



Mount Cain Alpine Park Society
November 27st 2021 – Board Meeting Minutes

The Mount Cain Alpine Society acknowledges that Mount Cain is located on the territory of the 'Namgis First Nation, we honour and respect our relationship with this nation and are grateful to be able to recreate on these lands.

Call to Order: 4:02pm

Meeting chaired by Erin Pickering

Erin P. shares traditional 'Namgis creation story.

Adoption of the October 25th board meeting and 30th post-AGM board meeting Minutes

Motion: Erin P. Seconded: Pete D. Motion: Passed (9 for, 0 against, 0 abstain)

Additions to and Adoption of the November 27th Agenda

Darryn M., Eric S., Sean

M: Erin P. S: Eric S.

M: Passed (9 for, 0 against, 0 abstain)

Director's Attendance

Name	Director	Executive Role	In Attendance
Erin Pickering	RV Park	Chair	P
Eric Sprenger	Tech Support	Treasurer	P
Matiss Valdmanis	Events	Secretary	P
Dean Hunchuk	Buildings and Construction	Vice Chair	P (late)
Greg Muirhead	Patrol		Absent
David Mazzucchi	Ski Shop and Snow School		Absent
Darryn McConkey	Grant Applications		P
Darren Anonson	Operations- Snow Machines		P
Mike Green	Operations- Road/Generators		P
Dave Steele	Operations- Lifts		P
Sean Pollock	Hospitality and Human Resources		P
Pete Davidson	Occupational Health and Safety		P

Alec McBeath	Administration		Absent
Jen Lash	Communications		Absent

Agenda:

1. Unfinished Business and Action Items from October 25^h
2. Subcommittee Updates
3. Director's reports

1. Unfinished Business & Action Items

Eric Sprenger: 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. - **IN PROGRESS**

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**

Directors are to put 3 or more sponsor posters/calendar in their communities where possible. - **IN PROGRESS**

Update: New sewer system and old system upgrades - construction to begin by Mid-September

First phase of secondary system completed

Another run of pipe is required for current system – **IN PROGRESS**

Second septic system will be installed for new lodge – **IN PROGRESS**

Directors are asked to review the purchasing policy's document and provide feedback to Eric regarding approval limits, expenditure times – are there any categories missing? **COMPLETED.**

-Action: Eric will get a list of vendors with accounts put in the director SharePoint. - **COMPLETED**

Vancouver Island Modernized land use planning committee:

- **Action:** Land Use Committee will be presenting draft recommendations to the Board soon. **IN PROGRESS**

External Roles for MCAPS: Two external boards/committees that require a representative

- Woodland Advisory Committee MCAPS position as a committee member

-Dave M - Continue discussion of guest vaccination requirement at the next meeting. - **no change in PHO so no change in vaccination requirement policy.**

- Ski hills are waiting on decisions Whistler Blackcomb makes in regards to PHO (specifically indoor spaces)

- Do we want to require proof of vaccination in rental shop?

- Dean H – masks are req'd, Kapitani doesn't require vaccination

- Erin - here's no specific requirement for ski shops/retail/take out environments (as patrons are not staying in loc)

- Staff, contractors and contractor staff at MCAPS require vaccination

- **IN PROGRESS**

-Discuss ticket refund policy – regarding long lines.

- **Startup item**

- Action: Need Holding Tank Pump and Haul agreement to be signed - EXEC
- Action: Dave Steele will upload notes to SharePoint site.
- COMPLETED
- Action: Alec will get an estimate from insurance provider regarding volunteer waiver and accidental death and dismemberment insurance **IN PROGRESS**
- Pete D – We've made this a named item on our insurance policy - COMPLETED
- Waiver item added for staff - **IN PROGRESS**
- Action: Greg will share the ski patrol waiver with Alec – and then have waiver checked by a lawyer **IN PROGRESS**

2. Start Up items

Discuss ticket refund policy – regarding long lines.

