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1. Project Name

| | |
|--|--|
| Project name: | Has this facility and/or footprint previously received financial support from Northern Development under this program? |
| Ski Rental Shop and Equipment Storage Building | <input type="radio"/> Yes <input checked="" type="radio"/> No |

2. Applicant Profile

| | |
|---|--|
| Applicant organization (legal name): | Non-profit society registration number: <i>(if applicable)</i> |
| | S0028827 |
| Mailing address: | Telephone: |
| P.O. 4026 Williams Lake BC V2G 2V2 | |
| Email: | Website (URL): |
| info@williamslakecrosscountryskiclub.ca | www.williamslakecrosscountryskiclub.ca |

3. Primary Contact Information

| | | |
|---|-----------------------|-------------------------|
| Primary contact (for this application): | Position/title: | |
| Robin Dawes | Chair | |
| Email: | Primary Phone Number: | Secondary Phone Number: |
| | | |

4. Project Location and Resolution

| | |
|--|---|
| Appropriate jurisdiction the project is located within: | Name of the appropriate local government or First Nations Band providing the resolution of support: |
| <input checked="" type="radio"/> Municipality (city, town, village or regional district): | If regional district, electoral area: D |
| <input type="radio"/> First Nation reserve: | |
| Has the resolution of support been secured? <i>★ Refer to the Application Guide for sample resolution wording.</i> | |
| <input type="radio"/> Yes; attached to application | <input checked="" type="radio"/> No; date resolution of support is expected to be secured: 10/26/20 |

5. Project Timeline

| | |
|------------------------------------|-------------------------------|
| Stage of project: | Scheduled date (dd-mmm-yyyy): |
| Forecasted project start date | 10/26/20 |
| Forecasted project completion date | 10/13/20 |

6. Project Overview

| |
|---|
| Will the applicant own and operate the asset? |
| <input checked="" type="radio"/> Yes <input type="radio"/> No <i>★ If the property/building is not owned by the applicant, please provide evidence of control (i.e. lease agreement for five years or more).</i> |
| Indicate the physical condition of the asset before investment. <i>★ Before photos required.</i> |
| <input type="radio"/> N/A <input checked="" type="radio"/> Very poor <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Very good |
| Enter a brief description of the project, including the scope and objective/outcome: |
| The project will consist of the construction of a storage facility to house the Williams Lake Cross Country Ski Club's (WLCCSC) grooming equipment and ski rental equipment. The facility will house the three current snowmobiles that the club uses to groom its ski trails. The storage shed will be 30ft by 40ft in size with a loft for dry storage inside. There will be a separated 12ft covered storage area on one side of the grooming shed to meet other storage needs including event and racing equipment. The establishment of a ski rental area will occupy a 10x 40 foot space within the structure and will enable the development of a Ski School program and a ski rental program which will improve access to and increase the quality of recreational infrastructure and programming throughout the Community. The storage facility will protect a locked certified fuel tank, ginzu grooming equipment, and all of the racing gates and V boards used in competitions. The WLCCSC currently uses a 20ft by 8ft seacan to store 2 of the the snowmobiles that are used to pull ginzu grooming equipment. This is currently our only storage facility. A third snowmachine must be stored outside. Due to the lack of ventilation we experience moisture and ice buildup in the container, leading to accelerated equipment failure. The ski shop area will be constructed to meet Covid 19 social distancing protocols and will include proper ventilation, sterilization equipment, including a sterilizing boot drier and sanitizing area electrostatic sprayer. The construction of this modern ventilated infrastructure will enhance operational efficiency by reducing maintenance costs (including the need to transport equipment elsewhere for repair and off season storage), increasing life of the equipment and will improve our ability to efficiently and effectively provide our ski community with excellent trail grooming. This building is forward looking and designed to house current and future grooming equipment needs to modern standards. It will remediate our present ventilation, heating, access and safety deficiencies. It is reflective of our long term planning process and demonstrates our commitment to long term sustainability and operational viability. It is consistent with our plan for more efficient asset management and sustainable program delivery. |

Explain the rationale for the project:

As part of asset assessment and business development plans, the WLCCSC anticipated the need for a new storage facility and incorporated this goal into its Five Year Plan. The identified need for the construction of a new Storage Facility included; 1) the existing storage facility no longer represented good value for money as it was an impediment to the WLCCSC's ability to meet community objectives and needs for services. 2) The existing facility presented safety risks to trail maintenance volunteers. 3) the existing facility did not support the Clubs asset sustainability objectives because it was contributing to equipment deterioration and early replacement costs. 4) The existing facility prevented the club from implementing long term planning objectives integrating facility and program development which would increase participation and revenue potential. A 20 ft secan is the only equipment storage facility available to the WLCCSC. Faced with increasing service demands and an expansion of grooming equipment the WLCCSC's current Storage Facility has become grossly inadequate. As part of the development of a Five Year Plan the Club set a number of goals all designed to increase the quality of recreational infrastructure and service within the community. Trail and program development was high on the priority list. Many of the goals for trail upgrades and program expansion have been undertaken however, storage for our current mobile equipment is no longer suitable in terms of capacity or functionality and our program expansion is being impeded due to the lack of a safe and functional facility that can accomodate ski rental equipment.

