

Mount Cain Alpine Park Society Planning for 2023-24 Meeting

Date: April 29 & 30 2023

Location: Cain Office

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.

Attendance:

Name	Director	Executive Role	In Attendance
Erin Pickering	Hospitality	Chair	Yes
Eric Sprenger	Director of Technology	Treasurer	Yes
Dean Hunchuk	Buildings and Construction	Vice Chair	Yes
Greg Muirhead	Patrol		Yes
Christian Tuters	Ski Shop and Snow School		Yes
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		Yes
Drew Nagainis	Occupational Health and Safety		Yes
Alec McBeath	Administration		Yes
Max Oudendag	RV Park		Yes
<i>Jen Lash</i>	<i>Communications</i>	<i>Secretary</i>	<i>Resigned April 10</i>

Meeting called to order at 9:18 - Erin Pickering Chair, Dave Steele Recording Secretary

Erin – recognition of meeting on the traditional lands of the Namgis people

1. Review and adoption of Previous Minutes
[March Minutes Adopted two abstentions](#)

[April Minutes Adopted two abstentions](#)

- Motion: Both April and March minutes adopted, each with two abstentions

2. Review and adoption of the Planning Meeting Agenda

- Motion: Erin
- Second: Greg
- In favour: All

3. Old items

- [Review of 5/10 year plan](#) – Action: Erin to update and forward to board for review.

4. Standing Items

- Review Financials / Budget - including Capital expenditures. Good year 190k net revenue. 100k contingency fund still in place, 150k placed in GIC. \$20k earmarked for groomers and have 50k set aside for start up costs. Now that accommodations are pre-sold the 50k for start up isn't as necessary, but still a good bench mark.

MCAPS would like to like to acknowledge David Howich for his continued contribution to the hill, specifically his efforts to manage machines, maintenance costs very low. This management was noticed in the financial review.

Action Item Eric to review GL for Travel and Training, Office Supplies

Action Item – Eric to review invoice coding at October 2023 MCAPS Meeting

Erin discussion around modernization of ticket booth admin – regarding reciprocals and complimentary tickets and passes.

Mike Green – Accrual or Reserve account for Capital Equipment – cats, groomers, graders, lifts etc.

- New Building Subcommittee
Stuart has started budgeting process, number discussed with engineer was approximately \$300 sqf to lock up. Not including deck area - \$800,000 – \$970,000. For a finished building \$1,300,000 guestimate

Mike Green: Has energy consumption been considered for new building?
Will 55kw run additional building

Discussion of building location – parking lot, adjacent to lodge, and Darren suggested / asked could the building be located where the ski patrol building is now?

- Ski patrol building is easy to move, several locations to choose from

Laundry Facilities will be required and have been requested by accommodations department.

ACTION Dean to get updated budget information and host, special meeting including all directors. Budget and location will be focal point Stuart invited as guest

Max concern if there is a budget over run, could we have a building sitting idle, unfinished for an extended period of time waiting for additional funds.

Dean, once we have numbers, we will be able to reassessed. Mike agreed we need to see a budget as soon as possible to make informed decisions.

Dean recognized by group for the effort that has gone into the project

- **RV Park**

Max – receiving full cooperation from RV park residents in terms of policies and 11 tenants have been responsible for a significant contribution in terms of volunteerism. 7 of 11 RV's are outside the approved footprint. Significant task in moving these RV's. 50 applicants for new RV space many legitimate applicants, can strengthen the foundation of the mountain by having space for human capital. Will also generate revenue 10 spots would generate 8k in revenue and also increase the pool of people willing to contribute

Erin – Discussion with David Kim – we recognize that there is an issue RDMW is willing to work with us, unfortunately recommendations are not currently available. RV Park has not been on the radar of province or RDMW. Upon official contact, there does not appear to be significant concern from the crown or RDMW. There is not a feeling that we need to immediately move out of tenure RV's we may be able to amend into conformance

Discussion of urgency, pros/cons of moving all RV park tenants as this time.

