



## CSTC Minutes FINAL

In Attendance: Brian Kennelly, Chris Hyde, Brian Balkwill, Amanda Woollends, Brian Black, Bruce Self, Chris Elden, Greg Strebels, Mike McLaughlin, Neil Mackay, Peter van Leusden, Ron Watteyne,

Regrets: Jim Crellin, Shannon Coffey, Tania Black, Ryan Titley,

Via: Google Meet  
7pm-8pm

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### **Adoption of Agenda:**

Motioned: Ron Watteyne  
Seconded: Bruce Self

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### **Adoption of Minutes- November 2021:**

Motioned: Chris Hyde  
Seconded: Brian Kennelly

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### **Correspondence:** see President's report

#### 1. From the City of Quesnel

a. "As you may know, the City of Quesnel will no longer be publishing the Official Travel Guide for Quesnel and area. To replace the guide, we're designing a condensed version in the form of a letter-size brochure. The brochure will be updated annually and available in the same locations as the previous guide (Visitor Info Centres in BC and AB, local accommodations, etc.). The brochure will use a QR code system to direct readers to our new tourism website [tourismquesnel.com](http://tourismquesnel.com).

In addition, we're introducing a marketing initiative for the tourism sector and we're extending an invitation for you to participate. For an annual fee, we'll promote your business or non-profit through our various digital platforms. You'll find more details in the attachment.

To confirm your participation, please fill out the form and email it back to me by November 30, 2021.

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b. I'm following up regarding the Tourism Marketing Package for 2022 (attached). This is a great opportunity to attract new visitors and residents to Hallis. We have a \$100 buy-in option for non-profit organizations.

If you do hop on board, it would be great if the club could offer free rentals for a family of four for a winter contest at the end of 2022.

c. We'll also be in touch soon regarding our annual #SkiNorthBC video production and content creation piece. It will likely take place in January. There was discussion of staging a "Brew-ski" at Hallis Lake with a bonfire, live entertainment and Barkerville Brewing set up. We'll bring you into the loop when discussions start happening with SnowSeekers and Barkerville Brewing to see if CSTC is interested in participating and helping us coordinate.

- I filled out the form, committing us to the \$100 fee, agreed to offer free rentals and lessons for a family of 4, and offered our participation in the "Brewski".

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**President's Report:** Brian Kennelly.

- Employee situation: Tania and I interviewed two people for what became the Coordinator position that is still posted. One young person recommended, though eager was inexperienced and lacked her own means of transportation. The other, also recommended, proved to have nearly none of the qualifications sought. They were both passed over. In the meantime, the posting remains and Tania will be the Interim Club Manager for this season with Lisa McCargar filling in to help. With Tania as Manager, she needed to avoid any apparent conflict of interest, so she has recruited Brian Balkwill as Interim Treasurer. I would like to thank all of these people for stepping up to help us navigate during these unsettled times.

- "Thank you" to Vicki and Charlie Esplen for their extended hours of work restoring the Dragon's Lair and educational bush trails all on their own initiative.

**Motioned: for local gift box to be given for thanks: Brian Kennelly**

**Seconded: Chris Hyde**

Brian Kennelly to acquire and deliver.

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**Treasure's Report:** Brian Balkwill

As Brian Balkwill has stepped into the role of interim Treasurer for the 2021/2022 season, he now has authorization to access and view the General and Gaming accounts at Integris credit union.

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-Brian Balkwill. Interim Treasurer for Cariboo Ski Touring Club has Signing Authority for the General Account and the Gaming Account for the Cariboo Ski Touring Club.

#### CSTC Treasurers Report

<u>Current Bank Balance:</u>	December	November
General (operating) Acct: \$	28,357.56	14, 663.64
Gaming Acct: \$	<u>23,001.80</u>	<u>23, 003.80</u>
Total Balance of \$	51,359.36	37, 667.44

#### Accts payable

Brushing and mowing: Gassoff Brushing \$945.00

#### Accounts receivable

Quesnel Community Foundation grant: \$11,840.00 for snowmobile project has now been received and reflected in General Operating acct above.

