

**Medway Community Forest Co-operative
Board Meeting
January 19th, 2022
Virtual Meeting- Zoom**

Attendance:

Katie McLean (KM)
Mary Jane Rodger (MR)
Jennika Hunsinger (JH)
Matt Miller (MM)
Donna Crossland (DC)
Abby Lewis (AL)
Fritz Meyer (FM)
Don Kimball (DK)
George Townsend (GT)
Will Martin (WM)
Steve Ward (SW)
Jillian Weldon-Genge (JG)
Gerry van Dyk (GD)
Mike Lancaster (ML)

Agenda:

1. Review of November 1st, 2021, meeting minutes
2. 2021 Financial Report
3. 2022 Budget Approval
4. Operations Update
5. Outreach and Research Update

MOTION to approve agenda FM, seconded by WM. **Approved.**

1. Review of Minutes

Minutes from the November 1st, 2021, Board of Directors meeting have been circulated on Basecamp for review.

MOTION to approve minutes from last meeting WM, seconded by ML. **Approved.**

2. Financial Report

- No major income in fourth quarter, total was \$12 854.11
- Year-end total income of \$420 441.19
- Total fourth quarter total expenses were \$89 629.42
- Year-end total expenses were \$449 108.89
- Annual total loss is -\$28 667.70, due to outstanding funding installments owed from Department of Natural Resources and Renewables (DNRR)

MOTION to approve financial report FM, seconded by WM. **Approved.**

3. 2022 Budget

- \$93 875.00 outstanding from DNRR funding is expected to arrive in Feb/March 2022.
- Total income of \$836 130 expected in 2022, including from 2021 road funding (\$2500) expected in March, \$25 000 expected in April from NS Department of Environment for private woodlot owner consultation around Hemlock Woolly Adelgid (HWA) treatment options, \$53 000 secured for campground trail-building. \$40 000 expected in September 2022 as the first installment of 2022 DNRR funding.
- Total expenses expected amount to \$771 845.78, including total payroll \$207 100.48.
- Discussion around following up with recommendations of the Climate Forest Company report to explore new market opportunities.
- WM questions the risk we face with this budget. Risk is decided to be low.

MOTION to approve the 2022 budget as presented FM, seconded by SW. **Approved.**

4. Funding and Negotiations Update (MR)

- Funding: Confirmation from DNRR for 2020 funding remainder and 2021 funding should be released soon. Cashflow is tight, considering using the non-repayable portion (\$10 000) of the federal COVID relief subsidy.
- Negotiations: Workshops with the Negotiations Committee have been stalled. We are waiting to hear back from NTFP (Non-Timber Forest Products) application- a portion of the Negotiations process- but can move forward with developing AAC (Annual Allowable Cut) model.
- The Overhead Analysis Review hasn't been released but might come through in 2022.
- License area expansion- this conversation might occur later in 2022. Current license agreement expires in 2023. New Forest Stewardship Planning process might take longer, and we can expect a public consultation period as well.
- Negotiation process is stalled and BOD becoming frustrated, seeking terms of reference for the Negotiations in order to decide if MCFC Negotiations Committee needs a change of mandate and to undertake a different tactic, seeking clarity from the DNRR about what they are willing to negotiate.

5. Operations Update (MM)

- Despite the stalled negotiations, feeling encouraged by check-in meetings with Regional staff. Has been familiarizing himself with the forest and soil types for PTA's (Pre-Treatment Assessments) within the MCFC.
- Displayed map of all completed harvests, planting, competition control, PCT's (Pre-Commercial Thinning), and regeneration assessments within the MCFC license area.
- We have approved harvest areas for 7700 tons currently. Less than 10% is pulpwood and over half of the softwood are sawlog products. In addition, 50 ha of PCT waiting for DNRR approval before completion this year.
- Looking forward to working with DNRR on untreated past harvests, which are over 7m in height and past PCT stage.

- Has compiled a full operating plan, will bring this to Freemans and Elmsdale to move this forward with them and their contractors. With markets and Crown stumpage the way they are, building this relationship looks likely. This will make available to us more equipment, particularly wheeled gear which will have a longer reach and is gentler on soil for our partial harvest treatments.
- MR- hoping to maintain MCFC firewood sales and to divert a small amount of pine sawlog cuts to smaller markets in order to diversify sales.

