

Kanata Nordic Ski Club Annual General Meeting

by Zoom Video Conference

Monday May 12th, 2025 convened at 7:06PM

1. Welcome/Record Attendees

Directors in attendance: Nigel Wallis (Pres.), Chris Lindsay (V.P.), Marsha Kelly (Treasurer), Amy Thomas (Secretary), Roger Colbeck (OWWT), Eugene Vigneron (Trails Coordinator), Andy Weekes (Racing Coordinator), Megan McAllister (Racing Coordinator), Heather Boswell (Teen Skate Coordinator), Wendy Barron (Events Co-Ordinator), Raam Gunasakaran (Facilities), Peder Soras (Operations),

Club Administrator: Ardeth Kirkham

Members in attendance included: Kirsten Andreassen, Tom Duxbury, Harris Kirby, Rich Russell, Chris Teron, Scott Pegrum, John Clarke Peter Tregunno, Jennie Frantz. Holly Brown

(Note: Not all names displayed in Zoom)

The meeting began shortly after 7pm with an introduction from President, Nigel Wallis.

As Chair, Nigel Wallis advised the meeting was being recorded and reminded participants to please use their full name for attendance. Questions were welcomed through chat or by raising their hands including at the end of each section, with Nigel confirming he would also take questions at the end of the session particularly where lead was unclear.

2. Adoption of Agenda

The President tabled the 2024-25 AGM meeting agenda and brought forward a motion to accept the agenda which was approved by a majority using the online poll function.

3. Review of AGM Minutes of Monday May 13, 2024

Minutes from the 2023-24 AGM were summarily reviewed by Nigel who raised a motion to approve the minutes that was unanimously accepted by the members using the online poll function.

4. President's Report: Nigel Wallis

- Nigel thanked the Executive noting the dedication of the volunteer Board members and also thanking retired Board members: Amanda Maclean (Communications) and Andre Tonneau (Facilities).
- Wesley Clover Parks and the National Capital Commission were recognized as strong partners for the Club. The Club is a member in good standing of Nordiq Canada, Cross-Country Ski Ontario and a member of the Urban Winter Trails Alliance, where we are one of six-member trail organizations providing public multi-use trails across the Ottawa area.
- Sponsors were thanked for their support and potential new sponsors were encouraged to reach out. Notably, Fresh Air Experience as a Trailblazer Sponsor for over decade now and Kundstadt Sports were recognized for their contributions and members were reminded that discounts were offered with both sponsors.

- Additional sponsors were recognized and included Teresa Kavanagh, Councillor for Bay Ward, Euro-Sports, Crystal Beach Lakeview Community Association and the Kitchissippi Beer Company.
- AGM attendees were reminded that for the Board and volunteers, the season starts at the end of the AGM as we plan for the next season.
- Work continues over the summer on landscaping, trail preparation, facility improvements, program and Executive planning.
- Registration launches in the fall along with the online store, dryland training for the racing season begins and the Club annual Fall Fun Run. This translates into a lot of volunteer effort! One example is the spread of wood chips on the trails for cover.
- Sponsors offer discounts at this time of year for members who are looking for new gear for the season. We encourage you to support our Club sponsors!
- Winter is our prime time and we were fortunate to have snow on the ground. This enabled member focused events including our learn to ski programs and We All Belong.
- Spring is another time of year when we have demand for volunteers to pack of the trails and the facilities as we wrap up programs and close out operations for the season.
- To sum up, this was a good season with great grooming from the trails team and investments in preseason trail made the trails flatter and smoother. Facilities were expanded with the tent in a new location and new lighting. Combined with great events throughout the season, value to members was strong.