-
- Refunds will continue to be a day by day/ case by case scenario – ski hill traffic around the province is increasing, long lines are to be expected.
- Should we cap day ticket sales? Consensus is no, impractical.
- Guest Health and Safety Guidelines. -- We need clear language and instructions regarding visitor Covid protocols – are we continuing to require masks in lines, and spacing out?
- Action: Pete D to draft guest protocols and communicate those to board.**
- Action: Jen Lash will post on website once approved.**
-
- Discussion of Lift Lines: Should singles still be encouraged on lifts?
- Should we do 'zipper' style lift line?
- Dean H – Make lift line for L1 come from both sides. Worth a try.
- Ticket checkers? We are currently down 1 staff in ticket booth.
- Concern with clearance of T's – not a problem as T's are about 2.1m from ground to bottom of T.
- Erin P – if we implement two-sided lift line, we need to fully implement this as a trial from all shifts.
 - **We are going to attempt two-sided lift line at L1 and L3 is a zipper until next board meeting.**
- For Mount Washington Guest Expectations see Appendix C.

3. Subcommittee Reports/Updates

New Lodge Building Committee Chair: Dean Hunchuk – see notes in Dean's report.

Donations/Volunteer Committee: Chair Darryn- Friends of Mount Cain – thank you & signage update (via the Donation Committee) - Darryn, Mike, Dave S, Matiss. - **IN PROGRESS**,

- discussion on separating sponsorship and in-kind donations; encouraging pro bono volunteering;

i. discussion on amount of compensation for in-kind donations; many volunteers get compensation (e.g. season's passes + accommodations) as a matter of course; some volunteers. **ACTION ITEM:** Darryn: post excel doc for template of in-kind donations and compensation for MCAPS Directors to fill out and to follow as an example.

ii. **ACTION ITEM:** Directors: add any organizations that provide in-kind donations, and associated compensation, to excel document.

□ **Parking Lot/Camping Sub Committee:**

i. New chair needed – Matiss V

ii. Discussion on Parking lot attendant and parking lot guidelines for the 2021-22 season. – make a map on website, minimal signage, incentives... likely impractical.

- Parking lot attendant likely required for Friday night and sat morn– find a volunteer that can be early on Friday and Saturday, good communicator in exchange for passes
 - **NEW ACTION:** – Matiss V - outline procedure/policy for Mike for parking lot procedures; Make an SOP for Friday night parking for staff (tight parking for staff beside lodge)
- **NEW ACTION** – Darren A and other directors– reach out to volunteers for parking lot attendant; or hire a parking lot attendant.
- **IN PROGRESS** – Matiss, Jen: Communicate new parking policy to public
- **IN PROGRESS** – Matiss: EMAIL MOTION ON THIS ISSUE BEFORE OPENING (DEC. 10)
- Eric S. People camping ARE paying customers; day pass holders are our biggest revenue stream; we need to fill parking lot as much as possible

□ **Trailer Park Sub Committee: Chair Eric Sprenger** – no updated at this time – Erin to send letter to RV Park residents –**COMPLETED**

4. Directors' Reports

Vice Chair, Director of Buildings, Maintenance, and Construction – Dean Hunchuk

- Steward Abernethy – concerned that lodge we've designed may not be possible to build (too expensive) based on engineer's drawings. We need to have a building plan approved in order to make tenders.
- Eric + Darryn – meet to discuss purchasing policy – **ACTION ITEM IN PROGRESS**
- Jean-Luc & Sally – busy upgrading their accommodations and will be completed for this upcoming season. Heat is installed. – **IN PROGRESS.**
- 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 2021 – **IN PROGRESS, next year.**
- Heating solution for L2 & L4 (generator and electric heater) will need to be bought for this season. – **Completed.**

- Propane Stove from Ski Patrol shack, Kapitany, Lodge –Completed – L4 propane – **IN PROGRESS**
- Groomer shed/shop – big doors of need some screws replaced. – **IN PROGRESS.**
- Old lodge roof – leaking worse than expected: room 4 (not usable) and back of ski shop by deck

