



**Date:** 21/11/2018

## **AGENDA ITEM SUMMARY**

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**To:** Central Cariboo/City of Williams Lake Joint Committee

**And To:** John MacLean, Chief Administrative Officer

**From:** Adi Gurung, Regional Economic & Community Development Officer

**Date of Meeting:** Central Cariboo Joint Committee\_Nov28\_2018

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### **Short Summary:**

Williams Lake Cross Country Ski Club (WLCCSC) Equipment Storage and Rental Facility Project - Cariboo Strong Funding

### **Voting:**

Electoral Areas D, E, F, J, and K; and City of Williams Lake  
Ratification required by CRD

### **Memorandum:**

The WLCCSC has planned a project to construct a storage facility as well as an enclosed room to act as a heated ski rental shop, at the Bull Mountain ski trails. It is intended that the project is funded by grant applications to several identified sources including matching funding of up to \$25,000 from Central Cariboo allocation of the Regional District Cariboo Strong program.

The construction of a modern ventilated storage infrastructure will enhance the Club's operational efficiency by reducing maintenance costs, increasing useful life of major equipment, increasing safety and decreasing need to transport equipment, essential to the Ski School Program (skis, boots and poles) back and forth from Williams Lake on a near-daily basis. The proposed facility will also function as a secure storage for rental ski and snowshoe equipment available for individual use, group use, and ski lessons for adults and children. The expected increase in capacity to house rental equipment at Bull Mountain will enable local residents to access ski activities without making significant investments in ski equipment as well as promote economic activities in the region by attracting more visitors to the area.

Other funding for the project, which has a total value of \$299,508, is proposed to be provided by the Invest in Canada Infrastructure Program - Rural and Northern Communities Program (\$224,508), the Cariboo Regional District - Grant for Assistance Program (\$9,000), City of Williams Lake (\$2,000), West Fraser Truckers (\$5,000), Williams Lake Cross Country Ski Club (\$4,000), and (\$30,000) from the Northern Development Initiative Trust under the Community Halls and Recreation Program, which was submitted in October. A copy of the application to Northern Development Initiative Trust is attached with this agenda item as a detailed project background.

**Attachments:**

WLCCSC 2018 NDIT Application Form - CHRF

**Financial Implications:**

The proposal from the WLCCSC requests up to \$25,000 from the Central Cariboo Allocation of the Cariboo Strong Program.

The Cariboo Regional District Board has approved the sub-regional allocations of Cariboo Strong funding, including the central Cariboo allocation which has a total of \$133,333, of which \$6,663 has been approved, leaving a balance of \$126,670 available.

If this request from the WLCCSC is approved, \$25,000 will be committed through the Central Cariboo allocation, leaving a balance of \$101,670 available for eligible projects in the future.

**Policy Implications:**

The CRD Board reviewed the Cariboo Strong grant program in early 2018 and delegated the approval process authority to the sub-regional joint committees. Since that time, funding has been approved based on projects brought forward directly to the committee for consideration.

**Alignment with Strategic Plan:**

- Ensuring Sufficient and Sustainable Funding
- Building on our Relationships
- Providing Cost Effective High Quality Services
- Focusing on Being Well Governed

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**CAO Comments:**

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**Options:**

- 1) Endorse recommendation;
- 2) Receipt and other action;
- 3) Defer.

**Recommendation:**

That the agenda item summary from Adi Gurung, Regional Economic & Community Development Officer, dated November 21, 2018, regarding Williams Lake Cross Country Club Storage Facility project and Cariboo Strong funding support, be received. Further, that up to \$25,000 for the project be approved from the Central Cariboo allocation of the Cariboo Strong program, subject to confirmation of approval from other project funding sources.

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

✦ **Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

**1. Project Name**

Provide a name for the project that is proposed in this funding application:	Have you previously received any Northern Development funding for this facility?
	Yes                      No

**2. Applicant Profile**

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
Mailing address:	Telephone:
Email:	Website (URL):

**3. Primary Contact Information**

Primary contact (for this application):	Position/title:

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

4. Resolution of Support

✦ If you are in the Northeast region, use the [Northeast Funding Application Form](#).

