



MEETING MINUTES – September 25, 2025

Meeting: Woodlands County

Present: Cindy Brooks – Executive Director – Whitecourt Trailblazers Club
 Jeff Brooks – President – Whitecourt Trailblazers Club
 Brent Cmoc – President – Swan Hills Snow-Goers
 Paul Chauvet – Councilor – Town of Whitecourt
 Don Kelm – Executive Director - Swan Hills Snow Goers Club
 Dave Berry – Councilor - MD of Greenview
 Terry Bellwood – Fox Creek Snowmobile Club
 Harold Bellwood – Fox Creek Snowmobile Club
 Jim Hailes – Councilor - Town of Fox Creek
 Candyce Jones – Executive Assistant – The Golden Triangle
 Teigan Hille – EDO Administrative Assistant - Woodlands County

Present on
 Microsoft Teams: Garrett Zahacy – Councilor – Big Lakes County

Absent: Bert Roach – Economic Development Officer – Woodlands County
 Alan Deane – Councilor - Woodlands County
 Craig Wilson – Mayor – Town of Swan Hills
 Sheila Bellwood - President – Fox Creek Northland Sno-Goers Club

Minutes: Candyce Jones – The Golden Triangle Executive Assistant

ITEM	DISCUSSION	ACTION/DECISION
1.Meeting called to order	COUNCILOR PAUL CHAUVET called the meeting to order at 10:30 am.	
2. Introductions	Greetings and introductions were made	
3. Approval of Agenda	CINDY BROOKS made a motion to accept the September 25, 2025 agenda as presented. <u>GT-15-21-25</u> <i>MOTION – BROOKS, CINDY moved to adopt the September 25, 2025 agenda. All in favor. Carried.</i>	<u>GT-15-21-25</u> <i>MOTION – BROOKS, CINDY moved to adopt the September 25, 2025 agenda. All in favor. Carried.</i>
4. Approval of Minutes	BRENT CMOC made a motion to approve the meeting minutes from April 7, 2025 as presented. <u>GT-15-22-25</u> <i>MOTION – CMOC, BRENT moved to approve the Minutes of April 7, 2025. All in Favor. Carried.</i>	<u>GT-15-22-25</u> <i>MOTION – CMOC, BRENT moved to approve the Minutes of April 7, 2025. All in Favor. Carried.</i>
5. OLD BUSINESS	5.1.1 – JONES – Candyce presented the updated budget for September 2025 as of our most recent transaction report from July 31, 2025.	

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<u>5.1</u> <u>REVENUE/EXPENSE –</u> <u>2024/2025 (Budget,</u> <u>Statement of</u> <u>Operations, Invoice</u> <u>A/P)</u>	5.1.2 – JONES reviewed the invoices that have been submitted and paid since our last meeting; as well as all invoices currently outstanding: a) Iron Sledder Cheque Requests - \$1,000 (Sean Schulte) \$250 (Dale Tonsi) b) Google Ads – Woodlands County Credit Card - \$119.22 c) Pattison Media – Radio Advertising - \$1,176 (2 x \$588) d) QR Check-In Contest – Woodlands County CC (Visa Gift Card) - \$259.95 e) Canada Post (Medal postage) – Woodlands County CC - \$68.67 f) Whitecourt Stationery – Thank-you note cards - \$16.37 g) Whitecourt Trailblazers – Capital Reserve Mulching Project - \$29,967.50 h) C. Jones Contracting Services – April Admin Services - \$912.50 i) Alberta Snowmobile Association – GT Sled Show Booth - \$100.00 j) Irving K Excavation – Swan Hills Trail Maintenance - \$14,801.85 – Discussion Held on the approval of this invoice and the decision Admin made on paying it although it was over budget. Don Kelm – Swan Hills believes that the \$20,000 trail maintenance budgets do not include gst; which has caused some confusion. Since clubs are not gst registered entities. BROOKS adds that she was unaware of this as well, and Whitecourt always just ate the gst if they were over the \$20,000 budget. COUNCILOR DAVE BERRY asks about our GT policies regarding sending emails to resolve these types of issues in a timely manner. Cindy Brooks agrees that we should add this into an RFD so The Golden Triangle is able to accept motions through emails. CHAUVET states that we cannot have contractors possibly waiting 6 months to get paid because it's gone over budget and we need to wait for the next meeting for approval. COUNCILOR HAILES adds that when you have a budget; that is your budget and it should include any and all of your expenses including gst in your costs. 5.1.3. Review of invoices approved and submitted for payment a) C. Jones Contracting Services – May-August Admin Services - \$487.50 5.1.4. Request For Decision JONES opens the discussion regarding the number of invoices that Woodlands County received this past season and since they have graciously volunteered their finance department to take care of our baking, we need to try and keep them happy. A suggestion was made to pay each club their \$20,000 trail maintenance at the beginning of each season; or possibly split this into 2 \$10,000 draws. Discussion Held. BROOKS, Cindy stated that the Whitecourt Trailblazers already does pay for all of their invoices out of pocket, and submits invoices for reimbursement to the Golden Triangle; they have always just eaten any GST they've endured.	
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CMOC, Brent explains why they've always submitted invoices directly to Admin for Woodlands County to pay; because the clubs are not GST registered and it seems like that's money being thrown away

