

# KTS Meeting Agenda & Minutes 2024 (December - November)

## **LEGEND**

Current Meeting Action items are in blue

Review of Action Items in Red

Motions are in green

**Meeting Link** [meet.google.com/nqw-xujf-fxm](https://meet.google.com/nqw-xujf-fxm)

## **RULES**

- Call to order
- Indication of directors/visitors present
- Motion to adoption minutes of last meeting
- Motion to acceptance agenda for current meeting
- Determination of Quorum ( 6 directors are required for any action/motion)
- Officers/Committee Reports
- Motion to accept financials (year end only)
- Motion to adjourn the meeting
- Motions (main, to table, to postpone). "I move that we" or "I move that we not", all in favor, all against, pass/fail

***This agenda should be completed 48 hours before the meeting by the chairs of the sub-committees, GM and ED to give directors a chance to review material in advance of the monthly directors meeting.***

*If it has not been updated on the Agenda, it will not be discussed at the meeting - please respect everyone's time and prepare your talking points ahead of time, and **ensure you've checked all email, slack and Agenda notes 48 hours prior to the monthly meeting.***

*\*\*Can also be used as a template for subcommittee meetings.*

**UPDATED STRUCTURE:**

**DISCUSSION POINTS:**

**Action items for board** (*with sub committee recommendations or links where possible for any votes, approvals or discussions allow 5 mins per item.*)

**Questions to subcommittee** (*Opportunities for board members to ask questions based on key items*)

**Future considerations/actionable items for the sub committee** (*this will be the key points for the next sub committee meeting, also a task / discussion list, can be filled in advance but may be expanded after the meeting*).

**UPDATE TO BE READ BY BOARD MEMBERS PRIOR TO MEETING - WILL NOT BE READ OUT AT MEETING:**

**Key updates since last meeting** (*Highlight what board members need to know, by reading this section they should be up to date with sub committees are working on / have achieved if time does not permit for a full review*)

# Minutes for April 9th

[meet.google.com/nqw-xujf-fxm](https://meet.google.com/nqw-xujf-fxm)

Directors: Kayla, Dan, Liz, Athena, Mia, Pascal, Kenny, Stephanie

Staff: James, Ryan

Liaisons:

Guests:

Regrets: Quentin, PJ, Steve, Peter

Minutes of the last meeting: Dan, Kenny

Approval of the Agenda: Liz, Athena

- **Executive Committee** / Admin (**Stephanie, Steve, Mia, Kayla**, Quentin, Ryan, James)

Chaired/Presented by **JAMES**

- **Action items for board**

- Are we interested in being involved with Wildsights Community Clean Up event Apr 15-20th?
- If coaching / clinics (similar to ones already using our trails) are wanting to use our trails if they are happy with the trail usage fee do we need to forward by the board?
  - Run them by the board.
  - Include in LOS -
    - Requirement to be mindful of other groups using trails, trails are always open to the public, are multidirectional and multi use
    - include Code of Conduct and right to refuse future LOS and/or retract current LOS

- **Questions to subcommittee**

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- **Future considerations/actionable items for the sub committee**

- Look at backing up our data and changing our passwords. Purchasing an external drive or 3rd party google drive back up. - plan to continuously update passwords and an external hard drive. **KTS Admin** to work on this
  - Looking into "1password" website to help update passwords
  - Look into MFA for Google accounts and others where available.
- Please share social media post ideas with James any content for us to use would be greatly appreciated as well. Send social media posts from other organizations to KTS accounts.
- Monday.Com - committee heads please familiarize yourselves with the platform. Assigning tasks to people, dates etc.
- Struan Robertson memorial.
  - Looking to recognize his work - seeing if Blake can write up/put something together and we can post

- Updates
  - May meeting and onwards will be back at the Kimberley Nordic Club lodge.
  - KTS will not be attending the re-Discover Kimberley event. We have a lot on our plate currently and the executive agreed it was not a valuable use of KTS time at this time.
  - [KTS Financial Plan](#) updated for March 2024. [Balance Sheet](#) and [Income Statement](#) for March are available.
  - Income - More calendar money collected, \$3,005 ytd/\$2,500 with 3 more invoices to be paid. \$2000 deposit from HLC for 20 customized trail tools. Trail pass sales (\$4,284ytd/\$8,000 total budget) and event contributions (\$2,162/\$2,400) continue to be above expected. RTM registration is already \$2,000 above budget, with a few more registrations to sell. Trail sponsorship revenue is currently below expected income (\$5,000ytd/\$11,000 expected / \$35,000 total budget) likely due to Bike park sponsorship requirements.
  - Expenses - Only 1 payroll transaction in March, there will be 3 in April, therefore lower than budgeted payroll, Worksafe BC insurance will be paid in April with Payroll. D&O insurance premium paid in March. All expenses related to Active Transport Planning have been paid, there is extra grant money in the active transport fund.
  - Social Media Plan - as a team we have committed to making more of a collective effort on working on our social media as opposed to bringing someone else in. Our initial goal is to post a minimum of 2 times per week. Under the following guidelines:
    - Mondays - Awareness, Educational Promotional Posts
    - Wednesdays - Community Posts (Sponsors / events), Volunteer opportunities, trail nights etc
    - Fridays - Trail Updates. Conditions, Trail crew etc.

**Revenue Subcommittee:** (Kenton, Stephanie, Athena, Liz, James, Quentin)

Chaired/Presented by **LIZ**

- **Action items for board**
- **Questions to subcommittee**
- **Future considerations/actionable items for the sub committee**
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- **UPDATE**
  - \$1500 Rotary Grant has been used to purchase marketing tent & marketing materials, with an additional \$400 from general funds - additional marketing pieces will be purchased in future once more funds have been raised or are made available
  - BC cycling grant added to calendar for next year (April 2 deadline)
  - Outdoor Recreation Fund- only one project eligible and 50% matching funds required.
  - Minor Maintenance Grant from Trans Canada Trail applied for work on Sneaking Cougar.
  - BC Employer Training Grant Program for Trail Crew
  - General: considering creation of a google form to gather pertinent information for projects being suggested for grant funding. Would streamline the grant writing process. Challenges around chasing down information.

- Devinci grant- applying for mulch jumps
- **Sponsorship:**
  - Harvest is offering \$10k in support. Slightly reduced from previous proposal, did offer housing at a reduced cost but requirements make it challenging to make use of.
  - Mackay has responded positively and is interested in being involved. Willing to donate their margin.
  - FR rentals have offered a 50% discount on machine use
  - Salvador interested in seeing the sponsorship package
  - Pulp and Paper mill wants to do cheque presentation in person and social.
  - Dave Fabro wants to support with trucking. Interested in seeing sponsorship package
  - RCR have stepped up to Gold+ sponsorship \$3,500 cash donation.

**General Manager Report** \*\*UPDATES ONLY - any discussion points will be added to TRAILS AGENDA and discussion points to be covered by Ryan

Input by **RYAN**

- **Action items for board**
  - No approvals needed this month!
- **Questions to GM**
  - Is maintenance of hiking trails something we want to pursue? General consensus is yes.
- **UPDATE**
  - Project plans generated to outline and support any grants that could be gathered for:
    - [Musser's Plateau](#) (Needs approval from RSTBC)
    - [Lois Creek Skid Trail Reroute](#) (has been supported by FoLC / Needs approval from RSTBC)
    - [Magic Line 3 Hiking route](#) (Needs support from RCR Tenure)
  - Hiring starting this week - Looking for 3 people interested in trail crew from May-October
  - Lois Creek Private Land Owner has possibly changed hands - Steve Brine is looking into it as well as a a new land use agreement
  - Reached out to Summit Trail Makers in Invermere to find out how their Funding and hiking trail maintenance works. Considering a proposal to maintain more hiking trails in the area.
  - Received a grant for signage and kiosks/maps. Jim King from Invermere has been tasked with building the kiosks.
  - I hurt my foot!