- Greg – concerns about mountain indemnity.
- Mike Green – new site was planned to be a way to reset, have MCAPS assume some control – proven compliance to address membership concerns.
- Darren- we believe that we committed to moving in 2023, and the new pad is constructed.
- 5 year plan includes goal of base area expansion that would include this area (as it is only partially outside)
- The rv agreements and commitment to meaningful contribution to the mountain currently applies to the RV park residents. Structures in place for MCAPS to oversee exist.
- Expansion would allow for more of our current volunteers and staff to be safely and properly housed. this in turn leads to more involvement.

MOTION moved seconded - move rv's currently outside the base area boundary to inside the boundary

Motion does not pass 3 in favour 8 against 1 abstention.

Review of potential candidates to move into RV pad.

MOTION ERIC Ratify 10 out of the 11 residents who have move out exemptions. Seconded by Max 8 in favour with 4 abstentions.

MOTION MAX to accept 9 applicants as 2023-2024 residents in RV pad
Recused from motion Drew Greg and Eric
Seconded by Christian,
1 abstention 8 for 3 recused motion passes

ACTION ITEMS

Max Needs to deliver three warnings

Eviction notice needs to be given

Drew needs to investigate indemnity for RV parks

5. New Items for Discussion:

a. Summertime Director

Mike Green – Need to make this a hired position

Erin, need a list of director/paid positions, list of job descriptions

Action Items: add a position at agm, “Off Season or Summer” director

Erin will highlight at the AGM that directorships will be moving into a 12 month situation vs a Dec to Apr if off season months have activities planned

Greg many ski patrol have indicated their interest in supporting off season operations just to have the opportunity to be at the mountain over the summer

Motion Mike Appoint a director for strategic plan coordination of summer time operations. Eric seconded 12 in favor motion passed

Motion Eric Create a position for director at large for whomever is elected as chair Dean Seconded, 11 in Favor 1 abstention. Motion passed.

b. New Lift Proposal

Motion Mike Add lift expansion within vicinity of 4 oclock trees to the tenure plan
Seconded by Dave Motion passed with 12 for

c. Base Area Expansion

Motion Mike proposed operating area expansion concept to be shared with 'Namgis
Darren Seconds Motion passed with 11 for and 1 abstention.

d. Emergency Vehicle purchase

Action Item Greg to provide briefing on TEAMS system for next board meeting
Greg Drew and Darren are going to provide costing at August board meeting

Director Updates/ Request and Plans for 2023/24

Eric Sprenger, Director of Technology, Treasurer,

- Capital Expenditures
- Budget for Next year?
- Reminders and tips from bookkeeping
- **Motion Eric Allow dogs in the non-sleeping areas of the cabins and kap suite.**
Lynette seconds 10 against 2 for motion doesn't pass

Erin Pickering Director of Hospitality, President, Chair's update:

Year's stats

<i>Year ending</i>	<i>Skier Visits</i>	<i>Skier Visits per day</i>	<i>Days Open</i>	<i>Opening Day</i>	<i>Members</i>	<i>Season's Passes</i>
2023	9,842	154	64	17-Dec-21	2522	239

- Discussion: do we continue to require membership to ski? - Yes.
- Action – Create a mail out that includes all director and employee positions available in the fall. Include descriptions of roles/jobs. (to be emailed out to membership following planning meeting.)

Discussion – Current roles and portfolios; positions to be elected at the AGM

- **Positions up for election at the 2023 AGM**

Position	Held By	Standing for Re-election?
Hospitality	Erin Pickering	No
Communications / Marketing	vacant	
Ski Patrol	Greg Muirhead	Yes
Ski Shop and Snow School	Christian Tutors	Yes
Operations- Snow Machines	Darren Anonson	Yes
Operations- Lifts	Dave Steele	Yes
Human Resources	Lynette Tanaka	Yes
RV Park	Max Oudendag	Yes
Summertime Director		
Events?		

