Caledonia Nordic Ski Club Board of Directors
September 8, 2025
Final Meeting Minutes

Attendees:

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

Staff:

- CNSC General Manager - John Bowes

Guest:

- Kevin Petterson

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: 6:32 pm

Discussion Items:

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

MOTION: *That the Agenda for the September 8, 2025 meeting of the CNSC Board be approved.*
Moved - Jim; Seconded – Kevin; Approved.

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

MOTION: *That the minutes of the August 11, 2025 meeting of the CNSC Board be approved.*
Moved - Kevin; Seconded – Jim; Approved.

3. ***2026 Olympic Trials***

i. First time in Prince George and first time that trials for skiing have been a stand-alone event
ii. December 12 (first training day) to 16 (last competition day), expected ~150 athletes,

90+ coaches, and 150+ volunteers (trail passes required)

iii. Three Olympic-format races across male and female categories
iv. Livestreaming via Nordiq Canada and CBC Sports (cbcsports.ca; CBC Gem; CBC YouTube)
v. Goals & Outcomes: high performance development; volunteer & official development; tourism growth; inclusivity & cultural celebration; legacy infrastructure
vi. Marketing, media, and community engagement plan developed, working with Tourism PG, Lheidli T'enneh
vii. Economic & tourism impact based on 2025 STEAM analysis locally estimated at ~$773k; provincial ~$918k; national ~$1.17M with 4.7 local full time equivalent (FTE)/5.6 FTE province-wide/6.5 FTE Canada-wide
viii. Budget summary (compared to 2023, budget was ~$100k but did not cover livestream or snow making)
    1. Total projected revenue ~$167k
    2. Total projected expenditures ~$163
    3. Some sponsorship and grants not yet confirmed or tallied in above revenues
    4. Including $22k in approved CNSC 25/26 budget
ix. Chief of Competitions working with Organizing Committee - Courses under development, will depend on snow levels (snow making has been included in budget)
x. If no snow, Sovereign and Canmore are back-up options, will be decided by Nordiq Canada. If event is moved, don't expect any outstanding liabilities for the club.

4. Nomination Committee

i. Sara Cotter agreed to chair
ii. Nomination target is two weeks before AGM to allow time to post biographies to website but will also accept nominations from the floor (as per bylaws)

5. Trail expansion

i. Final map and qualified professional report to be shared with membership
ii. Construction and development starting soon
iii. Stream crossing with ford drain rock, approved under WSA, to be done early in the project plus two other crossings that rarely have water
iv. Next phases of development should be easier because of few mature trees
v. Road construction to dog parking lot will be done when contractor has time
vi. No slash burning anticipated – larger pieces will be bucked to sit closer to the ground for quicker decomposition and reduced fire hazard
vii. Trail naming suggestions from membership to be collected with input from Trails Committee and final decision on names of new trails with Board

6. Bylaws

i. Final draft to be shared before open house
ii. Changes will be incorporated into version for ratification vote, which will be sent to membership by secretary 21 days before AGM

Motion: *To allow Gretchen/Secretary to send final draft bylaws to members before end of day, October 1, along with proposed special resolution to accept final draft bylaws after 75% acceptance at AGM with request to 2025/26 elected Board of Directors to strike a Governance Committee to create policies including but not limited to privacy; conflict of interest; financial; member code of conduct; member engagement and communication; strategic planning; electronic voting.* Moved - Gretchen; Seconded – Paul; Approved.

7. CNSC Fall Open House

i. Paved trail grand opening postponed – no dignitaries available
ii. Sunday, September 21, 10 am to 2 pm
iii. Cash/cheque 2025/26 membership sales.
iv. Terus trail expansion information (Paul)
v. Program information (Graeme, Ali and/or Tuppy)
vi. Bylaws (Gretchen)
vii. EMP (Kevin)
viii. Olympic Trials and other competitions (Mike)
ix. Facilities (Andrew)
x. Roller skiing and laser rifles
xi. Demo of snow gun, tour of machine shop
xii. Social events planned
xiii. Catering for sale
xiv. Invitation to Lheidli T'enneh to participate
xv. Will be advertised on free sites and platforms

8. AGM Preparation

i. All director reports must be sent to John Oct 1; reports to be available online; only verbally summarize if you want to (please keep summary to a few minutes maximum)
ii. Instructions for elections – clarify no acclamation, minimum threshold >50%

9. Reports – Staff & Board

GM – John

- Unwanted traffic: Member notified GM about burned tree, trailer that was moved from dog lot, transported to Hickory Wing West, and burned water cooler; access point appears to be at Rolling Mix gravel pit west of facility. Truck tracks all over (dog trails, Ridge Runner, Sawmill, Northern Lights). Knocked down several signs and dragged around trails. Nothing in cameras. RCMP has been notified. Fire Department came to extinguish smoldering fire. Some items now noticed missing (cables, cords). Ongoing work to address. Please keep eyes open and report anything concerning.
- Membership: registration is live (112 members), planning prize incentives, rates have been increased by 2.5% in line with the budget review, expanding reciprocal agreements across BC.

- Trails: Equipment for upcoming trail expansion has been rented and is scheduled for delivery on Monday. BC Wildfire Service crews have indicated a willingness to support the work if their schedules allow. All erosion control work from earlier this year appears to be successful. Vegetation is establishing quickly and is helping stabilize the ground, which should reduce issues moving forward.
- Facilities: A huge thank you goes to Andrew and team of volunteers for completing the new retaining wall and stairs, along with the staircase from the upper lot to the stadium to greatly increase safety and reduce accidents. Aaron will return in October, with focus on improving the interior of the lodge, facility clean-up, including the gravel pit and shop areas.
- Job Postings: Recruitment underway for seasonal positions, including Track Attack coach, Program Coordinator, groomers/snowmakers, and rental shop staff. (Some of last year's staff have moved on to other opportunities.)
- Grants: Still awaiting updates on both the Community Gaming and NDIT grant applications. NDIT has provided encouraging feedback, but no final confirmation. Several smaller grants have been received.
- Land-Based Learning: Work with SD#57 continues; new additions include knot-tying and snare stations; several classes are already scheduled; most significant barrier remains transportation.

