



Board Meeting Minutes
Thursday, March 21, 2019 – 6:00 pm
MDM, Room 11

- 1.0 Call to Order.**
 - 1.1 The meeting was called to order at 6:02 pm.**
 - 1.2 In attendance – Marty Neumeier, Casey Morris, Wendy Catonio, Leigh Aris, Kean Mitchell, Doreen Glavin, Gordon Lundy, Katherine Seleski, Ben Johnstone, Alejandro Verdi.**

- 2.0 Adoption of the Agenda.**
 - 2.1 Wendy Catonio made a motion to adopt the agenda with two additions, seconded by Casey Morris, carried.**

- 3.0 Approval of the Minutes from the February 6, 2019 PPK Board Meeting.**
 - 3.1 Casey Morris made a motion to approve the minutes as circulated, seconded by Doreen Glavin, carried.**

- 4.0 Delegations.**
 - 4.1 There were no delegations.**

- 5.0 Manager Reports**
 - 5.1 Pass Powderkeg Ski Hill Operations Manager’s Report.**
 - 5.1.1 See Appendix A.**
 - 5.1.1.1 There were no questions or concerns related to the information presented.**
 - 5.2 Safety Report**
 - 5.2.1 See Appendix B.**
 - 5.2.1.1 There were no questions or concerns related to the information presented in this report which is in response to safety concerns presented by a member of the public during the public forum at the February 5 Council meeting.**

- 6.0 Finance Reports**
 - 6.1 Variance Report.**
 - 6.1.1 The most recent variance report is dated March 11 but it does not present an accurate up to date picture due to incomplete data entry.**
 - 6.1.2 The Operations Manager is using spreadsheets to track; approximate salary costs, up to date purchase order expenses, and revenues which is providing a good estimate of actual vs budget revenue and expenses.**



the need for in-depth analysis of the financial data. Council expressed confidence in the operational team's ability to deliver the budget and operational plan.

8.4 Services Pricing Strategy Committee proposal.

8.4.1 There was some discussion regarding the need to review pricing of all PPK services and create a multi year plan. An ad hoc committee, including Wendy Catonio, Casey Morris, Marty Neumeier, and Katherine Seleski, was struck for the purpose of drafting a Services Pricing Strategy.

8.5 PPK Steak Night contracting proposal.

8.5.1 Alejandro Verdi suggested that PPK could capitalize on the success of last summer's Steak Nights and create continued awareness of summer activity opportunities at PPK by hiring a contractor to deliver Steak Nights this summer. Katherine Seleski will consult with Administration regarding the policy and procedures required to tender a request for proposal in this situation.

9.0 Additions to the Agenda.

9.1 Summer Student Employment

9.1.1 Wendy Catonio reported that the Metis Society has funding available to contribute to the salary costs for summer students who meet their program requirements. Further information will be requested.

9.2 Lodge and facility rental rates.

9.2.1 Katherine Seleski will conduct some research to determine the potential market valuations for hourly and daily rental rates for the ski lodge during the non-skiing season.

10.0 In Camera.

10.1 There was no in-camera session.

11.0 Adjournment.

11.1 Casey Morris made a motion to adjourn at 8:34 pm, seconded by Leigh Aris, carried.

11.2 The next meeting is scheduled for April 18 at 6:00 pm.

12.0

Manager's Report – March 21 2019

Operations:

- Weather has played a large part in operations in the past month and a half. With a colder than average February, and a beautiful March, we have seen everything.

Highlights:

- Servus Credit Union funded a Free Lift Ticket day for \$1,500. 144 lift tickets were given out on a perfect sunny day with 54 rentals sold and \$1,500 in food and beverage. It was a fantastic day and Servus has expressed commitment to make this an annual event.
- I have been asked to present at the Canada West Ski Areas Association Spring Conference in Whistler regarding our Learn to Turn program and the success we've had with it this past winter. The presentation is in conjunction with Canada Ski Council and Mt. Washington.
- Saturday March 16 was our last New Canadian day of the year with approx. 45 people joining us. Some of the guests were joining us for the first time and some for their 3rd day. It was a smooth day with lots of smiles.
- We are beginning our summer project planning and collaborating new ideas and initiatives for next year.
- We have received funding for 1 summer student position with CPRA Green Jobs grant worth approx. \$5700 for a 16 week position.
- We are winding down for the winter – we will keep on 4-5 additional staff for the week after closing to assist in tear down.
- Fire Panel: The initial estimate missed approx. \$2,000 of additional fees. We are looking into the one call out fee to see if it can be lumped in with the Municipality. We are also looking to see if the fire panel can work with magnetic door closers to comply with fire code.

Financials:

- I have been keeping a close eye on labour costs and attempting to match with variance reports. We are off of budget but hard to tell exact number until the dust settles at the end of the season.
- March has had a few emergency fixes that have set us back – lower brake thruster, sewer backup etc.
- Projected revenue from winter 18/19:

Overall Winter Revenue	\$382,000
Est. Skier Visits	13,200
Revenue/Skier Visit:	\$28.90/visit
Revenue/Op. Hour:	\$695/Hour
Revenue/Op. Day:	\$4,835/day
Season Pass Revenue	\$122,756
Lift Ticket Revenue	\$66,500
Equipment Rental Revenue	\$28,000
F&B	\$62,000
Snow School Revenue	\$67,850

Maintenance

- We have had a variety of issues this month but most have been smoothed out with emergency fixes and warmer temperatures.
- Sewer blockage - \$900
- Lower Brake Thruster fix - \$1,550
- Tiller fix - \$1,500
- Currently working on an Agri-Spirit grant to cover the additional cost of the roof that isn't covered by MSI funding and the rubber tire grant. We will apply for an additional \$11,000 to improve plumbing in the lodge, renovate the bathrooms and increase seating in the lodge/area.

