



Mount Cain Alpine Park Society Meeting Minutes

2013/2014 Season

MEETING: 2

1 Page

November 30, 2013

PRESENT: *

- President – promotions * Neil Borecky
- Vice President – Roads * Stuart Abernathy
- Secretary – Administration * Wendy Ravai
- Risk Manager * Dave Purden
- Events and programs * Rob Burgess
- Human resources * Eric Sprenger
- Ski Patrol * Trish Ward(Jason Stevens)
- Buildings * Lance Karsten
- Operations – groomer/equip * Dean Davidson
- Operations - lifts * James Thomas
- Ski Shop * Rob Salsman
- Government/Liaison and legal Don Mancell
- Ticket Booth/recycling * Kristi Walker
- RV park and electrical Trevor Hatlet
- Book keeper Wendy Knudson
- Budget – treasurer * Jennifer Lash

Distribution

- Regional District Greg Fletcher
- Website Neil Borecky

Chair: Neil Borecky

Scribe: Wendy Ravai

MEETING AGENDA:

- 1.0 Meeting called to order 2:06
- 1.1 Motion to accept minutes from Nov.3, 2013 meeting
Rob S. 2nd Neil
- 2.0 Electronic Motions
- 3.0 Old Business
- 4.0 New Business

ACTION BY:

- Neil
- Info
- Info
- Info

EMAIL DECISIONS:

- 2.1 November 6,2013 Trailer Park Lease **STATUS**
Motion: Don Second: Wendy Closed
 1. Allowing trailers to stay over the summer yes or no – 12 yes
 2. MCAPS to approve condition of trailers prior to yes or no – 5 yes 7 no
 3. Are dogs allowed yes or no – 11 yes 1 no
 4. is wood heat allowed yes or no- 11 yes 1 no
 5. MCAPS approval of park design and additional structures yes or no- 12 yes
 Don made changes to lease. Number 2 maybe irrelevant as MCAPS can deny a lease
- 2.2 September 30, 2013 Closed
 Lance Karsten made a motion to the board of MCAPS :
 MCAPS enter into a contract with Britco to supply to Mt Cain with a structure as described in the attachment. The term would be for six months with an option to purchase.
 15 voting directors: 6 for and 9 against
Need to develop a building committee with Lance to move the new accommodations/building requirement forward for next year.
Lance, Stuart, Brian Miller and Dave Werkington.
Plan to be presented this year. Time table frame, funding.
Motion: Neil, 2nd: Wendy

