



Kimberley Nature Park Society
Monthly Board Meeting Minutes
May 29, 2025

Present: John Henly, Jessica Harvey, Hasitha Muhandiram, Ava Boehringer, Dave Hale, Laura Duncan, Tim Chapman, Jen McConnachie, Heather van der Hoop, Sue Cairns

Regrets: Emma Lukas, Graeme Donaldson, Sharon Moorcroft, Andree Powers

Meeting called to order at 7:01pm

1. Adopt minutes of 24 April 2025 meeting
 - a. Moved by Ava, seconded by Dave
 - b. Motion carried
2. Accept the Agenda as presented
 - a. Moved by Jessica, seconded by Ava
 - b. Motion carried
3. Correspondence/Communications - John
 - a. Pam Walsh – Status of the Long-term grant: The City has issued the cheque and John will pick it up on May 30 and deposit it into the bank account.
 - b. Shred Sisters, Sinister Sports, Ride Theory, Kimberley Nordic Centre: We approved \$650 to pay for portapotties at the KNC trailhead over the summer (same cost will also be contributed by Chamber of Commerce, KNC, KTS, and Tourism Kimberley). John spoke with Daniel (KNC) about asking the commercial outfits to donate, and Shred Sisters donated \$250 today towards the portapotties.
 - c. Lisa Cox – invasive species assessment: Discussed extending EKISC invasive species project scope to include HBV. Lisa thinks the biggest impact of invasives has been the logging near Lower Matthew FSR, Front Blvd, and HBV staging area.
 - i. Ava noted that she and Laura saw many invasive species in fuel treatment areas, and suggested that we should remind contractors to properly clean per best practices. Ava will draft a reminder we can provide to future contractors
4. Unfinished business
 - a. Revised Management Plan - Jen
 - i. Province reviewed the draft, said it looks great. The next step is for John to take it to the city (see new business)
 - b. Invasive Species Assessment – Dave
 - i. Need to lay out some terms to ensure we're on the same page, as the quote is fairly lean. EKISC suggested using the email, but Jen suggested describing the scope in more detail. John would also like it to include a list of deliverables, timeline, and payment schedule. Jen and Dave will collaborate to request more details.
 1. John moved to add \$3,622.50 to the budget to cover HBV as well. Seconded by Laura
 2. Motion carried
 3. Action item: requesting funding from Canfor and WRR per Lisa's suggestion. Dave will check in with Kent about requesting funding from Canfor, as he has a good contact there. For WRR, Dave has been in contact with someone for other fuel treatment questions and he will follow up to ask about this.
 - c. Governance capacity-building workshop – Jen: In her report (see below), Jen laid out the consultant's focus to help us prepare. Goals are to create terms of reference for committees, reinvigorate committees, explore remote meetings, streamline meetings,

and others.

- i. We have booked the Curling Club lounge.
 - ii. Catering may be challenging because it's grad weekend. Laura suggested asking the Food Recovery Depot because they did a great job at the AGM. She will get in touch with them to check.
 - d. Horse Barn Valley Boardwalks – John: We received a CBT grant (\$2,500) and funding from Lisa Cox (\$2,250), plus we still have some money in the account for boardwalk replacement. We had previously discussed having KTS Trail Crew construct the boardwalks, but it sounds like we would need to pay for that. John suggested coordinating volunteer work parties instead of paying for this work, and finding onsite materials for some of the stringers and sleepers (he will look around for potential options). We need to use cedar, per Lisa.
 - i. Jen suggested seeking a project sponsor that could provide money or donate in-kind hours of skilled labour. Anna completed a sponsorship one-pager that we could use. Ava suggested construction companies (e.g., Tyee, New Dawn) or related businesses (Home Hardware).
 - ii. Jen suggested creating a scope and cost that could be a base for brainstorming potential sponsors.
 - 1. Action item: John will create a scope and costs for the boardwalk by June 13/14.
 - iii. Action items: John will ask Ryan for clarity around Trail Crew work and potential costs. He will also review the draft MOU with KTS, as will Ava, by June 6, with a goal of reviewing it at the June 26 meeting.
5. City Council Update – Sue Cairns
- a. Active Transportation Plan review and update will start soon. Two new planners have also joined the team to increase capacity.
 - b. OCP is also under review, with an open survey and two open houses to collect information and ideas.
 - c. Wildfire Protection open house (May 6) was well attended with many good questions and discussions.
 - d. Community Wildfire Resiliency Plan: brand-new, not on the website yet, but will be out soon. 100 pages of actions and strategies. The city is hiring a full-time person to manage the actions.
 - e. City received a Forest Enhancement Grant (\$300,000 over two years) for fuel treatment in unit 11 (SW of WISA Habitat). Fire Chief Will Booth is still working on getting the project off the ground but will reach out once he has more information.
6. New Business
- a. Annual meeting with the City - John: Need to schedule this presentation, especially to present the draft management plan after it was approved by the province.
 - i. Action item: John will email Jim at the City to try to schedule
 - b. Grant writing contract – Jen: Anna created a database of grants and Jen is hoping a committee can review it to find opportunities to fundraise \$50,000-\$70,000 in relatively short order. One option is to recruit a (short-term) contractor to help identify and apply for grants, and ideally create templates and a package that can be customized to apply for various grants.
 - i. Tim suggested it's a bit off-cycle for grants so summer may not be the time to apply, as many fundings opps aren't open until fall. But timing doesn't need to align with applications being open if we scope the project well, without specific timing.
 - ii. An RFQ might be a good option, where we scope the project and invite quotes from potential grant writers.
 - iii. However, most grants are very specific and require project-specific answers, so general strategy and templates may not be useful. We also need to collect previous

