



**MOUNT CAIN ALPINE PARK SOCIETY**  
**2020/2021 Season**  
**October 3<sup>rd</sup>, 2020 Board Meeting DRAFT MINUTES**

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

Agenda:

1. Continuing business - Action Items
2. New Business: Directors Reports
3. Additions to the Agenda

<b>Call to Order at: 6:16pm</b>			
<b>Meeting Chaired by Darryn McConkey</b>			
Adoption of the September 12 Planning meeting minutes. M: Darryn McConkey S: Greg Muirhead Vote: 10:0; 1 IN FAVOUR		<b>Motion: PASSED</b>	
Adoption of the October 3 <sup>rd</sup> meeting agenda M: Darryn McConkey S: Eric Sprenger VOTE: 10:0 IN FAVOUR		Dean Hunchuk; Ken Griffiths; Matiss Valdmanis; Darryn McConkey; Rob Webb; Kathryn Wykes <b>MOTION: PASSED</b>	
<b>Directors</b>	<b>Director</b>	<b>Executive Role</b>	<b>In Attendance</b>
1. David Mazzucchi	Snow School & Ski Shop	Chair	NO
2. Neil Borecky	Promotions		resigned
3. Eric Sprenger	Tech Support	Treasurer	
4. Greg Muirhead	Patrol		
5. Dean Hunchuk	Buildings & Construction		
6. Kathryn Wykes	Operations- Groomers		
7. Ken Griffith	Human Resources		
8. Mike Green	Operations- Road/Generators/ Bus		
9. Dave Steele	Operations- Lifts		LATE
10. Erin Pickering	RV Park	Secretary	
11. Darryn McConkey	Grant Applications	Vice Chair	
12. Rob Burgess	Hospitality		
13. Sarah Poole	Occupational Health and Safety		NO
14. Matiss Valdmanis	Special Events		
15. Alec McBeath	Administration		NO

## 1. Continuing business – action items from previous meetings

Items recognized as priority at the last meeting

### 1. Identify required COVID safety plans to see “Plan A” put into motion. WITH COSTING

- a. ERIC SPRENGER to provide all operations departments with their financial breakdowns. **COMPLETED**

- b. will prepare a preliminary budget for next board meeting with Plan A. **COMPLETED**

**Discussion** of finances and plan A budget. - See appendix A

**Motion: To accept the 2020-21 budget as presented.**

**M: Eric S. S: Matiss V VOTE 10:0 1 abstention MOTION PASSED**

**Discussion:** The plans will be completed and presented at the AGM

**Action:** Greg will send CWS guiding documents to all directors. - **COMPLETED**

**Action:** Darryn & Sarah will review what plans we need to complete to open and that information will be shared with directors by October 9<sup>th</sup>.

### 2. Food and Beverage Discussion

- a. ACTION: Rob W-B will connect Jamie Turko with the F&B expert re: numbers of meals ect. **IN PROGRESS**

- b. ACTION: Alec McBeath to start process of the long-term outdoor liquor license – **IN PROGRESS** – current license extended to March 2021

**Discussion:** See Alec McBeath’s report.

### 3. Accommodations/Staff accommodations items:

- a. Action: GM check with Campbell on use of Lion’s Club cabin for ski patrol lodging **IN PROGRESS**

- b. ACTION: All Cleaning will follow Health guidelines.

- c. Action: Eric will improve the accommodations/membership fee process. **IN PROGRESS**

- d. ACTION: Greg M will connect with Patrollers with regards to accommodation needs for training. **IN PROGRESS**

### 4. Staffing update:

- a. ACTION: Ken G and Rob B-W to connect regarding human resources **COMPLETED**

**Discussion:** See Ken G’s report below.

### 5. Set 2020-21 ticket prices by end of meeting.

**Discussion:** looked at current prices.

**Motion: To maintain current ticket prices, but GST will be extra.**

**M: Eric S S: Kathryn Vote: 9:2 IN FAVOUR**

**MOTION PASSED**

### 6. AGM related items:

- a. ACTION: Mike Green to secure a MWRD location for November 7<sup>th</sup> board meeting. **COMPLETE** AGM will be held at 4pm from the Image Room at the Port McNeil Arena and broadcasted virtually.

