update report concerning Financial, Accounting and Taxation Advice from PMT Accountants & KPMG – LLP be received. Passed Unanimously

c. Insurance Requirements for WBCF and Board (verbal)

It was noted that two firms including Capri Insurance and Barton Insurance are known to provide insurance services to community forest corporations. There is likely going to be different types of insurance required: basic insurance for the Directors; and liability insurance for operations and activities in the WBCF.

It was suggested that PMT Accountants be asked to provide recommendations for insurers.

Moved by Andrew Young, Seconded by Jerritt Dupilka (JP) that discussion of this item be deferred to the next WBCF Board meeting to permit JP and others to obtain more information. Passed Unanimously

d. Shareholder Contract (circulated earlier)

Moved by Paul Galliazzo, Seconded by Margaret Inoue that the suggested amendments to the draft Shareholder / Corporation Contract (circulated earlier) be accepted and a revised document be prepared for review by the Board.

Passed Unanimously

- e. Community Forest Coordinator (circulated earlier)

Moved by Paul Galliazzo, Seconded by Margaret Inoue that the suggested amendments to the draft job posting / description for a Community Forest Coordinator (Part-Time Position) that was circulated earlier be accepted and a revised document be prepared for review by the Board.

Passed Unanimously

- f. WBCF Strategic Plan (existing elements), and update WBCF Short, Medium and Long Term Action Plans (circulated earlier)

Margaret Inoue noted that the Mission statement cited in the documentation was revised by the previous Board in 2015-16. She also noted there is a Vision statement that was developed around the same time. The Board minutes from that time should help provide the missing documentation to help support further consolidation of the WBCF policies.

Moved by Margaret Inoue, Seconded by Paul Galliazzo that further discussion of the WBCF Strategic Plan (existing elements), and updates to the WBCF Short, Medium and Long Term Action Plans (circulated earlier) be tabled to a future Board meeting.

Passed Unanimously

5. NEW BUSINESS:

- a. WBCF – Annual General Meeting (AGM) Preparation

Moved by Andrew Young, Seconded by Ian Macdonald that the WBCF Annual General Meeting be held on October 30, 2017 at 6:00 pm (TBC) and that the WBCF Board meeting of October 16, 2017 be cancelled.

Passed Unanimously

6. COMMITTEE REPORTS: Nil

7. CORRESPONDENCE: Nil

8. PUBLIC COMMENTS: Nil

9. CLOSED MEETING: Nil

10. RECALL TO ORDER AND REPORT: Nil

11. NEXT MEETING: Annual General Meeting – October 30, 2017 (TBC)

12. ADJOURNMENT

- a. At 7:58 pm it was moved by Paul Galliazzo, Seconded by Ian Macdonald that the WBCF Board meeting of September 18, 2017 be adjourned.

Passed Unanimously