Discussion held on the problems that could arise with the CRA, GST and the clubs.

COUNCILOR BERRY understands Woodlands County's position; especially when it comes to auditing their accounts since the GT isn't a woodlands county account.

As long as we set a ceiling for clubs to only be able to carry a certain amount; before spending what they have or paying some back to the GT.

As well, the Golden Triangle should identify a list of reserves for the money that sits in their account which will help justify the need for the 6 municipalities to continue their yearly contributions. Emergency Reserve (ie Capital Reserve), Operational Reserves ect.

It's important for the golden Triangle to become a little bit more independent from Woodlands County.

Discussion held on what Woodlands County would like to see and how we can accommodate their request. JONES states that giving the clubs their \$20,000 at the beginning of each season is completing the GT's due diligence and what was agreed upon with the consortia.

Discussion held regarding the Capital Reserve and if those funds would be distributed the same way. Whosever turn it is, puts in a request for the full \$30,000.

COUNCILOR CHAUVET mentioned the previous 5-year strategic plan that involved the clearing of the entire triangle; we should be close to the end of that plan.

CHAUVET asks if the entire triangle has now been completed. BROOKS states that the funding for that 5-year plan was designated as the capital reserve and that is exactly what Whitecourt used the funds for last season.

Discussion on the 5-year strategic plan – It has been inconsistent due to Fires, Heavy wind storms and other acts of God that can cause issues in the same area over and over again; not allowing us to work on other areas that haven't been touched yet.

Final Consensus from discussions held. Between having two draws of \$10,000 or just one singular \$20,000, the Golden Triangle committee would like to keep it simple with just one singular payment of \$20,000.

COUNCILOR BERRY adds that he would like to see some kind of cap on the amount that clubs can carry in their own reserves. BROOKS, Jeff states that what if we put forth a cap of 2-years/\$40,000 for clubs in their own reserves. They would not receive another draw in the 3rd year; the clubs would have to use their own reserves.

GT-15-23-25

MOTION – BELLWOOD, Terry made a motion to direct administration to forward payment to each of the three clubs in the amount of \$20,000 on December 1st of each year for the clubs to use for trail maintenance. No club is to maintain over \$40,000 without sending overages back to GT, or to use up the

