



Whitehorse Cross Country Ski Club
Board of Directors Meeting
Thursday, April 8th, 2021, 7:00 p.m.
Virtual Meeting via ZOOM

MINUTES

ATTENDEES

Board Members

Jean Paul Molgat, President
Craig Thur, Secretary
Jan Downing, Director
Stuart Hamilton, Director
Leslie Gomm, Director
Dermot Flynn, Past President

Jonathan Kerr, Vice-President
Adam Greenwood, Treasurer
Julie McVicar, Director
Sarah Murray, Director
Jan Horton, Director

Club Management

Jan Polivka, Operations

Ben Poudou, Club Manager

1. Call to Order

Jean Paul called the meeting to order at 7:06 pm.

2. Approval and Additions to Agenda

No additions and Agenda approved. Motion by Leslie Gomm. Carried.

3. Review and approval of the draft Minutes from March 4th 2021

Review and approval of the draft Minutes from March 4th, 2021. Stuart Hamilton moved to approve. All in favour. Carried.

Updates

4. Board Committee Updates

Note During the Strategic Planning Implementation meeting on Thursday, December 17th, 2020 the board members leading the **Strategic Plan Action Items** were determined.*

A through K below are the Strategic Plan Action Items.

At this board meeting updates were provided for the following Action Items: **A, B, C, E, G, I and K**. The reported updates are in **brown font**:

A. Action Item: Work with under-represented communities to explore ways that the club can provide an inclusive, respectful, barrier free and welcoming environment for everyone.

Co-Leads: Jan Horton and Julie McVicar with Adam Greenwood.

Update: Jonathan Kerr provided an update because he had spoken with Kelly Proudfoot who has been doing work with groups advancing inclusion strategies. Jonathan suggested that Kelly Proudfoot could be asked to speak to the board about her work. Jonathan will put Kelly in touch with Julie McVicar.

The board had previously decided that a WCCSC survey to determine who is using the ski trails as members and day pass users is desired. The board was in agreement that a well-planned survey in the fall of 2021 when people are considering buying 2021-2022 memberships is the best way to capture a wide response.

B. Action Item: Develop and implement a volunteer recruitment, orientation/training, human resources and recognition strategy.

Lead: Jan Horton

Update: See **Action Item C** and the proposed Volunteer Fair.

C. Action Item: Work with Cross Country Yukon to plan for and develop the capacity needed to effectively host competitive racing events such as Nationals, and to prepare for the 2027 Canada Winter Games.

Lead: Jonathan Kerr with Stuart Hamilton, Sarah Murray and Julie McVicar.

Update: Jonathan confirmed the committee's intention to host a Volunteer Fair in the fall of 2021 (if COVID restrictions at the time allow) during which the volunteer opportunities for WCCSC and CCY could be presented and recruitment could occur.

D. Action Item: Develop an asset management strategy to facilitate a transition to equipment that optimizes development and management of the trail network while also reducing staffing, operational and environment costs.

Lead: Jan Polivka with Adam Greenwood and Jan Downing

No update provided at this meeting.

E. Action Item: Work with Biathlon Yukon, Sport and Recreation Branch of the Yukon Government, CCY and City of Whitehorse and others to explore the feasibility of integrating the sport of biathlon with our organization.

Lead: Jean-Paul Molgat with Leslie Gomm.

Update: Zoe Morrison of Stantec is preparing the contracted Feasibility Report for Biathlon Yukon.

Jean Paul Molgat, Leslie Gomm, Jan Downing and Ben Poudou met via Zoom with Zoe Morrison on March 31st and encouraged the engagement of international Biathlon facilities expert Max Saenger from Squamish. It was conveyed to Zoe Morrison that WCCSC is prepared to pay for Max Saenger's expertise in the interest of having his expertise contribute to Zoe Morrison's report. Jean Paul informed the board that Biathlon Yukon is in agreement that Max Saenger's expertise should be sought.

Jean Paul informed the board that due to time constraints it is most likely that Max Saenger's work will be in the form of desktop consulting and discussions with ski club member/volunteer Grant Abbott and will not include a site visit.

