



**Whitehorse Cross Country Ski Club  
Board of Directors Meeting**  
Wednesday, April 5<sup>th</sup>, 2023, 7:00 p.m.  
Meeting held virtually via Google Meet

**MINUTES**

**ATTENDEES**

**Board Members Present**

Jean Paul Molgat, President  
Craig Thur, Secretary  
Deb Higgins, Director  
Jan Downing, Director

Sarah Murray, Vice President  
Leslie Gomm, Treasurer  
Heather O'Mara, Director  
Deb Gohl, Director

**Regrets**

Chad Walasek, Director

**Club Management Present**

Jan Polivka, Operations Manager  
Ben Poudou, Club Manager

**1. Call to Order**

Jean Paul called the meeting to order at 7:01 pm.

**2. Approval and Additions to Agenda**

Jan Downing moved to approve the Agenda and all board members present were in favour.  
Carried.

### **3. Guest Presentation and Discussion**

Dave Pym\_Canadian Snowsports Association

Dave Pym addressed the board regarding Directors and Liability Insurance that the Canadian Snowsports Association purchases and oversees for its member organization. Nordiq Canada is one of the ten organizations it represents and purchases insurance for. Cross Country Yukon is insured through Nordiq Canada. Whitehorse Cross Country Ski Club pays insurance fees (per membership) to Cross Country Yukon. Cross Country Yukon pays Nordiq Canada and Nordiq Canada's insurance is under the Canadian Snowsports Association policy.

Dave Pym explained to the board that the Canadian Snowsports Association purchases insurance for the organizations it represents because it is more economical to do so that for each organization or club purchaser insurance on its own.

The Insurance Policy purchases is usually for a three year period.

The Insurance Policy is as broad as possible so that with respect to Directors and Officers coverage it could be applied to such things as employee grievance litigation, fiduciary protection, workplace harassment and violence, data (personal information) theft from cyber security failings and member grievances. Essentially coverage is for a broad range of potentially 'wrongful acts'.

The Insurance Policy could also offer protection for the City of Whitehorse and Yukon Territorial Government whose facilities and land are used by WCCSC.

WCCSC and all the other insured organizations have a responsibility to meet a standard of care. A standard of care is maintained by such things as proper notice to users through various means such as signage and communication of reasonable precautions that should be taken. If circumstances change from what is expected and become hazardous then warning should be provided.

If litigation is threatened or feared, a member organization they can request assistance from Nordiq Canada and the Canadian Snowsport Association who will often try to work things out.

The policy manual for WCCSC's insurance is available on the Nordiq Canada website.

### **4. Review and approval of the draft Minutes from March 7<sup>th</sup>, 2023**

Review and approval of the draft Minutes from March 7<sup>th</sup>, 2023.

Leslie Gomm moved to approve the draft Minutes and all board members were in favour. Carried.

## **Updates**

### **5. Board Committee Updates**

*Note\* During the Strategic Planning Implementation meeting on Thursday, December 17<sup>th</sup>, 2020 the board members leading the **Strategic Plan Action Items** for 2021 were determined and initiated. A majority of these Strategic Plan Action Items were progressed and several were completed in 2021 and 2022. The committees mentioned in these Minutes have been prioritized to continue in 2023 .*

**Diversity and Inclusion Committee (Jan Downing, Deb Higgins, Heather O’Mara and Ben Poudou)**

The committee has been named **RIDEA Committee** for Reconciliation, Inclusion, Diversity, Equity and Accessibility.

Jan Downing informed the board that the committee’s recent work had been focussed primarily on reviewing and discussing the proposals from three consultants who had presented their plans for ‘rebranding’ of *Whitehorse Cross Country Ski Club* to something else. Hiring the right consultant is important. All three consultants had similar cost estimates. Two were in the \$14 000.00 range and one was \$18 000.00.

Work proposals were received from **SMRT Pop Ups**, **Aasman Design** and ***Teresa Earle Communications***.

The committee needs to more fully discuss what each proposal offers.

The board was in agreement that if part of the reason for the renaming and rebranding of WCCSC was to increase use and tourism through communications then perhaps there is funding available under the Yukon Government’s Tourism portfolio. The committee will look into possible funding options and report back to the board.

If membership is to be surveyed about rebranding WCCSC this will now occur in November 2023.

Review and discussion about the RIDEA Action Plan that was prepared a distributed in advance of the board meeting was adjourned until the next board meeting.

**Climate Change Committee (Jean Paul Molgat, Leslie Gomm)**

Leslie Gomm informed the board that scheduling difficulties with Virginia Sarrazin and Samantha Barnes who offered to chair the Climate Change Risk Workshop are being worked through and the committee will meet again in April.