- b. Action: the outgoing board will determine the desired 2020-21 season board size prior the AGM @ the November 7<sup>th</sup> Directors Mtg

### 7. Covid health and safety items:

- a. ACTION: ALL DIRECTORS review COVID spreadsheet on SharePoint site for Directors/staff to populate. Projects must be shovel ready. Need to outline costs. **TO BE COMPLETED** by October 10th

**Commented [GM1]:** Done. Sent document to directors on October 6th, at 0810hrs.

**Commented [DM2]:** @Darryn McConkey is this date correct?

**Commented [AM3]:** License will be extended when I apply I was waiting for some feedback on the beer garden plan and thought I would apply for an area extension at the same time I renew the license for the next year. I am looking for feedback re: beer garden layout / idea.

**Commented [GM4]:** Still in progress. Will have complete by end of the long weekend

- b. Action: Matiss V will investigate fogger for disinfecting.  
*Discussion:* MV presented Pros and Cons. Would like to recommend – will add to spreadsheet. This item is likely to qualify for some grant.
  - c. ACTION Greg M to order the necessary COVID Signage for the Hill - COMPLETED
    - i. Directors to submit sing requests DUE OCT. 9. ]
  - d. ACTION: Dean H to investigate a wash car that can be winterized. **CANCELLED**
- 8. Ticket sales items:**
- a. ACTION ITEM Eric S: Assess the possibility of online season pass purchase. COMPLETED
  - b. ACTION: Cancellation policy will need to be reviewed/updated **IN PROGRESS**
  - c. ACTION ERIC SPRENGER to connect regarding: “square” up and running so that online sales of merchandise can be sold – **IN PROGRESS**
- 9. Other:**
- a. Action: Determine if we need the bus as an asset on hill or in storage. COMPLETED – will be stored off hill.
  - b. ACTION: Darryn M to see about grant extension, investigate health grants, investigate energy grants - Smart meter install - \$3K estimate. COMPLETED
  - c. ACTION: Eric S, Dave S and Matiss V look for website provider options. **IN PROGRESS**
  - d. ACTION: ALL DIRECTORS are encouraged to solicit local businesses for donations/prizes Especially NI businesses. **IN PROGRESS**
  - e. ACTION: Mike G will liaise with Menzies family regarding memorial. **IN PROGRESS**
  - f. ACTION: L1 40th anniversary celebrations in new year. To be discussed at October 3rd meeting. MV to confirm anniversary date **IN PROGRESS**  
*Discussion:* All the events this year will have a 40-year theme.
  - g. ACTION: A committee will be formed (Kathryn W, Darryn McConkey, Erin P, Alec McBeath) to investigate our constitutional changes, processes, and practices. And update from the committee will happen later in the season. -- **IN PROGRESS/ Postponed until after AGM**
  - h. ACTION: David M will connect Dean H with youth leadership group looking to do some volunteer work. COMPLETED – coming on the Oct.24<sup>th</sup> work weekend.
  - i. ACTION: Kathryn W will connect with Kim to send some thank you merch to Prinoth. **IN PROGRESS.**
- 10. Action items outstanding from 2019-20 season**

January 4<sup>th</sup>

- a. **Action:** GIFT CERTIFICATES - Neil and Kathryn to ensure carbon copy of Gift Certificates are returned to Bookkeeper as they sell out. Planning mtg item; discuss usefulness of Gift Certificates **IN PROGRESS**  
*Discussion:* Gift Certificates will be moved to online store and ticket booth sales moving forward.
- b. **Action:** Rob Burgess Webb → Ticket Booth Run test prints of the season passes before training day.

**2. Director Reports:**

- a. Alec McBeath – Director of Administration. Absent, report submitted by email.

**Commented [GM5]:** Directors were to have inputted requests by Friday October 9th into a shared spreadsheet. This allowed for the timely creation of a quote for prices to enter into the COVID required items spreadsheet.