Events:

March 22:

- Boarderline Event
 - o Lifts open 2-10pm
 - o Lodge open until 11pm.
 - o Part of proceeds from this night will go into terrain park improvements.

March 23:

- Open 10-5pm
- Dummy Downhill
 - o - Judging of your Dummy @ 12PM
 - o - Start time: 1PM @ Daredevils Dip

March 24:

- Open 10-5PM
- BBQ at the base of the lower mountain from 11:30-4pm
- Retro Day Relay
- Slush pit @ 2:30pm.

Summer:

- We will be working with UROC to host their Enduro and Crowsnest 100 race this summer.
 - o No risk only – will work with event organizers to offer great service while fitting within our constraints, like the kitchen and liquor licensing.
- Small events are booking lodge only.
- Some wedding enquiries.
- Rates for lodge – discussion.
- I am starting my project list for operations for next year, including:
 - o Hiring processes
 - o Job description re-tooling
 - o Manuals for departments
 - o Marketing plan
 - o Grant finding

- Lodge repairs
- Sponsorship and on-hill advertising
- Guest service improvements
- Open to ideas and suggestions



2019-03-19

Safety Report

Pass Powderkeg requires that all customers abide by the Alpine Responsibility Code, in common with all other ski areas in Canada. The Alpine Responsibility Code states the following:

“There are elements of risk that common sense and personal awareness can help reduce. Regardless of how you decide to use the slopes, always show courtesy to others. Please adhere to the code listed below and share with others the responsibility for a safe outdoor experience.”

Allegations:

- Unsafe lift line crossing at Shack 2
 - o Location: G14
 - o Allegation: That there is an unsafe skier crossing that intersects with the lower lift line.
 - o Response: There is signage for the crossing there to warn skiers of the t-bar crossing. The t-bar also follows the lift line – there is little risk to passing traffic. Item 7 of the Alpine Responsibility Code requires mountain users to “Observe and obey all posted signs and warnings”.
- Goblin
 - o Location: C18
 - o Allegation: That there is a steep, unsafe embankment that is unmarked and un-roped off of Goblin.
 - o Response: The run falls at an angle to the embankment, pushing traffic away from the edge, and wide in that area.
 - o The run is marked as a Blue run, so you are recommended to be an Intermediate or better to ski/ride there.
- Chinook
 - o Location: L22-K22
 - o Allegation: That it is a sharp edge from the manmade, groomed slope into an off-piste area.
 - o Response: It is a distinct edge on a blue/black run for Intermediate and Advanced level skiers, and easily visible.
- Bottleneck early season into lift line
 - o Location: A16
 - o Allegation: Early season conditions pushed traffic into too tight of an area near lift corral.
 - o Response: There was sufficient space to allow for traffic on the lower mountain and into the lower lift line. There was a slow sign in place to let public know to snow down before entering into this area. The Alpine Responsibility Code item 7 requires all mountain users to “Observe and obey all posted signs and warnings”

- Chinook
 - o Location: Rollover L21
 - o Allegation: There was a guest who fell down most of Chinook.
 - o Response: Cannot speak to the accident – FOIP
- Edge
 - o Location: N22-M24
 - o Allegation: Open too early with little snow. Guest went in January 2.
 - o Response: The run is signed to industry standard cautioning of marginal skiing conditions and unmarked hazards, it is a decision made by staff to open terrain. Early opening allows for natural snow to be compacted by ski traffic so that the run is open longer and there's less wind transport.
- Bully
 - o Location: M16-L15
 - o Allegation: Opened too early.
 - o Response: The run is signed to industry standard cautioning of marginal skiing conditions and unmarked hazards, it is a decision made by staff to open terrain. Early opening allows for natural snow to be compacted by ski traffic so that the run is open longer and there's less wind transport.
- Ticket checking
 - o Allegation: There is no ticket checking.
 - o Response: We do spot lift ticket checks, as the cost to staff both lower lift stations full time would be approximately \$20,000/season. By doing spot checks, it allows our staff the opportunity to move around and make efficient use of time by multitasking.
- Staff were at station too long without break
 - o Allegation: Staff on lifts were at stations too long without a break.
 - o Response: Alberta Labour Law states staff are entitled to 30 minutes of break per 5 hours of work. We abide by and try to offer more break opportunities for staff if needed.
- Cascade of water on upper snowmaking
 - o Allegation: In the snowmaking stint on Chinook this fall, the guns were pouring water out due to a lack of attention by our staff.
 - o Response: The day in question saw a sudden and early temperature rise. This caused the guns to change from snow to water. This was caught by staff and fixed quickly.
- Snowmax
 - o Allegation: Snowmax is unsafe and a dangerous chemical.
 - o Response: Snowmax is a snow-inducer based on proteins from a bacterium. Studies across the world have found this to be harmless to humans, plants and animals.
- Snow guns
 - o Allegation: There was a sale of the snow guns.
 - o Response: There has been no sale of snow guns.
- AGM
 - o Allegation: The AGM for Pass Powderkeg Ski Society was not advertised publicly.
 - o Response: Due a communication issue, there was no AGM posted in the local newspaper.

- Waiver

- Allegation: The waiver and liability measures we take are not valid in a court of law/
- Response: All liability signage and waivers at Pass Powderkeg follow Canada West Ski Areas Association standards, a standard set with ski industry lawyers and industry partners to best protect the resort against negligence. These waivers have been found to stand up in court.