

**Medway Community Forest Co-operative  
Board Meeting  
Feb 10, 2020  
Caledonia Hub, Caledonia**

**Attendance:**

Katie McLean (KM)

Mary Jane Rodger (MJR)

Jane Barker (JB)

George Uhlman (GU)

Friedrich Meyer (FM)

Abby Lewis (AL)

Jillian Weldon-Genge (JG)

Will Martin (WM) joined by phone

Donna Crossland (DC)

**Agenda:**

- Update from Nova Scotia Department of Lands and Forestry (NSDLF)
  - Financial Report- skipped due to lack of time remaining in this planned meeting
  - 2020 Budget
  - General Manager Update
  - Outreach Planning Exercise
1. Review of Minutes  
MOTION to accept the meeting of Dec 3<sup>rd</sup>, 2019 minutes: DC, JB seconded.
  2. Jon Porter update from Nova Scotia Department of Lands and Forestry (NSDLF):
    - Survival of sawmills and keeping contractors employed are highest priorities, all else is on hold or short term contracts.
    - Transition funding: \$7 million, primarily toward silviculture (category 6 & 7 in western and central- rates may be reviewed over the year, full site planting, not just fill planting being allowed for the year), \$1 million of this for road upgrades until March 2021. ASF to consider pilot programs to conduct stand tending activities that would support the Lahey Review.
    - Export markets few and far between but possible. Export chip markets very competitive and prices low, NS doesn't send many loads in this stream. Scandinavian pulp chip market requires fumigation of chips which is very expensive and logistically challenging.
    - New markets/technologies at least two years away. Chip market needs to be secure in order for sawmills to be willing to invest in efficiencies or to be able to use smaller wood and produce fewer chips.
    - MCFC role going forward: continuing to play role in reviews, implementing Lahey recommendations, implementing and training professionals on new SGEM, DLF outreach group is being re-organized- this is timely for MCFC to match our offerings with those needs.

- Long list of biodiversity research needs which MCFC might be able to fill

### 3. 2020 Budget

- Followed 2019 as a guide. Stumpage is higher as we have hardwood to cut
- Softwood sales to Community Lumber in Greenwood (George Townsend)
- KNPNS and Canadian Forest Service (CFS) contracts remaining reflected in this budget (\$15 900)
- Campground fees included ~\$1000 for August (optimistically will be running earlier)
- Summer student funding and beyond- funding only came through for one student. Discussion around how to formalize a process for moving a summer student into a longer term position. Minimum criteria and qualifications will be required. Policies around HR will be required- Nova Scotia Department of Advanced Education and Labour might be able to help with this. JG can make contact with a representative from that Department.
- Operational expenses all mostly reflect last year's (\$369 700)
- Payroll Expenses higher than last year but reflective of keeping on a staff member after summer work this year (\$117 600)

### Next meeting TBD

**MOTION TO ADJOURN: KM**

**Medway Community Forest Co-operative  
Board Meeting  
May 12, 2020  
Virtual Meeting- Zoom**

**Attendance:**

|                        |                           |
|------------------------|---------------------------|
| Katie McLean (KM)      | George Uhlman (GU)        |
| Mary Jane Rodger (MJR) | Will Martin (WM)          |
| Jane Barker (JB)       | Donna Crossland (DC)      |
| Don Kimball (DK)       | Jennika Hunsinger (JH)    |
| Friedrich Meyer (FM)   | Heba Jarrar (HJ)          |
| Abby Lewis (AL)        | Jillian Weldon-Genge (JG) |
| Craig Hartlen (CH)     |                           |

**Agenda:**

- 2020 Budget Approval and Financial Update
  - Negotiation Update
  - Summer work plan for staff
  - Upcoming meetings (AGM and Stakeholder meeting)
  - Board of Directors Terms of Reference
  - NSWWT Update and Call for Engagement
  - Silent season and current harvest
4. Review of Minutes  
MOTION to accept the meeting of Feb 10, 2020 minutes: GU, WM seconded.
5. 2020 Budget Approval and Financial Update
- Funding received- (\$36 000 and \$39 000), more anticipated for later this year
  - Silviculture funding and credits 40ha VR credits claimed as well
  - Regular expenses (payroll and rent)
  - Harvest = 3000 tonnes from 3 treatments/2 blocks. Half is hardwood. CH recommended next time don't give all our silviculture funding to the contractor since MJR tree marked the blocks, representing time-savings for the operator.
  - Campground should be removed from budget as it will likely not be a revenue source this year.

