



**CROSS COUNTRY NWT
Board Meeting Minutes
October 26, 2020 – 7:00 PM
Teleconference**

BY TELECONFERENCE

Shawne Kokelj, President

Angela Littlefair, Secretary & Treasurer (joined at 7:15 PM)

Tracey Pope, Vice-President

Ollie Williams, Administrator

Sarah Pruys, Administrator

John Stephenson, Yellowknife Ski Club representative

Kevin Smith, Fort Smith Ski Club representative

Carolyn Hunter, Inuvik Ski Club representative

Heather Scott, Yellowknife Ski Club representative alternate

Call to Order

The meeting was called to order at 7:08 PM.

1 Approval of Agenda

The agenda was reviewed and approved.

2 Approval of Minutes (September 28, 2020)

The minutes of the regular board meeting of September 28, 2020 were approved.

3 COVID-19 Planning

Administrator Ollie Williams thanked Yellowknife Ski Club (YKSC) representative Heather Scott for sharing the YKSC's Exposure Control Plan.

ACTION ITEM: Administrators to adapt YKSC's Exposure Control Plan for Hay River and Fort Smith clubs. Administrators will also assist clubs in filling out WSCC forms if requested.

Heather noted the YKSC plans to apply for an exemption to the public health order so it can have 50 people in the clubhouse. The YKSC is also working on further developing its clubhouse cleaning schedule, including how it will pay for those associated costs.

4 Club Information

4.1 Club funding applications

President Shawne Kokelj noted CCNWT has received approximately \$21,000 from the Department of Municipal and Community Affairs (MACA) and will be redistributing this funding to clubs via the Club Funding Application.

Administrators have revised the application to include a fifth category for COVID-19 related costs (including COVID-19 travel funding, as per Fort Smith representative Kevin Smith's question), which clubs can apply for in addition to the other funds typically applied on through this application.

ACTION ITEM: Administration to distribute funding application to clubs by October 30.

ACTION ITEM: Club representatives to submit funding application to Administration by November 20.

5 Coaching

5.1 Coach training options

Administrator Ollie Williams noted while clubs are interested in having Community Coach (CC) and Learn to Train (L2T) held this year, there are very few people available to offer coach training in the NWT. In particular, Yellowknife wants coaches trained in CC and Fort Smith wants coaches trained in L2T.

Stephen Dunbar, of Yellowknife, will likely complete L2T on snow training this winter while he is in the south on vacation.

ACTION ITEM: Board members to tell Administration if they know of anyone going south that would like to take training while they are there.

5.2 Facilitator Pay Policy

Shawne noted after further research, she learned CCNWT paid coach trainers and community event facilitators different rates. She summarized her October 19 email, which read:

1. Non-club community events with kids led by facilitators from NWT who had appropriate certification. These events were all primarily funded by MACA's RYSE program, although CCNWT and Aboriginal Sport Circle (ASC) also provided support.

- last year, Facilitators for this type of event were paid \$400/day (NOT per event). This generally included travel days, and sometimes an additional amount for planning time (depending on how much they did, versus what was done by community members, teachers, govt employees).

- transportation costs were paid for (airfare or mileage)

- accommodation, meals and incidentals were paid.

2. Club coach training events where interested club members received training supported by CCNWT in order to volunteer as a coach.

- it is my understanding that in all other jurisdictions across the country, coaches must pay a fee for this type of training. In 2019-20, CCNWT did not charge registration fees for any volunteers, and also covered the fee that Nordiq Canada charges (\$25/person) to the Division upon completion of courses.
- Learning Facilitators (LF) (those who can train coaches) - the amount paid to LFs for NCCP courses varies by jurisdiction. Last year, Nordiq Alberta paid \$450 for both CC (~13 hrs) and L2T (19 hrs) workshops - so for about 2 - 2.5 days of teaching.
- Nordiq Canada paid CC - \$200, and L2T dryland \$475.
- Primarily because we often draw on Alberta for LFs, last year, CCNWT mirrored what Nordiq Alberta paid.
- CCNWT paid accommodation, travel and meals for LFs, but not for travel days.
- most jurisdictions are open to members from other jurisdictions taking their courses, as long as there is space available. They are usually charged more than local participants. CCNWT was going to charge \$75 for non-NWT individuals, but had none registered last year.