6. Outreach and Research Update (JH)

- Outreach has included several school engagements; she has been asked to speak with a forestry class from a school in East Kings County and with North Queens Community School.
- Follow up work with SFI (Sustainable Forestry Initiative) tree planting project, signs designed by Kalen Roblee for Harmony Park Arboretum. Funding for this came from SFI, Tree Canada, and the Atlantic SFI Implementation Committee. Tree signage will include tree names with common, scientific and Mi'kmaq species names.
- NSWWT (Nova Scotia Working Woodlands Trust) is moving toward a public launch, promotional materials and an information session for landowners will happen in March.
- Organized volunteers of the Sporting Lake HWA pesticide application project- total of over 1000 hours of volunteer work in just two weeks' time.
- Habitat Conservation Fund project toward private land prioritization tool continues.
- Dr Cindy Staicer's landbirds at risk beneficial management practice (BMP) research project follow up work is ongoing.
- Working on a MITACS application for a research student on questions of stand complexity, coarse woody debris, and breeding bird surveys.

Thanks to all three staff for their work over the year!

Action Items:

- MCFC policies will be released for comments, please look these over and provide feedback.
- Staff bonus program to be developed- Board Executive to meet to work on this.

Next meeting TBD

MOTION TO ADJOURN: AL

Medway Community Forest Cooperative Board of Directors Meeting
April 25, 2022, 6:30pm
Virtual Meeting

Attendees:

Don Kimball (DK)
Donna Crossland (DC)
Gerald van Dyk (GD)
Katie McLean (KM)
Matt Miller (MM)
Jennika Hunsinger (JH)
Fritz Meyer (FM)
George Townsend (GT)
Mike Lancaster (ML)
Mary Jane Rodger (MR)
Abby Lewis (AL)

Financial Update

- Increase in bookkeeping costs as part of the plan to move forward with a new staffing structure.
- Increased the funding request to the Department of Natural Resources and Renewables (DNRR) for the upcoming year by \$50 000- this application was received by the office of the Deputy Minister last week, so we hope to receive the funding earlier this year.

Negotiations Update

- Transition meetings with DNRR staff should take place soon, as soon as possible. Updates to follow.

Operations Update

- With MJR leaving we should provide another level of accountability in finance tracking, currently a one-signature expense account is tied to the credit card. The bookkeeper recommends transitioning this account to a different bank in order to allow the WCB payments to be paid.
- JH should be given signing authority on the expense account.

MOTION that JH be added as a signer to the expense account. GT moved; FM seconded.
APPROVED

Reinvigorating the Board Committees

- Operations Committee- call will be put out to the BOD for members
- Outreach Committee- we will let this fall currently until the need is greater as staff have a good handle on the outreach!
- Research Committee- will maintain the current level of engagement
- Negotiations Committee- exists and is well attended- ML may join this committee.
- Campground Committee- should reconvene this committee as campground construction increases

The Board thanks MR for her service to the MCFC over the past seven years, congratulations on her new position!

MOTION to Adjourn; AL 7:35pm

Medway Community Forest Cooperative Board of Directors Meeting
June 14, 2022, 6:30pm
Virtual Meeting

Attendees:

Don Kimball (DK)
Donna Crossland (DC)
Gerald van Dyk (GD)
Katie McLean (KM)
Matt Miller (MM)
Jennika Hunsinger (JH)
Fritz Meyer (FM)
Mary Jane Rodger (MR)
Abby Lewis (AL)
Steven Ward (SW)
Jillian Weldon-Genge (JWG)

Approval of MR as a director

MOTION to approve MR as a director on the board GD, seconded by DK. **APPROVED.**

Approval of April 25, 2022 Meeting Minutes

MOTION to approve April 25, 2022, Board meeting minutes AL, MR seconded. **APPROVED.**

Staff Updates

Jennika Hunsinger:

