



## Mount Cain Alpine Park Society

January 4<sup>th</sup> 2022

### Board Meeting Minutes

*MCAPS recognizes and honours 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.*

Meeting chaired by Erin Pickering

Location: Microsoft Teams online meeting

Call to Order: 7:02pm

Adoption of the November 27<sup>th</sup> Board Meeting Minutes

Motion: Erin                      Seconded: Matiss V                      (8 for, 0 against, 0 abstain) Passed

Additions to and Adoption of the January 4<sup>th</sup> Agenda

Additions: Erin P

Motion: Erin P                      Seconded: Eric S                      (8 for, 0 against, 0 abstain)

#### Directors' Attendance

Name	Director	Executive Role	In Attendance
Erin Pickering	RV Park	Chair	P
Eric Sprenger	Technology	Treasurer	P
Matiss Valdmanis	Events	Secretary	P
Dean Hunchuk	Buildings and Construction	Vice Chair	P
Greg Muirhead	Patrol		P
David Mazzucchi	Ski Shop and Snow School		P
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		Absent
Pete Davidson	Occupational Health and Safety		P
Alec McBeath	Administration		P
Jen Lash	Communications		P

## Agenda

1. Unfinished Business and Action Items from November 27<sup>h</sup>
2. Subcommittee Updates
3. Director's reports

## 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. - Completed
- 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 to put sponsor posters in their communities where possible. - **IN PROGRESS**
  - **Action:** add poster PDF to Sharepoint
- Update: New sewer system and old system upgrades -
  - Another run of pipe is required for current system – **Completed**
  - Second septic system will be installed for new lodge – **IN PROGRESS**
- Vancouver Island Modernized Land Use planning committee:
  - **Action:** Committee will be presenting draft recommendations to the Board soon. **In Progress**
  - MLUP Mount Cain Values sent to Gwa'ni Project – **Completed**
- External Roles for MCAPS: External boards/committees that require a representative
  - Woodland Advisory Committee: MCAPS position on committee – **Completed** – Darren A
  - **Action:** Darren to report on committee
- Alec will get an estimate from insurance provider regarding volunteer waiver and accidental death and dismemberment insurance – **Completed**
  - Waiver item added for staff – **Completed**
- **Action:** Greg will share the ski patrol waiver with Alec (COMPLETE)– and then have waiver checked by a lawyer **Completed**
- Review: trial of lift lines on both sides of L1 and running 'zipper' lift line at L3. - **Cancelled**
- Eric S + Darryn M – meet to discuss purchasing policy. - **Completed**
- Eric S and Darryn M: How is advertising on Crown Land is subject to royalties? - Are signs on L1 subject to royalties? - **IN PROGRESS**
- Eric S - New directors to get link to Budget for review. - **Completed**
- Directors to review vendor account list for any additions after Jacklyn E finishes list. - **Completed** - **Ongoing** – send vendor list updates to [Accounting@mountcain.com](mailto:Accounting@mountcain.com)
- Status of RV Park evictions. - **IN PROGRESS**
- Dave S. - Status of quote being requested from SEW Eurodrive to supply a refurbished gear reduction unit. - See comments below – refurbished unit cannot be simply mounted up. Would require motor mount and or tower modifications as well. After further analysis of the current unit, the “vibration” is less of a concern. Current thinking is to remove the unit and have it refurbished at SEW in the off season.
- Dave S. -New rigging purchase required for counterweight adjustments and lift servicing (2 Tirfors, 1 Chain Hoist). **IN PROGRESS**

- Dave M, Jen L – Update website re: adding one extra Magic Monday for school group Apr 4. - **Completed**
- Dave S and Darren A – Report on Gwa'ni Project MLUP stakeholder meeting. - **Completed**

