



Mount Cain Alpine Park Society Meeting Minutes 2022-10-01

Mount Cain is located in the territory of the 'Namgis First Nation. The mountainous area near the Davie River, or Dzudzux'an, is known as Papikalan in Kwak'wala, meaning 'place of marmots. The Mount Cain Alpine Society honours and respects our relationship with this nation and are grateful to be able to recreate on these lands.

Call to Order:

Meeting Location MCAPS office

Meeting chaired by Erin Pickering

Recording Secretary: David Steele

Adoption of the MCAPS 2022 Planning Meeting Minutes

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Adoption/ Review of the 2022-08-23 minutes

M:

Additions to the October 1st Agenda

Adoption of the October 1st 2022 Agenda

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Director's Attendance:

Name	Director	Executive Role	In Attendance
Erin Pickering	Hospitality	Chair	YES
Eric Sprenger	Tech Support	Treasurer	YES
Dean Hunchuk	Buildings and Construction	Vice Chair	YES
Greg Muirhead	Patrol		YES
Christian Tuters	Ski Shop and Snow School		NO
David Mazzucchi	Grant Applications		No
Darren Anonson	Operations- Snow Machines		YES
Mike Green	Operations- Road/Generators		YES
Dave Steele	Operations- Lifts		YES

Lynette Tanaka	Human Resources		No
Pete Davidson	Occupational Health and Safety		NO
Alec McBeath	Administration		YES
Jen Lash	Communications		NO
Max Oudendag	RV Park		NO

Agenda:

1. Subcommittee update
2. Director reports

1. Subcommittee Reports/Updates

- New Lodge Building Subcommittee: Chair - Dean Hunchuk
 - 80% of the required engineered drawings are now with the architects. Meeting with them over the weekend to discuss next steps.
 - Received engineered drawings are now housed on the share drive – Directors > new lodge > Engineered Drawings.
 - Dean H discussion with Stewart Abernethy in terms of how to proceed
 - Talk to Gov regarding delay in spending, open up line of communications
 - Darren M and David Z need to get together regarding extension letter
 - DH hopefully able to purchase materials in a month
 - MG – temporary rental of washrooms

ACTION ITEM --- Dean Hunchuck to investigate rental bathrooms and holding tank, similar to pop up fire bases.

- Donations/Volunteer Subcommittee: Previous Chair Darryn M
 - *Is a new chair person is required or is this committee's work complete?
 - Review sponsorship packages and complete advertising calendar
 - [Sponsorship Document 2021-22 – for review](#)
 - **ACTION** – ERIN P Volunteer Policy to be reviewed at planning meeting
 - **ACTION** - Alec M and David Z to connect regarding corporate sponsorship program

ACTION Erin P to ensure ticket booth staff know how to track complimentary passes and accommodations and provide update during regular director meetings.

- Parking Lot/Camping Subcommittee: Previous Chair - Matis Valdmanis
 - *Is a new chair person is required or is this committee's work complete?
 - **ACTION** Mike Green to provide a new parking map at next meeting
 - **ACTION** Greg follow up with an alternate volunteer
- Trailer Park Subcommittee: Chair - Eric Sprenger
 - **ACTION** – detailed updated added to these minutes
 - Mission statement

- **ACTION ITEM MAX O Next directors meeting - presentation**
 - **Where we are at**
 - **Agreements**
 - **Applications**
 - **Selection Process**
 - **Compliance With Lease Area**
- **Next steps**
 - **2022/2023 Disseminate New Agreements and Notice to move**
 - **Everyone moves next year**
 - **Applications in for 2023/2024 RV park use must be in by April 10 for April 29 planning meeting**

Mike G – Ensure that the first step in RV park process is anything outside the footprint is moved in to compliance.

ACTION MAX to post notice to RV owners that the RV's need to be moved this coming spring so be prepared
ACTION – Eric – Disband RV subcommittee and all conversations will occur via directors' group.