Adam Greenwood stated that Max Saenger's work should not only assess the potential of any Mt. McIntyre Biathlon site but it should also compare the potential of that site with the existing facilities at the base of Grey Mountain.

Jean Paul informed the board that Max Saenger's work will likely cost around \$3000.00.

Jean Paul presented the following Motion:

"WCCSC will provide funding for the Feasibility Study to allow Max Saenger to participate as a sub contractor to Stantec."

This motion was seconded by Stuart Hamilton. All in favour. Carried.

F. Action Item: Work with membership, government and environmental organizations to assess our current environmental footprint before developing a long term climate change policy and plan.

Lead: Leslie Gomm with Jan Downing and Jean-Paul Molgat

First Task: Leslie to prepare a work plan. Being able to determine WCCSC's current environmental footprint will likely be necessary.

No update at this meeting.

G. Action Item: Work with Yukon Government and the City of Whitehorse toward renewed and more certain tenure arrangements to replace, expand or strengthen the current seasonal License of Occupation.

Lead: Sarah Murray with Dermot Flynn

Update: Dermot Flynn briefed the board about our current MOU with Coyne and Sons Ltd.

The existing MOU was signed on October 1st, 2014. There have not been any issues raised by either WCCSC or Coyne and Sons Ltd since the MOU was signed however the MOU does state that there was to be a joint review every two years and no joint review has occurred.

Coyne and Sons was given Crown grants to the surface and sub-surface rights many years ago. Crown grants have not been given for a long time however Coyne and Sons continues to hold their grants. The current WCCSC License of Occupation does not cover where the trails cross private land or Crown grants. WCCSC ski trails cross Coyne and Sons Crown grants in the area of the gravel pit near the Copper Haul Road, the Mt. McIntyre Ascent and Descent trails and portion of the 10 km and Pierre Harvey trails at the northwest periphery of the trails network.

Dermot has requested information from the appropriate government department about the current status of the Crown grants. He will update the board once he has information about the current status of the Crown grants.

Jean Paul informed the board that in 1998 Greg Fekete prepared a report for WCCSC about the mining rights covering the trail network. This report should be updated for the situation in 2021. Jonathan Kerr will ask Greg Fekete if he would be willing to prepare an updated report for presentation to the board.

H. Action Item: Conduct a comprehensive safety assessment of the trail system, equipment and the Chalet, including operations and programs and implement identified recommendations to improve or enhance safety.

Lead: Jonathan Kerr with Craig Thur, Ben Poudou and Jan Polivka.

First Task: Meet with Mike Kramer and request a written proposal for the development of a Health and Safety Plan.

No Update at this meeting.

I. Action Item: Continue the transition toward and implement policy-based governance.

Lead: Jean-Paul Molgat with Jonathan Kerr, Bengt Pettersson and Fraser Pearce

First Task: Ongoing process and on Agenda of all upcoming board meetings.

30 minutes at the end of the board meeting was set aside for a review and approval of the club remaining three draft financial policies that were not reviewed during the March board meeting.

J. Action Item: Work with Cross Country Yukon to formalize roles, responsibilities, timelines, communications and joint planning protocols and other relevant matters.

Lead: Jean-Paul Molgat with Leslie Gomm

First Task: Committee meeting and meeting with CCY.

No update at this meeting.

K. Action Item: Develop a staff retention, recruitment and training plan to ensure WCCSC continues to have the professional capacity needed to meet the current operational needs and to achieve strategic goals.

Lead: Craig Thur with Adam Greenwood and Sarah Murray.

Update: See Item 10 of the Minutes under Discussion and Decision Items.

Standing Items

5. Financial Reporting

- Adam

Adam provided a written Financial Report that showed the club to be benefitting from a very strong revenue year. The projected surplus at fiscal year end is expect to be around \$140 000.00.

Capital Expenditures

Adam and Jan reported that the ski club will be purchasing one and possibly two snowmobiles prior to the current fiscal year end given this year's strong revenue and the fact that the insurance for the stolen snowmobiles was received in the 2020-2021 fiscal year.