## Subcommittee Reports/Updates

- **New Lodge Building Committee Chair: Dean Hunchuk** – see notes in Dean's report
  - Met with Stewart A, he had a discussion with the engineer. New lodge assembly area top floor designed for a capacity of 80-100 people. This is a high risk category for regulation and building code purposes. Engineering this is complicated, requiring \$500k-\$600k in steel reinforcement, which is beyond our established budget. Other options discussed, likely keeping the bottom floor in our current design, and adding accommodations to the second floor instead of an assembly area (lodge café seating) would ease the regulation restrictions. There is also a time restriction on the new lodge planning, design and construction.
  - Other buildings need work, especially the old lodge (roof repairs and refurbishment).
  - **Action:** We should be in discussion with grantor for approval and see if more funding available. - **IN PROGRESS**
  - We need more bathrooms, very important.
  - Research prefabricated steel construction pieces. Timber framing is not an option.
  - Subcommittee to meet ASAP.
- **Donations/Volunteer Committee: Chair Darryn M** - Darryn, Mike, Dave S, Matiss.
  - New folder in Sharepoint/Directors – Action: directors to review fill in Excel sheet outlining volunteer donation details:
  - Friends of Mount Cain Thank you & signage update (via the Donation Committee) - **IN PROGRESS**
  - 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.
  - ACTION ITEM: Directors: add any organizations that provide in-kind donations, and associated compensation, to excel document.
- **Parking Lot/Camping Sub Committee: Chair – Matiss V**
  - 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) **COMPLETED**
  - **Darren A** – reach out to volunteers for parking lot attendant **COMPLETED**
  - Communicate new parking policy to public **COMPLETED**
  - EMAIL MOTION ON THIS ISSUE BEFORE OPENING (DEC. 10) **COMPLETED**
  - Review of Parking Lot SOPs implementation – **COMPLETED**
  - Darryn: Getting a PARKING LOT FULL sandwich board and other signs – **IN PROGRESS**
  - Darryn: Getting cards made up to leave on people in vehicles – **IN PROGRESS**
  - Jeff G is doing a great job.
  - Consider getting more people trained to take over job, preferably a lift operator.
  - Action: Dave S: discuss with Sebastian about getting lift operators trained as Parking Lot attendants – **IN PROGRESS**

- **Trailer Park Sub Committee: Chair Eric Sprenger** – no report at this time. Committee to reactivate this month.

## Directors' Reports

### Chair, Director of Hospitality & RV Park – Erin Pickering

#### Update:

- Season Start up – two weeks in review
  - Wonderful cold start with great snow and no line ups until Dec. 31.
  - A huge thank you to our Parking Lot attendance Jeff Gaetz who was present, helpful and worked hard to see our busiest days (Jan 1/2) had folks safely parked. Parking Lot diagram seems to be helping – let's keep promoting that!
  - Covid was present at the hill – 1 staff member tested positive, their department members stayed home and tested negative before returning.
    - ◆ Ski Shop, rentals and lessons were all closed on December 27 and 28 due to illness.
    - ◆ **A HUGE THANK YOU TO MIA LUKOW** who help to get those in need rentals while the shop was closed.
  - There were two people in Kapitany (December 26-27) that tested positive after leaving the hill - they alerted Megan and Megan sent a message to all guests that were in the hostel at that time.

#### Discussion:

- Resignation of Sean P
- Discussion: Covid exposure – protocol for alerting staff and public: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation/close-contacts>
  - Eric S.: We need to be careful communicating Covid information
  - Greg G.: Communicating Covid and any health related information the responsibility of PHO.
    - ◆ We need to have a communicable disease plan in place.
    - ◆ Dean H: was director on day of Covid Exposure in Kapitany. He offered guests reimbursement if they chose to leave because of the potential for exposure.
    - ◆ Megan alerted only people that may have been exposed (as should continue), otherwise communication of Covid exposures on Mount Cain to the public is not MCAPS' responsibility. This is difficult to communicate.
    - ◆ Keep contact lists for authorities.
    - ◆ We need to communicate with staff about potential Covid exposures.
    - ◆ Up to DOD to inform public at the hill about potential Covid exposures.
    - ◆ Staff to communicate Covid symptoms through chain of command. Manager goes to board. Director responsible for staff makes decision about weather or not to close department.
- **Action** : Discussion: In Camera – Staff Accommodations – our 18+ staff.
- Discussion: Mount Washington Passes for amazing staff members. (4 days tickets available)  
**Action**: Directors to nominate staff or volunteers for these passes.

