

**CENTRAL CARIBOO / CITY OF WILLIAMS LAKE  
JOINT COMMITTEE LATE AGENDA**

Cariboo Regional District  
Board Room  
Williams Lake, BC

March 24, 2011  
5:00 p.m.

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**C. Items for Consideration and Information (*continued*)**

*(Voting: Electoral Areas D, E, F, J and K & Council)*

8. Memorandum dated March 11, 2011 from Darron Campbell, Manager of Community Services  
-- Williams Lake Indian Band – Northern Trust Application

C8

File: 510

MEMORANDUM

TO: CENTRAL CARIBOO/CITY OF WILLIAMS LAKE JOINT COMMITTEE

AND TO: JANIS BELL, CHIEF ADMINISTRATIVE OFFICER

FROM: DARRON CAMPBELL, MANAGER OF COMMUNITY SERVICES

DATE: MARCH 18, 2011

SUBJECT: WILLIAMS LAKE INDIAN BAND - NORTHERN TRUST APPLICATION

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Please find the attached proposal from the Williams Lake Indian Band regarding a request for support for a Northern Development Initiative Trust (NT) application.

The request is for \$30,000 in grant funding from the central Cariboo allocation of the NT Regional Development Account, which is the maximum allowable under the NT Community Halls and Recreation Facilities policy. The funding will be used to perform accessibility upgrades to the Band's golf course and gathering place arbour facilities. Other funding for the project is planned to come from the Band and affiliated labour subsidy and training programs.

The central Cariboo regional account currently has a balance of \$473,429 available for grants and over two million available for loans.

Other NT projects recently approved by the Central Cariboo Joint Committee include improvements to the Williams Lake Cycling Club bike park (\$30,000), the Cariboo Memorial Complex pool boiler replacements (\$30,000), and the WLIB gymnasium floor upgrade (\$30,000).

Prior to forwarding the proposal to the Northern Trust for RAC consideration, all Regional Development applications require a sponsoring resolution from the local government with jurisdiction in the project area.

STAFF RECOMMENDATION:

That the memorandum dated March 18, 2011 from Darron Campbell, Manager of Community Services regarding a Northern Trust Central Cariboo Regional Development Account grant application for \$30,000 from the Williams Lake Indian Band to make improvements to its golf course and gathering place arbour be received. Further, that the application be supported for submission.

Respectfully submitted,

  
Darron Campbell  
Manager of Community Services

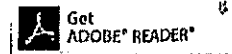


# COMMUNITY HALLS AND RECREATION FACILITIES

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>



## 1. Project Name

Provide a name for the project that is proposed in this funding application:

Community facility upgrade

## 2. Applicant Profile

Applicant Organization (Legal Name): Williams Lake Indian Band	Non-Profit Society Registration No. (if applicable):
Address (street, city, postal code): 2672 Indian Drive, Williams Lake, BC V2G 5K9	
Telephone: 250-296-3557	Fax: 250-296-4750
Email: marg.shelley@williamslakeband.ca	Website (URL): www.williamslakeband.ca

## 3. Primary Contact Information

Primary Contact (for this application): Don Stratton	Position / Title: Manager
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Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code): 298 Mission Road, Williams Lake, BC V2G 5K9	Telephone: 250-303-4556
Email: don.stratton@williamslakeband.ca	Fax: 250-296-3557

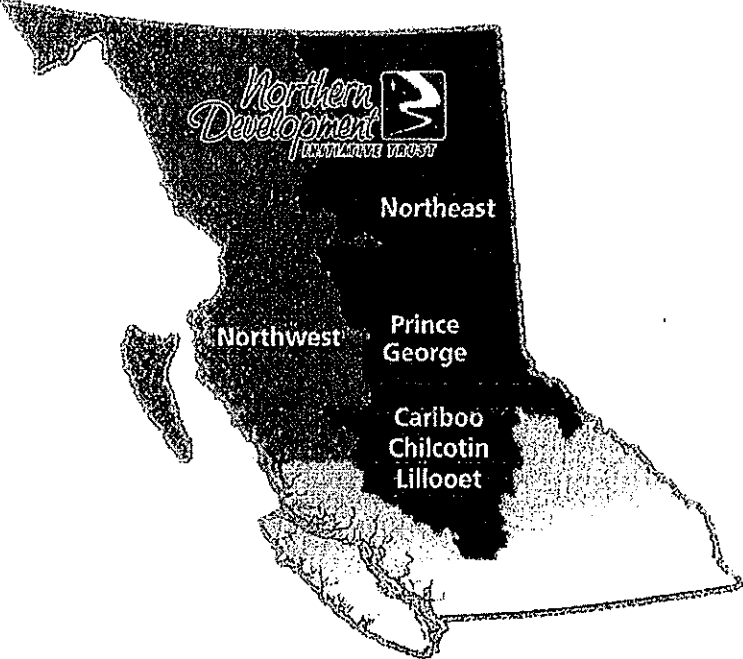
4. Select the Application Process

Northern Development accepts Community Halls and Recreation Facilities funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

Select one of the following accounts:

Regional Development:

- Cariboo-Chilcotin/Lillooet
- Northeast
- Northwest
- Prince George



Identify the municipality or regional district that is supporting this funding application:

Resolution of Support:

- A resolution of support from the municipality or regional district is attached.
- A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is:

*For all Regional Development Account applications, applicants are responsible for securing a resolution of support from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.*

*The resolution of support must specify formal support for the funding application to Northern Development by the municipality's Council or the regional district's Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.*

5. Project Overview

Provide a concise description of the project:

To improve infrastructure and event hosting capacity of our recreational facilities. We will be improving accessibility for people with disabilities and elders by upgrading washrooms, cart paths, parking areas and landscaping of our golf course, campsite and arbor.

