



**Mount Cain Alpine Park Society
October 12th 2021 Board Meeting MINUTES
2021-22 Season**

The Mount Cain Alpine Society acknowledges that Mount Cain is located on the territory of the 'Namgis First Nation. Our meeting is taking place virtually on Vancouver Island the territory of many indigenous groups, we are grateful for the opportunity to live, work and play on these great lands and acknowledge all First Nations, Metis, and Inuit people who in the past and today call these places home.

Call to Order:

Meeting chaired by David Mazzucchi online

Join Zoom Meeting

<https://us02web.zoom.us/j/87661981642>

Adoption of the August 31st Minutes

M: David Mazzucchi S: Matiss Valdmanis Motion: PASSED

Additions to and Adoption of the October 12th Agenda

M: David Mazzucchi S: Erin Pickering Motion: PASSED

Agenda:

1. Unfinished Business and Action Items from August 31st
2. Subcommittee Updates
3. Director's reports

Attendance

Name	Director	Executive Role	In Attendance
David Mazzucchi	Snow School & Ski Shop	Chair	
Eric Sprenger	Tech Support	Treasurer	
Erin Pickering	RV Park	Secretary	
Greg Muirhead	Patrol	Vice Chair	late
Darryn McConkey	Grant Applications		

Dean Hunchuk	Buildings & Construction		
Kathryn Wykes	Operations- Groomers		
Ken Griffith	Human Resources		Resigned Sept. 2021
Mike Green	Operations- Road/Generators/ Bus		
Dave Steele	Operations- Lifts		
Rob Burgess Webb	Hospitality (Interim)		
Pete Davidson	Occupational Health and Safety		
Matiss Valdmanis	Special Events		
Alec McBeath	Administration		
Jen Lash	Communications		

1. Unfinished Business & Action Items

- **ACTION ITEM:** Outline summer director role and responsibilities; need for DOD inclusion – discussion at October Board meeting.
 - o Greg will work on an outline and has volunteered to be summer director on a trial basis next summer. - **Postponed until October 25th.** -- See Appendix F
- **IN Progress:** Friends of Mount Cain – thank you & signage update (via the Donation Committee) - Darryn, Mike, Dave S, Matiss.
- **Unfinished discussion:** Lease Area Agreement Update (Darryn, Dave S, Mike)
 - o Namgis would like to have a clear understanding of what it is we are looking for – what do we want to change and why. Further discussion by the board will be necessary before we talk to them again. The nation would like more specific information before they comment. --- **DISCUSSION POSTPONED UNTIL DECEMBER 2021**
- **In Progress:** Online pass sales update for 2021-22 season- Working with Hospitality and Ticket Booth – this will not interfere with purchasing a pass on the hill. - **CONTINUES**
- **Action:** Mike Green will send details to Erin Pickering for Facebook Marketplace ad. If not sold by beginning of season it will be sent for scrap. **IN PROGRESS**
- Update: Reciprocal Agreements – will they happen this year? Looking for industry direction
 - o Most ski resorts are going ahead with reciprocals. CanWest is setting up a database for resorts to join.
 - o **ACTION:** Alec will be working on reciprocal agreements in the fall. - Update at November Meeting
- **Action:** Directors are to put 3 or more sponsor posters/calendar in their communities where possible. - **IN PROGRESS**
- Action: Jen to add Strathcona Electrical to list of donors/ current friend to mount Cain list. - **COMPLETE**
- **Update:** Painting of Coyne building to proceed on October 2nd & 3rd. - **Postponed – PLANNING MEETING**

- Update: New sewer system and old system upgrades - construction to begin by Mid-September
 - o 2 items that needed to occur – upgrades to current system – first stage complete. Another run of pipe is required for current system – **in progress**
 - o Second septic system will be installed for new lodge – pending.
- Update: Resignation of Human Resources Director – Ken Griffith – see Appendix A.
- Update: Email Motions from September are included as Appendix B.
- Action: Kathryn to summarize the Camping Subcommittee Minutes from June 8th. Complete