Treasurer, Director of Tech Support – Eric Sprenger

- Mount Cain Operating Agreement and Royalties – we owe Mountain Resort Ops of BC (likely \$2000 more) - dicussion on how to proceed regarding increased royalites in light of memberships
- **Motion to increase EFT limit for vendor payments to \$50,000 (currently \$5,000) for a weekly limit.**
- **MOTION: Eric S Second: Dave S. (for: 10, against: 0, abstain: 0) - Carried**
- Some Board members came to the conclusion that an MCAPS Board member needs to be a signing authority on any transaction.
- Internal SOP to be implemented that at least one MCAPS Board Director must co-sign on all expenditures.
- **Motion to add Jaclyn Emery as a signer on the bank account as payroll administrator and bookkeeper.**
- **MOTION: Eric S. Second: Dave S. (for: 5, against: 4, abstain: 1) – Motion failed**
- Should we get another bank account signor from Board members?
- **Motion to add Erin Pickering as a signor to our bank account**
- **MOTION: Mike G Second: Pete D. (for: 10, against: 0, abstain: 0) – Carried**
- Purchasing Policy: it's not a policy about who can spend how much, it's about the procedure of payments of expenses
- 2 big changes – director must add code to any expense, second that expenses by staff/volunteers should be submitted to a director.
- Concern around the assumption that Board members may abuse expenses systems
- Queries can be sent to Accounting@mountcain.com (or Eric S).
- New directors to get link to Budget for review.
- No budget update.
- Update on vendor accounts: Jacklyn setting up on SharePoint site.
- **ACTION ITEM:** Directors to review vendor account list for any additions after Jacklyn finishes list
- Move to In Camera 6:16
- Return from In Camera 6:53
- Megan needs answers on issues with questions regarding Covid and Accommodations
- Questions passed to Eric S. Sean P, Pete D and Dean H.

Operations - Lifts

- Splice complete on lower haul rope – 3m removed by Rocky Mountain Lift Services
 - Thank you to:
 - Dazy Weymer
 - James Thomsas
 - Steve Golobar
 - Sabastian Papineau
 - Peter Davidson
 - Walther Hrybko
 - Stuart Abernethy
 - Thank you, Sabastian, for looking after hiring, full complement signed up
 - Quote being requested from SEW eurodrive to supply a refurbished gear reduction unit. We are running equipment produced in the 70's. May make sense to have one on hand depending on cost.
 - Vibration concerns at L1 gear reduction unit investigated on weekend of 20th, determined to be in service.
 - Thank you:
 - Campbell Willson
 - Dean Davidson
 - James Thomas
 - Andrew Lee
 - Tony Pannell
 - New rigging purchase required for counterweight adjustments and lift servicing
 - 2 Tirfors
 - 1 Chain Hoist
- Have not located supplier but estimated to be in \$5k range

Operations – Roads, Generator

Grader

- Grader schedule has been completed for the year. Once again thank you to all of our operators who stepped up to volunteer – Dan Fear, John Rainbow, Stuart Abernethy, Peter Knott, and Campbell Wilson.

Bulldozer

- Maintenance was completed on D8 this fall which will make it much nicer for the operators. Thank you to Dan Claire, Black Cat Repairs who really went out of his way to help us out with diagnosing, parts ordering, and installation.

•

Director of the Snow School and Ski Shop – David Mazzucchi

- Ski Shop needs one more employee who is able to commit to most weekends.
- The online store is up and running; Kim is inputting new merchandise and setting up a barcode system that should make entering purchases more efficient.
- The CWSAA Board approved my application to subsidize five instructor courses (4 CSIA and 1 CASI; \$1,261.38). Now we just need employees to commit to taking the courses, likely at Mt Washington. MCAPS typically pays for half of the course if the employee passes, this grant would cover the other half, which makes the course free apart from travel expenses.
- I wrote a letter to School District No 69 supporting the Vancouver Island School Ski Patrol Program (Appendix B).
- School Districts 72, 84 and 85 all have Spring Break through Monday, March 28th so no north island school groups can come that day; Barb is trying to find a First Nation group to take the spot. Presently, there are not enough Magic Mondays for the number of schools who are interested in lessons.

Motion to revise the operating schedule to add Monday, April 4th as a lower mountain only, school group day.

