

**Minutes for the
Annual General Meeting
May 9/2019
Westmark Hotel**

List of Attendees is attached to these minutes:

09:34 Ron Johnson President called the meeting to order.

- Reviewed the agenda
- Moved by David Dubois that the agenda be accepted as presented
- Second by Louise Blanchard
 - Carried by members present

Executive Director Myles Thorp

- Provided a verbal overview of activities reported to Forest Management Branch as per the contribution agreement for funding to allow the association to function.
 - The letter is attached to these minutes
 - Discussion with regard to the Quill Creek Timber Harvesting Plan
 - Myles outlined the process
 - Members felt that perhaps a 5% administrative fee should be provided by FMB. Director explained that the bulk of our funding comes from them already so an administration fee would not be required as the regular funding already accounts for the time spent on administration. Should the association grow to the point of needing an office and staff this would likely be a good idea at that time.
 - Question with regard to how the contract for Quill Creek timber harvest plan was awarded and how the company chosen to do the work was chosen.
 - Myles explained the steps included developing a proposal for funding from Economic Development. When the grant was provided Myles developed a tender package outlining the work and called five Yukon based companies that provided forest management services. Only one company responded and an evaluation check list was used to determine if the contractor qualified and met the RFP tender document. Two staff at FMB assisted with the evaluation and Ecofor Consulting was chosen to complete

the work. Myles managed the contract as the contract manager.

- **Action item:** with regard to how the process worked to hire the contractor for developing the THP. The membership directed Myles to develop a procedures document outlining the process for tendering and management of the contract for future contracts of this type.
- Discussion regarding memberships and the lack of awareness on the part of the public and other business that benefit from our industry. Currently the Executive Director emphasizes the industry at all meetings and presentations so awareness is growing.
 - It was decided that a door sticker would be developed and made available for members who would like to display that they are proud members of the Yukon Wood Products Association. Myles and Dev Hurlburt will work on this.
- Dan Reams passed away this winter and as a founding member of the association it was announced that a memorial for Dan will be held in Watson Lake on July 7, 2019. In lieu of flowers the Reams family asked that donations be made to the charity Hope Air. This charity helps family members with travel costs to attend hospitals in the south as part of ongoing treatment for a patient who has been sent out.
 - A hat was passed and \$285.00 was collected.
 - Motion by Roy Whiten that the YWPA match the amount collected
 - Seconded by Ivan Thompson
 - Carried
- **Action item:** Myles will develop a section on our website that will honor passed members of the association that have passed away. This section of the website will focus on the current association since its inception in 2007.
 - Names suggested would be Don Hutton first executive Director, Bill Bowie, Dan Hnetka and Dan Reams
- Additionally the members suggested that some thought be given to developing a history of the wood industry that could go back into the archives. This would show that the industry has been viable when focused on local markets. This document could include a section on the modern attempts to establish a commodity based lumber industry.

- Discussion of the funding made available for attending conferences. There was interest in developing a proposal to fund a delegation of members to attend one of the European biomass energy conferences. This conference should include opportunity to attend logging operations to see the supply chain from stump to heat in buildings.
 - **Action Item:** David Dubois and Blair Hogen will provide Myles with a listing of likely conferences and Myles will then explore funding opportunities.
- Accounts were presented and Myles requested a motion to waive the requirement for a professional accountant to audit our books.
 - Motion to waive the requirement for a professional accountant to audit YWPA books. Forest management branch reporting requirements and the standards for financial management are such that they provide this service.
 - Discussion: it was suggested that the budget should include a line item to show this potential cost.
 - Moved by David Dubois that the requirement for a professional audit be waived.
 - Seconded by Brad Roberts
 - Carried
- Work Plan for the FMB contribution agreement was provided and it was suggested that a clear statement be included to increase marketing and public awareness as part of the responsibilities of the association.

11:30 am Ron Johnson lead the process for selection of a board of directors.