**Trails Subcommittee** (PJ, Steve, Kenny, Dan, Ryan, Neil, Dave)

Chaired/Presented by **Dan :)**

- **Action items for board**

- Build Day for May? Pick a day and people to organize the build day.  
May 1st or 8th - Wednesday - do one with Freewheelers 6pm to dark (Dan is in contact)  
Healthy Kimberley Board for an activity would like to get together for a dig day (Athena contact)
- Questions to subcommittee
  -
- Future considerations/actionable items for the sub committee
  - Trail inspections twice annually. Create a process, log and plan for review.
    - This is for our more high level trails and high liability trails
  - Update our Event Planning Guide - Currently we don't have much in the way of informing organizations about the different entities in controlled areas and what they'll need to host events on KTS managed trails outside of our trail usage fees. Looking to work with the executive committee to come up with a better informed guide with defined areas and obligations such as Letters of Support.
  - - Updates through social media will be sent to James from the board - figure out who is going to do this and on what timeline (weekly, biweekly...)
- UPDATE
- Main maps - almost there! Great feedback by KTS directors, they're off to print once finalized in spring.
- Trail crew 2024 - Justin Wade back as trail crew leader. Going to open the application process mid april.
- Bootleg Signage Project - ongoing.
- ML3 Hike Project outline - Sending to Nordic Centre for confirmation. Confirm boundary lines with RCR and bring it to them as well. Plan is to rough brush cut the trail in with the trail crew and have boots/feet bed it in.
- Lois Creek Skid trail project outline - chatting with Friends and moving forward with planning.
- Mussers Fix up project outline - Early stages but a great plan started
- ML3 end corner before bridge - needs cautionary slow down signs and mitigation to prevent accidents in a very sketchy end of trail section. Signage and outline rocks are suggested.
- Trail Data - TCT Propulso. DATA! Tracking for trail usage and how they're being used. We get a free report every year for the TCT and can request additional reports. It will help our proposals and give us another leg up on grants and maintenance cost allowances.
- Dan + Kayla trail night - Confirm with nature park on our intentions (Request). We would like to do a shapeshifter rocky clean up! April 24th.
- Ryan is going to meet later this month to discuss hiking proposals and maintenance for Pyramid and others.

## Lois Creek Update - 10 minutes MAX - action items & KEY updates

Chaired/Presented by **BLAKE / Rod**

- **Action items for board**
  - Board thoughts on inviting FOLC to have a page on our website
    - **Approved.**
- **Questions to FOLC**
- **UPDATE**
  - At our FoLC director's meeting last night we noted the inclusion of the new MOU between KTS and FoLC as an appendix under Article 12.01 of the partnership agreement between KTS and RSTBC, and we would like to send thanks for responding to our concern over the omission of FoLC in previous versions of this agreement.
  - In view of a new single-family housing development proposal by Lois Creek Developments, we are examining a Statutory Right of Way as a possible option for long-term protection of Bart's and other existing trails on private land.
  - We discussed renaming the Lindsay Park Entrance to Trail Street Entrance and creating a new Lindsay Park Entrance along the existing school pathway. If this project goes ahead, a new fence along both sides of the trail will confine traffic to a single route and keep people away from the invasive weeds in the vicinity. The school has already agreed to serve as an area steward by monitoring invasive weeds and helping to mitigate their spread, and it intends to move the Fairy Forest and Troll Town outdoor learning areas up from the bottom of the escarpment onto that site. This project will require modest funding, and we hope the city and KTS might consider contributing funds and labor. Please see attached concept images of what it could look like.
  - We have nearly completed updating our new map and will be seeking your input before it is finalized later this spring.
  - We are taking down our website due to excessive spam and seeking other options for a new website. If you guys know of anyone who might be interested in taking this on as a project, please let us know. In the meantime, we will be relying on Facebook for communication with our users.
  - We are in complete agreement with Ryan's proposed 100-meter reroute of Skid Trail at Bart's and would like to see this project proceed.

**BikePark Subcommittee:** (Athena, Kenny, Kayla, Quentin, Amelie, Tim, Dave H, Jill)

Chaired/Presented by **ATHENA**

- **Action items for board**
  - **Raffle will be launched just before Round the Mountain, please all directors support as much as necessary. We are planning on trying to sell 2500 tickets at \$20. Ebike and dirt jumper plus great early bird prizes.**
  - **Who is available for the draw dates? Permit requires that 3 directors be present. Planning to draw both bikes July 21st to August 10th depending on who is free to be there. We need these dates firmed up by April 10th.**
    - **Directors present: does it have to be the same directors each time or just 3 directors?**

### Early Bird Dates

June 23 - Sunday James + 3 Board Members (Steph, Kayla, NEED 3RD) ask PJ, Liz alt

June 28 - Friday James + 3 Board Members (Kayla, Athena, Pascal)

July 12 - Friday James + 3 Board Members (Steph, Kayla, Athena) Liz alt

### Bike Draw

July 21 - Sunday James + 3 Board Members (Steph, Kayla, Athena) Dan alt

- Questions to subcommittee

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- Future considerations/actionable items for the sub committee

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- UPDATE

- CBT planning on providing \$34,000 additional funding for the Dirt Jump portion held by the City. This will make up for shortfall so we don't have to cut anything out.
- Pumptrack announcement made with Velosolutions named as the awarded contractor.
- Start date hopefully June 10th, Accommodation booked
- Cannot formally announce dirt jumps as City has not signed contract yet.
- Still working out some in kind contributions and then will approach Velosolutions for cost savings to possibly buy more ramps and go towards a mulch jump. Currently we only have 3 6 fters in design and no mulch jump. Want to firm this up by April 15th and start discussion.

**RTM Subcommittee:** (Stephanie, Pascal, Morne, Jim, Angela)

Chaired/Presented by **STEPH**

- Action Items for Board

- We need commitments and feedback from the board on planning and supporting the ETM day on Sunday June 23rd - how will KTS be participating, how will the CoK be participating etc. 10am to 2pm KTS Admin to connect with the mayor. (food and washroom)

#### Current Ideas:

ETM Guided Rides - Freewheelers leading - need volunteers to support. - James chatted with Neil (Coaching clinics as well) KAYLA CAN GROUP LEAD LIZ IS THE SWEEP!!!!

Guided Running - suggested Purcell to lead - need volunteers to support - James talked with Paddy

Guided Hiking - suggested Orienteering Kimberley to lead - need volunteers to support

Guided Yoga - Pascal was going to talk to Shenoa about leading (Shenoa is joining Saturday and Pascal asking about Sunday)

On Site Coffee - we had Ascend coffee reach out with interest in supporting James meeting with KORE Outdoors this week regarding their involvement.

Look at setting up events in eventbrite - once we have a schedule - create board volunteer google



sheet for sign up - MIA IS KEEN

- Board Members - please confirm if you will be volunteering, the expectation here is that if you are available you will ;) this event brings in a lot of funding for the KTS and RTM organizers from KTS are going to need help to make this happen ... otherwise we won't do it.
  - Need volunteers to just help direct people and answer questions
  
- **Questions to subcommittee**
  - What is the status of movie night on June 22nd, is this happening? If yes, we need to connect on details so we can communicate to our participants-
    - Movie night is all booked and we have a meeting mid april to go over line up. Usual start time of doors opening at 630pm. Athena
  
- **Future considerations/actionable items for the sub committee**
  - Train kids ride for free June 22nd & car show (connect with Kevin for details to share on social)
  
- **UPDATE**
  - Hotel discounts secured: Riverside Campground, Trickle Creek and The Larix
  - Section 16 Secured - need to review fine print for increasing numbers in future as a portion of route passes through crown land and technically you need permits for events with more than 200 ppl on crown land (we had no clue) and these permits take approximately 2 years. Lisa from RSTBC said don't rock the boat and just keep on keeping on but avoid increasing to avoid attention.
  - 50 SI sticks being borrowed for timed events
  - 69 Trail Passes sold through registration (\$2760)
  - Pukka Hats ordered (\$1256.64)
  - Outway Socks ordered (\$945)
  - Waiting to hear back from Cupko on Non-Profit discount - SB to follow up
  - Discussion with breweries/boho etc. about doing live music in town following event to move the party downtown and encourage tourism
  - Discuss 'happy hour' promotion with local restaurants/breweries etc. for the Saturday evening
  - Confirmed platzl booked for Registration on June 21st (Friday) - discuss with local businesses on extended business hours

Half Marathon - Sold Out \*\* this week moved 10 open spaces from 10k to free up registration and already mostly sold out, only 1 space left!