MOTION to approve 2020 Budget to be conducted online- deadline May 19, 2020.

6. Negotiation Update
- WM is no longer leading the Negotiating Committee due to time constraints. MJR and KM have filled his role.
  - New extension agreement has been signed- additional 3 years, ending 2023

- MCFC Negotiation team planning for key 'Provincial Learning Objectives' including forest research, species at risk, matrix forest management, landscape level planning and ecotourism.
- Overall, conversations have mostly halted. Will likely remain so until new SGEM is approved and released.
- MJR, KM, JB have spoken with DLF lead, Matt Retallak regarding MCFC role in ecological forestry research going forward: "Ecological Forest Research Campus" concept to be further developed, MJR to build multi-year proposal for this outreach in coming weeks. HJ will help with this in view of COVID-19 protocol, through a remote lecture series.
- Funding will likely be limited to annual agreement as the Province isn't issuing multi-year funding agreements at this time. We may be able to word the agreement to have some overlap to minimize reporting.
- MJR suggested calling a meeting with Julie Towers (member of Ministers Advisory Committee), as a way of finding solutions beyond those currently available. Julie Towers has stressed in other meetings that she is available for this consultation. Thought to be a good idea by DC.

#### 7. Summer Work Plan for Staff

- See full work plan.
- Outreach- HJ
- Migratory Bird Surveys and NSWWT- JH
- Forestry work, CFS HWA contract to complete - MJR, JH
- Campground toilets- Otter Ponds Demonstration Forest might be able to help with design

#### 8. Silent Season and Current Harvest

- Weare's currently completing our harvests- one harvest was supposed to be complete by May 15<sup>th</sup>- has been extended until May 22<sup>nd</sup>, will probably extend into the first week of June. This pushes other work back. Spring is late this year- Regional Biologist has given us the first extension and is willing to extend this further. This area had an inactive stick (raptor) nest, block boundary was moved 100m to accommodate.
- JG will look into this on the block in question. Was there an occurrence of some other species of interest?
- DC says that although spring weather is late this year, the neotropical migrants will still be trying to nest in June.
- Dr. Cindy Stacier says birds are arriving 10-14 days earlier than usual this year, despite the cool spring
- JB and WM also agree with sticking to harvesting stops in June.
- Option developed: First block done harvesting Thurs or Friday, forwarding takes another week. Next block will need to be put off to after the silent season (July)

- FM says Parks doesn't allow harvesting from May to August, so we should do the same

MOTION: MJR work with the contractor so that best efforts will be made to ensure felling activity cease by last week of May. WM, CH seconded

9. Upcoming Meetings

- Stakeholder Committee Meeting- option to defer or host virtually group of 35, usually only 20 show up. Discussion about hosting this outdoors in future if possible. Decided this meeting will be hosted in early July.
- Annual General Meeting- will host virtually within required timeline, by September

10. Board of Directors Terms of Reference

- Proposed Policy Committee- KM will work with MJR
- MCFC seeking BOD members, recommendations put forth from the current BOD

11. NSWWT Update and Call for Engagement

- Need to call Board meeting for this, will have a poll for a Zoom call shortly

**Next meeting TBD**

**MOTION TO ADJOURN: KM**

**Medway Community Forest Co-operative**  
**Board Meeting**  
**September 15, 2020**  
**Virtual Meeting- Zoom**

**Attendance:**

|                        |                        |
|------------------------|------------------------|
| Katie McLean (KM)      | Angelika Waldow (AW)   |
| Mary Jane Rodger (MJR) | Will Martin (WM)       |
| Donna Crossland (DC)   | Connor O'Brien (CO)    |
| Don Kimball (DK)       | Jennika Hunsinger (JH) |
| Abby Lewis (AL)        | George Townsend (GT)   |
| Fritz Meyer (FM)       |                        |

Regrets from Jane Barker, George Uhlman, Michael Gunn

**Agenda:**

- Review of minutes
- Financial update and budget approval
- 2020 Budget approval
- Board member renewals
- Annual General Meeting planning
- Funding update
- Campground and NSWWT updates
- Operations update
- Stakeholder update
- Research Committee development
- Performance evaluations

**12. Review of Minutes**

MOTION to accept the May 12, 2020, Board of Directors meeting minutes AL, DC seconded.