2. Director Reports

Erin Pickering, Director of Hospitality, Chair

Chair's Report

Update:

- A HUGE thank you to the 80+ volunteers that attended our work party on Saturday September 17th, much was accomplished. Many of our volunteers arrived on Friday night and pitched tents in the parking lot to ensure they were here to help out – an extra big shout out to the folks sleeping in the parking lot!!
- Please submit a criminal record check to Alec McBeath ASAP.
- Meeting Structures and report submission
 - Meetings take place on the first Saturday of each month (unless otherwise noted) at 4pm
 - Agenda for meetings will be sent out one week prior to the meeting for review
 - Directors are asked to submit their reports at least 8 days in advance so the secretary can assemble and send link to the agenda.
 - Cain emails should be checked regularly, if there is something urgent you will receive a text message from an executive member asking you to check your email.
- Jen Lash has accepted the nomination to be secretary for the 2022-23 season. Thank you Jen.

Discussion:

- North Island Appreciation Days and North Island fundraiser
 - Suggesting that during the week of spring break (March 27-31) discounted lift tickets for north island residents (based on postal code – communities including Sayward north and north west)
 - 50/50 raffle or online silent auction in support of a north island community group – such as food bank.
- Snowshoe trails and Maps
 - Will we be updating/ improving our signage for trails? Will we be creating maps – ticket booths often ask where folks can go but do not feel comfortable sending folks off into back country areas when trails are not clearly marked and/or no maps to provide.

- Training Weekend Plan
 - ALL Employee meeting – first thing in the morning? Or at the end of day one?
 - I would like there to be a mandatory meeting for all staff to review the handbook and discuss things that are relevant to all staff/volunteers at training weekend.
 - Is there a board member that would like to try a territorial acknowledgement at training weekend?

Hospitality Report

Accommodations:

Update:

- Online booking opens November 8th 6pm to general public via Cain booking site.
- Reminder the Cain Lodge closet rooms will be released weekly for booking – Tuesday 9am for the upcoming weekend.
- Directors – please alert Megan – accommodations@mountcain.com about any corporate sponsorship accommodation request by October 5th.

Tavern:

Discussion:

- Purchase of new vacuum for lodge/hostel floor
- Purchase of a large barbeque to be used by the Tavern and for other Cain events (Like ski patrol fundraiser)

David Mazzucchi, Director of Grants

Update:

- I decline the nomination as Secretary as I am horrible at taking meeting minutes and cannot guarantee that I will be able to attend most meetings this season.
- My first task as Director of Grants will be to look into renewing the Cain Road Maintenance grant, I believe that this year will be our last payment. -
 - ACTION ITEM – David M to connect with Mike Green Regarding Road Grants prior to further investigation.
- The night lit - toboggan hill / tiny home infrastructure upgrade will be the grant that I will try to find big money for.
- I will seek a modest amount of funding for snowshoe trail signage, markers and brushing.

Discussion:

- Suggestions for grants that Cain could apply for and what types of things you would like funding for?

Alec McBeath, Director of Admin

Update:

- Property insurance will be emailed to directors to update values
- Volunteer insurance for accidents will be discussed when I apply for our renewal of commercial liability (see action items from planning meeting with Pete Davidson)

- Crim record checks will be emailed to directors soon.

Darren Anonson, Director of Ops: Snow Machines

Update

Still working with Apex to do a deal for new tracks on the Red Cat. They have Aluminum, we have steel, we have proposed a trade plus some cash.

I've reached out to Courtenay Motorsports a couple times throughout the summer to see if there is a newer Skandic for trade, nothing as of yet.

Discussion

Sled Training: I've been talking with Bill about doing our sled training this year so we have our employees properly trained and ticketed on the snowmobiles. He is willing to do the training, but thought a better idea would be to have one or two Mount Cain employees certified to do the training. He figured it was about a \$600 course and took a couple days. I think it's a good idea, what does everyone think and who would make the most sense to get trained?

MOTION Darren Anonson – seconded by Mike - training for one or two employees to become snowmobile instructors with the aim of improving safety of our volunteers and staff – \$1500 per employee.

Motion passed

Events:

Update

We have been working with Key Volunteers who will be taking on a single event. As it stands now:

Cain Cup-Christian

Backcountry Fest- Keiran

Viking Fest- Grooming/ Nahum

Kids Fest- Trish/Lisa

Cypress Cup- Patrol/Neil

Will start getting together with key volunteers and organizing sponsors, prizes, promotions and try to outline any other specifics that need to be addressed early to ensure we have strong events.