3. Treasurer Report: Marsha Kelly

- The Treasurer shared a key message around the set cost for each member; whether joining as a family, an adult or a couple, and the amount of revenue that is retained by the Club. There are non-discretionary fees paid to Nordic Canada and Cross Country Ski Ontario. These amounted to \$12K each in 2024-24 as well as associated processing fees. There are also fees paid to Zone 4.
- The Statement of Financial Position which reflects a slight decrease this year. There is a \$25K grant that was received at the end of year from Biathlon Canada that has not yet been spent so revenues appear higher and would have impacted net income this year if the funds had been disbursed. This is a timing issue based on funds overlapping years.
- Predict relatively stable revenue for next season and the President will provide an overview of membership data later on in the meeting.
- Expenses include coaching fees and education fees, for racing and Jackrabbit program. Depreciation costs are stable. The Administrator role and Racing coordinator role are likely to increase in the future reflecting constraints in volunteer capacity. Racing and Biathlon include some Club expenses. The OWWT and miscellaneous costs are in addition to the capital equipment depreciation, outhouses and other ongoing OWWT costs.
- The Club has a healthy balance sheet with a cash balance of \$325K and equipment balance reflects new equipment.
- Marsha confirmed plans to continue on as Treasurer for the following year.

Member Comment (Scott P.): ONCA requires the auditing review engagement financials to be available 10 days before the AGM.

President Response: We have been adjusting to the ONCA rules and have been considering checking with members on waiving the auditor review. This would require a special meeting of the membership. A full audit would be required and this costs a fairly significant amount of money. We

are trying to time this also with a view to applying for a large grant. We will review whether we provide the audited and review financials 10 days ahead of the AGM and posted to the website in the future but in this case the financials.

Treasurer clarified it is not possible to have financials audited within five weeks of the end of the year. Requirements are also dependent on the level of revenue.

ONCA rules will need to be reviewed for future.

Current bylaws for Canada Nordic call for the AGM to be held within a certain number of weeks after the end of the fiscal year which does not allow sufficient time for an auditing firm to review the books.

There is a tension between these two policies.

We may need a special meeting of the members to review the bylaws to allow for the AGM to occur later in the year to allow for the review engagement to be done after the end of the fiscal year.

4. Membership Report: Nigel Wallis

- The membership report shows a continued decline across all units however the baseline is higher than pre-COVID. This is consistent across Ontario clubs. Comparative data across Ontario Nordic shows general stabilization after about four seasons of decline so we are hopeful to see this same trend for KNSC.
- Ideally, we would like to stay above a thousand members as past about 750 members, we don't accrue a lot of incremental costs, meaning a more significant revenue increase which can then be reinvested in the Club.
- We are increasing pre-season marketing efforts in easily accessible neighborhoods (Carleton Place, Richmond....) and also closer but underpenetrated neighborhoods (Blackstone, Stittsville...).
- Members are encouraged to support through word of mouth, which is the best advertising!
- Events and programs differentiate the Club and are a value add for members.

5. Club Events Report: Wendy Barron

- Season kicked off with the Fall Fun Run in October at the campground trails with two route choices. Three sponsors were onsite and approximately 35 volunteers contributed to making the event a success.
- Free clinics for members included ski techniques and waxing clinics with 4 volunteers.
- The Club Loppet followed the Corkstown competitive races and saw over 60 Club members participate in the recreational races. Thanks were extended to the more than 75 volunteers who made the event possible.
- Friday night socials continued between mid-January to March and a Club Open House in January welcomed about 30 members.
- The new International Women's Day Snowshoe and Yoga Event was well-received. We hope to expand into multiple sessions next season.
- The Member Appreciation Day welcomed 80-100 members participate in a range of events including ski waxing, orienteering, and a laser biathlon demo.

- Thanks were expressed to all members who volunteered their time over the season and Wendy shared a general overview of the range of volunteer opportunities and encouraged members to reach out and get involved.
- Nigel highlighted the importance of our volunteers including our Learn to Ski instructors and coaches.

