Caledonia Nordic Ski Club Board of Directors
March 3, 2025
Approved Meeting Minutes

Attendees:

- President - Lanita Horning
- Vice President – Kevin Charlston
- Secretary – Gretchen Prystawik
- Treasurer – Shane Sienaert
- Andrew Watkinson
- Paul Schuetz
- Jim Burbee
- Graeme Moore
- Mike Duck

Staff:

- CNSC General Manager - John Bowes

Quorum: **Met** (*"The quorum necessary for the transaction of business by the Board of Directors shall be six of the elected positions, of whom two must be members of the Executive Committee. "CNSC By-Laws s.4 (f))*

Location/Venue: Tech Building

Land Acknowledgement

Call to Order: 6:37 pm

Discussion Items:

1. ***Review & approval of agenda***

MOTION: *That the Agenda for the March 3, 2025 meeting of the CNSC Board be approved as presented.* Moved - Paul; Seconded – Gretchen; Approved.

2. ***Review and approval of minutes***

MOTION:
That the minutes of the February 3, 2025 meeting of the CNSC Board be approved. Moved - Kevin; Seconded - Jim; Approved.

3. ***Olympic Trials***

i. Set for Dec 11 to 15, 2025
ii. Tourism PG and City of PG are supportive and may be able to provide funding
iii. Additional opportunities for grants under exploration
iv. Interest in formal announcements regarding trials, paved trails opening, and National

training camp with dignitaries

v. Nordiq Canada is working with other clubs on alternative locations, as/if necessary

4. Paved trail protocol

i. Reviewed recommendations from the Trails Committee

ii. Acknowledge requirement to have gate structures to close single track during competition/training on paved trails and to slow people before crossing

iii. Funds available from grants to cover completion of paved trails, with some funds available for single track. Will need to find some additional funds

iv. Exploring cost structure for camps on paved trails to cover maintenance costs and single track.

v. ParaNordic legacy funds may be source for improvements

5. Potential Terus Trail Expansion

i. 192 respondents to early engagement survey; 95% support general expansion; 9% do not support any dogs on trails; many positive comments; many constructive suggestions to explore

1. General interest in spreading out use on dog trails to decrease congestion
2. Trail realignment to deal with run-off, tight corners, most efficient grooming
3. Grooming capacity: we cannot groom all trails every day and don't intend to in the future. 5 km of grooming is ~ 1 hour of machine time in good snow conditions. We can groom daily if we increase membership fees, but we do not want to.
    1. 2024/25 have groomed flat trails and dog trails every day and have done the rest of the trails on 3-day rotation
    2. Junior National and Further Up the Creek got groomed when snow coverage made for suitable grooming and when blowdown could be cleared. This took some time.
4. Expectation cannot be that all trails will be suitable for all skiers. Some skiers may not have interest, fitness, or skills for particular trails. Raven's Col and Birch Bend will not be made into dog trails due to wildlife in area and farm adjacent to trails with livestock.

ii. Next steps: Map and trail layout to be updated after additional site and ecological assessments; information package prepared on costs, funding, budgets; updated survey engagement opportunity provided in newsletter and website. (Current engagement opportunity to stay open and collect ongoing feedback.)

Motion: *Board supports trail expansion work to proceed incrementally with additional field work, trail alignment, engagement, and information for members.* Moved – Gretchen; Second – Lanita; Approved.

6. Reports – Staff & Board

GM – John

- Membership at 2068 (2154 last year) – March discount provided
- Weather has made grooming challenging
- Feb events were successful despite some communication challenges with Lheidli T'enneh for BC Family Day and Lheidli T'enneh Day
- Good feedback received on BC Cup
- Brewski next week
- Trails Manager is relocating after summer, 2025, which will be a big loss to the club after ~3 years. Many thanks for all Peter's efforts!
- Looking to partner with PG Cycling Club for a summer position and with Spirit North for a program administrator
- Received approx. $18k grant from PG Community Foundation for land based learning with other grant applications pending
- Anticipated repairs to broken snow mobile
- Investigating option to use side by side instead of snow mobile (more versatile for summer and winter maintenance and grooming, needs less snow coverage, smaller, cheaper to run, faster)
- Injured ski patroller is recovering, Board wishes them well!
- CCBC AGM in Kamloops, May 10, looking for Board members

Motion: *Board supports purchasing paved trail maintenance equipment from the remaining funds in the paved trail budget.* Moved – Paul; Second – Kevin; Approved.

