

PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE MEETING
A G E N D A

for the meeting to be held on Monday, February 6, 2017
in the Regional District Office Boardroom 1981 Alaska Avenue,
Dawson Creek, BC, commencing at 1:00 p.m.

1. Call to Order:
2. Director's Notice of New Business:
3. Adoption of Agenda:
4. Adoption of Minutes
M-1 Regional Parks Committee Meeting Minutes of October 24, 2016
5. Business Arising from the Minutes:
6. Delegations:
D-1 Inge-Jean Hansen, Wildlife Biologist, Independent Researcher and Brian Paterson, Wildlife Biologist,
Hemmera eDNA – Invasive Species Detection in Aquatic Environments
7. Correspondence:
C-1 December 14, 2016 – Re: eDNA Background
C-2 December 14, 2016 – Re: eDNA Poster
8. Reports:
R-1 January 16, 2017 – Bryna Casey, Parks and Rural Recreation Coordinator – 2017 Recreational
Trails Grants-in-Aid Allocations
R-2 January 25, 2017 – Bryna Casey, Parks and Rural Recreation Coordinator – 2017 Regional Parks
Budget
R-3 January 25, 2017 – Bryna Casey, Parks and Rural Recreation Coordinator – 2017 Parks
Maintenance Contracts Pre-Budget Allocation
9. New Business:
10. Adjournment:



**PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE
MEETING MINUTES**

M-1

DATE: October 24, 2016
PLACE: Regional District Downstairs Meeting Room, Dawson Creek, BC
PRESENT: **Directors**
Director Dan Rose, Meeting Chair
Director Karen Goodings
Director Rob Fraser

Staff

Trish Morgan, General Manager of Community and Electoral Area Services
Bryna Casey, Parks and Rural Recreation Coordinator
Barb Coburn, Recording Secretary

Guests

Doug Fleming, Chief Administrative Officer, District of Chetwynd and
Merlin Nichols, Mayor, District of Chetwynd - South Bank Recreation Sites - Site C Project

CALL TO ORDER: The meeting was called to order at 10:35 a.m.

ADOPTION OF THE AGENDA:

October 24, 2016
Agenda

MOVED by Director Goodings, SECONDED by Director Fraser,
That the Regional Parks Committee agenda for the October 24, 2016 meeting be adopted.

Call to Order

Director's Notice of New Business

Adoption of the Agenda

Minutes

M-1 Regional Parks Committee Meeting Minutes of October 24, 2016

M-2 Regional Parks Committee Meeting Minutes of May 20, 2016

Business Arising from the Minutes

Delegations

D-1 Doug Fleming, Chief Administrative Officer, District of Chetwynd and Merlin Nichols, Mayor, District of Chetwynd - South Bank Recreation Sites - Site C Project

Correspondence

C-1 June 23, 2016 - Glen Davidson, Director and Comptroller of Water Rights - Feasibility Study for Boat Launch at Blackfoot Park

C-2 September 28, 2016 - Chad Carlstrom, Urban Systems Ltd. - Charlie Lake Boat Launch Project Update

Reports

R-1 August 12, 2016 – Bryna Casey, Parks and Rural Recreation Coordinator – History of Blackfoot Regional Park Boat Launch

R-2 August 8, 2016 – Bryna Casey, Parks and Rural Recreation Coordinator – Play, Clean, and Go at Blackfoot Regional Park

R-3 August 22, 2016 – Bryna Casey, Parks and Rural Recreation Coordinator – Invasive Species

R-4 August 2, 2016 – Trish Morgan, General Manager of Community & Electoral Area Services – Minaker River Park and Prophet River First Nation

R-5 July 28, 2016 – Bryna Casey, Parks and Rural Recreation Coordinator – Minaker River Regional Park Information

R-6 June 2014 – Trish Morgan, General Manager of Community & Electoral Area Services – Review of Regional Parks and Trails Master Plan

New Business

Items for Information

Adjournment

CARRIED.

MINUTES:

M-1
October 13, 2016

MOVED by Director Fraser, SECONDED by Director Goodings,
That the Regional Parks Committee Meeting minutes of October 13, 2016 be adopted, with the following amendment:
M-1 - replace Director Fraser's name with Director McPherson's as mover, to read as follows:
MOVED by Director McPherson, SECONDED by Director Goodings.

CARRIED.

DELEGATION:

D-1
South Bank Recreation
Sites - Site C Project

Doug Fleming, Chief Administrative Officer and Merlin Nichols, Mayor, of the District of Chetwynd explained the proposal for developing two recreational sites on the south bank of the Peace River, utilizing funds from the Site C Project. One site is proposed as a camp site and the other as an observation site.

CORRESPONDENCE:

C-1
Feasibility Study for
Boat Launch at
Blackfoot Park

MOVED by Director Goodings, SECONDED by Director Fraser,
That the Regional Parks Committee recommends to the Regional Board that staff forward a letter, with background information, to Peace River South MLA Mike Bernier to encourage him to assist with the installation of a boat launch at Peace River Regional District Blackfoot Park.

CARRIED.

REPORTS:

R-3
Invasive Species
Awareness

MOVED by Director Goodings, SECONDED by Director Fraser,
That the Regional Parks Committee recommends to the Regional Board that Community Services Department, along with the Invasive Plants Department, be authorized to work with the Invasive Species Council of BC to create and install signage in the five Regional Parks to highlight the undesirable effects of releasing non-native aquatic species into rivers and lakes in the Peace River Regional District.

CARRIED.

R-5
Minaker River Park and
Prophet River First
Nation

MOVED by Director Fraser, SECONDED by Director Goodings,
That the Regional Parks Committee recommends to the Regional Board that that staff set-up a meeting with the Prophet River First Nations to discuss the future of Minaker River Park and options for maintaining the park for public use.

CARRIED.

Recess
Reconvene

The meeting recessed for lunch at 12 p.m.
The meeting reconvened at 12:25 p.m.

D-1
South Bank Recreation
Sites - Site C Project

MOVED by Director Goodings, SECONDED by Director Fraser,
That the Regional Parks Committee recommends to the Regional Board that staff work with the District of Chetwynd to do some public consultation regarding the proposed plans by the District to use funding available from BC Hydro, through the Site C Dam Project, to develop recreation opportunities on the south bank of the Peace River.

CARRIED.

Adjournment:

MOVED by Director Goodings, SECONDED by Director Fraser,
That the meeting adjourn.

CARRIED.

The meeting adjourned at 1:30 p.m.

Director Rose, Chair

Barb Coburn, Recording Secretary

eDNA Backgrounder

eDNA Basics

- **eDNA Definition:** Animals living in aquatic environments exogenously shed deoxyribonucleic acid (DNA), which is suspended in their aquatic ecosystem. A new species inventory technique enables researchers to detect and analyze eDNA from water samples collected from occupied habitats. eDNA is rapidly gaining recognition and acceptance as a robust and efficient method for reliable detection of species presence in freshwater.
- Base pair sequences of eDNA are unique between organisms: these differences provide a unique way to identify species, populations, and individuals, since DNA molecules carry an organism's genetic information.
- eDNA relies on the detection of naturally occurring genetic material that can be collected from the environment, including gametes, dead skin cells, feathers, hair, feces, urine, egg plasma, and saliva.
- Real-time or quantitative polymerase chain reaction (qPCR) is the preferred method for detecting and quantifying DNA. This method amplifies DNA and facilitates detection of a species' DNA in the laboratory.

eDNA Field Sampling Methodology – Accuracy and Simplicity

Collecting eDNA from the environment involves researchers filtering sample water or sediment from an aquatic environment potentially occupied by the species of interest. The water is filtered through a 45µm cellulose nitrate filter in a field lab. For sediment sampling eDNA is extracted directly from the sediment collected in the substrate of a stream, river, or lake. The filter or sediment is then preserved and sent to a genetics lab for DNA extraction and analysis using qPCR methods.

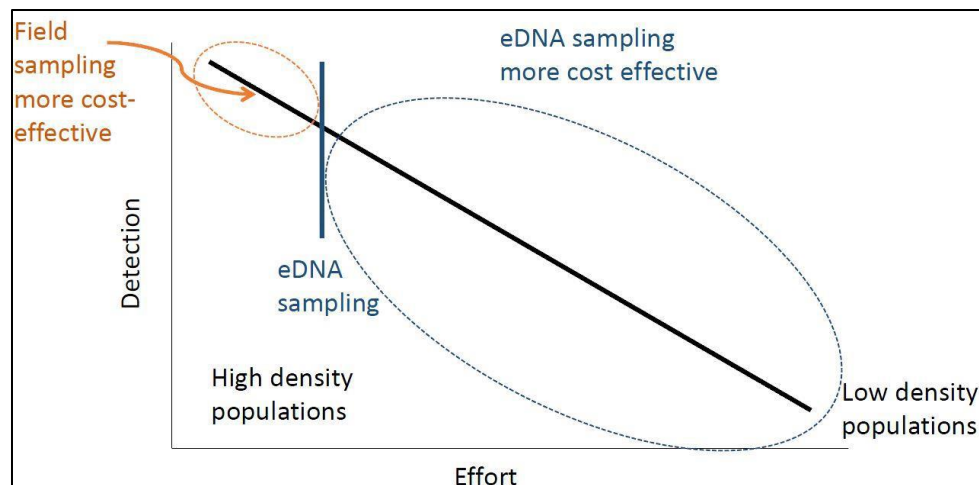
eDNA can allow us to infer whether eDNA from the target taxa was present at the site during or immediately before the time of sampling. From this data researchers can make a logical inference regarding species use.

Advantages of eDNA Sampling over Conventional Survey Techniques

- Generally more cost effective than conventional methods.
- Removes observer bias associated with mistaken identification.
- Can be used to rapidly survey multiple species simultaneously.
- Increased efficacy (detection probability) relative to conventional methods.
- Can retroactively analyze samples for other species that may be identified as management concern in the future; once preserved, eDNA samples can be analyzed even years after the initial collection, filtration, and preservation.
- No permits required as eDNA sampling is not invasive (no handling of target taxa required).
- Reduced/eliminated risk of pathogen transfer.
- Broader survey timing windows.
- Facilitates early detection and monitoring for species of management or regulatory concern.

- Useful for detection of inconspicuous species; detection may be challenging using conventional survey methods or for cryptic species that occur in low densities, or that have discontinuous distributions or secretive life histories (nocturnal, low observability).
- Effectively augments conventional survey techniques when species are not identified at a site.
- Useful for detection of invasive species, providing a means of confirming eradication of all invaders in an ecosystem and providing an early warning system as invasive species colonize new habitats.
- eDNA sample collection can easily be completed by technicians with very little formal training (conventional survey methods require experienced research personnel)
- eDNA studies are less restrictive than conventional survey techniques; i.e., sample timing during appropriate phenological life history phases can be more easily accommodated using eDNA sampling than conventional survey techniques, which require availability of highly skilled and trained researchers, particularly with large survey scopes
- eDNA sampling facilitates simpler, less costly, and safer field logistics coordination – fewer access issues; no specialized equipment and staff training in equipment usage (eDNA equipment includes sample collection bottles and a cooler for sample storage); increased staff safety over conventional methods such as snorkel surveys and electro-fishing

While offering many advantages over conventional survey techniques, there are some limitations with eDNA sampling. For example, eDNA cannot provide information on abundance and density of target taxa, nor can it furnish precise detail on the duration, frequency, and physical proximity of species use in an area, since eDNA can be transported or may persist in an aquatic environment for a short period of time (7 – 58 days) after an organism has left the area; persistence time varies as degradation rates are heavily influenced by temperature and UV exposure. Additionally, eDNA does not provide details on the precise physical proximity of the target taxa, and the potential for natural movement (transport) of DNA in aquatic habitats makes precise location of target taxa difficult to define. Even so, researchers and environmental managers cannot overlook the considerable advantages of eDNA in confirming species absence or presence in aquatic environments. The figure below illustrates the considerable advantages that eDNA sampling over conventional survey methods.



Hemmera's eDNA Experience since 2014

- Rocky Mountain Tailed Frog – southeastern BC / Kootenays (two-year project: 2014 and 2015)
- Tiger Salamander – BC Okanagan
- Spadefoot – BC Okanagan
- Red-legged Frog – BC South Coast (three projects in 2014, two projects in 2015)
- Coastal Tailed Frog – BC South Coast (two projects)
- Pacific Water Shrew – BC South Coast (five projects)
- Western Toad – Yukon
- Columbia Spotted Frog – Yukon
- Chinook Salmon – Yukon
- Bull Trout – Yukon
- Ranavirus – Yukon
- Batrachochytrium dendrobatidis (Bd) – also known as amphibian chytrid fungus, which causes the disease chytridiomycosis in amphibians
- Arctic Grayling - Yukon
- Coastal Tailed Frog – Lillooet, BC
- Rocky Mountain Tailed Frog – Yahk region of BC's Kootenay region
- Giant Salamander – BC Lower Mainland
- Red-legged Frog – BC Lower Mainland and Vancouver Island
- Red-legged Frog, Cascades Frog, Oregon Spotted Frog and Columbia Spotted Frog – BC Lower Mainland for HCTF (year one)
- Western Toad – Vancouver Island
- Pathogens – Yukon (Bd and Rana)
- Rocky Mountain Tailed Frog (year three) – Yahk region of BC's Kootenay region

Hemmera's Projected 2017 eDNA Studies

- Coastal Tailed Frog (year two) - Lillooet, BC
- Red-legged Frog, Cascades Frog, Oregon Spotted Frog and Columbia Spotted Frog – BC Lower Mainland and Vancouver Island (year two)
- Pacific Water Shrew and American Water Shrew – Vancouver Island and Lower Mainland (FWCP)
- Bat PD surveillance monitoring (airborne fungal spore collection)

The Future for eDNA

- Species-at-risk inventories
- Restoration program effectiveness assessment
- Environmental assessment process support
- Effectiveness monitoring of control programs for invasive species
- Development of monitoring programs for species management, including invasive species and pathogens (relative abundance estimates of multiple sites on a temporal scale)
- Supporting captive breeding/release or translocation programs by identifying sites used previously by the species.



How eDNA can help move your project forward

What is eDNA?

Animals living in aquatic environments exogenously shed DNA as they complete their life processes. This DNA is suspended in their aquatic ecosystem and can be detected via collection and subsequent laboratory analysis of water samples collected from occupied habitats. This new method, referred to as eDNA, is rapidly gaining recognition and acceptance as a robust and efficient method for reliable detection of species presence in both lotic and lentic systems.



Why is eDNA so effective?

Field effort associated with eDNA sample collection is less intensive than that associated with traditional based trapping method. eDNA is non-invasive to the target species, reduces the risk of pathogen transfer between sites, is highly accurate for detection of species in lotic and lentic habitats, is able to detect the presence of pathogens and is cost-effective for species that are difficult to detect using traditional methods.

Hemmera and eDNA

Hemmera's use of eDNA for species inventory this past spring was the first commercial application of this method in Western Canada. Offering this as a new service to our clients is creating many new, unique and exciting opportunities for Hemmera.

In the 2014 field season, Hemmera successfully implement seven eDNA projects on six species in southern BC. These projects represent the first application of eDNA in BC in a formal environmental assessment process. Results will be used to inform conservation and management in both a regulatory and a conservation framework.



Contact Us

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Senior Biologist
Hemmera
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250.889.2071



20
YEARS
1994 – 2014

February 6, 2017



Peace River Regional District REPORT

To: Regional Parks Committee

Date: January 16, 2017

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: **2017 Recreational Trails Grants-in-Aid Allocations**

RECOMMENDATION(S):

That the Regional Parks Committee recommend to the Regional Board the approval of the 2017 Recreational Trails Grants-in-Aid applicants and the applicable funding in the amounts as determined by the Committee after review and assessment of the attached applications.

BACKGROUND/RATIONALE:

Applications for Recreational Trail Grants-in-Aid must be received by the Regional District by November 15 of each year. Applications are adjudicated based on need, availability of funds, and the selection criteria as laid out in Section 10 of the Recreational Trails Grants-in-Aid Policy Statement. Successful applicants are able to access funding by April 15 of each year.

This year, the Regional District received five applications of which four met the Recreational Trails Grants-in-Aid eligibility requirements.

1. Bear Mountain Nordic Ski Association (BMNSA): Plans to complete phase four of upgrades to the trail network that the Association operates. Specifically the Association intends to repair over 24 kilometers trail surfaces damaged by wet weather, replace culverts and improve widths and levels of side cuts on the east half of the trail system. The Association maintains year-round a 500 ha area south of Dawson Creek on Radar Lake Road. This area is used by many for Nordic skiing, snowshoeing, running, hiking, mountain biking, bird watching, horseback riding, orienteering, outdoor studies, and more. This year, BMNSA are working with two new groups (disc golfers and mountain bikers) to provide further use. BMNSA has successfully completed phases one to three of this project, partially funded under the Recreational Trails Grants-in-Aid. **This application meets all eligibility criteria to be funded under the Recreation Trails Grants-in-Aid Policy.**

Total Project Cost:	\$61,550
Applicant Contribution:	\$15,388
75% PRRD Maximum:	\$46,162.50

Staff Recommendation: That a grant be provided to a maximum of \$46,162.50, with the exact amount to be determined by the Committee for recommendation to the Regional Board.

2. Blizzard Bike Club (BBC): The Blizzard Bike Club have begun to develop mountain bike trails within the Beatton Provincial Park, with blessing from BC Parks and in association with the Whiskey Jack Nordic Ski Club. The existing cross country skiing trail network provides a great base for developing shared use trails that can be enjoyed by recreational users in the community year round. The BBC intends to create winding, more challenging mountain bike trails within the boundaries of the snowshoe trails, which requires a great deal of clearing and grooming to make them into proper mountain bike trails, using trail standards set out by the International Mountain Biking Association. While the work would be provided in-kind by volunteers in the group, there is a need for small tools (such as chainsaws, brush saws, bush mower, hand tools), safety training (Chainsaw Operator's Course) and signage required by BC Parks. **This application meets all eligibility criteria to be funded under the Recreation Trails Grants-in-Aid Policy.**

Total Project Cost:	\$9,675
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Staff Initials: *BCasey*

Dept. Head: *N. Morgan*

CAO: *Ch. Bick*

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February 6, 2017

Applicant Contribution:	\$2,500
75% PRRD Maximum:	\$7,256.25

Staff Recommendation: That a grant be provided to a maximum of \$7,175.00, with the exact amount to be determined by the Committee for recommendation to the Regional Board.

3. Wolverine Nordic and Mountain Society (WNMS): Request to complete improvements to the Windfall Lake trail, which was funded by the Recreation Trails Grants-in-Aid in 2016, by installing a dishwashing station to prevent soap and food residue from entering the lake or stream. The group also intends to add water access to the Greg Duke Memorial trail, by installing docks to provide access from 2 lake shores, improving views and access to fishing. Further, they will add benches along the Greg Duke Memorial trail, in addition to a new picnic table, outhouse, and signage. This hiking trail enhances the community of Tumbler Ridge and the entire Peace Region with access to scenery such as mountain peaks, alpine lakes, and cliffs containing caves and fossils as well as beautiful meadows. **This application meets all eligibility criteria to be funded under the Recreational Trails Grants-in-Aid Policy.**

Total Project Cost:	\$12,653.69
Applicant Contribution:	\$4,600
75% PRRD Maximum:	\$9,490.27

Staff Recommendation: That a grant be provided to a maximum of \$8,053.69, with the exact amount to be determined by the Committee for recommendation to the Regional Board.

4. Dawson Creek Ski and Recreation Association (DCRSA): The Dawson Creek Ski and Recreation Association provides the community with opportunities for downhill recreation at the Bear Mountain Ski Hill. The Association requires the ability to make snow to support its annual operations as the location does not receive sufficient natural snowfall to maintain a full season of downhill skiing. Currently, the Association is doing so with equipment installed in 1985, which at the end of its life with water line breaks occurring in the winter of 2015/16. The Association needs to replace 1,600 meters of water pipelines as well as expand the existing line to service a third ski trail, with future plans to add a reservoir for water collection. **This application does not meet all of the eligibility criteria to be funded under Recreation Trails Grants-in-Aid policy at this time for the following reasons;**

- The applicant is applying for funding for a major capital equipment purchase, which is an ineligible cost in the Regional Trails Grants-in-Aid policy.
- While the total budget including the cost for the project was included in the application, it is unclear how the Association would fund the remaining balance. A complete project budget is required to be included in the Recreation Trails Grants-in-Aid Schedule “A” – Application.

Total Project Cost:	\$340,000
Applicant Contribution:	Unknown
75% PRRD Maximum:	\$255,000

Staff Recommendation: That the Regional Parks Committee not recommend approval of the Dawson Creek Ski and Recreation Association’s grant application as they do not meet the eligibility requirements at this time and that their application not be forwarded to the Board for consideration.

That the Regional Parks Committee recommend to the Regional Board that this project be referred to the Rural Budgets Administration Committee for potential funding.

5. Northland Trail Blazers Snowmobile Club (NTBSC): This club is requesting funding for the construction of the new Stewart Lake Trailhead parking lot. Due to increased usage of the Stewart Lake Trail over the years, local land owners have requested that the parking lot be moved to crown land. The parking lot is intended to be constructed to create an area for safe loading and unloading and will

include a trailhead kiosk, signage, and an outhouse. This group currently maintains over 800 kilometers of trails in the Peace River area and provide the public the opportunity to enjoy the outdoors through the use of snowmobiles. **This application meets all eligibility criteria to be funded under the Recreational Trails Grants-in-Aid Policy.**

Total Project Cost:	\$18,250
Applicant Contribution:	\$4,000
75% PRRD Maximum:	\$13,687.50
Parks Committee Recommendation:	\$13,687.50

OPTIONS:

The Regional Parks Committee could choose to allocate alternate amounts to applicants.

STRATEGIC PLAN RELEVANCE:

Recreational Trails Grants-In-Aid is supported as an operational priority as part of the Regional Parks and Trails Master Plan, adopted by the Board of Directors on July 24, 2014.

FINANCIAL CONSIDERATION(S):

\$75,000 has been budgeted in the draft budget for the 2017 Regional Parks function for Recreational Trail Grants in 2017. \$75,078.69 is recommended by staff to be allocated in support of five of the eligible applicants. This funding will assist to provide trail development and maintenance grants throughout the whole Region.

COMMUNICATIONS CONSIDERATION(S):

Recreational trail groups from across the region were invited to submit applications. The Recreational Trails Grants-In-Aid were advertised in local newspapers, by email, on the PRRD website and through the Peace River Regional District Official Facebook page. All recipients of the grant, once determined, will receive a letter confirming the status of their funding request.

OTHER CONSIDERATION(S):

The next deadline for Recreational Trails Grants-In-Aid applications is November 15, 2017 for consideration by the Regional Parks Committee in the 2018 budget.

