

Mount Cain Alpine Park Society January Meeting

Date: January 3 @ 4 pm PST

Location: Onsite / Online

Called to order at:

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		Yes
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		
Mason Masales	Director of Ops- Snow Machines		Yes
Tyler Field	Director of Occ. Health + Safety		Yes
Alec McBeath	Director of Administration	Treasurer	
Sarah Duggan	Director of Grants		

Legend:

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

Motion to approve the agenda

Motion to approve – DN

Second – DH

None opposed

Motion to approve the previous minutes

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

Motion to approve – DN

Second – LS

Action – KB to send PDF to LS

Chair's Report (5 Minutes)

- The Grant in aid report to the RDMW went well; no questions or issues were raised. Lots of positive feedback on our kids 12 and under ski free change.
- The effort to get the hill open this year was really impressive. Everyone came together and pitched in to make sure we were loading public on time on day one. The whole Mount Cain team should be very proud of all their hard work. The first three days of operating was around \$30,000 in revenue.

Financial Report (5 Minutes)

- Action Item: AM – Budgets per department

Secretary Report (5 Minutes)

- Radio overview for DOD shift – print out updated instructions and put it in the cabinet
 - Action Item – DOD instructions in the cabinet
 - DA - Mount Cain Woss Repeater vs our repeater
 - MG - Grader clarification for Protec check in + update procedures
 - ES - Spray paint an orange radio that is only for the DOD
 - ES + MG + DA – Send all procedures to Tyler
- Action Item: WD40 for the squeaky seat in next meeting
- Action Items from last meeting:
 - ~~○ Action: KB to send LS meeting minutes PDF~~
 - Action Item: Mike send a copy of our truck insurance
 - ~~○ Action Item: Kieren send AM Jamie and Namgis contract~~
 - Action Item: get Alec event dates for liq licenses
 - ~~○ Action Item: Special Event license for new years (Gove inside)~~
 - Action: Eric to request a reference letter from a doctor and community member, and a further discussion will happen at the next board meeting.
 - ~~○ Action Item: Tyler – DOD policy for alcohol and drugs + code of conduct~~
 - Action item: Request staff over 18 have criminal record checks to stay in staff accoms
 - Action item: Lynette - Who is overage and where are they staying?
 - Action item: Lynette - Any new young adult hires will be required to provide
 - Action Item: DN - Look at the L3 driveshaft first to solve the problem before speeding up the lift
 - ♣ CV shaft for L3 quote
- Action Items from October:
 - 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.~~

- o Oc Health Safety
 - ♣ Lynette and Tyler to discuss the handbook and adding an overall safety presentation
- o 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 Kwakwala, meaning place of marmots.”

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 Ticket Booth

- Opening day was hectic at the ticket booth, but June handled it well with the new staff, many in their first job.
- Elenah Hunchuk has been promoted to Assistant Manager and has agreed to be the Ticket Booth OHS representative.
- Before and after Christmas, POS devices were intermittently very slow. Please limit Wi-Fi use in the mornings when most ticket sales occur.
- Last season’s skier visit totals omitted Board/Café season passes and sponsorship passes due to an error in my spreadsheet. At the AGM, we reported 151 season passes and 7,570 skier visits; the correct figures are 180 season passes and 8,385 skier visits.

<i>Year ending</i>	<i>Skier Visits</i>	<i>Skier Visits per day</i>	<i>Days Lifts Open</i>	<i>Opening Day</i>	<i>Members</i>	<i>Season Passes</i>
<i>2026</i>				21-Dec-25		
<i>2025</i>	8,385	137	61	28-Dec-24	1619	180
<i>2024</i>	3,264	135	17	13-Jan-24	1083	179
<i>2023</i>	9,842	154	64	17-Dec-22	2503	239
<i>2022</i>	9,181	158	58	18-Dec-21	3165	216
<i>2021</i>	8,567	190	45	26-Dec-20	3118	151
<i>2020</i>	8,366	220	38	29-Dec-19	114	168
<i>2019</i>	11,606	232	50	14-Dec-18	464	330
<i>2018</i>	10,650	248	43	30-Dec-17	329	288
<i>2017</i>	12,597	221	57	3-Dec-16	412	306
<i>2016</i>	11,237	212	53	12-Dec-15	387	281
<i>2015</i>	1,711	285	6	31-Dec-14	221	210
<i>2014</i>	3,851	203	19	22-Feb-14	202	208