Graeme – Programs

- XC Race
    - Biggest team ever when to provincial championships in Kelowna, including varsity.
    - Several aggregate winners
- Biathlon Races
    - Recent events on Vancouver Island and Hinton
    - Three athletes competing in Europe
- Parents/volunteers
    - Great parent team support & culture
- General:
    - Beavers, Scouts, and 2 pro D camps
    - 67 CANSKI
    - Exchange was successful
    - Planning events along side National training camp this summer, including

opportunity to promote UNBC varsity team

- School programs: 1325 students participated this year

Mike – Competitions

- Biathlon world youth junior trails - great success with approx. 96 athletes competing in the Sprint event, 94 in the Pursuit and 87 in the Mass Start
- BC Cup #2 successful event, despite the cold. Gathering the expenses and preparing budget report
- Final week of the grand tour wrapping up! Big thanks to all involved and the excellent team of volunteers setting up the courses, signage and course description

Andrew – Facilities

- New wall in lodge to hang trophies and plaques
- Landscaping needed and rebuild of stairs at front of lodge and along retaining wall will need to start with identifying stability problems/root cause
- Looking at request for proposals process

Shane – Treasurer

- Membership fees at ~90% of last year
- Equipment rentals at ~45% of last year
- Revenue generally on track to match expenses

Kevin – VP

- Looking at drafting environmental management plan for our tenures with local consultant (DWB) with kick off meeting
    - Include trail management, right of way clearing, water, rare ecosystems, wildlife habitat, invasive species, species at risk, old growth, etc. as well as legal requirements
- Working on scope and costs

Meeting adjourned at 10:00 pm
Next Board Meeting: April 7, 2025

Action & Motion Tracker

The following tracks actions and motions that are outside of routine Board business (i.e., not including motions to accept minutes).

Action Identifier	Action	Owner	Comments	Date Completed
4-09-09-2024	Provide close out report and financials on ParaNordics to Board	John to ask Kevin P and Matt		In progress
8-10-07-2024	Review motions and recommendations with Trails Committee (new area for dog trails; trails survey; single track re-routing from paved trails; multi-use protocol for paved trails; fat bike pilot project	Paul	Trails survey postponed to next year.	Complete
3-11-04-2024	Work with MOF on required permitting for tree removal (mature and immature).	Jim & Gretchen	Waiting on letter of support from Lheidli T'enneh	In progress
2-01-13-2025	Follow up with Trails Committee to thank them for their work on the pilot project and to communicate Board motion	Paul		Complete
3-01-13-2025	Communicate with membership about fat biking pilot project and organize demo day	John	Snow conditions did not allow for pilot	
7-01-13-2025	Purchase rakes and distribute to commonly debris-heavy locations to allow members to help with debris and cone removal (as at Pidherny pink Karma takes) Assess individual trees on flat, recreational trails to assess and carry out limbing, individual tree removal, or trail realignment, with operations in snow free conditions	John & Peter		
10-01-13-2025	Draft &/or update voluntary safety training and PPE	John		
2-02-03-2025	Follow up on camping at CNSC parking lots for athletes and families during training camps	Board, next meeting		

Motion Identifier	Motion as passed	Comments
1-11-06-23	That the MOA between CNSC and UNBC be accepted, with discussed amendments. (Moved - Peder; Seconded – Jim. Accepted.)	Amendments suggested to clarify grad student eligibility requirements, CNSC athlete code of conduct, and minor punctuation. Monica to support. Monica to work with Kevin, Simon, and UNBC communications and athletics departments on announcements. Simon to proceed to with UNBC.
2-11-06-23	That membership be called to participate in a bylaw committee with a mandate to bring recommendations on bylaw additions and changes to Board. (Moved Tim; Seconded – Peder. Accepted.)	Motion by previous Board in June 2023 moved to create a bylaw committee. This motion advances the work.
3-12-08-24	Add Kevin Petterson as signatory on paranordic account, with limits identified in paranordic budget presented by Matt H on November 30, 2023, until July 31, 2024. (Moved Tim; Seconded Jim; Accepted)	
4-12-08-24	Approve up to $3,000 for engineering plans for new shelter at gravel pit. (Moved Tim; Seconded Peder; Accepted)	
1-02-05-24	Share Linework, LiDAR, contours, tenure boundaries, inaccessible areas, digital file, report by IFS on forest cover with Miworth Community Association. Request not to share widely further. Paul can be contact for questions. (Moved - Jim; Seconded - Peder; Approved.)	In response to request from MCA, under principle of transparency. Information is mostly