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- Discussion DOD shifts and responsibility:
 - o Approx 5 DOD shifts. Consider that we need to ensure all days are covered as the months roll.
 - o DOD shifts should be penciled in to the schedule by December 15th.
 - o It is the responsibility of the scheduled DOD to find a replacement should they not be complete shift.
 - o All Directors are expected to complete DOD shifts.

- Discussion – Cain hours – should we move to a 9am T bar start time? **DOD Call, if we can do it lets try to open early@ Greg will strive to have patrollers at L3 as early as possible.**
- Discussion – \$\$ sending Director Delegates to the annual CWSSA conference – ear mark funds to ensure two people can go.
- **Motion Erin allocate 4k for cwsa attendance 1 against, 1 abstention 10 in favor passes**

- Discussion: \$\$ purchase and provide Jacket and Pants for Lift attendees. - no decision at this time.
- Discussion/Review: current staff/volunteer benefits and family passes – are there different “rules” for different volunteers?
- Operational Calendar 2023-24 Review and confirm dates
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Hospitality Update/Desires

- **Café**
 - o operator has expressed interest to stay on.
 - o Operator requesting additional signage regarding smoking and regulations
 - o ACTION ITEM Erin to review contract and provide update at August board meeting
- **Accommodations**
 - o Accommodation manager has expressed interest to stay on next year.
 - o We will continue with the Tuesdays for the Cain Lodge Hostel rooms, but the “go live” time will change to 6pm
 - o Work Party Lottery system will continue again this year.
 - o N’angis Cabin collaboration update
 - (Mike) Good for mountain to have another option for accommodations also mutual benefit in Mt Cain managing cabin bookings and supporting healthy relationship.
 - Accomodation manager liked this as a possiblity for larger groups/school groups. Booking system supports additional sub groups.
 - Cleaning may be a challenge.
 - o ACTION ITEM Mike to provide update regarding N’angis Cabin operations at August mtg

- Accommodation updates
 - o TRADE ACCOMODATIONS/ CORPORATE SPONSORS – accommodations need to be booked before September 15 or they cannot be guaranteed.

- Accommodations will go on sale for Public purchase November 7 2023 at 6pm
- Provide updated pricing and any other details to Accommodation Manager by September 1.
- Cleaner positions need to be filled for next year
 - Accommodations cleaning hours 1p – 5pm on Mondays. How many people are required to make this happen?
- **Ticket Booth**
 - Ticket booth manager has expressed interest to stay on for 2023-24
 - Will require all new staff next year – 3 to 4 people.
 - Discussion: - Uphill passes
- **Other:**
 - Printed Trail maps – do we want them? Might this be an area for sponsorship – map on one side, sponsors on the other?
ACTION Christian T, can we get trail map goggle wipes and other merch?
 - Events and Cash – need better processes put into place to ensure proper cash out, tracking and depositing of cash.
 - Spare POS to be set up as it's own entity – not connected to ticket booth?
 - Need to ensure that all sales are recorded and reconciled with POS sales report. Cash sales should also be recorded on the POS machine. - or need an orderly and consistent way to track.
 - Need someone in charge of money during event; needs to work with DOD/ Ticket booth to ensure money is deposited in the safe.
 - **2023-24 Operational Calendar need to include as appendix.**

Greg Muirhead – Ski Patrol

Radio Chatter – Getting excessive with non-operational related communications and is beginning to interfere with essential operational communications. Needs to be addressed with all staff and cabin owners who have private radios operating on Mt.Cain Ops channels.

Emergency transport vehicle - Transporting injured patients to the bottom of the hill to a waiting ambulance for a patient transfer. Viability, and necessity?
Discussion did not lead to resolution – will be discussed again.

Operating Minimums – MCAPS required levels of staffing, operating minimums and recommended first aid requirements for our unique location as recommended by our insurance provider / industry standards and BC – MWRD operating agreement.

- § 4.03 / Schedule J - #5 / Schedule I – point F -subsection IV.
- Minimum numbers of patrollers to operate the hill safely.