MOTION: Dave. MSecond: Darryn M (for: 10, against: 0, abstain: 0) – Carried

- **ACTION ITEM: Update website**

Secretary, Director of Events – Matiss Valdmanis

- Vendors lined up for Backcountry Fest (Feb 12) and Cypress Cup / Ski Patrol Fundraiser (Apr 2).
- I AM ALWAYS LOOKING FOR VOLUNTEERS ON EVENT DAYS. Race timers, course setters, bbq operators, drink servers, I need them all. I usually have to give day passes away to get enough vollys
- Sponsorship:
- More businesses have purchased sponsorships.
- New round of posters to be printed early January, I call on all directors and folks who want to support Cain to put up posters in their community

Chair, Director of RV Park – Erin Pickering

- Meeting and communications expectations
 - Please try to check every day email/text/messages
 - If items are put in a week prior and board members have read them, meetings will go faster.
- Directors – sign up for DOD shifts. 5 or 4 per Director.
- DoD responsibilities – A/B Partner turn and talk. What are the responsibilities of a director?
 - Follow Procedures (Sean P. To shadow experienced directors and be in touch with managers
 - Safety
 - Friendliness
 - Organization – knowing your contacts (contact board)
 - Going thru morning protocol (groomers, patrollers, shovel crew, ticket booth etc).
 - Smooth and informative shift hand-off; being punctual/get covered off
 - Having a mental note of knowing who's here and resources available for contingencies
 - Paid patrol/overnight first aid

- Dogs on leashes; limit liability of yourself and the hill
- RDMW – annual report out – volunteer to attend – December 21st 2021 (Tuesday; hill is open)
- Asking for grants/aid. Remind how many youth are employed and other benefits to the N. Island Community. Money is for capital projects.
- **ACTION ITEM:** Mike to share existing reports for next Director who is participating in meeting, along with any other.
- Dean H volunteered. ACTION ITEM: Dean to report on RDMW meeting at next board meeting.
- **ACTION ITEM:** Sean P. to communicate with Dean about youth employment
- Gwa'ni Project - modernized land-use plan for the Nimpkish Valley virtual stakeholders meeting December 1st. - Dave Steele and Darren A will be attending. - Erin Pickering will serve as alternate.
 - Visuals, access, recreational values
- **ACTION ITEM:** Dave S and Darren A to report on meeting at next board meeting.
- **ACTION ITEM:** Communicate Gwa'ni project report to Mount Cain Cabin Owners Association.
- MCAPS Tenure boundaries may be considered
- PLANNING MEETING ITEM: Draw MCAPS Operating Area Boundary proposal.
- 5000 followers on Instagram: Kim and Jenna hoping to do a prize basket give away.

RV Park Items

- Letter was sent to tenants regarding possibility of needed to adjust the RV area at the end of the 2021-22 season.
- Goal for the 2021-22 Season – resolve land boundary issue.
- In Camera discussion.
- ***There is a motion put forward for all mountain sleds to be equipped with a tether. This is a kill switch leash that is attached to the operator and should be worn at all times.***
- ***No Motion required, moving forward with kill-switch tether requirement.***
- ***No Ski School present at training weekend (Just an FYI).***
- ***ACTION ITEM: Sean P. To follow up with Dave M about this to resolve issue***
- ***We need one more person for ticket booth.***
- ***MOTION to adopt language of Gwa'ni MLUP recommendations to guide MCAPS.***
- ***Motion: Darren A Second: Pete D (For: 9, Against: 1; Abstain 0). Carried***

HR / Hospitality Direction – Sean Pollock

Connecting with the Team and learning operations and roles.

Recruiting for managers to fill roles.

Have reached out to most people, wanting to support where there is help required.

Operations- Snow Machines - Darren Anonson

- Transition has been great between outgoing Directors and the new team, lots of co-operation, communication and encouragement, which has been greatly appreciated.

- After many interested parties, we have now found our new groomer operator, Lucas Smith. We also have a handful of excellent operators on the roster to assist with big snow days, days-off and maintenance.
- Big thank you to Karen Miller for spring cleaning the groomer seacan and getting it ready for the Lucas.
- We have reviewed and revised (some) the Grooming SWP's for the upcoming year.
- Big thank you to Jeff Gaetz who went over all he sleds and got them running.
- Dave Howich came up last weekend to do a few maintenance items on the list we had been given and we will continue to work on this weekend.
- Craig from Prinoth has been great in getting us PDF manuals and helping with service methods.
- We have put it to Craig that we will need a new set of tracks for the Red Cat in the next few years. He has let the sales staff know to keep his ears open for a good deal.