**Commented [EP6R5]:** thank you greg for the update - i am going to change to completed.

**Commented [DM7]:** How has the cancellation policy been updated?

**Commented [DM8R7]:** @Rob Burgess

30.09.2020

Alec's Report/ Some things that I have been working on.

I Will get application into Gougeon for Liability insurance. Also, I have asked Eric to help with the cyber risk insurance application. When I send those in, I will be able to have Gougeon answer the question of how COVID affects our risk/insurance.

Continuing to answer requests for Reciprocal

I am working on a temp license to serve alcohol outside. This will also contribute to an application for a longer-term license. I have asked Neil to make a map needed for the application. It would be great if the board could discuss this and give me any feedback (or directly to Neil if the feedback could be useful for designing a map).

My suggestion was for a beer garden where the bus used to park as it will get some protection from wind and the weather. We could possibly put up some snow fencing or even snowbanks that designate the area. We also need to map out tables and show spacing (6ft) and some numbers for a capacity. I think 6 round tables with 6 seats each would be lots of capacity. Beer taps, garbage cans, entry, exit, arrows directing flow. A possibility will be takeout food from the lodge so maybe a label for 'take out window' at cafe exit to the patio. I haven't vetted this with Jamie but I am thinking people could go in the entrance to the lodge, flow directions get people through to the counter to order and to tables and some will need to exit out the back as reduced capacity in the lodge will require people to get beer ticket (suggestion) and go to the beer garden and then pick up take out at the patio stairs/take out window by the beer garden.

**b. Mike Green – Director of Operations: Roads**

2020-10-03

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:

- 3306 generator currently at shop getting minor repairs and run up.
- Hope to have it ready for transport to hill for Oct. 2.
- Need to remove 35kw generator and make space for new one.
- Plan to put in conduit on Oct 3 weekend to power L1 when required.

Roads:

- FLNRORD has been able to get MCAPS some funding for road work this fall.
- Grading of road.
- Continued capping of leans and rough sections.
- Developing a plan for works in October.
- Will be able to stretch funding given generous donations/discounts from local businesses.
- Cabin Owner's Association is donating \$5000 for road works.

#### Discussion Items:

- Sponsorships - are they continuing this year -
- **ACTION: Darryn will reach out to a volunteer interested in helping with corporate sponsorship.**
  
- Being prepared for Meetings – send your reports in advance so that we can be efficient.

#### **d. Darryn McConkey – Director of Grants**

Update:

1) RDMW Tourism Grant for website (informally) extended to Dec 31, 2020.

2) Catalyst Fund

“The intent of the Catalyst Fund is to support incremental activities that support the development/enhancement of a destination. While we would welcome an application to support with costs relating to the new generator, projects like the washroom facilities, water access, health and safety, trail development, etc. will score higher on the evaluation matrix.”

TVI responded that L1 repairs/electrification unlikely to score high on their evaluation matrix. Fund is oversubscribed so not likely \$30K, possibly \$15K-\$20K range? No application deadline or notification date (assume short turnaround). No matching requirements but application has other funding sources (could be part of evaluation).

#### **Need to determine project and apply ASAP. Link to ICET?**

3) ICET Small Capital Restart Fund

“...capital funding for time-sensitive initiatives that target immediate, short-term COVID-related business restart, resilience and sustainability.....to enable faster restart of business operations or development of complementary revenue streams for affected businesses.”

\$15,000 max. Up to 50% match. Cash only, no in-kind. No application deadline. 5-day approval period. 30-day start, 90-day finish. Must be time sensitive, CoVID-related, capital costs (technology included), no wages.

**Need to determine project and apply ASAP.** Ideas: 1) Staff Accommodation (and 2nd floor Kapitany?) renos to increase capacity and meet safety requirements, 2) Lodge renos to maximize capacity, meet safety requirements and set up lodge and kitchen for full service and take-out (contingency plan). Include new/modified outdoor eating space/patio? 3) Temporary/new wash stations or other Covid-related safety measures?

