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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?
BC Winter Games Preparation - Hallis Lake	<input checked="" type="radio"/> Yes <input type="radio"/> No

**2. Applicant Profile**

Applicant organization (legal name):	Non-profit society registration number: <i>(if applicable)</i>
Cariboo Ski-Touring Club	S-26320
Mailing address:	Telephone:
Box 4433, Quesnel, BC, V2J 3J4	
Email:	Website (URL):
	<a href="http://www.caribooski.ca">www.caribooski.ca</a>

**3. Primary Contact Information**

Primary contact (for this application):	Position/title:	
Brian Black	Director	
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: Area A
<input type="radio"/> First Nation reserve:	
Has the resolution of support been secured? <i>★ Refer to the <a href="#">Application Guide</a> 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: 11/17/22

5. Project Timeline

Stage of project:	Scheduled date (dd-mmm-yyyy):
Forecasted project start date	11/20/22
Forecasted project completion date	09/30/23

6. Project Overview

Will the applicant own and operate the asset?
<input type="radio"/> Yes <input checked="" 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 type="radio"/> Very poor <input type="radio"/> Poor <input checked="" 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>The project is intended to address several venue deficiencies prior to hosting the Cross Country Ski Northern BC Cup Tech race in Feb 2023 and the Cross Country Ski and Biathlon events, BC Winter Games in 2024. The scope of work will be as follows:</p> <ol style="list-style-type: none"> <li>1. Improve the 2.5 km and the 5 km race courses so that they meet technical race requirements and are suitable for competition. This will include some course widening, and the removal of trees and brush in constricted locations as well as installation of a few culverts.</li> <li>2. Widen and improve the visibility of the Sprint Course. The sport of cross country skiing has evolved to make extensive use of sprint courses which are quite short and need to be very open for optimal spectator viewing.</li> <li>3. Widen all of the ski trails at the venue. The trails have become narrower since they were built 25 years ago. Large deciduous brush has closed in on the trails despite annual maintenance. This brush falls in on the trails and limits passage when heavy wet snowfalls occur.</li> <li>4. The adventure park, where much learning takes place needs some modification. We wish to add a kids trail with some new terrain features to challenge the skill of the beginner and advancing youth skiers.</li> </ol>

Explain the rationale for the project:

The Cariboo Ski-Touring Club will play an integral part of Quesnel's successful hosting of the BC Winter Games in 2024. The cross country skiing events and the Biathlon events require a first class venue. Our trail system which was built in 1997 / 1998 requires some upgrading in order for us to provide a top notch venue for the many competitions that will take place. Improvements will also be made to the entire trail system to enhance the use of the public recreation facility which is provided to all residents and visitors to our community. CSTC has hosted and will continue to host BC Cup Biathlon races every second year or so and plans to host Teck, BC Cup cross country races regularly; improved trail systems and race courses will ensure that Quesnel continues to be a regular cross country ski and biathlon event destination.

**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 CSTC has an annual operating plan to maintain the trail system in good order. Funds are provided each year to clear and brush the trail system to a good standard. Work to do this is organized by the trail director. The club is a volunteer run organization committed to long term sustainability.

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

Improvement of the trail system will result in a system which is easier to maintain and will reduce the volunteer effort and the use of fuel and equipment for maintenance. This applies to clearing and brushing in the off-season as well as preparing the snow pack for skiing.

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

The environmental impact will be lessened by the reduced use of equipment, fuel and other resources to brush the trails and groom the snow. Widening and tree removal will improve the trail conditions with less effort by volunteers using club machinery which use fuel. Also, natural drainage will be restored by repairing or replacing culverts where water can pool on the ski trails.

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 Cariboo Ski-Touring Club has an Asset Management Plan. See attached.

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.*

The CRD Mission Statement contains the following wording: Working in partnership with communities large and small, to make the Cariboo Chilcotin a socially, economically and environmentally desirable region to live, work, and play.

Describe any health and safety concerns the completion of this project will alleviate:

The project will improve the Hallis Lake facility. The opening up of trails to improve sight lines particularly around the stadium and on the Sprint loop will improve safety by making any mishap more visible. Also, removing brush from the trail sides that intrudes on trails impedes skiers will lessen injuries. The result will be increased participation by the public in the winter sports of snowshoeing and cross country skiing which will improve the health outcomes of all participants.

Describe any accessibility concerns the completion of this project will alleviate:

The project will eliminate trouble spots on the trail system which tend to negatively impact the use of the trail system.

If any market research or a business case been completed, summarize the results:

*Please attach the supporting document(s).*

The CSTC has designed the improvements to the trail system to conform to the technical standards required by Cross Country BC, Biathlon BC and BC Winter Games.

Describe how the project will support resident/workforce attraction and retention:

In order for a community to attract new residents and retain retirees quality community infrastructure is required. The CSTC has built and endeavors to improve the Hallis Lake public recreation facility. The facility is a key amenity which serves to improve the quality of life in the community. The venue provides a recreational opportunity, in all seasons, for all residents to maintain and improve their health. The youth programs which are provided are very attractive to families.

How does the project result in the preservation/creation of an amenity that serves multiple uses?