Trek - 11 Spaces Remaining

MTB Half Marathon - Sold Out \*\* moved 10 open spaces from 10k to free up registration, 5 spots left

10 KM Run - 26 Spots remaining \*\* adjusted to 80 spots, now sold out! Put additional into Run/Bike Halfs

10 KM Run 18 & Under - 1 Spot Remaining

Kids 6 & Under - Sold Out \*\*adding 10 spaces (untimed)

Kids 12 & Under - 9 Spots Remaining

149	RTM Half Marathon Run	\$9890.00
133	RTM 20 km Trek	\$8970.00
110	RTM MTB Half Marathon	\$7300.00
80	10 km Run	\$4600.00
10	10 km Run 18 & under	\$500.00
21	Kids Pack 6 & under	\$590.00
21	Kids Pack 12 & under	\$595.00
<b>524</b>		<b>\$32445.00</b>

Motion to adjourn: Liz, Pascal  
Second: Dan

# Minutes for March 12th

[meet.google.com/nqw-xuif-fxm](https://meet.google.com/nqw-xuif-fxm)

Directors: Mia, Dan, Peter, Pascal, Steph, Kayla, Steve, Kenny,

Staff: Quentin, James, Ryan

Liaisons:

Guests: Kevin Dunnebacke (City Council - Liaison), Andree Powers (KNPS, KOC), Alex

Regrets: Liz, Athena., PJ

Minutes of the last meeting: Kenny, Steve

Approval of the Agenda: Pascal, Dan

- **Executive Committee** / Admin (**Stephanie, Steve, Mia, Kayla**, Quentin, Ryan, James)

Chaired/Presented by **JAMES**

- **Action items for board**

- Social Media and Marketing Coordinator position & budget
  - Kevin - CBT sponsorship for \$8 per hour for other jobs, connected with COTR program. @revenue
  - Confirming the needs before we hire someone. Social media presence but not top of people's priority list. 6 hours per week covers what we need.
- Freewheelers Bike Swap April 13th at KNC, anyone interested in representing KTS?
  - Kenny and Ryan as KTS representatives
- We have been invited to a discussion on volunteerism in Kimberley, tomorrow, 7-8.30pm at Centennial Hall if anyone is interested in attending
  - James will be attending
- Is anyone interested in the MTB Trails Symposium in Naramata May 1st-3rd. Dates don't work for Ryan, but he feels that these events can be beneficial to our society.
  - \$250 for early bird, plus mileage, hotel and food

- **Questions to subcommittee**

- Discussion on what we can do better to ensure things do not get lost in Slack.
  - Reply in the thread, tag people, saving conversations/post, can set reminders for oneself
- Prioritize the needs list on slack channel - looking for more feedback

- **Future considerations/actionable items for the sub committee**

- Follow up for items from strategic planning session will be added to a later meeting. Operating plan, SWOT analysis, Org chart (deadline by Feb 16th).
  - March Meeting try to have feedback for March

- **Updates**

- [KTS Financial Plan](#) updated for February 2024. [Balance Sheet](#) and [Income Statement](#) for February are available.
- We received payment for the full \$26,139.42 for General Manager & trail crew work carried out on ETM in 2023. The budget only included the \$5,000 for Ryans work, as we

were not 100% sure if all the work invoiced to the city would be covered by the grant, it has giving us a surplus of \$21,000. We have decided to hold allocation of these funds in the General Account for the time being to cover any deficit with the bike park project, the idea being that if it ends up not being needed for the bike park then we will be able to put these funds towards a 2025 project.

- Individual contributions through memberships, trail passes and individual donations along with Event contributions (from Black Spur Ultra) are currently well above the anticipated levels for the end of February, there is an expectation that these may level off later in the year.
- In February we sold 2 BH tools, and started collecting invoices for the 2024 Calendar sales, that has raised over \$3,000 in profit.
- Expenses for the month of February were the purchase of a Garmin Inreach Mini for trail crew use, as well as deposits paid for Round the Mountain, \$1,090 was spent on the winter grooming program.
- Invite to the Business excellence awards.
- Updated Org chart - has been approved by 6 directors. Note - James and Ryan should add FOLC into this document.
- Letter of Support provided to RideTheory.
- Teck License of Occupation - Approved by 9 board members.

**Revenue Subcommittee:** (Kenton, Stephanie, Athena, Liz, James, Quentin)

Chaired/Presented by LIZ

- **Action items for board**
  - **Proposed contingency fund: \$67,500.**
    - Includes risk management for additional Trail Crew time and Bike Park (see financials for details, \$20K in addition to contingency tab for Bike Park). Once expenses have been realized and additional fundraising results received more money will be freed up.
    - Motion to approve: Steph
    - Second: Peter, Dan, Kenny, Mia, Steve
- **Questions to subcommittee**
- **Future considerations/actionable items for the sub committee**
  - Trail passes - Freewheelers, KTS, database restructure for verification and transparency. How can we get it better integrated into shops and online. Future thoughts - revenue committee ask. But for now let's just keep getting them out there!
  - Poster with trail routes with invitation to donate
  - Option to pay for software like website
  - Tip tap cost worth the benefit of trail pass?
    - Fee of 1.5% of transaction per successful tap plus any applicable card fees (typically 3.5% for most cards)
    - Monthly subscription per device. Need to [contact sales](#) for full breakdown

- Bridge story and signage to be sent to rec site and seek approval for installation.  
    - Quentin EMERIAU to send to Ryan
  - Pam Abel brick fundraiser idea - check December minutes.
- UPDATE
    - Tax returns- have not been filed since formation of not for profit. No penalty for not filing. Cost to file at minimum \$7,000, this would require internal resources and volunteer hours. Risk mitigation: Mia and James have organized files and have documentation since 2010 ready to go if filing needed.
    - ReDI grant has been submitted by James for Trail Crew Tools, RTM for video project and FOLC for Powerline extension.
    - TCT Spring Care Grant \$1,500 submitted for a trail day early May
    - Outdoor Recreation Fund opens mid-March to April for projects that will be completed in 2024. Athena will review for the Bike Park.
    - Tourism Growth grant-closed in 2023 for projects 2023 to 2026. Looking into if there will be a new intake.
    - Community Gaming Grant being reviewed by James
    - Cash flow stable for time of year with donations higher YTD than last year
    - Ryan has confirmed receipt of \$15,000 for new signage kiosks on provincial recreation areas.
    - HLC have paid a \$2,000 deposit for 20 BH trail tools.
    - Trailforks Pro - we have a link (on instagram, facebook) for new subscribers for trail forks pro, they save 30% and we get \$5 in trail karma.

**General Manager Report** \*\*UPDATES ONLY - any discussion points will be added to TRAILS AGENDA and discussion points to be covered by Ryan

Input by **RYAN**

- **Action items for board**
  -
- **Questions to GM**
  - Motion in Email coming to pay McElhanney and make a post of this first phase that has been completed for the paved pathway project
- **UPDATE**
  - Acceptance of RSTBC Partnership Agreement (MOTION PASSED VIA EMAIL)
    - FOLC making a push to have more independence but still be under KTS - MOU between KTS and FOLC
    - Conclusion we will be consulting one another on decisions - maybe FOLC as a subcommittee
    - KTS is doing the land use agreements and insurance
    - TCT funds leftover to put towards Paved Pathway

## Trails Subcommittee (PJ, Steve, Kenny, Dan, Ryan, Neil, Dave)

Chaired/Presented by **Dan** :)

- **Action items for board**
  - Build Day for April? Pick a day and people to organize the build day.
    - Dan & Kayla taking the lead
  - Acceptance of Mcelhanney Paved Pathway planning report. - via email later in the week.
- **Questions to subcommittee**
  -
- **Future considerations/actionable items for the sub committee**
  - Budget for trail counters (\$3500) and Lois Creek Snowdog Plate (\$600) we are waiting on the REDI Grant to hopefully cover these costs - waiting to review in May
  - **Event Idea for TCT Spring Trail Care grant.**
  - **Trail inspections twice annually. Create a process, log and plan for review.**
    - **This is for our more high level trails and high liability trails**
  - **Monthly Trail Day planning - beginning April**
  - Update our Event Planning Guide - Currently we don't have much in the way of informing organizations about the different entities in controlled areas and what they'll need to host events on KTS managed trails outside of our trail usage fees. Looking to work with the executive committee to come up with a better informed guide with defined areas and obligations such as Letters of Support.
  - Trails public communication for projects and happenings with trails -We'd like to explore a blog style update system for trail work and projects with feedback forms. Also limiting open forum style comments for facebook/instagram for these projects. It could be done through KTS website. Maybe discord style. Link with executive committee and future social media coordinator. E.g. "Planning on this, or that" when looking for funding, getting projects off the ground, getting projects shovel ready. "Working with *insert org* on new project" when we're on the trails.
- **UPDATE**
  - **Creek and Flume** - Nature Park Originally made a motion to "Indefinitely close the Creek and Flume Trails", with concerns of excessive erosion and root damage. After explanations of how user damage occurs it was agreed that an assessment to take place in spring to come up with a plan to, ideally, refurbish and upgrade the trail to make it more sustainable and environmentally sound.
  - **Trail Maps** - Trails committee made a number of new suggestions on the Map redesign. You can view draft of the maps here(more changes yet to come): [https://drive.google.com/file/d/1hBpAbImcNgp-G1m4oeXioKnbh\\_zAY-dT/view?usp=drive\\_link](https://drive.google.com/file/d/1hBpAbImcNgp-G1m4oeXioKnbh_zAY-dT/view?usp=drive_link)
  - **Grant Received** - ~\$15K for Trail Maps Design, Printing and Trail Kiosks from MBTA through the Province.
  - **Trail Crew Plans** - Hired Justin Wade as Trail Crew Leader again for 2024. Calum from last year's trail crew is also interested in returning. Other hiring will take place in April.

