Caledonia Nordic Ski Club Board of Directors
May 4, 2026
Final Meeting Minutes

Attendees:

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

Staff:

- CNSC General Manager - John Bowes

Quorum: **Met** (Bylaws 5.5: *"The quorum necessary for the transaction of business at a Board meeting shall be 50% of the elected positions and must include two of president, vice president, secretary, or treasurer.")*

Location/Venue: Tech Building

Land Acknowledgement

Call to Order: 6:33 pm

Discussion Items:

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

MOTION: *That the Agenda for the May 4, 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 April 13, 2026 meeting of the CNSC Board be approved.* Moved - Vonda; Seconded – Gretchen; Adopted.

3. ***Lead at biathlon range***

i. Reached out to other Nordic clubs. Will reach out to rod and gun clubs.

1. CNSC already doing much of what is suggested in the draft IBU lead management procedures; we have some areas to investigate and potentially improve: trays

under targets ~5x8 inches times 30; solid wall behind targets; keep soil pH neutral (behind target, we have gravel berm with white matting layer); documenting current management and clean-up procedures; developing containment plan; sampling soil (see actions).

4. EMP Review

i. Board did thorough review of concerns. No plans to update EMP at this time.
ii. Kevin to respond to Barry B.

5. Sea Can

MOTION: That Board approves purchase of two, 20 foot sea can containers for storage of new snowmobiles and other equipment/supplies. Although financing is from an anonymous donor for approximately $10,000, CNSC will use funds set aside for the purchase of the new Pinoth groomer, which will be replaced when Nordic Canada releases designate funds. Moved – Vonda; Seconded – Jim; Adopted.

i. If used for fuel storage, will need proper ventilation.
ii. Installation will require clearing, levelling, placing, and finishing the area, which will require rental of small skid steer and crane.
iii. Trusses can be added later to make a larger storage building
iv. Rental of equipment will be timed to include other jobs (i.e., sweeping paved trails)

6. Environmental Scan of Facilities Projects for 2026

i. Federal grant Canada Sprint Economic program
ii. Construction of equipment storage shelter (shipping container shelters)
iii. Low priority: Replacement of upper stairs from the upper parking lot
iv. Priority: Insulation of maintenance building – two companies coming to give quote
v. Stadium improvements including paving and grass (i.e., paving for accessible parking)
vi. AC in main lodge – not a priority at this time
vii. Priority: Fix water pooling near lodge and flooding building, including sump pump
viii. Low priority: Finish gravel picnic – finish gable
ix. Med priority: Better locking gate at lot #4 and into upper lot behind lodge (similar to gate at dog lot)
x. Priority: Consolidation of alarm system and more cameras
xi. Low priority: Replacement of warm shop – look into geothermal instead of solar if contemplating electric heating
xii. See actions.

7. Policy & Governance Committee

i. Draft policies under development – meeting next week
ii. Plan to have drafts for board review, then out to members, then share with members, and approve by Board before AGM

8. Grand opening Paved Trails

i. 10:30 am, July 24th
ii. Planning in progress

9. Summer User Fees

i. Signs are getting made for each access point for single track and at disc golf with witty messaging
ii. Funding received for larger sign for paved trails
iii. Still working with other bike areas (Tabor and Pidherny) on combined single track area fee or membership support/donation
iv. Members of CNSC would not be charged but have the option to donate towards this initiative
v. Plan to get out as soon as possible

10. Dinner with Lheidli T'enneh

i. Good focus on partnerships, Chief and Elders very interested
ii. Lanita provided summary of land-based education
iii. Invited to Moccasin Walk – 10 km around their community

11. Strategic Planning

i. 8: 00 AM to noon, May 10th rescheduled to May 23
ii. Short plan, brainstorming, then go away and update. For those not able to attend, will be opportunities to contribute before or after

Reports – Staff & Board

GM – John

- Camping for fee available during paved trail camps. Shower will be available, using our septic. Covered by insurance.

