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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?
Williams Lake Cross Country Ski Lodge and Visitor Amenities	<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>	
Williams Lake Cross Country Ski Club	S0028827	
Mailing address:	Telephone:	
PO Box 4026 Williams Lake, B.C. V2G 2V2	778-417-0166	
Email:	Website (URL):	
info@williamslakecrosscountryskiclub.ca	https://www.williamslakecrosscountryskiclub.ca/	

3. Primary Contact Information

Primary contact (for this application):	Position/title:	
Robin Dawes	WLCCSC Board Chair	
Email:	Primary Phone Number:	Secondary Phone Number:
robindawes2@gmail.com	250-460-3392	778-417-0166

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):	Cariboo Regional District If regional district, electoral area: Area D
<input type="radio"/> First Nation reserve:	Cariboo Regional District
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: 10/08/21

5. Project Timeline

Stage of project:	Scheduled date (dd-mmm-yyyy):
Forecasted project start date	01/03/22
Forecasted project completion date	02/01/23

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:
<p>This project includes the construction of a new 2400 sq foot public visitor lodge with timber frame accents. The building will have water and sewer and be energy efficient, low maintenance and accessible to all visitors. The upper floor of the lodge will have a gathering area with tables, a kitchen, and an accessible bathroom. The walk out basement will include a newly expanded ski rental facility.</p> <p>The objective of this project is to provide cross-cutting economic, environmental, and social benefits for the community of Williams Lake and the surrounding areas, in addition this project will create direct and indirect employment and generate economic benefit for businesses in Williams Lake. This project will support the growing local and regional demand for cross country skiing and support job creation, entrepreneurs, the visitor economy and serve as an inclusive community space as our community recovers from the impacts of Covid-19.</p>

Explain the rationale for the project:

This project aligns with the WLCCSC's five year plan and the urgent need to upgrade and construct new facilities to support programming and the growing demand for modern facilities. The visitor lodge will replace an aging Atco trailer (no water or sewer) to create a vibrant, sustainably built and inclusive community space. This infrastructure project will directly support the growing demand for ski rentals, ski programming, events and year-round recreation in the Williams Lake area. This project will not only benefit the community, but will also connect visitors to the Cariboo with an exceptional Nordic ski experience from 99 Mile Nordic Trails and the Hallis Lake Trails near Quesnel up to Prince George. This project would improve the visitor experience through creating a cohesive Nordic skiing experience in the Cariboo and encouraging visitors to spend time and money in each respective community, benefiting tourism businesses and accommodations that currently operate during the winter. Finally, this project is widely supported and aligns with the current growth and interest in Nordic skiing and the demand for new winter recreation activities in the region. This project will improve the quality of life for many residents living in Williams Lake and surrounding areas and directly support job creation and labour attraction and retention. This project will bring vitality and can become a year-round community space to promote active living, inclusion and sustainability.

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 lodge and visitor amenities will expand revenue generation opportunities including: lodge rentals, community events, food service, ski rentals, ski programming and potential year-round outdoor offerings. This additional revenue will cover the project's maintenance needs to sustain the infrastructure. The facility will be operated by the WLCCSC and all costs associated with the maintenance and operation of the building will be managed by the club.

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

The materials used in construction will be high quality and the lodge will be low maintenance and energy efficient to reduced costs and expand life of the infrastructure. In addition, lodge will be ideally situated in a location that is south facing over a very open expanse across our stadium area. We are simultaneously working on funding to incorporate solar heat panels into the project which will also allow us to sell electricity back to the grid.

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

Our lodge infrastructure will be built with environmental sustainability incorporated into the building and project design. The project will reduce water and energy consumption through sustainable design, energy efficient appliances, LED lighting and low flow toilets. We will work with the Cariboo Chilcotin Conservation Society on designing waste wise and water wise management systems. We selected the building site to minimise deforestation and to conserve natural spaces.

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. Supporting document attached with 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.

This project is aligned with the Cariboo Chilcotin Coast Destination Development Strategies, the City of Williams Lake Economic Development Strategy Report and the 2020-2025 Labour Market Strategy-Cariboo Chilcotin Region Objective 9 (035).

