

Mount Cain Alpine Park Society - November Meeting

Date: November 29th, 2025 @ 4pm

Location: Onsite / Online

Called to order at: 4:10pm

Mount Cain is located in the territory of the 'Namqis First Nation. The mountainous area near the Davie River, or Dzudzux'an, is known as Papikaḷan 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	Attendance at meeting
Lucas Smith	Director of Communications		Yes
Kieren Britton	Director of Hospitality / Summer Ops	Secretary	Yes
Eric Sprenger	Director of Technology	Chair	Yes
Dean Hunchuk	Director of Buildings + Construction	Vice Chair	Yes
Matt Tjepkema	Director of Patrol		Yes
Christian Tuters	Director of Ski Shop + Snow School		Yes
David Mazzucchi	Director of Ticket Booth		No
Darren Anonson	Director of Events / Summer Ops		Yes
Mike Green	Director of Ops- Road/Generators		Yes
Drew Nagainis	Director of Ops- Lifts		Yes
Lynette Tanaka	Director of Human Resources		No
Mason Masales	Director of Ops- Snow Machines		No
Tyler Field	Director of Occ. Health + Safety		Yes
Alec McBeath	Director of Administration	Treasurer	Yes
Sarah Duggan	Director of Grants		Yes

Legend:

- Black writing – Discussions
- Purple – Defer
- Red – Motion
- Green – Action items

Motion to approve the agenda

Motion to approve – DA

Second – MT

None opposed.

Motion to approve the previous minutes

[October - MCAPS Board Meeting Minutes.docx](#)

Motion to approve – DN

Second – LS

None Opposed

Chair's Report (5 Minutes)

- Opening Plan
 - Wednesday we will make the decision as to whether we are going to open
 - Wednesday evening, staff will know if we are opening or not
 - Eric will be letting everyone know
 - Lucas will be letting the public know
- DOD Calendar ready to go, please fill in your shifts (4-5).

Reminder if you do sign up and you cannot fill your shift, it is your responsibility to fill your shifts.

Financial Report (5 Minutes)

- **Financial update** for this fiscal
- Suggest a % put away of profit to capital replacement fund
- [2025 November Financials .xlsx](#)

Bookkeeper

- Large invoice for approval to go through/be approved by directors (Paul)
- TD1s –claim \$0 to pay income tax

Secretary Report (5 Minutes)

- No board meeting in Dec, next meeting is Jan 3
- Action Items from last meeting:
 - Communications:
 - ~~Careers page~~
 - ~~Add donations onto the website~~
 - ~~Financials:~~
 - ~~Alec to follow up with Crystal about pre-season expense items~~
 - Technology:
 - Privacy policy that covers what personal information we store, and how that information is used.
 - Look into central action item location.
 - Oc Health Safety
 - Lynette and Tyler to discuss the handbook and adding an overall safety presentation
 - Eric to plan training weekend with Lynette and Tyler
 - Everyone:
 - Please provide Tyler the name and contact info of the representative from each department after training weekend (each should also have a backup in case can not attend meet)
 - Review signatures to say “The mountainous area near the Davie River, or Dzudzux’an, is known as Papikaṭan in Kwakwāla, meaning place of marmots.”
 - Other action items linked here. Please cross off the action items you have completed

Directors Reports (1-5 minutes each, let's try to keep this section to 50 minutes)

Note: Questions welcome; discussion and motions come after all reports are completed.

Director of Buildings + Construction

- Haikai grant and system instalment – done
 - SOPs coming
 - Huge thank you to Haikai and the others that have donated their time to help us with this project.
- Back of ski shop is short and final, couple things to wrap up but almost all done. Lots of structural work. Thank you Paul for putting in the extra time to getting this big project done
- Buildings will be a larger budget line item this year.
- Working on the Coyne Building accommodation room for housekeeping and caretaker

Director of Patrol

- Need to order some medical supplies, tarp, smaller items.

Director of Ski Shop + Snow School

- First off I want to start by thanking a few people that helped set this season up for success. Thanks to Dean and Paul for working so hard to get the ski shop back together. It was a great collaboration and I understand that many volunteers went into this. I have had great feedback from Cassandra and Jenna on how great it has been to be able to discuss how things should be put back together with Paul. Thanks to Lynette and Lucas for doing a killer job of getting us fully staffed.
- Updates:
 - Strong management team in place Cassandra shop manager, Jenna assistant manager, and Sasha rentals and School groups manager.
 - Merch is in a good spot with new items ordered and plenty left over from last year. We will continue to review inventory and bring new items in. If you have ideas, let us know.