- **Trail Nights:** Freewheelers club to run one in the spring and one in the fall.
- **Trail Crew Projects:** As mentioned, trying to focus on maintenance over other things. Submit minor trail projects/maintenance works. I've started a list in MOnday.com of 2024 projects.  
<https://kimberleytrails-team.monday.com/boards/4897071122>
- **Trail Assessment form:** Review it here -  
<https://forms.gle/oqtgXR8zUFnvJXNP7>
- **Bootleg Green Trail** - Lifetime to come back in the spring to finish up. Trail Crew and Volunteers will be supporting final rake and clean up along with some kid friendly features.
- **Winter Grooming** - All is going well still on all three zones (NP/FC/ ML3 / Lois Creek). Winter user survey to go out in April. Amps go Marching and ML3 Loop is now open with signage, shout out Steve Williams!
- **Final Mcelhanney Report Submitted for paved pathway preliminary design - Please make a motion to accept. Social Media informative and thank you post needed.**

**Lois Creek Update** - 10 minutes MAX - action items & KEY updates

Chaired/Presented by **BLAKE**

- **Action items for board**
  -
- **Questions to FOLC**
- **UPDATE**
  - **Lois Creek Developments** - Public Open house raised more concerns about trail access.
  - **Drilling in LC on Bench** - was unsightly but hopefully not as bad once revealed in the spring.

**BikePark Subcommittee:** (Athena, Kenny, Kayla, Quentin, Amelie, Tim, Dave H, Jill)

Chaired/Presented by **ATHENA**

- **Action items for board**
  -
- **Questions to subcommittee**
  - **Ability to pull off movie night and raffle this spring in upcoming months? Any thoughts? I spoke to Amelie and we do feel like we can call upon community volunteers. We were planning on movie backing on to RTM June 22nd. Two showings in one day. Center 64 needs payment up front to book. For two showings 500. One showing 260**

- Kevin has a 20x20 blow up- concerns over fundraising for Bikepark. More potential in the fall - revisit.
  - Kevin have a spaghetti feast on the friday night - Have swag and a bit of a meet and greet
  - What we can do with Raffle vs Movie Night
    - What is more financially valuable
- Future considerations/actionable items for the sub committee
  - Meet with James, Mia and Ryan to go over revenue piece and project management. Would be good to have a plan around both our holidays and who will support contractors.
  -
- UPDATE
  - Velosolutions has been awarded the contract for both the pumptrack and the city has chosen Velo for the dirt jumps.
  - Velosolutions will be starting the project June 10th, completion will be around July 17th.
    - We are looking for accommodation for 6 people from June 10th - July 19th. If anyone has any ideas or know someone renting their house/going away? Currently booked at college residence for a decent price. Still short a weeks accommodation and there is a good cancellation policy if we find something else in town
    - Will post announcements this week.
    - Working on securing donation and sponsorships for machinery, gravel for site prep, larger equipment to move stockpile of dirt
    - Nicole at City to approach CBT for additional funding for the dirt jump portion. kTS supporting with seeking out cost savings
    - Applied for Coop community spaces grant for additional ramps, mulch jump , water installation, fencing and seating.
    - Teck looking at buying decking and fencing , waterline.
  - Organizing massive raffle. 2 bikes , 1 an e-bike. 1 dirt jumper. Lots of bike parts

**RTM Subcommittee:** (Stephanie, Pascal, Morne, Jim, Angela)

Chaired/Presented by **STEPH**

- **Action Items for Board**
  - N/A
- **Questions to subcommittee**
  - N/A
- **Future considerations/actionable items for the sub committee**
  - Train kids ride for free June 22nd & car show (connect with Kevin for details to share on social)
- **UPDATE**



- Shoulder season movie night is shifting into the RTM festival. Looking into Centre 64 for a matinee showing and an evening showing - plan is to keep it shorter this time round. No Long movies, less prizes and chatting.
- Hat design finalized, working to wrap up Sock and Reusable cup designs this month and process orders
- Received Section 16 but they didn't address our request to increase participant numbers for 2024 - KTS Admin is following up and we hope to have that resolved this month (currently at 438 participants)
- Working with local accommodation this year on providing discounts for those staying the weekend - currently secured Trickle Creek and Kimberley Riverside Campground, working on Larix
- Half Marathon run event the most popular, shifted some of the bike spots into opening up more for run participants
- 12 sponsorship codes used to date
- 61 people have purchased their 2024 trail pass through RTM
- \$4,000 is being donated from the RTM Legacy Fund to the KNC Welcome Hut.

Motion to adjourn: Steph

Second: Dan, Peter

# Agenda for February 13th

[meet.google.com/nqw-xujf-fxm](https://meet.google.com/nqw-xujf-fxm)

Directors: Peter, PJ, Kenny, Athena, Stephanie, Mia, Kayla, Liz, Dan

Staff: James, Ryan, Quentin

Liaisons:

Guests:

Regrets: Pascal

Minutes of the last meeting: Liz, Kenny

Approval of the Agenda: Kenny, Dan

- **Executive Committee** / Admin (**Stephanie, Steve, Mia, Kayla**, Quentin, Ryan, James)

Chaired/Presented by **JAMES**

- **Action items for board**

- Directors and Officers Liability Insurance

- 

- RSTBC Partnership Agreement

- **Questions to subcommittee**

- **Future considerations/actionable items for the sub committee**

- Social Media and Marketing Coordinator

- Will circulate for the prior to the March Meeting

- **Due to volume of agenda items for this meeting a follow up for items from strategic planning session will be added to a later meeting. Operating plan, SWOT analysis, Org chart (deadline by Feb 16th).**

- **March Meeting try to have feedback for March**

- Updates

- Approved the Teck license of occupation agreement - motion passed via email.

**General Manager Report** \*\*UPDATES ONLY - any discussion points will be added to TRAILS AGENDA and discussion points to be covered by Ryan

Input by **RYAN**

- **Action items for board**

- Acceptance of McElhanney Paved Pathway planning report.

- Wait until they address Ryan's point - next steps being applying for grants

- Acceptance of RSTBC Partnership Agreement

- FOLC making a push to have more independence but still be under KTS - MOU between KTS and FOLC

- Conclusion we will be consulting one another on decisions - maybe FOLC as a subcommittee
  - KTS is doing the land use agreements and insurance
- Questions to GM
- UPDATE
  - McElhanney Paved Pathway planning report.
  - Overall well done and covers most of the main elements that were requested. A few items that were excluded were Archeological, details on remediation process for possibly contaminated mine sites. There is valuable information such as next steps and a budget that can be used to progress to the next steps of planning and funding.
  - RSTBC Partnership Agreement
    - Basically a renewal of the previous agreement.
    - MOU amendment added to clarify KTS relationship with FoLC
    - Requested that TCT Sneaking Cougar and updated linework of trail reroutes be included in the updated agreement.
- **BikePark Subcommittee:** (Athena, Kenny, Kayla, Quentin, Amelie, Tim, Dave H, Jill)
 

Chaired/Presented by **ATHENA**
- Action items for board
  - Geotechnical RFQ Award
    - Motion:PJ Second: Dan, Peter
  - Pumptrack RFP Award
    - Motion to award Velosolutions the Pumptrack Contract:Steph Second: Mia, Kenny
- Questions to subcommittee
  - Fr Rentals wants to donate machines - questions as to the velosolution operators and if they have their own machines (**is this an action item for Ryan?**)
    - How much does FR rentals want to give need to work this out
  - When are we thinking of awarding the RFP?
    - We make recommendations but ultimately it is the City who awards the contract
- Future considerations/actionable items for the sub committee
  - **Meet with James, Mia and Ryan to go over revenue piece and project management. Would be good to have a plan around both our holidays and who will support contractors.**
  -
- UPDATE
  - Geotechnical assessment-We received three RFQs for geotechnical assessment of the pumptrack. VAST, McElhanney and Prairie. Prairie came in at half the price at \$4200 and initially our thoughts the RFQ was a bit lean but upon consultation with Velsolutions it will be sufficient. They were able to provide feedback that our site doesn't have drainage concerns.

