



Mount Cain Alpine Park Society
 P.O. Box 1225
 Port McNeill, BC
 V0N 2R0

2018/2019 Season
MINUTES FOR THE MOUNT CAIN ALPINE PARK SOCIETY BOARD MEETING
February 2, 2019

The Mount Cain Alpine Society acknowledges this meeting is taking place on the territory of the Kwakwak'wak First Nations and the traditional territory of the Lawitsis, Ma'amgila and Namgis' First Nations.

Location: Mount Cain Ticket Booth Office.

Agenda:

1. Old Business:
 - a. Action items update
2. New Business:
 - a. Presentation by Campbell
 - b. Directors Reports & Additions to Agenda

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| Call to Order at: 4:03pm Meeting Chaired by : Eric Sprenger | |
| Call for Additions to Agenda. - Complete Motion to Adopt of the agenda as circulated. M: Alec McBeath S: Max Oudendug Motion: CARRIED | Motion: CARRIED |
| Motion to adopt the Meeting Minutes from January 5 th 2019 as circulated M:Jeff Gaetz S: Neil Boreky Motion: CARRIED | Motion: CARRIED |

| Directors | Director | Executive Role | In Attendance |
|---------------------|----------------------------------|----------------|---------------|
| 1. Eric Sprenger | Tech Support | Chair | |
| 2. Neil Borecky | Promotions | Vice Chair | |
| 3. David Mazzucchi | Snow School & Ski Shop | | NO |
| 4. Erin Pickering | BC Society Act | Secretary | |
| 5. Greg Muirhead | Patrol | | |
| 6. Pete Davidson | Buildings & Construction | | |
| 7. Dave Howich | Operations- Groomers | | |
| 8. Rob Burgess-Webb | Human Resources | | LATE |
| 9. Mike Green | Operations- Road/Generators/ Bus | | NO |
| 10. Dean Davidson | Operations- Lifts | | LATE |
| 11. Jeff Gaetz | Director At Large - Trailer Park | | |
| 12. Alec McBeath | Administration | | |
| 13. Darryn McConkey | Grant Applications | | NO |
| 14. Max Oudendug | Hospitality | | |
| 15. Sarah Poole | Occupational Health and Safety | Treasurer | NO |

New Business:

1. Concerns from the ground: Presentation by Campbell

- Snow Report via email is not coming through to members- **ACTION: Neil will investigate ASAP**
- Addition of Directors and position to website.
- Abernathy's credit with the mountain – what is the status?
- On the websites, add a statement of when members can expect to see minutes → After they are approved at the following month's meeting. **ACTION: Neil will add.**
- There is interest by guest to potentially host a wedding this summer. **ACTION: discuss at Planning Meeting as part of four season operation discussion**
- Update sign at bottom – yeild to downhill traffic
- **ACTION: CAMPBELL WILL GET NEW SIGNAGE FOR L1**

2. Signage:

- **Trail maps/ run signs.** Some signs need better visibility to ensure guests know where they are in case of emergency/ injury.
 - a. NISS collaborative project with students.

Motion: To have run signs created by NISS students for Mount Cain to increase visibility and skier safety.

M: Greg M S: Pete D

MOTION: CARRIED

- b. **Sandwich Board Success** – departments are to contact Max if they are interested in a board.

c. Appreciation Board to be added to L1

- i. Include our mission statement
- ii. Recognition of Volunteers
- iii. Establishment date

Old Business:

Action Items from Previous Meeting:

| Action Item: | Complete? Y/N |
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| ALL DIRECTORS TO THINK ABOUT NEEDS FOR SEASON. | YES |
| ERIC TO UPLOAD 2017/18 BUDGET TO SHARE DRIVE. | Yes |
| Darryn & Sarah to work on EIP statement. | In progress |
| Directors for forward wish list for website to Eric for discussion at Planning Meeting. | Yes |
| Eric to thank Jen Lash for website proposal | In progress |
| Eric to draft a communications guidelines to director role and responsibility. | In progress |
| Sarah to find budget acutals for Operations departments. | YES |
| Mike G look into signage and labelling for generators – turn on process. | In Progress |
| Find and hire a Bus Driver | In Progress |
| Pete D Install at Shop- key pad for lock. | YES |
| Erin, Max, Jeff continue to canvas for prizes? | In Progress |
| Sarah to PDF OHS policies and Directors to review | In progress |
| Greg and the paid patrollers will be given access to WCB so they can submit | YES |
| Alec to collect and update contact information sheet – David M to pass on most recent version. | YES |
| David M will revisit Lifetime membership at next meeting. | In progress |
| Alec to update reciprocal letter. | YES |