Kevin – VP

- Donation of new fuel tank for shop: 1000 gallons for diesel, in kind approximately $6,000 along with geotextile from Canfor through "Good things come from trees."
- Renewable Diesel – Tidewater or other suppliers, last winter wasn't available, hopefully it is this year. Need heated diesel tank but can mix with (and is interchangeable with) regular diesel if we don't have heated tank.
- Sustainability Plan – came up at CCBC meeting. Helpful for grant applications. FIS provides some guidance. Aim is for a short, succinct plan linked to EMP at a very high level.
- Community Spaces proposal for accessibility design from All North - $20,000. BC Rehab Foundation fund accessibility-based projects due Sept 12. Kevin to work with John.

Jim – Director at Large

- EMP: final meeting with DWB, expect only minor adjustments. Plan focus is actual operations, not hypothetical situations with links to waste and fuel management. Final version – Board decision, should be provided to contractors. Plan has been completed by qualified professionals so will not be made available for member adjustment.

Graeme – Programs

- Registration open for Skills Development Program (50) and our youth competitive streams (25). Varsity expected to grow from 8 last season to about 12 this year. Two new pilot initiatives: Masters biathlon & laser rifle add-on for athletes ages 9–18

(supported through a CSAI grant, designed to broaden opportunities and provide athletes with new experiences). Changes to programs this year.

- Still looking for someone to run Track Attack coach and SDP Coordinator.

Meeting adjourned at 9:45 pm

Next Board Meeting: October 6, 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 (close to $100,000 minus work on retaining wall and stairs)
3-11-04-2024	Work with MOF on required permitting for tree removal (mature and immature).	Jim	Need letter of support provided 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	Revisit in fall when snow on ground
10-01-13-2025	Draft &/or update voluntary safety training and PPE	John	Posted to folder. Send final comments to John. Then post in shop and on website, share in newsletter	In shop, needs to go in shop and newsletter
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? Share donation options in newsletter	Next year
2-05-05-2025	Paved trails grand opening plan and advertisement	John	Postponed from Open House Sept 21.	
1-02-06-2025	Finalize fire use protocol with SD 57 after checking on insurance liabilities and getting Board approval	John	Include permission forms that families sign for their kids. Insurance checked.	
2-02-06-2025	Install fire ban signs at fire pit and post in newsletter (no fires and no smoking)	John		Signs need posting. Was in newsletter
3-02-06-2025	Post loppet into competition schedule so we have future option to host	John	Missed posting. Can still have a fun race.	Fun local race. First weekend in March 7/8, Shane, Graeme, Lanita, Rob

Motion Identifier	Motion as passed
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 $3,000 for engineering plans for new shelter at gravel pit. (Moved Tim; Seconded Peder; Accepted)
1-02-05-24	Share Linework, LiDAR, contours, tenure boundaries, inaccessible areas, digital file, report by IFS on forest cover with Miworth Community Association. Request not to share widely further. Paul can be contact for questions. (Moved - Jim; Seconded - Peder; Approved.) In response to request from MCA, under principle of transparency. Information is mostly available in public domains.
2-02-05-24	Approve revision G of Bylaw Review Committee Terms of Reference with changes as marked. (Moved - Tim; Seconded - Shane; Approved.)
3-02-05-24	That the paved roller ski trail be approved as presented at the special paved trail meeting on January 14th, 2024 (see attached email Jan 11 to Board from Kevin P). Project scope will be as identified on Jan 14, within 1M$ 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.)

Motion Identifier	Motion as passed
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.
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.

Motion Identifier	Motion as passed
	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. - 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.
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.

Motion Identifier	Motion as passed
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.
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.
1-02-06-2025	Support funding of design, repair, and replacement of retaining wall and stairs up to $25,000. Moved -Gretchen; Seconded – Mike; Approved.
1-07-07-25	That Kevin Petterson be retroactively appointed as organizing chair with decision making authority on routine business associated with the trials within the approved event budget for the Dec 12-16 2025 Olympic Trials. Major decisions associated with the Olympic Trials, and those that impact CNSC and the members during the Olympic Trials, remain with the General Manager, including members' use of club facilities and any potential trail closures. Moved - Lanita; Seconded – Graeme; Approved.
2-07-07-25	That the 2025-26 CNSC budget is approved, as presented, including the December Olympic Trials. Moved - Lanita; Seconded - Gretchen; Approved.

Motion Identifier	Motion as passed
1-11-08-2025	That the CNSC Board approve a budget of $4,500 from budget surplus to prepare technical plans, drawings, cost estimates, and application materials for the Accessible Outdoor Recreation and Safety Hub project for submission to the Co-Op Community Spaces Grant program in 2026. Moved - Kevin; Seconded - Andrew; Approved
1-08-09-2025	To allow Gretchen/Secretary to send final draft bylaws to members before end of day, October 1, along with proposed special resolution to accept final draft bylaws after 75% acceptance at AGM with request to 2025/26 elected Board of Directors to strike a Governance Committee to create policies including but not limited to privacy; conflict of interest; financial; member code of conduct; member engagement and communication; strategic planning; electronic voting. Moved - Gretchen; Seconded – Paul; Approved.