- Pumptrack RFP- Deadline was Feb 2nd. We received a very slick package from Velosolutions that was emailed out to Directors and Bike Park committee to review. Total cost quoted from Velosolutions was roughly \$367,000. Our grant is for \$350,000 so essentially it is the GST that we are short plus other items below. The amount quoted leaves us potentially up to \$39,000- \$50,000 short for covering Geotechnical Assessment, Project Management Wages and finishing touches like benches, painting the directional lines, contingency etc. Some of this shortage could be levered with in kind around mobilization costs (equipment) site prep, printing the signage locally etc.  
**UPDATE: Ryan spoke with Velosolutions and they are agreeable to make our budget work. Velosolutions is applying for the Dirt Jumps and there will be potentially cost savings there. Velosolutions did confirm they can keep within our budget and willingness to factor in in kind donations.**
- Ways to compensate for shortfall: wages (12,000) may already be covered through current revenue streams, Movie Night, Raffle of two bikes and we are looking at the Coop Community Spaces Grant due mid Feb. We may in reality not even need to come up with the shortfall
- The highlight of the RFP is that it is totally a complete package, right from a lengthy design consultation, site prep, installation, signage, finishing directional lines and branding, and landscaping. If you look at the examples in RFP, sites like Elkford who only went with the pumptrack, it doesn't look as finished. As well, the landscaping sets up the pumptrack for future ease of maintenance. Weed control and erosion measures were recommended in the RFP
- They proposed that design consultation could start in March. Build to begin in September.
- Nicole from the City was very supportive and quite excited about the complete package and foresees no issues with it being the only bid as Velosolutions is the gold standard. She encouraged us to go for the complete package as ours and her ability to finish things like landscaping, signage would not happen in a timely manner. Good idea to go for hole package for future not having weeds in the pumptrack etc.
- Dirt Jump RFP is due Feb 9th.
- Nicole will have Ryan and Athena sit in on Dirt Jump evaluation for input. We will bring options back to the subcommittee and board for input. We have received 6 proposals with two being within budget (Velosolutions and Munnin)
- We have soooo much dirt that has been stockpiled at the pump track location. This is potentially a \$10,000 boost to the budget.

- **RTM Subcommittee:** (Stephanie, Pascal, Morne, Jim, Angela)

Chaired/Presented by **STEPH**

- **Action Items for Board**

- Approval of spending \$3,000 in RTM funds for merchandise to sell at this year's event.
  - Cupko Cups - 800 (\$1.39/unit + tax/shipping) - \$1112 (give away FOC) - split with OT = \$556 each - these are giveaways with entry + in lieu of purchasing t-shirts for volunteers, and allowed us to increase price per entry by \$10 (increased revenue by roughly \$5000)
  - Pukka Hats - 48 Minimum (\$25.99/unit + tax/shipping) - \$1248 (sell at \$45 each - \$900 profit)

Outway Socks - 60 minimum (\$15/unit tax/shipping) - \$900 (sell at \$25 pair - \$10 profit each - \$600 profit potential)

**Total profit potential \$1500**

Motion to approve budget: Kenny Second: Liz

- **Questions to subcommittee**
- **Future considerations/actionable items for the sub committee**
  - Partnering with stakeholders on Electrify the Mountains events for Sunday June 23rd
    - Freewheelers - Guided Rides, all levels
    - Purcell - Guided Run/ shoe demo
    - Orienteers (TBC) - Ski Hill Hike
    - TBD - Yoga at the Nordic Centre
- **UPDATE**
  - Registration (all events are over 50% registered already) and planning for 2024 event is in full swing. Hoping to slightly increase overall registration numbers, subject to Section 16 approvals.
  - Confirmed funding from CoK of \$814 that will cover Nordic Centre rental and city items (tables, chairs, garbage cans)
  - RTM Legacy Fund, each year a portion of the profits from RTM have been put aside for a legacy fund that has been used to support a number of community projects. This fund is managed by the RTM organizing committee, we have spoken with KNC about making a contribution to help with the new welcoming hut and moving forward are hoping to create a small grant for community projects and a scholarship fund for youth athletes. More information will be added to RTM website in the coming months.
  - Connecting with the Bike Park committee over hosting a movie night the weekend of the event, concerns about over saturating the movie night audience.
  - Steph has spent time working on RTM merchandise, we are planning to give each participant a branded reusable cup for use at the festival. Also have designs for Pukka hats and socks from Outway that will be available for purchase.

**Revenue Subcommittee:** (Kenton, Stephanie, Athena, Liz, James, Quentin)

Chaired/Presented by LIZ

- **Action items for board**
  - Items added to Executive action items. Trail Crew Budget and Contingency Fund.
- **Questions to subcommittee**
- **Future considerations/actionable items for the sub committee**
  - Trail passes - Freewheelers, KTS, database restructure for verification and transparency. How can we get it better integrated into shops and online. Future thoughts - revenue committee ask. But for now let's just keep getting them out there!

- Poster with trail routes with invitation to donate
- Option to pay for software like website
- Tip tap cost worth the benefit of trail pass?
  - Fee of 1.5% of transaction per successful tap plus any applicable card fees (typically 3.5% for most cards)
  - Monthly subscription per device. Need to [contact sales](#) for full breakdown
- Bridge story and signage to be sent to rec site and seek approval for installation. [Quentin EMERIAU](#) to send to Ryan
- Pam Abel brick fundraiser idea - check December minutes
  
- UPDATE
  - ReDi Grant - application for Trail Tool equipment.
  - Looking at other grants and revenue streams - Community Spaces CoOp funding for Bike Park. Trail Forks affiliate program. Fox Trail Grant - 2025 projects.
  - Fundraising calendar campaign nearing completion, report at March meeting. Thank you Kayla and Pascal!
  - Surplus funds to be reported on a monthly basis throughout the year. We are expecting \$21k from City of Kimberley for work carried out on ETM, but awaiting final confirmation.

**Sponsorship** \*\*UPDATES ONLY - any discussion points will be added to REVENUE AGENDA

Input by **QUENTIN**

- UPDATE
  - Met with Harvest (they have 10k so they are already platinum for 2 years) they will look at 5 year commitment, but interested in contributing a wall ride with their logo on it. Aiming for \$25K for the 5 years plus potential for general KTS platinum sponsorship
  - Reached out to all platinum sponsors (apart from Vast - they expire end of 2024 - renew sponsorship with them and incorporate bike park potential work)
  - Purcell raffle proposal for RTM event. (tent, 2 sleeping bags, 2 mats -market value between \$1000-1500) - work this into the sponsorship renewal for this year. A way for us to support our sponsors.
  - EVOC is interested in doing 15 custom trail tools, 20 if we can't make 15.
  - GoCranberley is back - we should have our yearly ads running again
  - FR Rentals is ready to go and the support machine needs to lighten up the budget in exchange of true representation on site, \$ for \$ as a sponsorship give back. Please provide detailed list of machines, supplies, for full quote.
  - Big Magic - Quentin meeting with Lucas on Wednesday to discuss sponsorship renewal, potential increase in support and discussed in-kind signage for Bike Park

**Trails Subcommittee** (PJ, Steve, Kenny, Dan, Ryan, Neil, Quentin, Dave)

Chaired/Presented by **Dan :)**

- Action items for board
  - Approve Budget for \$3500 for Trail counters

Trail counters - More data! More good! We'd like to ask for funding for a package that contains 3 stations at approximately \$2500USD. There is an option for Amazon equivalents as well. A reasonable budget for us to execute is \$3500. They will help us allocate resources and gain an idea of user groups, trail usage/type and maintenance efforts.

Potentially to be covered through the REDI GRant we are going to wait to review in MAY

- o Approve Budget for \$600 for Lois Creek Snowdog Plate for Nordic Tracks

We are continuing discussions about trail grooming efforts at Lois Creek with the Friends. Our ask to the board is to buy another SnowDog plate for grooming out there at approximately \$600. We are willing to provide the equipment and snowdog resources depending on their needs and what they need to continue and improve their grooming efforts. Blake has expressed interest in using the snowdogs in the past.