4) COMMUNITY ECONOMIC RECOVERY INFRASTRUCTURE PROGRAM (CERIP)

“support job creation through small-scale infrastructure projects, destination and economic development initiatives..... construction of new or rehabilitation/expansion infrastructure projects.....primarily for public/community benefit, improve the visitor experience, supports tourism sector recovery and provide critical upgrades that improve energy efficiency, accessibility, emergency

preparedness and resilience. Most projects are expected to be small and completed in one construction season.”

\$1,000,000 max. No matching requirements. Oct 29 application deadline, notification early winter 2020/21. Construction start before Dec 31, 2021, finish before March 31, 2023. Up to 2 projects per applicant except where Regional Districts are partnering with Mountain Resorts. Need Business BCeID account and a BCeID user ID for access to LOCAL GOVERNMENT INFORMATION SYSTEM (LGIS) to apply.

#### **4 (Separate) Project Streams:**

##### 1) Community Economic Resilience

- Responsive and resilient development of sustainable community infrastructure.
- Upgrades infrastructure, improving human safety and environmental benefits.
- Increases accessibility and inter-connectivity for safe trail systems.
- Enhances community cohesion and facilitates cultural and educational opportunities.
- Supports social opportunities for First Nations youth and elders.
- Creates cultural, educational and entertainment opportunities for communities.
- Improves accessibility to facilities and adjustments in response to COVID-19 protocols.

##### 2) Destination Development

- Development, conservation, repair, or rehabilitation of tourism infrastructure or amenities. Contributes to tourism resiliency; Creates immediate and long-term jobs; Provide long term benefits for tourism sector/local communities. Encourages new business attraction and/or creates diversified economic opportunities.
- Shovel ready projects; Immediate stimulus; Strengthens destination and community tourism development; Supports BC's 19 destination development local areas plans; Increases capacity of tourism destinations to welcome visitors, including adjusting to COVID-19 protocols.

##### · Categories of eligible projects:

- I. New or Enhanced Tourism Infrastructure and Attractions: event facilities, destination trails, accessibility upgrades, infrastructure for natural attractions, and mountain resort attraction and trails including expanding winter and shoulder-season experiences.
- II. Tourism Related Amenities: Improve visitor experience such as wayfinding, interpretive and First Nations signage, washroom facilities, accessibility improvements, seasonal adaptation/expansion projects.
- III. Tourism Adaptation projects: Provide adjustments to tourism facilities in response to COVID-19 protocols, such as patio expansion, staff accommodation modifications, enhancement of gathering spaces, plexiglass installations, or touch free modification.

##### 3) Rural Economic Recovery

- Economic Infrastructure: Destination trails and outdoor recreation asset development to create a destination for recreational tourism and support resident/visitor attraction.
- Competitive Rural Business Climate: Support to adapt to the post-COVID landscape.

- Accelerating Economic Recovery: Support collaboration with Indigenous governments to identify economic recovery needs and responses. Support communities to complete needs assessments and identify high impact projects.

#### 4) Unique Heritage Infrastructure – N/A

There is a separate Mountain Resort component to CERIP:

Project: Mountain Resort Adaptation. Estimated cost: \$500,000. Description: Installation of outdoor infrastructure and provision at a mountain resort. The current indoor space is too small to accommodate social distancing. The project would allow the resort to meet COVID-19 protocols and expand visitor capacity during the peak ski season, as well as expand outdoor gathering space in shoulder seasons.

**Need to determine projects and begin application process ASAP Priorities for October 29<sup>th</sup> grants 1. New lodge; 2. \$200K Ski patrol & washroom upgrade 3. \$108K washroom/septic upgrade 4. New grader**

potential projects: 1) New lodge and event facility, septic upgrade; 2) Washroom expansion, flush toilets, septic upgrade (have budget in-hand); 2) New Ski Patrol and Washroom building, septic upgrade (have (old) budget in-hand) and old ski patrol building reno (to accomm); 4) Summer and Winter trails – construction/upgrades, signage, mapping, equipment (snowshoes, poles, etc.), X-country grooming?; 5) new grader.