GT-15-23-25

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<u>5.2 TRAIL SIGNAGE & MAINTENANCE, GROOMING & CLUB UPDATES – 2024/2025 SEASON</u>	<i>reserve that you have before receiving any more funds. All in favour. Carried.</i> <i>MOTION AMENDED BY COUNCILOR BERRY to state \$20,000 + gst. BELLWOOD accepts the amendment. All in favour. Carried.</i> <u>GT-15-24-25</u> <i>MOTION – COUNCILOR BERRY made a motion for all invoices and backup from the clubs to be submitted to admin by our spring meeting. All in favour. Carried.</i> <u>GT-15-25-25</u> <i>MOTION – BROOKS, Jeff made a motion to accept the Statement of Operations, Budget and previously approved invoices presented as information. All in favour. Carried.</i> <u>5.2.1 SIGNAGE:</u> JONES opened the discussion on any sign requirements for the clubs for this upcoming season. It is early in the season, but we do have a \$5,000 budget for signage on our club GT trails. BROOKS, Jeff asks if there is any standardized signage for the GT trails across the three clubs KELM – Don indicated that the only signage we have standardized is the ones from the ASA, the yellow triangles as well as the letter marker location signs. COUNCILOR CHAUVET stated that he would like to see all signage consistent throughout the GT trail system. JONES shared that the addition of a \$5,000 signage budget was just added last season after the free signage provided by the ASA was taken away; and it is now the clubs responsibility to pay for any signs. So, we added this budget to help alleviate those costs. BROOKS, Cindy brought up the Great Canadian Trail System and the signage connected to this. The ASA has supported this signage change in the past, but they are no longer providing signs and this trail system does run along the GT trails.	<i>December 1st of each year for the clubs to use for trail maintenance. No club is to maintain over \$40,000 without sending overages back to GT, or to use up the reserve that you have before receiving any more funds. All in favour. Carried.</i> <i>MOTION AMENDED BY COUNCILOR BERRY to state \$20,000 + gst. BELLWOOD accepts the amendment. All in favour. Carried.</i> <u>GT-15-24-25</u> <i>MOTION – COUNCILOR BERRY made a motion for all invoices and backup from the clubs to be submitted to admin by our spring meeting. All in favour. Carried.</i> <u>GT-15-25-25</u> <i>MOTION – BROOKS, Jeff made a motion to accept the Statement of Operations, Budget and previously approved invoices presented as information. All in favour. Carried.</i>
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Our clubs also have never changed any of their signage that currently state Trans Canada Trail to The Great Canadian Trail System.
CMOC, Brent added that The Great Canadian Trail is still waiting on all of their funding for this trail system.

5.2.2 CLUB UPDATES:

Swan Hills:

CMOC, Brent shares that they have no club updates at the time,
BROOKS, Jeff asks how the Swan Hills Snow-Goers are doing as a club as a whole; in the background.
CMOC and KELM share that their membership sales were up last season which is great. And their club has also gone to completely online membership sales for this season. They will not be purchasing any paper passes.
BROOKS, Jeff asks Swan Hills who is currently doing their trail grooming
CMOC indicated that it's based on who is available at the time they need it; between Irving and B&B Wilson. They have also found the need to rely on Bare Contractors in Fox Creek sometimes.
BROOKS, Cindy commends Swan Hills for hosting another ASA Jamboree this past season.
CMOC AND KELM share that they would host every year if they could. But they want other clubs to host and realize it's not much more work than a regular rally. The past few meetings; no clubs showed any interest in hosting.

Fox Creek:

BELLWOOD, Terry mentioned the fire issues that occurred which in turn has caused some major signage issues that they're working on. Fox Creek held a very successful rally last season with the Town of Fox Creek co-hosting for Alberta's Day of Snowmobiling.
Their new staging area is still in the works; focus was shifted after their community fires.

Whitecourt:

BROOKS, Cindy shared that the Whitecourt Trailblazers have purchased a snow-ambulance this past year; after years of talk regarding emergency equipment. They also purchased an enclosed trailer to be able to haul all of the equipment needed; as well as their club sled and mini groomer. The club is still figuring out everything they need; ie. Equipment, emergency call list. But this was a purchase to support their club functions; it can be used year-round – with skis and an ATV conversion kit. It is also going to be available for use with other local clubs and surrounding clubs.

BROOKS indicated that herself and Candyce Jones presented updates in the spring to the Town of Whitecourt and Woodlands County on the Whitecourt Trailblazers, but they did include Golden Triangle information as well. BROOKS believes it's valuable to meet with the municipalities and give updates.

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Whitecourt has purchased 20 paper trail passes for the community; 5 are already sold, but the issue is that paper passes are \$100; and they're only \$80 to purchase online.

Whitecourt hosting a GT Ride the Sunday after their rally. BROOKS asks if Swan Hills and Fox Creek would want to participate at all. Low snow will change their path; but questions can be answered as the season progresses; possibly having a long and short ride. No beginner riders – intermediate and above only.