Greg - 6 patrollers **minimum** to run a full mountain operation. 3-4 for lower mountain only
Greg – has confirmed that we are running within best practices in terms of patrol operations.
Greg – move to having one paid patroller during the day rather than two

Family Passes - Family pass clarification (should be streamlined into unison with all other family pass policies if not already)

Clarification 1 year you get a solo pass and following that family pass

Morning Briefings - Morning meetings between DOD and Patrol need to happen on a consistent basis. DOD should be at morning patrol meeting and morning patrol/groomer meeting.

Traffic within the CRA - Uphill skiers / uphill skin track / public on hill before we are open and machines operating. Generating significant safety concerns and it is well within our scope to limit access any time during our operational calendar.

Action Item Greg uphill plan presentation at August board meeting

Mike Green, Operations, Roads and Generators

- Update on off season road work.
- Discussion – Mount Cain Shuttle/Bus

Lynette Tanaka, Human Resources

- Updates from the CWSSA conference
- Discussion of Employee expectations, benefits and rules on mountain
- Staff Bonus – buddy passes provided at christmas?

Action Item Erin develop and organizational chart to present at August Board Meeting

Action Item Lynette to ensure that staff can retain their employee handbook following sign off of understanding the rules

Action Item Lynette update handbook that Mt Cain equipment is exclusively for Mt Cain Use

Action Item Directors update job descriptions by JUNE for Lynette

Darren Anonson – Ops Snow Machines/Events

- Update on Filming at Mount Cain **No Update**
- Long term financial planning for vital equipment replacement and maintenance ie groomer fund
- Next year's event fundraising priorities

ETV Fund

Groomer Fund

Outreach for north island – food donations

ACTION ITEM Darren to connect with Megan Vladmanis regarding volunteering to take over corporate sponsorship

Western Forest Products interested in printing us new trail map signs **ACTION ITEM Darren Follow UP– WFP Gold River offering to provide updated stationary trail maps for L1/L3**

- Lisa interested in having the backcountry map redone. Discussion, possibly have Western fly it with Lidar and put it in to our feasibility study for new lift/expansion. **ACTION ITEM Dave Steele to investigate with WFP in terms of information sharing will report back at July board meeting.**
- Renumeration for donations/sponsors of events.

Dean Hunchuk – Buildings, Construction and Maintenance

Projects for 2023

- Coyne Building - \$10,000
 - Accommodation Manager and Lift Engineer accommodation upgrade – Paint, windows flooring, cedar exterior on South wall, electrical (junction box in new bathroom & GFI outlet underneath), hotwater tank.
- Lodge - \$10,000
 - New industrial stove fan, new woodstove, hearth and pipe, electrical boxes, UV filter upgrade, kitchen door sill replacement.
- Cypress & Blueberry - \$2,500
 - New couch (Cypress) and rugs, move propane tanks, misc. plumbing.
- Kapitany - \$2,500
 - New Coyne shower unit install, paint shower door, boot room upgrade, runners, suite mold issues, suite carpets.
- Miscellaneous - \$10-15,000

Motion Erin, Greg seconded 75k approved for building maintenance. All in favor motion moves ahead

Alec McBeath – Admin

- Society Report
 - Crim rec checks
 - New Societies website

- Liquor license
 - Renew each year
 - Upload Dir Crim Record check
 - Beer garden
 - Site inspection

- Insurance
 - Commercial Liability and accident (Kaerus)
 - Waiver meetings
 - Photos, new signs (skier response code needed in bathrooms)
 - Renewal 20+K
 - General communications with Kaerus
 - Skidoos, rideshare, snowshoe trails, site visit, waivers, website insurance, terrain park
 - SWSAA – waivers, conference, 3rd party road work additional insured
 - Property insurance –via RDMW: Rose

ACTION ITEM Alec to connect with Greg on accessing posters/stickers required for posting skier responsibly codes from CWSAA website

- Reciprocals
 - Form via CWSAA
 - Put summary on our website (no details because always changing)
 - Mt Washington is our primary recip
 - Stats from June

622 discounted tickets, the 25% (public) and 50% (staff) discounts went into the same column on the Cain stats but can be easily split next year with two separate columns. The only discounts we had were for reciprocals. We kept track of the free days for staff members and listed everyone in the binder but that's at the mountain. We had about a page and a half of names for the free days.