Jim

- Will get FLTC for 50 cubic meters over 2 years, 50 cent stumpage per cubic meter. Ask Ministry if can pay all up front to save all parties administration. Will still need to tally volume.
- Ministry of Water, Land, and Resource Stewardship (WLRS) approached CNSC to take over 7 ha of Ministry of Transportation and Transit' gravel reserve into an License of Occupation on western boundary, which will support reroute required on Hickory Wing. Need to resolve mapping discrepancies between two tenures. Should be done soon.
- Revision to new dog trail – Wild Dog to address member feedback (Barry B) also adds ~600 m of trail. Trail plan needs to be approved by Terus VP and then needs to be shared with membership over summer. Water Sustainability Act application required for one crossing on Wild Dog.

Kevin – President

- Grant opportunity through Invictus Games for programs for veterans and adaptive equipment, intake in August
- Vonda Action: share grant opportunity with Legion president – we are interested in partnering. If you know of anyone, please contact us.

Shane – Treasurer

- Looking good now
- Next month will report on budget reconciliation and will be more substantial report to consider. Big improvement made working with Matt and John in steamlining budget and accounts.

Chris – Competitions

- Biathlon Nationals organizing committee underway. Asking for facility charge and cost of grooming, snow making to get IBU and Biathlon Canada grant. Trying to access as much of 10k euro grant as possible. Action - John to ask Canmore and Whistler for their costs. Estimate more than what grant will cover. Action – Matt to provide template for competitions.
- BC Cup January – need Chief of Competitions. Organizing an officials' training course. Hoping to get local. Action – John to organize meeting with the committee to confirm January, start to plan budget, etc.

Jeni – Programs

- Comprehensive reporting of positive season despite weather and snow conditions challenges

Meeting adjourned at 9:38 pm

Next Board Meeting: June 1, 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 got letter from LTN.
1-05-05-2025	Request all summer users to pay and provide summer use membership options on QR codes	John	Single track or day use passes	In progress

2-05-05-2025	Paved trails grand opening plan and advertisement	John	July 24th	In progress
6-06-10-2025	Install sign in stadium for information on paved trail use	John	Graeme has suggestions – complete	Planning/in progress
2-05-01-2026	Special Board meeting for strategic and sustainability plans	Kevin	Reschedule required	May 23
2-09-02-2026	Start to plan roller ski race with CCBC and Biathlon BC	John (Logan)	May be race in July 24	In progress
3-09-02-2026	Recruit for officials training and local officials to run events. Will need to be in person.	John	Newsletter and email, including offering a refresher level 2 officiating certification	In progress. Ideal to run during a camp or event for an officials course.
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. Needed for Chris' work with competitions organizing committees.	
1-13-04-2026	Lead management protocols	John Kevin	Document and share race clean up procedures following IBU standards Prepare draft response to Barry and share with Board	See notes
2-13-04-2026	Strategic and long term facilities projects, including Adaptive Sports grant opportunity	Colburn John & Kevin	Revisit with quotes	Talked about priorities, actions to get quote
1-4-04-2026	Respond to Barry B re EMP	Kevin	BCC Board	
2-4-04-2026	Draft facility improvement plan including strategic and long term building improvements and maintenance to support quotes.	John	Try to get John Huyber's plan from Andrew W.	
3-4-04-2026	Share grant opportunity with Legion president – we are interested in partnering. If you know of anyone, please contact us.	Vonda		
4-4-04-2026	Seek hosting costs from Canmore and Whistler clubs for grant applications.	John	To support ongoing maintenance and costs at CNSC during Biathlon Nations	

5-4-04-2026	Get budget template for competitions.	Shane/Matt/John	For Chris' work with organizing committees	

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.

Motion Identifier	Motion as passed
1-13-04-2026	*That the two new Terus dog trails be called Moon Dog (currently constructed) and Wild Dog (to be completed fall 2026) from member suggestions and Trails Committee input.* Moved - Vonda; Seconded – Chris; Adopted.
2-13-04-2026	*CNSC Board supports hosting the 2027 Biathlon Nations with exploration of incorporating a hosting fee that will support ongoing operations at CNSC above and beyond registration and trail use fees.* Moved - Vonda; Seconded – Dave; Adopted.
1-4-04-2026	*That Board approves purchase two 20 foot sea can containers for storage of new snowmobiles and other equipment and supplies. Although financing is from an anonymous donor for approximately $10,000, CNSC will use funds set aside for the purchase of the new Pinoth groomer, which will be replaced when Nordic Canada releases designate funds.* Moved – Vonda; Seconded – Jim; Adopted