Potentially to be covered through the REDI GRant we are going to wait to review in MAY

- Questions to subcommittee

- o

- Future considerations/actionable items for the sub committee

- o Event Idea for TCT Spring Trail Care grant. (Training vs trail day)

- o Trail inspections twice annually. Create a process, log and plan for review.

- o Monthly Trail Day planning - beginning April

- o Update our Event Planning Guide - Currently we don't have much in the way of informing organizations about the different entities in controlled areas and what they'll need to host events on KTS managed trails outside of our trail usage fees. Looking to work with the executive committee to come up with a better informed guide with defined areas and obligations such as Letters of Support.

- o Trails public communication for projects and happenings with trails -We'd like to explore a blog style update system for trail work and projects with feedback forms. Also limiting open forum style comments for facebook/instagram for these projects. It could be done through KTS website. Maybe discord style. Link with executive committee and future social media coordinator. E.g. "Planning on this, or that" when looking for funding, getting projects off the ground, getting projects shovel ready. "Working with *insert org* on new project" when we're on the trails.

- UPDATE

- - New Members to the trails committee - Currently we are happy with our dynamic and numbers but are willing to accept the right members for the right reasons. We're in need of diversity - adding perspective for disciplines outside of MTB. Individual focus on a project that we're currently working on or new projects with the intention of trail

development and support is our request for those wanting to join up.

- Continuing to pursue discussions surrounding trail days and developing a plan for this year with freewheelers and other groups

- Currently creating a list of trail tools we're in need of and what we can buy to fulfill the Redi Grant for our trail crew and volunteers

-Teck License of operation - Ryan following up with verbiage and our rights as licensees. New trails management: Nurses, Cow Creek, Mark Creek - Rails, Volksmarch. We are going to create a masterplan for Teck lands this summer - there is a one year minimum waiting period for new trail development approval process. One idea is sunflower hill maintenance and cleanup! Land use gives us the rights to better service users.

-Lois Creek Loop Project - Lois Creek Developments. Ryan met with them. Landowner wants to help develop trails through tech land to connect to Lois Creek trail networks and access.

-Snow dog attachment talks are continuing with Blake and FOLC. Discussion around trail misuse and maintaining education and positive signage for condition/activity. Proposal for FOLC to form a subcommittee as a voting voice with KTS and have consulting communication with support, use, management and development.

-Kimberley Orienteers Maps and communication updates - James keeping open communication and informing from both parties on happenings with trails and events.

-Bootleg Caution Signage - We're going to level up signage this year. Ryan will set a deadline and link a spreadsheet for us and we're going to work through the trails and determine what we need and where we need it.

-PPP extension planning is in progress!

**Lois Creek Update** - 10 minutes MAX - action items & KEY updates

Chaired/Presented by **BLAKE**

- **Action items for board**
  -
- **Questions to FOLC**
- **UPDATE**



- Added a MOU to our partnership with RSTBC that reflects the relationship and involvement of FOLC with KTS.
- Lois Creek Wish List for 2024:
  1. Assistance with transporting the new P Junction kiosk when it is ready, and with installing it at P Junction
  2. Assistance with some remediation work at the Tea Spot including installation of gutters and a new rain barrel, and relocation of the firepit
  3. We would like to consult with KTS and RSTBC about the possibility of decommissioning the old Winter Cabin this year
  4. Consultation and assistance with new wayfaring signage in Lois Creek Trails
  5. We anticipate installing a new map (currently in development) on the kiosks but not sure yet what that will entail - just FYI at this point. Some reconfiguration work may be required at the Trail
- Street Entrance.
- 6. For trail work this summer, we have applied for a ReDi grant for the proposed Power Plateau upgrade and extension and anticipate focusing most of our attention on that project this summer.
- 7. The wetland project is ongoing and construction is anticipated in August or September. We will also be focusing our attention on that project
- 8, We are exploring an outdoor education program in collaboration with Lindsay Park School and other education groups. This is in the formative stages at this point but we anticipate some forward momentum over the summer.

Motion to adjourn: Steph. Liz, Dan.

# Updates for January 9th

[meet.google.com/nqw-xujf-fxm](https://meet.google.com/nqw-xujf-fxm)

Directors: Stephanie, Dan, Peter, Mia, Pascal, Kayla, Liz, PJ

Staff: James, Ryan, Quentin

Liaisons:

Guests:

Regrets: Athena, Steve

Minutes of the last meeting: Kenny, Peter

Approval of the Agenda: Kenny, Dan

- **See 2024 KTS Strategic Planning**

- **Executive Committee** / Admin (**Stephanie, Gillian, Kenton, Steve, Quentin, Ryan, James**)

Chaired/Presented by **JAMES**

- **Action items for board**

- **Draft to be removed from Trail Usage Fee document.**

- **Questions to subcommittee**

- **Future considerations/actionable items for the sub committee**

- **Approve budget for 2024 Trail Crew.**

- Updates

- **[KTS Financial Plan](#) updated for December 2023. [Balance Sheet](#) and [Income Statement](#) for November are available.**

**Revenue Subcommittee:** (Kenton, Stephanie, Athena, Liz, James, Quentin)

Chaired/Presented by **LIZ**

- **Action items for board**

- **Could look at earmarking funds for a list of 2025 projects if there is a surplus in budget. Spring 2024**

- **Questions to subcommittee**

- **Future considerations/actionable items for the sub committee**

- Trail passes - Freewheelers, KTS, database restructure for verification and transparency. How can we get it better integrated into shops and online. Future thoughts - revenue committee ask. But for now let's just keep getting them out there!
- Poster with trail routes with invitation to donate
- Option to pay for software like website

- Tip tap cost worth the benefit of trail pass?
- Bridge story and signage to be sent to rec site and seek approval for installation
- Pam Abel brick fundraiser idea - check December minutes.
- UPDATE
  -

**Sponsorship** \*\*UPDATES ONLY - any discussion points will be added to REVENUE AGENDA

Input by **QUENTIN**

- **UPDATE**
  - 2023 review with all sponsor - happy / unhappy, met their goal, met goals or fell short
  - 2024 RTM registration codes
  - 2024 renewal reach out
  - 2023 invoices follow up
  - Framework for 2024 task management
  - EVOC tool request

**Trails Subcommittee** (PJ, Steve, Stephanie, Dan, Ryan, Gillian, Neil, Quentin, Will, Dave, Kenny)

Chaired/Presented by **Dan :)**

- **Action items for board**
  - Trail counters - More data! More good! We'd like to ask for funding for a package that contains 3 stations at approximately \$2500USD. There is an option for Amazon equivalents as well. A reasonable budget for us to execute is \$3500. They will help us allocate resources and gain an idea of user groups, trail usage/type and maintenance efforts.
  - We'd like to discuss trail grooming efforts at Lois Creek with the Friends. Our ask to the board is to buy another SnowDog plate for grooming out there at approximately \$600. Ask if they're willing to contribute to the grooming efforts if we provide the equipment and snowdog resources - what they need to continue and improve their grooming efforts. Blake has expressed interest in using the snowdogs in the past.
- **Questions to subcommittee**
  -
- **Future considerations/actionable items for the sub committee**
  - **Trail inspections twice annually. Create a process, log and plan for review.**
- **UPDATE**