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| Max to get Vacany Sign | YES |
| Dave got OPEN sign for Ticket booth | YES |
| DOD radios missing and need to be found. | In progress |
| Dave H to put base radio in the shop. | YES |
| Erin to forward Ranger Email to Eric – Eric to respond; CC Neil. | YES |
| Contact Wendy Knudsen regarding cabin road clearing | YES |
| Directors who need access to the shop are to see/email Dean for password. | YES |
| David M to inform Jonah M of Cabin Owner meeting. | YES |
| Darryn and Greg to liase regarding grant application. | YES |
| Neil will talk to Bill and HES -Haiki Energy Solutions - about the timing of the download of data. | YES |
| Greg – please ensure new well standpipe is well marked. | YES |
| Neil to connect with Gary regarding the water sampling. | YES |
| <u>Directors need to get criminal check completed and on file – send to Rob B</u> | In progress |
| <u>Have submitted by February 28 2019</u> | |
| Pete to see about painting the bathroom doors in the suite. | In progress |
| Sarah to create signs for the propane use in cabins. | YES |
| Jeff to tell Gary that he should test the batteries in the propane stoves | YES |

New Business:

1. Submitted Director Reports & Additions

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| <p>Neil Borecky, Promotions; Vice Chair</p> <p>Update:</p> <ol style="list-style-type: none"> 1. Well We have been approved to use the well as a water supply (VIHA). We have also been granted a water extraction permit by the Province . <p>NEXT STEPS: Approval of construction permit based upon Gower's submission (already submitted) of engineering plans. 2) Inspection of Construction. 3) Issuance of new water license based upon successful completion of inspection.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Employee of the month lift pass swap with Washington <ul style="list-style-type: none"> - Idea was agreed upon at Planning Meeting 2018/19. <p>Details:</p> <ul style="list-style-type: none"> - Pass swap of equal monetary value (2 Cain for 1 Washington) - Lottery of our staff each month, one winner each month <p>MOTION: To provide Mount Washington with 2 passes per seasonal month in exchange for 1 pass.</p> <p>M: Neil Borecky S: Jeff Gaetz</p> <p>MOTION: CARRIED</p> | <p>Motion: CARRIED</p> |
| <p>Rob Burgess, Human Resources</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Retirement of our Bookkeeper Wendy Knudsen <ul style="list-style-type: none"> - Thank you for your long time service; She has been a instrumental in the organizational well being of MCAPS . - Need to hire a new book keeper within the month to obtain the greatest training opportunity. | |