- o Action Item – ES to get a new laptop for the Ticket Booth

Director of Ski Shop + Snow School

- Need for two additional hires for back of shop
- Instructors are at a good level and being scheduled appropriately
- School Group Schedule is up
- New merch is trickling in. And new orders being investigated based on stock levels.
- New rental gear is implemented; more gear dropped off the indemnified list than we expected due to the new ten-year limit from some manufacturers. They now don't announce, you are just supposed to know that at the ten-year mark it drops off. We are still in a good spot with rental gear.
- Looking into Helmet options to use grant
- Some prices on tuning and repairs need to be adjusted again due to an error on my part

Director of Events & Summer Ops

- MEC grand opening
- Working on events/sponsorship so far feedback is good, Cain Cup is up first
- Funds for BCF
- Buying new medals
- Repeater is now operational, still more work required to get charging
- Action Item – Switch operators to Protec

Director of Ops- Road/Generators

- Huge shoutout to Kevin Moore, Campbell Wilson, and especially Dean Davidson in helping get our grader and generators ready for the season and fixing some last-minute critical issues.
- Dean and I met with Mountain Resorts Branch representatives to discuss potential expansion of the Controlled Recreation Area and the Lease Area for MCAPS.
 - o CRA
 - Land act occupation

- Need to control access and consider different liability aspects.
 - Would need master plan update and occupancy agreement.
 - Other designations possible under FRPA or Land Act for trail use.
 - Can overlap TFL.
- Lease Area
 - No change to fee formula with increased Lease area.
 - Need to update master plan and legal survey.
 - Public and stakeholder engagement.
 - Consultation.
 - Possible staged process given other underlying tenures.
- Provincial staff very helpful and informative.
 - Appreciative of our information sharing with 'Namgis First Nation at earliest stage.
 - Keep working with Regional District staff.
 - Will help with stakeholder engagement.
 - Illegal buildings and trespass notice.
 - Given the lease renewals in cabin area, that is a priority for the province and do not want to confuse stakeholders with overlapping processes if possible.
 - Reach out to TFL licensee.
- Discussion item – documenting process and decisions.

Director of Ops- Lifts

- Season start was a success; Liftees have been attentive to any strange sounds and have caught some major malfunctions. Driveshafts, high temps. Oil pressures. Few tees and sheaves to replace over Christmas break. Looking into spare driveshaft for L3 and pricing out CV Driveshafts for L3.
- Will be ordering some stock sheave liners, hardware for tees and sheave, thermostats for L3
- Great job to Maya, she is catching things that help us remain open. Maya is not an assistant supervisor helping Sabastian.
- Looking for a new/additional Millwright
- Action Item – DN check downhill for derail gadgets in place
- Action Item – DN to gather info on derailment to for OHS

Director of Human Resources

- Nothing to report

Director of Ops- Snow Machines

- Off to a good start with grooming team, new groomer Zach is doing great and is fitting in well with the Cain community. Huge thanks to Lucas for getting him rolling while I have not been around very much so far.
- The new snowmobile is a great addition to our fleet, thanks Darren for taking that on getting us that machine. I'm looking forward to trying out the grooming mat that came with it, we already have some interesting ideas with what to do with it.
- Action Item – DA Label the sleds to know who is using which sleds
- Action item – MM Assigning sled for lift ops (after naming them)

Director of Occ. Health + Safety

- First OH&S meeting held with a good turn out; representation from each department. Draft minutes will be circulated. Next meeting January 24th at 4:30pm.
- I have started doing informal Health and Safety 'inspections' with certain departments. I will discuss with each pertinent Director and Manager as I progress.
- I have started the process of creating and updating Safe Work Procedures (SWP). Directors or Managers are more than welcome to update their own SWP and SOP, and I can support this process.
- Good start to season with no reportable staff or volunteer incidents reported.
- There is a gap in our documented New and Young Worker Orientations and training documentation. Each Director that have employees should reflect on what training is needed, and ensure any training that is done is documented for due diligence and insurance purposes.

Director of Administration

- I have applied for assistance from the CWSAA for the spring meetings. Max assistance is \$2000 every 12 months. I have also asked Kaerus for assistance.
- Do we send someone? Who?