2. Subcommittee Reports/Updates

- a. **New Lodge Building Committee Chair: Dean Hunchuck** – see notes in Dean’s report.
- b. **Donations/Volunteer Committee: Chair Darryn/Jen** - no report at this time.
- c. **Parking Lot/Camping Sub Committee: Chair Kathryn Wykes** – *see appendix E for recommendations.*
 - i. *Highlights– Parking Host; Generators off at 10pm; Day use parking area to be created; Camping by donation – with contribution box/slot; create camping policy/guidelines.*
 - ii. *Post AGM Actions: Hire Parking Host for this season*
 - iii. *Post AGM Action: Have box/ donation slot made.*
 - iv. *Post AGM action: Develop camping guidelines*
- d. **Trailer Park Sub Committee: Chair Eric Sprenger** - committee met on September 21st. There were three recommendations for the board:
 - i. That RV Park rental cost increase to \$650 plus applicable taxes 2021-22 season. (\$682.50 total)
 - ii. That the RV park structure and location be reviewed and assessed in time for the 2022-23 planning meeting. In preparation, it was suggested that a budget be prepared for the work associated with creating a different location.
 - iii. That the MCAPS board – send a letter to all RV tenants alerting them that we are looking at the RV park structure and, in all likelihood, RVs will have to move at the end the 2021-22 season. **ACTION: Erin will draft letter.**
 - iv. Subcommittee notes have been kept for use at the planning meeting.
 - v. The RV Park Agreement has been updated for the 2021-22 season and will be distributed to current tenants with invoices for the updated cost. See Appendix C.
- e. **Report from CWSS conference on October 5/6 - Greg Muirhead/ Pete Davidson**
 - i. Covid-19 discussion/report:
 - 1. There is a strong movement for all staff to be vaccinated. (large hills have plans)
 - 2. Some larger places are petitioning for guests to be as well
 - 3. Changes to health orders are happening regularly.

4. It is important that communication to staff is made well in advance so that they understand the policy and prepare accordingly.
 5. Conversation with staff suggests they support the idea of requiring a vaccination to stay in Staff Accommodation.
 6. Decisions from larger hills are likely to be made soon.
- ii. Insurance for Volunteers – see Alec’s report below.
- f. Discussion of Mandatory Vaccination**
- i. Some board members feel that vaccinations should be mandatory for staff and anyone else staying in accommodations.
 - ii. **NEW ACTION:** Policy will need to be drafted regarding vaccinations and vaccine accommodations. **Pete and Alec will draft policy for October 25th mtg.**

Motion: All staff, ski patrol, snow school, and contractors must be vaccinated. A policy will be written for people who cannot be vaccinated on health or religious grounds.

M: Jen Lash S: Eric Sprenger Motion: PASSED 8- 3 In Favour

Directors Reports

Chair, Ski Shop and Snow School Director, David Mazzucchi

1. Board to meet Online for AGM – please log in by 11:45am. Eric will be hosting the meeting – link will be sent to Jen to be provided to members.
2. Reinstate hostel rooms in Kapitany and / or Day Lodge?
 - a. Discussion: hostels are allowed to operate; it is at the discretion of the guests. currently no vaccine requirement for hotel stays. Staff could spread out in the upper lodge; Kapitany would return to hostel.
 - b. Some board members would like to see all guests vaccinated to stay in our accommodations.

MOTION: To open the 2nd and 3rd floor Kapitany for hostel accommodation following all public health guidelines.

M: David Mazzucchi S: Rob Webb Motion: PASSED 7:6 In Favour

NEW ACTION: Continue discussion of guest vaccination requirement at the next meeting.

3. Raise accommodation prices and/or 3 night minimum on weekends? Last season: Blueberry/Cypress \$350/night;
Day Lodge \$300/night;
Kapitany Suite \$400/night;
Kapitany Hostel (2 years ago) 5 small rooms \$87/night + 3 large rooms \$140/night \$855/night when full.

Motion: To make the cost of the 5 small rooms in Kapitany \$95/night and 3 large rooms \$150/night

M: Rob Webb S: David Mazzucchi Motion: PASSED

4. Action Item: Decision required - Should we continue with the minimum 3-night (Sat, Sun, Mon) booking policy to promote Magic Mondays?

Motion: To reinstate the 3-night minimum on regular weekends with Sunday 50% off.