- - Grooming update. We're grooming! Plate grooming, renovator is renovating but still needs a tiny bit of tweaking. We have some enthusiastic patrons but also need to be weary of our own resources for grooming efforts. Maybe a new golf course loop?
- Nordic Centre Grooming Update from Steve - Conference call last week with GM and board member. Board meeting today, hoping that we're going to be accepted as a trial to see how fatbikers, walkers, would integrate into the existing system with minimal trail crossing and disturbance of ski trails.
- Update from Friends of Lois Creek - a concern that the winter trail condition's page is too fat bikes centric and not as inclusive to other user groups. Ask that there's more updates shared to the page for other activities such as cross country skiing and walking/snowshoeing and continue education on trail conditions and proper usage. Page takes a hard line on negative posting. We've encouraged them to post on the page and engage with the community because it is seen as an open forum. We'd like continuous updates and relevant, current content.
- Ryan's Tech meeting went super well. They're updating the land use agreement for the forest crowne area and how to better communicate use. Suggest that we register our snowdogs as an added insurance and assurance. We ask that the orienteers and other organizations communicate with Tech for events and use as is done with private landowners. Ask that the committee reviews the documents and offers feedback. Also Tech will consult with KTS with all machine and road work so that existing trails remain usable and sustainable.
- Ryan's provincial meeting - Went super well. Very positive. Discussed signage, kiosk updates with new maps and adding a couple more at bootleg and lois creek - grant applied. Current trail development progress and new trail applications. We'd like to do a phased application and just go forward with the completion of our plans. PPP redesign initial flagging is a go! We're ready to regrade and make similar to OtterPop in Whitefish. Submitting proposal ASAP.
- Lois Creek Loop - Purpose built loop and trails in Lois Creek using Totem Trail and Barts as the Boundary creating a ~5Km Loop. . PowerLine - Power Plateau. "Stroller Grade" Reroutes will be a simple approval. More significant or net new trail would require a Section 57 Application with an unknown wait. Most significant parts of reroute or net new are on City Land or Tech Land. Pitching the idea of this themed route to the provence as a request from Friends of Lois Creek
- Some upgrades to Toad and Turkey have been tentatively approved. Reestablish! Big, proper redesign of Toad is something we'd really like to do. Go fishing for grants and do some feature flagging
- Keep working on trailforks updates. Routes suggestions for tourism!

- PJ to pitch to SNOWDOG about specific grooming equipment for fatbikes, cross country skiing and more agile, compact machines.
- Update needed for nature park master plan for sustainability, trail needs and maintenance. What are our goals? Ryan is meeting with them and will see where they're at.

**General Manager Report** \*\*UPDATES ONLY - any discussion points will be added to TRAILS AGENDA and discussion points to be covered by Ryan

Input by **RYAN**

- **Action items for board**
  -
- **Questions to GM**
- **UPDATE**
  -

**Lois Creek Update** - 10 minutes MAX - action items & KEY updates

Chaired/Presented by **BLAKE**

- **Action items for board**
  -
- **Questions to FOLC**
- **UPDATE**
- **BikePark Subcommittee:** (Athena, Kenny, Kayla, Quentin, Amelie, Tim, Dave H, Jill)

Chaired/Presented by **ATHENA**

- **Discussion Points**
  -
- **Questions to subcommittee**
- **Future considerations/actionable items for the sub committee**
  - **Meet with James, Mia and Ryan to go over revenue piece and project management. Would be good to have a plan around both our holidays and who will support contractors.**
- **UPDATE**
  -

- **RTM Subcommittee:** (Stephanie, Pascal, Morne, Jim, Angela)

Chaired/Presented by **STEPH**

- **Discussion Points**

- N/A

- **Questions to subcommittee**

- **Future considerations/actionable items for the sub committee**

- Partnering with stakeholders on Electrify the Mountains events for Sunday June 23rd

- Freewheelers - Guided Rides, all levels

- Purcell - Guided Run/ shoe demo

- Orienteers (TBC) - Ski Hill Hike

- TBD - Yoga at the Nordic Centre

- Purcell approached us about donating a Camping Set Up in lieu of cash sponsorship for 1 year to raffle off during the RTM/ELM weekend - we have asked for a proposal so that the board can assess and vote but there is potential to raise funds through this process

- **UPDATE**

- 

Motion to adjourn: Kenny, Dan.

# Minutes for December 12th

[meet.google.com/ngw-xuif-fxm](https://meet.google.com/ngw-xuif-fxm)

Directors: Peter, Steph, Mia, Liz, Dan, PJ, Athena, Kenton, Pascal, Kayla.

Staff: James, Quentin, Ryan

Liaisons:

Guests: Pam

Regrets: Steve

Minutes of the last meeting: Peter,

Approval of the Agenda: Pascal

- **Pam Abel with a fundraising idea for KTS**
- **Named cobble stones/bricks as a fundraiser for KTS - \$40 per brick - somewhere around Christmas (next year) (or tax returns) to tell a story . Potential to raise \$27k. Access to trails, as part of a bigger project there. Harder to do at Nature Park & Lois Creek trail heads. Amongst other ideas.**
- **Executive Committee** / Admin (**Stephanie, Gillian, Kenton, Steve, Quentin, Ryan, James**)  
  
Chaired/Presented by **JAMES**
- **Action items for board**
  - **Nominations for Treasurer & Secretary Position**
    - **Mia Bent to be nominated for Treasurer, CPA (accountant). Steph Motion, all passed.**
    - **Secretary - Kayla**
- **Questions to subcommittee**
- **Future considerations/actionable items for the sub committee**
  - **January - we would like to focus this session on building out a list of needs/committee wish lists/key events and projects so that we can begin to build out our Strategic Planning for 2024 - Please come prepared!**
- **Updates**
  - **2024 Board of Directors**

**Paid Positions (3):**

**ED - James**

**GM - Ryan**

**Sponsorship - Quentin**

**Executive Board (5):**

**President - Steph (RTM Chair)**

**Vice President - Steve**

**Secretary - Kayla**

**Treasurer - Mia | Kenton (supporting Mia but plans to be outgoing in 2023)**

General Board (8):  
Athena (Bike Park Chair)  
Dan (Trail Chari)  
Kayla  
Kenny  
Liz (Revenue Chair)  
Pascal  
Peter  
PJ

- Executive Committee held Performance Reviews for all Paid Positions in October - general notes to be incorporated into the 2024 Strategic Plan:
  - Increased budget for increased hours (Spring through Fall) Trail Crew will help in securing quality hires
  - A clear Strategic Plan including goals, targets and quarterly reviews will help all paid staff plan and budget their time accordingly
  - Many staff have taken on increased workload on top of volunteering additional hours - we need to be aware of burnout potential and make sure we are planning workload and projects around our resources and not taking on projects simply because funding exists
  - We are growing quickly and the Bike Park is a big project, the KTS would benefit greatly from hiring a paid Social Media and Graphic Design Coordinator to assist in elevating marketing, communications, maintaining sponsorship requirements, and user base which ultimately will help us secure more funds YOY to fund the trails - this will be included in the Strategic Plan for 2024
- [KTS Financial Plan](#) updated for November 2024. [Balance Sheet](#) and [Income Statement](#) for November are available. More notes in revenue committee updates on this. Growth of general funds over previous 3 years and projected for 2024 to grow again.

**Revenue Subcommittee:** (Kenton, Stephanie, Athena, Liz, James, Quentin)

Chaired/Presented by LIZ

- **Action items for board**
  - Could look at earmarking funds for a list of 2025 projects if there is a surplus in budget. Spring 2024
- **Questions to subcommittee**
- **Future considerations/actionable items for the sub committee**
- Trail passes - Freewheelers, KTS, database restructure for verification and transparency. How can we get it better integrated into shops and online. Future thoughts - revenue committee ask. But for now let's just keep getting them out there!
- Poster with trail routes with invitation to donate
- Option to pay for software like website
- Tip tap cost worth the benefit of trail pass?



- Bridge story and signage to be sent to rec site and seek approval for installation
- UPDATE
  - 2024 Budget Projections
    - Revenue - \$111k
    - Expenses - \$105k
  - ETM Funds Incoming - Ryan's & partial trail crew work for 2023 will be invoiced to CoK - could be between around \$25k, currently budgets at \$5k
  - We will start to look at the process for filing tax returns, KTS Admin to connect with Steve at Rockies Law for more context. As the society is growing and Board members are changing this is something that we should be thinking about.
  - James & Mia will set up a meeting with Athen and Ryan to discuss 2 current Bike Park Grants (how are Ryan's hours built in and to be paid out of Grant vs from KTS General, reporting schedule and requirements, who is responsible for reporting) and will make a template for future grants
  - CBT Trail Crew Experience experience grant awarded for \$32,154 up from \$19,453 in 2023.

**Sponsorship** \*\*UPDATES ONLY - any discussion points will be added to REVENUE AGENDA

Input by **QUENTIN**

- UPDATE
  - Not too much to update other than I'll be finalizing a few things that didn't get done this year for this month, and starting renewal conversations
  - Harvest Apartments confirmed as Platinum Bike Park Sponsors for 2 years, they have been invoiced for \$10,000 and may make another contribution in 2024.