### 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.
  - Status: We need to have a building plan approved in order to make tenders. - **IN PROGRESS**
- Generator room fire proofing (concrete board) – **IN PROGRESS**.
- New weatherproof room for VFD at L1 to be constructed – **IN PROGRESS**.
- Heating solution L4 - **Complete**
  - **Action** Greg M and HR: Communicated to Staff/Volunteers to keep door of L4 clear of snow and ice
- Groomer shed/shop – big doors of need some screws replaced. – **IN PROGRESS**.

### Secretary, Director of Events – Matiss Valdmanis

- I am always looking for volunteers on events 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
- Backcountry Fest: several sponsors and educational events lined up.
- Sponsorship:
  - More businesses have purchased sponsorships.
  - New round of posters to be printed, I call on all directors and folks who want to support Cain to put up posters in their community

### Operations- Snow Machines - Darren Anonson

- Prior to season starting we spent numerous days getting the machines ready for the season. Items repaired included: welding on both cats, grouser replacement, track tightening, tiller motor replacement and a handful of smaller items. Big thanks to Dave, Lucas, Mason and Avery who all donated their time to get things ready for the season.
- Working alone “man check” procedures have been updated. Protec radio monitoring services has offered us a reduced rate for our operators working alone. **We should look at the paid patroller or DOD taking the sat phone at night to be the emergency contact with Protec.**
- We have four groomer Operators this year Lucas, Mason, Megan and Avery. They have all been doing a great job, I’m very happy with the grooming team.
- We have been working with Lift Maintenance to eliminate Patrollers pulling the bunny hill cable for the groomer in the morning. It came to our attention there were a couple close calls while doing this task and this new system eliminates putting people in the bite, as well as allow our operators to groom the bunny hill when it makes sense with their passes. Dave Steele is

coordinating getting the proper rigging, Johnny Bonk was able to use his personal gear over the holidays to make sure the new system worked, which it did.

- Still looking for a new set of tracks for the Red Cat. The tracks on this machine are tired and the wrong setup for the majority of our snow conditions.
- Any Grooming requests can go through myself, Dave Howich or be written on the whiteboard next to the machines in the shop. The Operators will look at this prior to departing each evening.
- The sleds have been running well thanks to Jeff. There is now a sled maintenance book that is located on the shop bench. Any items that need to be addressed should be written down here, Jeff reviews this daily.
- The Skandic 800 was taken to Aaron at Macandales over the holidays to address a broken skid. While it was there Aaron also did a compression test (which showed excellent results) and did a quick once over to see if there were any other obvious issues.
- **I have been asked by a number of people about approaching the board for a budget to buy one (or possibly two) new to us sleds as our fleet is thin and aging.** We currently have two Skidoo Skandics (a 600cc and an 800cc which are our workhorse sleds), as well as a Polaris, Yamaha and a Tundra. While we have just enough sleds at this point, I think it is a good idea to explore obtaining another Skandic in the event one goes down as it did over the holidays.
- Tethers are in and Jeff is hoping to have them installed on the Yamaha and Polaris next weekend.
- **Action** Darren A: Research for purchase of new snow mobile
- **Action** Darren A and Dean D: Research Protec emergency contact protocol for proactive checks with Groomer Operators with new cordless phone with Jean Luc/Sally.

### Operations- Roads/Generators - Mike Green

#### Grader

- Waiting for parts for hydraulics, but able to operate in the meantime. Thank you to CAB Industrial Automotive Supplies in Port McNeill for always giving us large discounts on parts.

#### Bulldozer

- Serious mechanical issue with D8, which is causing us to not run until fixed. Mechanic scheduled to fix on Thursday. If not running, we will lose more parking capacity this weekend. Thank you to Lemare in Port McNeill, for going out of their way to help fix this issue

#### Road

- FLNRORD has giving us some funding support to help clear tree damage and hazards on lower FSR. An excavator will begin work tomorrow. Thank you to Ministry staff for being so responsive after storms. We had to commit quite a few resources to keeping road open in this winter storm cycle.