M: David Mazzucchi S: Jen Lash Motion: PASSED unanimously.

Planning meeting item: Rethink volunteers getting early access to accommodations – consider equity for volunteers -- work party volunteers one day vs other days

Motion: To make the third floor of the Day Lodge staff accommodations for the 2021-22 ski season.

M: David Mazzucchi S: Dean Hunchuck Motion: PASSED unanimously.

5. Move in Camera 8:40pm

Move out of Camera 8:45pm

Rise and Report that an employment issue was discussed.

6. Lodge hosts looking to be hired (A couple) - stay in Chateau Lortie – Looking adults;
 - a. Hours for lodge host? Start at 11am with the start of serving alcohol?
 - b. Vaccinated “QR code checked” icon on Season’s passes to speed up Café seating?
 - c. Discussion: We will need a host for the busy times of day.
could the lodge host and the parking host be the same person?

Action: Continue discussion of Lodge capacity and beer garden – Alec will look at details.

Director of Technology Support and Treasurer, Eric Sprenger

1. Review Purchasing Policy and Procedure – see Appendix D

Details have been worked out to increase control of accounts.

Action: Directors are asked to review the document and provide feedback to Eric regarding approval limits, expenditure times – are there any categories missing?

Action: Eric will get a list of vendor’s with accounts put in the director sharepoint.

Action: Directors should provide a list of their usual vendors to Eric if they would like accounts set up.

Director of Administration, Alec McBeath

1. Liquor license renewed with options for the beer garden – we will need new criminal record checks from all directors to update after the AGM - **Revisit at October 25th meeting – regarding beer garden**
2. Paragliding and insurance – policy is in progress.
Motion: To Postpone the development of new activities policy (paragliding and fat tire bilking) policy until the 2022-23 planning meeting
M: Alec McBeath; S: Pete Davidson Motion: PASSED unanimously.
3. Adding to our liability insurance Landon Kimmel Western Educational Adventures Inc. - will not happen this year due to time constraints.
Alec will investigate to see if there are additional costs to us for adding users to our insurance. - this is a planning meeting item
4. Volunteers and accidental death and dismemberment insurance Discussion
– would we like to add this so that a staff/ volunteer who may get hurt at Mt. Cain will be covered by insurance.
- Alec recommends that he discuss with our insurance provider and that the board come up with a volunteer waiver.
Action: Alec will get an estimate from insurance provider
Action: Greg will share the ski patrol waiver with Alec – and then have waiver checked by a lawyer

Director of Grants, Darryn McConkey

1. Wildfire risk reduction project review and response
2. Oct 20th Mountain Resorts and RDMW visit to Mount Cain – **Directors please confirm with Darryn if you are able to be in attendance by Saturday October 16th and add any talking points to document in the sharepoint. - Darryn to start document**
Action: those who can attend Oct 20th will attend a meeting on October 18th.
3. MCAPS members concerns re: West bowl logging – **Postponed until October 25th**

Director of Events, Matiss Valdmanis

1. Sponsorship/Events posters are printed and available in the office or from myself. Could all directors put two or three up in their communities (for those that are comfortable with this)? Sponsors and other contributors to Cain would benefit from this service. It would help get word out about Cain, especially in local communities.
- Could folks deliver posters to sponsors/contributors?
2. Movement Arts and Music Festival - this is a great opportunity to expand the summer operations on Cain. Cain has hosted other large events, and has more than enough capacity.
- The team behind Musement is a collective of artists, performers and event organizers with a rich experience of producing events of different scale and type. Under our belts are the hugely popular Galactic Roller Disco line of events that attracted hundreds of people in venues all across Vancouver Island, the Newcastle music festival, Undercurrents - live electronic music and performance events and many collaborations with festivals, theater and production companies all around BC.

- The vision: Transform Mt. Cain “village” into a performance space to host and entertain our guests through music, visual and performance arts, over the course of a weekend. Create a celebration of imagination and wonder.
- I will be present at the event at all times as a representative of MCAPS.
- The organizers of this event are keen to nail down confirmation on this event for the August 12, 2022 weekend.

Motion confirm MCAPS Board approval of Musement Arts and Music Festival concept so organizers can continue planning for this event.