**Trails Subcommittee** (PJ, Steve, Stephanie, Dan, Ryan, Gillian, Neil, Quentin, Will, Dave, Kenny)

Chaired/Presented by **Dan :)**

- **Action items for board**
  -
- **Questions to subcommittee**
  -
- **Future considerations/actionable items for the sub committee**
  -

- **UPDATE**

Winter Projects

- - Bootleg climb extension flagging, upper mountain xc loop. Talk with Lisa + Aaron about general route approval before flagging, but plan is to go out soon if all good.
- - Steve met with Nordic club to discuss winter grooming route potential. We're positive! Steve, are you committed!? What will our resources be, what will we need? Some summer prep for going around Larch Loops and tie it into our grooming network. Electric ave - around staging - up to ml3, potential with new hike trail.

- - Grooming, the snow is coming! Snowdog maintenance and PJ's super groomer project. 1 dog is ready and the other one needs a bit of maintenance but will be fixed up asap. Fabrite is cutting plates for the Renovator v2! Going to be best used for hard, old snow that needs retrenching.
- Potential for two loops expansion possible priority - connies and upper army, using trickle charge - meandering and fun! Also, forrest crown - home run to bench

Trails wishlist: these are our priorities for the spring/summer and moving into 2025. We're looking for the board's blessing on the list and our priority will be based on government approval and grant availability.

- Sidecut - a refresh of this trail with the goal of getting rid of the blind corners up top and braiding near the end. We feel that the Redi Grant would be a great application for this project as it will require a lot of trail crew and volunteer hours due to the rough, rocky terrain. We also hope to open it up for up traffic with warning signage and either end that this is still a downhill priority trail.
- Mussers - this will be primarily a volunteer and trail crew project. We don't want to lose the feel and theme but want to clean it up and bring it closer to a modern technical hike/run/bike and clean up some of the needless rough sections
- Shoodilley - Waddilley (Here I come) - An expansion! This will most likely need a grant, or a trusted local trail builder to take on. We would like to extend it to Amps Go Marching or back towards Happy Hans where Penelope's Cruz meets. It currently joins into Magic Line 3 and continues on blue flow.
- Thunder Turkey and Mr Toad - we would like to bring these trails into the new decade. Modern blue flow and modern tech that is accessible to a wider user base and early season shredding. They will most likely need per meter rebuilds due to the volume of trail work required and grants will be needed to help fund.
- Magic Line 3 hike - as discussed in previous meetings, an alternate route for hikers accessing Moe's Canyon and Misdirection (original ML3 climb). This can be volunteer and trail crew built.
- Bootleg epic XC and upper climb trail - a per meter build based on government approval. It may turn into Ryan's retirement project but what we really want is a destination type xc loop and a completion of Unicorn Hunting to the top of Bootleg.
- PPP - expansion! Currently it is far too short and far too steep for a blue level flow trail. It currently sits at 1.4kms long with an average we grade of 14.7%. We would like to expand it to 2.5-2.8kms with an average grade of 10-11.5%. Our goal with this expansion is to have it be a longer, slightly larger Nimby. It will need a per meter rebuild based on government approval and some grants to make it happen.
- Nuts+volts maintenance, fix up, extension
- Skills park in the trees at nordic
- Trails sub is continuing to work on recommended routes and updating Trailforks.

**General Manager Report** \*\*UPDATES ONLY - any discussion points will be added to TRAILS AGENDA and discussion points to be covered by Ryan

Input by **RYAN**

- **Action items for board**
  - Local resident complaint surrounding I Know What You Did Last Winter. Did everyone see?

- Ryan applied for signage grant for kiosks, design & materials for all Rec Sites (wayfinding signs not included - future work can be done to plan out wayfinding route needs & have new marketing person work on design)
- Bigger than \$10k projects should be contracted and not hourly. Especially for new trail builders.
- **Questions to GM**
- **UPDATE**
  - No new update on paved pathway.
  - Power UP / Power Down initially completed will review funding for the possibility of expanding the project with some new ideas that Rod, Blake & Ryan have come up with.
  - Ryan meeting with province tomorrow to talk through all Rec Site working list (see trails wish list for 2024) to see where they will support us in allowing us to do work - no point applying for Sec. 57 if they don't plan to support
  - Trail/Land Partnership with Rec expires in Feb 2024 - Ryan will be reviewing with them 12/13 so expecting some rewording on maintenance rather than new builds
  - Partnership with Teck is coming up for renewal - Ryan meeting with them next week (they want stronger wording on development and management of trails)

**Lois Creek Update** - 10 minutes MAX - action items & KEY updates

Chaired/Presented by **BLAKE**

- **Action items for board**
  -
- **Questions to FOLC**
- **UPDATE**
  - **1. FoLC - AGM Nov 28 - Follow up**
  - **- about 25 attendees**
  - **- updates on fuel reduction, slash pile burning on city land and future plans by Will Booth, Fire Chief**
  - **- updates on invasive weed control programs, Wildsight wetland restoration project, firewood collection project on Bart's Trail proposed for(Sept/Oct 2024), private land owners reports(nil), Smart Bear status progress, new trailhead kiosks plus kiosk for P Jct plans(spring/summer 2024), Ryan/Rod Chapman's presentation on new trail project(Power Down, Power Up and Powerline Plateau - names adopted), Lindsay Park Elementary educational goals with Lois Ck Trails and FoLC.**
  - **2. All ski/winter activity signage at the trailheads and throughout the trails is posted and no real differences this winter for our diverse winter users. Blake's Single Track Ski/Snowshoe designation posted at north and south ends as usual. More snow is needed for prime winter conditions after last week's warm temps and rain.**
  - **When we get more snow I'm sure the new Power Down/Power Up Trails will see multiple usage by bikers, skiers, runners and walkers. I wonder if we should post temporary winter signage(I have extra u-channel posts) at top and bottom with**

**Power Down - multiple winter users and include the winter triangle we have at the trailheads(or something to that effect).**

- **BikePark Subcommittee:** (Athena, Kenny, Kayla, Quentin, Amelie, Tim, Dave H, Jill)

Chaired/Presented by **ATHENA**

- **Discussion Points**

- 

- **Questions to subcommittee**

- **Future considerations/actionable items for the sub committee**

- **Meet with James, Mia and Ryan to go over revenue piece and project management. Would be good to have a plan around both our holidays and who will support contractors.**

- **UPDATE**

- **Dirt jump RFP posted by the City of Kimberley last Monday. Have had a few contractors reach out to express interest. We mailed out a heads up to a list of contractors. Plan is to start that build in spring if bid is successful.**
- **Pumptrack RFP posted on KTS website and contractors emailed. Prompt response from one who had lots of good questions that require some input from City. Ryan has emailed Nicole for input. Plan is to start this summer if contractor is available. There really is only 3 really suitable options with Velosolutions already booked until end of July. We have until fall 2025.**
- **Shoulder Season 3 a success with rough number of revenue \$5500.**
- **Ryan and Athena to put out RFQ for geotechnical -should do this soon**

- **RTM Subcommittee:** (Stephanie, Pascal, Morne, Jim, Angela)

Chaired/Presented by **STEPH**

- **Discussion Points**

- N/A

- **Questions to subcommittee**

- **Future considerations/actionable items for the sub committee**

- **Partnering with stakeholders on Electrify the Mountains events for Sunday June 23rd**
  - **Freewheelers - Guided Rides, all levels**
  - **Purcell - Guided Run/ shoe demo**
  - **Orienteers (TBC) - Ski Hill Hike**
  - **TBD - Yoga at the Nordic Centre**

- **Purcell approached us about donating a Camping Set Up in lieu of cash sponsorship for 1 year to raffle off during the RTM/ELM weekend - we have asked for a proposal so that the board can assess and vote but there is potential to raise funds through this process**

- **UPDATE**

- **Race has moved to Saturday June 22nd to encourage more tourism - we will be reaching out to local hotels/accommodations to provide discount rates**

- **Registration will be held in the Platzl on Friday June 21st and sponsors will be encouraged to participate by staying open late**

- Registration will be launching on December 22nd at 6pm - we sold through very quickly last season, with the majority of our dollars coming in through Early Bird pricing which made refunds and transfers a nightmare last year so this year we are offering limited spots available for Early Bird until Jan 15th, than will open up remainder of spots
- Sponsors will be provided with codes in early January and told to register between January 15-February 15th to ensure spots are secured
- A limited number of free entry codes will be provided to Kimberley Pride Society and the Ktunaxa Nation in honor of the land we get to race on, and to celebrate our diverse community
- Music & Movie Night options are being reviewed by the team
- Merch is being developed including FREE to all participants Reusable Cups, Hats and Socks for sale

Motion to adjourn: Dan  
Peter