D8 Shack – Don't park in front of D8

#### Discussion Items

- Summer Director – Planning Meeting
- Base Area Expansion – Planning Meeting/Committee

### Operations- Lifts - Dave Steele

- Jonny Bonk – Welcome back to the lift maintenance team
- **Shout out to Sabastian, marauding for liftees, training, support staying cool under pressure**
- Thanks to Dean and James for ongoing volunteer support
- Engine Tach still required for L3
- Shovel crews need to ensure that up track is not sloped to the low-side. Excavate from the uphill side and fill on the downhill. sweeping doesn't cut it. take your skis off and dig. The track will be wide, easy for guests to use and a rider induced derail or stop will be unlikely - **ACTION: share this message with the Shovel Crew Leads**
- Plans moving forward with sprag clutch for L1- will simplify anti roll back and we now have time to procure. Current challenge is dealing with solenoid which disengages pawl, probably looking at 2023/2024 for this change.
- 2022 Will convert all T's to a borer system, will get rid of the teeter totter seats
- Gear reduction unit is truly unique – when looking to SEW to supply a comparable, reconditioned unit, we found that there were no exact matches available. a replacement unit with suitable gearing would exceed tolerances for adapting to the current mounts. There were, and continue to be some concerns with the old unit, but it appears to be hanging in there. Consideration will be made to remove these units and have them serviced by SEW in the off season
- Have not pulled trigger on new counterweight/maintenance hardware purchases, yet.

### Snow School and Ski Shop – David Mazzucchi

- January 8-9<sup>th</sup> First Nation Group (Kayukat ?) canceled its visit because of the COVID-delayed start to the school term.
- January 10<sup>th</sup> (Monday) School Group (Alert Bay) canceled due to concerns about road conditions and the communities concern over the Omicron variant.
- Wolfpack starts this weekend (Sunday January 9<sup>th</sup>). We have a skeleton crew for coaches, hoping for commitment from some Cabin kids.
- CainStar 2022 stickers are in the ski shop. DOD's can ask for some to give out during your shifts.
- **Action:** Review of Magic Monday's in light of school group cancellations and Covid situation.

## Finance & Technology – Eric Sprenger

- Office Phone Line has been unreliable. These issues seem to be impacting all Xplornet customers. Quinsam has been working hard to keep ahead of the changes, but there has been some downtime. It's unlikely the phone will be reliable until we get Starlink Internet (ETA still early/mid 2022). I've purchased a new phone with cordless handsets to hopefully provide more access to the phone line for Protec.
- A portable sat phone has been purchased and will be heading to the hill. We pay a huge rate per minute for calls, so this phone should only be used when the office phone line isn't working, and if there is an imminent and dire threat to life. After some testing I've determined it will not be suitable for Protec to contact us.
- I've been getting consistent alerts about us reaching our bandwidth limit with Xplornet, which means we are using a lot of internet. This has the effect of impacting the reliability of the phone. Until we get Starlink internet use should be limited to POS transactions and the phone. **Ski Shop, TB, and Café staff should not leave their laptops connected to the Cain network, and should only connect when outside of business hours. Staff and Members should be prevented from using the laptop in the TB.** I know everyone has a good excuse to get access to the internet or the POS wifi, but we need to cut back access and usage as it's impacting critical operations, and costing us overages.
- A budget update is in the works and will be e-mailed out later this week, with the holidays there hasn't been time to get an update.
  - **Action:** Directors to communicate with staff and volunteers to limit internet and phone usage
- Vendor account setup is on-going. Please continue to get your requests into the [accounting@mountcain.com](mailto:accounting@mountcain.com) e-mail address and we can get that stuff setup.

## Cafe – Alec

- Jamie is asking about using the beer garden for BBQs on a non-regular basis. What does the Board think?
  - Liquor license allows it if it follows the PHO. Very good idea for special events, otherwise we should avoid its use.
  - **Action:** Jamie to present a plan to ensure Covid-protocol compliance and hiring appropriate people for a beer garden for selected events.