OLD BUSINESS:	Opened: Status:
3.1 Season's Pass Protocol: Needs to be updated. Review old minutes for details. Kristi, Dean, Stuart to complete with Trish input for ski patrol due nov. 30 New seasons pass policy. Written policy to be provided by committee. Motion: Rob s. 2nd Neil	February 24, 2012 Committee: Jessica, Stuart and Jane Closed
3.2 Snowmobile Training. Looked into a trained instructor. He was unreliable and didn't come through. Will work to develop a on hill policy, Rob S. to send Stuart CF training procedures and Wendy to send CWSAA standards In progress	March 10, 2012 Stuart Open
3.3 Gas inspections required. Lance got this done then got a report with recommendations. Upgrades are in progress. Doug Menzies and Lance have been working on it and still not quite ready. Doug had a permit to do work.	Sept. 23, 2012 by Lance Open
3.4 3 rd party environmental insurance Partially completed. Revisit if it's required. Don to check with Jodi. Don Checked with Jodi, new rep Angela had more concerns, Don Checked with RDMW. We have no coverage under them they suggested a risk assessment. Stuart completed risk assessment and it is low. Stuart and Don recommend that no further insurance is needed at this time.	Dec. 6, 2012 by Wendy Closed
3.5 Trailer park Lease agreements were not completed at all last year: Trevor has provided a draft that will be presented. Don to review. See above	Dec. 6, 2012 by Kristi and Trevor Closed
3.6 Road Classification/Maintenance Ongoing, currently WFP road permit, as such can't get funding from government, reclassification to get funding On hold until Don returns in Febuary.	Feb. 2, 2013 by Don Open
3.7 Food inspectors report. Kitchen upgrades were recommended and are in progress. 3 sink assembly is on order as old one didn't meet standards, refrigerated prep table repaired and now in use. Dry prep in use. Plumbing still needs to be done.	Opened: April 6, 2013 by Neil to be addressed by Lance Open
3.8 Helicopter Protocol Existing protocol doesn't address Larger helicopter (Cormorant), bc ambulance medi-vac has tires which can't land on snow, not typical situation? Rob S. to touch base with her. Still open	Opened: April 6, 2013 by song to be addressed by Trish Open
3.10 Trevor offered to coordinate Hill Electrical plan and operation permit. Operation permit was obtained Trevor has indicated that this is in progress. Director Absent. Electrical work he was scheduled to do has not been completed.	Opened: Dec. 6, 2012 by Trevor Open
3.11 Fridge for patrol. Need to check fridges from kapitany and lodge and new stove to see if we have enough power. Trevor has indicated that there is not enough power. Generator system is not set up to build off each other. Breaker/wiring not enough for ski patrol. Stuart confirmed this. Closed	Opened: April 6, 2013 by Andrew and Trish Closed
3.13 Treasurer: Development of a financial policy that outlines how and when the Board reviews, approves, and follows the annual budget. Needs explanation of how budget works. How do you save up for something, track by departments? Everything not spent is going back to reserve fund and is of a concern. Jen explains budget process. Jen takes financials from Wendy k. every month translates this to budget. Fiscal year ends in April. Jen goes through financials. Creates budget and brings to board. Financial planning. Policy is to have over 100,000 in the bank there is 135,000. 154,000 in term deposit. As this year's start is going to be slower the projected revenue is going to be less. Need money in the bank for funding and matching requirements. Money in bank came from cabin sales and it won't come again. Stuart: can we track budgets and transfer non-used amounts to stay within area. Savings plans for each department. Neil will be jen's liaison to the board. Need a policy on financials. Committee needed. Neil and Stuart Motion made for committee: Wendy 2nd Rob S.	Nov. 3, 2013 Jen Lash Closed

OLD BUSINESS:	Opened: Status:
3.14 Review and finalize annual budget 2013/2014 Carry over to when Jen can come to explain. Motion to approve budget: Dean 2nd Dave	Nov. 3, 2013 Jen Lash Closed
3.16 Insurance provider strongly recommends criminal background checks for all persons who have direct contact with any vulnerable sectors ie: ski patrol, snow school, day camp personnel and especially overnight supervisors. Eric will look into the requirements for volunteers. Volunteers based on RCMP detachment. Naniamo \$10. Courtenay letter, CR free. MCAPS to cover cost. 3 years. All employees and volunteers over 18 years of age. Add to policy pamphlets	Nov. 3, 2013 Closed
3.17 Backcountry Festival Beer Garden-Jerrett Taylor <i>VIACS would get liquor licence and certificate insurance/liability (to get licence they would provide minimum fence sizing, cover security plan, as well as cover how and who will be dealing with things like over drinking, underage, etc, etc, and will require appropriate insurance.</i> Proposed location next to ski patrol? Run through avalanche bulletin. Not for profit organization. Money will go to bulletin. Split profits from beer garden between Avalanche Bulletin and Mt. Cain. Raffle just to bulletin. Donation for camping and make a box somewhere. Backcountry, highest ticket sales last year. Approve in principal: Motion: Neil, 2 nd Eric, all in favor	Nov. 3, 2013 Closed
3.18 Partnership with Lisa Stauffer to offer avalanche training Updates? <i>"Anyways, what it boils down to is it costs \$24.25/student for the materials (handbook, avaluator andCAC contribution), \$575 for the AST Providers ins. For one year (I will pay). So if say we had 10 students it would cost \$81.75/student to cover the costs. Obviously the more the cheaper but ten was just an easy number to work with. If we decide on a cost then Mt. Cain would get 50% and I would get 50% (to help cover the ins. Cost) I have no idea what kind of response we will get. If we advertise the courses on the Mt. Cain website to members for this year and during this winter I would approach some of the schools and try to implement the idea with the school boards."</i> Her insurance covers. Approve in principal: Motion: Neil, 2 nd Don and all in favor	Nov. 3, 2013 Closed
3.19 Short of ski instructors: Rob B. will work with Rob. S: Nahem-boarder and Kelly-ski, Ask Nahem	Nov. 3, 2013 Closed
3.20 Stuart: At the December 2011 meeting I asked the board if I could contact the Namgis regarding us working together as neighbours to form a new joint road use policy. The board voted that I was not the right person for the job and elected others to task the job. Update. Tried to contact them but got no response.	Nov. 6, 2013 Closed
NEW BUSINESS:	STATUS ACTION BY:
4.1 Lance would like to discuss: Staff MCAPS membership: previously all staff and directors should have active membership status. Needs to be enforced. Staff lodging fee: \$10/head per night Directors' MCAPS membership: needs to be enforced Director's lodging fee: regular rates More discussion Constitution changes: handbook in constitution	Open email discussion
4.2 Dean I would like to add an Item, how are we dealing with the Namgis and their new road? This road is on the corner near the lower cabin area road and this area receives a lot of drifting snow that has been typically pushed where the road is. I am drafting a letter to the Namgis regarding access to their cabin with the groomer (the cabin area pays MCAPS a yearly amount of \$800.00 to cover the grooming of the cabin area). Access to their land is more difficult as we have to cross the road and will have push through the windrow created by the grader with the groomer (a function it is not designed for). They may have their own plan but have not heard anything to date. Open: get more information.	Closed
4.3 Trish wants Jason as Ski patrol director in training to have DOD duties and Proxy vote at meeting when there in her place. Follow up on email: check constitution	Open