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| <p>Erin Pickering; Secretary Discussion:</p> <ol style="list-style-type: none"> 1. Possible Drone policy at Mount Cain <ul style="list-style-type: none"> - Current Laws – see Appendix B - New Laws June 2019 – will need to review at planning meeting - Privacy and Enjoyment of guests and “residents” – where is it appropriate for drones to fly on Cain? - Could we ask that people do not fly over cabins or trailers? (as these areas have some expectaiton of privacy) <p>Dicussion postponed until planning meeting, until then DOD should try to make contact with Drone operators and remind about safety on the hill.</p> | <p>ACTION: Drones be discussed at the plannig meeting – policies to align with current laws.</p> |
| <p>Dave Howich, Groomers Update:</p> <ol style="list-style-type: none"> 1. Current Status of Groomers <p>Groomers running well. Broken frames continue to plauge black cat, a higher grade of welding will improve this fix.</p> <p>Discussion</p> <ol style="list-style-type: none"> 1. What is needed moving forward. <p>Machines should be sent away to manufacturer for a real fixing. Our machines provide exactly what we need, fixing them up would be better then if we were to replace them with other machines of similar quality and life. There is an oppotunity with Prenoth during the spring for an opporutnity to give mateniencie to the machines we have. We have a volunteer willing to help us transport them.</p> <p>MOTION: To have assessments done of both cats regarding repairs and upgrades as necessary with a budget of \$5000</p> <p>M: Dave H S: Greg M</p> <p>MOTION: CARRIED</p> | <p>ACTION: Dave to contact Prenoth representative to come and provide an esitamate of work that should/could be one.</p> <p>MOTION:CARRIED</p> |
| <p>Alec McBeath, Administration Update:</p> <ol style="list-style-type: none"> 1. Liquor License &Criminal Record Check <ul style="list-style-type: none"> - Liquor License needs to be resent due to administrative error on the side of the regulation branch. - All directors are now required to be on the licence; and criminal record checks are mandatory. - | <p>ACTION: Alec to ask Gougear about director insurance and liquor license</p> |
| <p>Jeff Gaetz, RV Park Update:</p> <ol style="list-style-type: none"> 1. In progress of getting rental agreements and outstanding payments dealt with. 2. There is an old snowmobile for sale; the proceeds will go to MCAPS. | |

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| <p>Sarah Poole, Health and Safety, Treasurer - report submitted by email.</p> <p>Treasurers report:</p> <p>Income to date is about \$260,000</p> <ul style="list-style-type: none"> • Accommodations are at just over \$73,000 • Membership fees are up by almost a \$1000 to \$7,500 compared to year-end last year (probably due to the change in policy requiring all people staying to have a membership), yay us • Seasons passes are at \$43,000 and ticket sales are at \$80,000 <p>Expenses to date are about \$220,000, which make us ~\$40,000 in the positive.</p> <p>Of note:</p> <ul style="list-style-type: none"> • Caretaker position is logging substantial overtime. • Update on cost of paid patrollers • Update on Cafe <p>Update:</p> <ol style="list-style-type: none"> 1. As DOD had issue was finding a radio that worked, ended up borrowing one from Campbell for the day. 2. OHS update <ul style="list-style-type: none"> - There have been a few incidences this year. 3. I confirmed that Patrollers are covered under WorkSafe. 4. Emergnecy contact list being compiled. | <p>Action: Develop actuals for departments- in progress</p> <p>ACTION: Pete to speak with Caretaker regarding overtime workload and needs</p> |
| <p>David Mazzucchi, Ski School and Shop, Director Report submitted by Email.</p> <p>Update:</p> <ol style="list-style-type: none"> 1. School group Mondays have been well staffed / volunteered to date. Many of the volunteers are not available in February and March though, so please put the word out that we need Monday volunteers; have them contact myself or Conner Scott. 2. The Shop's cash register needs to be reprogrammed (again) as it is miscalculating taxes, creating unnecessary work for our bookkeeper. I'd like the Shop to move away from a cash register and instead use a laptop and cash drawer. Eric mentioned possibly donating a used laptop? 3. No response to our suggested revisions of the Ministry of Transport draft of MOU (Memorandum of Understanding). I will prompt them before the next Board meeting. 4. I have requested Criminal record checks from my adult Staff and Volunteers. My record is on file from last season's liquor license application. <p>Discussion:</p> <ol style="list-style-type: none"> 1. Additional Names submitted are: Walter and Elizabeth Eggenberger | <p>ACTION: Volunteers needed for Mondays in Februray and March. – ask people to contact Conner Scott or David Mazzucchi</p> |