The CSTC has built and endeavors to improve the Hallis Lake recreation facility. The lodge and 75km of groomed trails are a key amenity in the community. Community infrastructure assists in attracting new residents and retaining retirees. The venue provides recreational opportunities, in all seasons, for all residents to maintain and improve their health. All ages including seniors can benefit. The facility definitely increases tourism in the community.

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:	1	40 hours/week	5 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:	1	20 hours/week	3 months/year	
<b>TOTAL PROPOSED PERMANENT FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>0.1</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.				
Direct temporary jobs: (construction and/or consulting)	0	40 hours/week	2 months/year	Machine operator

**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:
\$ 149,785	\$ 170,000	\$ 170,000
<b>INCREASED REVENUE EXPECTED OVER TWO YEARS:</b>		<b>\$ 40,430</b>
Increased revenue expected is the sum of the <b>projected annual revenues</b> for the two years after the project minus the <b>current annual revenues</b> .		

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

This project will assist in increasing our revenue projections. It should be noted that the current year ending Sept 30, 2022 was lowered by COVID which caused a significant decrease in our ski school attendance and a general decrease in public participation.

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:
640	800	800
Describe how the project will result in increased usage of the facility upon its completion:		
The project will make significant improvements to the ski venue. Trouble spots will be eliminated and the entire trail system will be widened. Skiing will be improved and it is expected that the numbers of participants will increase for general skiing and program membership will increase.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
Membership registration, day passes sold and the registration of participants in each program are tracked on an annual basis.		

**Number of operating hours**

Current operating hours annually:	Projected operating hours annually:	
	Year 1:	Year 2:
1,344	1,344	1,344
Describe how the project will result in increased availability of the facility:		
The availability of the venue will be constant ie approximately 12 hrs / day, 7 days / week for 16 weeks. We expect that there will be more frequent competitions both local and provincial at the facility.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
Operating hours will remain the same when the project is complete. The frequency of competitions will increase and user numbers will increase particularly on days when a competition is held.		

**Number of programs offered by the applicant**

Current # of programs offered annually:	Projected # of programs offered annually:	
	Year 1:	Year 2:
7	7	7
Describe how the project will result in increased number or programs offered by the applicant:		
There will be no change in the number of programs.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
N/A		

**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:
3	8	9
Describe how the project will result in increased rental, events and tournaments hosted at the facility upon project completion:		
In the year ending Sept 30, 2021 the number of events was considerably lower because of COVID restrictions. It is expected that after the project an additional regional or BC Cup will take place each year. Provincial level Tech races will be held every second year as well as the BC Winter Games in 2024.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
The numbers of events are tracked in the annual reports of CSTC Directors and through the Zone 4 registration system.		

**Membership**

Current # of annual memberships:	Projected # of annual memberships:	
	Year 1:	Year 2:
408	440	460
Describe how the project will result in increased membership to the applicant organization:		
Note that in year 1 (the current year ending Sept 30, 2022 membership was slightly lower due to COVID restrictions effecting our Community Participation Program and significant periods of very adverse weather and snow conditions. Operating and maintaining a quality ski and snowshoe venue with a low membership fee and a low day pass fee will help to attract those interested in our winter sports.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
The numbers of members and the participation in each program is tracked by the CSTC.		

**User satisfaction**

Current overall user satisfaction level:	Projected overall user satisfaction level:	
	Year 1:	Year 2:
84	80	87
Describe how the project will result in improved user satisfaction:		
The elimination of trouble spots which cause difficulty for the CSTC volunteer groomers will enhance the skiing experience for all skiers. The satisfaction level amongst skiers and snowshoers was lower in the past winter due to unusual weather conditions resulting in daily thaws and late afternoon freezing. Late afternoon icing occurring after the daily grooming is complete are problematic.		
Describe how the applicant will track this information to ensure the accuracy of key deliverables reporting:		
This metric is very difficult to quantify. The Club manager is best to report based on comments from users in the lodge and rental shop.		

## 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 %:
\$ 43,730.00	\$ 30,611	% <b>70.00</b>
✦ Applicants are required to use the <a href="#">Project Budget Template</a> .	✦ 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 <a href="#">Project Budget Template</a> .	✦ Maximum \$300,000.	✦ Maximum 50%.

## 11. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Cariboo Ski-Touring Club cash contribution	\$ 4,719.00	Applicant contribution	<input checked="" type="checkbox"/> Approval letter attached <input checked="" type="checkbox"/> Date approval expected:
Cariboo Ski-Touring Club in-kind volunteer labour and monetized donations	\$ 4,400.00	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected:
West Fraser cash donation	\$ 2,000.00	<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:
Integris cash donation	\$ 2,000.00	<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: Nov 15, 2022
	\$	<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:
<b>TOTAL OTHER FUNDING: \$ 13,119.00</b>		<b>TOTAL PROJECT FUNDING: \$ 43,730.00</b> (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 <a href="#">Project Budget Template</a> (required; in excel format)
<input checked="" type="checkbox"/>	Detailed quotes
<input 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 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 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: CSTC Board of Directors Approval
<input checked="" type="checkbox"/>	Other: First Ascent Confirmation of Donation
<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:
Brian Kennelly	President, Cariboo Ski-Touring Club	May 12, 2022

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](mailto:info@northerndevelopment.bc.ca).

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