



**Mount Cain Alpine Park Society 2023-24 Season
December 2, 2023. Board Meeting Minutes**

Location: Hybrid - [Click here to join the meeting online](#)

Name	Director	Executive Role	In Attendance
David Mazzucchi	Grants	Chair	
Dean Hunchuk	Buildings and Construction	Vice Chair	
Eric Sprenger	Tech Support	Treasurer	
Dave Steele	Operations- Lifts	Secretary	no
Erin Pickering	Communications		
Greg Muirhead	Patrol		no
Christian Tuters	Ski Shop and Snow School		
Darren Anonson	Operations- Snow Machines / Events		
Mike Green	Operations- Road/Generators		
Lynette Tanaka	Human Resources		
Drew Nagainis	Occupational Health and Safety		
Alec McBeath	Administration		late
Sean Little	RV Park		late
Dazy Weymer	Summer Operations		
Vacant	Hospitality		

Meeting called to order

Recording Secretary: Erin Pickering

1. Land Acknowledgement

Mount Cain, located in the territory of the 'N_amgis First Nation. The mountainous area near the Davie River, 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 is grateful to be able to recreate on these lands.

2. Adoption of the November 4, 2023, minutes

Revisions required

Motion to accept November minutes – Erin Pickering

seconded by – Dean Hunchuck

Motion passes, 9 yes, 1 abstain

Additions and Adoptions of the December 2nd agenda

Additions – Mike Green Parking Lots Thursday and Friday.

ACTIONS

- *Lynette looking at the geography of our employees for review at the **planning meeting***
- *MCAPS Boards committed to attend Dec 19 RDMW Board Meeting – Dean Hunchuk and another director will attend (M. Green; C. Tuters)*
- *RDMW Grant in aid request (Dean and Mike --> RDMW mtg)*
 - *Might the RDMW consider increasing the grant amount some – compared with the grant provided to the Golf Course.*
- *Drew And Greg – **Avalanche Plan Update** – has received quotes – suggesting we move quickly because it might be hard to find someone in a month's time.*
 - *Discussion of which qualified professional to use. additional names were provided to Drew.*
 - *The board will make a decision when all 4 quotes are heard. Drew expresses this is time sensitive*
 - *CWSSA has been consulted and wonders why we need to have this done? Seems strange.*
 - ***ACTION: hold off until WCB site visit to get follow-up information regarding the necessity of this assessment. More information to follow***
- *Mike Green to share tourism document with Dazy - Completed.*

3. Directors' reports

David Mazzucchi - Director of Grant Applications - Chair

Submitted the 25% CERIP expenditure report. I need to submit future reports at 75% and 100% spending. **ALL INVOICES MUST BE IN BY DEC 31st to be covered by the CERIP grant**

- **The board was under the impression that the date was March 31st.**
- **David will follow up with grant administrator and provide an update to board via email**
 - **ACTION – board members to check email for update.**

In communications with CWSAA about the WorkSafe BC avalanche assessment request. This assessment is highly unusual given that there was no incident to warrant that an assessment be done. CWSAA recommends that in January during their site visit, we present a document of our existing Hazard assessment protocols to WorkSafe BC. If the Order to have a professional assessment done is

given again in January, CWSAA has offered to ask other ski hills if there is someone willing to do the assessment at a lower price than we were quoted.

* see action above – awaiting information from WCB site visit and CWSSA follow up.

2023-24 Sponsorship Poster – In-kind; last year's list was:

Abernethy Contracting - Black Cat Repairs - Home Structural Inc. - Karsten Construction - Lemare - Mathews Dinsdale Global Lawyers (remove) - Ministry of Forests - North Island Rockpro - PBX Engineering - Scott and Scott Architects - Strategic Wildfire (remove) - Strathcona Electrical - Tex Electric - Wedler Engineering - Western Forest Product

Roads and Generators: Abernethy Contracting, Lemare Lake, Ministry of Forests, Koprino Contracting Ltd., North Island Rockpro.

