Caledonia Nordic Ski Club Board of Directors
November 3, 2025
Final Meeting Minutes

Attendees:

- Past President – Lanita Horning
- President – Kevin Charlston
- Secretary – Gretchen Prystawik
- Treasurer – Shane Sienaert
- Logan Cox
- David Snadden
- Paul Schuetz
- Vonda Hefferd
- Colburn Pearce
- Chris Simons
- Jim Burbee
- Jeni Wigelsworth

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: 6:45 pm

Discussion Items:

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

MOTION: *That the Agenda for the November 3, 2025 meeting of the CNSC Board be approved.* Moved - Lanita; Seconded – Paul; Adopted.

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

MOTION: *That the minutes of the Oct 6, 2025 meeting of the CNSC Board be approved.* Moved - Jim; Seconded – Gretchen; Adopted.

3. ***Chamber Business Excellence Awards***
   i. CNSC was the winner - Entertainment & Attractions category

4. ***Charter/Rules of Engagement***

i. See updated charter

5. *Debrief on AGM*

i. Financial report was very thorough and presentation was excellent
ii. Nice to hear more contributions from members
iii. It was helpful to brief members about the process to expect (bylaws)
iv. Great turn out
v. Positive response from members to provide reports ahead of time online and not cover during meeting
vi. Suggestion to invite questions before AGM so Board can prepare with better answers or if get tough questions, commit to getting back to the members with full answers
vii. Positive to provide two options for open forum questions

6. *Portfolios*

i. Wait for bylaws in place before appoint elected director to VP, if we need one. Vonda has agreed to stand if unanimous Board support. Will make final motions next meeting.
ii. Trails – Paul
iii. Competitions – Chris Simons
iv. Facilities – Colburn
v. Programs – Jeni

7. *Governance Committee*

i. Volunteer Board committee including Kevin, Lanita, Vonda, Gretchen
ii. Draft policies to be borrowed and adapted from public realm – good stuff available so no need to draft from scratch

MOTION: *That the Governance Committee be struck and a draft terms of reference be approved next meeting.* Moved - Gretchen; Seconded – Jim; Adopted.

8. *Fees and Other Clubs Using CNSC*

i. Action: John post and install QR codes and online payment option kiosks by snow fall, including connecting with other clubs.

Reports – Staff & Board

GM – John

- Registered members @ ~770
- SDP ~97 athletes; Competitive ~53 including 10 Varsity
    - Very short on volunteer coaches

Motion: *Approve reimbursement of SDP registration fee at the end of the season, for one child, if parent completes entire season of volunteer coaching.* Moved – Vonda; Second – Logan; Adopted.

- Lots of activities last month including AGM; ski swap and cheque day; apple fundraiser; Backyard Ultra Lite race; Biathlon Fall Invitational dryland/paved trails; disc golf tournament
- Clean up: grounds and buildings (thank you to donations/in kind support from Mike Duck and Allen's Scrap for bins)
- Staffing is strong with experience, a few interviews left for rental shop positions
- Olympic Trials proposed purchase of $15,000 Drift Snowmaking Additive

Motion: *Do not approve use of additive in snow making.* Moved – Gretchen; Second – Vonda; Adopted.

- Confirmed grants for Olympic Trials $150,000
- BC Community Gaming Grant not yet confirmed but critical for winter programming
- Land-Based Learning received $8,500 grant from IREN for ongoing development to add to archery, shelter building, food caching, and scavenger hunt, and nature trails. One class and one professional development day for teachers this month.

Jim – VP

- New road to dog lot built by YRB and new gate installed
- 2 km Meadow Trail complete and ready for skiing this year
- Grass seeding to be completed this week
- Continuing to work on Forestry License to Cut, no response from Lheidli T'enneh
- Time to start application for License of Occupation on 5 ha parcel
- Brushing on Raven's Col of Douglas-fir planted on either side, plus cleared some blow down
- Need FLTC to re-route Hickory Wing West away from private land of gravel pit

Paul – Trails

- Upper loop of Terus trails will not be completed this year
- Need to send out invitation to suggest new trail name, Trail Committee shortlist, Board has final decision. Include invitation for another committee member and criteria for what makes a good committee member

Vonda – At Large

- Note there has been a change to groomer financing but no cost to members

Meeting adjourned at 9:55 pm

Next Board Meeting: December 1, 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
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, waiting on letter.
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 after Olympic Trials
10-01-13-2025	Draft &/or update voluntary safety training and PPE	John	Posted to folder and in shop and on website.	Needs to go in 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	Target 2026 – in progress
2-05-05-2025	Paved trails grand opening plan and advertisement	John	Postponed from Open House Sept 21.	Postpone to spring 2026
2-02-06-2025	Install fire ban signs at fire pit and post in newsletter (no fires and no smoking)	John	Notification in newsletter and on website.	Done and removed for winter burning season.
1-06-10-2025	Final EMP (October 1 version) to replace current draft (Sept 5) on the website	John		Completed – here
2-06-10-2025	Final Qualified Professional Report to be posted to website	Jim & John	Report on Terus expansion.	See Jim's email to John
3-06-10-2025	Water Sustainability Act notification for trail expansion to be posted on website	Paul and John		See Paul's email to John .
4-06-10-2025	Final map of trail expansion to be posted on website	John		Paul to share cleaner version showing constructed vs planned
5-06-10-2025	Investigate opportunities for free advertising and public education on paved trail protocols through The Citizen and CKPG Caden Fanshaw	John		Completed – CKPG share link here
6-06-10-2025	Install sign in stadium for information on paved trail use	John	Graeme has suggestions	Defer to spring 2026

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.
1-06-10-2025	Move to put special resolution to membership at AGM regarding financing options for new groomer and leveraging of ParaNordic legacy account, NDIT, and private donations to purchase Prinoth Husky. Replenish legacy account over time and through available sources. Moved - Mike; Seconded – Andrew; Approved.
1-03-11-2025	That the Governance Committee be struck and a draft terms of reference be approved next meeting. Moved - Gretchen; Seconded – Jim; Adopted.
2-03-11-2025	Approve reimbursement of SDP registration fee at the end of the season, for one child, if parent completes entire season of volunteer coaching. Moved – Vonda; Second – Logan; Adopted.
3-03-11-2025	Do not use additive in snow making. Moved – Gretchen; Second – Vonda; Adopted.