Explain the rationale for the project:

Due to the economy our mill has been shut down for over a year and will not be re-opening. This situation has left many community members unemployed. We want to increase our economic development within our first nation community by adding infrastructure to our existing facilities such as our golf course, campsite and arbor. This will allow us to increase tourism potential during this economic down turn and enhance the local economy enabling us to employ more members of our community.

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

# COMMUNITY HALLS AND RECREATION FACILITIES

FUNDING APPLICATION

## 6. Direct Economic Benefits

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

Increased revenue generating capacity to local community through tourism, event hosting and employment.

## 7. 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 seasonal jobs:		hours/week	months/year	

## 8. New Employment (Job Creation)

The following job creation will be reported on by the applicant organization for a five (5) 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 seasonal jobs:	9	40 hours/week	8 months/year	Pro-Shop Attendant, Lead Hand, Tourism Guide, Camp Attendant
Direct temporary jobs (construction or consulting):	3	35 hours/week	8 months/year	Construction
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>6.9</b>
<p>+ 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.</p>				

# COMMUNITY HALLS AND RECREATION FACILITIES

## 9. Increased Revenue Generation

The following annual revenue generation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Current Annual Revenues:	Projected Annual Revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 142,219	\$ 156,440	\$ 172,084	\$ 189,293	\$ 208,222	\$ 229,045
<b>INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:</b>					<b>\$ 243,989</b>
<p><i>+ Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.</i></p>					
<p>Describe how the revenue will be generated and the sources of revenue:</p> <p>Revenue will be generated through increase rounds of golf, increased cart rentals, increase tourism capacity in campsite, increased usage of arbor for events and functions. The sources of revenue will be customer sales in pro-shop, customer sales at camp ground (such as firewood, supplies), rental of infrastructure for weddings, pow-wow's, special events etc.</p>					
<p>What percent of the projected annual revenue is from outside central and northern BC? <span style="float: right;">5 %</span></p>					

## 10. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents):	
Communities (population > 5,000 residents):	
First Nations Communities:	Williams Lake Indian Band
Private Businesses:	
Non-Profit Organizations:	
Governmental Organizations:	Cariboo Chilcotin Aboriginal Training Education Centre, Targeted Wage Subsidy, Job Creation Partnerships

11. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1) Wheelchair accessibility golf course clubhouse	April 30, 2011	Not started
2) Landscaping golf course	May 15, 2011	
3) Cart Paths	June 1, 2011	
4) Wheelchair accessible washrooms arbor	June 30, 2011	
5) Landscaping & Irrigation at arbor	June 30, 2011	
6) Construction of putting green	April 30, 2011	

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

12. Project Budget

Expense Item:	Amount (\$):	Verification:
Putting Green	\$ 14,000	<input type="checkbox"/> Quote(s) attached
Landscape club house	\$ 7,000	<input type="checkbox"/> Quote(s) attached
Paving of cart paths	\$ 15,000	<input type="checkbox"/> Quote(s) attached
Wheelchair accessible washrooms for arbor	\$ 35,000	<input type="checkbox"/> Quote(s) attached
Irrigation and landscaping of arbor	\$ 9,000	<input type="checkbox"/> Quote(s) attached
Wheelchair accessible clubhouse	\$ 10,000	<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 90,000</b>		

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



13. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$ 30,000	+ Maximum allowable grant is \$30,000 per Community Hall or Recreation Facility project.
Loan	\$ 0	Re-Payment Terms Requested:
<b>TOTAL REQUESTED: \$ 30,000</b>		

The Community Halls and Recreation Facilities program limits funding to a maximum one-time grant of \$30,000 per facility. For projects requiring additional funding, a loan may be requested from Northern Development.

14. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Williams Lake Band	\$ 500,000	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: investment	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
Cariboo Chilcotin Aboriginal Training Education Centre	\$ 20,000	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: Labour subsidy	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: March 1, 2011
Targeted Wage Subsidy	\$ 11,000	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: labour subsidy	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: April 15, 2011
Job Creation Partnership	\$ 87,500	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: Labour subsidy	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: March 31, 2011
	\$	<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: \$ 618,500</b>		<b>TOTAL PROJECT FUNDING: \$ 648,500</b> (Northern Development + Other Sources)	

Prior to disbursement of funds, 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 six other funding sources, attach a complete list separately.

15. Leveraging

Calculate Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: 4.63 %

+ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

*Northern Development provides funding up to a maximum of 33.33% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.00 from other sources).*

16. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:

Generation of funds will be through operation of the businesses involved with a priority of increasing revenue capacity for each of the next 5 years.

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

By increasing the potential for employment within the community.

Describe how the project will contribute to environmental sustainability:

Landscaping of marginal areas will decrease the potential for soil erosion.

Describe and quantify any increase to property value(s) that would directly result from the project:

Having a fully functional recreational facility and infrastructure will increase the property value of surrounding land developments.

17. Attachments

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List all documents attached to this application:

Document Name:
1) Approval letter from Williams Lake Indian Band Administrator
2)
3)
4)
5)
6)
7)
8)
9)
10)

18. Authorization

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I AFFIRM 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 report 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 any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name: Marg Shelley  
*Organization Signing Authority*

Title: Band Administrator

Date: February 9, 2011

19. Submitting Your Application

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Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

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