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

**Attendees:**

- 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**: 6:42 pm

**Discussion Items:**

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

**MOTION**: *That the Agenda for the December 1, 2025 meeting of the CNSC Board be approved.* Moved - Vonda; Seconded – Gretchen; Adopted.

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

**MOTION:** *That the minutes of the November 3, 2025 meeting of the CNSC Board be approved.* Moved - Shane; Seconded – Chris; Adopted.

### *3. Review of electronic motion for Para-Biathlon*

i. CNSC via Aaron Sinclair submitted expression of interest to host 2028 International Biathlon Union Para-Biathlon event after Board support and after consultation with core volunteer teams
ii. No plans to host back-to-back international events (e.g., ParaNordic and Para-Biathlon) as too demanding for volunteers and staff
iii. More information will be forthcoming as the selection process proceeds

**MOTION**: *Submit an Expression of Interest Package to host the 2028 International Biathlon Union Para-Biathlon Event*. Moved – Jim; Seconded – Vonda; Adopted.

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

i. No concerns
ii. Commitment to each other as Board members, appears at start of each agenda
iii. Can be revisited any time

### *5. Portfolios*

**MOTION**: *Unanimous Board support for appointment of Vonda as Vice President under Bylaws 4.2.1. Appointments of Trails Director - Paul; Competitions – Chris; Facilities – Colburn; Programs – Jeni.* Moved – Dave; Seconded – Paul; Adopted.

### *6. Governance Committee*

i. Draft terms of reference not yet ready for discussion, revisit next meeting
ii. Action: invite members to submit policy ideas to Secretary

### 7. *Day use fees and payment kiosks*

i. QR codes and signage under development
ii. Payment system can track revenue to measure success of signage
iii. Action: John post and install QR codes and online payment option kiosks by snow fall, including connecting with other clubs for consistency and learnings

### 8. *New dog trail names*

i. ~14 names submitted to date
ii. Get members to ski on trail before choosing a name
iii. Trails Committee to short list and Board to approve final name

### 9. *Olympic Trials*

i. Organizing Committee meeting occurred Nov 26 to discuss options including shifting to Sovereign or postponing
ii. Forecast does not look promising
iii. To date, only 8 hours of snow making in appropriate weather occurred when we needed 6-7 days of snow making/appropriate weather
iv. Action: Kevin - Send thank you note to grooming and snow making team & John - thank team and all volunteers in newsletter
v. In process of cancelling everything that can be. Liabilities are limited to ~$20k including wages for Kevin P and John A; snow making; cancellation fee for dignitary.

### 10. *Snow making additives*

i. Additional research conducted on use of additives to extend snow and increase water efficiency
ii. Other clubs and ski resorts are not using it
iii. No Pest Management Plan would be required for future use but would need to investigate requirements under the Water Sustainability Act
iv. If CNSC were interested in future use, would need to contact manufacturer, MOE and WLRS as well as consult a qualified professional who could advise on potential toxicity, and investigate information on MSDS and ESD
v. No plans to use additive in future at CNSC

### *Reports – Staff & Board*

**GM – John**

- Registered members @ ~1619 (target 2000)
- New groomer has arrived, more training to occur after snow on ground
- Interest started to accumulate on Dec 1 on ~$84k as per special resolution

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**Jim**

- Site visit with Lheidli Resource Manager and Land Guardian near Hickory Wing and east end of potential new 5 ha License of Occupation application
- No substantive concerns or values identified, shared EMP
- Still waiting for letter of support (promised)

**Paul – Trails**

- Two new Trails Committee members

**MOTION**: *Support Gillian Recknell and Patrick Turner as new Trails Committee members.* Motion Dave; Seconded – Jim; Adopted.

**Chris – Competitions**

- Looking to make 3 to 5 year hosting plan for competitions, with goal of ~5 years between international events and annual XC and biathlon provincial races
- Grand Tour on track with sponsorship letters going out next week. Still plan for free event to reduce grooming expectations
- Officials' course to be hosted at level 2, which supports our club's events

**Shane – Treasurer**

- Membership fees support ~41% of our budget so hoping to get membership up to planned level (2000)
- Front end spending for the season is not outside of normal

**Jeni – Programs**

- Meeting planned for later this month to meet everyone and plan season
- Longterm Athletic Development Committee will not be struck this year

**Kevin – President**

- Barry Booth submitted email regarding the EMP – to be considered and response pending

Meeting adjourned at 8:53 pm

Next Board Meeting: January 5, 2026

## 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. |
| 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 |
| 6-06-10-2025 | Install sign in stadium for information on paved trail use | John | Graeme has suggestions | Defer to spring 2026 |
| 1-01-12-2025 | Invite members to submit policy ideas for Governance Committee consideration; submit trails names for new Terus dog trails; | John | | |
| 2-01-12-2025 | Thank you to grooming and snow making teams | Kevin – Direct email John – Social media and newsletter | | |

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|---|---|---|---|---|
| 3-01-12-2025 | Share COOP gas number with members as well as bottle depot account number | John | Fundraising opportunities | |
| 4-01-12-2025 | Share key strategic plan items with Board for prioritization | Kevin | | |

| 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.<br><br>Monica to work with Kevin, Simon, and UNBC communications and athletics departments on announcements.<br><br>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.)<br><br>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.)<br><br>In response to request from MCA, under principle of transparency. Information is mostly available in public domains. |

| Motion Identifier | Motion as passed |
|---|---|
| 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. |
| 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. |

| Motion Identifier | Motion as passed |
|---|---|
| 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.<br>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.<br>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.<br>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:<br>- 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.<br>- That the Trails Committee make recommendations on trails and usage related to fat bike pilot project and report back to Board for November meeting.<br>- That the Trails Committee advise on draft trails survey.<br>- 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.<br>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.<br>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. |

| Motion Identifier | Motion as passed |
|---|---|
| 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.<br>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. |
| 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. |

| Motion Identifier | Motion as passed |
|---|---|
| 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. |
| 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. |
| 1-01-12-2025 | Support Gillian Recknell and Patrick Turner as new Trails Committee members. Moved - Dave; Seconded – Jim; Adopted |
| 2-01-12-2025 | Unanimous Board support for appointment of Vonda as Vice President under Bylaws 4.2.1. Appointments of Trails Director - Paul; Competitions – Chris; Facilities – Colburn; Programs – Jeni. Moved – Dave; Seconded – Paul; Adopted. |
| 3-01-12-2025 | Submit an Expression of Interest Package to host the 2028 International Biathlon Union Para-Biathlon Event. Moved – Jim; Seconded – Vonda; Adopted. |