- **Full Conference Package**
 - 3-days of sessions
 - 3-days breakfast, lunch & coffee breaks
 - Events included: Kick Off Event (April 27), Trade Show Reception (April 28), Awards Dinner (April 29)
 - **Early Bird (until February 26): \$800**
 - Full Rate (Feb 27 - Mar 27): \$850
 - One Month to go (March 28-April 17): \$900
- Need 3 nights accommodation
- **Program at a Glance Whistler**
 - Monday April 27 - Delegate Check-in & Kick Off Event (5:30 - 8:00pm)\
 - Tuesday April 28 - Conference sessions, Trade Show evening reception
 - Wednesday April 29 - Conference sessions, Trade Show breakfast & lunch, Awards Dinner
 - Thursday April 30 - Conference sessions (wraps up at 3:45pm)

Director of Grants

- Nothing to report
- Emails are out for specific grants

Director of Communications

- Opening was a great success! With a bunch of hurdles cleared.
- More notice for me on things, the better, and don't hesitate to remind me either.
- **Action Item – Thanks for the donation WFP (Add to Friends of Mount Cain)**
- **Action Item – Reciprocals blackout dates to match (none on Mt Washington's website)**
- **Action Item – Share with staff how to deal with issues with reciprocals**

Director of Hospitality

- Cafe:
 - I will be launching tenders for the cafe in January, we can make a decision at the planning meeting in May.
- Accommodations:

- Bit of a mix up with ticket booth booking accommodations. Riss has stepped up and is taking more of a manager role to help bridge any gaps. Riss is also OHS rep.
- Any accommodations comms can go to accommodations@mountcain.com
- Jan 9 – 12 we have a guest instructor (x2) teaching our cain community SAR rescue course. The instructors are coming Wednesday Jan 7 to scope out the mountain before the course.
- Pet Po0o
- Daycare – planting seeds
- Changing the locks to the Kapitany outdoor doors to keys
- ‘Namgis guest access on sled “snowmobile use for performance of services” “guest check in”
 - This is a pulse check, and a check in on sled access. Bigger discussion during planning meeting.
 - Payment is \$550 per MCAPS weekend, or \$275 for individual days (such as Spring Break)
 - Namgis covers cost of propane, waste water collection, firewood and maintenance to the building
 - Services provided

Schedule "A" Scope of Work

You will provide the following as part of the Services:

1. Preparing cabin for guests arrival including providing water and warming building;
2. Cleaning cabin after check-out time;
3. Booking management for cabin accommodations,
 - a. For Further clarity 'Nangis Natural Resource Department Director or designate to provide dates when cabin is available for rental to the general public
 - b. When available for the general public, booking the pattern will follow MCAPS booking policy
 - c. MCAPS will collect booking fees and pay 'Nangis First Nation monthly if in excess of MCAPS Fees
 - d. Nangis Natural Resource Department Director or designate will notify MCAPS if the cabin is not being used by members when scheduled, and if the cabin should be offered to the public for rental by noon the Wednesday before the weekend.
4. Snowmobile use for performance of services; and
5. Grooming of access road or trail when practicable.

Maintenance needs provided by MCAPS include, but is not limited to:

Opening	Maintenance	Closing	Cleaning
Guest Check In	Guest management	Post-booking walk through	Windows and doors
Clear snow on access trail	Get cabin heated	Shut down propane	Maintaining washroom cleanliness
Clear snow on deck	Snow removal through the weekend	Ensure water tank and plumbing are ready for the week without heat	Maintaining kitchen cleanliness
Unlock cabin for guests	Maintain plumbing and home needs during the season	Store jerry can, water jugs and generator	Floors
Stock firewood	Maintain fire extinguishers on site	Remove garbage	Bedrooms
Check smoke detectors and carbon monoxide detectors	Minor general maintenance	Remove mattress covers and laundry items	
Start fire & propane to heat cabin for arrival		Check propane and water tank status	
Fill water jugs		Clean and close cabin	
Exchange full jerry can for generator			
Clean any mouse traps			
Stock necessary supplies			
Put mattress covers on the bed			

Director of Technology

- To do items – we can setup a to-do list on SharePoint, or we can continue to use the meeting minutes document.
 - Kieren to add action items into teams at the end of a meeting
 - Teams pings everyone for action items with due dates
- Action Item – content filtering

Director of Buildings + Construction

- Opening had some hurdles but buildings are moving smoothly now
- Office code will be changing
 - Managers/supervisors, directors, paid patrollers, accommodations manager will be the only people with access to the office
- Quick connect will be our next big project for potential generator issues for backup power
- Maintenance and hospitality are now on channel 2
- Lifts and first aid are still channel 1