BROOKS, Jeff states that we ultimately just want to advertise a GT ride; which would be modified based on snow conditions. The Trailblazers ultimate goal is to just promote the GT trail system. Even if it ends up being just on the Whitecourt side if we don't have good enough conditions to ride the full triangle. CMOC shares that Swan Hills trails would probably be fairly rough; they wouldn't have any fresh maintenance or grooming done on their side until after the long weekend. They don't groom until a few days before their rally. Their trails will be pre-done and passable though. KELM asked Whitecourt about their request for having cabins manned and fires lit for this ride. BROOKS, Jeff replied that any input would be super minimal; if someone from the community was able to go out and start a fire. If not, Whitecourt would just send a rider in the lead to start some fires.

BROOKS, Cindy gives an update on their Eagle River Staging Area renovations; there has been no construction out there yet, but the stumps from tree removal a few years ago and the gazebo have been taken out. Whitecourt will have an update at the next meeting; they're just hoping to at least have the parking lot to use for the season.

Whitecourt would like to start a CHALLENGE between all of our region's clubs for this season – Fox Creek, Swan Hills, Edson and Whitecourt. The challenge is to see who can have the most participants at another club's rally ie: how many Whitecourt residents participate in the other 3 rallies and vice versa. \$10/club entry fee – winner gets the \$40.

BELLWOOD, Harold added that he has a zone trophy sitting in his basement; 10 membership riders were required to ride there in order to get the trophy – perhaps we pull out that trophy again for this challenge.

BROOKS, Jeff shares that Whitecourt's new snow ambulance and heated enclosed trailer are purchases to support our club and club sanctioned functions, but it is absolutely available to Fox Creek and Swan Hills at their rallies as well.

BROOKS, Jeff cautions everyone regarding federal dollars and the trail group out of Edson – there is a large lack of direction from the provincial government. Whitecourt had submitted some approvals last year for trail maintenance and the need to re-route a trail. They were told that the Government does not have the approval conditions to allow them to move trails; it is frustrating.

BROOKS, Jeff indicated that Whitecourt had their AGM meeting; which gives them a newly elected board of directors; this board is one of the best Jeff has sat on. He wanted to share that their

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<u>5.3 GOLDEN TRIANGLE RIDER STATS/PROMOTIONS AND ADVERTISING</u>	club does a tremendous amount of recruiting and promoting in the community. We have members on our board who aren't even sledders. <u>GT-15-26-25</u> <i>MOTION – KELM, Don motions to accept all the updates on signs, club reports, grooming, maintenance, any other concerns presented as information. All in favor. Carried.</i> <u>5.2.2 CAPITAL RESERVE:</u> JONES presented a print out on the history of the club's use of the capital reserve. Discussion held. <u>GT-15-27-25</u> <i>MOTION – BROOKS, Cindy makes the motion that the 2025/2026 season capital reserve \$30,000 fund is available to the Fox Creek Northland Sno-goers. All in favour. Carried.</i> <u>5.3 PROMOTIONS AND ADVERTISING:</u> JONES stated that during our last meeting the decision was made to continue our QR Check In contest. She would like to streamline the entries by working with Case and Point Media on a possible Google Doc Form for submissions. It can be accessed on the website and by scanning the QR code, if internet access is an issue; people can enter later when they get home. Entries seem to be down; promotion of this contest is important; especially at the club rallies. JONES asks if we wanted any type of photo proof of them at the check-in marker. Discussion held. COUNCILOR CHAUVET states that we can modify the document afterwards; lets first get it built JONES shares that she is working on ordering new merchandise to give out at this year's sled show and she will also update the video that we display in our booth with all the new rally dates. JONES will provide instructions on how to turn the TV and video on for Saturday morning in case she is not there; she notes to please make sure whoever is working Friday night, to shut the TV off before they leave. Discussion held on having a draw at our booth this year or is handing out merch good enough. Having the video playing and merchandise to give away is good enough for people who are interested in our booth and information, not just to enter a draw. Decision made to not have a table draw.	<u>GT-15-26-25</u> <i>MOTION – KELM, Don motions to accept all the updates on signs, club reports, grooming, maintenance, any other concerns presented as information. All in favor. Carried.</i> <u>GT-15-27-25</u> <i>MOTION – BROOKS, Cindy makes the motion that the 2025/2026 season capital reserve \$30,000 fund is available to the Fox Creek Northland Sno-goers. All in favour. Carried.</i>
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TRAIL COUNTERS

JONES stated that during our last meeting we discussed the possibility of purchasing new trail counters and Brent Cmoc was tasked with getting us some information on some.