7. Strategic Factors

Fill out all that are applicable. The following strategic factors will be considered in the application assessment.

Describe how the ongoing operating and maintenance of the new or improved asset will be managed over its life-span, paid for, and by whom:

The construction of the new facility contributes to community objectives and is based on community need for services. It will meet community demand and enable expanded revenue generation capacity in order to cover maintenance needs and sustain infrastructure. Maintenance costs will be reduced due to storage in a modern heated and well ventilated structure. The ski shop will increase revenues through many additional program offerings. The facility will be operated by the WLCCSC and all costs associated with the maintenance and operation of the building will be managed by them.

Describe how the completion of the project will result in reduced operation, maintenance and related costs over the life-cycle of the asset:

Equipment maintenance cost will be reduced once our equipment is stored in a modern indoor facility and is no longer subjected to the detrimental effects of inclement weather and freeze thaw conditions and high humidity typical within the present sea-can storage container. This facility will be a major step forward in resolving that situation and will itself become a contributing factor in maintaining our operational assets over their life. Materials and methods used in construction will be of quality, and designed for low maintenance and energy operation.

Describe how the completion of the project will result in a reduced environmental footprint:

The Building will be equipped with LED Lighting, High efficiency Fans and Motors, Programmable Thermostats, and energy efficient windows, metal insulated overhead doors, commercial metal insulated doors with hardware & weather stripping, Low-E, double pane, argon filled windows, R24 wall batts, R55 blown (ceiling), 6 mil pvb. The building will exceed requirements for buildings of similar usage (storage) by over 30%. The ski rental facility will utilize direct air boot dryers eliminating whole room elevated heating and ventilation. This will reduce energy usage and increase efficiency.

What systems, policies or practices are in place to ensure that funds to replace the asset at the end of its life will be available? *This must be demonstrated by a supporting document (e.g. Asset Management Plan). Please identify where in the document this can be found.*

The Williams Lake Cross Country Ski Club is a small organization run almost exclusively through the Board of Directors. As such, duties and responsibilities meeting our Constitutional obligations are defined and distributed directly to Board members. This is an effective and direct way of ensuring that the objectives of the organization are met. A copy of the document Williams Lake Cross Country Ski Club Directors' Functions, specifying the Director Facility Maintenance: Role and Guidelines is attached to this application.

How is the project is aligned with the long-term plans/vision of the community that can be demonstrated by a supporting document (e.g. Official Community Plan)? *Please identify where in the document this can be found.*

NA

| |
|--|
| <p>Describe any health and safety concerns the completion of this project will alleviate:</p> <p>1) There is no heated structure on our site other than a wood burner in our warming hut. Groomers, who work at night, do not have a heated area to warm up in during shifts.2) In case of a mishap or an accident we have no assurance that we can transport an injured skier into a warm space. This is impacting our ability to attract workers. 2) We are unable to perform ski distribution and warming functions in the same facility while maintaining safe social distancing protocols required due to Covid. A new structure would eliminate all of these safety concerns.</p> |
| <p>Describe any accessibility concerns the completion of this project will alleviate:</p> <p>Our present ski rental area is in a small electrical closet and equipment must be physically pulled out of the area and manoevered into position. Our building access requires a set of stairs to be negotiated. Heating the building requires the ability to light a fire and occasionally bring firewood into the building. These facts would be exclusionary of individuals with physical limitations. The construction of the facility will eliminate all of these accesibility concerns with ground level entry, installation of accessible doorways, open storage space for rental equipment and passive central heat.</p> |
| <p>If any market research or a business case been completed, summarize the results: <i>Please attach the supporting document(s).</i></p> <p>Upon completion of a 5 year plan the WLCCSC conducted market research resulting in a business plan and program plan to address many needs, shortcomings and oppotunities relating to club facilities and programs. Many of these issues have been addressed however a key identified need, which would enhance services and programs (the construction of a storage building), has yet to be fulfilled. Please see attached Business Plan and Program Plan that were drafted as a result of that research.</p> |
| <p>Describe how the project will support resident/workforce attraction and retention:</p> <p>Cross country skiing is one of the fastest growing sports in Canada promoting healthy living and attracting participants ages 3 to 80 plus. The project will attract people to Williams Lake by providing a high-class facility for winter activity. The addition of the storage facility enhances our infrastructure and allows the WLCCSC to provide better service and programs. The improved facilities will allow the Williams Lake area to be competitive with other Communities by providing similar winter recreation opportunities and attracting families and retirees to our area. (See West Fraser letter of support)</p> |
| <p>How does the project result in the preservation/creation of an amenity that serves multiple uses?</p> <p>This facility will enable us to pursue other opportunities and events in the off season such as providing a venue for family level mountain biking, trail running, dog trials and training and horseback riding. All would provide opportunities for local businesses and extended seasonal employment. The WLCCSC has been approached by the Community expressing interest in all of these activities. We have also received increasing requests for the creation of additional snow shoe trails and dog trails. Skijoring is becoming a popular event and we would like to encourage more training access for the sport.</p> |