Lynette Tanaka, Human Resources

Employee Handbook:

The revised employee handbook is near completion. Thank you Greg for printing a few copies of the DRAFT copy for the board to please review and discuss. This is very rough and unformatted, awaiting edits from the board. This is currently 3 8.5 x 11 pages folded in half to make a "booklet". This new format is also available via online – link provided.

Key items I would like to bring attention to:

- new addition of the land acknowledgement I copied and pasted from our website
- new addition of the staff accommodation code of conduct

- new addition of list of current board of directors, yes/no?

Please review all sections and send me your edits/suggestions.

ACTION ERIN- Review expectations Staff Handbook at Training Weekend – 8 am, to kick off day. Parents, volunteers, and staff welcome.

STAFF Manual LANGUAGE NEEDS TO BE REVIEWED PROVIDE FEEDBACK TO LYNETTE BY OCT 7TH

Staff Accommodation:

- discussion - youth staff (18 and under), custodial consent required for youth staff to stay elsewhere, outside of staff accommodations. How does the board feel about this policy? Note, it is mentioned in the draft employee handbook.
- Call out for donations of gaming devices, DVDs, board games... I am happy to do this on my personal facebook page. Any other ideas/suggestions here for updating the fun factor for the kids?

Hiring:

- Ticket booth has a complete staff
- One or two spots open in ski shop, I need job description for ski school instructors.
- Awaiting returning liftie staff info from Sabastian. Perhaps another nudge is required from his director 😊
- Working on firming up hiring details with Jean luc replacement, Brandon.
- Carly Lawrie (café employee) is interested in Sally replacement, hiring process underway with Megan
- Megan would like to fill a second cleaner position

Other discussion items:

Does Mount Cain currently require all staff to be fully vaccinated for this season?

Mike Green, Director of Operations, Roads and Generators

Update:

- Road and parking lot work will continue next week.
- Parts have been ordered for grader repairs.
- Will send recommendations to parking lot camping subcommittee for parking lot flow once project is complete

Discussion:

- **Planning Meeting discussion on Summer Time Director and advertising for next AGM.**

Dean Hunchuk, Director of Operations, Roads and Generators

Update:

- Tons of work done on the work weekend – will be assessing this year's priorities this weekend.
 - Blueberry and Cypress roofs re-screwed and soffits completed (90%)

- New septic fields designed and finalized to include upgrades to the “old lodge” building.
- Fire extinguishers need to be gone through this year.
- New caretaker will be hired soon (nothing official yet!)
- New furniture (leather couches) purchased for Kapitany this week.

Discussion:

- CAbin booking and corporate sponsors.

Eric Sprenger, Treasurer & Director of Technology

Update:

- GIC switched over to cashable term deposit. Went from 0.2% to %2.15%.
- Moved 1.1million to a new cashable term deposit, also at \$2.15%
- Starlink install is completed with Xplornet as an automatic failover/backup.

Discussion:

- Update signers: Remove David Mazzucchi, Remove Danielle. Add Jaclyn, add someone else?
- In camera: Wage discussion.

ERIC MOTION REMOVE DAVID M AND DANIELLE R FROM SIGNING AUTHORITY ADD JACLYN AND GREG

1 ABSTENSION 7 IN FAVOR MOTION PASSED

IN CAMERA MOTION ERIC, No objections passed

In CAMERA MOTION ERIC – regarding staff compensation passed NO OBJECTIONS NO ABSTENSIONS.

Motion Move out of Camera - Passed

ACTION ERIC TO CREATE BUDGET SCENARIOS MODELLING WAGE INCREASES, FUEL INCREASES VS LIFT TICKET, SEASONS PASS AND ACCOMODATION RATE INCREASES

Greg Muirhead, Director of Ski Patrol

Patrol has been painted and looks great. Huge thank you to all volunteers who helped out.

Will have 4 full teams of patrollers this year.

Will have only two paid patrollers on during weekends. Shifts will start at 0730 and end at 1630hrs. Wage remains the same as last year. No increases and no additional hours.

Need to discuss what over night first aid attendant will look like.

November First Aid Training – Wilderness First Responder Training at Mount Cain NOV 11 -\$600

Patrol building will be main site. Lodge may be used for classroom activities. Patrol director to be on site for duration of course

Saturday December 3rd 4pm (training weekend)

Saturday January 7th 4pm

Saturday February 4th 4pm

Saturday March 4th 4pm

Saturday April 1st 4pm

Planning Meeting April 29th.