Caledonia Nordic Ski Club Board of Directors
May 5, 2025
Final Meeting Minutes

Attendees:

- President – Lanita Horning
- Vice President – Kevin Charlston
- Secretary – Gretchen Prystawik
- Treasurer – Shane Sienaert
- Andrew Watkinson
- Paul Schuetz
- Jim Burbee
- Dave Snadden

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 May 5, 2025 meeting of the CNSC Board be approved.* Moved - Shane; Seconded – Gretchen; Approved.

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

MOTION:
That the minutes of the April 7, 2025 meeting of the CNSC Board be approved. Moved - Gretchen; Seconded - Kevin; Approved.

3. ***Paved trails***

i. Good turnout, multi-use, and cooperation between users so far
ii. Working with City of PG to test their sweeper and looking to purchase sweeper for quad or tractor
iii. Use protocol: single track will be closed where crosses paved trails during formal roller ski practices and competitions

iv. Fee structure: request all summer users to pay; provide summer use membership options on Zone 4.; exploring kiosk rental for digital payment for drop-in (biking, paved trail, and disc golf)
v. Insurance for loss will be prohibitively expensive (trees falling and damaging pavement)
vi. Signage and trail closures (retractable) under development/purchase as well as painting, mirrors, trail closure markers funded by project funds
vii. Need some crash protection on at least one corner
viii. Work ongoing on rebuilding single track (Karma, Twister)
ix. Opening(s) planned May 20 &/or June 20 in tandem with Olympic trials & Nordiq Canada and Tourism PG
x. ~$50,000 remains from grant interest to cover all remaining costs, including outstanding work on trails/shoulders and purchasing maintenance equipment and signage

4. Trail expansion, land tenure, & Environmental Management Plan (EMP)

i. EMP with DWB Consulting is close to complete, focusing on legal requirements that can then drive CNSC stewardship commitments (i.e., how to address bear dens and nesting sites that are outside of legal environmental requirements)
ii. Will be informed by IFS inventory and will further inform trail development and maintenance planning

5. Trails Manager recruitment plan

i. Full time position posted broadly
ii. Position will be supported by trained local groomers who can supplement grooming capacity for big events
iii. Appreciate that artificial snow increases maintenance demands on grooming equipment(events contribute to cover the costs of grooming for the event and need to contribute to increased equipment maintenance)

6. Open house

i. Start to plan for beginning of September
ii. Provide opportunity to get information on bylaws and collect input
iii. Highlight program opportunities
iv. Provide information on fuel treatment plans with BC Wildfire Service
v. Cash/check day for sign up & registration to save credit card fees
vi. Consider integrating with ski swap, vendors, and/or community-building event

7. Nomination Committee

i. Current bylaws require that we have a committee in place one month before the AGM
ii. Committee informs potential volunteers about the opportunities and commitments of being on the Board of Directors

8. Reports – Staff & Board

GM – John

- Grant season: new applications and reporting on past grants
- Researching paved trail management options including insurance
- Preparing for snow-making next season
- Researching options for donation and trail pass purchase kiosks
- Investigating fee models and fundraising for competitive programs (will need to increase fees next season or increase funds raised to cover costs)
- Rolling out spring bike program including offering coach training and certification
- Collaborating with SD 57 on Land Based Learning program
- Hosted successful volunteer appreciate event
- Attended Cross Country BC (CCBC) AGM

Jim – Director at Large

- Planning upcoming site visit with DWB to assess streams, especially underground and intermittent; this is the same process as was followed on assessments to complete Birch Bend
- Expect first draft of EMP mid-May
- Fuel treatment in collaboration with BC Wildfire Service – tender contract to complete prescription this year; complete treatments next year

Mike – Competitions

- Olympic trials confirmed by Nordiq Canada but not to be officially announced by CNSC as it is their program to lead announcing
- Received $10K from Tourism PG

Kevin – VP

- Working on EMP
- Found funding grant and shared with John but upon further investigation, was not appropriate for the club
- Attended Cross Country BC (CCBC) AGM

Shane – Treasurer

- Worked with Matt to clean up statements and remnant pieces that were allocated to incorrect financial categories
- Adding long term expenses so that we can better monetize investments and seek sponsorships of infrastructure needs

Andrew – Facilities

- Solicited quote to repair retaining wall and stairs for ~$18k, total could be reduced if we use our own gravel and crush

- BC Parks sponsored three more bear-proof garbage cans that will be distributed around the trail network/club
- Over 50 trees have been cut and removed from single track and trail preparation is ongoing
- New chainsaws are working great
- Concerns around smoking, fires, and open flames

MOTION:
Fires are only permitted at CNSC in designated areas (gravel pit fire ring and fire ring in stadium) in winter, with permission from Office. No fires are permitted between May 1 and October 31.
Moved - Gretchen; Seconded - Andrew; Approved 5 voted yes; 4 voted no.

Paul – Trails

- Bridge on Hickory Wing – currently no budget to replace but if we have future plans, will need to reapply for appropriate authorizations under the Water Sustainability Act
- Any water crossings in the area to be expanded (Terus) will require appropriate authorizations

Lanita – President

- Back to roll earlier than expected, resuming duties of President
- Attended swearing-in ceremony for Lheidli T'enneh Chief Dolleen Logan

Meeting adjourned at 9:57 pm
Next Board Meeting: June 2, 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
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
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		Completed for single track
10-01-13-2025	Draft &/or update voluntary safety training and PPE	John		Complete
2-02-03-2025	Follow up on camping at CNSC parking lots for athletes and families during training camps	Board, next meeting		Complete
1-07-04-2025	Organize meeting for all interested in Paved Trails before end of April	Kevin	Kevin P; Mike; Andrew; Paul; Graeme; Chiefs of races & Officials; and Head Coaches plus President, VP, and GM	Deferred
1-05-05-2025	Request all summer users to pay and provide summer use membership options on Zone 4 and payment kiosks	John	What paved trail pass is available on Zone 4?	
2-05-05-2025	Paved trails grand opening plan and advertisement	John		

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 available in public domains.

Motion Identifier	Motion as passed	Comments
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	
2-03-06-2024	Approve Nordiq Canada Safe Sport Policy for CNSC as saved in folder. Moved – Gretchen; Seconded – Jim; Approved.	

Motion Identifier	Motion as passed	Comments
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. - That the Trails Committee make recommendations on trails and usage related to fat bike pilot project and report back to Board for November meeting.	

Motion Identifier	Motion as passed	Comments
	- 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.	
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.	

Motion Identifier	Motion as passed	Comments
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.	
1-03-03-2025	Board supports trail expansion work to proceed incrementally with additional field work, trail alignment, engagement, and information for members. Moved – Gretchen; Second – Lanita; Approved.	
2-03-03-2025	Board supports purchasing paved trail maintenance equipment from the remaining funds in the paved trail budget. Moved – Paul; Second – Kevin; Approved.	
1-07-04-2025	Board supports adopting draft fee structure presented on a pilot basis with wording added that all users are strongly encouraged to purchase a season's paved trail pass to support the infrastructure and non-profit nature of CNSC. Moved – Gretchen; Second – Mikie; Approved.	
2-07-04-2025	Board supports sharing draft bylaws with members through website and newsletter. Moved – Mike; Second – Shane; Approved.	
1-05-05-2025	Fires are only permitted at CNSC in designated areas (gravel pit fire ring and fire ring in stadium) in winter, with permission from Office. No fires are permitted between May 1 and October 31. Moved - Gretchen; Seconded - Andrew; Approved 5 voted yes; 4 voted no.	