## Communications - Jen:

- Website is "done" (websites are never done as there are always changes needed).
- I will be working on a page to highlight our Board and Staff – hopefully done by February
- We had to increase our MailChimp account as our email list now exceeds the limit for the free account. It is about 30.00/month.
- We have done no promotions this year to avoid lineups
- There is a photographer from the Globe and Mail coming up this weekend
  - No compensation to be given if the photographer stays in Mount Cain accommodation.

- Mike G: People need to be aware of on-going radio chatter before using radio frequencies for unrelated issues.

## Hospitality & RV Park – Erin Pickering

### Update:

- Ticket Booth/ Sales:
  - Total paying skiers December 18- Jan 3<sup>rd</sup> - 1024
  - Busiest days: December 31 – January 3<sup>rd</sup> (Over 130 each of those days)
  - Online sales opened for this season and were used.
- Cafe:
  - Vaccine Passport checks occurred regularly – thank you to Host and the Tavern staff.
  - Food and beverage contract signed – thank you Eric.
  - Need to improve communications to patrons regarding size of group and not mingling. There was one night where two tables joined together
  - Have reiterative PHO protocols regarding tavern with our contractor.
    - ◆ **Action** Erin: Communicate with Jamie about appropriate times to wear a Covid mask (outside of kitchen area, and when preparing food)
    - ◆ **Action** Jen L and All Directors: Send out communications to recruit new HR and Accommodations directors for next two seasons.
  - Greg: concern over smoking at Turk's Tavern
    - ◆ **Action** Erin: Replace No Smoking sign in front of Cafe
- Accommodations:
  - Thank you to Megan our accommodations manager and to Sally and Jean Luc our cleaners/caretakers for helping to ensure a safe and clean location.
  - Full over the winter break. We had a few cancellations due to concerns about Covid.
  - Reminder that Megan is in charge of guest accommodations, not staff accommodations – staff accommodations questions/concerns should be addressed to myself – and hopefully Sean P moving forward.

### Discussion:

- Consider changing accommodation policy – vaccinated people only?
  - Options:
    - Change nothing
    - Reduce Kapitany to 50% capacity
    - Make vaccines mandatory for Kapitany
    - Both
    - We will need to consider how we would check for vaccines, since check in time can be sporadic.

After discussion board decided to maintain status quo.

We will need to consider action plan if PHO changes affecting Kapitany (more staff required and/or greater DOD responsibility).

## **RV Park Update:**

- All members paid, and agreements are being collected – have received a few hard copies and a few verbal signatures – working to have this completed before Feb. Meeting
- RV Outhouse, full ( we are up the pipe) – looking for possible solutions – ideas??

## **Ski Patrol – Greg Muirhead**

- Great start to the season.
- Very successful training weekend, complimented by presentations by Campbell Rivers Search and Rescue President Tim Fairbanks.
- Thorough inventory of all First Aid supplies completed early in the season.
- In the process of re-stocking all medical supplies in the Trauma room. Process being completed under the guidance and direction of Ski Patrol's Emergency Room Physician.
- Patrol is currently running four cohorts of patrollers, each with about 8 patrollers per team.
- Avalanche Canada will be making a visit to Mount Cain on Thursday January 6<sup>th</sup> and will be heading up the mountain, either via snowmobiles or touring. The intent is to gather observations from the adjacent back-country terrain which will allow them to make MIN posts for the area as well as to ensure the avalanche forecast accurately reflects conditions around Mount Cain.

## **Discussion: In Camera (9:29)**

Out of in camera (9:52) Rise and report that a guest issue was discussed and Mount Cain has served a trespass order to an individual. Departments will be informed by their Directors.

Motion: MCAPS online board meetings shall run no longer than 2 hours and 30 minutes each month. Motion not taken. This will just be a goal for future meetings.

## **Next MCAPS Meeting:**

Saturday February 5, 2022. Location: Above Ticket Booth