

Kimberley Nature Park Society
Monthly Board Meeting Minutes
Thursday, February 29, 2024

Present: John Henly, Laura Duncan, Darryl Oakley, Andree Powers, Ingrid Musser-Okholm, Jean Terlesky, Heather van der Hoop, Ryan McKenzie, Gary Hicks, Emma Lukas, Jen McConnachie, Ingrid Liepa, Sue Cairns, Dave Hale, Dina Hanson

Regrets: Laura McKenzie, Graeme Donaldson

Meeting called to order at 7pm

1. **Introduction of new board members:** Emma Lukas, Andree Powers, Darryl Oakley
2. **Adopt the minutes of the November 2023 meeting**
 - a. Motion to accept (Gary), seconded (Ingrid M.)
 - b. Motion carried
3. **Accept the agenda as presented**
 - a. Motion to accept (Darryl), seconded (Jean)
 - b. Motion carried
4. **Correspondence/Communications**
 - a. Jean reported on a meeting with Jim Hendricks (CAO) & Troy Pollock (Manager of Planning) to clarify KNPS's role as manager of the park and the city's role, especially after the confusion last year with tenure applications. Having a liaison to city council (Sue Cairns) has been helpful. Management Plan also requires one advisory committee meeting per year, so this meeting qualified. Conversation will stay open, city will be in touch as needed, Sue will facilitate back and forth between city and committees. Jim and Troy also requested an annual delegation to visit council, which could be after the AGM to present the yearly highlights.
5. **Financial report (up to January 31, 2024)**
 - a. Emma reported \$1,732 in donations (Canada Helps), \$8,004 in expenses (\$2,500 for the AGM, \$5,140 for the trail guide), and \$29,871 in current funds
 - b. Motion to accept (Laura D.), seconded (Ingrid M.)
 - c. Motion carried
6. **Unfinished Business (including projects)**
 - a. CBT Advisors Program Strategic Planning Exercise
 - i. John introduced Ingrid Liepa, consultant who will be working with us
 - ii. A strategic plan is a guiding document for organization governance and management—a high-level “north star” that can guide our decisions. It's considered standard practice for fiduciary duty and accountability to funders/community. Can be used as a decision tool for important choices, funding decisions, project priorities, etc. May inform organization structure, progress assessment, communication strategies, etc. Strategic plan is organizational priorities, while management plan is about how we manage the park, so they're different parts of a Venn diagram that overlap but aren't identical.
 - iii. Board will fill out a survey, as will members and public, followed by a full-day session with Ingrid (or two half-days). Based on this information, she'll create a draft workplan, then refine it based on feedback to create a final workplan that we can use going forward.
 - iv. Ingrid has sent a news release to the Bulletin with the survey links and will send the same info to Gary, Heather and Laura M. for distribution via email, website and Facebook starting March 7. Responses will be collected until March 24. Board members can also fill out the member survey if

- desired (questions are different). Ingrid recommended also asking community partner organizations, city, friends etc. to share the links on their social channels to increase response.
- v. Planning dates: Ingrid suggested a Friday evening and Saturday morning would be a good combination. Likely in May, perhaps May 10-11. A Doodle poll will be used to find dates that work for most board members.
- b. Management Plan Review
 - i. Jen asked about the structure and the story behind the management plan, and John explained that it was required by the LOO and was developed after the LOO was issued. There was no template or required structure at the time, and updates have followed the same structure, so the MP doesn't follow current MP guidelines.
 - ii. Jen's research has shown that we can file a more streamlined MP with the city/province that doesn't include so much detail (which isn't required) while we work on a more detailed operational plan for our own guidance. We could create a "minor amendment" version that meets MP requirements and includes key priorities (e.g., assess NH data, full trail system survey, community outreach plan).
 - iii. Major work will wait until the strategic plan is settled, but in the meantime, we can review data.
 - iv. **Motion to focus on environmental data, full trail system survey, community outreach plan:**
 - 1. Motion to accept (John), seconded (Jen)
 - 2. Motion carried

7. New Business

- a. John suggested that future decisions be brought up as motions with rationale that are sent out to the board ahead of the meeting so directors can consider before voting at the meeting. This has been sort of informally done but formalizing it as a policy would be helpful.
- b. 2024 Committees and expectations
 - i. John reviewed the draft committee list of members, responsibilities, expectations etc.
 - ii. Darryl suggested sharing the final version of this document with city council and filing it with Lands BC.
 - iii. Jamie Dann will take over membership management from Gary
 - iv. CBT event with Bob McDonald, host of CBC's Quirks and Quarks: May 13 at McKim. Sue confirmed that KNPS has a table.
- c. Motion to provide budgets to NH, Community Engagement, Trails – John moved.
 - i. **Motion: Designate initial 2024 budget allowance of \$3,000 each for Community Engagement and Natural History, and \$4,000 for Trails & Structures.**
 - 1. Rationale: In order to promote operational efficiency and committee flexibility, a minimum annual budget for the resource dependent committees will be provided with the expectation of mobilizing the committee chair and its members to be proactive in development in their areas. The money is intended, though not limited, to support project design, development, and initial implementation activities for 2024. It is expected that these funds will be mobilized this year, and if additional funds will be needed to reach respective committee project goals, the committee is expected to approach the board for additional funds and/or work with the Planning & Grants committee to source additional funds as needed.
 - 2. In practice, these funds would move from the Unrestricted account to an Internally Restricted account for each committee. Amounts were determined as yearly targets based on committee plans, past expenses, and projected plans.
 - 3. Committee chairs would spend money and provide receipts to Emma for reimbursement. For large expenses, we may instead ask for an invoice so we can get a cheque rather than having a board member pay upfront (threshold amount is situation-dependent). Committee chairs should keep track of committee spending in a spreadsheet and must be submitted for reimbursement within a reasonable amount of time (perhaps a month?).
 - 4. Potential to create a policy about what expenses are reimbursable (e.g., mileage for travel to a meeting in another city) so board and committee chairs are all on the same page.
 - a. Emma will put together a list for next meeting, including suggested reimbursement