6. Learn to Ski Programs Report: Nigel Wallis

- There was a reduction in registrations but COVID was a peak year as many activities were closed. We would like to keep growing these programs and bringing kids into the Club. Younger ages in the Bunny groups feed the other programs including Jackrabbit and Teen Skate and later the racing program. Declines reflect continued challenges recruiting leaders.
- Consistent demand for adult programs cannot be met.
- Magic of Lights remains a logistical challenge.
- This was a good season for weather with few cancellations and the equestrian trails are great for beginners as they are flat but they don't have the same ambience and are missing wind cover.
- Teen Skate, led by Heather Boswell with Dave Bentley, is a successful non-competitive program who also ski in Gatineau Park. This program sells out every year and could be expanded if we had sufficient instructors and volunteer capacity. Members were encouraged to get involved. Future plans include more opportunities to race recreationally in a fun and less stressful environment.
- Gaps in program offerings were highlighted and included late-entry skiing, women focused skiing, Masters training, and adult group skis as well as the Para Nordic for which planning is underway.
- The Club continues to think about how to address gaps next season through more recruitment and coaching supports as even finding qualified instructors for paid positions is difficult. The Club is considering hosting more in-house training and Nordic Canada Coach The Coach events and will provide more coaching supports.

7. Racing Report: Andy Weekes & Megan McAllister

- Third year for Andy and Megan coordinating the racing team and overall, it was a very successful season.
- Participation is consistent with previous years. 53 athletes under head coach, Mike Viera, who will continue on next season.
- Andy summarized the variety of races; local, regional and national, and recognized race team sponsor - Kunststadt Kanata, and showed photo collages of some events to showcase the athletes.
- The Corkstown Classic was very successful this year but did require some shovel work despite the snow on the ground. It is a good example of the Board and Club cooperation as well as our volunteers.
- The Ontario Youth Championships took place at the end of February (U14) and Kanata Nordic racers brought home the banner for the first time with a record number of athletes participating.
- The Club is very proud of Helen McCulligh who represented Canada in January 2025 at the FISU Games in Torino, Italy.
- Nigel thanked Andy, Megan and all who support the racing program noting the massive amount of effort and time that continues to be invested in the program.

8. We All Belong: Community Programs and Rental Shop Report: Peder Soeraas

- The two programs are linked by shared resources and equipment.
- The Community Programs partner the Club with local groups to introduce them to our facilities, trails and club resources. Volunteers were thanked as well as lead instructor, Keisha Lewis.
- The rental shop generates some revenue for the Club but more importantly helps to support people getting out on the trails.
- It is currently open only on the weekends but we continue to explore how to expand the hours. Areas for growth were highlighted including school programs, equity programming and new opportunities.
- The We All Belong program is recognized as a leading example of how to offer winter sports to other communities and is a bit of a flagship program for the Club. It is a richly rewarding program to get involved in as a volunteer.

9. Trails Coordinator Report: Eugene Vigneron

- Photos were shared from the fall to highlight trail prep and management of water.
- Overall, it was a good ski year but there was a gap in the early winter. Generally, groomers were out four times a week depending on snowfall and statistics were shared on hours and distance covered for the equipment. It was noted that the powersports equipment often have to make multiple passes where the Kubota would only pass once for the same results.
- Coordination is complex and Eugene recognized the efforts of Mike Duivenvoorden as grooming coordinator for the season as there is a lot of planning coordination required.
- The snowshoe network is also trimmed and maintained by the team with special thanks to Pat Kirkham.
- The Club used Nordic Pulse this year for the first time and it has become the default North American ski trail grooming app. We are still building familiarity and working on uptake to maximize value as we pay for this license.
- The fleet review signaled a motion would be brought forward to replace one of the powersports groomers and mentioned the benefit of having the new blade this year for the Kubota.
- Thanks were extended to the maintenance team volunteers; Rich Russell, Pete Tregunno, Gene Wong, Mike Laska and others who do maintenance, help customize equipment, do troubleshooting, and ensure that equipment suits our grooming.
- Plan to continue to optimize the fleet for quality trail grooming and maintenance and will continue to experiment with how to balance club needs with grooming the OWWT network. Recruitment continues for trail volunteers.

10. Ottawa West Winter Trail (OWWT) Report: Roger Colbeck

- The OWWT provides an expanded network to members but also provides free multiuse trails (21km) for the general public as one of six members of the Ottawa urban trail alliance. It is not a cost for KNSC and it generates revenue to cover any Club costs through fundraising and gets funding from the Urban Alliance (City of Ottawa and NCC funding), grants and sponsorships.
- There is some concern that the free trail access is contributing to declining membership and differentiation is key to maintaining balance.
- It was a great season for the OWWT. There were no major trail network changes and the extended trails were groomed frequently. There was also some pilot grooming of Trail 10, north

of Carling. Details were shared in a map (slide) as well as the Nordic Pulse map in the Trails Coordinator Report.