- Manage BCeID passwords for accessing government websites.
- Corporate Sponsorship
 - o More involved in the beginning
 - o We have a sponsorship form
 - o Need a dedicated director (my opinion)
 - o Could do a new Cain Trails map and get sponsors logos.
 - With run names, history, snow shoe trail

Christian Tutters Ski shop and Ski school:

MOTION Darren, seconded by Lynette makes a motion to reduce wolf pack fees to \$20 a session from \$45 all in favour.

David Mazzucchi – Director of Grant Applications

No report at this time, will provide update at August Meeting

Drew Nagainis- Health and Safety:

1 WCB claim

Snowmobile training went well

Flags and sirens for snowmobiles

ACTION ITEM slow sign for the parking lot

Dave Steele – Ops Lifts

Lightening proofing L1

Electrical Circuit work on lower lift

Cable lube required

Painting and repairs 2025 25k

Max Oudendag, RV Park

Good response to a challenging year for the RV park residents. Significant rent increase paired with increased investment in a refundable deposit, New Lease Agreement, new set of guidelines along with it, requiring 40 hours of volunteer or employed work. Amid the looming uncertainty about the future of the RV park, we had the best rate of RV Park Lease Agreement signing in many years, perhaps ever. Everyone but one (so far) has signed and submitted their Moveout Exemption form.

We have received over 50 applications for the new RV park in less than 2 weeks since posting the link. Very interesting list of folks. Some very deserving applicants, given their investment of time and energy to this point, but also some good potential to recruit some skilled people who

could fill important spots up here. Eg. Electrician, groomer operator/mechanic/Snow school director..

Ready to respond to whatever outcome we decide upon for this summer's RV activity. If the current RV park is indeed to move/shift, it will require careful coordination with the potential construction of the 'building', and will require full cooperation and coordination of the current RV tenants. It will also require assistance/cooperation with mountain machinery in order to safely move RV's and mud rooms to their new location. If we choose to welcome a number of new tenants in the new RV park, I will begin the process of screening applicants and filling spots based on the morals we have set out in the RV Park Mission Statement.

Working Mission Statement:

The Mount Cain RV Park is a small community that was created by and for Mount Cain contributors, to provide convenient, affordable accommodation so they may more easily continue meaningful involvement in the operation of Mount Cain Alpine Resort.

Meeting adjourned 749pm

DAY TWO!!

Sunday Meeting 9:30 start

Erin Pickering Chair

Dave Steele Recording secretary

Changes to Attendance: Darren Anonson absent, David Mazzucchi present online, all other remain the same as day one.

New building - Board is feeling that the total budget for the New Building should not go over a budget of 1.3M and would hopefully be closer to 1.2M for finish. Keep this in mind when we look at the budget . if the initial budget is over 1.3 we will need to reconsider the plan.

If the building can be moved to the ski patrol bank without issue (budget increases ect) we would like to proceed with that.

- Considerations about ski patrol keeping in their building or moving/ do we just roll the building down the way and use it for staff accommodation.

Operation calendar discussion.

**Operation Calendar (64 operational days) - Appendix A
Christmas Vacation and Accommodation:**

- Confirmed – December 27 – January 8 accommodations are OPEN even without snow -- prior to this, they would be closed if lifts don't run.
- “this week is not refundable regardless of ski conditions.

Motion to accept the operational calendar 2023-24 as presented at the planning meeting

M: Erin S: Alec M: Passed 12

Eric and Greg to prep a package for New board members to be delivered at the Training weekend.

Ticket Prices –

Motion to include post secondary students up to age 25 into the Youth and Senior Category for all tickets – presentation of valid student id required.

M: Christian S: Max M 2 opposed - Motions PASSED

Action: Eric to update website titles and prices.

Maintain a moderate inflationary increase annually.