**Human Resources Committee (Jean Paul Molgat, Sarah Murray. Chad Walasek, Leslie Gomm)**

Sarah Murray informed the board that the committee had met primarily to discuss Club Manager Ben Poudou’s request/proposal to work reduced hours during the summer months and if extra time off work may impact the summer work plan.

Further discussion to be held at the end of the meeting after Ben and Operation's Manager Jan Polivka have been excused from the meeting.

### **Land Tenure Committee (Jean Paul and Bengt Pettersson)**

President Jean Paul Molgat and committee member Bengt Pettersson met with employees from the Lands Branch of the Yukon Government and proposed that WCCSC be given a long term lease for the trails. After discussion it was agreed that WCCSC would likely have obtain an additional License of Occupation for one year during which time, YG Lands Branch and WCCSC could work on developing a leasing agreement.

Jean Paul also informed the board that he had heard from a few Raven Ridge residents that another parcel of land for residential development was in the planning stages and that this would impact the current Pierre Harvey Trail. More information is required about the extent of this possible residential development. There are likely to be some environmental concerns raised because of the proximity of this land to the McIntyre Creek wildlife corridor.

Jean Paul will seek to meet with the mayor of Whitehorse and the Minister of Environment to check in with them so that WCCSC's interests are part of the consideration for any proposed development of the trail system and surrounding forest.

### **Major Competitions and Events Committee**

Sarah Murray informed the board that she has continuing communication with CCY.

### **Standing Items**

#### **6. Financial Reporting**

**Leslie Gomm**

Leslie prepared a WCCSC Financial Report to Board in advance of the meeting. No concerns that required discussion.

WCCSC does not currently know the full financial commitment the club will have to make to the purchase of another Pisten Bully. The Community Development Fund application for approximately 50% of the cost of a new Pisten Bully is still be considered. WCCSC will know on or about April 21<sup>st</sup> if the funding has been approved.

Leslie is working with Corinna to determine how much the \$125 000.00 currently held in a Term Deposit with the First Nation Bank and another \$50 000.00 that is in BMO savings account can be moved into a GIC while still maintaining sufficient funds to cover operating expenses in the event of an interruption in revenue for an extended period of time.

## **7. Club Manager's Report**

**Ben Poudou**

Ben provided a written report in advance of the meeting. Highlights included the following:

The "Nordic Spring festival" on April 2<sup>nd</sup> had great weather and was a big success bringing people with interest in Nordic sporting activities to the facility. Given the success of the day, it is Ben's intent to make it an annual event and he will organize planning during next ski season to build on this year's success.

A 'Satisfaction Survey' will be sent out again this year at the end of the season. We are doing this every 2 years.

A new Refund Policy has been drafted based on refunds for injury or illness with a physician's note and refunds will be prorated based on the time of year they are requested...the later in the season a refund is requested the less refund would be received and after February 15<sup>th</sup>, no refund would be provided.

## **8. Operations Manager's Report**

**Jan Polivka**

Jan provided a written report in advance.

Operations have been going well. Some trails will be closed this coming week for safety reasons such as poor conditions along Lower Valley Trail at the marsh.

New signage is being prepared for the Mt. McIntyre Ascent trail to make it safer for skiers going up and down the same trail.

A new outhouse is planned for Harvey's Hut and will be built prior to next season with the help of Dave Brook.

## **9. President's Report**

**Jean Paul**

*Jean Paul prepared the following written report which he reviewed with the board during the meeting:*

As discussed at last board meeting, prepared and sent letter from our Board to CCY Board on WCCSC's interests. Got e-mail acknowledgement that letter was received and that CCY plans to follow up with us in coming months. Letter included in meeting documents.

Met with Lands Branch with Jan P. to request renewal of tenure arrangements. We are seeking year-round lease, not seasonal license of occupation. May need to renew LOO for one year while Lands works on lease arrangements. They seem to be willing to accommodate. Jan P. and I met with our insurer to confirm that lease would not expose us to increased liability. It doesn't, so long as we specify responsibilities in the lease. Insurer willing to help with this.

Requested meeting with Sport Yukon to discuss roles of sport governing bodies vs. roles of clubs. Meeting being scheduled with Trevor Twardochleb for next week or following week. Jan D., Ben and I attending. If anyone wants to join, let me know.

Worked on Emergency Response Procedure with Ben (included in meeting documents).

Reached out to Brian Horton request his involvement in coach hire and briefed him on club's interests (as expressed in letter). He reports that he had minimal opportunity to be involved. A coach has been direct-hired by CCY.