Attachments:

Please see the attached applications and spreadsheet detailing the grant requests;

1. Bear Mountain Nordic Ski Association
2. Blizzard Bike Club
3. Wolverine Nordic Mountain Society
4. Dawson Creek Ski and Recreation Association
5. Northland Trail Blazers Club



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "A" - Application

Date: November 15, 2016

Society Number: S-0045828

APPLICANT INFORMATION

- 1) **Name of Organization:** Bear Mountain Nordic Ski Association
- 2) **Contact Person:** Pat O'Reilly
- Position:** Vice President, Trails & Facility
- Mailing Address:** P.O. Box 21033, Dawson Creek, BC V1G 4X8
- Phone:** 250-219-6235 **Fax:** _____
- Email:** poreilly@pris.bc.ca
- Website:** <http://www.nordicski.ca/>

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

- 3) **Purpose of your organization & description of the types of activities your organization is involved in.**
- The purposes of the Bear Mountain Nordic Ski Association are to plan, develop, maintain, and provide year-round facilities to support a sustainable offering of activities relating to cross country skiing, snowshoeing, cross country running, hiking, mountain biking, bird watching, horseback riding, orienteering, outdoor environmental studies, outdoor sciences, and similar non-motorized educational and recreational possibilities. Moreover, to support programs and activities to meet the needs of members, in particular those programs that support and contribute to the physical and mental health of the community, those that involve the participation of families, youth, and seniors with a view to enhancing inter-generational interactions, and those that support an integrated athletic development system up to the provincial and national level. ✓
- Typical events hosted or sponsored by the Bear Mountain Nordic Ski Club include the "Jack Rabbits" learn-to-ski program for children, zone qualifying events, travel to Winter Games competitions, loppet events, school skiing on our trails, school and community ski instruction in Dawson Creek where we groom and set trails and teaching lanes, moonlight skis, family days, adult ski lessons, volunteer work bee weekends, cat tours for seniors, outdoor/environmental studies programs for students, participation in Canada Ski Fest, coaching clinics, waxing and equipment clinics, birthday parties, cabin stays, guided hikes, and snowshoeing events.
- 4) **If applicable, does your organization own any facilities or properties?** ☐ Yes ☒ No (please check one)
- Please give the **9-1-1 address and legal description** of the property that your organization either leases or owns. Our trails system is held under a long-term Land Use Agreement with the Ministry of Tourism, Sports, and the Arts within the Recreational Reserve Site (16660-20/5989). Our specific 500 hectare Management Agreement number is 16660-27/REC2007DPC001, and it is located at at 13562 Radar Lake Road, V1G 0C2. It includes the NE, SE, SW 1/4 Section 24, NW, NE, SW, SE 1/4 Section 13, Township 77, Range 15, West of 6th Meridian. ✓



Peace River Regional District

Recreation Trails Grants-in-Aid Schedule "A" - Application

5) Executives of Your Organization:**President/Chair**

Name: Chris Garwah Phone: 250-219-6971 Email: drjake@telus.net

Vice President/Vice Chair

Name: Pat O'Reilly Phone: 250-782-8796 Email: poreilly@pris.bc.ca

Treasurer

Name: Jan Patterson Phone: 250-782-3374 Email: janpatterson@srbg.ca

Secretary

Name: Debra Wolf Phone: 250-782-6611 Email: _____

6) Please provide a 5 year action plan for your organization.

- | | |
|-----------------------------|--|
| Year 1:
(2013-14) | <ul style="list-style-type: none"> • Upgrade and maintenance of the west bridge on South Loop Trail (complete) • Reset the single span foot bridge on Bisette Trail (complete) • Upgrade and maintenance of the two-span foot bridge on Log Cabin Trail (complete) • Complete 3rd year of the stump removal project and continue the ongoing danger tree falling (complete) |
| Year 2:
(2014-15) | <ul style="list-style-type: none"> • Upgrade and maintenance of the east bridge on the South Loop Trail (complete) • Repairs to piling bracing on two-span bridge east on Bisette Trail (complete) • Place 5 additional culverts on Wolf, Wolverine, Bisette, and Log Cabin Trails (complete) • Upgrade the solar/wind system on the caretaker facility (postponed to 2017) • Build a storage addition onto the existing shop, measuring 14 x24 feet. This addition was worth just under \$11,000 and was covered by money and volunteer work by the club. It was completed with the support of \$24,000 from the PRRD (complete) |
| Year 3:
(2015-16) | <ul style="list-style-type: none"> • Build a fund to replace the 1997 snowcat groomer and tiller • Seed all areas disturbed in the last year's bridge and culvert projects (in progress) • Replace culverts and improve widths and levels of sidecuts on West half of trail system (complete) • Upgrade the solar/wind system on the caretaker facility |
| Year 4:
(2016-17) | <ul style="list-style-type: none"> • Repair trail surfaces damaged by wet weather - <i>flagged - gia app</i> • Replace culverts and improve widths and levels of sidecuts on <u>East</u> half of trail system (in progress) - <i>not damaged from flood?</i> • Continue to build fund to replace groomer - <i>not trails gia</i> • Lighting of 6 km of trail • Build a cabin in southwest corner of trail system |
| Year 5:
(2017-18) | <ul style="list-style-type: none"> • Ski lodge on the trail system • Develop and build a biathlon range |

PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)
7) Describe the project for which your organization is requesting funding.



Peace River Regional District

Recreation Trails Grants-in-Aid Schedule "A" - Application

37,500

The project will improve the surface of the 24 kilometres X 8 metres of trails to increase safety for summer use by cross country runners, hikers, mountain bikers, students involved in school programs and other summer user groups. Of particular interest is the increased use of the trails for cross country running competitions and for use by two new community groups for mountain biking and disc golf. This work will also improve grooming conditions for skiing in winter. Our trails are used in all seasons.

Currently, the surface of the trails is extremely uneven, and while we do not need them to be like a downtown street, we do need to make them safe for all users. When we originally cleared the trails, we pushed over the trees along the width of the original trails, which left the root-ball holes that we then filled in. Later, as we widened the trails, we cut the trees and ground off the stumps to ground level. Over time, the root holes have settled and the stumps have begun to rot, leaving depressions in the trails surface in addition to the uneven original ground level. Additionally, our work on the trails this past summer and fall has resulted in the trails being rutted and gouged the trails by heavy equipment working in extreme wet weather conditions. We want to rectify this situation. The work will involve mulching the trail surface, grading the tilled trails, removing roots and rocks and seeding the trails to establish a smoother grass, sod surface. The machines required would be a mulcher that can work on soft ground, a grader, seeding equipment and we would need supervision and labourers. The mulcher would cost out at about \$350 per hour, a grader at \$170 per hour and labourers at \$25 per hour. We would also have costs for equipment mob and demob at \$200 per hour. Seeding equipment would come in at \$35 per hour. Supervision of the project will cost \$40 per hour.

for West side?

Wages? to a contractor?

8) **Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.**

This project will improve trail conditions for current recreation users (skiers, snowshoers, hikers, cross-country runners, birdwatchers, etc.) and provide a better facility for new users (disc golf and mountain bikers) to use the facility and maintain an active healthy lifestyle in a non-motorized environment. With better quality trails for year-round activities, the trails system will be more accessible to users of different fitness levels, reducing potential difficulties in navigating terrain in both summer and winter, thereby reducing physical health barriers and promoting active engagement in the environment through recreational activities. ✓

9) **Describe how the project will foster "regional pride" in the natural environment of the Regional District.**

We continually hear comments along the lines of "This is the best kept secret in the region!" from people who experience our trails. They speak of the beauty of the area and the ecological diversity. We continually exhort our funders to come and have a look at how we multiply their dollars to create a truly unique recreation space for the South Peace region. By developing new partnerships and continuously improving trail conditions not only for the ski season in the winter, but also for the summer users, we are expanding our reach in the surrounding communities and promoting the idea of citizens benefiting from the natural environment of our own region, without needing to travel far. ✓

Our trails see users from a broad area of the Peace River Regional District, both urban and rural. We have users from as far west as Mackenzie, north to Fort Nelson and Fort St. John, south to Tumbler Ridge, and east to Grande Prairie, Spirit River, and Rycroft, AB.

10) **Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.**



By creating an even surface on which to carry out summer and winter recreational activities, we are broadening the accessibility of our trails to different user groups, particularly those partaking in summer sports. In the winter, it is easier to groom a smooth trail with snow pack and careful grooming. However in the summertime, uneven ground is far more prohibitive. We are already in discussion with a local mountain biking group as well as the Dawson Creek disc golf club to build new user partnerships. We continue to work on the trails to improve accessibility and variety of use. ✓

11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

As noted in Question 4 above, we have a current, detailed Land Use Agreement with the Province of BC. We have an excellent working agreement with the Paradise Valley Snowmobile Club, who is our adjoining neighbour, and we work hand-in-hand with the holder of the grazing lease onsite. Dog walkers, mountain bikers, cross country runners, bird watchers, hikers, and horseback riders use the trails in the spring, summer, and fall. There are no conflicts with private or public lands within the vicinity. ✓

12) Describe how the project will build on the Provincial Trails Strategy

The Bear Mountain Nordic Ski Association is very much aware of the Provincial Trails Strategy and we review our adherence to the strategy on a regular basis. Some of the ways in which we continually build upon the BC Trails Strategy include providing opportunities to foster public awareness and appreciation of nature, promoting mental and physical health and wellness while meeting a growing demand for diverse outdoor trail activities, collaborating with new user groups and actively seeking a wider reach in surrounding communities, ensuring positive relations and respect between all user groups and neighbouring properties, maintaining a comprehensive inventory of our trails, and promoting adventure tourism in our region. ✓

13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?

Each member of the Nordic Ski Club commits to a minimum of 10 hours of volunteer time as part of their membership. As long as our members are committed to their volunteer time, we can maintain low membership fees. A conservative estimate to volunteer hours is about 3,500 hours per year. Everybody volunteers at least at a minimum level, and we have a core of about 20 to 30 regular volunteers. We also run coaching clinics to train new coaches (about 10 to 12 per year) who then volunteer to coach children on the trails throughout the winter. ✓

14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

We intend to meet costs for operations and maintenance as we have for well over 20 years – through dedication, commitment, hard work, and continual expansion of user membership revenue. ✓

15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
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Peace River Regional District

Recreation Trails Grants-in-Aid Schedule "A" - Application

Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.
Already established as an unofficial trailhead	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
User and site safety and the capacity to maintain	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

18) TOTAL funds requested from the Regional District:
\$46,162

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
 - i. Detailed cost estimates
 - ii. Sources of confirmed revenue
 - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.

Pat O'Reilly, Vice-President

250-219-6235

Signature of Applicant

Phone

Bear Mountain Nordic Ski Association
Peace River Regional District Recreation Trails Grant-in-Aid
Supplementary Materials

SECONDARY SELECTION CRITERIA

Geographic Coverage	While our direct membership focus is on citizens of the South Peace, we have users coming from as far as Fort Nelson, Mackenzie, Tumbler Ridge, as well as Grande Prairie and Rycroft, AB.
Environmental, education or heritage representation	Mors Kochanski and Karamat Wilderness Services describe our facility as one of the most bio-diverse areas that they work in. Wilderness Living Skills Training and Outdoor Environmental Studies classes and School District science, biology, environmental science classes have open access to our trails and facilities for their educational activities. Search and Rescue also uses our trails for training. We are mentioned in the BC Hunting Regulations guide as a "no shooting" area, thanks to the Ministry of Environment. We are also a non-motorized facility which supports healthy wildlife habitat in harmony with trail development and public recreation.
Partnerships	In addition to the Dawson Creek Athletic Association, other partnerships include the Paradise Valley Snowmobile Club, the Dawson Creek Ski and Recreation Association, Peace River Regional District, City of Dawson Creek, School District 59, Karamat Wilderness Services, Tourism Dawson Creek, Ministry of Lands, Forests, and Resource Operations, Cross Country BC, Alta Gas and the adjacent wind farm, Loiselle Ranches, BC Winter Games Committee, and many other donors and other partners who ensure the continued development and support of our facility, its activities, and all members. We are also working on new partnerships with the Dawson Creek Disc Golf Club and a new Dawson Creek Mountain Biking Club. ✓
Proximity	We are located 10 km from Dawson Creek on well-maintained public roads. We are next to the Paradise Valley Snowmobile Club and their cabin (for which our caretaker provides 24/7 security), and we are surrounded by snowmobile trails. We adjoin the Radar Lake Recreation site, and are on the road to the Alta Gas Wind Farm. We are also part of the Bear Mountain Demonstration Forest group.
Already established as an unofficial trailhead	We are well established and maintain our trails conscientiously. Usage of our facility continues to increase and our trails are open 24/7 year-round.
User and site safety and the capacity to maintain	Safety guidelines are clearly communicated to our membership and we sweep the trails on a regular basis and are equipped to deal with any potential safety issues. We continue to upgrade our systems and employ a full-time caretaker who oversees site safety and immediate maintenance issues.

February 6, 2017

Bear Mountain Nordic Ski Association
 Peace River Regional District Recreation Trails Grant-in-Aid
 Supplementary Materials

PROJECT BUDGET

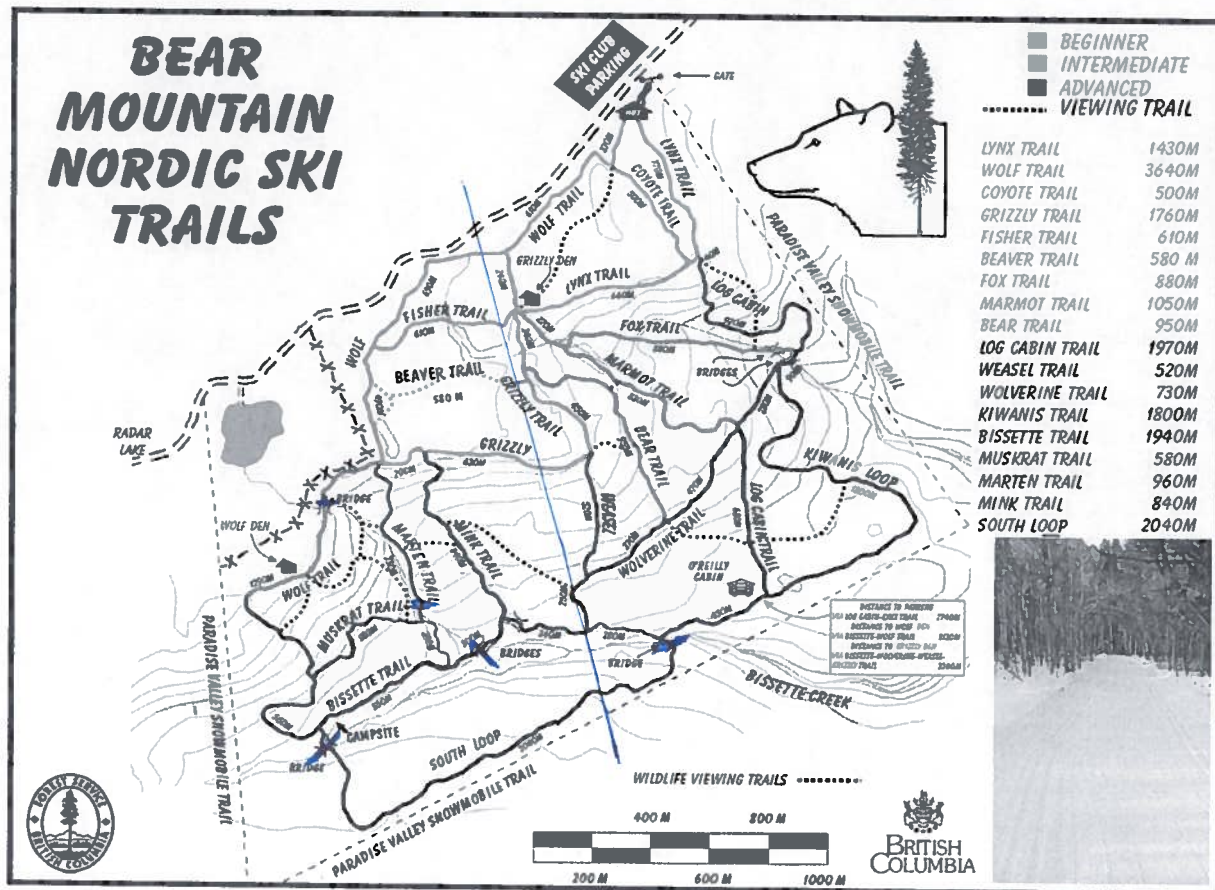
Revenue

Requested PRRD Recreational Trails Grant-in-Aid (75%)	\$46,162
Seeding as part of an NDIT grant	\$4,050
Labour in-kind (200 hours x \$25)	\$5,000
Operation budget	\$6,338
TOTAL	\$61,550

Expenditures

Mulching (100 hours x \$350)	\$35,000
Grader (50 hours x \$170)	\$8,500
- Labour (200 hours x \$25) - <i>contractor hire by society?</i>	\$5,000
Seeding and Fertilizing (30 hours x \$35)	\$1,050
- Supervision (100 hours x \$40) <i>contractor</i>	\$4,000
Mob and demob of equipment (10 hours x \$200)	\$2,000
Danger tree falling (30 hours x \$100)	\$3,000
Materials, seed, fertilizer	\$3,000
TOTAL	\$61,550

TRAIL MAP



Work to be done will take place on 25km of trails across the entire facility

February 6, 2017

Bear Mountain Nordic Ski Association
Balance Sheet As at Nov 01, 2016

R-1

ASSET**Current Assets**

Petty Cash	20.00	
Gaming	5,479.20	
BMNSA chequing account	13,444.99	
Snow Cat Account	2,500.00	
Total Cash		21,444.19
Total Receivable		0.00
Prepaid Co-op account		0.00
Prepaid Windsor Plywood Account		0.00
Total Current Assets		21,444.19

CAPITAL ASSETS

Snowcat	43,450.30
Snowcat Roller & Groomer	20,000.00
Flex Tiler	26,000.00
Twin Track	0.00
Twin Track Roller & Groomer	4,000.00
Bobcat/Stump Grinder	10,027.20
Grooming Equipment	1,800.00
Trail Equipment	12,500.00
Yamaha Side-By-Side	6,955.00
Ski Equipment	17,271.39
Ski Equipment Trailer	8,165.61
Misc. Equipment	4,345.51
SeaCan	0.00
Rental Shack	0.00
Shop	92,382.74
Caretaker Facility	97,594.61
Total Capital Assets	344,492.36

Total Other Assets 0.00

TOTAL ASSET 365,936.55

LIABILITY**Current Liabilities**

Account Payable	18,048.45
Other Trade Payables	0.00
GST Charged on Sales	44.99
GST Paid on Purchases	-2,024.24
Total Payable	-1,979.25
Total Current Liabilities	16,069.20

Total Long Term Liabilities 0.00

TOTAL LIABILITY 16,069.20

EQUITY**OWNERS EQUITY**

Retained Earnings - Previous Year	358,447.87
Current Earnings	-8,580.52
Total Equity	349,867.35

TOTAL EQUITY 349,867.35

LIABILITIES AND EQUITY 365,936.55

Printed On: Nov 02, 2016

February 6, 2017

Bear Mountain Nordic Ski Association
Income Statement Apr 01, 2016 to Nov 01, 2016

REVENUE

Sales Revenue	
Membership - Adult & Family	819.05
Drop Box	80.96
Fundraising	5,725.00
Donations - In kind	10,000.00
Donations	64.63
Peace River Regional District Gr...	22,701.00
Rental - Caretaker	900.00
Gaming	3,500.00
Net Sales	43,790.64

TOTAL REVENUE **43,790.64**

EXPENSE

General & Administrative Expe...	
Advertising & Promotions	120.97
Contract work	900.00
Society Fees	25.00
CCBC Registration	171.00
Freight Expense	20.41
Interest & Bank Charges	2.57
Office Supplies	286.31
Fundraising costs	74.67
Miscellaneous	296.32
Trail Maintenance	12,268.80
Trail maintenance - In kind	10,000.00
Trails Maintenance - PRRD Grant	21,620.00
Repair & Maintenance - equipment	1,086.61
Shop supplies	262.25
Fuel	220.11
Youth Program - Ski Equipment	5,016.14
Total General & Admin. Expen...	52,371.16

TOTAL EXPENSE **52,371.16**

NET INCOME **-8,580.52**

Bear Mountain Nordic Ski Association

**Board Meeting
Thursday, November 3, 2016**

MINUTES

1. Meeting called to order at 7:40 pm.

- a) All welcomed by Chris
- b) President Chris Garwah moved to have Deb Humphries accepted to the executive committee as Secretary. Judy Christenson has stepped down.
 - I. Seconded by Jan Patterson
 - II. Approved by those present.

2. Additions/Adoption of Minutes

- a) Chris reviewed the minutes of the last meeting.
- b) V.P. Pat O'Reilly put forward a motion to apply for grants.

3. Reports

- a) Treasurer's report
 - I. Jan reviewed report
 - II. Identified for signing authorities to be revised- Judy to be asked for a letter of resignation by Chris and be removed as signing authority. Letter regarding new signing authorities to be completed and presented to bank. New signing authorities to be Adam and Deb.
 - III. Lakeview Credit Union account also needs signature updates.
 - IV. Also need to ask for statements for LVCU account.
 - V. Jan reminded the board that funds are low at the moment- summer is an expensive time with trail maintenance and memberships renewals are just beginning. It has been an expensive time with trail maintenance and bridge repairs following water damage this summer.
 - VI. Insurance information is required prior to November 28, 2016. Pat will make necessary calls.
- b) Facility report
 - I. Pat reported on state of trails.
 - II. Trails currently in bad shape due to excessive rains and difficulties in gaining access because continually hampered by weather.
 - III. Some trails likely will not be available for skiing this winter.

- IV. Some bridges in need of repair and are being reviewed by Forestry Department. There is a replacement bridge available but will need work to make it suitable for trails.
- V. Due to damage trails need regarding and landscaping. Flatter snow shoe trails have been cleaned up.
- VI. Culverts have been delivered.
- VII. Trevor offered seed 'in kind' to assist with this. Pat explained that it will need to be checked by Forestry department.
- VIII. Pat also stated that he would like the floor in the 24x14 shed to be cemented.
- IX. Pat moved that the Bear Mountain Nordic Ski Association apply for grant money. This was seconded by Adam and approved by those present.