Motion Identifier	Motion as passed	Comments
		available in public domains.
2-02-05-24	Approve revision G of Bylaw Review Committee Terms of Reference with changes as marked. (Moved - Tim; Seconded - Shane; Approved.)	
3-02-05-24	That the paved roller ski trail be approved as presented at the special paved trail meeting on January 14th, 2024 (see attached email Jan 11 to Board from Kevin P). Project scope will be as identified on Jan 14, within 1M$ budget of Destination Development Fund grant. The Board supports efforts to secure additional funds for additional related works. (Moved - Paul; Seconded - Mike; Approved.)	
1-03-04-2024	Approve Dave Snadden, Barry Booth, and Dave Nelson to act as members of the Bylaw Committee. (Moved - Tim; Seconded - Jim; Approved.)	
2-03-04-2024	Appoint Paul Schuetz to Board of Nordic Forest after resignation of Jim Burbee. (Moved - Jim; Seconded - Simone; Approved.)	
1-08-04-2024	Assign governance committee to develop conflict of interest policies and present draft for adoption next meeting. (Moved - Gretchen; Seconded - Peder; Approved.)	
2-08-04-2024	Increase CNSC's office/GM credit card limit to total $7500. Moved – Mike; Seconded – Tim; Approved.	
3-08-04-2024	Motion to support race team family friendly fundraising pub night event by supporting gaming license application for 50/50 draw, April 26. Peder Nesset Programs Director will be named. Moved – Tim; Seconded – Mike; Approved.	
1-06-05-2024	Motion to approve John GM to proceed with changes to insurance provider to Brownridge Insurance for coverages discussed (including liability, replacement, and directors'), based on his judgement, for approximately $90,000. Moved – Tim; Seconded – Andrew; Approved.	
2-06-05-2024	Proceed with reconstruction of biathlon wall, generally as per drawings developed by Scouten Engineering. Proceed with award of construction contract to PRD, after having considered cost, scope of work, and contractor availability. Moved – Paul; Seconded – Andrew; Approved.	
1-03-06-2024	Approve Governance Committee TOR as updated. Moved – Tim; Seconded – Lance; Approved	

Motion Identifier	Motion as passed	Comments
2-03-06-2024	Approve Nordiq Canada Safe Sport Policy for CNSC as saved in folder. Moved – Gretchen; Seconded – Jim; Approved.	
3-03-06-2024	Approve volunteers to pursue sponsorship opportunities, ensuring no conflict with existing sponsors and takes a club-wide/program wide approach. Moved - Simon; Second – Shane; Approved	
1-12-08-2024	That the application to the Province be withdrawn for the License of Occupation 705707. Moved -Lanita; Seconded – Mike; Approved.	
2-12-08-2024	Trails Committee develop proposal for how to approach dog trail realignment reflecting planned Terus gravel expansion in next 10 years. Provide plan to Board. Aim to share plan at AGM. Moved – Tim; Seconded – Shane; Approved.	
3-12-08-2024	Approve strategy for SDP coach development to reimburse volunteer coaches' registration fee for their child if full season is volunteered. Moved – Shane; Seconded – Paul; Approved.	
4-12-08-2024	Provide support for pilot project to explore fat biking on single track in winter24/25 season. Moved – Tim; Seconded – Lanita. Approved.	
1-09-09-2024	Retroactively approve Kevin Petterson as project manager for the paved trail project with corresponding contract for $15,000 from PacifiCan grant portion of paved trails budget. Moved - Jim; Seconded - Tim; Approved. Retroactively approve Chris Simons as site manager for the paved trail project with corresponding contract for $20,000 from total paved trails budget. Moved - Jim; Seconded - Andrew; Approved. Approve the use of the PacifiCan funds to complete the paved trails project described in the Terus construction contract to a total budget of $1,234,650 (original DDF $1 million + PacifiCan grant of $234,650). Moved - Tim; Seconded - Paul; Approved.	
2-09-09-2024	Direct allocation of up to $15,000 of ParaNordic surplus (legacy funds) to allow for completion of the picnic shelter. Moved Lanita; Seconded Tim & Andrew; Approved. Remaining ParaNordic legacy funds/surplus will be held until such time as Board makes decisions on projects. Moved - Gretchen; Seconded - Tim; Jim Abstains; Approved.	
3-09-09-2024	That the final draft of 2023/24 CNSC Membership Survey (including tonight's revisions) be shared with CNSC membership via newsletter, with notices of survey posted on website, Facebook, and Instagram. That the survey be open for such a period as to achieve at least a 25% membership response rate or until October 31, 2024. That the Board commits to sharing a "what we heard" document summarizing member survey feedback as soon as practical, ideally before December 31, 2024. Moved – Gretchen; Seconded – Lanita; Approved.	
4-09-09-2024	That the Trails Committee be tasked with the following: - Advise on the multi-use plan and guidelines for paved trails (John has draft) including signage, maintenance, and other items as recommended, including single track rerouting planned to avoid intersections with paved trail network. Report back to Board by February 2025.	