-- Board has requested that we work out the details of our summer director first, and would be happy to receive a proposal from Musement.

Director of Operations: Snow Machines, Kathryn Wykes

~Tiller for Black Cat received, and on cat serviceable.

~Scheduled and preventative maintenance complete. Groomers are ready for the season.

~Plan to build spare tiller with parts from the two old ones to have as back up. Volunteer time to rebuild with small cost, if any, for replacement of parts.

Director of Buildings, Maintenance, and Construction – Dean Hunchuk

- New Lodge final architect drawings are currently being engineered with Home Structural Inc. Vertical “load” dimensions and systems is complete. Next stage is “lateral” (wall) systems to be completed. - Setback incurred – no engineering since last meeting.
 - Decision made to upgrade existing septic field and possibly start new septic field to meet “ground break” clause of “New Lodge” funding agreement. New sewer system and old system upgrades (drawings) have been filed with Island Health. Construction to begin by Mid-October. Existing system upgrades will be completed before end of this year.
 - Schedule will be drafted for activities next year so that we can have entire building to lock up by next winter (with main washrooms working) and complete project through winter by March 31, 2023.
- FSR electrician (Tex-Electric) has begun inspection of electrical wiring and installations for all buildings for upcoming year. Also, Friends of Cain mention – Strathcona Electrical - Jen to add to list for donors. **COMPLETE**
- Jean-Luc & Sally - busy upgrading their accommodations and will be completed for this upcoming season. – **in progress.**
- Old Lodge roof repairs (metal roofing screws and tar) - **Completed – big thanks to RockPro for manlift and Scotty and other volunteers for hard work.** (Roof life will not be extended like we anticipated – full replacement estimated within 5 years).

- Generator room fire proofing (concrete board) – **in progress**.
- New weatherproof room for VFD at L1 to be constructed – **in progress**.
- Painting of Coyne building to proceed on October 16 & 17 – **in progress**.
- Heating solution for L2 & L4 (generator and electric heater) will need to be bought for this season. – **in progress**.
- Propane Stove from Ski Patrol shack – **in progress** – still trying to find service provider to have unit serviced.
- Groomer shed/shop – big doors of need some screws replaced. – **in progress**.
- COVID barriers will remain in place for this season.
- Looking for indoor projects for students coming to the hill this weekend (Oct. 16-17).

Director of Operations – Roads, Generators, and Buses, Mike Green

Generators

- Minor maintenance completed on large generator

Equipment

- Maintenance on D8 scheduled for this fall.
- Bus needs minor repairs.
- Grader door has been removed for repair.

Roads

- 4x4 access road repair and water issues have been fixed, with better water management; protecting L3 and providing vehicle access to L3 and L4.
- Parking lot widening has been started.

Glading

- Crew is going to inspect work that was completed with snow cover to remove any hazards left that may be an issue in low snow conditions.

Namgis First Nation Cabin

- Representatives from Nation reached out to MCAPS to discuss plowing and grooming of access road to help provide access in winter. Working with Kathryn to see what is required.

Director of Ski Patrol – Greg Muirhead

Summer Directorship outline – see Appendix F - **to be discussed further at October 25th**.

Next MCAPS Meetings:

October 25 2021 7pm

AGM October 30 12 - 2pm

2021-22 Newly Elected Board of Directors Meeting: October 30th 2:05pm

Appendix A – Email Resignation

From Ken Griffith September 12, 2021

Hello to the B.O.D.

It is with a heavy heart that I must step down from my seat on the board of Directors of Mount Cain.

I can no longer hope to resume my duties as human resources director for the mountain.

You are the hardest working group of people that I know, at the helm of the best intentional community that I know of, which is saying allot coming from Sointula. It has been a great pleasure and an honor to have had the opportunity to work with you all for so long. My time on mount Cain has been the most rewarding experiences of my life, and I thank you one and all for that.

With highest regards: Ken Griffith.

Appendix B – Email Motion:

Motion: To Move the October 4th MCAPS Board Meeting to Tuesday October 12th - so that it falls after the CWSAA meeting.

