Caledonia Nordic Ski Club Board of Directors
March 2, 2026
Final Meeting Minutes

Attendees:

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

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: 6:34 pm

Discussion Items:

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

MOTION: *That the Agenda for the March 2, 2026 meeting of the CNSC Board be approved.* Moved - Gretchen; Seconded – Jim; Adopted.

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

MOTION: *That the minutes of the February 9, 2026 meeting of the CNSC Board be approved with the correction that Chris Simons attended the meeting and addition of Thurber Engineering having worked on project plans.* Moved - Chris; Seconded – Jeni; Adopted.

3. ***IBU Western Canadian & BC Championships (March 6-8) – Chris***
   i. Organizing Committee meeting tonight
   ii. Approximately 137 athletes registered including six from USA

iii. Budget on track at ~ $160k including funds for snow making and grooming
iv. Courses look good and are ready for training/competitions as well as for recreational skiers (training days start Thursday)
v. Large screen for mandatory live streaming will be installed this week
vi. CNSC will look at charging a competition fee to host events, similar to Canmore and Whistler to build an account for facilities repair and infrastructure maintenance (repairs to snow making water lines and pump were covered by Grand Tour funds)

4. *Accounts*

i. ParaNordic Legacy account at $125k. Retaining wall at lodge repair and gravel pit shelter projects did not use funds that had been approved by Board from this account.
ii. Paved Trails account at $0. Last funds used to complete erosion control work, purchase sweeper, complete paving, and replace gravel pit shelter
iii. Matt and Shane will develop a template for competitions budgets for all biathlon, BC Cup-type races and other events that will include a facilities charge

5. *Policy & Governance Committee*

i. Target August for draft policies to be shared with members for review and comment before Board approval
ii. Focus on strategic policies first, leaving operational policies as second priority

6. *Paved trails*

i. Signs in progress that will have QR code for day use (trails, paved trails, biking, hiking, and disc golf)
ii. First camp is biathlon end of July with multiple teams, potential for grand opening event when many athletes are around

7. *Member communications to Board*

i. Barry Booth submitted another email regarding EMP – Kevin to investigate and respond
ii. Vonda responded to Tim's email following up on AGM

8. *Strategic planning session*

i. Update strategic plan, targeting a document that is only a few pages and highlights key priorities while incorporating key information from FIS

Reports – Staff & Board

GM – John

- Registered members ~1885 with March Madness providing half price memberships as per previous years
- ~$3,200 from sale of day passes this season
- February was operationally very challenging due to no snow. Retention of grooming staff is challenging when little work and staff move on to other opportunities. Needed more staff capacity with snow making and volunteers helped fill gaps. (Thank you!)

- Lower Dog On It has been permanently affected by aggregate developments on private land. Underdog and Upper Dog On It have temporary closures but will permanently affected in the future
- Equipment and fleet performance have been excellent this season with great reliability of new and repaired equipment. New groomer is particularly effective in thin snow conditions like on Sundog and Moon Dog this season
- Focus on communication seems to have been helpful for members with newsletters, information in Nordic Pulse, FaceBook, Instagram, and direct communication (for example to parents in programs)
- Volunteer appreciate event planned for mid April

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Jim

- Gravel development has impacted dog trails this season, as expected.
- Ministry of Transportation and Transit approached CNSC to support LOO on western boundary, which will support reroute required on Hickory Wing

Kevin – President

- Met with Thurber Engineering to update drawings for potential accessibility work around lodge, stadium, and parking lot for paving if funding/grants become available. This would be a "shelf-ready" project.

Paul – Trails

- Attended Greenway Society AGM. Long time chair Robin Draper is retiring from the role and Barry Booth has been elected chair. Donation received from Dick Voneugen legacy and plans for a feature to be named in his honour along the corridor. Society was curious about CNSC designation of an ungulate management area within our EMP that is in collaboration with Lheidli T'enneh. No plans for trail development in this area.
- ~40 name suggestions received for new Terus dog trails. Moon Dog is Trails Committee top recommendation, which was supported by the Board.

Jeni – Programs

- Despite weather and conditions challenges, programs went well this year. Thanks to coaches and staff, including for excellent communication and adaptation. A few cancelations were required. Families will be offered a small discount on bike program registration to account for missed ski programming.
- Summer bike camps planned for 7 weeks instead of usual 6.
- Two bike programs will be run in spring on Wednesday evenings and Saturday mornings

Meeting adjourned at 9:51 pm

Next Board Meeting: April 13, 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	In progress
2-05-05-2025	Paved trails grand opening plan and advertisement	John	Planning for end of July biathlon roller ski camp	In progress
6-06-10-2025	Install sign in stadium for information on paved trail use	John	Graeme has suggestions	Planning/in progress
2-05-01-2026	Special Board meeting for strategic and sustainability plans	Kevin		In progress
1-09-02-2026	Confirm remaining funds in both the paved trails and ParaNordic accounts and report back to Board	John		Completed
2-09-02-2026	Start to plan roller ski race with CCBC and Biathlon BC	John (Logan)		In progress
3-09-02-2026	Recruit for officials training and local officials to run events	John	Newsletter and email, including offering a refresher level 2 officiating certification	
4-09-02-2026	Email to Peter thanking him for feedback received regarding officials	Kevin		Completed
1-02-03-2026	Matt and Shane to develop a competitions budget template	Shane	Include facilities charge to build funds for ongoing facility and infrastructure repair and maintenance	
2-02-03-2026	Explore ways to recognize donors	John	CNSC now has LinkedIn account	Completed

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.
1-01-12-2025	Support Gillian Recknell and Patrick Turner as new Trails Committee members. Motion 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.
1-05-01-2026	Adopt Terms of Reference for Policy and Governance Committee. Moved – Vonda; Seconded – Paul; Adopted.
1-09-02-2026	That CNSC start charging mandatory fees for non-members for summer use, including hiking, biking, running, and disc golf. Signage will be installed with similar day pass QR codes as are up now for winter/ski use for online purchase. No additional staffing will be required. Moved - Gretchen; Seconded – Jim; Adopted.
2-09-02-2026	That CNSC proceed with a Licence of Occupation application for a total of approximately 12 hectares Crown land in two adjacent properties: ~ 5 hectare property DL 6881 on the eastern boundary of the Terus land holdings, currently under a land use agreement with CNSC; and ~7 hectare parcel of land on the western boundary of the CNSC Licence of Occupation, currently within a MOTT gravel reserve area. Moved – Jim; Seconded – Gretchen; Adopted.