\*This is my first month as interim treasurer and as a result the report is very sparse. I will have the opportunity to learn more from Tania in upcoming month.

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#### **Manager's Report:** Tania Black

#### **Employees and Season startup**

I have stepped in as Interim Manager for this season. I am not available full time for the winter so Lisa McCargar has stepped in part-time as Ski School Coordinator / volunteer coordination. After the last 2 years of limited ski school volunteer recruitment will be a large part of this role!

Isaac Woollends has been hired as a part-time Rental Shop attendant for the season. The three of us should be a great combination for an energetic, successful season! We want to be sure that CSTC can be open and connect to the increased interest in skiing that has been a positive effect of Covid rules. We will strive to maintain the lodge opening hours and plan limited events but we each have limited availability and we do need to continue to advertise for a future manager.

We have had quite a positive online response from women about the Chix on Stix idea. We will run that Wednesday nights beginning December 29<sup>th</sup>. Lisa and I are working on the idea of a food truck at Hal-lis on Saturdays and event days. We will develop a covid plan re: lodge entry, eating etc.

I do feel that we can open the lodge up to people with passports to have lunch inside. We would want

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to staff accordingly Saturdays and Wednesday evenings so we are doing passport checks etc. We definitely applied this year for the extra staffing money; I think prioritizing the extra person for 4 hours Saturdays and Wednesday evenings or other times to be upstairs in the lodge monitoring things when people want to be inside drinking or eating or socializing would be appropriate since we need to be conscientious about implementing the policies and cleaning surfaces.

We have Isaac and a couple of our other ski teens who will be working for the club between Dec 8<sup>th</sup> and 18<sup>th</sup> scraping skis and prepping the lodge for the season. There is quite a bit of prep required and we appreciate Isaac, Laura, and Ella jumping in to work some hours prepping.

We will see Isaac working in the lodge 5 days a week over the holidays and 2 or 3 days over the rest of the season. Speaking from experience, it is great when directors come down, check in and say hi. It really helps a feeling of connection to the club when you are spending a lot of time in the basement, and I encourage everyone to do that. Also, reporting ski trail conditions helps us pass them on to other skiers. Just a reminder, wear your mask in the lodge. Only 2 people in the small office at a time or in the ski waxing room at a time.

Lodge Rental Opening is set for Dec 18<sup>th</sup>. Let's hope for snow!

### **Masters Class**

I have reached out to Wendy and Tony Fiala and we have a plan for them to come to Quesnel on a Sunday in January and coach a session of advanced skate and advanced Classic as well as intermediate of each if there is interest at that level.

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### **New Buisness:**

-Concerns raised for the security to the snowmobiles and potential theft, particularly during the shoulder season. Mike McLaughlin has assessed. See Equipment Committee Report.

-Year end Gratuities. Typical yearly gratuities for Rocky Peak are a \$100 Granvilles certificate. This year a change to Penisola Italian Restaurant. Road Maintenance to receive cookie platters from bakery. **Peter van Leusden to aquire and deliver.**

-Main floor fireplace, basement heater and chimney report. (See detailed report under Old Buisness-Chimney Repairs). Quoted approx. \$1600, plus extra cost for difficult access (no easy scaffold point).  
Ron Watteyne/Bruce Self

-Smoke Alarms. Ron Watteyne replaced all 5 and they are ready to go. Soffits and porch were vacuumed in addition.

-Creation of signs with a QR reader for Hallis so people could pay using their phones. AW  
Amanda to coordinate with Neil. Include Trail conditions and donation/day rate.

-Employee compensation (salary). Brian Kennelly.

Salary levels are neither competitive nor attractive. Last year the Manager was \$25/hr and was considered top of scale at the time. Range of salary is based on experience, training and qualifications. We do pay for certifications, etc.. Expectation for them to acquire those certifications. Manager Contract Limit approx. 880 hrs., with pooled hours for summer duties.