Resolution: Bear Mountain Nordic Ski Association approves application to the following grant bodies:

NDIT

City of Dawson Creek

DCAA

Eco Action

Imagine Grant NH

PRRD

Investors Group

LVCU

c) Youth Program

- I. Chris reported on need for Youth Program to be continued. People who have completed the coaching course were identified. Trevor has completed it and Jessica ~~Jamieson~~ Amonson. Both are willing to help with the younger children's program. Others also thought to have taken the course-Jamie Maxwell, Alison Benke, Christa Harder.
- II. People interested in taking the coaching course: Jen, Cathy, James and Dirk.
- III. It was suggested that Tyler be encouraged to take the course and be brought on as Junior Coach.
- IV. Fees for taking the coaching course can be an eligible expense.
- V. Cathy also offered to assist with the younger student program.
- VI. Chris recommended that for coaching course, there are 2 options – to link up with Eliza in F.S.J. or to contact CCBC if there are 6 or more interested. Investor's Group should be approached to help with funding.

d) Mega Lottery Report

- I. Rob Jones reported on staffing of the sales in the Mall and reminded everyone that they need to turn up at the time they have agreed to. There have been times with other groups selling tickets where they have not been available.
- II. Tickets for \$2500.00 have been sold so far.
- III. The December schedule for the Mall is not yet available.

e) Everybody Moves City of Dawson Creek.

- I. Chante Patterson met with Chris and Adam to discuss ways The Bear Mountain Nordic Ski Association could be involved.
- II. Requested that participated in the city Fun Day –Jan 30, 2017.
 - a. Suggested that we offer 4 x 30minute ski lessons. The City may be able to provide awning and carpet for changing purposes. The Association would need to transport equipment to provide a groomed track. Adam and Cathy offer to spearhead this opportunity
 - b. Maintaining a trail system in Kin Park –this was not accepted. An alternative to consider might be that the City sets its own track and the Association offers short early Saturday morning lessons.
 - c. Offer a free program for people to try out X-country skiing. This could be during the first day of lessons. Or after January 30 2017. It provides exposure to the Everybody Moves Program and gives the Association free advertising from the City.

4. New Business

a) Grants:

- I. Dan will look into grants available from LVCU
- II. Cathy Clement will apply for Eco Action grant. Deadline for application –December 12 2016. Kaitlyn Trieble (grant writer with the City) was identified as being able to assist with putting together grant proposals.
- III. Imagine Grant NH – applied for \$5000.00. Decision date- November 21, 2016.

c) Membership Renewals

- I. Jen will look into 'Zone 4' as a way for people to complete membership online.
- II. She will consult with Linda regarding membership of the Association.

d) Fun Day

- I. Scheduled for Dec 10, 2016, 1:30 – 3:00pm.
- II. Chris will be available to help.
- III. This will require advertising and organizing.
- IV. Equipment from Stride and Glide will need to be available and marked.
- V. Judy and Deb Wolfe have organized food in the past.
- VI. Jen volunteered to do the advertising-
 - a. email club members
 - b. Contact local radio
 - c. Facebook Page- will need access from Dillon or Judy.
 - d. Advertise in community-library, schools, pool etc.

e) Google Account

bearmountainnordic@gmail.com

password: dawsoncreek1988

Chris advised that he will be stepping down as President. Adam Langenmaier has put his name forward as President. This will be voted on at the next meeting.

Chris thanked everyone for their support and reminded members that as board members we can spearhead programs.

Cathy stated an interest in creating ways for people to link up when they have spare time to ski. Facebook was suggested as a way to accomplish this and Cathy was encouraged to contact Judy for more information.

5. Meeting adjourned at 9:30pm.

6. Next meeting: December 1, 2016 at 7:30pm at Tiger Stationers.

ATTENDANCE

Jen Regner
Dan Strasky
Jim Johnson
Pat O'Reilly

Adam Langenmaier
Cathy Clement
Chris Garwah
Trevor O'Dwyer

Robert Jones
Jan Patterson
James McKechnie
Deb Humphries

Bear Mountain Nordic Ski Association **Balance Sheet As at Mar 31, 2016**

R-1

ASSET

Current Assets

Petty Cash	20.00	
Gaming	5,261.59	
BMNSA chequing account	12,360.39	
Snow Cat Account	0.00	
Total Cash		17,641.98
Total Receivable		8,114.28
Prepaid Co-op account		0.00
Prepaid Windsor Plywood Account		0.00
Total Current Assets		25,756.26

CAPITAL ASSETS

Snowcat	43,450.30
Snowcat Roller & Groomer	20,000.00
Flex Tiler	26,000.00
Twin Track	0.00
Twin Track Roller & Groomer	4,000.00
Bobcat/Stump Grinder	10,027.20
Grooming Equipment	1,800.00
Trail Equipment	12,500.00
Yamaha Side-By-Side	6,955.00
Ski Equipment	17,271.39
Ski Equipment Trailer	8,165.61
Misc. Equipment	4,345.51
SeaCan	0.00
Rental Shack	0.00
Shop	92,382.74
Caretaker Facility	97,594.61
Total Capital Assets	344,492.36

Total Other Assets 0.00

TOTAL ASSET 370,248.62

LIABILITY

Current Liabilities

Account Payable	13,037.12
Other Trade Payables	0.00
GST Charged on Sales	843.37
GST Paid on Purchases	-2,079.74
Total Payable	-1,236.37
Total Current Liabilities	11,800.75

Total Long Term Liabilities 0.00

TOTAL LIABILITY 11,800.75

EQUITY

OWNERS EQUITY

Retained Earnings - Previous Year	354,384.62
Current Earnings	4,063.25
Total Equity	358,447.87

TOTAL EQUITY 358,447.87

LIABILITIES AND EQUITY 370,248.62

Bear Mountain Nordic Ski Association
Income Statement Apr 01, 2015 to Mar 31, 2016

REVENUE

Sales Revenue	
Membership - Adult & Family	9,695.26
Youth Membership & Youth Prog...	3,633.34
Ski Lessons	880.96
Drop Box	2,659.47
Mega Lottery Fundraising Comm...	5,414.28
Donations	1,320.85
Grants	5,000.00
Peace River Regional District Gr...	21,375.30
Rental - Caretaker	3,600.00
Gaming	5,250.00
Net Sales	58,829.46
TOTAL REVENUE	58,829.46

EXPENSE

General & Administrative Expe...	
Caretaker facility	197.15
Club activities	47.48
Contract work	3,600.00
Society Fees	25.00
CCBC Registration	2,005.00
CCBC - Youth Registration	1,101.00
DCAA Registration	505.00
Freight Expense	62.56
Interest & Bank Charges	11.68
Insurance	2,647.00
Office Supplies	256.05
Miscellaneous	427.72
Ski Supplies	49.20
Ski Equipment - Adult Ski Program	1,556.12
Trail Maintenance	872.48
Bridge repairs	24,312.42
Repairs & maintenance - in kind	263.00
Repair & Maintenance - equipment	11,075.96
Shop addition	3,033.74
Building Repairs & Maintenance	181.93
Shop supplies	904.45
Fuel	934.66
Fuel - in kind	168.36
Utilities - Shop	136.56
Youth Program - Supplies	391.69
Total General & Admin. Expen...	54,766.21
TOTAL EXPENSE	54,766.21
NET INCOME	4,063.25



Rotary Club of Dawson Creek Sunrise

January 16, 2016

To Whom It May Concern,

Please accept this letter as affirmation of our strong support of the Bear Mountain Nordic Ski Association and the ongoing development of their facilities and programs. In particular, we are supportive of their efforts to upgrade the dirt works of the trails and culverts as well as their establishment of a fund to replace their snowcat groomer over the next 2 or 3 years.

We have worked with the Bear Mountain Nordic Ski Association for many years and very much appreciate their diligence in carrying out development projects and commitment to running effective programs. The facilities and programs made available by this club bring significant value to the quality of life for the residents of the community of Dawson Creek and the surrounding areas.

Sincerely,

Marlana Blouin
President 2015-16
Rotary Club of Dawson Creek Sunrise
mblouin@lvcu.ca
20-719-6445

February 6, 2017



Rotary Club of Dawson Creek
11705 - 8th Street
Dawson Creek BC
V1G 4N9

To Whom It May Concern:

We strongly support the ongoing facility development and programming of the Bear Mountain Nordic Ski Facility. In particular we support the dirt work upgrades to the trails and culverts and the establishment, by the club, of a fund to replace their snowcat groomer over the next 2 or 3 years.

We have worked with the club for many years and have appreciated their diligence in carrying out development projects and running effective programs.

Yours truly,

Teresa Crate
President
Rotary Club of Dawson Creek

February 6, 2017



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" – Application Checklist

Applicant Name: Bear Mountain Nordic Ski Association

Date: November 23, 2016

\$61,550

\$46,162

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☒ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☐ Three (3) quotes for any items valued at over \$3,000. -
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☒ Pictures of the proposed project and route.
- ☒ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- ☒ Two (2) letters of support from other organizations or groups supporting the project

FOR REGIONAL DISTRICT USE ONLY:

Follow up: Wages? - Paid to contractor - okay

Comments/Considerations:

Are applying for funds from NDIT and RD to replace and repair bridges and trails damaged during June 2016 flooding - confirmed that projects do not overlap.

CSC Use Only

☐ Schedule C–Trails Annual Report

☐ BC Online check

☐ File a copy electronically in groups file



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "A" - Application

Date: November 15, 2016

Society Number: S-0021897

APPLICANT INFORMATION

1) Name of Organization: Blizzard Bicycle Club

2) Contact Person: Kevin Shaw

Position: President

Mailing Address: _____

Phone: 250-261-9776

Fax: 250-787-1175

Email: blizzardbikeclubfsj@gmail.com

Website: www.blizzardbikeclub.com

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) **Purpose of your organization & description of the types of activities your organization is involved in.**

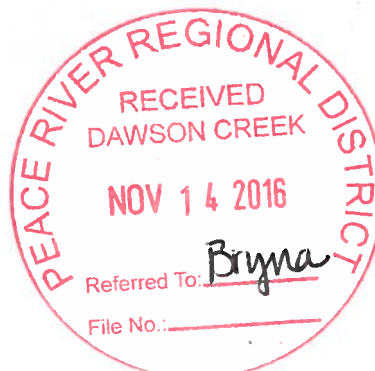
The Blizzard Bike Club was started in 1982 and we were incorporated under the Society's Act in 1985. Currently, we are affiliated with the Alberta Bicycle Association (ABA) and the Canadian Cycling Association (CCA). The switch to the ABA was made in 1997 because the Alberta events are much more accessible to this region. BC events were too far away making weekend travel impossible.

Generally we have anywhere from 60 to 100 riders listed annually as members which makes the Blizzard Bike Club one of the top three clubs in BC. We are very active, all year round. We have a tremendous amount of expertise available for new riders. There are club coaches for road cycling, time trials, randonneuring, mountain biking, cyclocross and triathlons, running, swimming and bike maintenance. The club has been developing and maintaining mountain bike trails but have recently had to move from the Cactus Trails and have found a new home at Beatton Provincial Park.

We have been a highly successful racing club over the years. We have had a number of provincial champions and Blizzard's have also won numerous medals at both the BC Summer Games competitions and BC Seniors' games events.

Our club schedule offers:

- Fun rides
- Road races
- Mountain bike races
- Time trials
- Cyclocross races
- Long distance Randonneur events
- In house Coaching rides





- 4) If applicable, does your organization own any facilities or properties? ☐ Yes ☒ No (please check one)
Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

5) Executives of Your Organization:

President/Chair

Name: Kevin Shaw Phone: 250-261-9776 Email: blizzardbikeclubfsj@gmail.com

Vice President/Vice Chair

Name: Dan Webster Phone: 250-794-1110 Email: dwebster@eco-web.ca

Treasurer

Name: Kristine Bock Phone: 250-321-0562 Email: Kristine.bock@canfor.com ✓

Secretary

Name: Pat Ferris Phone: 250-785-3741 Email: blizzard@ocol.com

6) Please provide a 5 year action plan for your organization.

Continue with our ~100 event club race/ride schedule
Year 1: Continue trail maintenance and creation at Beatton Provincial Park in conjunction with BC Parks and the Whiskeyjack Nordic Ski Club, by maintaining ~5kms of multi-use mountain bike trail and creating 3kms of trail. ✓

Continue with our ~100 event club race/ride schedule
Year 2: Continue trail maintenance and creation at Beatton Provincial Park, by maintaining ~8kms of mountain bike trail and creating 3kms of trail. ✓

Continue with our ~100 event club race/ride schedule
Year 3: Continue trail maintenance and creation at Beatton Provincial Park, by maintaining ~11kms of mountain bike trail and creating 3kms of trail. ✓

Note: With our current volunteer network, it is likely we will be able to maintain approximately 10km of mountain bike trail at a quality level. The success of the program will determine how much we are able to expand, but this is the level we are currently considering and development beyond this will be re-evaluated in Year 3.

Continue with our ~100 event club race/ride schedule
Year 4: Continue trail maintenance and creation at Beatton Provincial Park, by maintaining ~14kms of mountain bike trail and creating 3kms of trail. ✓

Continue with our ~100 event club race/ride schedule
Year 5: Continue trail maintenance and creation at Beatton Provincial Park, by maintaining ~17kms of mountain bike trail and creating 3kms of trail. ✓


PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)

7) Describe the project for which your organization is requesting funding.

The club originally used the Beaton Park trails for racing in the early days of its mountain biking, using the cross country ski trails. Riders were looking for something more challenging, and the club moved onto other areas, Mud Creek (Big Bam area), the Beaton River Valley, and most recently the Cactus Trails (also in the Beaton Valley). Currently mountain bike events draw an average crowd of 10 riders, larger events drawing nearer to the 20's.

The Blizzard Bike Club has struggled with a home for our mountain bike trails, with landowner conflicts, etc, so has found that not only are we welcome, but encouraged to enhance, create and develop mountain bike trails within Beaton Provincial Park. The existing cross country skiing trail network established by the Whiskeyjack Nordic Ski Club, provides a great base for developing shared use trails that can be enjoyed by recreational users in the community year round. However, the existing cross country ski trail network cannot simply be used for single or double track mountain bike trails, so we have been developing the winding, more challenging mountain bike trails within the boundaries of the snowshoe trails. These trails require a good deal of clearing and grooming to make them into proper mountain bike trails (following the Ministry of Tourism document, *Authorizing Recreational Mountain Bike Trails on Provincial Crown Land*). The Club will be using trail standards set out by IMBA (International Mountain Biking Association). These standards will determine the level of difficulty on the trails. Trails are rated by: trail width, trail surface, grade, natural obstacles and technical trail features. ✓

In order to keep the trails in good shape, i.e. prevent erosion and control vegetation, manage deadfall, maintenance is required. This work would be conducted by volunteers. Rakes, shovels and other hand tools are used to maintain the trail surface and control erosion, while lawnmowers, weed whackers and brush saws are used to control vegetation.

In order to develop and provide ongoing maintenance the Blizzard Bike Club is looking for funding for:

- Chainsaw - \$800
- Brush saw - \$800
- Bush mower - \$2500
- Hand Tools – rakes, shovels, picks, pruning shears, saws, storage box - \$500
- 3 – chainsaw operator's course - \$2475
- Supplies (Food & Water, fuel, oil) - \$300
- Trail signage - \$1300
- Professional Fees (if required) - \$1000

In total we are seeking a grant in the amount of \$9,675 to cover these expenses (see Blizzard 2017 budget).

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.

There are currently limited functional single or double track registered trails available for mountain bikers in the Fort St. John area. There are a large number of young riders for whom these trails would provide excellent training opportunities for them to expand their skills. Mountain bikers such as Tate Haugan (see attached reference letter) who recently placed 9th at the World Xterra Offroad Triathlon Championships in Maui, qualifying for the 2016 Canada National Cross Country Championship. ✓

Members of the community, other community groups (scouts, girl guides, cadets, etc), campers at the



park, would all benefit from these trails. The intent of most mountain bike trails is to incorporate the trail with the land. Twists and turns follow the trees and slopes, making trails fun and exciting for all users. The Blizzard Bicycle Club looks forward to an opportunity to enhance the community.

9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.

The bike trails would be multi-use trails open to all members of the public, runners and hikers, expanding and improving upon the existing trail network. Multiple factors such as soils, drainage, erosion, vegetation and weed control will be taken into account in the trails process, to ensure for adequate environmental protection and a safe and sustainable trail network. Trails would be maintained by volunteers of the Blizzard Bike Club and other users. The Club also has the support and cooperation of the current trail group in the park, the Whiskey Jack Nordic Ski Club. This spirit of cooperation and comradery between the clubs will create a trail network we can all be proud of.

All drainages would be classified and crossed appropriately and within the confines of the Water Act and its regulations. By working with the local chapter of the BC Institute of Agrologists on weed and invasive species identification, a weed control program utilizing hand picking and disposal will also be incorporated into the long term planning. This inclusion of environmental protection measures from the beginning will help to ensure that the natural setting is maintained and environmental protection objectives are maintained.

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.

The Club is looking to work in conjunction with the existing cross country ski trail network, along with incorporating sections of single track along the way. Single track trails are narrow openings with minor landscape changes to enhance safety, promote erosion control and slope stability, so will blend perfectly into the natural setting and be useable by all parties. As cross country skiing and mountain biking fall under two completely different seasons, conflicts over use will be avoided. Trail features which are not shared between activities, will not be placed in areas of conflict.

The Blizzard Bicycle Club intends to ensure that trails are managed properly, and unnecessary dangers are not left as a burden to the public. We fully believe that by properly developing trails that adhere to the objectives of minimizing environmental impact, while maintaining public safety, the Park experience will be greatly enhanced by all users.

11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

There are no conflicts with private land owners as the whole project is on crown land with the Beaton Provincial Park, land already set aside for recreational use and enjoyment.

As the popularity of mountain biking has risen, the club is looking for a new place to conduct its mountain biking events. Private land is difficult to manage in the long term, crown land can have a variety of tenure conflicts, so the Park is a logical place to develop further recreational opportunities for the North Peace area. The club has selected Beaton Park, as it lines up with the interests of its members and the park is a perfect place to develop a long term sustainable trail network that while meeting these needs also meets the mandates of the provincial government. The park has a safe place



to park, washroom/outhouse facilities, room for expansion, a diversity of trails, and trail difficulties. Most importantly there would be no conflicts with other users as Parks are set aside by the province to protect the environmental features for people to enjoy recreational activities within, which these trails will enhance and improve upon for years to come.

12) Describe how the project will build on the Provincial Trails Strategy

(http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf)

The guiding principles of the Provincial Trails Strategy are to encompass environmental Stewardship, recognition of First Nation's interests, respect between different trail users, recreation for all and the benefits to the community are to provide a year round recreational facility that makes for a sought after and enjoyed outdoor destination in the region.

Single track trails are narrow openings with minor landscape changes to enhance safety, promote erosion control and slope stability, so will blend perfectly into the natural setting. All drainages will be classified and crossed appropriately and within the confines of the Water Act and its regulations (by volunteer Registered Professional Biologists). By working with the local chapter of the BC Institute of Agrologists on weed and invasive species identification, a weed control program utilizing hand picking and disposal will also be incorporated into the long term planning. This inclusion of environmental protection measures from the beginning will help to ensure that the natural setting is maintained. Factors such as soils, drainage, erosion, vegetation and weed control will be taken into account in the trails process, to ensure adequate environmental protection and a safe and sustainable trail network.

By maintaining a natural environment that is accessible by everyone, the protection of First Nation's interests will be maintained and encouraged.

The existing cross country skiing trail network established by the Whiskeyjack Nordic Ski Club, provides a great base for developing shared use trails that can be enjoyed by recreational users in the community year round. The Club also has the support and cooperation of the current trail group in the park, the Whiskey Jack Nordic Ski Club. This spirit of cooperation and comradery between the clubs will create a trail network we can all be proud of. As cross country skiing and mountain biking fall under two completely different seasons, conflicts over use will be avoided.

13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?

The Blizzard Bike Club has 60-100 members annually. From this there are 20-30 regular volunteers with a core group of volunteers of 8 volunteers. Volunteers contribute approximately 300-400 hours per year. In addition the club has professional biologist, agrologists and foresters to provide advice and guidance on trail development.

14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

The club has increased annual membership fees, conducted internal fundraising and sought corporate sponsorship to develop trails. With the grant monies we will be able to purchase equipment and receive training to ensure future development and maintenance of the trails from the existing club membership fees.



- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	The Beatton Park Trails are located at Beatton Provincial Park, 15 kms northwest of Fort St. John on the east side of Charlie Lake. The community of Fort St. John is resident to ~21,000 people, and services a large outlying area that services up to 60,000 people. These trails are central to this population and is adjacent to the World Famous Alaska Highway, attracting thousands of tourists on an annual basis to the area, many of whom stay at Beatton Provincial Park. Access is via high grade paved roads, so the site is accessible to all.
Environmental, education or heritage representation	In order to minimize the impact of trail development the park was chosen as it already has a well-established stable trail network created by the Whiskeyjack Nordic Ski Club for cross-country skiing and snowshoeing. By building from these trails, we are able to minimize our footprint. Additionally these narrow single and double track trails fit well into the landscape and are built with erosion control in mind. A registered professional biologist associated with the club has assessed the one drainage that runs through the trail area and found it to be non-fish bearing. Additional measures will be taken however to ensure environmental protection, from potential sedimentation and erosion along this drainage to maintain water quality and quantity through the area. A wide variety of other users are present in the park, including Girl Guides, Boy Scouts and elementary school field trips and these trails will increase their access and educational experience within the park. The area has a rich history and this will not be impacted by the proposed developments.
Partnerships	The Blizzard Bike Club will work together hand in hand with the Whiskeyjack Nordic Ski Club in trail development and maintenance. Already our activities have improved the snowshoe trail access for many users.
Proximity	As discussed, these trails are right on top of and in and around existing trails.
Already established as an unofficial trailhead	This trail network is already well established and known, so use is already high and increasing with the adaptation fo single and double track mountain bike loops.
User and site safety and the capacity to maintain	The Blizzard bike club has the membership (60-100 members annually, with 6-12 volunteers) to provide volunteers to build and maintain the trails to an internationally accepted trail standard, which will meet biker and public safety.


18) TOTAL funds requested from the Regional District:

Project Expenses	Amount
Equipment	
Chainsaw	\$800
Brush saw	\$800
Tools (rakes, shovels, picks, pruning shears, storage box)	\$500
Bush Mower	\$2,500
Supplies	
Food & Water	\$100
Fuel	\$150
Oil	\$50
Signs	\$1,300
Contractors & Services	
Chainsaw Course	\$2,475
Professional Fees	\$1,000

Total funding request = \$9, 675

75% of \$9675
 $\frac{75}{100} \times 9675 = 7256.25$



Peace River Regional District

Recreation Trails Grants-in-Aid
Schedule "A" - Application

INCLUDE THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
 - i. Detailed cost estimates
 - ii. Sources of confirmed revenue
 - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.