CMOC, Brent shared that the ones we previously had just don't seem to work and they were labour intensive. When Brent was in Revelstoke, he came across a new type of infrared counter. They're small and simple to install; similar to a game camera.

Brent indicated that for \$2,710 you receive 3 counters, a docking station, USB cord as well as a portable doc for loading data. And a \$500 3-year subscription. These counters can be moved easily, often and wherever you want. They are just counters, no photos provided. The company Brent has talked with is fantastic at answering questions and getting back to him right away. And they provide them world wide.

It is so labour intensive to have to install an underground one that is dug in and can't be moved; these ones are a simple option.

Each extra counter costs \$645 each; more than 10 and the price goes down. Brent believes each club should have their own system.

Discussion held if clubs should use the funding they already receive from the GT to purchase these systems.

COULCILOR HAILES states that every year we have a discussion on needing more accurate stats. And if the GT has a reserve; perhaps the GT should be purchasing these system for the clubs using the reserves. COUNCILOR BERRY agrees; rather than using up trail maintenance funding. Number would be good

GT-15-28-25

MOTION – COUNCILOR BERRY makes a motion for the Golden Triangle to purchase a trail counter setup in the amount of \$2,710 + gst for each of the snowmobile clubs - \$2710 +gst x3. Amount of up to \$10,000. All in favour. Carried. Brent will lead and deal with admin on the purchase of the counters.

GT-15-29-25

MOTION – BROOKS, Jeff makes a motion to accept all updates on the creation of a google doc, attend the ASA sled show and not to have a table draw as information. All in favour. Carried

GT-15-28-25

MOTION – COUNCILOR BERRY makes a motion for the Golden Triangle to purchase a trail counter setup in the amount of \$2,710 + gst for each of the snowmobile clubs - \$2710 +gst x3. Amount of up to \$10,000. All in favour. Carried. Brent will lead and deal with admin on the purchase of the counters.

GT-15-29-25

MOTION – BROOKS, Jeff makes a motion to accept all updates on the creation of a google doc, attend the ASA sled show and not to have a table draw as information. All in favour. Carried

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<u>5.4 GOLDEN TRIANGLE EVENTS – 2024/2025 SEASON</u>	<u>5.4 The Golden Triangle Events – GT Club Rallies & Iron Sledder Challenge</u> JONES asks each of the clubs to confirm that the dates she has written down are in-fact correct for their 2025 rallies. Clubs can submit an invoice for \$250 after their rally and rally draw is complete. JONES opened the discussion regarding issues with the iron sledder challenge sign up steps; she was having to phone a lot of people last season to confirm if they attended certain rallies. JONES asks each club to keep a master list of every rider in attendance at their rally to be submitted to her for confirmation of Golden and Iron sledders. Discussion held. KELM, Don asked if it was feasible for Candyce to attend each rally as a GT representative making sure people are stopping. BROOKS, Cindy stated that Whitecourt included the iron sledder sign up sheet as part of the registration line up and check list; it shouldn't be necessary for Candyce to attend each rally. COUNCILOR CHAUVET agrees that a master list is a good idea; Candyce doesn't need to be there in person. Master lists to be emailed to Candyce after your rally. BROOKS, Jeff agrees that having a master list are good statistics to have in general as well JONES asked the committee their thought on asking the Whitecourt Trailblazers hosted GT Ride they are doing onto this season iron sledder challenge as a 4th "rally" or not. BROOKS, Jeff stated that we should do a trial run of it first; get a feel for the interest in it. <u>GT-15-30-25</u> <i>MOTION – BELLWOOD, Harold motions to have each individual club keep a master list of all rally riders and submit to the Executive Assistant after their rally. And that the Trailblazers hosted GT ride will not be added to this season Iron Sledder Challenge. All in favour. Carried.</i>	<u>GT-15-30-25</u> <i>MOTION – BELLWOOD, Harold motions to have each individual club keep a master list of all rally riders and submit to the Executive Assistant after their rally. And that the Trailblazers hosted GT ride will not be added to this season Iron Sledder Challenge. All in favour. Carried.</i>
<u>6. NEW BUSINESS</u>	<u>6.1. The Golden Triangle Website Updates</u> JONES stated that Woodlands County EDO Albert Roach requested for all GT meeting minutes and budget documents to be uploaded onto our GT website. The GT is public/municipality funding and should be a matter of public record. Discussion Held. <u>GT-15-31-25</u> <i>MOTION – COUNCILOR BERRY motioned for Admin to upload the GT committees meeting minutes and budget documents onto the GT website starting as of today; September 25, 2025 meeting. All in favour. Carried.</i>	<u>GT-15-31-25</u> <i>MOTION – COUNCILOR BERRY motioned for Admin to upload the GT committees meeting minutes and budget documents onto the GT website starting as of today; September 25, 2025 meeting. All in favour. Carried.</i>