M: David Mazzucchi S: Greg Muirhead. **Motion CARRIED.** Vote: 7 in favour; 5 abstentions

Appendix C – 2021-22 RV Park Agreement

2021-22 RV Park Rental Agreement Rental Agreement between RV Park Tenants and MCAPS

1. Tenants must be members in good standing with MCAPS.
2. The rental price will be \$650 per season plus applicable taxes.
 - a. Rental fees are to be paid in full, prior to the ski hill opening each season.
 - b. Rental fees are non-refundable.
 - c. Tenants that fail to pay the agreed upon rental amount - will be considered “not in good standing” and will have their rental agreement terminated.
3. Tenants are expected to meaningfully contribute to the MCAPS community as either an employee or volunteer.
 - a. Tenants that have not been active in the MCAPS community for an extended number of seasons may have their rental agreement terminated.
4. Trailers may have a boot room or entrance way of 8’x6’ size.
 - a. For any construction, approval is required in advance from the MCAPS representative, RV Park Director.
 - b. All trailer structures should be one story living spaces for the safety of all tenants.
 - c. Any structures created prior to this agreement are excluded, but moving forward must follow the outlined rules.
 - d. No cutting of trees or vegetation, including firewood, is permitted without prior MCAPS board approval.
5. All units are the sole responsibility of tenants and should have an emergency plan, smoke detectors, carbon monoxide detectors, and fire extinguishers.
 - a. Tenants will perform a seasonal safety meeting to ensure all households have safety equipment and its location is known and accessible.
 - i. Tenants will create a submit a fire safety/evacuation plan for their unit at the beginning of the season.
 - ii. It is the responsibility of each tenant to ensure all guests staying in their unit are aware of the trailer park fire safety plans.
 - b. MCAPS will provide a fire extinguisher to be located in the outhouse and serviced regularly.
 - c. Tenants shall work collectively to maintain a clean and tidy space.
 - d. All greywater, i.e., dish water, wash water etc., is to be captured and deposited into the RV Park outhouse holding tank.
 - e. MCAPS will pump out the outhouse annually.
6. Pets must always be on leash and/or under control and cleaned up after immediately.
 - a. Pets must be on leash at any point after leaving the RV park area.
7. Vehicles should be parked opposite the maintenance shop in such a way as to allow ample access for snow removal and snow grooming equipment. Vehicles should be

movable at any time or the owners should be available to move their vehicles to allow for snow removal.

- a. No snowmobiles in the RV area unless on official MCAPS business.
- 8. Tenants are not allowed to rent out their units, the trailer park is a designated private accommodation area for MCAPS members, volunteers, staff and others who make meaningful contributions to the mountain. It is not a means for tenants to make money by renting out their space. Subletting would be disruptive and potentially dangerous and is not in keeping with the spirit of trailer park succession.
- 9. MCAPS reserve the right to terminate this agreement at its sole discretion.
 - a. Should MCAPS wish to terminate this agreement, the tenant will be notified in writing and must vacate within 30 days of the end of the season or as is reasonable based on the weather.
 - b. Should the tenant wish to discuss termination they may request attendance at a monthly board meeting.
- 10. If requested, tenants are responsible for removal of units and any structures, materials, and debris of any kind from the site within 30 days of the end of the season or as is reasonable based on the weather. Failure to comply will result in loss of MCAPS membership for life as well as any costs incurred by MCAPS for removal of unit or debris, including but not limited to any towing and storage cost of said unit will be responsibility of tenant.

Name:	RV Director 2021-22
Signature:	Erin Pickering
Date:	

Appendix D – Mount Cain Purchasing Policy and Procedures Document.

PURCHASING POLICY AND PROCEDURES

Version 1.0 2021.08.30

Intent

The purpose of this policy is to formalize the identification, approval and communication of purchases related to the seasonal operation and the long-term development plan of Mount Cain Alpine Park Society.

All directors, staff and contractors should be aware of and ensure adherence to the policies and follow the procedures outlined in this document.

Not all situations and circumstances can be covered in this document and all purchases should be evaluated by the purchaser using good and reasonable judgement and to seek clarification and/or assistance when in doubt.