Signature of Applicant Dan Webster

250-794-1110
Phone



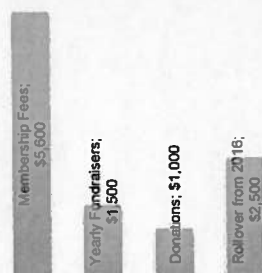
Blizzard Bicycle Club 2017 Budget

Yearly Revenue:	\$10,600
Yearly Expenses:	\$10,485
Project Revenue	\$11,175
Project Expenses	\$11,175
Project Rollover	\$0

2017 Rollover
(profit) **\$115**

This graphic represents how much would carry over at the end of the year from yearly revenue and project revenue

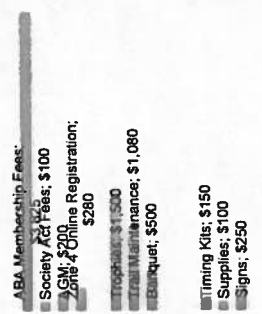
Yearly Revenue	Amount
Membership Fees	\$5,600
Yearly Fundraisers	\$1,500
Donations	\$1,000
Rollover from 2016	\$2,500



Anticipated # of Members	70
Proposed Membership Fee	\$80
ABA Membership Fee	\$40

Trail Maintenance

Trail Expenses	Amount
Food & Water	\$200
Chains	\$80
Fuel	\$250
Oil	\$100
Miscellaneous	\$150
Signs	\$300



Yearly Expenses	Amount
Cost of Sales	
ABA Membership Fees	\$3,825
Society Act Fees	\$100
AGM	\$200
Zone 4 Online Registration	\$280
Operating Expenses	
Trophies	\$1,500
Trail Maintenance	\$1,080
Banquet	\$500
Admin Expenses	
Timing Kits	\$150
Supplies	\$100
Signs	\$250

Project Revenue

Projects Revenue	Amount
Grants - PRRD	\$7,175
Targeted Fundraisers	\$500
Corporate Donations	\$1,000
Rollover from 2016	\$1,000

Note: PRRD Grant is directed completely to the Beatton Trails Project. Race Events will be covered by targeted fundraisers and corporate donations as applicable.

Race Events

Project Expenses	Amount
Supplies	
Food & Water	\$500
Signage	\$250
Advertising	\$250
Porta-Potties	\$500

Beatton Trails Project: The club has a lot of clearing to do and needs to purchase a chainsaw, brushsaw and a bush mower to assist with this. Hand tools are also required to replace those broken or stolen (a lot were member owned), as well as a storage box. In order to safely conduct the clearing (no falling, just cutting of branches and down trees) we want to get three people certified on chainsaw. Supplies such as food/water, fuel and oil will be supplemented with club maintenance funds. In order to meet BC Parks signage standards the signs are \$130 each and we are looking to put up 10 this year. We may also need to engage professionals to meet the BC Parks info requirements, but will try and get this for free if we can.

Beatton Trails Project

Project Expenses	Amount
Equipment	
Chainsaw	\$800
Brush saw	\$800
Tools (rakes, shovels, picks, pruning shears, storage box)	\$500
Bush Mower	\$2,500
Supplies	
Food & Water	\$100
Fuel	\$150
Oil	\$50
Signs	\$1,300
Contractors & Services	
Chainsaw Course	\$2,475
Professional Fees	\$1,000

February 6, 2017

Bryna Casey

From: Dan Webster <dwebster@eco-web.ca>
Sent: Thursday, January 26, 2017 1:12 PM
To: Bryna Casey
Cc: 'Blizzard Bike Club'
Subject: RE: 2017 Trails Grants-in-Aid
Attachments: BBC 2017 Budget REVISED DRAFT.pdf

Ok, I understand that now, so yes our budget spreadsheet is a little confusing then and this would reduce the amount we are asking for (that is my mistake). So in the budget we outlined the 2017 costs for the trails as \$9675. The BBC had planned for \$1500 in fundraising to support these, but that doesn't match the 75%/25% target you have, that was my error. So I have attached a revised budget where this has been corrected (we will have to pull \$1000 from our 2016 funds, or conduct more fundraising for this). That would change our requested funding to **\$7175** and BBC would come up with the other \$2500 through 2016 rollover money, donations, sponsorship and fundraising. I amended in the budget our rollover from 2016, as it was more than we had thought it would be, so that is where a portion of this comes from. It could cover the whole \$2500, but we would look towards fundraising and donations so we do not deplete our cash surplus.

Please let me know if there are any other details you require, or if this is sufficient to act as a revision to our application request. Thank you.

Dan Webster, B.Sc., P.Ag., R.P.Bio., P.Biol.

CEO, Senior Project Manager

Eco-Web Ecological Consulting Ltd.

8211 93rd Street

Fort St. John, BC V1J 6X1

(o) 250-787-1110

(c) 250-794-1110

(f) 250-787-1175

dwebster@eco-web.ca

Reducing the consequences of man's influence on nature

From: Blizzard Bike Club [mailto:blizzardbikeclubfsj@gmail.com]

Sent: Wednesday, January 25, 2017 6:00 PM

To: Dan Webster

Subject: Fwd: 2017 Trails Grants-in-Aid

Got this from PRRD today. Looks like they are looking at our application. Could you answer Bryna's question below?

Likely the difference will come through online trails donations (at time of registration) and/or via club annual dues. Can you think of any more?

Sent from my iPhone

Begin forwarded message:

From: Bryna Casey <Bryna.Casey@prrd.bc.ca>

Date: January 25, 2017 at 11:13:24 AM MST

To: "blizzardbikeclubfsj@gmail.com" <blizzardbikeclubfsj@gmail.com>

Subject: 2017 Trails Grants-in-Aid

February 6, 2017

Hello Kevin,

I am working through evaluating the BBC's grant applicant to the Peace River Regional District's 2017 Trails Grants-in-Aid program.

This grant will only pay for up to 75% of the entire project budget, so with the total project cost that you've submitted of \$9,675, the maximum that we can fund is \$7,256.25.

The application checklist asks for "Project budget including sources of revenue (confirmed and pending), donations and expenses." So, as we can only cover at most 75% of the project, how will the other 25% be funded? If you could kindly provide me this information by Friday or Monday at the latest, that would be excellent! I'm sorry for the short notice.

I hope that this makes sense! If it doesn't, or if you have questions, please give me a call or shoot me an email!

Thank you!

Bryna Casey | Parks and Rural Recreation Coordinator

Direct: **250-784-4841** | bryna.casey@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8
Toll Free: (24 hrs): **1-800-670-7773** | Office: **250-784-3200** | Fax: **250-784-3201** | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

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Blizzard Bike Club Cash Flow Statement



INFLOWS		Year to Date
<i>Income</i>		
Membership Fees		5,895.00
Corporate Donations		600.00
Fundraiser Income		2,957.00
<i>Other Inflows</i>		
2014-2015 Carry Forward		1,742.20
Total Inflows		11,194.20
OUTFLOWS		
<i>Business Expenses</i>		
ABA Membership fees		2,878.00
BC Registry Services		25.00
<i>Financing Activities</i>		
Bank Fees		78.00
Cheque Order		131.70
<i>Other Expenses</i>		
Timing Kits		40.26
Trail Maintenance		598.87
Race Costs		393.78
Year End Banquet		1,899.54
Trail Signage		94.06
Trophies		1,297.46
Total Outflows		7,436.67
Total Expenses (for BLR)		4,533.67
Net Cash Flow		3,757.53

BLIZZARD BICYCLE CLUB ACCOUNT SUMMARY

APRIL 1, 2015 TO MARCH 31, 2016

DATE	CHQ NO#	DESCRIPTION	DEBITS	CREDITS	BALANCE
April 1, 2015		OPENING BALANCE			\$1,742.20
April 20, 2015		DEPOSIT - CLUB MEMBERSHIP		\$2,600.00	
		DEPOSIT - ROCKY BIKE DONATION-MATT JARNAGIN		\$200.00	\$4,542.20
		SERVICE CHARGE	\$6.00		\$4,536.20
April 30, 2015		PAPER STMT FEE	\$3.00		\$4,533.20
April 30, 2015		CLOSING BALANCE			\$4,533.20
May 1, 2015		OPENING BALANCE			\$4,533.20
May 6, 2015	181	VOID CHEQUE FOR ZONE 4 REGISTRATION-AUTO DEPOSIT		\$50.00	\$4,583.20
May 22, 2015		CREDIT MEMO CLUB REG:9304ZONE 4 CA REMIT			\$2,100.20
May 25, 2015	182	ABA MEMBERSHIP	\$2,483.00		\$2,094.20
May 29, 2015		SERVICE CHARGE	\$6.00		\$2,091.20
May 29, 2015		PAPER STMT FEE	\$3.00		\$2,091.20
May 31, 2015		CLOSING BALANCE			\$2,091.20
June 1, 2015		OPENING BALANCE			\$2,091.20
June 4, 2015	180	STOP WATCHES - KEVIN SHAW	\$40.26		\$2,050.94
June 11, 2015	183	MINISTRY OF FINANCE - BC REGISTRY SERVICES	\$25.00		\$2,025.94
June 15, 2015		DEPOSIT-CLUB MEMBERSHIP		\$810.00	\$3,235.94
		DEPOSIT - ECO-WEB DONATION		\$400.00	\$2,664.79
June 17, 2015	185	TRAIL MAINTENANCE - GARY HILDERMAN	\$571.15		\$2,714.79
June 18, 2015		CREDIT MEMO CLUB REG:9304ZONE 4 CA REMIT		\$50.00	
June 30, 2015		SERVICE CHARGE	\$6.00		\$2,705.79
		PAPER STMT FEE	\$3.00		\$2,705.79
June 30, 2015		CLOSING BALANCE			\$2,705.79
July 1, 2015		OPENING BALANCE			\$2,705.79
July 3, 2015		CREDIT MEMO CLUB REG:9304ZONE 4 CA REMIT		\$50.00	\$2,755.79
July 13, 2015	184	TRAIL MAINTENANCE - IAN WATT	\$27.72		\$2,728.07
July 23, 2015		CREDIT MEMO CLUB REG:9304ZONE 4 CA REMIT		\$50.00	\$2,778.07
July 31, 2015		SERVICE CHARGE AND PAPER STMT FEE	\$9.00		\$2,769.07
July 31, 2015		CLOSING BALANCE			\$2,769.07

**BLIZZARD BICYCLE CLUB
ACCOUNT SUMMARY**

APRIL 1, 2015 TO MARCH 31, 2016

DATE	CHQ NO#	DESCRIPTION	DEBITS	CREDITS	BALANCE
January 29, 2016		SERVICE CHARGE AND PAPER STMT FEE	\$9.00		\$2,078.53
January 31, 2016		CLOSING BALANCE			\$2,078.53
February 1, 2016		OPENING BALANCE			\$2,078.53
February 11, 2016		CREDIT MEMO ZONE 4		\$200.00	\$2,278.53
February 29, 2016		PAPER STMT FEE	\$3.00		\$2,275.53
February 29, 2016		CLOSING BALANCE			\$2,275.53
March 1, 2016		OPENING BALANCE			\$2,275.53
March 31, 2016		CREDIT MEMO ZONE 4		\$1,485.00	\$3,760.53
March 31, 2016		PAPER STMT FEE	\$3.00		\$3,757.53
March 31, 2016		CLOSING BALANCE			\$3,757.53

February 6, 2017



Blizzard Bicycle Club
www.blizzardbikeclub.com
 10109 95 Ave,
 Fort St John, BC V1J 1H9

November 9, 2016

Peace River Regional District

PO Box 810, 1981 Alaska Avenue

Dawson Creek, BC V1G 4H8

Attention: Trish Morgan, Manager of Community Services

Direct: 250-784-3218

Cell: 250-219-3000

Trish.Morgan@prrd.bc.ca

Beatton Trails - Mountain Bike Trail Expression of Interest

Dear Mrs. Morgan,

On behalf of the Blizzard Bicycle Club (BBC) we would like to provide you with our application for a funding grant for the Beatton Trails.

Following our Annual General Meeting in May, 2016, the board of directors for the Blizzard Bicycle Club (Society Incorporation Number S-0021897) is as follows:

TITLE	NAME	ADDRESS
President	Kevin Shaw	13179 Lakeshore Dr, Box 494, Charlie Lake BC V0C 1H0
Vice president	Dan Webster	10616 104 th ST, Fort St. John, BC V1J 5C4
Vice president	Robert Sapp	8603-91 ST, Fort St John, BC V1J 7H6
Treasurer	Kristine Bock	11278 - 273 RD, BOX 689, Charlie Lake, BC V0C 1H0
Secretary	Pat Ferris	11304-93 ST, Fort St John, BC V1J 3K4
Director	Adam Currie	10203-109 AVE, Fort St John, BC V1J 4N5
Director	Patricia Ferris	11304-93 ST, Fort St John, BC V1J 3K4
Director	Gary Hilderman	10512-88A ST, Fort St John, BC V1J 5X9
Director	Wim Kok	9616-105TH AVE, Fort St John, BC V1J 2M1
Director	Dian Loro	9015-87 AVE, Fort St John, BC V1J 7H3
Director	Richard Wood	C/O N.P.Y.C RR 1, 13659-267C RD, Fort St John, BC V1J 4M6
Director	Dan Webster	10616-104 ST, Fort St John, BC V1J 5C4
Director	Ian Watt	8008-95 AVE, Fort St John, BC V1J 1G6
Director	Nicki Haugan	11008-110ST, Fort St John, BC V1J 0J7
Director	Ben Dawson	8703-85AVE, Fort St John, BC V1J 0E7
Director	Heather Mccracken	9938 Neufeld Rd, RR1, Site 5, Comp 34, Fort St John, BC V1J 4M6

On November 2nd, 2016 the BBC had a regular monthly meeting and voted in favour to present this of intent letter to the PRRD to create a resolution by the society's board of directors authorizing the Beatton Trails Project and application to the Regional District for funding. Please find attached the meeting minutes from this meeting as backup to this resolution. ✓

February 6, 2017

Thank you in advance for your time and consideration in this matter. If there are any questions or clarifications required with the contents of this letter, please feel free to contact the undersigned via email at: dwebster@eco-web.ca or blizzardbikeclubfsj@gmail.com.

Sincerely,

Prepared by:



Dan Webster
Vice-President
Blizzard Bicycle Club
Enclosure:

Pat Ferris

DAN WEBSTER

From: "Pat Ferris" <blizzard@ocol.com>
Date: Tuesday, November 08, 2016 10:33 AM
To: <blizzard@ocol.com>
Subject: Minutes of last night's meeting - you need to read this

Nov 2/2016 Blizzard Bicycle Club general meeting at Wendy's.

Attending: Richard Wood, Kristine Bock, Dan Webster, Robert Sapp, Gary Hilderman, Pat Ferris, Kevin Shaw, Ben Dawson

1. CTO 7 pm by President Kevin Shaw.
2. Treas: \$2640
3. Membership: 60 Discussion about membership drive next year. Each of us are the best recruiters. Kevin to Call ABA about insur options.
4. Business Arising: Club dinner Nov 19 7 pm at Northwoods. No host dinner. Ticket is food bank donation. Silent auction.
- Trails: Robert to meet with Parks about 2017 approvals and plans. Looking into PRRD grant option.
5. Road ride from 'Baked' Saturday at 10. Come on out.
6. Congratulations to Haugans after a successful and muddy World Xterra in Hawaii! Well done.
7. Adjourn 8:30 pm

Club Secretary Patrick D. Ferris

Late motion to take advantage of looming PRRD grant w Nov. 15 deadline:

Motion by Pat Ferris (secretary) Nov 7, 2016

"That Dan Webster compile a grant request to the PRRD on the Blizzard Bike Club's behalf on Beaton Park trail maintenance and expansion. Kevin Shaw (president) will approve on behalf of this club"

Seconded by Robert Sapp and carried by club executive Pres Kevin Shaw, VP Dan Webster, VP Robert Sapp, Treas Kristine Bock by e-mail.

Patrick D. Ferris, Secretary



Blizzard Bicycle Club



November 14th, 2016

REGISTERED LETTER

Blizzard Bike Club

Robert Sapp

Daniel Webster

RE: Letter of Intent for Trail Development Grant – Peace River Regional District

To whom it may concern;

This Letter of Intent is to clarify the authorization for Blizzard Bike Club (BBC) to operate on, and maintain trail systems for recreational use in Beaton Provincial Park by BC Parks – Ministry of Environment.

Currently, BBC has been authorized by Area Supervisor - Kevin Wagner and Senior Park Ranger – Calder Graham to conduct minor trail maintenance projects within Beaton Provincial Park on the existing trail systems, also used by Whisky Jack Nordic Ski Club during the winter season.

Both proponents are awaiting final clearance from the Regional Director of BC Parks to authorize a five year land use agreement, allowing BBC to continue maintenance and development of the trail systems at Beaton Provincial Park. Until such time BC Parks has allowed trail maintenance to continue and events to be run with appropriate insurance, notification and protocols in place as per the Annual Operating Plan signed by Robert Sapp and Calder Graham.

Please contact Calder Graham, Senior Park Ranger, at 250-787-3332 if you have any further questions regarding this letter of intent.

Regards,

Calder Graham
Senior Park Ranger, Northern Region
BC Parks – Ministry of Environment
400 – 10003 110th Avenue
Fort St John, BC, V1J 6M7
Ph: (250) 787-3332
Email: Calder.Graham@gov.bc.ca

November 2, 2016

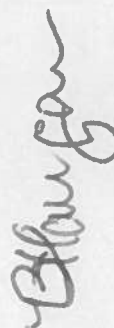
Regarding: Beaton Park Trail Expansion

To Whom it May Concern,

Our names are Bailey and Tate Haugan, and we are two local athletes that are writing in support of the possibility of a trail expansion to the existing trails at Beaton Park. We both compete at the international level in trail running and off-road triathlon, and we are heavily dependent on the local trail systems to do the majority of our training.

We are proud to be from the north and represent our community at races around the world. The fact that we have to travel very far for competitions and training often makes it challenging for us to compete at a high level, so having sufficient trails to train on locally is very important to us. We would be thrilled to see an expansion of the trail system out at Beaton Park as it is one of our favorite places to train. And with more trails available for local athletes and recreational users to use, hopefully we will see more of the younger generation out using them!

Sincerely,



Bailey & Tate Haugan

February 6, 2017

November 2, 2016

Regarding: Beattton Park Trail Expansion

To Whom it May Concern,

I am writing in support of the possibility of a trail expansion to the existing trails at Beattton Park. The trails have been very well used by many within our community, and the expansion of the current trail system would be a great asset to our recreational community.

I lead a local running group with 20+ members, and was able to take my group for a few runs out on the existing trails this past summer. The trails have been extremely well maintained by members of the Blizzard Bike Club, and I feel very fortunate to have access to such great trails within a 15 minute drive from Fort St. John.

The expansion of the trails would be a very welcome addition to our limited options for local running, hiking, biking and snowshoeing.

Sincerely,



Nicki Haugan

nickihaugan@live.ca

February 6, 2017



Whiskey Jack Nordic Ski Club

c/o 9508 113rd Ave, Fort St John, BC V1J 2W9

November 3, 2016

Re: Bicycle Trail Development in Beatton Provincial Park

Beatton Provincial Park has become the go-to destination for recreation seeking people of the North Peace region. Zoned "intensive recreation" the park has seen recent expansion of the cross country ski trails resulting in a large increase in skier visits to the park in winter. Additionally the ski trails are well suited for hiking in summer months and are in continuous use.

The snow shoe trail, only recently added to the Park system in 2012, has been injected with a huge amount of volunteer effort on the part of the Blizzard Bike Club to expand its use for summer biking. The Blizzard Bike Club is lauded for its efforts to expand the snowshoe trail/summer biking network. The benefits of increased recreational opportunities are enormous and contribute a great deal to the community's health and wellness as well as help with worker retention by having high quality outdoor recreation opportunities close to the city of Fort St. John.

With the increase in trails comes a need for signage as the park is largely forested. Directional map signs are very important and are appreciated by all users of the trails; this initiative is crucial to establishing the trail network for the future.

The WJNSC fully supports the trail building efforts of the Blizzard Bike Club and is excited to reap the rewards of their work to provide multi purpose trails in Beatton Provincial Park.

Sincerely,

Eliza Stanford
President, Whiskey Jack Nordic Ski Club

February 6, 2017



**BC Parks
VOLUNTEERS**

Administrative Use Only:

Agreement # (issued by HQ)	
Region & Section	
Expiration Date	

BC PARKS PARTNERSHIP AGREEMENT

THIS AGREEMENT: PA2016-06, dated for reference this 14th day of June, 2016, is

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,

**represented by the Minister responsible for the Park Act
at the following address:**

**BC Parks
Attn: Kevin Wagner
400-10003-119th Ave
Fort St John, BC
V1J 6M7
Kevin.Wagner@gov.bc.ca**

the "Province"

AND:

**c/o Blizzard Bicycle Club
Robert Sapp
8603-91 Street
Fort St. John, BC
V1J 7H6**

the "Agreement Holder"

both of whom are sometimes referred to as "the Parties" and each of whom is a "Party" to this Agreement.

dispositions of the land within the Agreement Area, or any part of it. The Agreement Holder may be afforded an opportunity to comment on management issues.

- 1.07 The obligations of the Agreement Holder under this Agreement are subject to other rights of use and occupation granted by the Province, and the Agreement Holder must not interfere with the exercise of those rights by any other person.
- 1.08 The Agreement Holder shall not, assign, transfer or subcontract its obligations under this Agreement without the prior written consent of the Province. This does not limit the Agreement Holder's right to perform services under this Agreement using their employees or registered volunteers.
- 1.09 The Province is under no obligation to provide management assistance, support services, patrols, or conduct inspections during the term of this Agreement. At its sole discretion, the Province may contribute certain raw materials, supplies, access to tools, or reimburse the Agreement Holder for incidental expenses but is under no obligation to do so at any time under this Agreement.
- 1.10 Nothing in this Agreement constitutes a grant of any right to use the Agreement Area for any purpose other than as set out in the Schedules.

ARTICLE II—DURATION AND MODIFICATION

- 2.01 The duration of this Agreement is for a term of <<insert number 1-10>> years commencing on <<insert start date>> and ending on <<insert end date>> inclusive.
- 2.02 The Agreement may not be modified except by a subsequent agreement in writing between the Parties.
- 2.03 Nothing in this Agreement will be considered to have been waived by the Province unless such a waiver is in writing.
- 2.04 Either Party may cancel this Agreement by giving 60 days prior written notice to the other Party. Upon receiving cancellation notice, the party receiving the cancellation notice will have the opportunity to be heard by the party serving the cancellation notice and the Parties will use their best efforts to conclude the opportunity to be heard within the 60 day period.
- 2.05 Subject to 2.03, not later than 6 months prior to the expiry date of the Agreement, the Province will make a written offer to the Agreement Holder setting out the conditions upon which the Province may renew this Agreement.
- 2.06 The Agreement Holder shall have a period of 3 months from receipt of the renewal offer to accept in writing, the renewal offer on the terms and conditions contained in such offer, provided the Agreement Holder is in compliance with the terms and conditions of this agreement at that time.
- 2.07 Notwithstanding anything to the contrary in this Agreement, the Province, in its sole discretion, may elect to not make a renewal offer to the Agreement Holder.