- applications from the various volunteers who have applied to create a library of past applications (successful and not).
- iv. Action items: Jen will write out bullet points to outline scope and review with the grants committee. The committee will bring it to the board once it's ready for their review.
 - c. YCC opportunities: Tim runs the YCC crew, who are learning environmental field skills, such as data collection. He suggested that the team could take on the trail inventory that was discussed for this year. It will come with a cost, but could help us accomplish a goal of the Strategic Plan. Could also be an option for the HBV boardwalk, or for future projects. No decision made, but good info to consider.
 - d. Additional conversation about sponsorship: Perhaps a board member could lead this effort. Once the sponsorship package is finalized, Heather will put it on the website. Concern about over-asking community businesses, but we can consider asking those we haven't asked often or those that can donate in-kind items.
7. Questions about Committee Reports
 - a. Natural History: Wildlife camera project would like to post a note on the website about cameras in the park. Discussion about also posting a sign on the kiosks (perhaps for a specific length of time).
 8. Interesting sightings: Moose mama had twins again and is in KNP and Nordic trails (many spottings on May 21). Reports of a WISA sighting in the park, but unconfirmed.
 9. Motion to adjourn: Dave, seconded by Jen
 10. Meeting adjourned at 8:58pm

Next Meeting: 7pm, June 26, 2025, in McKim Room 137

Natural History Committee Report

- NH Meeting held May 8 with 9 members in attendance
- Wildlife Camera meeting held May 21 with 6 in attendance, new locations determined for all cameras including the 2 new cameras
- Spring Flowers. Horsebarn Valley walk was re-scheduled from May 18 to May 25 due to weather. A successful walk was held with 20 people in attendance
- The annual Calypso Count was held from May 11 to 25
- Additional wildlife cams, security boxes, lock cables, batteries and SD cards were purchased
- Requirements for placing a wildlife camera on trails often used by humans was clarified with the Ministry of Water, Land and Resource Stewardship. It was determined that we really are not required to do anything but it was strongly suggested we put signs up at key locations informing the public that there are cameras in the Park and that they are there to count wildlife, not humans. The Wildlife Cam group is suggesting:
 - that a notice be posted on the website
 - that letter-sized signs be posted on kiosks rather than separately on trees at entrances (Higgins, Campground, on L Army Rd above Gravel Pit, HBV, Myrtle Jct)
 - the following wording as seen on the attached example is suggested
 - feedback and approval for the signs and their placement requested from the Board
 - two quotes have been requested for the making of the signs, one has been received in the amount of \$110.00. Board approval requested.
 - I request that the general information KNP email be attached to the signs

Planning and Grants Committee

1. Management Plan Update: We finalized the draft Management Plan Update and submitted it to the Ministry of Water, Land and Resource Stewardship (WLRS) for review on March 10th. On May 16th, they responded with the following: "It continues to uphold the overarching commitments the Province expects and clearly outlines how KNPS intends to uphold the terms and conditions of the Licence. As we know, workplans can quickly become outdated, and I believe their omission in this version is a smart and forward-thinking approach. I thoroughly enjoyed reviewing the Plan. It not only highlights the essential role the Society plays in planning, promoting, and stewarding the Park, but also reflects the passion and dedication of its members." Next steps are present to the City to gain their approval and re-submit formally to WLRS.

2. Invasive Plant Management Plan: We have engaged with the East Kootenay Invasive Species Council (EKISC) requested and received an updated quote from EKISC to include the HBV in the comprehensive Invasive Species Management Plan. We applied for the ReDi grant and did not received any funding. We applied for Domtar grant for the original quote amount, so even if we do get it, we will need additional funds.