Purchasing Policy

Tools, equipment and consumable purchased for the operations of Mt. Cain Alpine Park Society should be acquired in the most efficient and economical manner, adhering to the following:

- Purchasers should only purchase for their designated departments and/or upon direction and approval from a Director
- Purchases should be made from approved vendors. Any actual or perceived conflict of interest due to relationship of the purchaser with the vendor should be brought to the attention of the department Director. If the Director is in conflict, then an alternate Director should be consulted
- It is the responsibility of the purchaser to ensure Director approval and the purchase documents provide a valid and relevant purchase order (see coding)
- It is the responsibility of the purchaser to provide the vendor appropriate communication methods that ensure approval and timely processing of payment.

Approval Authority and Limits

\$ Limit	Approval Authority
\$25,000 +	Executive approval consisting of approval from Chair, Vice Chair and Treasurer
\$5,000 - \$25,000	Department Director and one of Chair, Vice Chair or Treasurer

\$1,000 - \$5,000	Department Director
\$0 - \$1,000	Department Manager with approval from Department Director

Duplicate or multiple transactions are considered a single transaction for authority and limits.

Purchase Procedure

The following procedure list should be followed for the acquisition of consumable supplies and materials and capital equipment and buildings:

1. Purchase requirement identified. The purchaser estimates the value of the purchase and determines a vendor
2. Purchasers should receive either verbal or written approval of a purchase – see approval Authority & Limits for approval required – PRIOR to the making the purchase
3. Upon the required approval authority, the vendor is contacted or visited for the purchase
 - a. Purchases made on account, a Purchase Order (see coding) should be provided to the vendor and signed for by the Purchaser. A copy of the vendor invoice should be obtained by the Purchaser with added project description where required
 - b. Purchases paid by the Purchaser for reimbursement, a vendor receipt or invoice should be obtained by the Purchaser.
4. The vendor invoice, with a clear Purchase Order with added project description where required and within the Purchaser's authority (Director only), should be communicated to the Bookkeeper for payment or reimbursement. For purchases outside the Purchasers authority, should be sent to the appropriate Director(s) for approval with a copy to the following email address: ap@mountcain.com
5. Directors should review purchases to ensure appropriate authority was provided and to ensure the correct PO (see coding) was provided. Directors should reply or forward purchase approval to the following email address: ap@mountcain.com
6. The Bookkeeper will prepare payment to vendors on approved invoices or receipts sent to email address above.

Guidelines

Purchase Order

Vendors should be provided Purchase Orders, which provide information about the purchase including the department responsible for the purchase, the type of purchase and individual Purchaser.

The following Purchase Order format should be used: 6 digit alpha-numeric code: **DD-####-PP**

- DD = Department Code
- #### = Expenditure Code
- PP = Purchasers Initials

Department Codes & Director Authority

Department	Code	Director
Ski Patrol	PP	Greg Muirhead
Lift Operations	LL	xxx
Ticket Booth	TT	xxx
Ski Shop	SS	David Mazzucchi
Hospitality Lodge & Accommodations	AA	Jared Shaw
Building Maintenance	BB	xxx
Lift Maintenance	FF	Dave Steele
Roads & Lands Maintenance	RR	Mike Green
Equipment Maintenance	EE	xxx
Groomer Maintenance	GG	Kathryn Wykes
Promotions	RR	Jen Lash
Events	VV	Matiss Valdmanis
Administration & IT	DD	Eric Sprenger

Expenditure Types

Code	Expenditure Name	Departments
Consumable Supplies & Materials		
5609	Maintenance – Lodge/Accommodations	
5610	Maintenance – Buildings	
5612	Maintenance – Custodial Supplies	
5615	Maintenance – Equipment	
5618	Maintenance – Groomer	
5620	Maintenance - Lifts	
5625	Maintenance – Roads & Lands	
5590	Fuel– Gas/Oil	
5591	Fuel– Propane	
5657	Ski Shop Supplies	
5656	Ski Shop purchases for resale	
5667	Tools & Shop Supplies	
5640	Office Supplies	
5653	Signage	
5652	Ski Patrol Expense	
5650	Rent, Praxair	
5632	Special Event Expense	
5634	Food & Beverage Expense	
5605	Licenses & Permits	
5540	Advertising	
5635	Staff Memberships	