Compensation Act Section 118 and the Occupational Health and Safety Regulation.

The Agreement holder may relinquish its role as Prime Contractor provided that it be done in writing as per the Workers Compensation Act Section 118 (1)(a) and copy is forwarded to the Province.

ARTICLE IV—INDEMNITY AND WAIVER

4.01 The Agreement Holder will indemnify and save harmless the Province, its servants, employees and agents against all losses, claims, damages, actions, costs and expenses that the Province, its servants, employees and agents may sustain, incur, suffer or be put to arising:

- (a) directly from the on-site performance of the Services during the Term of this Agreement by the Agreement Holder, its employees, members, volunteers, and subcontractors,
- (b) from breach of the obligations of this Agreement by the Agreement Holder, or
- (c) the wilful misconduct, gross negligence or the bad faith actions of the Agreement Holder, its employees, members, volunteers and subcontractors,

except to the extent that any such loss or claim is caused or contributed to by the negligence of the Province.

4.02 The Province hereby releases and waives its rights of recourse against the Agreement Holder for all losses, claims, damages, actions, costs and expenses that the Province may sustain, incur, suffer or be put to at any time, either during or following the Agreement:

- (a) for amounts exceeding the amount of collectable insurance available to the Agreement Holder with respect to indemnified matters covered by 4.01(a) above; or
- (b) respecting damage to the property in the Agreement Area owned by the Province directly caused by the Agreement Holder, its employees, members, volunteers and subcontractors in the performance of the Services

unless any such loss, claim, damage, action, costs or expenses are caused or contributed to by the gross negligence, bad faith actions or wilful misconduct of the Agreement Holder, its employees, members, volunteers and subcontractors, or if the Agreement Holder was in breach of its obligations under this Agreement, including breach of section 4.03, or was caused by any activity by the Agreement Holder outside the scope of this Agreement.

4.03 The Agreement Holder will exercise due diligence and all reasonable care to prevent damage to, or loss of any property in the Agreement Area. On the occurrence of damage or loss to property, the Agreement Holder will immediately take appropriate action to mitigate or prevent further damage or loss and immediately notify the

- (a) if hand delivered, including by bonded courier, to a Party at the address specified in this Agreement, as amended from time to time, on the date of that personal delivery; or
 - (b) if mailed, on the third business day after the mailing of the same by prepaid post to the addresses specified in this Agreement, as amended from time to time; or
 - (c) if sent by facsimile transmission, when transmitted, only if transmitted to the facsimile machine numbers specified in this Agreement, as amended from time to time. The onus of proving transmission and valid delivery lies with the transmitting Party, by copy of a facsimile transmission confirmation to the appropriate fax number.
 - (d) if sent by email as of the time of verified reception to an email address specified in this Agreement, as amended from time to time. The onus of proving reception lies with the mailing Party, by copy of an email confirmation to the appropriate email address.
- 8.02 The documents to be submitted by the Agreement Holder to the Province are set out in Schedule B attached to this Agreement, become the property of the Province, and as such, may be subject to the disclosure provisions of the *Freedom of Information and Protection Act*.
- 8.03 If this Agreement is with a Band (or First Nation), the Agreement Holder is advised that nothing in this Agreement addresses aboriginal rights or aboriginal title, limits the positions that the parties may take in treaty negotiations or litigation pertaining to aboriginal rights or title, nor affects the legal relationship between the Government of British Columbia and the Agreement Holder other than with respect to the matters that are the subject of this Agreement.

ARTICLE IX—FEES

- 9.01 The Agreement Holder is not entitled to collect user fees under this Agreement; donations may be collected by the Agreement Holder if approved by the Province and reported in the Annual Operating Plan.

ARTICLE X—INTERPRETATION

- 10.01 In this Agreement, unless the Agreement otherwise requires, the singular includes the plural and the masculine includes the feminine, corporation and body politic.
- 10.02 The captions and headings contained in the Agreement are for convenience only and are not to be construed as defining or in any way limiting the scope or intent of the provisions of the Agreement.
- 10.03 In this Agreement, a reference to an enactment of the Province of British Columbia or of Canada includes a reference to any subsequent enactment of like effect, and unless the Agreement otherwise requires, all statutes referred to in this Agreement are enactments of the Province of British Columbia.

This Agreement may be executed by the Parties on separate copies of the Agreement which becomes complete and binding upon the latter of the two executions.

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the day and year last written below.

Signed and Delivered on behalf of the Province by a duly authorized representative of the Province.

Larry Boudreau, Regional Director
Northern Region, BC Parks

Signature

Date

Signed and Delivered on behalf of the Agreement Holder by a duly authorized representative of the Agreement Holder.

Robert Sapp, Blizzard Bike Club
Fort St. John, BC

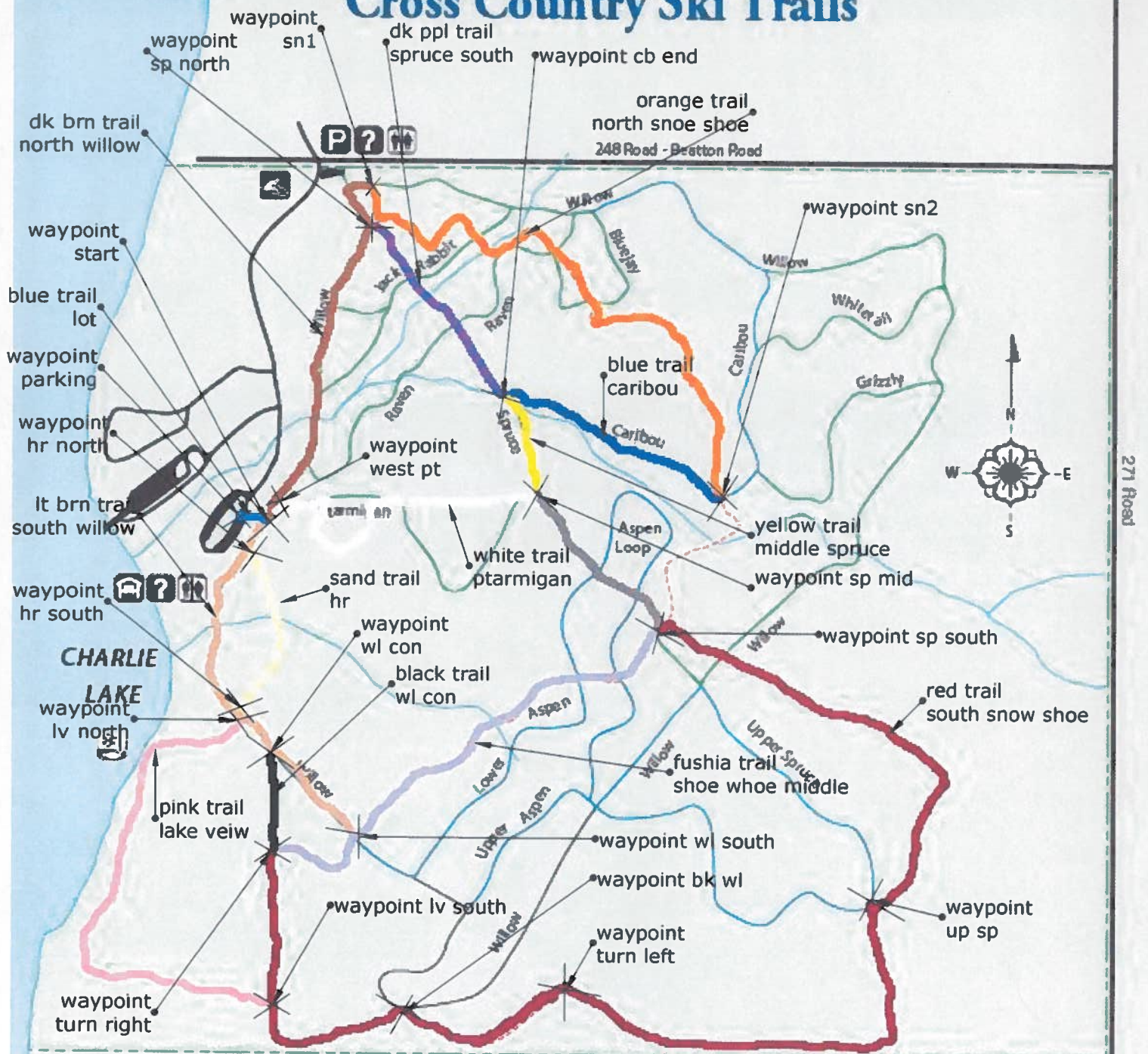
Signature

Vice President
Title

June 14 2016
Date

Beaton Provincial Park

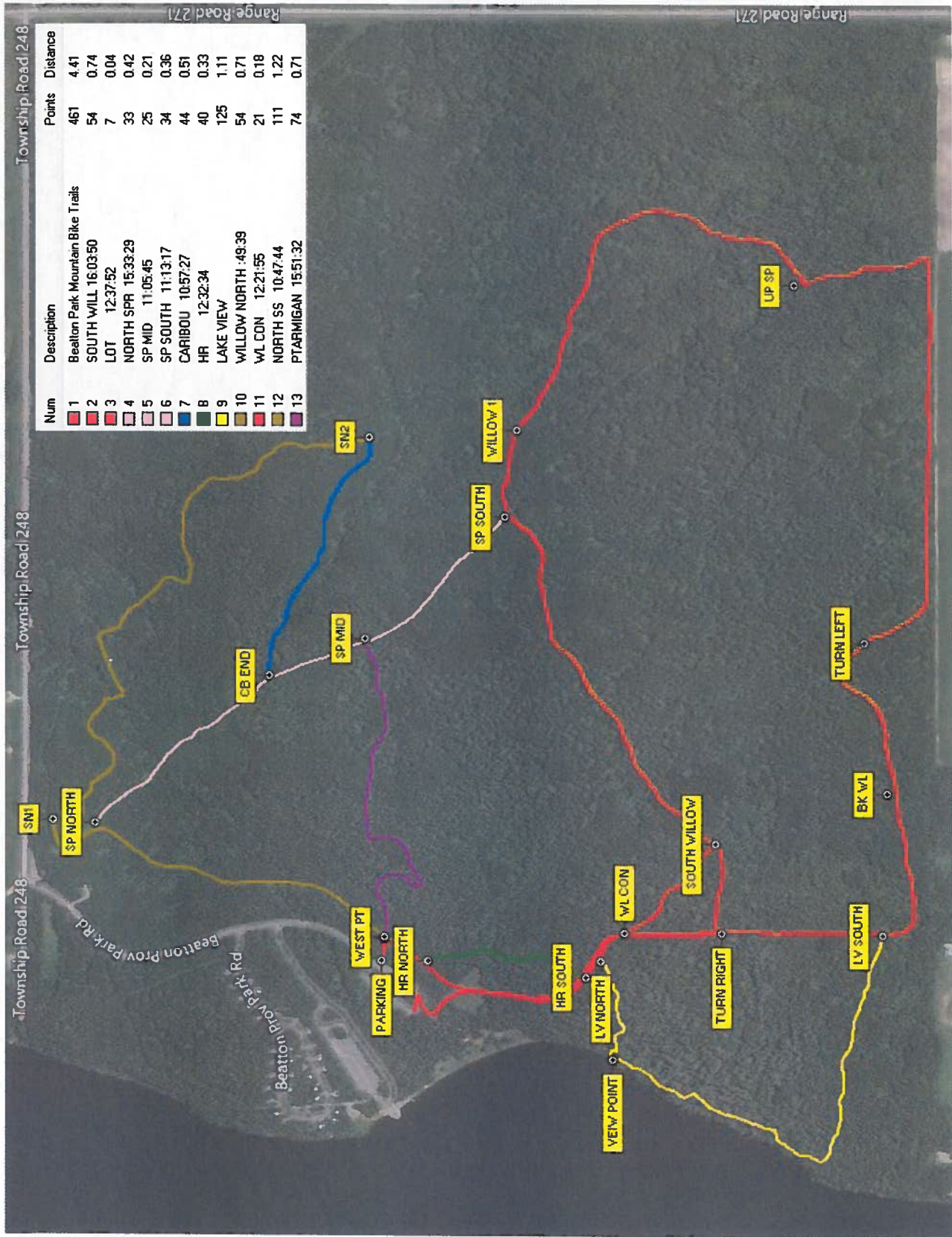
Cross Country Ski Trails



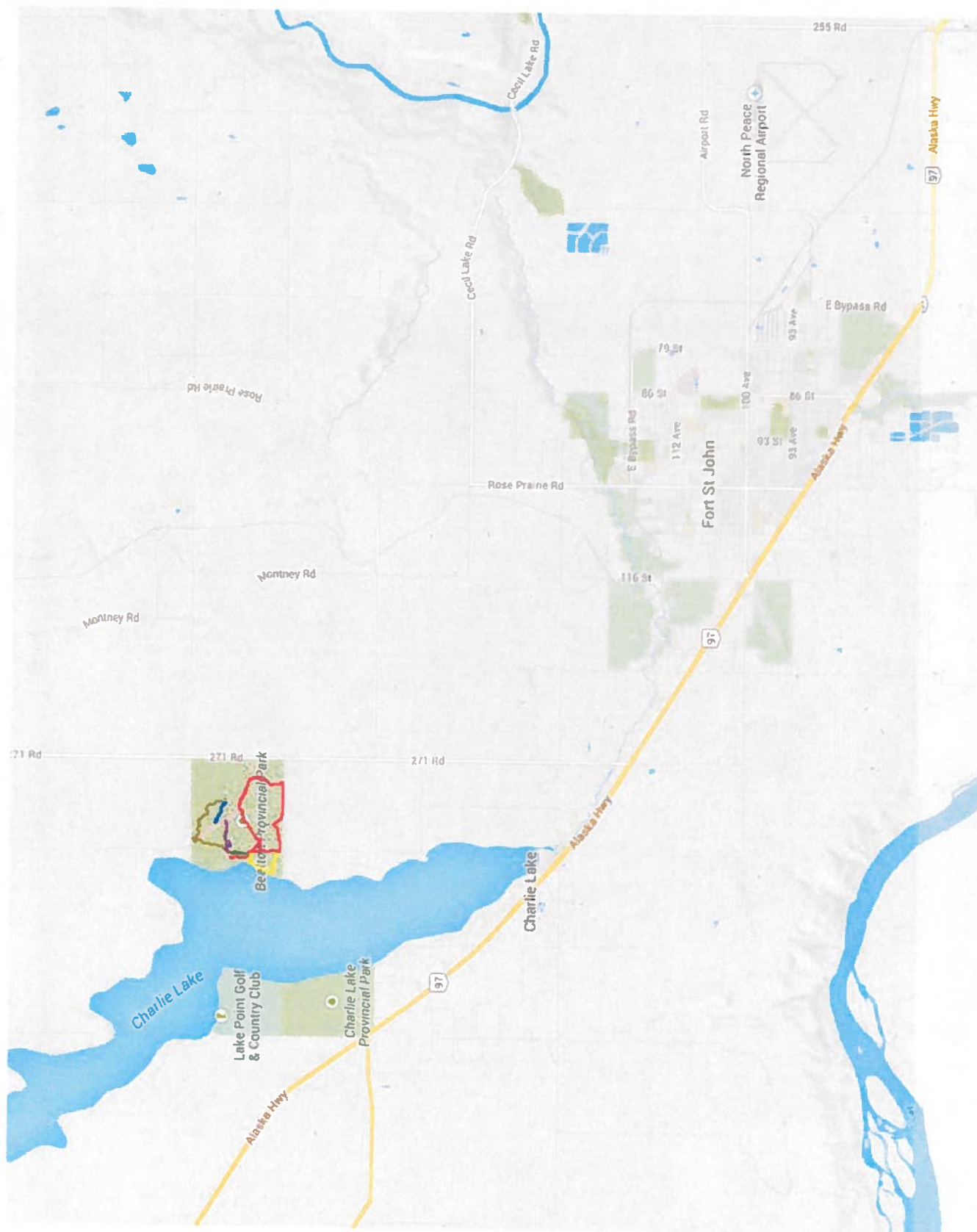
Legend		
	Parking	
	Toilets	
	Information	
	Picnic Shelter	

0 100 200 300 400
Scale in metres

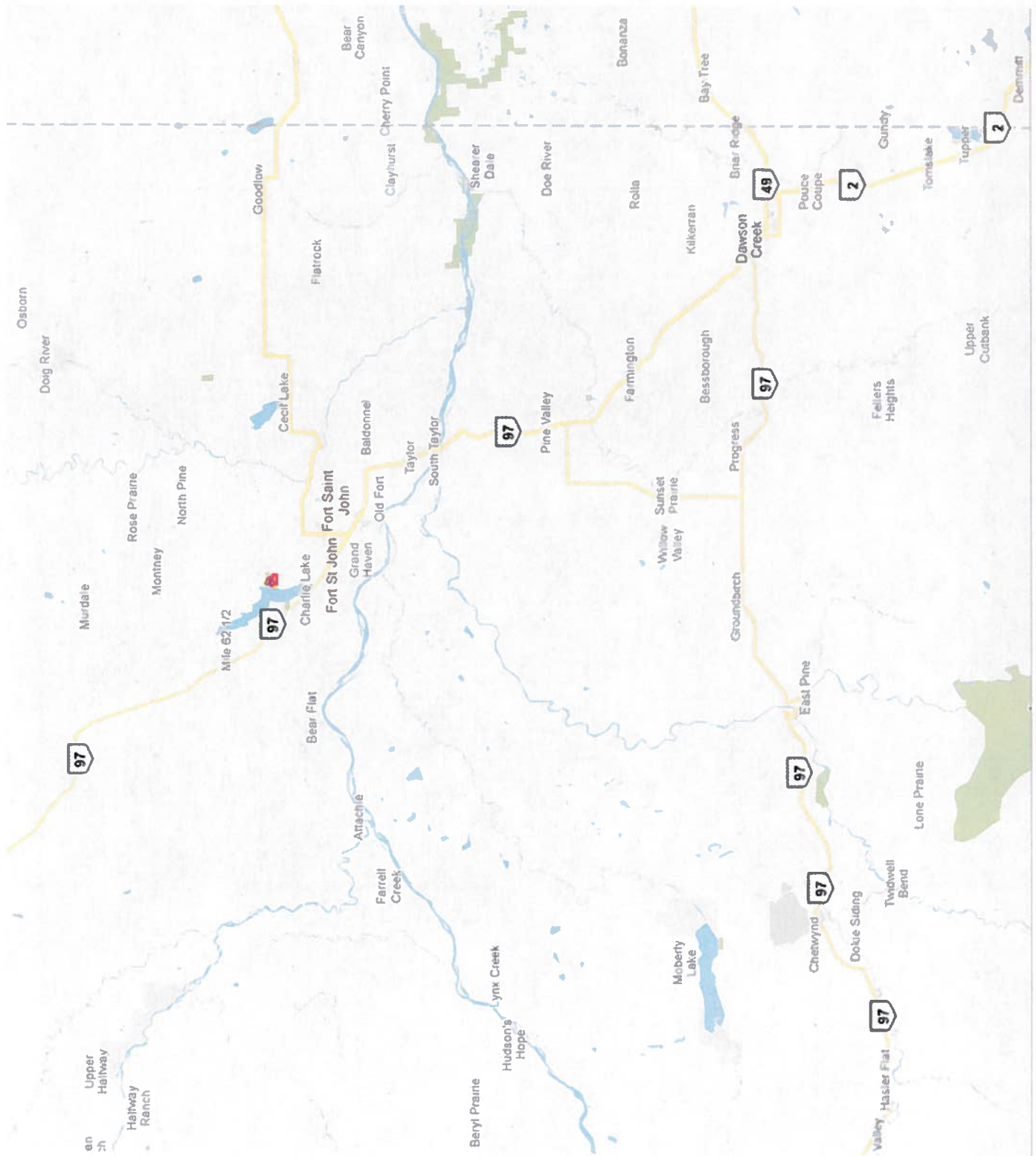
To Hwy 97



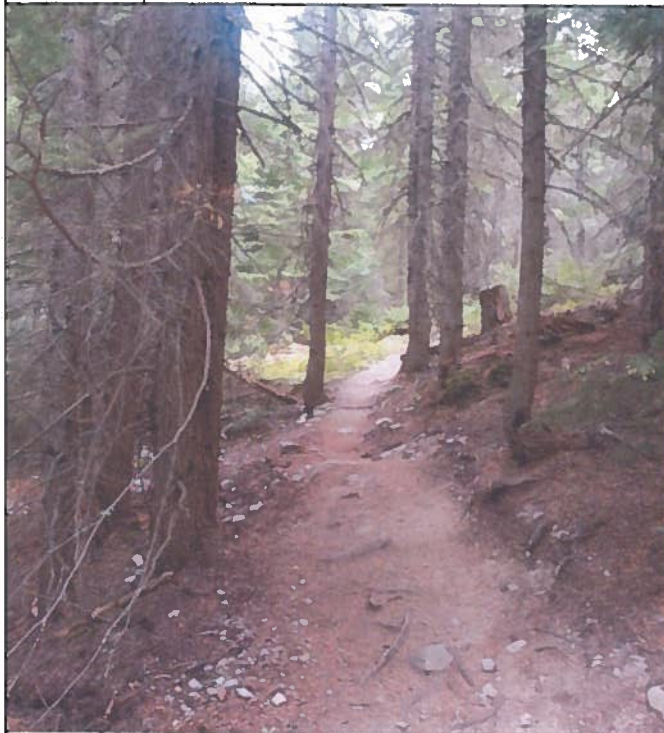
February 6, 2017



February 6, 2017



February 6, 2017

Photo 1: Example of single track trail forest setting**Photo 2:** Single track along slope**Photo 3:** Making use of existing trails/clearings**Photo 4:** Non-permanent bridge for crossing drainage

February 6, 2017

Photo 5: Small logs left for increased difficulty**Photo 6:** Logs installed for fun and safety of bikers**Photo 7:** Trail placed at natural break in vegetation**Photo 8:** Course groomed for rider safety**Photo 9:** Erosion prone area protected**Photo 10:** Existing game trail used**February 6, 2017**

Photo 11: Narrow trails prevent motorized use**Photo 12: Ongoing trail maintenance required****Photo 13: Small hand tools only needed for trail construction/maintenance****Photo 14: Trails fill in quickly without some trimming of the vegetation**



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" – Application Checklist

Applicant Name: Blizzard Bike Club

Date: November 23, 2016.