Davis Henderson is inquiring if he could start a shuttle service to Cain and back.

- The Chair has let him know that a service has nothing to do with us, but we support the development of this business as it has been an area that is not possible to manage by MCAPS.
- MCAPS can promote once service is operational.

Shore power for Byron? - Parking spot in front

Discussion of Operational Schedule and Opening day

- Staff are not happy about the single day opening on December 23rd. - single day opening is a lot of expense for staff.

Motion to cancel single day operation on December 23, 2023,

M: David Mazzucchi S: Dean Hunchuk - 1 opposed Motion Passed.

Action: Erin to update Calendar on Website to reflect the change.

- Day lodge is not available until at least December 27th.
- Ski Shop is hoping to be completed by December 22nd.
- If there is snow, we should open.

Schedule will continue as planned with announcement that there will be no lodge/ come prepared to stay outside. Washrooms and water available.

Actions: Directors, please check emails Monday Tuesday for opening December 8th decision.

IN CAMERA

Motion: D. Mazzucchi - S: M. Green

OUT CAMERA – Rise and report member issues discussed.

Lynette Tanaka - Human Resources

- Orientation was successful and all employees were engaged in a review of the handbook.
- Positions to be filled: additional cleaner/caretaker if we secure the 'Namgis Accommodations contract.

Darren Anonson - Operations- Snow Machines / Events

Snow machines Operations:

- Lukus and David Howich, Tony, Eli and Mason thank you for getting welding and track work completed.
- Cats are operational and good to go from a mechanical standpoint.
- Groomer was able to get to L4 today in the snow that fell.

Events:

- Viking fest will now include the cypress cup/ race and other events.
- 12 Hours of Pain will be the ski patrol fundraiser.
- Back country fest – may include a big air competition – location to be determined with safety in mind. “Cain style Natural Selection” 😊
 - o Looking for raffle sponsors – in progress
 - o Funds will benefit grooming equipment, or perhaps for signage on boundaries etc.

Erin Pickering – Communications & temporary Accommodations portfolio

Communications: -

- Please submit your communication requests via email – put NEWSLETTER in the subject line.
 - o Weekly newsletters will begin December 6
- Website – ongoing updates; please alert me to anything you notice or would like considered for change.
 - o Pending: Meeting with Brittany

Accommodations -

- 'Namgis Cabin Update – agreement has been sent and is in review.
- Using the sled is a larger concern; lighting and routing for in the dark arrival.
- Erin is going to lay out all the steps.
- There may be a trail this accommodation this year – we need a good reliable person to take on the caretaker positions.

Other:

- MCAPS Members Code of Conduct development - In process. Erin will report back.
 - o what already exists in our language/ constitution
 - o examples from other coops/societies.
 - o

Drew Nagainis - Occupational Health and Safety

- WBC site visit on a Monday in January - ask if they ski.
 - o Drew to cc Greg in his role as Ski Patrol
 - o Drew would like a few directors to be present during the site visit.

Dean Hunchuk - Buildings and Construction - Vice Chair

1. Lodge project – Site permit acquired.
 - New Wood Stove and Pipe installed
 - New Roof installed
 - Deck sealed
 - Electrical going in now – all 4 floors.
 - Septic system – 5000-gallon tank this year.
 - Wood paneling in ski shop with new racks next step.
 - **New washrooms on track to be ready by Dec 27 - pending.**
 - Building Accommodations use will continue into January mid-week - additional cleaning hours will be required for this additional usage. - Eric has offered his tiny home as an option to keep cabins clean.
2. Washrooms -
 - L1 “Composting” toilets complete (NO URINALS- available later)
 - o Please remind cleaning staff not to forget the composting toilets that have been moved into the parking lot.
 - New RV Park outhouse – 90% complete – **Sean Little to ask RV Park tenant to finish railings and remaining work.**
3. Fire extinguishers will be checked in the next month – they will be serviced on hill this year.
4. Drought contingency planning document – needs to be added to Water System - Emergency Response and Contingency Plan by January 31, 2024. **Planning meeting** discussion item – will impact possible summer operations.