8. Mandatory Key Deliverables

Current employment (baseline)

| Nature of positions: | Number of existing positions: | Hours of employment per week (average): | Total person months employed annually (average): |
|----------------------------------|-------------------------------|---|--|
| Direct permanent full-time jobs: | 0 | 35+ hours/week | 12 months/year |
| Direct permanent part-time jobs: | 0 | 0 hours/week | 12 months/year |
| Direct permanent seasonal jobs: | 0 | 0 hours/week | 0 months/year |

New employment

★ The applicant will be required to report on jobs after project completion 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: | 0 | 35+ hours/week | 12 months/year | |
| Direct permanent part-time jobs: | 0 | 0 hours/week | 12 months/year | |
| Direct permanent seasonal jobs: | 2 | 37 hours/week | 4 months/year | |
| TOTAL PROPOSED PERMANENT FULL-TIME EQUIVALENT (FTE) JOB CREATION: | | | | 0.7 |
| ★ 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. | | | | |
| Direct temporary jobs: (construction and/or consulting) | 12 | 35 hours/week | 3 months/year | |

Revenue generation

★ The applicant will be required to report on revenues after project completion to demonstrate the direct economic benefits of the project.

| Current annual revenues: | Projected annual revenues: | |
|--|----------------------------|-----------------|
| | Year 1: | Year 2: |
| \$ 34,786 | \$ 37,000 | \$ 40,000 |
| INCREASED REVENUE EXPECTED OVER TWO YEARS: | | \$ 7,428 |
| Increased revenue expected is the sum of the projected annual revenues for the two years after the project minus the current annual revenues . | | |

Describe how the completion of this project influences your revenue projections:

We expect an increase in revenues due to 1) an increase in ski school programming 2) an on site attendant allowing us to have a sign in process rather than payment based on the honour system 3) an increase in ski rental revenue due to an on site attendant. 4) increase in out of town visitations due to events

9. Additional Key Deliverables

✦ Complete a minimum of two key deliverables sections. The applicant will be required to report on these after project completion to demonstrate the success and benefits of the project.

Facility traffic

| Current annual traffic level: | Projected annual traffic level: | |
|---|---------------------------------|---------|
| | Year 1: | Year 2: |
| 2,900 | 3,500 | 4,000 |
| Describe how the project will result in increased usage of the facility upon its completion: | | |
| Currently our facility has no space from which to staff a ski distribution facility. The project will reverse this situation. We have consulted with the community who indicate a desire for greater access to rental equipment and expect increased usage once a ski rental shop is accessible on a scheduled basis. | | |
| Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting: | | |
| With a ski rental facility in place we will be able to track facility usage by requiring and enforcing visitors to sign in upon arrival. | | |

Number of operating hours

| Current operating hours annually: | Projected operating hours annually: | |
|--|-------------------------------------|---------|
| | Year 1: | Year 2: |
| | | |
| Describe how the project will result in increased availability of the facility: | | |
| | | |
| Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting: | | |
| | | |

Number of programs offered by the applicant

| Current # of programs offered annually: | Projected # of programs offered annually: | |
|--|---|---------|
| | Year 1: | Year 2: |
| | | |
| Describe how the project will result in increased number or programs offered by the applicant: | | |
| | | |
| Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting: | | |
| | | |

Rentals, events and tournaments at the facility

| Current # of rentals, events and/or tournaments hosted at the facility annually: | Projected # of rentals, events and/or tournaments annually: | |
|--|---|---------|
| | Year 1: | Year 2: |
| | | |
| Describe how the project will result in increased rental, events and tournaments hosted at the facility upon project completion: | | |
| | | |
| Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting: | | |
| | | |

Membership

| Current # of annual memberships: | Projected # of annual memberships: | |
|--|------------------------------------|---------|
| | Year 1: | Year 2: |
| | | |
| Describe how the project will result in increased membership to the applicant organization: | | |
| | | |
| Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting: | | |
| | | |