**Motion: Increase the salary range of CSTC Manager to a scale of \$27-30 based on qualifications. Increase the salary range of the Coordinator (Manager Trainee) to a scale of \$22-25 based on qualifications.**

**Motioned: Brian Kennelly**

**Seconded: Bruce Self**

**Recused: Brian Black Chris Elden**

**Motion Carried. No Opposition**

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### **Old Buisness:**

-Windfall on trails: BC Hydro Contractors can possibly address. Chris Kovach is attempting to procure.

-VFD repair/replace/warranty - see snowmaking. In process by Bruce Self. (See snow making report)

-Delivery of utility snowmobile and the optional equipment. Snowmobile is still in PG and we are awaiting delivery.

Snowmobile now in Quesnel at Jim Crellins, but waiting for the optional equipment powers holder, heavy duty bumper w/ hitch. These items are backlogged in shipping delays.

-Virtual Swap meet- Ongoing

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-Ron Watteyne will look into bringing the VIFF back to the Lodge.

Ron is prepared to set date, some hesitancy with new Cover restrictions. Ron to move ahead with a 2 night viewing to make costs more economical. Ron to research cost vs capacity in order to break even, as well as possible alternatives to VIFF. In planning stages.

-Chimney repairs= Ongoing RW

*Upstairs fireplace:*

1-When this was installed by Mike Marsh it was not done to code. There is not the required 2" clearance from the insulated chimney to the framing of the fireplace. This would require a bit of work to cut the wood away to get the proper clearance. This is something we can do ourselves. I will be looking for a small build person to do this job.

2 - There is no firestop radiation shield and no attic insulation shield where the chimney goes through the ceiling. Lee figured that the water leaking around the chimney is a result of this. The heat is escaping through the opening in the ceiling and the warm air hitting the freezing roof causes condensation on the underside of the roofing which runs down until it hits a cross strapping then drips down. This was quite apparent when we looked from the outside, the entire roof had a layer of snow except beside the chimney and below which was bare. This is an indication of the heat escaping from the lodge into the attic.

*Downstairs Heater :*

We have 3 choices:

1 - Get Cam's Chimney service to come and clean the chimney and inspect the flue for and cracks or damage. If this is all OK he suggests that we go ahead and use the basement heater this winter and have Heppner Masonry come and repoint and repair on the exterior part of the chimney in the spring / summer.

2 - If the chimney flue is damaged he suggested that we could remove the flue (he has a tool that will do this) and run a stainless chimney inside the existing chimney. We cannot run a 7" stainless chimney (the size required for the heater)up the existing chimney without removing the flue first.

3 - He has determined that we could put in a insulated chimney from the heater downstairs through the existing wood box to the right of the fireplace then up through the ceiling and then the roof. There is a vent pipe for the air exchange in the basement ceiling that would have to be relocated if we go this route.

He also noted that there is not the required clearance around the heater to a combustibile surface (the rubber flooring) and suggested either removing it or placing a sheet of metal to the required distance to be compliant. The required distance is 18" in front and 8" along the sides.

He will give us two quotes one for the necessary upgrades to the upstairs fireplace and one for the new chimney for the basement heater

I suggest that we look at getting the upstairs fireplace all upgraded as soon as possible to stop the wa-

ter damage in the ceiling.

## Committee Reports:

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### 1. *Website: Shannon Coffey*

Please [email shannon.coffey@icloud.com](mailto:shannon.coffey@icloud.com) with information updates to be posted on the website. Also, any suggestions for changes and/or improvements to the website.

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### 2. *Backcountry: Ryan Titley*

Bookings are coming in, yay!

- Murray cabin will require a new ridge cap by spring to fix the roof leak.
- Discussion on how to get more people involved in cabin work parties: Direct emails to those that use the cabins, request that use of cabins requires participation in work parties, scheduled well in advance and advertised on website and club emails, other ideas...
- Off to Moncton next weekend.

Manager is now doing bookings. Communication during bookings gives expectation for donations made for guests and invitations to work parties. Incorporate expectations into Social Media, possibly a webinar hosted by Ryan Titley.