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| 4.4 | Trish needs approximately 40 ski patrol to run program. Tried for 32.
<i>All in favor</i> | Closed |
| 4.5 | Eric would like to have a IT committee (3 people) to look at a more efficient, reliable, and secure data management and communication system. Wendy, neil, rob, eric
<i>Motion: wendy 2nd: neil</i> | Closed |
| 4.6 | Dave to discuss OHS plan risk assessment workplace categories? Are any missing?
Contractor sign off paper. | Follow up on email
Open |
| 4.7 | Junior ski patrol: passes for work school program, qualified.
<i>Jake Friensen, Vancouver island ski patrol program. 10 junior patrollers age 16-18 OFA level 3 certified, full duty patrollers at Washington. Work with team 2. Accommodations booked in lodge that are paid. Comp passes when they are on hill.
Motion: Neil 2nd Dean</i> | Closed |

Meeting adjourned at 4:10pm
Next meeting at 4 pm Jan. 4, 2014

Director Reports

ACTION BY:

Stuart

- Grader has been taken to WFP shop in Woss were we completed all the necessary welding projects. 8 hours of welder time, 3 hours of mechanic time will cost us one single seasons pass for a guy that only comes up 4-5 times a year. What this will do is ensure that we have a welder close by for the rest of the season just in case!
- Grader was brought back to the mountain were we installed the chains and wings so all is ready to go! Lights wipers etc were also repaired.
- Generators are all up and running. The 35 kw generator had been vandalized at some point, 4 muffler clamps missing, battery removed and gone, both the positive and negative battery cables have removed and taken right off the starter. I have replaced everything and tested.
- The bus is being worked on this week so as long as we can pass the Motor Vehicle Inspection for another year we will be fine.
- Campbell Wilson, John Rainbow, Dan Fear, Rob Salsmon and myself will be manning the grader crew.

Wendy

- Insurance has been completed (environmental assessed with low risk so will not get at this time) need a letter to authorize volunteer equipment so it is covered when being used by the hill (have discussed with Don), general liability has increased to 10,000,000 for same price as last year. This is industry standard.
- Reciprocals have been completed and all but two have responded back so far!
- Liquor licence has been renewed. Dean has been removed and Neil has been added.