Met with Sport Yukon with Sarah and Ben for an annual check-in. We are rated highly in almost all areas. More information needed on Safe Sport (from Sport Yukon and CCY) so we can start integrating into our programs. It's a national initiative to "make sporting environments free from physical, sexual and psychological abuse". Feds intend to enforce through funding soon. Sport Yukon quite complimentary about club - calling us a "model organization".

Deb Higgins called and had a good discussion with RL, the club member who was injured because of a collision with another skier on the 10 km trail on January 17<sup>th</sup>, 2023.

## **Discussion and Decision Items**

### **10. Ukrainian Youth Biathlon Support**

**Leslie**

Leslie shared information about a youth Biathlon program in the town of Khust in western Ukraine and their need for financial support.

Stu Clarke provided the information to Leslie. Stu learned about the program from Whitehorse resident Sylvia Gibson who has a personal connection with Olya Zubyk who runs the program as an organized NGO.

Leslie will share the information about the program in Khust with Biathlon Yukon and she will obtain more information for another board discussion. **Perhaps Sylvia Gibson could be invited to speak to the board?**

### **11. Update of Strategic Plan**

**Jean Paul**

The updated Strategic Plan is in the process of being professionally prepared (the layout) for presentation.

### **12. Cross Country Yukon Coach Hiring**

**Jean Paul**

A direct hire of a new coach has already been made by CCY however there has not yet been an announcement from CCY.

Prior to next season there should be a renewal of the MOU that WCCSC has with CCY regarding the sub lease of the office in WCCSC's space in the Mt. McIntyre building.

WCCSC remains interested in working with CCY during their strategic planning process.

### **13. Pisten Bully\_CDF Funding Approval**

**Jan Downing**

A decision on the CDF application is expected on or about April 21<sup>st</sup>, 2023.

### **14. Functional Planning\_CDF Application**

April 15<sup>th</sup>, 2023 is the intake deadline for Tier 2 funding applications with the Community Development Fund.

Based on a Professional Services Proposal from architectural firm **Kobayashi + Zedda** that Jean Paul received on behalf of WCCSC in January 2023, Jean Paul prepared a CDF application for funding for site and functional planning, building consolidation (including storage and washroom areas) and energy efficiency and ski stadium upgrades for the facilities used by the ski club apart from the Mt. McIntyre building.

The CDF application states that WCCSC will provide \$2000.00 of the total \$22 000.00 estimated cost.

Kobayashi + Zedda's Functional Plan & Building Consolidation Master Plan for the Ski Stadium when completed would be only be 'Step One' but it is an important step in that if and when additional funding becomes available a plan will already be in place and an approximate cost will be known. An application for funding to do the upgrades could then be made without delay.

### **Motion**

Jan Downing made the following motion:

*“Whitehorse Cross County Ski Club should proceed with an application for \$20 001.00 in funding from the Community Development Fund for Functional Planning for the stadium area”*

The motion was carried by consensus.

Jean Paul will request a letter of support from the City of Whitehorse and Cross County Yukon and he will amend the proposed timeline on the application prior to submission to CDF.

### **15. WCCSC Input on Mt. McIntyre Renovations**

**Ben**

Since the last board meeting, Ben met with City of Whitehorse project manager Peter O'Blenes. Although not stated so specifically, Ben came away with the understanding that work on the renovations will not begin until the spring of 2024 so the ski club can likely plan on using our current space for the 2023-2024 ski season.

## **16. Operational Procedure\_Skiing with a biathlon rifle**

**Ben**

Ben organized a meeting with committee members Heather O'Mara, Deb Gohl and Craig Thur during which there was agreement that early season biathlon team training to take advantage of the WCCSC early season snow making may be a good compromise. The committee is planning on hearing from the biathlon coach via Google Meet on 2023-04-06 after which the committee will work on a draft policy and procedure.

## **17. Operational Policy\_Refund Policy**

Ben Poudou covered this topic in his manager's report. Ben has support of the board to amend the existing policy and apply it during the 2023-2024 ski season.

## **18. Human Resources Committee\_Report to board without managers present Sarah**

WCCSC manager Ben Poudou has requested to work reduced hours during the summer. Currently both Ben and Operational manager Jan Polivka receive 5 weeks holidays per year. Ben has requested an additional 3 weeks off work without pay this summer. Ben is confident that he will be able to complete his summer work plan while working 120 less hours.

### **Motion**

Leslie Gomm made the following motion:

*“The WCCSC board provides manager Ben Poudou, in addition to his existing leave an extra 15 days of leave to be taken at his discretion as a pilot for this year.”*

The motion was approved by consensus.

**Adjournment:** The chair adjourned the meeting at 9:18 pm

**Next Meeting:** Wednesday, May 3<sup>rd</sup>, 2023 at 7:00 pm.