



**Mount Cain Alpine Park Society
43rd Annual General Meeting MINUTES
November 7th, 2020**

The Mount Cain Alpine Society acknowledges this meeting is taking place on the traditional territory of the 'Namgis First Nations.

Call to Order: 4:10pm

Meeting chaired by: David Mazzucchi

Location: Clifton Arena Port McNeil

Minutes by Erin Pickering

Adoption of the September 2019 42nd AGM Minutes

M: David Mazzucchi S: Rob Burges Webb MOTION: PASSED

Call for Additions to the Agenda:

Adoption of the November 2020 AGM Agenda

M: David Mazzucchi S: Sarah Poole MOTION: PASSED

Agenda:

1. Financial Report
2. Chair's Remarks – MCAPS Covid-19 operating strategy
3. Director's annual reports
4. Election for MCAPS 2020-21 Board of Directors
5. Additions to the Agenda

Director Attendance:

Directors	Director	Executive Role	In Attendance
1. David Mazzucchi	Snow School & Ski Shop	Chair	
2. Eric Sprenger	Tech Support	Treasurer	
3. Erin Pickering	RV Park	Secretary	
4. Darryn McConkey	Grant Applications	Vice Chair	online
5. Greg Muirhead	Patrol		
6. Dean Hunchuk	Buildings & Construction		
7. Kathryn Wykes	Operations- Groomers		
8. Ken Griffith	Human Resources		
9. Mike Green	Operations- Road/Generators/ Bus		
10. Dave Steele	Operations- Lifts		
11. Rob Burgess	Hospitality		
12. Sarah Poole	Occupational Health and Safety		
13. Matiss Valdmanis	Special Events		online
14. Alec McBeath	Administration		
15. Vacant	Promotions		

1. Financial Report

Eric Sprenger, Treasurer, Director of Technological Support

- Shared financial year end document – no unusual activity.
- Highlight – repairs and maintenance is higher because due to the groomer repair project – which is outlined below in Kathryn’s report.
- Although we ended with a deficit, this is not problematic because we are well prepared for events such as this. Our contingency and saving are in good shape.
- Shared Budget for the upcoming season – projecting a loss – we like to project the “worse case” scenario to ensure we are prepared.
 - This budget was prepared with the “new normal” in mind.

2. Chair’s Remarks – MCAPS CoV-19 operating strategy

David Mazzucchi – Chair, Director of Ski Shop and Snow School

2019-20 season numbers – See Appendix A

2020 Kapitany Award given to Hannah Tyler. Congratulations to them.

Changes for the 2020-21 season:

- ALL guests riding lifts and/or staying in Mount Cain accommodations MUST be MCAPS members. This will allow for more effective contact tracing in the event that there is a CoV-19 case at the hill.
- Memberships can be purchased online.
- Staff accommodation will spread out to the second floor of Kapitany.
- Rent out Blueberry, Cypress and Kapitany suite (1st floor), as well as the third floor of the Day Lodge to groups only.
- There will be no Cain Bus this season.
- Lift ticket prices will remain the same but NOT include GST; this effectively raises the cost by %5.

3. Directors Annual Reports

David Mazzucchi, Director Ski Shop & Snow School, Chair

- Kim Kuffas and Jenna Cramb are returning as Rental Shop Managers as are most of the staff.
- Online store for merchandise.
- Conner Scott is returning as the Snow School Manger.
- No school groups on Mondays.
- We plan to go ahead with Wolfpack training.

Matiss Valdmanis, Director of Events

2019-20 Year in review:

- Events in the past season were largely a success, including Cain Cup, Back Country Fest and Viking Fest
- Kidsfest and Cypress Cup were cancelled due to Covid-19

Coming Year

- A mini-work party was conducted this past October 24, and greatly helped get Cain ready for the coming season.
- Events dates for 2020/21 have been posted for Cain Cup, Viking Fest, Kid's Fest and Cypress Cup.
- Future races will be by donation.
- This year is Cain's 40th anniversary, this season's events will reflect this occasion, and logo has been created.