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| <p>2. I liked Neil's suggestion of limiting the award to non-active, previous members of the society. Please discuss.</p> <p>Lifetime Memberships will be discussed and awarded annually at the planning meeting.</p> <p>Motion: To award May Lortie and William (Bucky) Cessford Lifetime MCAPS memberships.</p> <p>MOTION: POSTPONED</p> | <p>ACTION: David Mazzucchi will draft a letter and Certificate to be mailed to the recipients & notify the Ticket booth to update the existing list.</p> <p>ACTION: Recognition should be made in the Newsletter, Facebook, etc</p> <p>MOTION: POSTPONED</p> |
| <p>Darryn McConkey, Grants – report submitted by email.</p> <p>Update:</p> <p>1) RADIOS. – Issue of DOD finding a working radio. The lack of radios for the DOD is a problem that needs to be resolved!</p> <p>2) DOD Schedule. Someone needs to ensure we have a DOD assigned to each operating day.</p> <p>GRANT update:</p> <p>1) Final report, budget and reimbursement request for the summer grooming/earthworks submitted to ICET.</p> <p>2) \$10K for feasibility study from Rural Dividend Fund Approved. I've responded we're interested in the \$ and I've reached out to Kathy Lachman, Regional Manager for more details on the process and advice. I'll provide more info as I get it. The Board should discuss administration of this grant. I'm willing to do it but it takes time and could affect our other grant applications. The experience with the ICET grant proved there is still work and time involved in grant administration once we get the \$ (e.g. the insurance debacle, reporting, etc...).</p> <p>3) Upcoming Grants / Deadlines:</p> <p>Co-Op Community Spaces / March 1, 2019: Should determine the potential RECREATION project. We applied (unsuccessfully) last year for the bull wheel install. No feedback available. They have supported a community ski hill in SK in the past so we are eligible. Capital Projects only. Could try for: ski patrol building reno, groomer purchase/re-build, flush toilets? Happy to discuss.</p> <p>MOTION: To Coop grant peruse opportunity for groomer machine repairs.</p> | <p>ACTION: ERIC to check schedule regularly and will send out emails if there are holes.</p> |

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| <p>M: Erin Pickering; S: Rob Burgess Webb MOTION:CARRIED</p> <p>Need decision by END OF NEXT WEEK as I go to Mexico Feb 16-March 4.</p> <p>MEC / March 28, 2019: We applied (unsuccessfully) last year for the radio repeater install. No feedback available. Same options as above? 2 criteria: 1. Identify and reduce barriers to outdoor activity and increase the community of active outdoor enthusiasts. 2. Teach responsible outdoor recreation practices and environmental stewardship. Discussion: - Opportunities to develop snowshoe and cross country trails</p> <p>OTHER: I've inquired if the Recreation Fund of BC is having a 2019 grant cycle. Have not heard back.</p> <p>I spoke to ICET and we are eligible for additional funding. It will have to be something new and different and they also indicated that most grants have gone to one-time recipients and we have received four! This either means they like us a lot and/or that we need a compelling application for another application. Next potential intake May 17 or Oct 19.</p> <p>BC Community Gaming grant / Sport: May 31, Safety: Aug 31, Capital: Sept 30.</p> | <p>ACTION: Darryn and Dave H to connect regarding what is needed for groomer machines.</p> <p>ACTION: Greg and Darryn to connect regarding enviromental benefits of snowshoe and cross country trail upgrade.</p> <p>Action : Erin to forward links from Darryns update to all for links.</p> |
| <p>Mike Green, Roads – report submitted by email. Update: Roads: Still awaiting for a response on our suggested edits to draft MOU with province for funding for snow removal on road.</p> <p>Bus: Bus schedule has been filled out for season. Thanks to some new volunteers for stepping up. One thing to note for all Director's on Duty; if the bus cannot connect with the transit bus for some reason on Saturday morning or afternoon, besides contacting the transit driver on Mt. Cain radio channel if possible; please call the Mount Waddington transit office at 250-956-3151 to let them know.</p> <p>Generators: Draft generator procedures has been completed. It is currently been shared for review/edit. Once this is complete, signage/labelling will be made.</p> | <p>ACTION: Eric to Add communication with Transit to DOD daily action items.</p> |
| <p>Eric Sprenger, Technical Support; Chair</p> <p>Discussion:</p> | |