**13. Financial Update**

- May 2020- truck repairs, no revenue.
- June 2020- sold firewood from R&C Weare Logging Ltd harvest in May. \$10 000 grant was received from NS Department of Lands and Forestry as final installment of last years' funding. Paid R&C Weare Logging Ltd to maintain block roads. Operating expenses were standard.
- July 2020 saw more diverse revenue; consulting revenue and silviculture funding received. Miscellaneous revenue from NS home energy rebate, which is a reimbursement for 10% home heat rebate offered to private firewood customers.
- Cash balance: \$143 000. \$40,000 is from Canadian Emergency Business Account (CEBA) as a repayable loan.

MOTION to approve budget as it stands, WM, DC seconded

14. 2020 Budget Approval

- Campground revenue had been anticipated- \$9000 has been removed from 2020 budget.

MOTION to approve 2020 budget FM, AL seconded

15. Board Member Renewals

- JB and AW are stepping down from the Board.
- CO and GT to be nominated to the Board.
- Discussion around hosting more MCFC Board meetings virtually. This would be more inclusive to the youth or expertise we would like to engage on the board and those who live outside the community. There is openness to modifying the way Board meetings are conducted, perhaps a mixed model of in-person and virtual could be tried.
- Requesting current Board members to state their willingness to continue as members. KM requested input on removal of an absent Board member.

16. Annual General Meeting Planning

- October 1<sup>st</sup> 6:00 - 8:30pm - MCFC and NS Working Woodlands Trust (NSWWT) joint virtual AGM.
- General updates, discussion of campground approval- language is vague, but we need to consult. This will consist of an information session and 30-day comment period online. This was decided to be held as a separate consultation session in November.
- AGM invitation to be shared again this week.

17. Funding Update

- NS Department of Lands and Forestry proposal for next year was submitted in August.
- New Board member needed to step up into the Negotiating Committee - DC volunteered.

18. Campground and NSWWT Updates

- NSWWT Board of Directors meeting on Thursday. Canada Revenue Agency charity registration went through, with an amendment required.
- Campground project received Letter of Authority but there is great lack of clarity in the agreement as received. MJ, FM and KM will meet with Land Services to work on errors, omissions, and inconsistencies in the Letter. Once this agreement is updated, the campground will move forward.

#### 19. Operations Update

- Haven't been able to get R&C Weare Logging Ltd back since operations ceased due to wet conditions and the silent season and can't find another contractor to continue the work.
- Tender issued for 84 ha pre-commercial thinning over 5-7 openings, awarded to James Leggate Forestry of Truro. Layout will proceed this week, training of JH to monitor this work in September. NS Department of Lands and Forestry is almost completely funding this work. Discussion around using this as an opportunity for public outreach or Board of Directors field trip to view this work.
- Canadian Forest Service hemlock woolly adelgid silviculture trials to be laid out this fall – these are occurring on MCFC and Westfor Crown and private lands.
- Future harvest plans were up for comment until Sept 13<sup>th</sup>, 2020, and received many positive comments from MCFC Facebook followers.

#### 20. Stakeholder Update

- Meeting was hosted virtually on July 29<sup>th</sup>, 2020.
- Support was expressed for moving forward with NSWWT and Ecological Learning Campus.
- Break out room discussions were a success- summary of comments was shared with Board on Basecamp account.

#### 21. Research Committee Development

- There is a necessity to develop a research committee to collaboratively facilitate research on MCFC land base. A sub-committee will develop terms of reference, structure, goals and strategy needed.
- KM, JB, AL and DC volunteered to work on this Sub-Committee.

#### 22. Performance Evaluations

- Evaluation of MJR's performance was conducted in August 2020 by KM and AL. General remarks were shared with the Board including strong appreciation for MJR's persistence in the face of challenges to develop the operational and business aspects of MCFC.

MOTION to raise the Executive Director's salary by 5% in 2021 Budget: DK, DC seconded.