Director of Patrol

- AVSAR Course next week Thursday to Monday.
- Smooth opening big thanks to opening crew team three and all patrollers stepping up over Christmas break.
- Action Item - Minimizing talk on the radio when opening lifts
 - Boundaries are priority
 - Come down, sign out
- Action Item – Evaluate extra rope up by the chimney / don't fuck up corner

Discussions / Motions (50 – 60 Minutes)

- Co-op Community Spaces Grant – Eric Sprenger / Sarah
 - Use this grant for an events space?
 - Grant for up to \$150k
 - Grant targets capital buildings / funds equipment
 - Grant intake Feb 1st
 - Action item – Start a grant application committee (DA Chair, ES, DN, SD, DH, DM)
 - Look to see if there is anything we have already on our wants list that could fit
 - Will come back with a recommendation for the grant
 - Board will say yes or no. Not rehashing the application.
 - Other ideas:
 - Lights on the bunny hill?

- More accommodations?

- Director's code of conduct review – Tyler Field / Eric Sprenger
 - “Or any additional purchases over \$5,000 outside of the approved budget...” for budget line
 - Motion: To approve Directors Code of Conduct with the above adjustment to 3.3.
 - Motion – LS
 - Second - ES
 - Recused – DA
 - Opposed – 4
 - Motion has passed

- Wondering about reducing the data entry on the membership database to save hours and monotony. Presently, we manually enter: Name, Membership Type, Email, Phone, Town, Address, Province, Country, Postal code. We don’t mail AGM notifications anymore; is it worth the extra hours (~30 /year) to enter mailing addresses and postal codes? - DM
 - Legal needs for sending letters
 - Data protection – less info the better
 - Knowing demographics for grants is very helpful
 - Discussed, no motion. Keep going as is.
 - (h) subject to the regulations, the society's register of members, organized by different classes of member, if different classes exist, including the following information:*
 - (i) the name of each member;*
 - (ii) the contact information provided by each member;*

- ‘Namgis Sled access for guests – KB
 - KB - Will purchase pull behind toboggan
 - No sled access
 - ~~KB – Communicate with team and ‘Namgis~~

- Staff on site – KB
 - Planning meeting discussion for next year

- Controlled Recreation Area (CRA) discussion – MG

- Discussion around expansion of base
 - Rely on 10 year plan and follow plan
 - Study on lift
 - Pausing on CRA for now, pursuing FERPA
 - MG – Follow up with TFL - 37

- Tundra sled – MM
 - Discussion around getting rid of the Tundra
 - Action item – DA to follow up with Mason to follow up with Alec and Paul.

- Sled use on the hill – DH
 - No sleds are to be driven beside L1 during operation, MCAPS or privately owned, unless there are flaggers/spotters in place to ensure no collisions can occur.
 - Sled policy states going up ridge and down 4x4
 - Action item – DN to talk to lift maintenance - no sleds by L1 during operation.
 - Action item – MT talk to patrol - no sleds used by L1 or Ridge during operation.
 - Sean is sending out the snow mobile policy to cabin people

- Should we allow Brickwood Cabin (Sayward) to post on the Mt Cain Ride and Accommodation Share Facebook page? - DM
 - Not an official Mount Cain page, DM can decide as he is the page manager

- In Camera - Trespass notice for assault on a patrol from Cabin Owner - TF
 - There was tobogganers on the lower ridge, getting sled rides up the mountain from adults and the call to DOD was from a patroller
 - DOD discussed no tobogganing on the mountain to the kids from cabin 30, no adults on sleds with them at that time
 - Martin (patroller) was separate from this discussion with the kids, and was dealing with the adults – Darren Howich
 - Adults on snow mobile (smelling like booze, on their snow mobile) took a swing at Martin then snow mobile'd away
 - Called the cops that evening, they didn't come up. Cops came up the next day.
 - Purpose of the trespass notice is to activate the cops as they are hesitant in supporting us.

- Motion: ES - Darren Howich will receive a trespass notice due to assaulting a MCAPS member and volunteer patroller in the evening of January 1.
 - Second – TF
 - Opposed – 3
 - Motion carries
- Other option was a letter outlining acceptable behaviour, expressing that he is not abiding by this behaviour, and that this needs to be made right and needs to respond by January 31, 2026.
 - This was transitioned due to the amount of work that it puts on the board to right his wrong.

Adjourn meeting - 8:01 pm