timeline

- ii. Motion accepted, seconded and carried
- d. Creek and Flume Trail closure motion – Darryl moved.
 - i. **Motion 2: Indefinite closure of Creek and Flume trails in the Kimberley Nature Park to all user groups.**
 1. Rationale: Section 2.2.4 of the Kimberley Nature Park management plan states "The Province (of British Columbia) has required the management of the area to minimize the impact on vegetation, wildlife populations and human safety." Therefore, the Kimberley Nature Park Society will need to conduct an assessment of damage to the local ecosystem as a result of trail erosion, and consider next steps for ecological restoration. Timelines are undetermined.
 2. Darryl moved, John seconded. Discussion ensued.
 3. The conversation came up as part of NH committee meetings, and included discussion of processes and procedures, so the next step was a board discussion.
 4. Conversation about trail closure effectiveness, user group management, public reception, urgency of attention, reclamation potential, alternative options. We also just updated the Trail Guide and called out Creek Trail as Special Place #1.
 5. Ryan shared perspectives on past trail closures, impacts, alternative routes, mitigation alternatives like route armouring (which would need to be done by hand in these areas), and other trails that from a trail-building perspective might be higher priority in terms of erosion/environmental impact/safety.
 6. Suggestion to consider key elements (design, use, sensitivity of the ecosystem) and the trail network as a whole; potential for rerouting; potential to limit use to specific groups. Potential to mine Trailforks/Strava data to see traffic, or could use trail counters to see how much traffic there is.
 7. Conversation about temporary closure for assessment and restoration/armouring plan as a way to get a better sense of what's needed and what could be done. One key piece would be signage at three entrances (2 ends of Creek and top of Flume). Assessment may lead to other recommendations than restoration/armouring, and will also give us more clarity on timing (which would allow for planning, fundraising, community buy-in).
 8. Price per metre for trail rehab and armouring with volunteers/trail crew: \$20-\$25/m. Same work with a contractor: \$30-\$40/m. Assessment could be \$40/hr, 15-20 hours. Trail crew could potentially build/armour 1 m/hr, about 3 weeks, but Ryan would expect at least one organized volunteer night to haul materials and do other support tasks.
 9. A communication plan will be key to clarify closure timing and assessment plan.
 10. After discussion, motion was defeated so that a new motion could be introduced.
 - ii. **Motion 3: To temporarily close Creek and Flume Trails to traffic from all user groups in spring 2024 for an impact assessment, with possible further temporary closures based on the findings.**
 1. Motion to accept (Andree), seconded (Jean)
 2. Motion carried

8. Committee issues and activities of note

- a. WISA fuel treatment update: Dave and John reported that the Fire Chief said they tried to light the piles but they wouldn't burn because everything is too wet, so they'll delay this burning part of this treatment until the fall
- b. HBV boardwalk: John reported on funding from Lisa Cox to replace the boardwalk near the cabin to last longer, potentially with interpretive signage. The current boardwalk will likely last about three years, and the new design process is starting now.
- c. Grants: John reported the grants received from CBT, as well as one from the city to support the trail counters. John and Laura D. also noted that the NH committee has applied for more funding from the city (ReDi grants) for trail cams.
- d. NH committee plan for ecosystem/habitat assessment: starting to reach out to biologists to get an idea of how to budget

9. Kimberley Trails Society Report – Ryan McKenzie

- a. KTS is hiring trail crew again this year (May and summer for the main work season, continuing with a small trail crew in the fall). Continued focus on trail maintenance. Also assessment on Sidecut for adjustments that will enable reopening of two-directional traffic, and assessment and maintenance on Musser's uphill sections.
- b. Maintenance requests should go to KTS sooner rather than later. Duck Pond and Sunflower Hill could be good candidates.
- c. Renewed partnerships with Teck (Forest Crowne) and Rec Sites BC (Thunder Turkey, Mr. Toad).
- d. Winter grooming has been great, strong multiuse focus and feel. Encouraged everyone to share trail reports to the Winter Trail Conditions Facebook group, especially walkers/runners/snowshoers/skiers.
- e. Ryan invited board to attend KTS meetings (7pm, second Tuesday of the month at McKim Library).

10. City Liaison – Sue Cairns

- a. Payment is on the way for ReDi grant
- b. Strategic Plan survey: city won't use social media but will help share the link
- c. March 13 Volunteer Fair meeting for organizations at Centennial Hall (in preparation for April 16 public event)
- d. Bob McDonald (CBC's Quirks and Quarks) event on May 13: KNPS has a confirmed table

11. Interesting Sightings: many stories of the cougar but no sightings from board

12. Motion to Adjourn: Moved by Laura D., seconded by Jen, motion carried. Meeting adjourned at 9:37pm.

Next Meeting: 7pm, Thursday, March 28, 2024. Location: a director's home due to spring break