User satisfaction

| Current overall user satisfaction level: | Projected overall user satisfaction level: | |
|---|--|---------|
| | Year 1: | Year 2: |
| 60 | 75 | 85 |
| Describe how the project will result in improved user satisfaction: | | |
| <p>Volunteer concerns for safety will be alleviated with heated space. Ease with which groomer can deploy and store equipment will be more efficient. Access for those with disabilities will improve. Public access to equipment will be increased. Instructional programs will be more available. Ski equipment sanitization will be improved. Youth participation will increase. A reasonable workspace for an attendant at the hill will be created increasing the chance of finding one to hire.</p> | | |
| Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting: | | |
| <p>We will set up a questionnaire including the above metrics distributed randomly amongst the target users and which will reach a statistically valid predetermined sample size for each area mentioned above reported individually and collectively.</p> | | |

10. Project Budget, Funding Request, and Funding %

✦ Complete this section if the eligible budget \$200,000 or less.

| Eligible project budget (as per Project Budget Template): | Funding request (grant): | Requested funding %: |
|--|--------------------------|----------------------|
| \$ 244,153.00 | \$ 59,600 | % 24.41 |
| ✦ Applicants are required to use the Project Budget Template . | ✦ Maximum \$100,000. | ✦ Maximum 70%. |

✦ Complete this section if the eligible budget greater than \$200,000.

| Eligible project budget (as per Project Budget Template): | Funding request (grant): | Requested funding %: |
|--|--------------------------|----------------------|
| \$ | \$ | % |
| ✦ Applicants are required to use the Project Budget Template . | ✦ Maximum \$300,000. | ✦ Maximum 50%. |

11. Other Funding Sources

| Funding source: ✦ Do not use acronyms. | Amount (\$): | Identify funding terms: | Identify funding confirmation: |
|--|---------------|---|---|
| | \$ | <input type="checkbox"/> Applicant contribution | <input type="checkbox"/> Approval letter attached <input type="checkbox"/> Date approval expected: |
| Rural and Northern Communities | \$ 150,553.00 | <input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other: | <input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: 01-03-2021 |
| Cariboo Regional District | \$ 34,000.00 | <input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other: | <input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: |
| | \$ | <input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other: | <input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: |
| | \$ | <input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other: | <input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: |
| | \$ | <input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other: | <input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: |
| TOTAL OTHER FUNDING: \$ 184,553.00 | | TOTAL PROJECT FUNDING: \$ 184,553.00 (Northern Development + Other Sources) | |
| ✦ Eligible project budget must match total project funding ✦ | | | |

12. **Attachments** Check all documents that are applicable and attached to this application:

| Document name: | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Detailed project budget using Northern Development's Project Budget Template (required; in excel format) |
| <input checked="" type="checkbox"/> | Detailed quotes |
| <input checked="" type="checkbox"/> | Funding approval confirmations (required prior to approval, except in the Northeast) |
| <input type="checkbox"/> | Local government or band resolution of support (required prior to the regional advisory committee meeting) |
| <input checked="" type="checkbox"/> | Society certificate of incorporation (required for not-for-profit applicants) |
| <input checked="" type="checkbox"/> | 'Before' photo(s) |
| <input checked="" type="checkbox"/> | Most recent annual financial statements |
| <input checked="" type="checkbox"/> | Letters of support from community organizations |
| <input checked="" type="checkbox"/> | Lease agreement/or user agreement |
| <input checked="" type="checkbox"/> | Business case or other market research |
| <input checked="" type="checkbox"/> | Asset management plan |
| <input type="checkbox"/> | Community alignment document (OCP, council priorities, strategic plan, economic development plan etc.) |
| <input checked="" type="checkbox"/> | Other: Non Slip flooring quote |
| <input checked="" type="checkbox"/> | Other: Sanitizing Boot Dryer quote |
| <input checked="" type="checkbox"/> | Other: Notes of explanation (Re data entry problems) |
| <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | Other: |

13. Authorization

- I have read and understand the [Application Guide](#) and confirm that all the required information has been completed in this form, and required attachments are being submitted.
- I understand that Northern Development has the right to discard incomplete applications.
- 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 to enter into an agreement with Northern Development prior to commencing the project. Project costs incurred by the Applicant in the absence of a signed agreement are at the sole risk of the Applicant and any such costs may be considered ineligible for reimbursement.
- I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development.
- I also agree to submit reporting materials as required 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 acknowledge funding by Northern Development, where applicable.
- 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: |
| Robin Dawes | Chair/President | 10/26/2020 |

14. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email to info@northerndevelopment.bc.ca.

★ Please submit this Application Form and all attachments in one email; do not scan this form.