After discussion, the board decided coach trainers and community event facilitators should be paid the same amount per day. They discussed travel days shorter than 3.5 hours should result in the facilitator or trainer getting paid a half-day rate.

ACTION ITEM: Administrators to revise the Facilitator Pay Policy, taking into account the updated research and board discussion.

6 Budget

Shawne presented the draft budget to the board, explaining more detail will be added once the Club Funding Applications are received and CCNWT knows how the funding will be distributed. She highlighted the budget is made up of \$100,000 in core funding, \$1,132 in RYSE funding carried over from 2019-20, the new \$21,000 from MACA, and the assumption of RYSE funding in 2020-21.

7 Sport North AGM

The Sport North AGM will be held on November 28 from 10am-12:30pm (approximately) via Zoom. Shawne and Tracy volunteered to attend on behalf of CCNWT.

ACTION ITEM: Administration will register them Shawne and Tracey for the Sport North AGM.

8 Safe Sport

Shawne drew clubs' attention to the new [Safe Sport page](#) on the CCNWT website, which links to [Nordiq Canada's website](#). She requested all clubs link to the CCNWT or Nordiq Canada Safe Sport pages on their own websites or platforms. She also

noted Nordiq Canada is working on more Safe Sport messaging which clubs will be able to use, such as through putting up posters in their clubhouses.

ACTION ITEM: Club representatives to link to either the CCNWT or Nordiq Canada Safe Sport webpage.

9 Sharon Firth

Sharon Firth is moving south in November, and retiring in January. Shawne suggested CCNWT or individual clubs do something to honour her.

Administration to brainstorm ideas on how honour Sharon Firth's contribution to cross-country skiing in the NWT.

Shawne to ask Sharon Firth when would be a good time to honour her (in November or in the new year).

10 Post-secondary Grant

Shawne suggested the board establish a two-person committee to review post-secondary grant applications. She would like to see the application posted within a week, with a deadline of December 7 so the winner can be announced before Christmas.

Heather to ask YKSC if anyone would like to sit on the committee.

Administration to post and promote post-secondary grant application.

11 Club Updates

YELLOWKNIFE SKI CLUB

- No snow, no skiing yet.
- Held board meeting on October 5 (where they approved their strategic plan).
- Encouraging families to access Jumpstart funding.
- Costs of insurance too high (around \$10K).
- Event schedule still being determined.
- Next board meeting is November 2.

INUVIK SKI CLUB

- Almost back in good standing – have submitted financials.
- Inuvialuit Regional Council might provide funding for lighting upgrades to trails to get more people skiing. YKSC suggests approaching NTPC for donation, but the Fort Smith Ski Club noted they did not receive any support from NTPC prior to AWG and had to use CANNOR funding for lighting.
- Looking at how to navigate trails being half on town land, half on commissioners land. YKSC noted they have formal lease agreements in place.
- Access to equipment is biggest barrier, so looking at getting funding to pay someone to provide equipment to people.

HAY RIVER SKI CLUB

- Not in attendance.

FORT SMITH SKI CLUB

- Lots of snow and people are skiing, but Zone4 registration not open yet.
- Held AGM mid-October, have new board members.
- Lots of Jackrabbits this year.
- Event schedule has been created.
- Still struggling with insurance rates – they are paying over \$9K for clubhouse and vehicle insurance and are trying to figure out how to minimize this. They might work with town and buy into their insurance, but this is difficult because the clubhouse is in Alberta.

12 Next Meeting

The next meeting will be held Monday, November 30, 2020 at 7 PM.

Adjournment

The meeting was adjourned at 8:30 PM.