Describe any health and safety concerns the completion of this project will alleviate:
1) There is no heated structure on our site other than a wood burner in our 300 sq ft Atco Trailer.2) In case of an accident we have no assurance that we can transport an injured skier into a warm space 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.
Describe any accessibility concerns the completion of this project will alleviate:
Currently, our run-down Atco trailer is not accessible at all. We want to ensure that the visitor lodge and amenities are universally accessible. We are working with the Cariboo Chilcotin Coast Tourism Association’s Inclusion and Accessibility Manager, to review and provide input on the final designs. The construction of the new lodge would have ground level entry, installation of accessible doorways, and an open concept rental equipment area.
If any market research or a business case been completed, summarize the results: <i>Please attach the supporting document(s).</i>
This project aligns with the WLCCSC’s five-year plan (2016-2020) and the urgent need to upgrade and construct new facilities to support programming and a growing community of cross-country skiers. This plan was developed by the 5-year plan committee using information from membership surveys, research, and input from the executive. Under the facilities and equipment section in the plan, a new lodge was identified as a high priority for the club.
Describe how the project will support resident/workforce attraction and retention:
This project will directly and indirectly support workforce/resident attraction and retention, and economic and social stimulus within our community through providing improved facilities and an exceptional outdoor recreation experience. This project directly implements Objective 9 (035) of the Labour Market Strategy-Cariboo Chilcotin Region.
How does the project result in the preservation/creation of an amenity that serves multiple uses?
This lodge will be an accessible community space that will be used for multiple purposes. This project will allow the club to support summer and shoulder season events and activities such as: retreats, festivals, conferences, private rentals, horse back riding, dog training/trials, community events, mountain biking and trail running. In the winter, the lodge will allow us to host provincial events, rent the space for community, expand programming and potentially expand the snowshoe trails.

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:	3	8 hours/week	4 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:	5	30 hours/week	4 months/year	Program Coordinator etc.
TOTAL PROPOSED PERMANENT FULL-TIME EQUIVALENT (FTE) JOB CREATION:				1.4
★ 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)	13	40 hours/week	5 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	\$ 45,000	\$ 55,000
INCREASED REVENUE EXPECTED OVER TWO YEARS:		\$ 30,428
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 revenue due to: an increase in ski school programming and membership; an on site attendant allowing us to have a sign in process rather than a payment based honour system; an increase in ski rental revenue due to an onsite attendant; an increase in out of town visitation due to expanded events and improved facilities; and corporate, community and event rentals.

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	4,500
Describe how the project will result in increased usage of the facility upon its completion:		
A heated and staffed lodge will act as a gathering place for families and community groups which will further increase facility usage. In addition, increased programming and greater access to rental equipment will increase usage once a ski rental shop and visitor lodge 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 visitors to sign in upon arrival. We will attract program numbers, events and lodge usage.		

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:
248	275	350
Describe how the project will result in increased membership to the applicant organization:		
With a proper visitor lodge and amenities at Bull Mountain combined with the growing interest in the outdoor recreation, we anticipate that more people in Williams Lake and surrounding areas will buy memberships.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
The WLCCSC tracks annual memberships through the online platform Zone 4.		

User satisfaction

Current overall user satisfaction level:	Projected overall user satisfaction level:	
	Year 1:	Year 2:
Describe how the project will result in improved user satisfaction:		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		

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 %:
\$	\$	%
✦ 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 %:
\$ 794,634.00	\$ 300,000	% 37.75
✦ 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:
Williams Lake Cross Country Ski Club	\$ 30,000.00	Applicant contribution	<input type="checkbox"/> Approval letter attached <input type="checkbox"/> Date approval expected:
Cariboo Regional District	\$ 25,000.00	<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:
Targeted Regional Tourism Development Initiatives-Cariboo Chilcotin Coast Tourism Ass	\$ 414,634.00	<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:
In Kind Labour	\$ 25,000.00	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: In Kind	<input 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:
	\$	<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: \$ 494,634.00		TOTAL PROJECT FUNDING: \$ 794,634.00 (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 checked="" 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 checked="" type="checkbox"/>	Community alignment document (OCP, council priorities, strategic plan, economic development plan etc.)
<input checked="" type="checkbox"/>	Other: Williams Lake Cross Country Ski Club 5 Year Plan
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<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:

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.