- Currently we are working on getting a screening at Cain of Huck Yeah! by Matchstick Productions. Mount Cain and its surrounding areas are featured in this AMAZING free-skiing film.
- All efforts will be taken to maintain social distancing and Covid-19 safety guidelines during events. Events may be cancelled at any time due to Provincial guidelines to the continually evolving provincial Covid-19 situation.

Mike Green, Director of Operations: Roads

Grader:

- 14G in repair shop getting much needed maintenance.
- Work to be completed by mid-November in preparation for possible use in late November.

Generators:

- New rebuilt large generator has been installed
- 35 kw generator has been removed
- New generator has sufficient capacity to run L1
- Conduit and cable has been run from shop to L1.

Bus:

- Unfortunately, we will not be running the bus this year due to the concerns brought on with Covid-19.

Roads:

- FLNRORD was able to get MCAPS some funding for road work this fall.
- - Grading of road.
- - Continued capping of leans and resurfacing rough sections.
- - Will be able to stretch funding given generous donations/discounts from local businesses.

Once again thanks to all of the volunteers for all of the great work they do, particularly the grader and bus operators.

Also, a very big thank you to all those that helped and donated time, repairs, equipment, and funds to the road and generator projects, especially:

- FLNRORD and their staff
- Abernethy Contracting
- Black Cat Repairs
- Mount Cain Cabin Owner's Society
- Lemare Lake Logging
- Alex Nicholl
- Blue Thunder Contracting
- Western Forest Products
- K&K Electric

Once again, we are able to stretch our dollars and resources to maximize what is accomplished.

Dave Steele, Director of Operations - Lifts

General:

- Very appreciative for the support lifts was given in 2019/2020 season through several challenging days.
- Focus for 2020/2021 is moving to preventative vs reactive maintenance in order to improve the Mt Cain experience for our paying guests and go easy on the volunteers
- Overall lift equipment is in good condition, parts remain available and we will continue to focus on improving the performance of electrical systems, staying on top mechanical maintenance and changing out wear parts in a timely
- Full, pre-operation safety inspection will be completed by technical BC for 2020/2021

L1/Lower Lift:

- L1 is being converted to an electric drive system.
- Current system is at the end of its service life
- Electric system is a good capital investment for Mt Cain and is comparable to the cost of a new diesel/hydraulic system but with a greatly reduced maintenance and operating cost and extended service life.
- Electric drive system makes it possible to program a controlled start and stop which will also reduce the stress on the entire lower lift system
- Time lines are tight, but we are extremely optimistic that the system will be in place to kick off our season when operating conditions persist.
- Thank you to the team focussed on this project, it is complicated and has many moving parts in terms of engineering, permitting, fabrication, construction/installation, and certification. We are meeting regularly and are staying focused on this exciting project.

L1 Team includes:

- James Thomas, Dean Davidson, Dave Howich, Mike Green, Stuart Abernethy, Bill Coyne, Andrew Lee
- Lower lift line was inspected by Lift Maintenance team on Oct 25 and is in good condition

L3/Upper Lift

- L3 is in good condition and L1 motor will become a parts donor. Concern with amount of water coming down lift line, water control work will be required to protect house.
- Maintenance required prior to start up includes:
 - securing carriage to abutment tracks
 - changing gear oil
 - drive system inspection and lubrication

- Upper lift line was inspected from tower 5 down by Lift Maintenance team on Oct 25, several maintenance items were identified and are planned to be taken care of once snow permits the transportation of people and materials.
- Thank you, Ken Griffith for looking after Lifties once again this season.