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☒ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☒ Three (3) quotes for any items valued at over \$3,000. **- N/A**
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☒ Pictures of the proposed project and route.
- ☒ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- ☒ Two (2) letters of support from other organizations or groups supporting the project **PUP**

FOR REGIONAL DISTRICT USE ONLY:

Follow up: Professional Fees? - ~~to~~ \$1000? Food & water?
75%

Comments/Considerations:

Professional fees - engineers, landscape arch. as required
to ensure trails built to proper specifications.
- Fuel is okay - as per rec. trails gra. policy.
- Food & water for volunteer celebration activities

Society Check - okay

CSC Use Only

☐ Schedule C–Trails Annual Report

☐ BC Online check

☐ File a copy electronically in groups file



PEACE RIVER REGIONAL DISTRICT
Recreation Trails Grants-in-Aid
 Schedule "A" - Application

50034503

Date: November 14, 2016

Society Number: S-34503

APPLICANT INFORMATION

1) Name of Organization: Wolverine Nordic and Mountain Society

2) Contact Person: Charles Helm

Position: Secretary

Mailing Address: PO Box 1690, Tumbler Ridge, BC, V0C 2W0

Fax:

Phone: 250-242-3984 250-242-4076

Email: helm.c.w@gmail.com

Website: www.wnms.ca

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No

3) Purpose of your organization & description of the types of activities your organization is involved in.

The Wolverine Nordic & Mountain Society (WNMS) mandate is to promote non-motorized recreation opportunities in the wilderness surrounding Tumbler Ridge. We support year round recreation in the region, and are a founding member of the Tumbler Ridge UNESCO Global Geopark. We host a number of annual events, such as the Emperor's Challenge and the

TR Triathlon, and maintain over 30 registered trails through a partnership agreement with BC Recreation and Trails. We have been active since 1994 and also work closely with the local motorized recreation groups to bring safe, responsible

4) If applicable, does your organization own any facilities or properties? ☐ Yes ☒ No

Please give the 9-1-1 (civic) address and legal description of the property that your organization either leases or owns.

5) Organization Executive:

President/Chair

Name: Birgit Sharman Phone: 250-242-4860 Email: ksharman@telus.net

Vice President/Vice Chair

Name: Larry White Phone: 250-242-4499 Email: lockmantummy@gmail.com

Treasurer

Name: Patsy Antle Phone: 250-242-4775 Email: patricia.antle@nothernhealth.ca

Secretary



Peace River Regional District

Recreation Trails Grants-in-Aid Schedule "A" - Application

Name: Charles Helm

Phone: 250-242-3984

Email: helm.c.w@gmail.com

6) Please provide a 5 year action plan for your organization.

Year 1: Continue to maintain our trails, host events and support the Tumbler Ridge UNESCO Global Geopark

Year 2: Continue to maintain our trails, host events and support the Tumbler Ridge UNESCO Global Geopark

Year 3: Continue to maintain our trails, host events and support the Tumbler Ridge UNESCO Global Geopark

Year 4: Continue to maintain our trails, host events and support the Tumbler Ridge UNESCO Global Geopark

Year 5: Continue to maintain our trails, host event and support the Tumbler Ridge UNESCO Global Geopark

PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)

7) Describe the project for which your organization is requesting funding.

We are looking to complete improvements to the Windfall Lake trail, and add improvements to the Greg Duke Lakes trail.

At Windfall Lake, we will add to our 2015 project by installing a dishwashing station to prevent soap and food residue entering the lake or stream.

Along the Greg Duke trail, we will install docks at both Norden and Barber Lakes, to provide access from the lake shore through the reeds to the open water, improving views and access to fishing. We will also install benches along the trail, in addition to a new picnic table and outhouse at Irene Lake, to replace the current decrepit ones. Informational signs will advise the public on the history of the area, as well as provide information on the natural environment.

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.

After the installation of camping pads and a pit toilet at Windfall Lake, we have seen a dramatic increase in visitation to the area. We have also received incredible feedback through the Geopark Facebook site and the Tumbler Ridge Visitor Centre from individuals who have been inspired by their trip to the Lake. After seeing Windfall, they often pick their next destination to explore in the area. We have also received similar feedback on upgrades to the Greg Duke Trail, which had fallen into disrepair. By supporting citizens who go out into nature, to learn more, be responsible, and have some minor comforts such as outhouses and benches, we are encouraging the public to continue to explore and be active, which creates a great mental stimulation as well.

9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.

Building campsites and trails to a high level of natural stewardship creates pride and fosters a sense of responsibility to land. By understanding the landscape and the ecosystem through informative signs, visitors to these sites learn more about their region and how to care for it. Making sites more accessible and easier to use encourages their use by larger groups of people, creating greater overall pride in our regional resources.

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.

The Windfall Lake project is part of a multi year project to increase the accessibility of the site to overnight visitors. The Greg Duke Trail project will provide comforts to users to create an easier access through benches and tables for rest and an outhouse for proper sanitation and comfort.



- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

Both projects are on Crown Land, and are registered trails with BC Recreation and Trails and the WNMS.

- 12) Describe how the project will build on the Provincial Trails Strategy

(http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf)

Tumbler Ridge's trail system is already one of the finest in Canada. By refining the trails that we have already established, we are reaching the fulfilment of the trail strategy through volunteer labour and support.

- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?

Our organization has approximately 200 members, with 25 very active members. We contribute approximately 2000 volunteer hours a year.

- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

Maintenance costs are not estimated to be significant. The WNMS will utilize proceeds from the Emperor's Challenge Mountain Run and other club funds to support the maintenance.

- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.



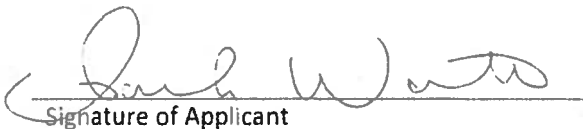
Peace River Regional District

Recreation Trails Grants-in-Aid
Schedule "A" - Application

Already established as an unofficial trailhead	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
User and site safety and the capacity to maintain	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

18) TOTAL funds requested from the Regional District: \$8053.96
INCLUDE THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
 - i. Detailed cost estimates
 - ii. Sources of confirmed revenue
 - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and prior year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.


 Signature of Applicant

250-242-7733
 Phone

WOLVERINE NORDIC AND MOUNTAIN SOCIETY
Executive Resolution

Motion that:

The WNMS submit a funding application to the Peace River Regional District to complete work at the Windfall Lake Backcountry Campsite and to continue with improvements along the Greg Duke Memorial Trail.

Motion put forward by Charles Helm, on Sept 11, 2016, via email to the membership.

Seconded by Thomas Clark on Sept 11, 2016, via email.

Approved by Sarah Waters, Birgit Sharman and Kevin Sharman via email between Sept 12, 2016 and Sept 17, 2016.

Motion carried.

WOLVERINE NORDIC & MOUNTAIN SOCIETY
Windfall Lake and Greg Duke Trail Application to PRRD
Proposed Budget, November 2016

The 2016 hiking season saw a fantastic response to the construction of the boardwalk trail and refurbishment of the Greg Duke Recreation site, as well as the construction of a formal backcountry camping site and improvements to the trail at Windfall Lake.

To further the Wolverine Nordic and Mountain Society (WNMS) and BC Recreation and Trails work along the Greg Duke Memorial Trail, the WNMS would like to install docks on Barber and Norden Lake, to allow hikers to access the open water through the reeds, to encourage fishing and other recreational use of the lakes. We have received support from Trevor Hann, local BC Recreation Officer, to proceed with the project under his direction, and have been ensured that he will assist the WNMS in completing the project with proper approvals and due diligence. In addition to the docks, we would like to replace the decrepit picnic table and outhouse at Irene Lake, and add four benches along the trail to promote mental health, and to make the trails accessible to those with more limited mobility. Finally, we will further enhance the trails with steps in steep sections to prevent erosion, and to increase user safety, and will install signs along the trail to educate users on the region's history, the biodiversity, the geology, the cultural history and the palaeontology.

In addition to the work at the Greg Duke Trail, the WNMS would like to complete the construction of the Windfall Lake backcountry site with dishwashing stations to encourage responsible backcountry water use, and to promote education on our water resources in the region. In addition to the washing station, we will install signs which educate backcountry users as to the impact of their stewardship, and the positive ways they can interact with the natural environment. This work will build upon the support we received from the PRRD in 2015 and 2016 to undertake this project.

PROPOSED BUDGET:

Lumber for Greg Duke Trail improvements and signage	\$1153.96 TRU Hardware (quote attached)
Helicopter time for equipment delivery to Greg Duke Lakes	\$2000
4 benches by John Hoult	4 @ \$75 = \$300
Rebar for steps at Barber Lake	\$100
Signage (highway signs, Greg Duke interpretation, geology, wildlife, etc)	\$1000
Picnic Table at Irene Lake	\$500
Outhouse at Irene Lake	\$500
Transportation of materials from TR to Staging Area	\$200

February 6, 2017

Materials for dishwashing stations	\$200
Signage on dishwashing impacts	\$100
Helicopter time for Windfall Lake equipment delivery	\$2000
TOTAL	\$8053.96

In-kind support:

Construction of the facilities and work on the trails at the Greg Duke Memorial Trail: The WNMS estimates that a series of work bees will take place to cover the series of tasks outlined. Including time to transport the materials from Tumbler Ridge to the staging area, we estimate 200 hours of volunteer time x \$20/hr, for an estimated in kind contribution of \$4000.

Construction of washing stations and signs at Windfall Lake: we estimate that we will need a team of volunteers, who will spend a weekend on the project, in addition to time developing signs.

10 hours each for 3 volunteers = 30 hours x \$20/hour = \$600

WNMS will provide fuel to trailhead, equipment (pulaskis, shovels, drill, etc).

TOTAL IN KIND: \$4600.



Sample washing station proposed for Windfall Lake.

WOLVERINE NORDIC MOUNTAIN SOCIETY**FINANCIAL STATEMENT SEPT. 2014 TO SEPT. 2015****INCOME**

EMC	73912.90	
SIGNAGE & TRAILS	21619.20	
BROCHURES	2016.00	
MEMBERSHIPS	440.00	
SALES	48.00	
DONATIONS	350.00	
EARNED INT.	149.69	
	98535.79	98535.79

EXPENSES

EMC EXPENSES	46509.35	
TRAIL SUPPLIES	10067.85	
WNMS (GENERAL)	121.25	
CROSS COUNTRY RACE	85.40	
INSURANCES & LICENCES	541.55	
BANFF FILM FESTIVAL	2488.50	
SIGNS	4455.19	
TRIATHLON	900.00	
BROCHURES	2297.25	
DONATIONS	3500.00	
BANK INT.	80.00	
	71046.34	71046.34
		27489.45

TRUE SPORT BALANCE(4605.99) RESTRICTED
 GENERAL ACCOUNT 95129.24
 SAVINGS ACCOUNT 25526.15

February 6, 2017



TRU Hardware & Building Centre
Box 2069

Tumbler Ridge, BC V0C 2W0
Tel (250) 242-4338 Fax (250) 242-5457

QUOTE

Bill To:

WOLVERINE NORDIC SOCIETY
BOX 1690
TUMBLER RIDGE BC V0C 2W0
ID: 4751

Ship To:

SAME

Invoice Date	Invoice #	PO Number	Terms	Trans #	Employee	Page #
09/14/16 16:28:13	51699			POS2-36460	DEAN	1
Item	Quantity	Unit	Description	Price	Extended	
LBMSO	44.00	EA	TREATED PT 2X6X16	18.99	835.56	GPO
LBMSO	14.00	EA	BUILDING SUPPLIES SPECIAL ORDER	9.99	139.86	GPO
BULK	10.00	LB	NAIL/SCREWS	5.49	54.90	GPO
				SubTotal	1,030.32	
				GST	51.52	
				PST	72.12	
				Total	1,153.96	

© 2013 CashierPRO Retail Systems Incorporated

2% per month charged on Overdue Balances
*** Quote Prices Valid Until: 10/14/16

Signature: _____

February 6, 2017

WOLVERINE NORDIC MOUNTAIN SOCIETY**FINANCIAL STATEMENT OCT, 2015 TO NOV 2016****INCOME**

EMC	88907.35	
SIGNAGE & TRAILS	27166.71	
BANFF FILM FESTIVAL	2750.00	
MEMBERSHIPS	910.00	
SALES	284.00	
EARNED INT.	543.61	
CROSS COUNTRY RACE	240.00	
	120801.67	120801.67

EXPENSES

EMC EXPENSES	51602.49	
TRAIL SUPPLIES	15999.55	
CROSS COUNTRY RACE	145.22	
INSURANCES & LICENCES	1313.00	
BANFF FILM FESTIVAL	5518.80	
SIGNS	15913.87	
TRIATHLON	1500.00	
WNMS (GENERAL)	2364.04	
DONATIONS	3740.00	
	98096.97	98096.97
		22704.70

Notes:

WOLVERINE NORDIC MOUNTAIN SOCIETY**FINANCIAL STATEMENT OCT, 2015 TO NOV 2016****INCOME**

EMC	88907.35	
SIGNAGE & TRAILS	27166.71	
BANFF FILM FESTIVAL	2750.00	
MEMBERSHIPS	910.00	
SALES	284.00	
EARNED INT.	543.61	
CROSS COUNTRY RACE	240.00	
	120801.67	120801.67

EXPENSES

EMC EXPENSES	51602.49	
TRAIL SUPPLIES	15999.55	
CROSS COUNTRY RACE	145.22	
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BANFF FILM FESTIVAL	5518.80	
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TRIATHLON	1500.00	
WNMS (GENERAL)	2364.04	
DONATIONS	3740.00	
	98096.97	98096.97
		22704.70

Notes:

Windfall Lake Hiking Route

The Windfall Lake area, west of Tumbler Ridge, offers some of the finest alpine hiking in the region. There is the option of returning along a different route, plus further alpine options; these are more challenging, suitable for experienced hikers with good route-finding skills. The alpine ridges are often windy, and fog may roll in unexpectedly. Take a GPS, map and compass, and be prepared to use them.

Time/Distance: 5-7 hours/10 km return to lake
Elevation Gain: 370 m (1215 ft)
Rating: Challenging

Directions to the Trailhead

From Tumbler Ridge, drive north towards Chetwynd on Highway 29 for 25 km to the turnoff for the former Bulmoose Mine. Follow the Bulmoose mine road for 17 km and turn left onto the Windfall Creek Forest Service Road. This turnoff is just before an electrical substation. Follow the Windfall Creek road as it heads up the valley of South Bulmoose Creek. There is a junction at the 9 km mark – do not take the turnoff to the left, but head straight, cross a small bridge, and continue up the road. This road climbs over a pass at km 14. Turn left at km 23 and follow this side-road for 1.8 km until it ends at a deactivated crossing of Windfall Creek. The signed trailhead is on the right.

Route Directions

The first half of the trail is through lush forest, with a few boggy sections. The trail crosses the creek and begins to ascend more steeply, up a series of open draws and meadows. Keep right at the junction (at km 3) with the optional return route. Shortly beyond this point there is one steep section up through a rock band. Nearer the lake the route is sometimes indistinct in the meadows, but is generally well flagged.

Once at the lake, which is nestled in a bowl below impressive cliffs, follow the shore on the left to the south end of the lake for better, drier areas for relaxing, swimming or camping. Note the spot where the outlet stream disappears into an

underground channel. In poor weather it is best simply to return by retracing this route. In good conditions the circular return option is recommended, but it involves overland travel with no markers and no trail for a kilometer. The rewards include great scenery through limestone terrain with small caves – higher up there are more substantial caves but they are challenging and require advanced skills.

To follow this circular route, ascend the slopes southeast of the lake. This leads into a polje, a large sunken bowl holding a lakelet. From here ascend the slopes to the east, below the 1878m peak, making your way through meadows and rock bands. Try to keep above the treeline and below the steeper cliffs, while heading east.

After a few hundred metres you will see a pass to the east, linking the Windfall Creek and Wolverine River drainages. Do not descend to the top of the pass, but rather head further down to the meadows on its northern aspect, and then pick up the trail that leads down the draw into the forest, to link up with the main trail.

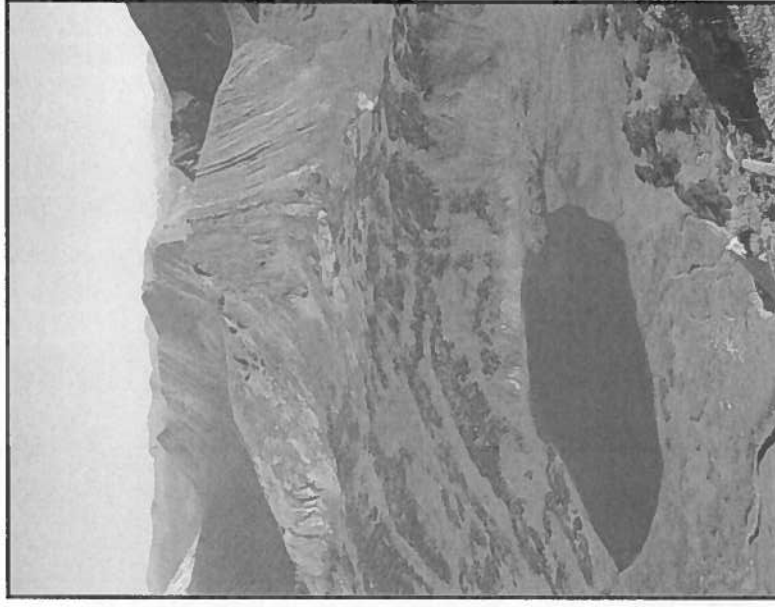
For a longer option, it is possible to connect from this pass to the Pinnacle Peak route. This ridge route involves some tricky ledges on the slopes north of the pass.

West of the lake there is a steep, long climb that leads up onto a long ridge, with views down into the Sukunka Valley to the west, and glaciated Sentinel Peak in the distance. While ascending, look for the green, less rocky areas: these form the easiest route. Once on the ridge, you can head southeast along the crest, all the way to the summit of the peak (2093 m). Views are magnificent.

Alternatively, a longer trip leads through a series of ascents and descents, and some side-hilling, to Tunnel Mountain. This peak is easy to ascend along the ridge, but the more interesting option is to traverse across the scree to the dark spot directly below the summit. This is the entrance to the tunnel. Ascend through the tunnel, climb through the mountain, and emerge close to the summit!

© 2015 Wolverine Nordic and Mountain Society

Windfall Lake Hiking Route



- **THESE ROUTES ARE IN BEAR COUNTRY; TRAVEL IN GROUPS AND MAKE NOISE**
- **PLEASE PACK OUT WHAT YOU PACKED IN**
- **DRESS WARMLY FOR THE ALPINE**

For more information, contact:

Wolverine Nordic and Mountain Society

Kevin Sharman (250) 242-4860
Charles Helm (250) 242-3984

Photo Gallery website:
www.wnms.ca

Tumbler Ridge Visitor Centre

(250) 242-3123

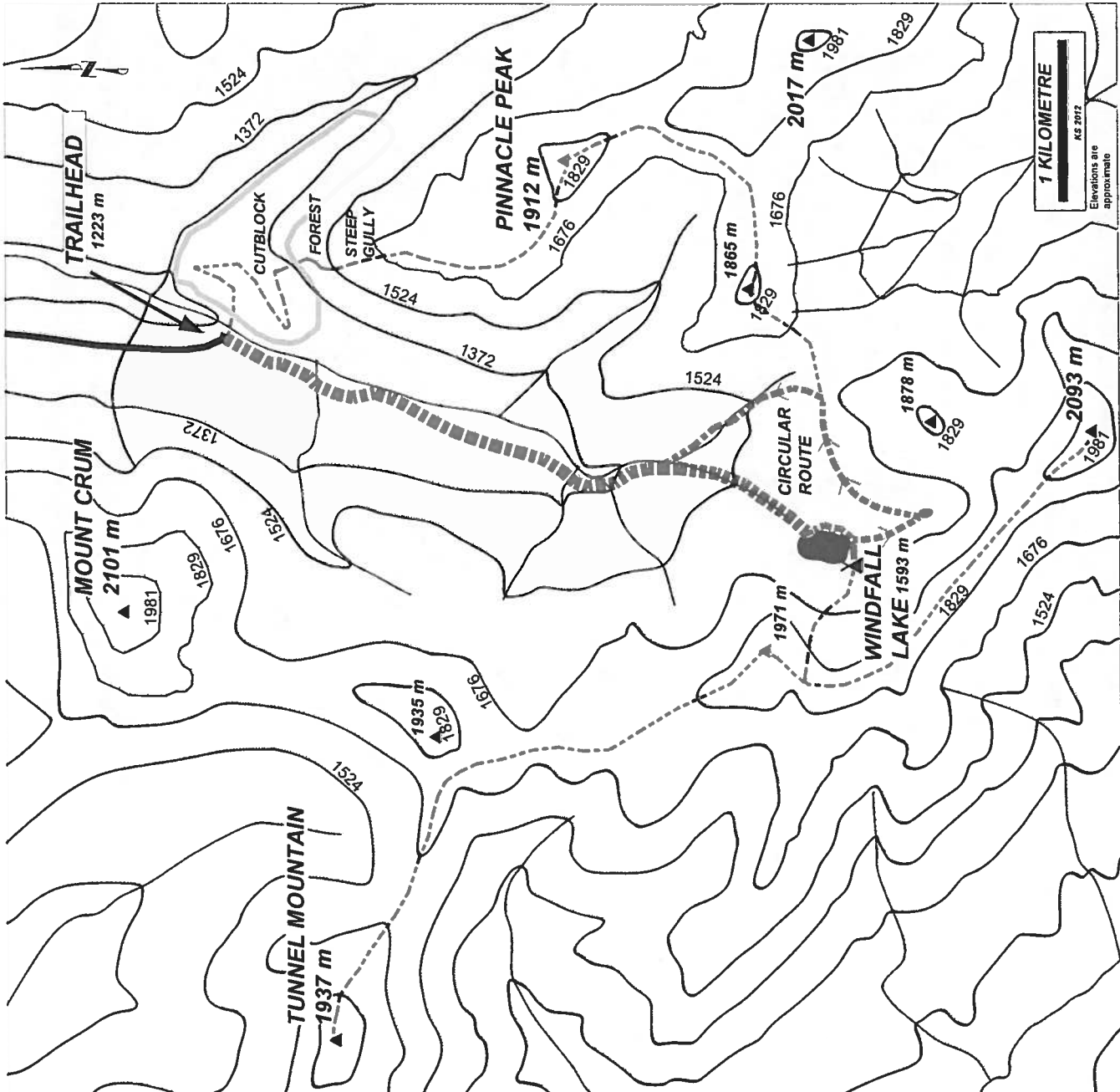
Tourism website:
www.tumbleridge.ca

1:50,000 map reference:
93 P/4, 93 I/13

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Distributed by the
District of Tumbler Ridge

Photo Credit: Kevin Sharman



WINDFALL LAKE HIKING ROUTE

Bryna Casey

From: Hann, Trevor FLNR:EX <Trevor.Hann@gov.bc.ca>
Sent: Monday, November 14, 2016 2:50 PM
To: Bryna Casey
Cc: Sarah Waters
Subject: Re: permits for docks?