- The difficulties resulting from a bridge installation in the Crystal Beach area were resolved for this year with the completion of the project.
- Trail 10 was a challenge as it is quite narrow and will benefit from a rethink in the future on how to maintain, including possibly new equipment.
- The base of asphalt means the trails can be groomed earlier in the season and extend longer which also helps make it accessible.
- More advertising has been done on the trail to try and attract new members into the Club as people become exposed to it and realize what is available in the community.
- Roger thanked Tom Duxbury and all the volunteers who contribute to the grooming and trail planning as well as recognized the efforts of Board in contributing to the trail.
- Social events at Kitchissippi went well and helped cement the relationship with a key sponsor.
- Financials were reviewed and sources of funding included Trail Alliance funding, Go Fund Me donations, raffle proceeds, sponsorships and a small grant. Grant opportunities could be optimized with appropriate volunteer resources in place. Funds support capital investments in assets for the OWWT.
- For next season, parking, social events and branding/signage are also priorities.
- Additional volunteers could also help solicit sponsorships which require time to pursue.
- President noted that if KNSC didn't groom the OWWT it is quite likely another organization would. This way we get to promote KNSC to a large skier audience and provide a path to future members.

Member comment (Chris T.): Nigel raises a great point... if KN didn't groom the OWWT for sure some other organization else would. This way we get to promote KN to a large skier audience and provide a path to future members.

President Response: For instance, there have been approaches to the NCC to expand west of the Robertson Rd overpass by a new group.

Member comment (Tom D.): Right. All of the urban trail groups receive adequate+ trail funding to continue operations. This would be an opportunity for KN if we chose to embrace it.

Member question (Scott P.): How much does the OWWT contribute to depreciation charges? Social media trail updates along with Nordic Pulse trail information is well received

OWWT Coordinator Response: We allocate depreciation on a percentage of trail grooming so that translates into 58% of the depreciation charges presented by the Treasurer would be allocated to OWWT. Revenue coming in covers the depreciation as well as similar allocations for fuel, maintenance, and some other charges.

Member question (Scott P.): Can we get a P&L on OWWT?

President Response: We do not have a segregated P&L report for the OWWT.

11. Facilities Report: Raam Gunasakaran

- Raam shared an update from the season including moving the tent location noting there were issues with the heat system for program days. Gate closures are well staffed with volunteers on a rotating schedule and Raam thanked all the volunteers for their time.
- New lights were installed at the 401 but there are some other lighting issues to be adjusted next season (e.g. the motion sensor light in the small 401 cabin).
- Strategies to adjust parking at 411 worked well as a pilot but signage could help for next season and parking at 401 in 3-lane format also was a good strategy.
- Seacan storage has been organized by season.
- Lawn signs were piloted this year to increase and expand marketing reach; more can be done next year with an earlier start and more planning.
- A summary of new inventory items was shared and it was noted that blade flags and marketing items should be ordered for next season.

12. Future Plans and Strategic Goals: Nigel Wallis

- The previous strategic plan was developed almost ten years ago and is dated so due for a refresh.
- The Board has been working on a number of initiatives with Nigel leading on the lease renewal negotiations. Other priority areas of effort have included stabilizing memberships and growing our programs and events, recruiting and retaining volunteers with more capabilities (e.g. iVolunteer), expanded trail lights and retaining sponsorships as a revenue stream, improving the equestrian trail head and maintaining positive and productive relationships with partners (WCP, NCC).
- We do have a relatively large proportion of members who opt to pay fee in lieu but this cannot offset the cumulative sum of the hours of volunteer time so we need to monitor and potential consider the model.
- There is interest in structure at 401 but this will be a longer-term item to explore with WCP and NCC.
- Nigel welcomed questions and put forward a motion to accept the reports from the 2024-25 Board of Directors as presented. There was one objection which prompted Nigel to move instead to the Motion to have a Review Engagement.