Adam suggested moving money that is not needed to carry the club's expenses until fiscal year end of June 30th, 2021 to a 180 day Term Deposit at First Nations Bank. The board supported this suggestion and the amount of the Term Deposit is to be at the Treasure's discretion.

6. Club Manager's Report

Ben prepared and provided the board with a written report informing the board about club memberships and day pass totals and event, programming and staffing updates.

New Trail Report software has been launched on the website. It is called Nordic Pulse and coast about \$1600.00 per year but it is seen to be a worthwhile upgrade.

Christine Prescott will return next year to run the Jackrabbit/Bunny program.

Brian Horton will continue with the Junior Development Program next year but not the Lynx program.

Ben will find a new coach for the Lynx program.

Ben, Jan and Tony will form a "Pro-Patrol" once Jan and Tony are certified ski patrollers. They will then share ski patrol duties. This is seen to be a more efficient way to run the ski patrol since most calls for assistance are responded to by ski club staff.

The volunteer ski patrol will still be a part of the club and used for events.

7. Operations Manager's Report

Jan began by talking about Miriam's passing and what he and Marcus are considering to keep her memory as a part of the club. The board will support the decision Jan and Marcus Waterreus make.

Jan prepared a written report for the board.

A Ski-doo Scandic snowmobile was ordered and should be delivered to the club by the end of September.

Jan reported that there will be \$15 000.00 - \$20 000.00 spend on Pisten Bully repairs costs, primarily for new track belts.

There has not been any word yet about the PB funding application however it is expected before the end of April.

Trail grooming will continue until April 30th this year if conditions permit. Our LOC gives us exclusive use of the trails until April 30th.

8. President's Report

Jean Paul

Jean Paul began by speaking about Miriam and affirming the club's commitment to support Jan and Marcus in keeping our memory of Miriam alive.

Jean Paul drafted a letter to be sent to the three political parties in advance of the Territorial election on April 12th. The letter asks for each political party's position on what measures they would take to provide lasting certainty for WCCSC trail network and the surrounding lands. There is unanimous agreement on the board that after a new government is formed the ski club should continue to pursue our goals of lasting protection of the trail network and Mt. McIntyre Park recreation area.

Discussion and Decision Items

9. Policy Governance_Review and Approval

- Jean-Paul

Policies can be routinely reviewed and do not need to be perfect to be approved.

The board reviewed, amended and approved draft finance related policies *EL-5_Asset Protection*, *BC-5_Signing Authority* and *OP-10_Financial Management Policy*. Jean Paul will amend the draft policies to reflect the changes made to each of these current policies.

10. "In Camera"_HR Committee Recommendations

The board approved the following recommendations of the HR committee as sent to the board via e-mail on April 5th, 2021:

For the 2021/2022 WCCSC Budget the HR Committee is recommending the following:

- Manager salaries of \$70 000.00 for 2021-2022 increasing by 2% per year over the next 5 years to reach \$77 000.00 in 2026-2027;
- A matching RRSP contribution up to 4% of total salary for both managers;
- For the 2021-2022 budget \$75 000.00 would be the “all in” target for each manager when salary, a 4% RRSP contribution and health/wellness benefits are combined;
- A yearly education and training allowance of approximately \$5000.00 as a separate budget item to be shared between managers and employees;
- Dental, medical and wellness benefits purchased from a provider such as Pacific Blue Cross;
- Vacation time off of 3 weeks per year to be taken between May 1st and September 30th unless permission is given by the board;
- Overtime worked during the ski season to be tracked and compensated as “time in lieu” up to 3 weeks also to be used between May 1st, and September 30th.
- Cell phone compensation of \$50.00 per month;
- Engaging Corinna Warren in a new Service Agreement with an agreed upon reasonable increase in financial compensation.

Jan Downing proposed that given the fact that the WCCSC managers had not received pay increases last year and given the special circumstances of the Covid pandemic and the record breaking membership numbers, snowfall and grooming requirements of the 2020-2021 ski season, each manager should be given a bonus of \$2000.00. The board was in unanimous agreement.

Adjournment: The chair adjourned the meeting at 9:44 pm

Next Policy Review Meeting: Thursday, April 22nd, 2021.

Next Board Meeting: Thursday, May 6th, 2021.