Eric Sprenger - Technology - Treasurer

- Budget Review/Approval

- **Action:** Eric to provide Dean with a review of what the Grant in Aid from RDMW funds 2023 so that it can be shared at the upcoming meeting.

Notes:

- If you have staff, please make sure their tax forms and banking information make it to Jaclyn quickly, otherwise we will be unable to pay staff.
- If you get a donation of any kind (equipment, in-kind, cash, etc.) please make sure to send Jaclyn a note about it so we can keep track of it. If we don't track donations correctly, we could end up being in trouble down the road.

Ticket booth – ready to rock, welcome to new staff members!

Dave Steele - Operations- Lifts – Secretary

- **Training Day Planning underway. Seb led the day, thank you.**
- **Lift Operations planned for Dec 2, T bars will be installed on lower lift**
 - o **Action - Signage updates Required**
 - o Operating permits renewed
 - o **Action Pre-op inspection Required**
 - o SWP updates

Question – is there flexibility for school visits? Is only one school able to attend at a time? learned that Avalon is going to Mt Washington this year.

Our current instructor level does not allow us to facilitate more than one school at a time for rental and lessons.

More than one school can come if only one requires service.

Greg Muirhead - Patrol

We have a full roster of patrollers ready to go this season. Training weekend kicks off our season with 14 hours of training over two days. The training consists of extensive simulations, refresher for all patrollers, first aid skills and patient management skills.

During the offseason, nine season patrollers took part in some advanced training hosted in Nanaimo by PEAK Emergency Response Training. The 9-hour intensive session trained our first responders in some advanced pain management techniques. These patrollers are now certified to administer certain drugs to help patients when they are in pain, helping us to deliver the best possible patient care we can while treating patients at Mount Cain. Moving forward, we would like to increase the number of patrollers certified in these advanced

protocols every year. I am happy to partner with PEAK on this, and excited to see where it can lead to.

We continue to develop a Doctor on the Hill policy, with a trial run this season. Dr. Courtenay Thompson has been working very closely with myself and partnering Ski Hills to develop this protocol. Once in place and all the kinks have been worked out, the idea is to attract qualified doctors to participate in this program. I will report on this at the end of the season and have a full report on the status of this trial program at the AGM.

Last season Ski Patrol raised funds to purchase a new Vacuum Splint Set and a few new patrol packs. Thank you to everyone who donated, because of everyone's generosity, we have been able to acquire these new pieces of equipment. These will drastically improve the quality of patient packaging and care while on the hill and decrease the overall time spent packaging patients on the hill for transport to the First Aid Room.

Christian Tutters - Ski Shop and Snow School

Snowboard level I instructor course takes place January 6-8. CASI gave us 5 40% off vouchers for staff and volunteers

The Ski shop and ski school are fully staffed. The manager would like to review the succession plan and has identified possible candidates for the assistant manager role to help fill in on Mondays. The ideal candidate would be someone that could commit to multiple years. Part of this will be finalizing the job descriptions, duties and responsibilities, and communication expectations for these roles formally. I have been working on that and should have something together for training day weekend to set expectations for the season.

Looking for Snowboard Instructors – might be able to run a course early in the season

School Groups

Barb has the booking almost lined up and will share the schedule in the coming weeks. Jaclyn is going to be included in communications so that invoicing is more streamlined this year. **Still recruiting volunteers for magic Mondays, especially snowboards. Volunteers get a lift pass for that Monday and an additional lift pass.** I suggest making this something we advertise in our updates until we have too many volunteers.

Merchandise is all on order and starting to arrive. Shop will have merchandise once it is ready.

CASI Level 1 Snowboard Course will be hosted in early January – priority given to members who would like to volunteer or join the snowboard instruction team.

Action Item – Christian to speak with Billy re interest in course.

Mike Green - Operations- Road/Generators

Road work has been completed for this off-season. A fantastic job that will pay dividends for MCAPS. A special thanks to the Ministry of Forests who continue to support important access for recreation on forest roads in the North Island. Thank you to Koprino Contracting who while mobilized to the area for other work, provided equipment for the lodge and road work.