3. Ecosystem Assessment: We have notified Keefer Ecological Services that they have been awarded the contract for the first phase of the Park-wide assessment of ecosystems and habitats. The project objectives are to complete the ecosystem mapping and habitat capability rating needed to evaluate strategic objectives around ecological impacts of Park use. We applied for the Habitat Compensation Trust Fund in January and we are expecting to hear back in June. In the interim, we will need to determine alternative funding options as contingency if we don't get the funds, but also because there is a deficit between the potential grant and the total cost estimate for the project. Next steps are a kick off meeting on June 2nd to discuss a revised execution plan based on a later start date.

4. Grant Database and Grant Application Strategy: On request earlier in the year, Anna prepared a spreadsheet list of possible grant options for our work. The committee will be reviewing the database and shortlisting the top 3 to 5 choices best suited for our currently under funded projects. We will also be fleshing out the database to outline Application requirements, due dates, and potential fund receipt dates for future planning. With the fact that we did not get the ReDi grant and the imminent need to kick off projects to achieve our strategic timelines, we would like to look to bolster our grant writing capabilities through a short contract.

Other Projects Jen is working on:

1. Trails and Events Coordinator Contract: Unfortunately, Anna decided to decline our contract offer and the scope of work within is at various stages of completion. Jen will be reviewing this in detail and will provide a recommended path forward to fulfill the scope before the end of June. In the meantime, it will be ideal to understand how the community engagement committee can support execution of 1) the conceptual summer fundraising plans Anna had worked up and 2) the communications schedule. At the moment, we are on hold with hiring another contractor until the governance project is underway in hopes that that work will help us understand the type of role that will best support our work.

2. Governance Project: Neil Coburn was selected from a short list of CBT Advisory Program consultants and we had our kick off meeting on April 28th attended by Jen, John, and Sharon. The In-Person workshops are now planned for June 13th evening and June 14th day. The scope of work includes the following:

- Review of current governance practices and tools

- Review of current governance documents including policies
- Facilitate Board governance workshops in Kimberley at times and location(s) to be agreed upon, including:
 - Board roles and responsibilities
 - Clarity on governance versus operations
 - Executive Committee roles and responsibilities
- A Board Committee structure that supports the strategic and operational needs of the society
- Effective board meetings - clarity on what needs to come to the board, which officer or committee needs to respond various requests/decisions, and what needs to be reported on and to whom
- Board recruitment and onboarding
- Written documentation will include some/all of the following:
 - Document outlining Board roles and responsibilities
 - Document providing clarity on governance and operational authority, for example, a delegation of authority from the Board to contractor(s) and /or employee(s)
- Executive Committee – a document outlining the role, responsibility and authority of the Executive Committee
- Board Committees – a revised Board committee structure with Terms of Reference for each committee
- Board meetings – committee reporting (timing and format) and a sample consent agenda
- Board recruitment – a recruitment strategy and outline of an onboarding process
- Written report with recommendations on how to address gaps and implement improvements in current governance policies and practices.

Fire Interface Committee Report

- No specific updates from Fire Dep.
- After a short delay the Levirs prescribed burn was carried out quite successfully Apr 26. It just touches a few tiny sections of the park.
- Dave and John attended presentation to council by Biggi W. May 5. Sue responded briefly for council and there was no other discussion.
- Dave, Tim, Laura and Sue attended the Fire Dep open house May 6. General info on treatment areas and emergency planning.

Horse Barn Valley Report

1. John & Gary chained the Half-way Cabin stove for the season; identified two large downed trees on Talus Trail and and two on Summer Trail; inspected the bridge and the very low water level on Dipper Lk; inspected all the boardwalks. The Kiosk boardwalk will be the replacement priority for this year. Gary and I are making a plan.
2. John inspected Tora Bora and the Ridge Trail. At least 3 large and 3 medium-size trees down on Tora Bora. One small tree down on Ridge
3. John, Gary, Dave and Hasi cleared all downed trees, and further inspected the boardwalks. Reset sign at jct of Coral Route and Summer.

Trails and Structures Committee Report

1. Epidemic of downed/broken sign posts. John has walked most of the trails with various other volunteers and organized repair trips:
 - a. Trip one by vehicle. John, Andree, Lyle, Jamie. Up JRR. Re-set the sign at the jct of Campground and JRR. At JRR and Army, reset one sign. At Jct. of Army and Front Blvd. Reset two signs. These need more work.
 - b. Trip two by vehicle: John, Gary, Dave, Hasi. 2 signs on Poderosa, two on Eimers Road,

two on Lower Army.

- c. Trip three by foot: Lyle, John, Jamie. Reset signs on: Fall line, Romantic Ridge, Hillside, Cabin, Army Road, Creek Trail, Pat Morrow, Duck Pond.
2. If anyone sees others down, let John know.
 3. Thanks very much to the volunteers who helped.