Alec McBeath, Director of Administration

Insurance

- Property insurance through MWRD – entire district is covered for 33 million
 - Value for various items is in the shared drive\Directors\Admin\Property Insurance
- Liability insurance – applications is in. Cost last year was \$14,662
 - COVID and estimate
 - Directors & Officers Liability 5,000,000
 - Commercial General Liability 10,000,000
 - Waiting for an estimate of insurance against Cyber risk

Society

- Extension to AGM allows us to file our annual report next year.
- New Director Criminal Record Checks and Personal History forms -to be emailed
- BCeID information is in the shared drive under Directors\Admin
 - We now have profile managers, backup profile managers, etc.

Liquor License

- Renewed
- Short term license extension for a beer garden - approved
- Long term application for a beer garden type license -in process

Reciprocals

- We exchange email with resorts and set up agreements
- Updated reciprocal table in the shared drive under Directors\Reciprocals – this sheet then should go to the ticket booth so they can put together a binder to keep track of agreements and people who have used the offers.

Erin Pickering, Director of RV Park, Secretary

- All RV rental payments paid in full for the 2019-20 season
- All RV park members were active in volunteering for the 2019-20 season as well as in preparation for the 2020-21 season.
- COVID signage has been requested for the entrance to the RV area – it is a small space once the snow fills us in!
- Hand sanitizer pump & fluid has been requested for improved hand hygiene in the outhouse.

Darryn McConkey, Director of Grants, Vice Chair

Grants Update:

MCAPS 2019/2020 Grant Report - Darryn McConkey

BC Rural Dividend Fund – Summer Operations Feasibility Study completed. Final reports submitted.

Regional District of Mount Waddington Community Tourism grant – Successful application for new website. 1:1 match \$4,800 total: \$2400 grant, MCAPS: \$1600, \$800 in-kind. Website in progress.

MEC – Online grant for Spring (March) 2020 cycle 90% completed for snowshoe trails including trail maps, signage, markers, snowshoes and poles. Cancelled due to Covid (still cancelled).

Coop Community Spaces - Unsuccessful application to expand current washroom building, install flush toilets and expand septic system. \$119,000 total: \$35K grant requested, MCAPS: \$32K, \$7K in-kind, RDMW (capital grant): \$30K, Tourism Vancouver Island: \$15K. Third unsuccessful application to-date. No feedback available.

ICET Small Capital Restart – Successful application to assist with increased Covid-related capital costs for opening 2020/21 season. \$28,780 total: \$14,390 grant, MCAPS: \$14,390.

Community Futures – Successful application for \$40,000 interest-free loan with \$10,000 forgiveness option.

Catalyst Fund – Undetermined application for \$12,000 grant for L1 lift motor and generator replacement.

BC Community Economic Recovery Infrastructure Program – Undetermined application for new day lodge and septic upgrade. \$1,230,000 total: \$874K requested, MCAPS: \$75K cash, \$100K in-kind, RDMW: \$70K (capital grant), Scott & Scott Architects: \$65K in-kind (plans), FLNR/D. Steele: \$46K in-kind (cedar).

Positives

Relationships and support:

- Tourism Vancouver Island (summer study authors) relationship resulting in grant opportunities and support (e.g. Tourism Resilience Program).
- Regional District of Mount Waddington who consistently provide letters of support for applications.
- Continuing to strengthen relationship with 'Namgis Nation (provided a letter of support for the new lodge CERIP application).
- MoFLNRO
 - Provincial Mountain Resorts Branch - contact Kelly Northcott – Wildfire.
 - North Island Central Coast Natural Resource District – road work, FEP.

- Rural Development.
- MCAPS Board and members – Thanks to everyone who helps support these applications through planning, budgets, edits, in-kind, etc....

Upcoming Opportunities

- Federal wage subsidies

Kathryn Wykes, Director of Operations – Snow Machines

When I started as Director, the groomers were already at Prinoth in Calgary, receiving much needed overhauls. Last November, Brent and I traveled to Calgary for the day to see the progress, and with our limited budget in mind, we wanted to assess what work could be done in house and what work would be best done by their technicians. Additionally, there was work required on the implements back at Mt. Cain as well.

