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## Meeting Minutes of the Board of Directors

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Town Hall Chambers  
Thursday, September 29, 2020  
7:00pm -10:00pm

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Present: Chris Norbury, Director & Co Chair  
Rob Mackay, Director  
Marsha Dufresne, Director (Zoom)  
Al Kangas, Director  
Stacey Lajeunesse, Director  
Jonathon Howe, Secretary (Zoom)

Contractors: Duncan McKellar, Operations Manager  
Dianna Gies, Bookkeeper

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1. **Call to Order** – Meeting was called to order at 7:04 pm.
2. **Approval of Agenda** – Additions to agenda: Duncan’s Contract and Dianna Gies RBC Finance Information. Stacey Lajeunesse made motion to approve agenda, Chris Norbury seconded, all in favor. **CARRIED**
3. **Approval of Open Minutes** – Al Kangas made motion to approve minutes, Stacey Lajeunesse seconded, all in favor. **CARRIED**

Action Item: Resulting from approval of minutes – Director Accountability Agreement – need signatures from John and Marsha

4. **Business arising from the minutes** – None
5. **Newspaper Update (Trent Ernst)** – Trent Ernst reported newspaper is somewhat struggling. The paper is covering the costs of printing the paper but he is not drawing a wage. The Community Forest was sponsoring community support ads but since Covid there were no events, hence no ads. Trent asked if the CF wanted to continue ads as we have a large credit. The board will review the newspaper support request at the next meeting.
6. **Wildfire Branch Update** – Bruce Raby from the Wildfire Branch gave report on his role in working with regions in BC to manage the Wildfire Program. A consultant has been hired to report on wildfire status between Prince George and Fort Nelson so they may determine what needs to be done. There will be opportunities down the road in possible grant monies for the town. This is still in the planning stages and could be a few years away before we see action.

7. **Investing in Commercial Property** – Duncan McKellar spoke about purchasing a commercial property to assist start-up businesses in the forestry industry. Other Community Forest Associations’ in BC have done this.

Action Item: Duncan will get more information on this subject and present at a later date.

## 8. Reports

**Financial** – August financials were presented to the board.

### Operational

- **Expansion Update** – The TRCF (K20) Timber Supply Analysis Report has been sent to the government. The Management Plan will also be submitted in the next week.
- **Harvest Activities** – Duncan gave update on activities.
- **Brushing Activities** – Duncan reported brushing activities are complete.
- **New Development Plan** – Duncan is working on plan and it is coming along.
- **Monthly Investment Reports** – Does the CF want to invest more money into the RBC account? Duncan will review what he will need for operating and will get back to the board with these figures.
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Action Item: The board will decide if they want to invest additional money when they receive the information from Duncan.

- **Review of 2020 Harvest Plan** – Blocks planned for harvest in the expansion area are not going to be harvested in 2020 as the new MP and FSP have not been completed or approved. Block 29 in the Quality is planned for harvest in early 2021 as the logging rate is far better in 2021 due to availability of contractors.
- **Signing Documents** – To ensure documents are being signed in a timely manner.

Action Item: Dianna Gies will look into Docu-Sign so electronic signatures can be used.

## 9. Grants

- **Museum** – The museum will be giving an update on grant monies received in November. The CF board needs this information before they make a decision on their terms of the donation.
- **Child’s Bed** – A grant for \$7000 was submitted by Melissa Taylor for her disabled son Ryder. As this type of donation would contradict our grant policy, the board would not approve this type of grant.

Action Item: Rob Mackay will talk to some non-profit societies about setting up a “medical trust” and will get back to the board at a later date.

- **Horseshoe Pit** – A grant was submitted by the Forever Young Society for the construction of a horseshoe pit. They are requesting \$1940.00. Chris Norbury made motion to approve grant, Rob Mackay seconded.

**CARRIED**

- **Sale of Longs to Stacey Lajeunesse** – Stacey is working with Community Futures in setting up a business to build cabins. Stacey stated that one of his big obstacles in setting up this business is securing logs on a regular basis so he may build his cabins. He is requesting a letter of support from the CF that would support this endeavour. Stacey removed himself from discussion. Duncan stated that a truckload of logs would be worth around \$3000 and this would be fair market value. Chris Norbury made motion to provide Stacey with a letter of support stating the CF would provide a truckload of logs to Stacey for 5 years at fair market value. This agreement will be dependent on the CF having the fiber to process. Al Kangas seconded, all in favor. **CARRIED**

Action Item: Duncan to write a letter of Support for the board to reflect the boards support and provision of fiber.

- **Food Bank – Good Food Bank** – The Good Food Bank is requesting a grant of \$10,000. The program is based on selling good affordable food to the community. Anyone can access this program, not just low-income earners. United Way used to subsidize the program but no longer does. Chris Norbury made motion to give \$10,000 to the Good Food Box Program, Marsha seconded. (Jonathon opposed) **CARRIED**
- **Legacy Project/Shared Business Storefront** – This project would provide shared commercial business space for businesses that cannot afford to be in the commercial zone.

Action Item: Chris Norbury will get more information and provide at the December meeting.

10. **Corporate Change to Limited Partnership** – The Community Forest has invested monies outside of the Community Charter and there may be a tax implication of being exposed to \$55,000 of tax liability. To avoid this, the CF has been advised to change to a Limited Partnership. Al Kangas made motion to recommend to council to go forward with changing the company structure from Corporation to Limited. Chris Norbury seconded. All in favor. **CARRIED**

Action Item: Chris to communicate this recommendation to Council.

11. **Criminal Record Checks** – Mayor and council have requested a criminal record check for new board members. The board will review the opinion of the Districts lawyer on this issue for guidance.
12. **Duncan McKellar Company Structure** – Duncan advised the board that he was changing the status of his company structure. Item for information only.



- 13. Access to RBC Investment Account** – Al Kangas made motion for Dianna Gies to have access to view online documents (read only) for RBC Investment Account. Rob Mackay seconded. All in favor. **CARRIED**

Action Item: Al to reach out to RBC to get Dianna rad access to investment accounts.

- 14.** Steve Tory has sent in his resignation letter as a director of the board. Steve is moving out of town. The board accepted his resignation. Al communicated that he knew of a community member that may be interested in filling the position.

Action Item: Al will follow up on this person of interest.

- 15. Next Meeting** – December 13 – 19 is the week that CF will hold the AGM. The actual date will be decided at a later date.

- 16. Adjournment** – Chris Norbury made motion to adjourn the meeting at 10:04 pm, Al Kangas seconded. **CARRIED**

Certified a true and correct copy of the minutes of the Tumbler Ridge Community Forest Regular Board of Directors meeting held on Tuesday, September 29, 2020.

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Chris Norbury, Chair

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Jonathon Howe, Corporate Secretary