- Ron indicated that he would carry on as a board member. He then asked current members if they would allow their name to stand for membership on the board of directors for the coming year. Ivan Thompson confirmed he would continue, Louise Blanchard confirmed she would continue and Blair Hogen confirmed he would continue.
- Ron then opened the floor for nominations to fill the five positions required in the bylaw. Dev Hurlburt confirmed he would be interested in a position on the board.
 - No additional nominations were received.
- It was moved by Ron that the nominations of Ron Johnson, Ivan Thompson, Louise Blanchard, Blair Hogen and Dev Hurlburt be accepted as the 2019/2020 board of directors.
 - Seconded by Roy Whiten
 - Carried.

- Ron called for motions to assign the board members to the positions of President, Vice President and Secretary treasurer
 - Moved by Blair Hogen that Ron Johnson would be president
 - Seconded by Brad Roberts
 - Carried
 - Moved by Blair Hogen that Ivan Thompson be vice president
 - Seconded by David Dubois
 - Carried
 - Moved by Brad Roberts that Dev Hurlburt be secretary treasurer
 - Seconded by Louise Blanchard
 - Carried

12:00 pm Lunch

12:30 pm meeting recommences with invited guests

- Minister Pillai Energy Mines and Resources, Deputy Minister Paul Moore, Assistant Deputy Minister Manon Moreau and Director FMB Lisa Walker
- Minister Richard Mostyn Highways and Public Works and Deputy Minister Jaime Pitfield

Ron Johnson welcomed our guests and called for a round of introductions. Ron introduced David Dubois who gave a presentation with regard to air quality emissions specific to wood energy and biomass chip boilers. (Please visit the website to view the power point). Key take away is that if and when Yukon considers air quality standards for wood energy stoves that the industry is consulted and that the wood chip boiler is orders of magnitude better than open wood stoves. If regulations are developed large wood boilers should be separated from wood stoves and included with oil and propane boilers.

Myles Thorp outlined some of the work that the Canadian Wood Pellet Association is doing with regard to certification of European manufactured wood boilers. The CWPA has recommended that Yukon follow Prince Edward Island in developing regulations that will certify European boilers.

As per the agenda a good discussion took place between the Ministers and members.

Minister Pillai committed to working with the association to develop the triple bottom line assessment of the wood products industry. This project will look at the benefits of

locally produced energy and wood products. The YWPA will work with Paul Moore DM to create the outline for this overview assessment of the industry and its opportunities.

A discussion of the procurement system and it was suggested that the government review the process and look more to value driven tenders and not simple price driven tenders. This process would ensure that the cheapest capital cost heating is not the only one considered by making it mandatory to place wood energy systems in new buildings and retrofits.

15:00 pm Ministers left the meeting and the Forest Management Branch staff attended.

- ADM Manon Moreau, Director FMB Lisa Walker, Operations Managers Kirk Price & Marc Meyer, Foresters Catherine Welsh & Gavin Dykshoorn attended.
 - Lisa Walker discussed the Forest Resources Act 5year review process.
 - There will be an oversight committee comprised of First Nations Governments and Yukon Government.
 - Discussed how the YWPA would be engaged and it appears the association will be part of a working group that will include First Nations and Forest Management Branch
 - Members emphasized the need for engagement at all stages of the process our voice is essential for the successful administration of the Act.
 - Whitehorse Southern Lakes Forest Resource Management Plan has been given approval to proceed to public engagement and finalization of this plan. YWPA will be invited to participate in this process.
 - New timber harvest plans are being approved across the Yukon.
 - There are five in the works key points of interest are;
 - Breaburn is going to be a green wood plan,
 - Quill Creek has had significant participation with YWPA and this process is moving into public engagement and YESSA review. A discussion with members ensued with regard to the assessment and whether it will work for the plan to be submitted at the ExComm level. Concerns were expressed that this may leave us with a wood crunch at some point in the future.
 - Kirk pointed out that for the first time in many years there were two licenses issued in the Lewes Marsh area and this was a significant development and a positive softening of positions with regard to habitat concerns. This is where a caribou lichen study has been underway for the past 5 years.

- It was noted that road construction costs have been coming down as the forest industry is developing the ability to build forest resource roads and there is less reliance on highway construction contractors. This has led to a reduction in costs while maintaining standards for safety and environmental protection.
- Gavin shared the 2018 timber harvesting review and it is attached.
- Manon Moreau asked the association to develop five priorities for the association going forward.

16:00 pm meeting adjourned