- Rental replacements for this year are ordered and should be arriving late 2025 early 2026. Will review the list and assess what will be dropping off next year and need to be replaced.
- Looking into replacement snowshoes, might have found some cost effective options
- Replacement helmets, I will be putting together some quotes on this. Still hopeful there is a way to get a grant or sponsorship for these.

Director of Ticket Booth

- We're set for employees and June is on top of training. Thank you for all the creative staff recruitment ideas!
- Kids ski for free, but need a pass or ticket to ski on the mountain

Director of Events & Summer Ops

- Events are in the works

Director of Ops- Road/Generators

- Hopefully the generator can switch over in a few minutes and everything goes well
- Update on changes to grading volunteers

Director of Ops- Lifts

- Working with safety for licensing
- Pre-op inspections tomorrow
- Doing inspections soon with Tech BC
- Thank you to Sean, Rob, dean, Connor, Steve, and James
- Fall rescue gear is needed, estimated \$1.5K

Director of Human Resources

- I'm pleased to report that all departments are fully staffed for the upcoming season. Recruitment wrapped up earlier than in previous years, allowing teams to begin pre-season onboarding and training without gaps or delays.
- Key Highlights
 - Full Staffing Achieved: All operational, administrative, and guest-facing positions have been filled. No outstanding vacancies remain at this time
 - Improved Cross-Department Communication: This year's success is largely due to early and consistent communication among department directors, which allowed HR to anticipate needs and respond quickly.
 - Effective Recruitment Campaign: A special thanks to our new Communications Director for developing engaging ISO employee ads. These campaigns significantly increased applicant interest and improved the overall quality of candidates. Thank you Lucas! (and we will go to job fairs, that worked!)

Director of Ops- Snow Machines

- We have a new sled, coming up when we have snow
- Pat has done welding, just need to be tensioned and good to go
- Both cats are ready to run.
- New Groomer

Director of Occ. Health + Safety

- In the process of reviewing, editing, developing all policies and safe work procedures. Will review pertinent documents with director leads and any supervisory staff before finalizing and bringing to the board for adoption. Please forward me any SWP that you might have for your department currently in use.
- Draft of FA Assessment completed for the year. Will review with pertinent staff before posting. I have made 3 FA Assessments that cover on hill (operational hours 8-4pm), base of hill (operational days; 'off hours' 4pm-8am), base of hill (non-operational days). Can discuss further with operational staff as needed.
- Paul Denhaam has developed an interim working alone guideline. He has been doing 'start-up' meetings with contract and volunteer staff. I am in the process of formalizing this a bit better. We will need to document these prework meetings, especially when we are instructing people for projects and hazards are involved.
- Before end of training weekend, I want to land on who will be part of the OH&S Committee and have a brief meet Sunday afternoon. I will need a mix of

directors/supervisors/staff. Please provide me a name from your department. We want people that are interested in participating and making positive improvements to the health and safety of the staff and public. We would meet minimum 1/month and I would like to keep it relatively small group:

- Director Health and Safety – Tyler
- Ski Patrol Representative - (Matt please look for volunteers)
- Operations- grooming, roads, maintenance - (Mason or Mike please provide name)
- Buildings / cleaning staff – Paul Denhaan?
- Ski Shop / Ticket booth / instructors (Christian please provide name)
- Lifts - (Drew- please provide name)
- Radios are done, new channel updated
- **Action Item: Tyler - DOD policy code of conduct**

Director of Administration

- Link to new commercial liability, directors and accidental death policy
 - <https://mountcain.sharepoint.com/:b:/g/directors/IQBz6s57u45TQpTLQmrFd15WAXw-8X0OQn4jjmR9Z4A1C4E>
- Kaerus has a risk lawyer putting on risk seminars – this would be good for Tyler and other new managers (all welcome – I need email addresses of interested to register). 1-2 hrs online, Dec 18/19 **Incident investigation Seminar**
- Kaerus site visit in January or soon after opening
- Gas for cleaner as incentive – different from paying staff to drive up other staff
- I need a contact at RDMW to look over coverage of property insurance. Concern about the deductible and how the decision to pay it is made.
- **Action Item: Eric to get Alec contact at RDMW**
- Kaerus's risk lawyer has offered to look over the Café agreement we have with Jamie
- Risk lawyer to review our waivers because the CWSAA no longer involved.
- Namgis cabin – Kaerus' risk lawyer offered to review our agreement,
 - Who does snow removal,
 - Need reciprocal certification of insurance
- **Action Item: Mike send a copy of our truck insurance**
- **Action Item: Kieren send AM Jamie and Namgis contract**
- Environmental pollution insurance – Mike and Dean to fill out form

Director of Grants

- Meeting with RDMW board on December 16 to present our request for grant-in-aid.
- Submitting request to RDMW this week
- BCTSN grant complete and final payment has been received
- Will prioritize going in person