Motion: To increase by 2% all day/weekend tickets (except child category), accommodations and volunteer/director season passes.

M: Eric S: Drew M: 1 abstention - Motion Passed

Action: Erin to send out

Meeting Adjourned

Appendix A 2023-24 Operational Calendar with board meetings.

May to August - New Building mtg - Building work	Mid to late May online
August Board Meeting	Week of August 20-26 – online poll to be sent later.

45 th AGM agenda to be emailed out	By August 31sts – to include positions and descriptions d
Corporate Accommodations request due to Megan 45 AGM and Work Party	Saturday September 15 Saturday September 16 2023 (3 rd Saturday in September)
October Board Meeting	TBA
November Board Meeting Accommodations go live to public	Saturday November 4 4pm November 7 6pm
Training Weekend & Board Meeting – all employees to be in attendance. -all technology to be checked as set up - store inventory and stocking - <i>Greg and Eric to make onboarding package for new Directors</i>	Saturday December 2 MCAPS mtg 5pm Sunday December 3
Potential opening - if we don't open then accommodations are cancelled	Saturday December 9 Sunday December 10
Late Opening Weekend If we don't open then accommodations will be cancelled	Saturday December 16 Sunday December 17
Tentative single day (if open the weekends before hand) and good conditions. No accommodations	Saturday December 23
Christmas Break - full mountain open *note that accomodations booked during the christmas break will be open regardless of snow conditions. Regulary cancelation policies apply.	Wednesday December 27 Thursday December 28 Friday December 29 Saturday December 30 Sunday December 31 Monday January 1 Tuesday January 2 nd Wednesday January 3 Thursday January 4 Friday January 5
Regular operational weekend & Board meeting	Saturday January 6 – MCAPS mtg 4pm Sunday January 7
Magic Monday #1	Monday January 8 th lower mountain only

Operational Weekend	Saturday January 13 Sunday January 14
Magic Monday #2	Monday January 15 lower mountain only
Operational Weekend & Event Weekend (Cain Cup)	Saturday January 20 th Sunday January 21 st
Magic Monday #3	Monday January 22 lower mountain only
Operational Weekend	Saturday January 27 Sunday January 28
Magic Monday #4	Monday January 29 lower mountain only
Operational Weekend & board meeting	Saturday February 3 - MCAPS mtg 4pm Sunday February 4
Magic Monday #5	Monday February 5 lower mountain only
Operational Weekend & Event weekend – Backcountry Fest	Saturday February 10 Sunday February 11
Magic Monday #6	Monday February 12 lower mountain only
Operational Weekend	Saturday February 17 Sunday February 18
Family Day Monday	Monday February 19 – full mountain
Operational Weekend	Saturday February 24 Sunday February 25
Magic Monday #7	Monday February 26 – lower mountain only
Operational Weekend & Board Meeting	Saturday March 2 – MCAPS Mtg 4pm Sunday March 3
Magic Monday #8	Monday March 4 – lower mountain only

Operational Weekend & Event Weekend – Vikingfest/Blueberry Jam	Saturday March 9 Sunday March 10
Magic Monday #9 – <i>final school group</i>	Monday March 11
Operational Weekend	Saturday March 16 Sunday March 17
March Break week Kidsfest Saturday	Monday March 18 Tuesday March 19 Wednesday March 20 Thursday March 21 Friday March 22 Saturday March 23 Sunday March 24 -
Full Mountain Monday	Monday March 25
Operational Weekend with Easter Weekend	Good Friday March 29 Saturday March 30 - Kidsfest -MCAPS mtg 4pm Sunday March 31
Magic Monday – lower mountain only	Monday April 1
Operational Weekend & Event weekend Cypress Cup and Ski Patrol Fundraiser & Retro Day	Saturday April 6 Sunday April 7
Final Operational Weekend (if snow) Staff Appreciation AM and Work Party PM	Saturday April 13 last day for public Sunday April 14
2024-25 Planning Meeting	Saturday April 27 Sunday April 28