**Next meeting TBD**

**MOTION TO ADJOURN: DC**



**Medway Community Forest Co-operative  
Board Meeting  
November 17, 2020  
Virtual Meeting- Zoom**

**Attendance:**

Katie McLean (KM)

Mary Jane Rodger (MJR)

Donna Crossland (DC)

Jennika Hunsinger (JH)

Abby Lewis (AL)

Fritz Meyer (FM)

Don Kimball (DK)

George Townsend (GT)

**Agenda:**

1. Approval of the agenda
2. Approval of the minutes of the September 15, 2020 Board meeting
3. Election of officers
4. Financial report
5. Operations update
6. Executive Director's update
7. Committee revival and identification of chairs/members

1. Approval of the agenda

DC approves, DK seconded. **Approved.**

2. Review of Minutes

MOTION to accept the September 17, 2020, Board of Directors meeting minutes AL, GU seconded. **Approved.**

3. Election of officers

Position of vice-chair remains open. DC has offered to fill the role.

MOTION to accept KM in role of chair, DC as vice chair, FM as Treasurer, AL as Secretary. GU moved, GT seconded. **Approved.**

4. Financial report

In comparison to summer some roadside firewood income, some softwood sales. HWA contract came in. Paid stumpage and trucking. Consulting income \$950 and \$1000 donation. This donation has been invested in AudioMoths for bird study. Cash balance is ~\$140 000. Negotiations aren't currently active, but we are suspecting a response regarding the proposal submitted in August for 2020 funding soon.

MOTION to approve financial report FM, GT seconded. **Approved.**

5. Operations update

MJR and JH have met with R&C Weare Logging Ltd re. harvest this fall/winter. Board members will be consulted on the engagement of operators. PCT crews (James Leggate Forestry) are currently working on the MCFC. JH will be trained to monitor this work. FM mentioned a Board meeting on site.

6. Executive Director's update

- Canadian Forest Service HWA silviculture trials have occupied most of MJR and JH time in past month. Project to continue into the fall/winter, contract value will be around \$10,000 - 12,000.
- Second phase of Jeremy's Bay Campground diversification project to implement silviculture treatments is underway. MJR to work under contract to help Parks staff select contractor and supervise work. will submit bid for tree marking contract early this winter.
- Submitted proposals for two Mi'kmaw Forestry Initiative contracts this fall - one being research for indigenous-led forestry governance structures, and 2<sup>nd</sup> is to research markets for NTFP's - market analysis for wood and NTFP's coming from MFI. Both will be ending March-June, this would be time for MJR, not JH. These would be sub-contracts from Juniper Law (Jaime Simpson).
- MCFC Campground consultation had 5 participants. Construction plan for the campground is available on MCFC website, comment period will remain open until the end of the year.
- JH and MJR participated in remote Land Trust Alliance Conference.
- JH Land Trust Update: Amended memorandum of association filed, CRA registration soon. Process to become eligible body is underway. Forestry Innovation Transition Trust proposal still under consideration. Meetings with consultant Josh Noseworthy to set goals for land trust and brainstorming funding and grant options. December 17<sup>th</sup> is NSWWT board workshop to work through these items.
- KM, MJR, and JH went on field trip to McPhail Woods in PEI in October.
- JH and MJR participated in FEC refresher for Crown Land foresters.
- In September KM and MJR submitted a proposal to Climate Awareness Fund Trust, for a project to build carbon sequestration capacity in SWNS and climate forest inventorying along with the Clean Annapolis River Project (CARP) and Municipality of County of Annapolis. Activities would include tree-marking and carbon sequestration workshops to bring in experts to build capacity in the region.
- MJR shared her work plan for upcoming year.
- MJR to submit an operating plan to NSDLF by end of this week. May release a tender for spring harvest before end of 2020.

7. Committee revival and identification of chairs/members

Need a resurgence in the Operations Committee (hoped that Connor and Craig would be members), GU and GT may participate. AL to chair this committee in scheduling meetings and taking notes.

Research Committee Board Sub-Committee to develop terms of reference and accompanying documents. KM to Chair this sub-committee, DC, JH, AL to work on this.

Campground Committee is needed, DK, FM, GU, KM, AL to help on this, FM to lead this committee.

Outreach Committee to be developed and planned early next year.

Negotiations Committee consists of KM, DK, JH, MJR, but is open to another Board member for in-person meeting in Bridgewater on Dec 8<sup>th</sup>, 2020.

8. Discussion around holiday get-together for the Board. GU offered to host this if it is decided to go ahead.

### **Next meeting TBD**

**MOTION TO ADJOURN: GU**