Director of Communications – Jen Lash

- The updated website is now live. I believe all the feedback has been incorporated. Please let Jen know if there are more changes that need to take place.
- I do not have the final bill for the site. The original contract was for approx \$2000 but it may be a bit higher.
- The membership and accommodations have remained on Checkfront. Our web designer (Brittany) is going to see if she can make the transition more seamless so that part should be improved.
- The first Wednesday update will go out this week.
- First acknowledgement of a Friend of Mount Cain will also be posted this week. I am thinking about writing about Lemare for the work they did on the grader but am open to suggestions.
- Updates will go out every Wednesday from now on. If there is a specific message you would like included, please let me know by Monday.
- I will be compiling a manual that explains how the website works. Brittany has already done part of this so I should be able to have that done soon. I will make sure Eric has a password and know how to make edits in the event that I am not around.
- I would prefer to have just one person in charge of edits with one person on back up in order to ensure consistency. Let me know if this is a problem.
- I need a picture of Blueberry and/or Cypress in the snow. I was going to get one this weekend but the rain might make that hard. If you have a pic, please share.
- We still need to figure out the Friends of Mount Cain versus Corporate sponsors. To be honest, I don't see a difference. Some people give money, some people give money in the form of time. Either way they are a friend of Cain. And I am uncomfortable highlighting someone who gives 100.00 with a higher profile than say, Stuart Abernathy who donates a lot of time and equipment. I know there is a committee working on this and once we get it clarified, I will change the Friends of

Mount Cain portion of the site. In the meantime, I will remain focused on the weekly acknowledgement of the companies and individuals who donated.

- We have given out free passes to a raffle run by Spencer O'Brian and by the Sointula Resource Centre. We need a system for donations. Is there a certificate we can use?

Meeting Adjourned 7:33pm

5. Appendix A – Email Motions

November 25, 2021:

Motion: To postpone the November 27/28 2021-22 training weekend until December 4/5 2021.

M: Erin Pickering S: Dave Steele Motion: DENIED/ NOT CARRIED Vote: 1 in favour; 10 against.

6. Appendix B – Letter to School District No 69

November 23, 2021

Attention: Trustees - School District No. 69 Qualicum

Mount Cain is a volunteer-run, non-profit ski hill that focuses on building community relationships and providing snow-based recreation to northern Vancouver Island. The Vancouver Island School Ski Patrol Program (VISSP) has been a part of Mount Cain's volunteer team for the last 10 years.

It has been brought to our attention that there was a decision to cancel the VISSP mid-semester. Mount Cain does NOT support this decision as we have had an excellent working relationship with VISSP students and teachers, which we would like to see continue into the future.

VISSP students make up the bulk of Mount Cain's Junior Ski Patrol program. Through shadowing our Patrol Teams, VISSP students have assisted in most of the first aid calls that have occurred when they are patrolling. This season, there are five Mt Cain Junior Patrollers on our Patrol Team and thirteen Mt Washington Junior Patrollers who are scheduled to volunteer this season as part of their guest patroller duties.

VISSP students do not only act as Ski Patrol but also assist our other volunteer departments with any tasks that they are asked to do, including eliminating early-season on-hill hazards,

helping prepare the upper lift, setting up and running events, cleaning buildings, and shovelling snow around the base area. VISSP students are positive role models for younger North Island children, some of whom have been inspired to join the program.

The decision to cancel VISSP must be extremely upsetting to the students and, to be frank, will put Mt Cain in a predicament as we are counting on VISSP volunteers to help run our community ski hill. Please reconsider cancelling the VISSP program.

David Mazzucchi

Director and Volunteer Ski Patrol

Appendix C – Mount Washington Covid Policies

All Guests of Mount Washington Alpine Resort are expected to:

- Wear a mask indoors and on the shuttle bus, as required by [BC Provincial Health Guidelines](#).
- Wear a face covering **over** your mouth and nose while waiting in any lift line, and while riding all chairlifts and carpets.
- Stay home if you are feeling sick or experiencing symptoms of COVID-19. It is mandatory that any person waiting for the result of a COVID test self-isolate until a negative result is determined.
- Please respect instructions from our team members. We are all here to make this experience a safe and enjoyable one for everyone. Make sure you give them a huge thank you for all their hard work which enables everyone to get out and enjoy the mountains here!
- Provide a Proof of Vaccination (PoV) card, required for guests 12 and over to access Ted's Bar & Grill and Eagle View Bistro.

Next MCAPS Meeting: Saturday February 5, 2022