Director of Communications

- Employment or Careers email address? - HumanResources@mountcain.com
- Is there any benefit from being a member for lift tickets etc. (Planning meeting?)
- Reminder to give me a heads up for what you expect as far as marketing for news worthy items and time frames for posting and to which platforms you'd like it delivered to.
- Kids 12 and under seasons pass, \$25? Or \$5? There's a note in the planning meeting saying \$25 but the pricing spreadsheet had it at \$5
- Reciprocal with MW sorted

Director of Hospitality

- Cafe:
 - Hosting events outside to minimize capacity inside, including ~~New Years~~, Cain Cup, BCF, Viking Fest, etc.
 - ~~Action Item: get Alec event dates for liq licenses~~
 - ~~Taylor (DJ) for New Years~~ event outside, Cove Inside
 - Action Item: Special Event license for new years
- Accommodations:
 - Riss is our cleaning staff, she is my only cleaner and will be on the mountain full-time cleaning during the week.
 - Riss is fully trained in First Aid and has a lot of experience. I would love to chat about her helping out in a First Aid capacity to deepen her job satisfaction on the mountain. Options might be:
 - lone worker check-in for the groomers instead of using pro-tec this season

- first point of contact for pro-tec (save DoD's from having to carry two radios at night)
- paid patrol spare
- Any other thoughts?
- Kaila is my Accommodations Manager, and will be visiting the mountain this season but not every weekend
- Staff accommodations on the mountain is going to be interesting for my team this year. Kaila has a baby, Riss might be taking radio calls through the night. Separating them might be a good idea. Open to thoughts on this.
- 'Namgis contract signed this week. Will be launching next week

Director of Technology

- Nothing to report.

Discussions / Motions (50 – 60 Minutes)

Topic: Remove no-trespass order - In Camera Discussion

Raised by: Eric Sprenger

- 04 Jan 2021: Previous staff has been given a no-trespassing order and is banned from the hill based on his interactions with staff and volunteers at the hill. The police are aware of the situation and are ready to cooperate. [{Link}](#)
 - What about day access only?
 - Full access, short leash?
 - Discussion with family?
 - Reference check? Doctor note and community reference
 - Last chance agreement with clear rules
 - If broken, permanent ban

Action: Eric to request a reference letter from a doctor and community member, and a further discussion will happen at the next board meeting.

Topic: People crashing staff training weekend - In Camera Discussion

Raised by: Eric Sprenger

- Staff only training weekend. If you are not hired, do not come.
- Sue should know who to expect for training weekend.
- Trespass notice for the year

Motion: Ellen Publicover will be issued a trespassing notice. - ES

Second – DH

Abstain – 1

Opposed – 0

Majority Passed

Topic: Staff Accoms

Raised by: TF

- Action item: Request staff over 18 have criminal record checks to stay in staff accoms
- Action item: Lynette - Who is over-age and where are they staying?
- Action item: Lynette - Any new young adult hires will be required to provide
- Requests – we pay for. New employees will need to pay for it as a

Motion: Request current over 18 staff staying in staff accom to provide a criminal record check. - ES

- Second – DA
- Opposed – None

Topic: Full year onsite staff

Raised by: KB

Recused from discussion: DA

There are 3 staff who are planning on staying in staff accommodations through the week. It was determined that a meeting would be had with these employees the following day to discuss expectations, safety protocols, emergency response plans. TF will also look further into Worksafe regulations about workers staying in staff accommodations when on their own time (not working; generally the Wednesday and Thursday).

Topic: Current work happening, working alone document

Raised by: KB

Recused from discussion: DA

- Finishing up back of lodge, enough work to happen until we open, even if it's Christmas
- Working Alone document is a work in progress – temporary one in place an official one being written up
- We have it all in SOPs and we need to bring it all together

Topic: Re-engineer lifts to 3 metres per second

- Need to assess the budget
- Action Item: DN - Quote first
- Action Item: DN - Look at the L3 driveshaft first to solve the problem before speeding up the lift
 - CV shaft for L3 quote

Motion: Kids Seasons Pass will be \$5 - ES

Second – MT

Opposed - None

Not discussed:

Topic:

Raised by: David M

Use that new snow mobile packer attachment for packing dog friendly walking trails?

Topic: Training Weekend

Raised By: Christian Tuters

Maybe Planning meeting thing but discuss moving the training weekend back so that it does not interfere with Stokefest every year. Since 2015 and possibly before, I don't think Mount Cain has opened early enough to necessitate having our training weekend as early as it is. So, we have over a decade of data suggesting we can move the training weekend back and it will not change our opening weekend. A small but passionate ski and snowboard community on the island, and we should try to organize in a way that is mutually supportive.

Adjourn meeting - 7:15 pm