- Working on designing the research pilot for the Family Forest Network research initiative to account for costs and benefits of ecological forest management on privately stewarded lands.
- Nova Scotia Working Woodland Trust (NSWWT) has over 10 000 acres which was the goal for the carbon agreement. Moving forward with the legal agreements, review of the easement process and preparing landowners for the process.
- NSWWT strategic planning session upcoming on June 23rd, 2022.
- MCFC is in “singing season”- migratory bird surveys are underway! JH is completing approximately two mornings per week of this work.
- Outreach is happening- Yoga in the Woods is likely to take place two weekends from now. MCFC Operations tour will take place on July 23rd- considering visiting the recent the Olive-sided Flycatcher (OSFL) Beneficial Management Practices (BMP) implementation block on Victory Road, a Norway spruce restoration site, and an Oak Lake shelterwood option.
- An outreach day happened with the local school for a health assessment of trees planted in fall 2021 as part of the Sustainable Forestry Initiative (SFI) community grant. The local fire crew have agreed to keep the irrigation bags full- thank you!
- MCFC Forest Market happening Sunday, August 14th, 2022, in Annapolis Royal.

Matt Miller:

- Forest certification audits both took place and went well. The auditor was impressed by the MCFC and the community forestry model.

- Oversaw the Olive-sided Flycatcher (OSFL) Beneficial Management Practices (BMP) implementation.
- Once singing season is over, more harvest operations will take place along with road building. The next round of operating plans is underway. Another round of areas to seek planning authority for is under construction- looking into managing the even-aged stands to transition them restoration of appropriate stand structure/compositions- 200 hectares submitted- seeking other foresters' thoughts on how best to manage these. Have been encouraged by Department of Natural Resources and Renewables (DNRR) staff to investigate the restoration of these sites. This could be an important avenue of innovation for the MCFC in the face of triad implementation going forward. MR indicates this innovation could be part of the federal Two Billion Trees initiative.

Administrative Processes Update

To ease the burden of achieving two signatures on all cheques but to uphold the spirit of the two-signature policy, the bookkeepers can pay these expenditures by e-transfer after two board members have approved the proposed expenditures.

It has been decided that account will be moved to another bank than the LaHave River Credit Union (LCRU), to be able to pay Worker's Compensation and other payments through e-transfer, which are not supported by the LRCU. This will ease pressures on staff to make these payments in Bridgewater and is supported by the Board of Directors.

Financial Update

- Total income in May: \$22,917.89 resulting largely from spring harvest.
- Total Payroll Expenses: \$15,669.17
- Total Expenses: \$26,788.80

MOTION to approve the financial report FM, SW seconded. **APPROVED.**

Negotiations Update

- Meetings took place with the Provincial Negotiating team before MR left her staff role at MCFC, since that time no real progress has been made. The Negotiation Committee is concerned that none of the DNRR staff on the committee have the authority to make any of the decisions the MCFC needs (longer tenure, larger license area).
- MM and the Board to write a letter to the Minister of DNRR to express concerns around the lack of serious intent to negotiate.

Hemlock Woolly Adelgid (HWA)

- MCFC staff and DC have scoped a potential broad-scale program to treat HWA on private land, following an extensive review of similar initiatives in the Northeastern United States.
- Based on MCFC's involvement in the Sporting Lake treatment initiative, Canadian Forest Service research trials, and recent contract work, MCFC is considered an organisation leading the defense against HWA. The province may be looking to MCFC to lead this initiative, possibly as a partnership among many organisations. Another option may require an entirely new organisation be developed for this purpose, as the Nova Scotia Working Woodlands Trust has been.

- Concerns raised around losing sight of the mission of the MCFC to support the community and develop into a viable business. Further discussion needed to ensure these goals can be met while responding to needs of the community with a response to HWA infestation locally.

MOTION to Adjourn; DC 8:12pm

Medway Community Forest Cooperative Board of Directors Meeting
October 12, 2022, 7pm
Virtual Meeting

Attendees:

Don Kimball (DK)
Will Martin (WM)
Donna Crossland (DC)
Katie McLean (KM)
Matt Miller (MM)
Jennika Hunsinger (JH)
Fritz Meyer (FM)
Mary Jane Rodger (MR)
Abby Lewis (AL)

Agenda:

Approval of Meeting Agenda

Financial Report

Staff Updates:

- Outreach
- Nova Scotia Working Woodlands Trust (NSWWT)
- Research
- Operations
- Hemlock Woolly Adelgid Contract
- Negotiations

MCFC Organisational Structure Evaluation

Approval of June 14, 2022, Meeting Minutes

MOTION to approve June 14, 2022, Board meeting minutes AL, DK seconded. **APPROVED.**

Outreach Update

Staff hosted several successful summer outreach events. Signage was installed at Harmony Park to complete the tree planting project funded by Sustainable Forests International (SFI). The Mersey Tobeatic Research Institute (MTRI) is hosting a Women in Forestry on November 5th, which JH will help to lead. The Kespukwitk Conservation Collaborative Showcase will take place on Nov 9th, both JH and MM will present on behalf of MCFC and NSWWT. Excellent work on the outreach efforts by staff- broad reach with positive comments from the public.