To recap the overhauls:

Prinoth original quote 2019	\$130 000.00
Board approved 2019	\$110 000.00

Prinoth Invoiced 2020 \$132 000.00

After lengthy communications/conference calls with Prinoth:

Prinoth removed 3% Admin/shop supplies	- \$ 4 000.00
Prinoth reduced labour on all invoices	<u>- \$ 17 000.00</u>
Total deductions from invoices	- \$ 21 000.00

Total Paid to Prinoth 2020 **\$111 000.00**

**Discount 30% increased to 35% - \$ 53 000.00

Prinoth is and has been extremely supportive to our organization and our budgetary situation. They are amazing to work with and we have developed a great relationship over the years. Thanks to David Howich for spearheading this project, taking advantage of Prinoth’s discount pricing, we have been able to receive an approximate \$185 000.00 value, in parts and labour, for \$111 000.00. That is \$74 000.00 in savings!! (\$21000 in-kind and \$53000.00 discounts).

Throughout the season, our crew continued to work on the groomers with what was recognized at Prinoth. Also, we proactively repaired, and replaced components as needed. The strategy moving forward will be for the groomers to be serviced progressively. Meaning that repairs and maintenance will be done regularly, and continuously, thus preventing breakdowns, which will keep costs down.

With all this in mind, I created a maintenance log and continue to develop a system that will monitor the operation and maintenance of the cats. This will allow for scheduled maintenance to be tracked and completed at the correct intervals and to have a record of all work done for future reference. This is to ensure that the investment put forth for the groomers will be protected and we will get the significant use and value expected from these groomers for years to come.

Finally, I would like to thank all the many folks who helped with the groomers from the day they were delivered back to the mountain, through the entire year. I am grateful for the support and effort from everyone and I look forward to continuing to improve these very valuable assets for the mountain.

There is not yet a full crew of groomers, some are returning from next year and we will be looking for more – the number hasn't been determined. if you are interested please email Kathryn directly.

Dean Hunchuk Director of Building, Construction, & Maintenance

- Propane repairs completed in Blueberry, Cypress, and Kapitany buildings. Everything seems to be operational.
- New water system seems to be working very well.
- Repairs to L4 Ski Patrol shack were completed earlier this fall by volunteer crew – great work and big thanks to those who completed this work.

- Priorities going forward

- Repairs to lodge basement/ski shop – did not happen this year due to COVID (no work party organized) and volunteer time used on numerous other priority projects (eg. L1 electrification and drive replacement). Water damage needs to be repaired and new deck surfacing needs to be installed – will be organized for fall 2021 start-up work party.
- Painting of L1 lift and Coyne buildings – because of potential modifications to L1 building with drive replacement project decision was made to paint it next year. Paint party for Coyne building was organized for October 2020 but weather did not cooperate – will be organized for fall 2021 start-up work party.
- Emergency lighting replacement in main lodge entrance and above the stairs leading to the hostel ongoing and almost complete. Complications arose around multiple electrical lines found in various locations in lodge. Lights also had to be modified so that the backup batteries could be isolated when power shut off for the week when hill closed.
- New washroom facility put on hold due to lack of funds to get project started (early shut down due to COVID didn't help). New washroom facility included in new lodge design.

Yes, you heard right...a proposed new day lodge!! Darren McConkey to provide discussion points and grant application update for this project.

- Walk around staff accommodations, Kapitany, and lodge buildings performed in anticipation of new COVID staff housing restrictions. Looked at room capacities and pedestrian “flow” patterns. Materials (poly curtains, Plexiglas) will be purchased in the next 10 days and installed prior to training weekend.
- New water, propane and electricity services extended to and connected to Ski Patrol building.
- New 10 – 20Kw heaters will be ordered shortly for the grader/snow cat garage to “load” the generators when the lifts aren’t running.
- New linen and cleaning supply cupboard in Kapitany will be installed before season start up.
- Hot water tank fixed in staff accommodations.
- Technical BC FSR renewal is currently underway.