Once again, we have a full slate of volunteers on the grader for our operating days, thank Campbell, Dan, Peter, Sandy and Stuart!

Discussion item: Look for grants to help us with energy analysis and alternate power supply from our old generators.

- Top of mind for all of ski industry
- Money for energy audit - possibly Hakai connection via Darren.
- Action: Darrent to act for an energy audit and connect with Mike.

Alec McBeath - Administration

- Insurance
 - Liability insurance has been renewed invoice will be \$33k (increase from \$25 last year and \$20 the previous year)
 - Liquor License renewed for 2024 ~\$1100
 - Note on Liquor board sting operations – the inspector warned me to be careful with checking ID – I have communicated this to Jamie.
 - Beer Garden licensed for 4 special events done (no cost because we received Temp Use Permit in August after more than a year of working out the kinks in the application). - Cain Cup Jan 20, Backcountry Fest February 10, March 9 Viking Fest, 12 Hours of Pain Ski Patrol Fundraiser April 6
 - I am working on licensing the new deck and have asked the engineer who designed the lodge reno to certify our redline plan. Is there a plan for future renovations on that deck, anything that would affect that space and the area that I am applying to be licensed?
- Reciprocals – the document is in the SharePoint. The list can change so is not final but should be on the website. We can update it on the website as participants change.

https://mountcain.sharepoint.com/:w:/g/EX0kWZ_oASxlqFwXOvucP14BM6-Qhqo4euEdtcv1hvffrg?e=BePZDZ

- Signs- I have a number of signs that need to be put up. New skier responsibility codes, ‘read the waiver’ signs etc and a couple of new backcountry awareness signs. I will work on getting volunteers to help me put up signs in January when I am at the Mtn.
- CWSAA meetings – just a note that last year the price was very reasonable because of the grants we received (Kaerus paid hotels, and CWSAA paid conference fees- max 2k per 24 months). I would suggest altering our proposal from attending regularly to attending every other year or when we can get some subsidies.
 - 2024 Jasper Conference fee \$650 pp, hotel \$220 per night
- Board will consider sending directors when the grants are available.

Dazy Weymer - Summer Operations

- the summer operations document/ review was done in 2019 and many of the projects as such are no longer actually costed

Sean Little - RV Park – no report at this time.

Additional Items

Parking lot Mike Green

– Parking update – Thursday/Friday there is to be No Parking on the downhill side to the east of the Kapitany Lodge to the RV Park until after 4 pm on Friday evening - no parking in this area mid-week.

Action: Sean to relate message to RV Park tenants.

Meeting adjourned 6:25pm.

Appendix A - 2023-24 Revised Operational Schedule

46 AGM and Work Party	Saturday September 16, 2023 <i>(3rd Saturday in September)</i>
October Board Meeting	October 11, 2023, 7pm online
November Board Meeting	Saturday November 4 4pm

Accommodations go on sale to the public.	November 7
Training Weekend & Board Meeting	Saturday December 2 MCAPS mtg 5pm Sunday December 3
Potential opening day <i>- if we don't open then accommodations are cancelled</i>	Saturday December 9 Sunday December 10
Late Opening Weekend <i>If we don't open, then accommodations are cancelled</i>	Saturday December 16 Sunday December 17
Tentative single day If open on previous weekends and has good conditions. No accommodations	Saturday December 23 CANCELLED on December 2nd.
Christmas Break-full Mountain open <i>*Note that accommodations booked during the Christmas break will be open regardless of snow conditions. Regular cancelation policies apply.</i>	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 – full mountain open	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 – Viking fest	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	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 & Event Weekend – KidsFest- Saturday	Good Friday March 29 Saturday March 30- MCAPS mtg 4pm Sunday March 31
Full Mountain Monday	Monday April 1
Operational Weekend & Event weekend 12hrs of pain 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

Meeting Adjourned at