5600	Insurance	
5520	Accounting	
5530	Administrative Expenses	
5570	Bank Charges & Interest	
5571	Square & Checkfront Fees	
5587	Freight & Postage	
5600	Insurance	
5660	Telephone	
5661	Internet	
Capital Equipment Acquisitions or Buildings		
1580	Furniture & Equipment	
1511	Rental Equipment	
1621	Ski Patrol Equipment	
1505	Generator	
1541	Lift Conversion	
1799	New Lodge – 2021/2022	
1503	Sewage System	
1550	Website Development	

Appendix E - Camping Committee Recommendations 2021/2022 Season:

- ~ Create a position of Parking Host; Interested volunteer is first choice. Suggest lift ticket in exchange for hosting assistance. Alternatively, utilize existing staff member, (lift attendant or other staff?) that has the flexibility to assist in parking. Discuss with Sebastian as to the feasibility of this with his crew. Duties and times still need to be defined. High vis jackets or uniform required.
- ~ Create a generator area farthest away from lodge, with generators off at 10 pm.
- ~ Create a day use only parking area near the lodge.
- ~ Continue with stacked staff parking area.
- ~ Continue with camping and overnight parking on uphill side of lot first.

- ~ Continue Camping by Donation, no specified amount to be identified or requested. Good way to donate is through the Ski Shop, Ticket Booth and website, however there is no way of knowing if someone has donated. Donations through the Cafe are strongly discouraged.
- ~ Create a mail slot in the Ticket Booth door or have contribution box made. Have envelopes available for donations by this method.

- ~ Create a Camping Policy for Users. Have it posted on the website such as;

- Quiet time 11 pm. •Generator use, in preferred area, off at 10 pm.
- Tent/awning space cannot take up additional vehicle space.
- Garbage, pack in - pack out including compost.
- Grey water containment, no open dumping in parking lot.
- Dogs, on leash at all times, Pick up after them!
- Fires, no taking of Mt Cain wood.
- Clean up, leave your spot clean. •Others;

~ Discourage midweek campers and trailers on website.

Uphill side of parking lot to be used and possibility of moving their vehicle for snow removal and grader access.

~ DOD Responsibilities and Duties;

Continue to manage parking lot and support Parking Host (with enforcement if necessary).

Encourage neighbourly sharing of parking area with all patrons.

Appendix F -

Director of Summer Mountain Operations - DRAFT SUMMER DIRECTORSHIP OUTLINE

The Director of Summer Mountain Operations provides leadership, management, and direction for all summer mountain operations, events and accommodation bookings at Mount Cain Alpine Park. The Director of Summer Mountain Operations will support the management and operation of accommodations and general facilities deemed to be operationally fit for use during off-season bookings and use. The Director of Summer Mountain Operations will report laterally to the Mount Cain Board of Directors and work alongside and provide direction to all summer employed mountain management and contractors during summer operations (subject to the discretion of the respective Directors of which have engaged with the aforementioned contractors). This role is in part responsible to help ensure the year-round success of Mount Cain as per the summer feasibility study. The Director of Summer Operations is also responsible for executing summer mountain operations and remaining in compliance with all governmental regulations ensuring that safety is paramount for both staff and guests. Fire hazard shutdowns, water safety, wildlife attraction, etc. and to be present, at summer events and bookings that have been properly vetted through the appropriate Director(s).

Duties and Responsibilities:

- Responsible for general oversight of Summer Mountain Operations including Trail Maintenance (if any), Weddings, Special Events, etc.
- Ensure Mount Cain policies and procedures regarding guidelines established by regulatory agencies and best practices in the ski resort industry set out by CWSSAA and adopted by MCAPS are followed and events occur that are in the 'best interest' of the Mount Cain community.
- Communicate information in a timely and concise manner to the MCAPS Board of Directors to ensure the proper distribution of information and keep the conduits of communication open and free flowing.
- Plan and identify the necessary inventory to be ordered and stocked with the necessary supplies to maintain all equipment for the resort for current and future summer operations.
- Provide leadership on MCAPS Board for Strategic Planning of summertime operations.
- Deliver annual report at the MCAPS AGM and provide summation of summer events at the September MCAPS Board meeting.