



**Valemount Community Forest Limited Partnership**  
**Regular Board Meeting**  
**April 2025 Minutes**

**Date: Wednesday, April 23**

1. Call to Order and Opening Remarks: Wednesday April 23, 2025 @ 2:38 pm - Ainslie Jackman

Attendance: A. Jackman, G. Piper, D. Maclean, A. Duncan, A. Yanciw, D. Kwasnyica and Z. Ruttiman-remotely

Regrets: D. Savoie, R. Mikolash

Guests: A. Hubbell, Mill Manager

2. Adoption of Consent Agenda:

**R351-04-23 Motion** Adoption of the Apr 23, 2025 Agenda.

Moved By: D. MacLean

Seconded By: J. Piper

All in favor: Yes

3. Adoption of Previous Minutes:

**R352-04-23 Motion** Adoption of the minutes of the Regular Board of Directors meeting from Mar 26, 2025.

Moved By: Z. Ruttiman

Seconded By: D. MacLean

All in favor: Yes

3. Financial Reports:

**R353-04-23 Motion:** Adoption of the Sage Mar 2025 Financial Report including the Monthly Comparison Financials

Moved By: D. MacLean

Seconded By: Z. Ruttiman

All in favor: Yes

4. Presentation: A. Hubbell - General discussion regarding the purchase of the dust system for VIP. Board would like to see VIP's business plan. VIP looking into grants to help with balance owing.

5. Correspondence Received/ Items of Interest:

a) Tourism Valemount Canada Day grant: General discussion- that VCF board is able to make a donation to Tourism Valemount (TM) for Canada Day. The board would like more information from TM regarding the amount.

b) **R354-04-23 Motion:** That VCF approves the request of VARDA to donate \$5000 to VARDA.

Moved By: D. MacLean

Seconded By: G. Piper

All in favor: Yes

VCF board donates \$5000 to VARDA annually, and would like to ensure this is considered when the annual budget is being created for grants/donations.

6. Regular Reporting:

a) VCF General Update from Manager, A. Duncan-General discussion, we require a date for KPMG to present the 2024 Audit. May 6<sup>th</sup> at 3pm. A plan needs to be made for the AGM regarding advertising etc. The AGM will be held the week of July 16<sup>th</sup>, 2025. Darcie to look into booking hall and advertising.



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7. Old Business:

- a) Developing terms of reference for VCF Committees: A. Jackman, D. MacLean, A. Duncan and D. Kwasnycia will meet as a committee to discuss. Committee to read over documents issued from A. Yanciw
- b) **R355-04-23 Motion:** Expand the purpose of the GIC to 3-year Survival Fund w/ 3-year Annual Operating Costs. A. Duncan will look into the aprox cost of a 3 year survival fund.  
Moved By: N/A  
Seconded By:  
All in favor
- c) Annual VCF Community BBQ. To take place Thursday, July 24 in conjunction with CBT's 30<sup>th</sup> anniversary. A. Duncan and D. Kwasnycia met with Marcie from Tourism Valemount. Tourism Valemount has agreed to partner with VCF for the event.

8. New Business:

- a) D. MacLean- General Governance Issues: Guidance for Committees and Policies-A. Hubble working on more training for boards.
- b) D. MacLean- Governance Training: General Principles for Policies and Committees- A. Hubble working on more training for boards.
- c) **R356-04-23 Motion:** That VCF remove K. Velez and G. Carson as signing authorities and add Gerry Piper.  
Moved By: Z. Ruttiman  
Seconded By: D. MacLean  
All in favor: Yes
- d) Discussion regarding changing of the date and time of monthly board meetings. Date and time will remain the same for now.
- e) Purchase of grader. General discussion regarding possible purchase of a grader. Staff is to identify pros and cons of VCF owning its own grader, including associated costs.
- f) Update regarding completion of audit from KPMG: Audit for VCF has just been completed. Waiting on final audit to be presented by KPMG on May 6<sup>th</sup> at 3pm.
- g) **R357-04-23 Motion:** That VCF sells the 2017 white Ford truck. General discussion, staff will do some research to find out the value of the truck and advertise it for sale.  
Moved By: G. Piper  
Seconded By: Z. Ruttiman  
All in favor: Yes

9. In Camera: adjourn regular board meeting, in camera to begin at 441pm

Moved By: D. MacLean

10. Next Meeting

Wednesday May 28 2025 @ 2:30pm

11. Adjournment

Time: 5:15pm

**R358-04-23 Motion:** To adjourn Regular Board meeting.

Moved By: D. MacLean