Identify the local or First Nations government that is providing a resolution of support for this funding application*:
The resolution of support is:
Attached.
Not yet secured. The scheduled council meeting date is:

✦ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

✦ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

5. Project Overview

Identify the project’s <b>primary</b> investment area:				
Agriculture	Energy	Mining	Pine Beetle Recovery	Tourism
Economic Development	Forestry	Olympic Opportunities	Small Business	Transportation

✦ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

Explain the rationale for the project:

✦ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

6. Sustainability

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Explain how funds will be generated to operate the facility for three years:

Describe how the project will support population growth or help sustain population in the community or region:

Describe how the project will contribute to environmental sustainability:

7. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	

9. New Employment (job creation)

★ The following job creation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):		hours/week	months/year	
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				
★ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

10. Increased Revenue Generation

✦ The following annual revenue generation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues		
	Year 1	Year 2	Year 3
\$	\$	\$	\$
<b>INCREASED REVENUE EXPECTED OVER THREE YEARS:</b> ✦ Incremental revenue expected is the sum of the <b>projected annual revenues</b> for the three years after the project, minus the <b>current annual revenues</b> over the same three year period.			\$
Describe how the revenue will be generated and the sources of revenue:			

11. Operational Cost Savings

✦ The following operational cost savings will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs		
	Year 1	Year 2	Year 3
\$	\$	\$	\$
<b>COST SAVINGS EXPECTED OVER THREE YEARS:</b> ✦ Cost savings expected is the sum of the <b>projected costs</b> for the three years after the project, minus the <b>current costs</b> over the same three year period.			\$
Describe how the operational cost savings will be generated (for example, energy efficient upgrades):			

12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date		
2)		
3)		
4)		
5)		
6)		
7)		
8) Project completion date		

✦ Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

13. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.

Expense item:	Amount (\$):	Vendor:	Verification:
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$</b>			

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

✦ Please refer to the [Community Halls and Recreation Facilities Application Guide](#) for eligible and ineligible costs.



14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$	✦ <i>Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.</i>
Loan	\$	✦ <i>For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.</i>
Length of repayment term requested:	years (max 10)	
<b>TOTAL REQUESTED:</b>	<b>\$</b>	

✦ *Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Cariboo-Chilcotin/Lillooet, Northwest, and Prince George regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$15,000 grant.*

15. Other Funding Sources

Funding source: ✦ <i>Do not use acronyms.</i>	Amount (\$):	Identify funding terms:	Identify funding confirmation:
	\$	Applicant contribution	Confirmation letter attached
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
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	\$	Grant    Loan Other:	Approval letter attached Date approval expected:
<b>TOTAL OTHER FUNDING:</b>	<b>\$</b>	<b>TOTAL PROJECT FUNDING:</b>	<b>\$</b>
		(Northern Development + Other Sources)	

✦ *Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than eight other funding sources, attach a complete list separately.*

16. Leveraging

Northern Development’s funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
<p>✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i></p> <p>✦ <i>Northern Development provides funding up to a maximum of 70% of an eligible project budget.</i></p>	

17. Attachments

List all documents attached to this application:

Document name:
1) <b>Required: Local government or band resolution of support</b> <i>(as outlined in section 4. Resolution of Support)</i>
2) <b>Required: Detailed quotes</b> <i>(as outlined in section 13. Project Budget)</i>
3) <b>Required (if applicable): Funding approval letters</b> <i>(as outlined in section 15. Other Funding Sources)</i>
4) <b>Required (if applicable): Society incorporation document</b> <i>(not applicable for local governments or First Nations)</i>
5)
6)
7)
8)
9)
10)

18. Authorization

I have read and understand the [Community Halls and Recreation Facilities Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:
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19. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ✦ Please do not scan this form (if possible).

Email: [info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)