Sarah Poole, Director of Occupational Health and Safety

In the 2019/20 season, Mount Cain had approximately 50 employees. There was one injured employee at the end of the season. The processes we have put in place allowed for timely reporting to WorkSafe and follow up until the file was closed.

Due to the seasonal and part-time operations of Mount Cain, it does not need to have a dedicated OHS committee of employees and managers. To meet the training and timing requirements of an OHS committee would be very difficult for Mount Cain to overcome considering the nature of its short seasonal operations and weekend-only employees that have a high turnover rate from year to year. However, it is still to the benefit of Mount Cain and its employees to find ways to bring in the best health and safety practices that we can.

With that in mind, we introduced new monthly safety meetings for each area last season. Each manager was responsible for implementing and reporting on these meetings with their team. There are now a wide range of topics available on the sharepoint site. There are safety meeting templates that indicate the discussion points, a retrospective or spontaneous scenario, and are signed by all employees that attended the meetings or read the materials after.

During the COVID operations, immediate safety protocols were implemented when we had next to no information to guide us. Employees staying in staff accommodations had their temperature monitored twice a day. Extra hand washing was encouraged, sanitization was also stepped up in the staff accommodations area by Sue. I want to thank all the employees for really stepping up during a very stressful time to look after each other and trying to do the very best they could while the board tried to navigate an unprecedented time.

Going forward, there are going to be new challenges. I would like the Health and Safety documentation and processes to continue to develop, but there is going to be a lot of

consideration needed to managing during a pandemic. While we have created a safety protocol for each area, it is going to be very important to consider them as living documents. There will be a high need to continually engage with employees to make sure our protocols are sufficient or are able to adapt to changing needs. Change is hard, but our employees have continued to rise to this challenge and I trust in them to help us make Mount Cain as safe as possible. I recognize that many of these protocols and changing processes aren't just going to impact our employees but also our membership and customers too. We are going to depend on their patience and understanding too, as we continue to adapt during these times.

Greg Muirhead – Director of Ski Patrol

It was a good year for ski patrol. Our volunteer numbers are at capacity again as well as our depth charts for spares. A huge thank you to the Cain Regulars for stepping in and helping out on the long holiday break and spring break for closing sweep. We couldn't do what we do without the help of the amazing MCAPS members. We have running water and an on-demand hot water system being used for the trauma building. Having hot water in a trauma facility has made patient treatment, care and post incident cleanup much safer, timely and sanitary. Thank you all who were a part of making that happen.

Overall, 38 incidents that ski patrol attended to in the trauma room. Ranging from minor injuries to major trauma requiring advanced care and transport. Overall, there were 35 volunteer patrollers. Even with a late opening, and an early shutdown we were still able to accumulate approximately 2500 volunteer hours over the season. Paid ski patrollers are continuing to be an effective addition to the ski patrol personnel architecture and will be a system in use again this following season. Thanks again to the Mount Cain community for your continued support of the Ski Patrol, we honestly could not do it without you.

Rob Burgess Webb, Director of Hospitality

Summary of last season:

Ticket Booth

- Thank you to Kaitlyn Pace and Leia for their work as managers last year.
- This year June Hale will be the manager and we have 4 returning staff in the ticket booth.

Accommodations:

- Thank you to Ashya Boyne for her work as manager last year.
- Megan Walters will be the accommodation manager this year, welcome.
- Cleaner/Caretaker Jean Luc will return this season with a partner
- Accommodation will see some changes because of the current pandemic.
- This year will feel like glamping – you need to bring your own dishes, pots etc...
- Group rentals only – no hostel style this year.
- Accommodation availability & pricing for the 2020-21 Season

- Lower Kapitany Suite \$400
Cypress & Blueberry \$350
2nd floor day lodge \$300

Café

- Jamie Turko will return this year
- Things will look different to ensure safety of all staff and customers.