Financial Update

- Total income in September: \$153,750.00. This includes the DNRR grant of \$40,000, this is the first installment for 2022.
- Total Expenses: \$162,818.74
- Bank balance: \$72,000 cash or equivalent.
- Most of this is managed through QuickBooks now, this is working well.

MOTION to approve the financial report FM, WM seconded. **APPROVED.**

Research Update

- Migratory bird research was undertaken within MCFC license area through a contract with MTRI to support the work of Dr. Cindy Staicer in locating at-risk bird species across upcoming harvest blocks for implementation of beneficial management practices at those locations. This work is now complete with results expected in winter 2023.
- JH is an active member of the Family Forest Network (FFN) Research Committee. The Committee is designing a research project in collaboration with the eleven partner organisations to test ecological forestry treatments on private woodlands across Nova Scotia.
- Discussions are underway with NS Department of Natural Resources and Renewables (NS DNRR) staff to plan the next entry at the long-term study of an expanding gap shelterwood (EGS) trial on the MCFC license area. This harvest is expected to proceed in 2023.

Nova Scotia Working Woodlands Trust (NSWWT) Update

NSWWT is applying for a second installment of funding from the Habitat Conservation Fund (HCF), this will be a larger application and will involve outreach across the province. Opportunity to apply for funding for land acquisition was discussed, likely as a separate application, this will be saved for next year's application. JH is working with a lawyer to construct conservation agreements. NS Community Easements Act is up for review, this may offer opportunity for NSWWT to be written into it or might offer more challenges.

Operations Update

Last week operations began at Block 1. MM has spoken to the operator about stripping the roadside of wood, as is now common practice, and about encouraging reconfiguration of the overall trail pattern to accommodate this. Feels that Freeman's staff get the concept around what MCFC expects the harvest pattern to look like, in contrast to the way their contractors usually operate. Archaeological assessment on Block 3 is now complete- this road will be built in next two weeks. Expanding Gap Shelterwood (EGS) block to be operated on this winter. Operating plan is due soon- planning approvals requested for areas which are road accessible and young, these will be added to existing blocks to bolster wood supply and lower wood costs. Operations Committee should be revived this month. It is unlikely the Pre-Commercial Thinning (PCT) contractor will complete their work before the end of year- MM will give an extension. Crop tree release- two small jobs- these could be done internally by staff if time allows. Campground trail work is almost complete.

Hemlock Woolly Adelgid (HWA) Update

Moving forward with grant for survey and strike team through a fall contract crew. Need new insurance policy for this work. Need a service provider agreement for this to hire DC as lead, a summer student, plus a third person. The contract will involve capacity building and training with NS Department of Environment and Climate Change, including leading 6 treatments using volunteer help.

Negotiations Update

MM will meet with the Honourable Kim Masland next week. No new developments with the Negotiations Committee but follow up is expected in January. MCFC Executive and staff members to hold a special meeting to discuss strategic partnership with the Mi'kmaw Forestry Initiative (MFI). Community Forest Overhead Allowance is a potential area for movement in negotiations.

MCFC Organisational Structure Evaluation

Process has been developed for evaluation of the staffing structure of the MCFC and the NSWWT involving lists of contract items for each role and open-ended questions for both staff and members of both executive teams. This will not replace performance evaluations of staff members. Due October 16th, for feedback review at the next Board meeting. Staffing of a junior-level member is one if the questions to be discussed.