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| <p>1. Criminal Record Check Update – See Appendix A for Letter</p> <ul style="list-style-type: none"> - Letter for people who are demonstrably volunteers - Staff they should pay to have the record check completed and Mount Cain can reimburse them for the cost of the record check. - Director of HR – Rob Burgess should be in charge he will also be aware of all the staff that are being hired, reducing the chances of someone's crim check being missed. - Directors need to get criminal check completed and on file. <p>2. Radios: Opportunity for Motorola's to be purchased at a great rate. 5 would be purchased this season and a longer term plan will be made at the planning meeting.</p> <p>Motion: To purchase 5 new radios for the mountain. M: Eric Sprenger S: Jeff Gaetz MOTION: CARRIED</p> | <p>ACTION: Directors are to get criminal record check paperwork submitted to RCMP before next meeting.</p> |
| <p>Greg MuirHead, Ski Patrol Update:</p> <p>1. Helmets</p> <ul style="list-style-type: none"> - staff riding while working without helmets. This must be addressed. - Helmets are mandatory for the job and therefore their riding on the job. <p>2. Fundraising</p> <ul style="list-style-type: none"> - Going very well – current fundraising Life Pack 12. - Meatsaw burger sales are helping. Goal: \$5000 - Can we ensure that fundraising monies are marked so they can be calculated at a later date – for example when funding a particular item. <p>3. The Need for Speed – during ski lessons.</p> <ul style="list-style-type: none"> - The 4x4 run out and the low slope for newest skiers - New slow sign or fencing required to slow people down bunny hill staging area. | <p>Action: Managers should remind staff to wear helmets while on shift.</p> <p>ACTION: Greg to connect with Wendy to ensure fundraising monies are tracked correctly.</p> |
| <p>Dean Davidson, Lifts Update:</p> <p>1. Staff Appreciation lunch – mid year – to show extra appreciation that this year is going well.</p> <p>2. L3 diesel motor is dying – it is 45 years old.</p> <ul style="list-style-type: none"> - Can be updated and Dean will arrange. | <p>ACTION: Dean to arrange and get estimate for staff appreciation lunch</p> <p>ACTION: Dean to arrange new engine for L3</p> |
| <p>Pete Davidson,</p> <p>1. Discussion of what to do about permits and bills that recurr annually – how can we ensure that reminders are sent to new directors.</p> <ul style="list-style-type: none"> - Possibility of changing emails from personal names, to “admin@mountcain” | <p>ACTION: think about what the recurring bills / items are and those lists will be given to Eric and they will be added to the calendar/system. -</p> |

Next Meeting: March 2nd at 4pm

Adjourned at: 6:14pm.

Appendix A

Letter for Volunteer Criminal Record Check – full version is PDF on letter head with signature

January 07, 2019.

Request for Police Information Check (aka Criminal Record Check)

Mount Cain is a community owned and operated ski hill. The ski hill is operated by the not-for profit society, Mount Cain Alpine Park Society. Our mission is to provide employment opportunities and to provide affordable, sustainable recreational activities for North Islanders while maintaining Mount Cain as a viable community ski resort.

_____ will be a volunteer at Mount Cain. (Name – please print) They will require a Criminal Record Check for our operations. If you require further information, please do not hesitate to call me at 250-287-0097.

Thank you, Eric Sprenger

President MCAPS
Box 1225, Port McNeill, BC. V0N-2R0
<http://www.mountcain.com/>
eric@mountcain.com

Appendix B – Relevant Drone Laws

For full list of rules visit: <https://www.tc.gc.ca/en/services/aviation/drone-safety/flying-drone-safely-legally-current-rules.html>

Fly Drones:

- below 90 metres (300 feet) above the ground
- at least 30 metres (100 feet) away from vehicles, vessels and the public (if your drone weighs over 250 grams and up to 1 kilograms)
- at least 76 metres (250 feet) away from vehicles, vessels and the public (if your drone weighs over 1 kilograms and up to 35 kilograms)
- **within your sight at all times**
- **within 500 metres (1640 feet) of yourself**
- Respect the privacy of others - do not fly over private property or take photos or videos without permission
- If you fly your drone for fun and it weighs **35 kilograms or less**, you do not need special permission from Transport Canada.

- If you fly your drone for work or research, or if it weighs **over 35 kilograms**, you must get a Special Flight Operations Certificate. The certificate tells you how and where you are allowed to use your drone. Although most operators will need a certificate, you may be able to qualify for one of two exemptions.