Good day Bryna,

Greg Duke is an established Recreation Site managed by the WNMS. The WNMS has been an outstanding group to work with and continuer to set the bar of excellence.

I am in support or working with the WNMS on the dock project and will provide necessary permits for each of the proposed docks.

Please consider this email as supporting documentation for the WNMS Grant Application.

Sincerely,

Trevor Hann, RB Tech., BEOL
 Recreation Officer, Peace - Fort Nelson
 9000-17th Street, Dawson Creek BC V1G 4A4<x-apple-data-detectors://7/1>
 Phone: (250) 784-0178<tel:(250)%20784-0178>
 Email: Trevor.Hann@gov.bc.ca<mailto:Trevor.Hann@gov.bc.ca>
 [RSTBC_No BPOE]

www.sitesandtrailsbc.ca<<http://www.sitesandtrailsbc.ca/>>

On Nov 14, 2016, at 2:40 PM, Sarah Waters <manager@TRGG.ca<mailto:manager@TRGG.ca>> wrote:

From: Charles Helm [mailto:helm.c.w@gmail.com]
 Sent: Saturday, September 17, 2016 9:53 AM
 To: Hann, Trevor FLNR:EX
 <Trevor.Hann@gov.bc.ca<mailto:Trevor.Hann@gov.bc.ca>>; Sarah Gamble - work
 <manager@trgg.ca<mailto:manager@trgg.ca>>; thomas clark <thomas@pris.ca<mailto:thomas@pris.ca>>; Kevin
 Sharman <ksharman@telus.net<mailto:ksharman@telus.net>>
 Subject: permits for docks?

Hi Trevor

I understand you are away for the next week or two; I am just trying to tie up some loose ends before I head off. I briefly let PRRD staff (Bryna) know about the idea of a funding proposal which would include docks for two of the Greg Duke Lakes. She responded enthusiastically, but indicated that "due diligence" may be needed with respect to permits as these involved a water body.

The idea which Thomas has put forward is very simple: there are quite a number beetle-kill pine trees along the shore of Norden Lake and Barber Lake, which tend to fall into the lake anyway. The plan would simply to use a come-along to align two of these parallel beside each other, and then use decking (36") to join them, with 2 x 4 along the outside edges, as at Irene Lake. In other words, no posts.

We would appreciate your advice.

Sarah has offered to look after the funding proposal to PRRD in my absence - a letter of support from you is one of the criteria to be met. Deadline is November 15th, so there is lots of time.

Can't remember if I previously sent you these dates:

February 6¹, 2017

December 09th: Birgit and I will be presenting to PRRD on summary of the past three years of PRRD funding for our trail projects, just to thank them,.

December 12th: WNMS AGM.

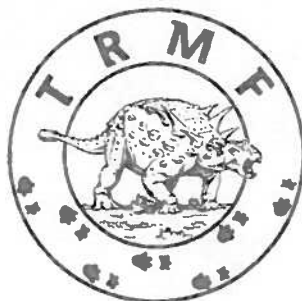
If you could be present at either or both, that would be great!

Regards

Charles

**TUMBLER
RIDGE
MUSEUM
FOUNDATION**

Registered charity number
863295853 RR0001



Box 1348
Tumbler Ridge, BC
V0C 2W0

www.trmf.ca

email charissa@tonnesen.com
rtmccrea@prprc.com
phone (250) 242 4051

November 14, 2016

Peace River Regional District
P.O. Box 810
Dawson Creek, BC V1G 4H8

Re: PRRD Recreation Trails Grant-in-Aid – Letter of Support for the Wolverine Nordic and Mountain Society

Dear Board Members,

I am pleased, on behalf of the Tumbler Ridge Museum Foundation (TRMF), to provide our support for this important Wolverine Nordic Mountain Society (WNMS) project. The TRMF and WNMS are anchor tenants of the Tumbler Ridge UNESCO Global Geopark and are in accord that projects such as this enhance our ability to provide enjoyment of the natural wonders to both locals and visitors.

Windfall Lake is an important geosite within the global geopark and contains significant fossil resources. This project will further enhance camping facilities and will allow hikers to enjoy the area in an environmentally responsible manner.

The Greg Duke trail is an important part of the human history in our Global Geopark, as documented by the TRMF. Funding to repair and enhance the trails will provide visitors with a better experience.

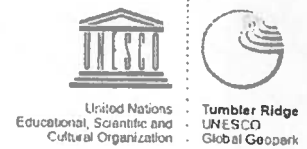
We thank you for your past support and would appreciate your giving serious consideration to this funding request. We hope that you will consider the WNMS's application for the grant.

If you have any questions, feel free to contact me.

Thank you,

Charissa Tonnesen
Acting President
Tumbler Ridge Museum Foundation
250-242-8145

February 6, 2017



November 14, 2016

Peace River Regional District

Dawson Creek, BC

To: Peace River Regional District Chair Don McPherson and District Directors

RE: Letter of support for completion of Windfall Lake Campsite & Greg Duke Memorial Enhancements

Dear Mr. McPherson and Directors,

We would like to take this opportunity to offer our support for the current proposal by the Wolverine Nordic and Mountain Society (WNMS) to complete their work installing a backcountry campsite at Windfall Lake and to add enhancements to the Greg Duke Memorial Trail and Recreation Site.

The work undertaken by the WNMS volunteers over time has established Tumbler Ridge as a preeminent back country paradise in the Peace Region for non-motorized recreation. While supporting a healthy community and connection to the land for the local Tumbler Ridge population, the increased infrastructure and interpretive signage along their backcountry trails make our Geopark more accessible to visitors from the Peace River Region and beyond.

As we build the success of the Tumbler Ridge UNESCO Global Geopark, we need to also support the environmental stewardship of the land, to ensure that our increased visibility is matched with a supporting responsibility. Both of these projects serve to enhance our visitors' experience while protecting the wilderness landscape that they have come to enjoy.

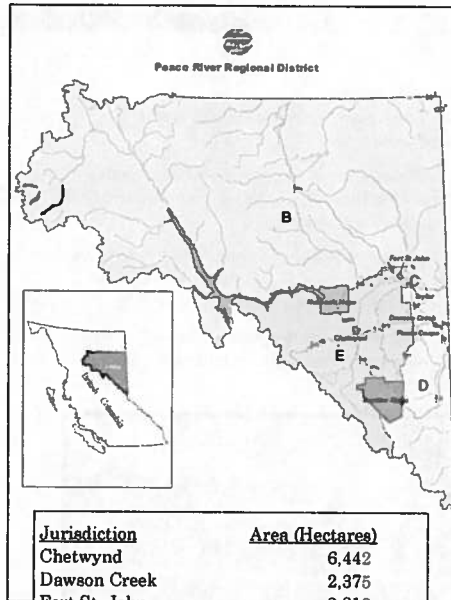
Sincerely,

Roxanne Gulick, President
Tumbler Ridge Global Geopark Society
www.trgg.ca

February 6, 2017

PEACE RIVER REGIONAL DISTRICT OUR GOALS

1. Work together and support one another
2. Be a unified voice... be a "player"
3. Be a leader in sustainability
4. Be fiscally responsible
5. Maintain a professional working environment
6. Provide quality service delivery

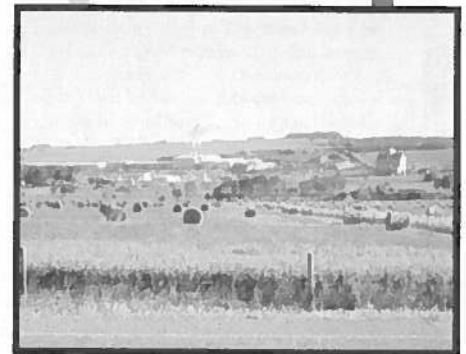


Dawson Creek Office
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Phone: (250) 784-3200 Toll Free: 1 800 670-7773
Fax: (250) 784-3201 E-mail: prrd.dc@prrd.bc.ca

Fort St. John Office
9912-106th Avenue
Fort St. John, BC V1J 2N9
Phone: (250) 785-8084
Fax: (250) 785-1125 E-mail: prrd.fsj@prrd.bc.ca



*Peace River
Regional
District*



*Working to support
rural, community
and regional
interests.*



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" – Application Checklist

Applicant Name: Wolverine Nordic - Mountain Soc.

Date: November 23, 2016

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☒ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☐ Three (3) quotes for any items valued at over \$3,000. -n/a ✓
- ☐ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☒ Pictures of the proposed project and route.
- ☒ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- ☒ Two (2) letters of support from other organizations or groups supporting the project ✓

FOR REGIONAL DISTRICT USE ONLY:

Follow up: Water use permits? yes

Comments/Considerations:

Will supply copies of water use permits. - BC Rec Sites
2 projects - Windfall Lake + Greg Duke Memorial Trails
overnight up to date reporting
- All items are less than \$3k.
Society check - okay

CSC Use Only

☐ Schedule C–Trails Annual Report

☐ BC Online check

☐ File a copy electronically in groups file



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "A" - Application

Date: November 15, 2016Society Number: S-6279**APPLICANT INFORMATION**1) Name of Organization: Dawson Creek Ski and Recreation Association2) Contact Person: Paul GevatkoffPosition: PresidentMailing Address: BoxPhone: 250-719-8739

Fax: _____

Email: gevatkoff@telus.netWebsite: <http://bearmtnskihill.com/>Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) Purpose of your organization & description of the types of activities your organization is involved in.

The DCSRA exists to provide its members the advantages, privileges, and accommodations of a Ski Club by promoting downhill recreation in all its forms. The ski hill provides, operates, and maintains facilities and is involved in planning, developing, and promoting community recreation by coordinating with established groups and programs and encouraging all citizens to assume their share of responsibility to participate in supporting recreation. Activities include ongoing operation and maintenance of downhill ski trails which includes snowmaking each year to ensure a solid snow base for grooming, a pro shop for ski and snowboard equipment rentals, ski and snowboard lessons, school trips, the "Bear Cubs" learn-to-ski program, a terrain park, family days, food drives, and fun races, all contributing to a positive recreation environment for citizens of the South Peace Region. We also operate a fully-serviced clubhouse/chalet with concession and lounge and provide seasonal employment opportunities. ✓

4) If applicable, does your organization own any facilities or properties? ☐ Yes ☐ No (please check one)

Please give the **9-1-1 address and legal description** of the property that your organization either leases or owns.

The Dawson Creek Ski and Recreation Association owns the chalet building and facility equipment (such as the T-bar lift, groomer, existing snowmaking infrastructure, etc). The property is leased from the Dawson Creek Athletic Association (lease agreement from January 21, 2013 included as an attachment). ✓

PID: 014-289-075

Lot A Section 33 Township 77 Range 15 West of the 6th Meridian
Peace River Regional District, except Plan 23897

5) Executives of Your Organization:
President/Chair



Peace River Regional District

Recreation Trails Grants-in-Aid
Schedule "A" - Application

Name: Paul Gevatkoff Phone: 250-719-8739 Email: gevatkoff@telus.net

Vice President/Vice Chair

Name: Jeff Shea Phone: 250-784-5462 Email: _____

Treasurer

Name: Shelley Smith Phone: 250-219-5297 Email: _____ ✓

Secretary

Name: Melanie Triebel Phone: 250-219-1657 Email: _____

6) Please provide a 5 year action plan for your organization.

Year 1: Revenue - from operations \$129,204, from grants/donations/fundraising \$6,965 = \$136,169
 2015-16 Expense – general operating \$141,076, capital projects: chalet upgrades \$5,392 = \$146,468

Year 2: Revenue - from operations \$124,270, from grants/donations/fundraising \$60,000 = \$184,270
 2016-17 Expense – general operating \$130,380, capital projects: chalet upgrades \$65,000 = \$195,380

Year 3: Revenue - from operations \$140,000, from grants/donations/fundraising \$162,000 = \$302,000
 2017-18 Expense – general operating \$142,000, capital projects: pipeline replace \$160,000 = \$302,000 ?

Year 4: Revenue - from operations \$140,000, from grants/donations/fundraising \$40,000 = \$180,000
 2018-19 Expense – general operating \$142,000, capital projects: chalet upgrades \$40,000 = \$180,000

Year 5: Revenue - from operations \$140,000, from grants/donations/fundraising \$82,000 = \$222,000
 2019-20 Expense – general operating \$142,000, capital projects: pipeline replace \$80,000 = \$222,000

PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)**7) Describe the project for which your organization is requesting funding.**

The Dawson Creek Ski and Recreation Association (Bear Mountain Ski Hill) requires the ability to make snow to support its annual operations. In our region, we often do not get sufficient natural snowfall to maintain a full season of downhill skiing, despite volunteer dedication to keeping trails groomed and brush contained throughout the summer and fall. The Ski Hill needs to replace 1,600 meters of water pipelines as well as expand the existing line to service a third ski trail. This project includes pipe acquisition and logistics (1,600 meters @ \$40/meter including freight), locating the existing electrical lines (\$3,000), land and line preparation with a hydro vac for 5 days, pipeline installation (ditching, stringing, welding, placing, bedding sand, hydrant ties, backfill - \$120/meter = \$192,000), the acquisition and installation of four new hydrants, tow cat rental and hire for 5 days, and electrical upgrades (four panels with ditching and cable installation). The project will also eventually include the creation of a second water reservoir to improve natural water collection (through spring melt and rain) and provide better water pressure to the snowmaking lines. ?

The current snowmaking system was installed in 1985 in order for the facility to be ready for the BC Winter Games which were hosted in Dawson Creek that year. The system is used heavily each season to ensure enough snow is on two of the main trails to support the ski season. Volunteers spend 24 hours per day for approximately 14 days operating the snowmaking equipment in December and January. In years with low snowfall, the facility



could not operate without this man-made snow. During the 2015-16 season, there were two major water line breaks which shut down snowmaking for emergency repairs at severely cold temperatures. This imparts great concern with volunteers risking personal safety to repair high-pressure water line breaks in frigid weather, not to mention the clean-up needed after major water spills cause ice build-up on the trails. The existing infrastructure is deteriorating, and replacement is necessary to maintain safety and efficiency and in order to keep our downhill ski trails in operation.

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.

Bear Mountain is an important recreation facility to the community of Dawson Creek and the broader region, as one of the most inexpensive family ski facilities in close proximity to the community. Since 1959, the ski hill has provided years of recreation (beginner to advanced competitive racing) and inspiration to youth and families. It supports coaching through the BC Special Olympics (benefiting the physical and mental wellness of disabled persons), school trips, and discounted rates and shuttle service in partnership with the local Friendship Centre. The ski hill is a popular recreation option for youth, and we are particularly motivated to maintaining youth and family interest in the facility, to promote youth engagement in our strong culture of volunteerism and mutual respect for the facility and trails.

This project, which is essential to the continued operation of our facility, ensures that there are positive outdoor recreation opportunities for the general public throughout the winter months. With the current snowmaking system, on low snowfall years there are sometimes only two runs that are open on the hill. By extending the water line, we could have a minimum of 3-4 runs open each year, providing greater opportunity and variety for downhill enthusiasts.

9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.

Bear Mountain is a cornerstone facility for Dawson Creek and the surrounding region; it has been a point of pride and celebration of winter sport since 1959. By replacing and extending the snowmaking infrastructure, we can build on the legacy that was created in 1985 through the BC Winter Games, and improve long-term ski conditions at our facility. This will in turn generate a stronger public appeal and draw greater numbers of users to the hill to engage with the environment through outdoor recreation.

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.

This project is essential for maintaining a diverse user base. Without adequate snowmaking, the ski conditions will drastically decline, causing damage to equipment, increasing chance of injury, and deteriorating customer satisfaction. Poor or low snow conditions are extremely prohibitive of beginner skiers and snowboarders, and can also make riding the lift difficult for children. Moreover, with only two trails open, there is increased chance for injury with users being confined to a limited space. With more runs open, users are able to spread out and make use of more of the hill, which will improve the experience for all users.

11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

The land affected in this project is owned by the Dawson Creek Athletic Association, who has granted permission to (and legally obliges) the Dawson Creek Ski and Recreation Association to maintain the land. Care will be taken



to ensure appropriate line preparation and backfilling, to reduce any potential negative effects with water run-off onto adjacent private properties.

12) Describe how the project will build on the Provincial Trails Strategy

The Dawson Creek Ski and Recreation Association is dedicated to providing a well-maintained facility for downhill recreation. We promote active lifestyle opportunities which can thereby reduce healthcare costs regarding not only physical fitness but also emotional well-being through increasing awareness and appreciation of the natural environment. This project will improve the likelihood of Bear Mountain being a potential venue for competitive ski events which could bring a new opportunity for sport tourism in our region. A healthy downhill ski hill is also an asset to the region for sustaining population growth and economic development by providing a recreation amenity for families. We also maintain an inventory of our trails and are continuously expanding the trail network by cutting new runs, widening and levelling existing runs, and creating side trails for added interest. ✓

13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?

We are heavily dependent on volunteer resources for trail and equipment maintenance, hill management, cleaning, grooming, snowmaking, terrain park development, race personnel, advertising and recruitment, special events, Bear Cubs program, ploughing the parking lot, etc. In total, we have a core group of 30-40 dedicated volunteers, who put in at least 3,000 hours each year. ✓

14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

Water line maintenance costs will be reduced significantly after this project is complete. The added asset of man-made snow on more runs, which will in turn attract and retain more members, will also generate revenue to offset any of the minimal maintenance costs after the new system is put into place. The new dugout will reduce strain on the main reservoir and will collect more water for snowmaking use than we currently have access to (over the last few years there is sometimes an issue with drought and not enough water in the reservoir to make a sufficient amount of snow). ✓

15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or



Peace River Regional District

Recreation Trails Grants-in-Aid Schedule "A" - Application

	future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.
Already established as an unofficial trailhead	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
User and site safety and the capacity to maintain	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

18) TOTAL funds requested from the Regional District:
\$75,000

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
 - i. Detailed cost estimates
 - ii. Sources of confirmed revenue
 - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.

Paul Gevatkoff, President

November 15, 2016

Signature of Applicant

Phone

Dawson Creek Ski and Recreation Association
Peace River Regional District Recreational Trails Grant-in-Aid

SECONDARY SELECTION CRITERIA

Geographic Coverage	Bear Mountain provides downhill recreation to the entire South Peace Region, with close proximity to Dawson Creek but appeals to the wider regional communities as well. It is closer to travel to Bear Mountain than it is to Powder King or Worseley, and a dynamic family environment that is accessible to beginners and all users also contributes to our appeal in the region.
Environmental, education or heritage representation	The Bear Mountain Ski Hill is a long-standing facility in our region, and our current trail system maintains much of the original landscape of the hill in its early years. Trails are often named after historically significant people for the development of the Ski Hill and the region. The hill also boasts a beautiful view of the Dawson Creek valley, which can be a significant contributor to local and regional pride and awareness of our landscape. This project enables a better all-around experience of the ski hill which will allow more people to participate and benefit from its unique landscape as well as historical and cultural significance in the community. In terms of environment, this new pipeline and hydrant system will optimize the use of reservoir water and prevent environmentally and economically costly disasters with line breakages. The aged pipelines and old electrical system will all be replaced for long-term sustainable use.
Partnerships	Bear Mountain has important partnerships with the Dawson Creek Oilmen's Association, the Dawson Creek Athletic Association, Nawican Friendship Centre, School District 59, Northern Development Initiative Trust, and many other corporate partners to assist in offsetting capital costs. ✓ We have also begun fostering partnerships with local mountain bikers and other groups to increase trail usage during the summer months.
Proximity	Bear Mountain Ski Hill is not adjacent to other publicly accessible parks or trails. However, it is in similar proximity to Dawson Creek as the Nordic Ski Trails and Paradise Valley Snowmobile Trails (also on Bear Mountain but not in closer proximity).
Already established as an unofficial trailhead	The Bear Mountain Ski Hill has existed in the same location since 1959 and its trails network has expanded significantly over the years, providing opportunities for downhill winter sports. The facility is also unofficially used throughout the summer by hikers and mountain bikers, and could be expanded for official year-round use.
User and site safety and the capacity to maintain	Improved snowmaking capacity will ensure that site safety is maintained for all users and volunteers. Reducing the risk of water line breaks during snowmaking activity (which does take place during open hours and could affect public users as well as the volunteers operating the equipment) is paramount to getting this project completed as soon as possible. As mentioned in the Application Form, having more runs open consistently throughout the winter improves user safety by dispersing skiers and snowboarders over a larger scale.

February 6, 2017

From: Paul Gevatkoff
To: Grant Writer
Subject: Re: PRRD grant
Date: November-06-16 3:55:36 PM

The Board of Directors for the Dawson Creek Ski and Recreation Association support the grant application to the PRRD for replacement of the waterline.

Paul Gevatkoff
President

February 6, 2017

WATER LINE ESTIMATE

1600 METERS including 2 new hydrant extension

- Line location-to locate electrical line estimate \$3,000
- Pipe 1600 meters @ \$40/meter including freight=\$64,000
- Ditching, stringing, welding, placing, bedding sand, hydrant ties, backfilling--
@ \$120/meter=\$192,000
- New hydrants -4 @ \$500/each=\$2,000
- Hydro-vac -5 days @ \$1500/day = \$7,500
- Tow cat 5 days @ \$1500/day = \$7,500
- Electrical -4 panels with cable and ditching and installation est. \$20,000 (note-electrical capacity will need assessment)

Pipeline Total-\$296,000 plus contingency @ 15 % = \$44,400 = **\$340,400**

New dug out if added:

- 50 m x 30 m x 7 m deep = 10,500 m³ @ \$6 / m³ = \$63,000
- Drainage to dugout est 5 days @ \$1500/day for machine = \$7,500

Total \$70,500 plus contingency 15% = \$10,575= **\$81,750**

Project:		Water Line Upgrades	
Site:		Bear Mountain Ski Hill	

Note: Project duration is anticipated to take between 14 to 30 days. The project is scheduled to start and be completed within the month of June 2017. As such, the following provides a combination of both our proposed detailed project budget and monthly project cashflow.