Motion Identifier	Motion as passed	Comments
	- That the Trails Committee make recommendations on trails and usage related to fat bike pilot project and report back to Board for November meeting. - That the Trails Committee advise on draft trails survey. - Moved – Paul; Second – Tim; Approved.	
1-07-10-2024	The Board directs Matt Hutcheon (bookkeeper) and John Bowes (GM) to move CNSC payroll to QBO as soon as is necessary to ensure timely payroll payments. Moved – Gretchen; Seconded – Lanita; Approved.	
2-10-07-2024	Approve the land agreement between CNSC and Terus with General Manager as signing authority for CNSC. Moved - Jim; Seconded – Shane; Approved.	
3-10-07-2024	Board supports work with City of Prince George to complete prescription for FireSmart to identify risks to infrastructure and potential future mitigations. Moved – Gretchen; Seconded – Paul; Approved.	
1-11-04-2024	The Board approves the following assignment of portfolios, including the appointment of Kevin as VP. Moved Gretchen; Seconded Lanita; Approved.	
2-11-04-2024	Board motion to approval financial statements presented during October 23, 2024 AGM. Moved – Lanita; Seconded – Mike; Approved.	
3-11-04-2024	Board approves the motion to support a fundraiser in collaboration with Racing Team to sell natural Christmas trees if appropriate permits from the Ministry of Forests are in place to allow authorized immature tree cutting. If appropriate permits are not in place, cut trees only on private club property. (Only cut trees that are presold and only cut trees that will be removed anyway as part of wildfire risk reduction and FireSmart activities.) Moved Lanita; Seconded Shane; Approved.	(NOTE: This project will not occur in 2024 as permits are not available at this point. Revisit for 2025.)
4-11-04-2024	-The Board approves Tim Roots to continue as chair of the Bylaw Committee under the previous terms of reference and with current Board members Dave Snadden and Gretchen participating. Moved - Gretchen; Seconded - Lanita; Approved.	
1-01-13-2025	Designate snowshoe trails (Rover, Spot, as shown on map route 3, 4, 5) to be developed for a fat biking pilot, to be initiated with a demo day in winter of 2025 in collaboration with local bike shop to test fat bikes. Grooming, signage and maintenance to be conducted as required to allow for ideal and safe biking, skiing, and snowshoeing. Information regarding the fat biking pilot project must be communicated to the membership prior to commencement. Moved Paul; Seconded – Graeme; Approved.	
2-01-13-2025	The Board approves Competitions budget as presented at January 13, 2025 Board meeting. Moved - Mike; Seconded - Jim; Approved.	
1-02-03-2025	Support further work to host Nordiq Olympic Trials Dec 2025 with back up partner Sovereign. Moved – Jim; Second – Paul; Approved.	

Motion Identifier	Motion as passed	Comments
2-02-03-2025	Support Kevin P to represent CNSC at PRESTIGE Awards with travel mileage, meals, and accommodation for one person covered from ParaNordic accounts. Moved – Paul; Second – Mike; Approved.	
3-02-03-2025	Support General Manager to pursue and set up outdoor, land-based learning in partnership with Lheidli T'enneh. Moved – Graeme; Second – Jim; Approved.	