Motion to have a Review Engagement

- As a public benefit not-for-profit corporation with revenues between \$100,000 and \$499,000, move an extraordinary resolution to have a review engagement instead of an audit as per 73(1)a of the Ontario Not-for-Profit Corporations Act.
<https://www.ontario.ca/laws/statute/10n15#BK85>
- This is similar to an audit but with less teeth and it is less costly. An audit can be approximately \$10K.
- This also could require a special meeting to rethink timing and when we close our financials and this may mean the AGM cannot be in May in the future. The Board will aim to revert (e.g. in a newsletter) with thoughts on this.
- In order for the motion to succeed or carry we need to have at least 80% of the votes cast.
- The motion passed unanimously.

Member question (Chris T): What is the expected cost of a review engagement or full audit?

OWWT Coordinator Response (Roger C.): Ottawa River Runners is smaller than KNSC and just paid \$5K but some clubs seem to have paid under \$3K

Member Response (Peter T.): Last one the Ottawa Bicycle Club did was \$8 to \$10k and a substantial amount of volunteer time.

Member comment (Chris T.): The motion to approve a review engagement doesn't do much good unless there is also a motion to appoint the auditor.

OWWT Coordinator Response: Actually, it is useful as what is allowing is for us to have a RE instead of an audit which is more expensive to the club.

Member question (John C.): Nigel, do we need to advertise the extraordinary motion before a meeting?

Motion: Expenditure Over \$10,000

- A motion was brought forward for an expenditure above \$10K to buy a power sport vehicle with accessories, including the preparation of the powersport vehicle and transportation to the clubhouse.
- Eugene presented an overview and description while confirming this is for a budget of an up to amount of \$35K with make and model to be researched and a recommendation made by committee report to the Trails Committee and then to the sitting Executive to approve.
- Following questions and comments the motion was approved with 23 votes (majority for and none against) via online poll.

Member comment (Harris K.): I would like to suggest that the specific reference to the purchase of a "powersport" snowmachine, be removed so that a non-powersport snowmachine can be considered. Remove "sport" as well. please.

I don't think a diesel Kubota RTV-X or similar vehicle is classified as a Powersport machine.

Member comment (Rich R.): I'd classify any side by side or UTV as being a Powersports machine, just like a snowmobile or ATV.

Trails Coordinator Response: No opposition to change the wording to snow machine and this was done on screen. There is latitude to look at multiple types.

Member question (Scott P.): How does your fleet renewal strategy correspond with the depreciation schedule on these assets?

Trails Coordinator Response: There is a roadmap for replacement and idea is five years for replacement so this is on track with plans noting we retain and keep machines as back up to the extent possible.

Treasurer clarified that the capital asset schedule is 10 years currently. It was noted this could be revisited if adjustments might be merited.

Member question (Peter T.): Gene, can you add the flexibility to purchase in 2026, pending market conditions?

Trails Coordinator Response: Delivery can occur in 2026 as this is a complicated purchase. The timelines are not in the motion and we are dealing with tariffs and trade barriers.

Member comment (Chris T.): Viking Ski Club ordered a new grooming snowmobile in March and they will be lucky to get it for the next ski season.

Member question (Tom D.): Does the amount include trade in value?

Trails Coordinator Response: We leave it as purchase price as we may retain the older asset for a period of time as a backup.

13. Executive Nominees for 2025-26: Nigel Wallis

- Nigel announced his intention to serve only for one more year as KNSC President and confirmed 2026 would be his last season in the position.
- Vacant positions were highlighted and a motion was put forward for the proposed slate of Board of Directors.
- The motion was approved with 22 votes unanimously in favour.
- Nigel took the opportunity to thank the Board members and all the volunteers who make the community what it is.

14. Adjournment

- Final comments to recognize participants, parents, members, volunteers and all those who contribute to making the Club so successful.
 - Motion to adjourn passed by consensus at 9:04 pm.
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