#### **e. Dean Hunchuk – Director of Operations: Buildings**

**Update:** Holding off on the washroom buildings as there is too much in the works currently. L1 and connected buildings are the priority right now.

There is a work party on October 24<sup>th</sup> – Coyne building painting is the priority for this work party.

#### **f. Ken Griffiths – Director of Human Resources**

**Update:** Staffing- In process of getting numbers from managers for their daily employees. This year is about looking at the whole mountain crew holistically so that we are utilizing our staff best.

A ticket booth manager has been found.

Water heater in staff accommodation will be improved/fixed before season begins.

#### **g. Matiss Valdmanis – Director of Events**

Hosting work party on October 24<sup>th</sup> - All volunteers requested to sign up in advance by email to ensure the collection of contact information for any potential contact tracing needs.

#### **h. Rob Burgess Webb – Director of Hospitality**

Update: Accommodation Manager has been hired.

#### **I. David Mazzucchi - Director of Ski Shop - report submitted by email**

**Chair Items:**

**Discussion:** Lion's cabin looking to contract cleaners from Mount Cain for this season. *This discussion will be revisited but we do not feel it is a good fit at this time.*

**Accommodations will be first come first served this year.** The date for the accommodation rental opening will be announced at the AGM.

- Other space issues - Where will the DOD stay? Where will the evening first aid attendant stay?
- Training day for Staff - no overnight accommodation offered; arrive in the morning and leave in the afternoon. Accommodation Friday night and Saturday for Ski Patrol training (which buildings?).
- Leia Patterson is working on the 2019-2020 MCAPS membership digital database. This is the list we will send AGM notices to
- Cancellation policy needs to be confirmed. Due to Covid, cancellation has a high potential for abuse. The financial risk to the hill is too high to have a blanket "refund due to illness" policy. If there is rain in the forecast, people could just claim that they are ill... MY opinion - if you get sick and can't come to the hill, that's unfortunate for you. Either you lose your money or you find somebody else to take your spot - we can help facilitate rebooking by putting a notice on Facebook/Webpage "Blueberry has a last-minute cancellation".

**Shop items:**

- - Shop is not ordering any new rental equipment but will order some new hats, buffs type scarfs, and masks.
- - No contact made regarding Prinoth swag. I asked Kim to reach out.
- - Eric, Kim and Jenna are now working together to develop an online store via Square.

**Next Meeting November 7<sup>th</sup> 2pm prior to the AGM in Port McNeill**

**Motion to Adjourn Eric Sprenger S: Erin Pickering Motion Passed.**

**Adjourned: 8:50pm**

Appendix A – Budget Presentation

			
Publish Date: October 2020			
BUDGET OVERVIEW	Budget	Actual	(Under) / Over
<b>Total Revenue</b>	\$ 425,557.60	\$ -	\$ (425,557.60)
Accommodations	\$ 65,040.00	\$ -	\$ (65,040.00)
Ticket Booth	\$ 252,500.00	\$ -	\$ (252,500.00)
Ski Shop	\$ 43,000.00	\$ -	\$ (43,000.00)
Grants & Donations	\$ 52,400.00	\$ -	\$ (52,400.00)
Other & Misc	\$ 12,617.60	\$ -	\$ (12,617.60)
<b>Total Expenses</b>	\$ 529,850.00	\$ -	\$ (529,850.00)
Maintenance	\$ 200,150.00	\$ -	\$ (200,150.00)
Ski Shop	\$ 12,500.00	\$ -	\$ (12,500.00)
Wages	\$ 172,500.00	\$ -	\$ (172,500.00)
Fuel	\$ 55,000.00	\$ -	\$ (55,000.00)
Other & Misc	\$ 89,700.00	\$ -	\$ (89,700.00)
<b>Net Income</b>	\$ (104,292.40)	\$ -	\$ 104,292.40
<b>Cash Position</b>	\$ 392,567.00		
Chequing Account	\$ 186,060.00		
Investment Account	\$ 206,507.00		