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	<u>6.2 The Golden Triangle Executive Assistant Wage Review</u> <i>Executive Assistant Candyce Jones excuses herself to allow the Golden Triangle committee to converse without her present. JONES asks Cindy Brooks to please write down any motion made in her absence.</i> <i>COUNCILOR CHAUVET asked if we are required to be in committee when discussing wages.</i> <i>COUNCILOR HAILES motions to move into CLOSED SESSION</i> <i>CLOSED SESSION begins at 12:18 pm and recording is terminated.</i> <i>Discussion held</i> <i>JONES, Candyce and HILL, Teigan are invited back into the meeting room.</i> <u>GT-15-32-25</u> <i>MOTION – COUNCILOR BERRY made a motion to increase the pay for the Executive Assistant as fair pay to \$29/hour plus expenses for travel (mileage). All in favour. Carried.</i> <u>GT-15-33-25</u> <i>MOTION - COUNCILLOR BERRY made a Motion to have the budget increased to \$10,000 for Executive Assistant for the annual budget. All in favor. Carried</i> <i>C. JONES wondered if there is a contract for this position? Discussion held and it was decided to have C. BROOKS (former Admin for G.T.) and C. JONES review the Whitecourt Trailblazers Administration Contract and share with the group via email for discussion, edits and/or approval.</i> <u>6.3 Round Table Discussion</u> <i>COUNCILOR BERRY indicated that with the municipal elections coming up we should help identify the money that the GT has sitting in the bank, by having amounts written down further and broken down into reserves, emergency ect.</i> <i>BELLWOOD, Harold brought up some issues they have been having in Fox Creek with beavers and dams.</i> <i>COUNCILOR BERRY stated that in the MD of Greenview; they have officers in infrastructure that deal with these types of issues and go through the proper procedures to fix them. D. Berry offered to help Fox Creek get in contact with the proper person and stated that other counties may have the same personnel in their areas.</i>	<u>GT-15-32-25</u> <i>MOTION – COUNCILOR BERRY made a motion to increase the pay for the Executive Assistant as fair pay to \$29/hour plus expenses for travel (mileage). All in favour. Carried.</i> <u>GT-15-33-25</u> <i>MOTION - COUNCILLOR BERRY made a Motion to have the budget increased to \$10,000 for Executive Assistant for the annual budget. All in favor. Carried</i> <i>C. JONES and C. BROOKS to review the Whitecourt Trailblazers Administration Contract and share with the group via email for discussion, edits and/or approval. To create one for the Golden Triangle position</i>
7.NEXT MEETING DATE	Next Meeting Date – Thursday November 27 th – Swan Hills	JONES to send out email RE: next meeting date and forward package information.
8. ADJOURNMENT	Motion to ADJOURNMENT – BROOKS, Jeff – 12:51 PM	