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### 3. *Biathlon: Chris Elden/ Jim Crellin*

- We've had practices the last three Sundays. The last one on skis.
- Two new young athletes joined so we now have 11 and possibly another one or two who have expressed interest.
- ~~First BC Cup in Whistler Dec 18-19/21.~~ Postponed until January or February due to closed roads in southern BC.
- BC Cup prep under way with the start of volunteer recruitment and general organization. Potential for changes to COVID rules by then but are planning with what is out now. Full masks, other than athletes during warmup and competition.

Question of whether the lodge can be used for the Biathlon event. Yes, so long as it abided by Covid requirements, plan and capacity consideration for Northern Health. Some tents with propane

heaters are being considered. Outdoor awards and social outdoors after, perhaps with food truck.

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3. *Coaching: Peter van Leusden*

**CC Course (Community Coaching)**

Booked for Jan. 8-9, 2022. Facilitator Cory Williamson from PG. At the moment we have only 2 confirmed from the club. SDP coordinators please encourage new coaches to take the course. Participants need to have completed the 2 on line modules for their ICC Course (Introduction to Community Coaching) before hand. CCBC makes no exemptions to that ruling. I will advertise in neighbouring clubs by mid Dec. To hopefully reach the required 8 we need. A grant proposal to VIA SPORT BC has been filled out to help defray the cost of the course. Club members taking the course can get a full reimbursement for both their ICC and CC costs.

**Level 1 XC Ski officiating Course:** Two club members have indicated that they have signed up for the ZOOM course on Dec. 11, 2021. Chris Kovach has indicated that there are enough members willing to take the in person course later in the spring of 2022. I will communicate with those interested and CCBC to set up a date.

**Criminal Records Checks (CRC):** I have received one new CRC clearance letter for a club member working with youth, this season. Coordinators of our programs please pass on the new, faster, convenient method; outlined in our Nov. 21 minutes.

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4. *Equipment: Mike McLaughlin*

The main security we have for our equipment is Randy and his family living there. Once there is snow there are enough people around during the day I think we are fairly safe. That being said I think we could put in a couple of cables that would go across the open shed and could be put through the loops on the skis if we felt we needed it. Eyebolts would be installed on each side, A cable would be secured to the eyebolt on one side with a padlock on the other. I think I will put up a "smile you are on camera" sign. About the only other thing we could do is purchase a camera and I don't know if we have to go that far.

Keys are too visible, Mike McLaughlin to relocate to a less conspicuous place.



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5. *Fundraising: Brian Black*

Nothing Current. Last project is completed. Next project is Trail Improvement Project. Once it's put together and we have clarity over what needs to be applied for will proceed.

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6. *Governance/Policy: Amanda Woollends*

Lodge Use for Birthday Parties Policy to be reviewed at the December 2021 Board Meeting

<b>Policy Checklist</b>	<b>Date Approved</b>
1. Lodge Use for Birthday Parties Policy	review 2021 December
1. Investment Policy	2020 September
2. Lodge Rental Policy	2020 March
3. Lodge Decorating Policy	2020 March
4. Emergency Policy and Procedures – in review	2020 February
5. Reimbursement Policy	2019 November
6. School Use Policy (not including school program groups)	2019 March
7. Policy for Transporting Athletes	2019 March
8. Work Alone Policy	2019 February
9. Criminal Record Checks Policy and Procedures	2019 January
10. CANSI Instructor Course Reimbursement Policy	2019 January
11. Conflict of Interest	2017 December
12. Backcountry Cabin Use	2017 October
13. Fees for Users with Disabilities	2017 February
14. Financial Policy for the Rental Shop & Youth Ski School Programs	2017 January
Executive Meeting Quorum Nov. 2011	2017 Incorporated into Constitution Bylaws

There will be no charge for use of Hallis Lake Lodge if the party is held during regular Rental Shop hours.

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The use of the Lodge is not exclusive...other club members can share the space. Tables & benches are usually set up...but can be rearranged.

The use of the kitchen is permissible: fridge, stove, microwave, some kitchen tools.

Expectation is that the group will be well supervised and that clean-up will be required after the party by users.