Ken Griffiths, Director of Human Resources

- Many staff returning this season
- Sadly our amazing “den mother” Sue will not be returning, we thank her for the amazing work she has done to bring community to the staff accommodations building and team.
- Elen Publicover will take over as the role of “den mother”, welcome.
- Staff will be kept to a minimum due to health restrictions. This also means only working staff will have accommodations available to them.

4. Election of MCAPS 2020-21 Board of Directors

See appendix B for list of all positions and Directorships carrying forward to the 2021-22 AGM.

Nominations:

OHS – Pete Davidson

Administration - no new nominations

Communications- Rob B Webb; Jen Lash (vote in room 6 – 3 - 2)

Buildings – no new nomination

Roads – no new nominations

Technical Support – no new nominations.

Grants – no new nominations.

Hospitality – Jared Shaw

Director Positions up for Election in this 2020 AGM - directorialship until 2022

	Position	Currently Held By	Stand for re-election	Newly Elected or Returning Member
1	Occupational Health and Safety	Sarah Poole	No	Pete Davidson
2	Administration	Alec McBeath	Yes	Alec McBeath
3	Promotions – new title Communications	vacant	-	Jen Lash
4	Building, Construction & Maintenance	Dean Hunchuk	Yes	Dean Hunchuk
5	Operations: Roads	Mike Green	Yes	Mike Green
6	Technical Support	Eric Sprenger	Yes	Eric Sprenger
7	Grants	Darryn McConkey	Yes	Darryn McConkey
8	Hospitality	Rob Burgess	NO - running for communications	Jared Shaw

Meeting Adjourned: 5:40pm

Appendix A – Season Numbers.

<i>Year ending</i>	<i>Skier Visits</i>	<i>Skier Visits per day</i>	<i>Days Open</i>	<i>Opening Day</i>	<i>Members</i>	<i>Season's Passes</i>
2020	8,366	186	38	29-Dec-29	114	168
2019	11,606	233	50	14-Dec-18	464	330
2018	10,906	242	45	30-Dec-17	329	288
2017	12,597	221	57	03-Dec-16	412	306
2016	11,237	212	53	12-Dec-15	387	281
2015	1,711	285	6	31-Dec-14	221	210
2014	3,851	203	19	22-Feb-14	202	208
2013	12,736	220	58	08-Dec-12	323	328
2012	11,922	206	58	10-Dec-11	263	283
2011	12,024	211	57	4-Dec-10	309	271
2010	10,077	194	52	5-Dec-09	270	244
2009	7,298	192	38	1-Jan-09	193	188

Appendix B – 2019-2020 Board of Directors

	Director	Position	Executive Role
1	Neil Borecky	Promotions <i>*resigned March 2020</i>	
2	Sarah Poole	Health and Safety	
3	Erin Pickering	RV Park	Secretary
4	Eric Sprenger	Tech Support	Treasurer
5	David Mazzucchi	Snow School & Ski Shop	Chair
6	Rob Burgess	Hospitality	
7	Greg Muirhead	Patrol	
8	Dean Hunchuk	Buildings, Construction & Maintenance	
9	Kathryn Wykes	Operations- Groomers	
10	Ken Griffith	Human Resources	
11	Mike Green	Operations- Road/Generators/ Bus	
12	Dave Steel	Operations- Lifts	
13	Darryn McConkey	Grant Applications	Vice Chair
14	Matiss Valdmanis	Events	
15	Alec McBeath	Administration	

Director Positions Held until the 2021 AGM

	Position	Held By
1	Human Resources	Ken Griffith
2	Snow School & Ski Shop	David Mazzucchi
3	Ski Patrol	Greg Muirhead
4	Operations: Snow Machines	Kathryn Wykes
5	Events	Matiss Valdmanis
6	RV Park / Secretary	Erin Pickering
7	Operations: Lifts	Dave Steele