MOTION to Adjourn; WM 9:02pm

Medway Community Forest Cooperative Board of Directors Meeting
November 17, 2022, 7pm
Virtual Meeting

Attendees:

Don Kimball (DK)
Steve Ward (SW)
Christina Daffre (CD)- visiting HWA staff member
Katie McLean (KM)
Matt Miller (MM)
Jennika Hunsinger (JH)
Mike Lancaster (ML)
Donna Crossland (DC)
Abby Lewis (AL)
Dave McKinnon (special guest)

Agenda:

Financial Report

Staff Updates:

- Outreach
- Nova Scotia Working Woodlands Trust (NSWWT)
- Research
- Operations
- Hemlock Woolly Adelgid Contract
- Negotiations

MCFC Organisational Structure Evaluation

Approval of October 12, 2022, Meeting Minutes

MOTION to approve October 12, 2022, Board meeting minutes AL, ML seconded.

APPROVED.

Approval of November 17, 2022, meeting agenda SW, DK seconded. APPROVED

Outreach Update

- Both JH and MM attended the Kespukwitk Conservation Collaborative Showcase hosted by MTRI on Nov 9th, presented on behalf of MCFC and NSWWT. Excellent presentations by both! These were the highlights of the Showcase and well-received.
- Stave Lake trails and campground- All trails are complete; signage will come over the winter. An invitation has gone out for stakeholders to visit on November 26th to discuss naming of the trails. An invitation to the membership to join a trail workday on December 3rd, proof of chainsaw certification will be required.
- NSWWT is looking promising, continuing to make progress through bureaucrats on moving the Land Trust into the Community Easements Act and setting this organisation up into a stand-alone organisation from the MCFC.

- JH is still working with the Family Forest Network Research Committee, helping along their research design and upcoming ecological forestry trials. And working on a grant application to the Walton's Trust which is due November 29th, 2022.

Organisational Structure Evaluation Update

- KM working on this, soon ready to share the results of this process. This will lead to changes in structure of both organisations, as they develop into two stand-alone organisations.

Operations Update

- MCFC operations faced a near miss last month, a bridge on West Branch Road in the Medway block was completely rotten and truck traffic had been passing on it. This bridge deficiency was noticed and has since been temporarily fixed by Freeman's crew. MM will discuss with Regional Forester Quentin Jackman about responsibilities to maintain the infrastructure, though likely this is MCFC responsibility. Other responsibilities including maintenance of mile markers along the road is needed, especially since winter work in this region is likely. Reminders for passing traffic to have CB radios and to call in locations along that road are required.
- Pre-Commercial Thinning (PCT) on Block 190001 is complete. Trail pattern was altered to soften visual impacts of landing areas.
- Harvest on Block 13 is ready to go this winter.
- Expanding Gap Shelterwood block is still working through approvals. NS Department of Natural Resources and Renewables (DNRR) Regional and Research staff gave approval, approval from Kwilmu'kw Maw-klusuaqn (KMK) is required. Week of December 15th will see a visit to this block with DNRR staff.
- Stumpage rates have gone up on spruce and fir logs and studwood. Further information on this will come at a later meeting.

Negotiations Update

Meetings are set with Kim Masland and will be followed by a meeting with Carmen Kerr, the Natural Resources critic. Short term extension feels imminent. Adjustment to Overhead Allowance seems most likely and possible way to move forward. This would incentivize us to harvest more wood volume.

Hemlock Woolly Adelgid (HWA) Treatment Program Update

These operations have been busy for the past three weeks. A \$91 000 grant was signed with the Department of Environment (DoE) until end of fiscal year, they would like to partner on a five-year program. MCFC decided to trial this role this fiscal but MM would like to envision the role on the five-year term, hire a project manager as demands on his time are high from this initiative. NS DoE Protected Areas Branch representative, Dave McKinnon, joined the meeting at this point to speak to the current arrangement.

There is potential that Nature Smart Climate Solutions-funded HWA treatments will be underway as soon as possible as hemlocks are deteriorating quickly. MM is ready to apply to Environment and Climate Change Canada (ECCC) tomorrow to secure future funding for this purpose. DoE funding to MCFC was a grant but next year staff would like to begin a contribution agreement, this would raise expectations around work planning among other

components. There is potential that the NSWWT could incentivize treatment of hemlocks on land trust properties, this is an exciting opportunity.

HWA volunteer days will take place tomorrow, November 18th, Friday, November 25th, and Sunday, November 27th. A demonstration day will take place on Sunday 27th. MM to start a discussion thread on BaseCamp to track discussion on involvement in HWA.

MOTION to Adjourn; AL 8:25pm