This "Birthday Party" arrangement is for ski groups only...almost all the attendees are expected to participate in x-country skiing. Group size is 16 maximum.

Rates are:

Wednesday evenings:

4pm to 9pm: equipment rentals and Day Passes are ½ the regular price for both Juniors and Adults.

Weekdays and Weekends:

Equipment Rentals and Day Passes are the regular price for both Juniors and Adults with the following savings: Pay for 7 participants and get the 8<sup>th</sup> participant free.

An Instructor may be available for a fee.

Policy established Nov 6, 2014 & Last Reviewed April 2017

No changes recommended at this time.

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**7. *Ski Tournaments/Loppets: TBD***

Chris has some potential volunteers to head the tournament. Brian Black to head the Loppet.

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**8. *Memberships: Greg Strebel Membership Report:***

With today's registrations we are now up to 314 members.

- 299 are skiers (20 in the backcountry category) and 13 are snowshoers.

- The male:female count is 144:170.

- Registration in most SDP categories has been closed due to limited coaching resources.

**9. *Publicity/ Adult Lessons: Ron Watteyne***

**Publicity**

I have the Free Ski Pass and Rental cards printed up and ready to give out to all the executive members

Ski & Save Card (5 for 4 passes) are printed and ready to go and will be available at the rental shop.

Will send the info to Greg so he can forward this onto the membership. This is a great Christmas gift for the skier on your list.

Article in the Cariboo Observer will be coming out soon.

**Adult ski lessons**

Starting in early Jan. One week classic technique and one week skate technique alternating.

Savannah Robinson is preparing to take the CANSI level 1 course in Prince George in early Dec.

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**10. *School Ski Program: Tania Black***

We have nine ski school days booked already with three more in the process of firming up their days. We will limit the enrollment this year (15 session days?) so that we can provide great sessions without burning out our more limited volunteer coach group. Lisa will get a handle on that once she has a chance to really begin.

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**11. *Ski Trails & Signage: Neil Mackay***

Trail Maintenance Days. Retired group went out Tue Nov 30 and a small group on Saturday Dec 4. Removed small log piles and Gerrys, brush remainder this Saturday and attention to willows on Canis Lupus.

Proposed adding signage to The Outback.

Reroute on Canis Lupus hasn't been mowed.

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**12. *Snowshoe Trails & Signage: TBD***

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**13. *SDP: Chris Hyde***

As it stands we now have 44 youth registered. The change in regulations has increased the avail-

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ability of coaches which takes some of the pressure off. Registration is back to open status and we anticipate getting more through out Dec. We have stopped doing dryland for T/A and will start on our regular program Dec 11.

Major changes: Covid regulations changed again, coaches must be vaccinated, but revised for outdoor sport due to discussion with Northern Health. Registration closed due to concerns to lack of coaching. Late start Jan 3rd. Race team meeting Tue/Thur.

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**14. Social Coordinator: TBD**

To be removed.

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**15. Snowmaking: Bruce Self**

We are still struggling with Delta Irrigation to resolve the VFD issue. So far they have been very obstructive. They are insisting that there was no warranty when the VFD quit working even though the unit had only 10 hours running time. They have quoted us on a replacement VFD for approximately 4,000\$. A local supplier ( Scheck electric) has quoted us on a similar VFD for 2000\$. Our next step is to respond to Delta with a strongly worded letter detailing the steps that were taken by us and the steps that were not taken by them. We will see what happens.

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**16. Trail Revitalization Project Committee:**

**Committee Heads:** *Chris Elden, Chris Kovach*

**Committee Members:** *Chris Hyde, Peter van Leusden,, Jim Crellin, Ron Watteyne*

Initial planning has taken place. Hoping to leverage Winter Games for some bigger projects we've been wanting and waiting on. Will report to Brian Black so that he can initiate fundraising.

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**Important Dates:** Next Board Meeting: Jan.18, 2021. All meetings of the Executive for 2022 to be scheduled for 3rd Tuesday of the month @7pm

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**Meeting Adjourned: 8:41pm**