	June 1-30, 2017	
	Item #	Cost
Pipe Acquisition and Logistics	1	\$ 64,000.00
Line Locating	2	\$ 3,000.00
Land and Line Preparation: Hydro-Vac	3	\$ 7,500.00
Pipeline Installation including: ditching, stringing, welding, placing, bedding sand, hydrant ties, backfilling	4	\$ 192,000.00
Hydrant Acquisition and Installation	5	\$ 2,000.00
Tow Car Rental and Hire	6	\$ 7,500.00
Electrical Upgrades including: 4 panels, ditching, cable installation	7	\$ 20,000.00
Contingency Allocation @ 15%	8	\$ 44,400.00
		\$ 340,400.00

**Dawson Creek Ski and Recreation Association
Financial Report - 2015-2016**

Revenue	30-Apr-16 YEAR TO DATE		2014-2015		2013-2014	
	2015-2016 BUDGET REVISED	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Bar Service	\$ 35,000.00	\$ 22,691.12	\$ 42,000.00	\$ 28,408.12	\$ 41,000.00	\$ 46,983.92
Chalet Rental	\$ 4,000.00	\$ 4,339.53	\$ 2,000.00	\$ 4,808.57	\$ 2,000.00	\$ 940.96
Concession Income	\$ 10,000.00	\$ 4,941.05	\$ 10,000.00	\$ 11,933.51	\$ 6,500.00	\$ 12,306.57
Day Passes	\$ 35,000.00	\$ 34,711.41	\$ 36,000.00	\$ 35,721.89	\$ 25,000.00	\$ 38,419.01
Donations and Grants	\$ 5,000.00	\$ 13,500.00	\$ 30,000.00	\$ 57,753.67	\$ 70,000.00	\$ 100,482.97
Fundraising Events	\$ 32,412.00	\$ 6,955.35	\$ -	\$ 9,387.57	\$ -	\$ -
Gaming Grant	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -
NDIT Grant	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Interest - Bank	\$ 100.00	\$ 10.46	\$ 100.00	\$ 27.60	\$ 300.00	\$ 57.46
Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ 249.25	\$ -	\$ -	\$ -	\$ 13,809.52
Pro Shop - Rentals, Lessons	\$ 14,000.00	\$ 14,361.89	\$ 15,000.00	\$ 13,057.02	\$ 25,000.00	\$ 16,398.95
PST/SST - Vendor Comm/Refund	\$ 200.00	\$ 253.75	\$ -	\$ 279.71	\$ -	\$ 408.63
Season Pass	\$ 40,000.00	\$ 34,155.24	\$ 35,000.00	\$ 44,815.24	\$ 35,000.00	\$ 35,686.67
Ski Fair Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 205,712.00	\$ 136,169.05	\$ 200,100.00	\$ 206,192.90	\$ 204,800.00	\$ 265,494.66
Expenses						
Accounting & Legal	\$ 200.00	\$ 168.40	\$ 200.00	\$ 163.40	\$ 200.00	\$ 163.40
Advertising & Promotions	\$ 200.00	\$ 395.80	\$ 200.00	\$ 150.00	\$ 200.00	\$ 206.94
Bank and Credit Card Charges	\$ 4,000.00	\$ 3,164.04	\$ 3,500.00	\$ 3,902.85	\$ 3,500.00	\$ 3,585.33
Bar and Concession Supplies	\$ 14,000.00	\$ 7,700.02	\$ 20,000.00	\$ 12,294.67	\$ 18,000.00	\$ 20,951.59
Benefits	\$ 2,500.00	\$ 3,026.70	\$ 2,500.00	\$ 2,211.03	\$ 3,000.00	\$ 2,516.08
Bookkeeping	\$ 3,500.00	\$ 3,144.00	\$ 3,600.00	\$ 3,120.00	\$ 3,500.00	\$ 3,517.50
Fees & Registration	\$ 2,000.00	\$ 1,860.00	\$ 2,000.00	\$ 1,935.00	\$ 2,000.00	\$ 1,917.50
Freight	\$ 500.00	\$ 456.62	\$ 100.00	\$ 539.03	\$ 800.00	\$ 66.95
Fuel - Diesel	\$ 4,000.00	\$ 1,633.69	\$ 4,000.00	\$ -	\$ 1,500.00	\$ -
Garbage	\$ 1,500.00	\$ 998.40	\$ 1,400.00	\$ 1,142.38	\$ 1,500.00	\$ 1,392.00
Hydro - Chalet	\$ 5,000.00	\$ 4,716.42	\$ 5,500.00	\$ 4,671.81	\$ 4,000.00	\$ 5,217.64
Hydro - Lift	\$ 2,000.00	\$ 2,696.23	\$ 1,200.00	\$ 2,082.03	\$ 1,000.00	\$ 1,005.91
Hydro - Snow Making	\$ 14,000.00	\$ 15,769.17	\$ 12,000.00	\$ 11,855.24	\$ 12,000.00	\$ 11,473.13
Insurance	\$ 24,000.00	\$ 22,111.00	\$ 24,000.00	\$ 22,465.00	\$ 22,000.00	\$ 23,123.00
Lessons	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Natural Gas	\$ 10,000.00	\$ 5,279.81	\$ 8,500.00	\$ 9,042.53	\$ 7,600.00	\$ 7,964.38
Office Supplies	\$ 600.00	\$ 489.72	\$ 700.00	\$ 624.72	\$ 700.00	\$ 2,874.12
Pro Shop Supplies	\$ 2,000.00	\$ 1,129.33	\$ 1,000.00	\$ 889.02	\$ 600.00	\$ 1,653.90
Propane	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R/M - Chalet	\$ 5,000.00	\$ 5,169.96	\$ 10,000.00	\$ 5,365.69	\$ 3,000.00	\$ 17,110.55
R/M - Groomer	\$ 500.00	\$ 404.18	\$ 4,000.00	\$ 130.45	\$ 1,500.00	\$ 3,800.00
R/M - Lift	\$ 8,000.00	\$ 21,076.84	\$ 20,000.00	\$ 23,817.91	\$ 2,000.00	\$ 14,497.56
R/M - Sleds	\$ 1,000.00	\$ 625.25	\$ 500.00	\$ 996.57	\$ 600.00	\$ 1,895.21
R/M - Snow Making	\$ 500.00	\$ 3,841.85	\$ 20,000.00	\$ 40,448.00	\$ 1,000.00	\$ 625.51
Rent - Chalet	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00
Security Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,904.14
Signage	\$ 800.00	\$ 384.83	\$ 1,400.00	\$ 900.78	\$ -	\$ 2,623.88
Telephone	\$ 1,000.00	\$ 429.95	\$ 1,800.00	\$ 1,298.51	\$ 1,600.00	\$ 1,721.86
Tools	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -
Wages	\$ 39,000.00	\$ 29,404.01	\$ 45,000.00	\$ 26,642.72	\$ 50,000.00	\$ 36,877.30
Water	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
Suspense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 152,300.00	\$ 141,076.22	\$ 200,100.00	\$ 181,689.34	\$ 144,800.00	\$ 175,685.38
Capital Expenditures						
Ski Lift - 2011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Groomer - 2012	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 39,870.00
Pro Shop - Racking - 2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Digital Sign - 2013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,365.74
Snowmobile - 2014	\$ -	\$ -	\$ -	\$ 8,491.21	\$ -	\$ -
Sidewalk, Roof & Windows - 2016	\$ 53,412.00	\$ 5,392.10	\$ -	\$ -	\$ -	\$ -
Revenue less Expenses & Capital Expenditures	\$ -	\$ (10,299.27)	\$ -	\$ 16,012.35	\$ -	\$ 49,939.28

February 6, 2017

NEW DUG OUT



Image © 2015 DigitalGlobe

Google earth

Google earth

feet
meters

200

900

DAWSON CREEK SKI + RECREATION ASSOCIATION
BEAR MOUNTAIN SKI AREA

PLANS TO REPLACE WATERLINE

--- EXISTING LINE TO REPLACE
— NEW EXTENSION

R-1

February 6, 2017

LEASE

THIS LEASE is effective this 21 day of JANUARY, 2013

Between:

THE DAWSON CREEK ATHLETIC ASSOCIATION

(hereinafter referred to as the "Lessor")

And:

THE DAWSON CREEK SKI & RECREATION ASSOCIATION

(hereinafter referred to as the "Lessee")

Background

- A. The Lessor is a non-profit Society with the prime objective of assisting sports organizations in Dawson Creek who are making capital improvements or capital purchases.
- B. The Lessor is the owner of certain lands and premises legally described as:
 PID: 014-289-075
 Lot A Section 33 Township 77 Range 15 West of the 6th Meridian
 Peace River District, except Plan 23897
 (hereinafter referred to as the "Lands")
- C. The Lands are operated as a ski hill known as the Bear Mountain Ski Hill.
- D. The Lessee is a non-profit Society with the sole objective of operating the Bear Mountain Ski Hill.
- E. Some of the obligations set forth in this lease are not obligations commonly included in a commercial lease. The Lessor and Lessee acknowledge that the obligation of the Lessee, in this lease, to pay rent is well below fair market value. The Lessor and Lessee further acknowledge that, given the reduced rent, the Lessee bears a greater obligation to maintain the Lands, including all buildings, than normally occurs in a standard commercial lease.

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which each acknowledges, the parties covenant and agree as follows:

Term

- 1.1 The term of this lease is ten (10) years commencing on the 1st day of September, 2013 and ending on the 31st day of August, 2023 (the "Term").
- 1.2 Providing the Lessee has complied with its obligations in this lease the Lessee may exercise its option to renew the lease for a further ten (10) years, upon the

February 6, 2017

same terms and conditions, by giving written notice to the Lessor during the final year of the initial term of the lease but not later than six (6) months prior to the expiry of the initial term.

Rent

- 2.1 Annual rent will be FIVE THOUSAND (\$5,000.00) Dollars with the rent to be paid by July 1st of each year (commencing July 1st, 2013). Rent will be reviewed every five (5) years (during the initial term of the lease and during any renewal). The initial review will occur prior to the July 1st, 2018 rental payment.

Lessee's Covenants

- 3.1 The Lessee shall pay rent on the dates and in the manner provided in this lease and shall pay all other amounts, charges, costs and expenses as are required to be paid by the Lessee to the Lessor or to others under this lease.
- 3.2 To take possession and occupy the lands for the purpose of operating a ski hill including activities such as a pro shop, restaurant and bar, banquet facilities and any other activities directly or indirectly related to the operation of a ski hill. While the Lands are presently, primarily used in the winter, it is contemplated that the Lands will, in the future, be used for summer activities such as mountain biking.
- 3.3 The Lessee shall pay, when due, all taxes, business taxes, business license fees, and any other taxes, rates, duties or charges levied, imposed or assessed by lawful authority in respect of the use and occupancy of the Lands, the business or businesses carried on in them, or the equipment, machinery or fixtures brought in them by or belonging to the Lessee, of to anyone occupying the Lands with the Lessee's consent, or from time to time levied, imposed or assessed in the future in addition or in lieu thereof, and to pay to the Lessor upon demand the portion of any tax, rate, duty, or charge levied or asses upon the Lands that is attributable to any equipment, machinery, or fixtures on the Lands.
- 3.4 The Lessee will take out and keep in force during the Term:
- (a) Commercial general liability (including bodily injury, death, and property damage) insurance on an occurrence basis with respect to the business carried on, in or from the Lands and the Lessee's use and occupancy of them, of not less than \$3,000,000.00 per occurrence, which insurance will include the Lessor as a named insured and will protect the Lessor in respect of claims by the Lessee as if the Lessor were separately insured; and
 - (b) Commercial building insurance sufficient to cover replacement of the chalet, shop and outbuildings.
- 3.5 The Lessee shall be responsible for all utilities.

- 3.6 The Lessee shall be responsible for the general maintenance, care and upkeep of the chalet, shop and outbuildings on the Lands. The Lessee shall be at liberty to maintain, care and upkeep the chalet, shop and outbuildings as the Lessee deems appropriate without approval of the Lessor. The Lessee shall be at liberty to construct new buildings or alter the Lands as the Lessee deems appropriate.

Lessor's Covenants

- 4.1 Provided the Lessee pays the rent and performs its other covenants in this lease, the Lessee will peaceably possess and enjoy the lands for the Terms hereby granted, without any interruption or disturbance from the Lessor or its assigns or any other person or persons lawfully claiming by, from, through, or under the Lessor.

General Provisions

- 5.1 The Lessee shall not assign its rights under this lease without the consent of the Lessor.
- 5.2 This lease shall terminate if the Lessee fails to remain in good standing as a non-profit Society
- 5.3 This lease shall terminate if the Lands cease to be operated as a ski hill.
- 5.4 The terms of this lease shall be governed by and construed in accordance with the laws in force of the Province of British Columbia.

Lessor's Default, Remedies of Lessor and Surrender

- 6.1 It is expressly agreed that if and whenever the rent or other monies payable by the Lessee, or any part thereof, whether lawfully demanded or not, are unpaid and the Lessee has failed to pay such rent or other monies the Lessor becomes entitled to terminate this lease and/or to re-enter the Lands.
- 6.2 If and whenever the Lessor becomes entitled to re-enter upon the Lands under any provisions of this lease the Lessor, in addition to any other rights and remedies, will have the right to terminate this lease by giving the Lessee or by leaving upon the Lands notice in writing of such termination.
- 6.3 Immediately upon the termination of this lease, whether by effluxion of time or otherwise, the Lessee will vacate and deliver up possession of the Lands in a neat and tidy state and in good and substantial repair.
- 6.4 No condoning, excusing or overlooking by the Lessor or Lessee of any default, breach, or non-observance by the Lessor or the Lessee of any covenant, provision or condition in this lease will operate as a waiver of the Lessor's or Lessee's rights under this lease.

Notices

- 7.1 Any notice require or contemplated by any provision of this lease to be given to the Lessor shall be delivered or mailed to:

201, 1136 - 103rd Avenue, Dawson Creek, BC V1G 2G7

or to such other address as the Lessor may from time to time notify the Lessee in writing.

- 7.2 Any notice required or contemplated by any provision of this lease to be given to the Lessee shall be delivered or mailed to:

Box 807, Dawson Creek, BC V1G 4H8

or to such other address as the Lessee may from time to time notify the Lessor in writing.

IN WITNESS WHEREOF the parties have executed this lease as of the date first above written

) **DAWSON CREEK ATHLETIC ASSOCIATION**

) PER: Shawn President.

) PER: _____

) **DAWSON CREEK SKI & RECREATION ASSOCIATION**

) PER: Paul Gevatkov Pres

) PER: Shawn Foxster V.P.

February 6, 2017

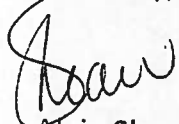
June 7, 2016

To Whom It May Concern:

RE: Dawson Creek Ski and Recreation Association Waterline Replacement Project

The Dawson Creek Athletic Association, as Landlord of the property, fully supports the replacement of the snow making waterline. The existing line has deteriorated to the point that it is not dependable considering the water pressure required for making snow at the ski hill.

Sincerely,



Alvie Shearer

President-Dawson Creek Athletic Association



February 6, 2017



Box 956 Dawson Creek BC V1G 4H9

June 7, 2016

Re: Grant Application Dawson Creek Ski and Recreation Association

The Dawson Creek Oilmen's Association supports the application by the Dawson Creek Ski and Recreation Association for their project to replace 1600 meters of pipeline for the snow making system.

The Ski Hill requires the ability to make snow for the facility to be viable. The original system was installed in about 1985 for the BC Winter Games and has deteriorated due to age.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Paul Gevatkoff".

Paul Gevatkoff Director

Dawson Creek Oilmen's Association

A small handwritten checkmark in black ink.

February 6, 2017



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" – Application Checklist

Applicant Name: Dawson Creek Athletic Association.

Date: November 23, 2016

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ ? Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☐ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☐ Three (3) quotes for any items valued at over \$3,000.
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route. - Map.
- ☒ Pictures of the proposed project and route.
- ☒ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- ☒ Two (2) letters of support from other organizations or groups supporting the project

\$15,000

FOR REGIONAL DISTRICT USE ONLY:

Follow up: Action plan - 5 year?
Proximity to BMNSA.

Resolution?
Budget for project?

Comments/Considerations:

- Major capital infrastructure is ineligible
- Incomplete budget
- Refer Better funded elsewhere? PRA?

CSC Use Only

☐ Schedule C–Trails Annual Report

☐ BC Online check

☐ File a copy electronically in groups file



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "A" - Application

Date: November 7, 2016Society Number: S-0024297**APPLICANT INFORMATION**1) **Name of Organization:** Northland Trail Blazers Snowmobile Club2) **Contact Person:** Brian McBrearty**Position:** Trail Master**Mailing Address:** Box 6283, Fort St John BC, V1J-4H3, Canada**Phone:** 250-261-8038**Fax:**n/a**Email:** nltb.trailmaster@gmail.com**Website:** www.northland trailblazers.comPlease list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)3) **Purpose of your organization & description of the types of activities your organization is involved in.**

To provide the Fort St John and area community a structured and safe way to enjoy our outdoors through the use of snowmobiles. We do this by maintaining shelters and marked riding trails. ✓

4) **If applicable, does your organization own any facilities or properties?** ☒ Yes ☐ No (please check one)
 Please give the 9-1-1 (civic) address and legal description of the property that your organization either leases or owns.

5) **Organization Executive:****President/Chair**Name: Peter Bueckert Phone: 1-250-262-9580 Email: bueckert@bluenova.ca**Vice President/Vice Chair**Name: Dave Craig Phone: 1-250-261-8802 Email: david.craig@wspgroup.com ✓**Treasurer**Name: Jadon Christianson Phone: 1-250-794-1629 Email: jadon.ch@live.ca**Secretary**



Peace River Regional District

Recreation Trails Grants-in-Aid
Schedule "A" - Application

- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

The parking lot will be constructed on crown land (N56° 03.949' W120° 49.131') that is already designated as the Stewart Lake trailhead, and approved this usage. The trail borders some private land, so by having a proper parking lot it will reduce the non-approved access across private land. ✓

- 12) Describe how the project will build on the Provincial Trails Strategy
(http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf)

The Stewart Lake trail is already a registered trail (Recreation Sites and Trail BC), so by having a proper parking lot, we are simply promoting the use of the designated trail system by providing a starting point that is in good usable condition. ✓

- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?

The Northland TrailBlazers Snowmobile Club has over 100 members, with approximately 50 volunteers contributing over 100 hours per year. ✓

- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

We have the funding we gain from membership purchases to maintain our trails and infrastructure as required on the trails that we have tenure on as per our agreement with Recreation Sites and Trails BC. ✓

- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.

Secondary Selection Criteria

Geographic Coverage

- The Stewart Lake trail system is located between the communities for Fort St John, Taylor, and Dawson Creek. Users come from the other surrounding areas to use this trail system as well.

Environmental, Education, or Heritage Representation

- The Stewart Lake trail is already a designated trail System (registered with Recreation Sites and Trails BC) that was designed to allow for consideration of the diverse terrain, wildlife viewing, and secondary emergency access if required.
- The new Parking lot is on crown land which has been previously logged, with no significant drainage issues. A culvert will be installed at the access point.
- The access road to the parking lot is an existing high-grade road maintained by local industry.

Partnerships

- The Stewart Lake trail System has joint tenure with the Moose ATV Club, and enjoyed by many other users including hikers, skiers, and horse riders.

Proximity

- The Stewart Lake trail is part of a trail system covering hundreds of kilometers of trails.

Official Trailhead

- The Stewart Lake trail is established and registered with Recreation Sites and Trails BC. The new parking lot will promote the use of the designated trail system.

User and Site Safety and the Capacity to Maintain

- The Northland Trailblazers currently maintains over 800 km's of trails in the Peace River area. We have an annual program that focuses on maintenance to ensure that the trails are safe for all users. The club will maintain this site on a regular basis, and will partner with other clubs to do this.

Date:	Nov 8, 2016
Topic:	Meeting to vote on the PRRD grant application for the Stewart Lake parking lot.
The under signed directors of the Northland Trail Blazers Snowmobiler Club support the application of this grant.	

X

Peter Bueckert
President

X

Dave Craig
Vice-President

X

Jadon Christianson
Treasurer

X

Bryan Chatten
Secretary

X

Bernie Lindsay
Chalet Master

X

Brian McBrearty
Trail Master

X

X

February 6, 2017

2016 PRRD GRANT APPLICATION BUDGET**Costs**

Parking Lot Construction	\$16000
Trailhead Kiosk	\$2250
Outhouse	\$0 (Recreation Sites and Trails BC)

Total **\$18250**

Revenue

Northland Trailblazers Snowmobile Club	\$2000
Recreation Sites and Trails BC	\$2000
PRRD Grant request	\$14250

November 6, 2016

Rutherford Contracting Ltd.
PO Box 429
Charlie Lake, BC V0C 1H0

Northland Trail Blazers Snowmobile Club
Email: nltb.trailmaster@gmail.com

Stewart Lake Trail Parking Lot

Attention: Brian McBrearty

Quote for Parking Lot as per specifications:

Ground Work	\$4,600.00	(Rutherford Contracting Ltd.)
Gravel & Hauling	\$10,200.00	(Taylor Pit)
12 x 300mm pipe	\$ 620.00	(ProPile)
Packer	\$1,000.00	(Peace Country Rentals)
Mob & Demob	\$2,100.00	(Rutherford Contracting Ltd.)
Total	\$18,520.00	plus GST

If Northlands can arrange for the gravel and hauling cheaper, it will be deducted.

Northland is responsible for BC 1 call and any extra locates.

Any questions please call.

Thank you,

Ken Rutherford
Rutherford Contracting Ltd.
250-262-7133

February 6, 2017

EAGLE NORTH ENTERPRISES LTD.**NORTH LAND TRAIL BLAZERS SKI DOO CLUB****STEWART LAKE TRAIL HEAD PARKING LOT
CONSTRUCTION PRICE TO BUILD**

D5M CAT

VOLVO SMOOTH DRUM PACKER

STRIP PARKING AREA AND LEVEL .

SHAPE TOP SOIL AND SEED

PACK PARKING LOT. PREPARE DRAINAGE .

INSTALL APPROACH CULVERT- PACK AS NEEDED . 7090.00

SUPPLY 1.5 IN MINIUS GRAVEL 300 CUBIC METERS TO SITE

SPREAD PLACE AND PACK . 9600.00

TOTAL 16,960.00

THANK YOU.

DON GOODBUN

250-261-0132

February 6, 2017



Petrowest Construction LP
P.O. Box 280
Charlie Lake, BC V0C 1H0
T 250.787.0254 F 250.785.0126

November 2, 2016

Northland Trail Blazers Snowmobile Club

Attention: Brian McBrearty

Re: Stewart Lake Trail Parking Lot Upgrade

Petrowest is pleased to submit the following bid price for your upcoming project, in accordance with the description of work to be done.

- Strip topsoil
- Contour area for drainage
- Culvert install
- Haul and spread gravel
- Pack gravel

Total:

\$15,961.21

Petrowest would like to thank you for the opportunity to bid on your project. We look forward to working with you, please feel free to contact us if you have any questions or concerns.

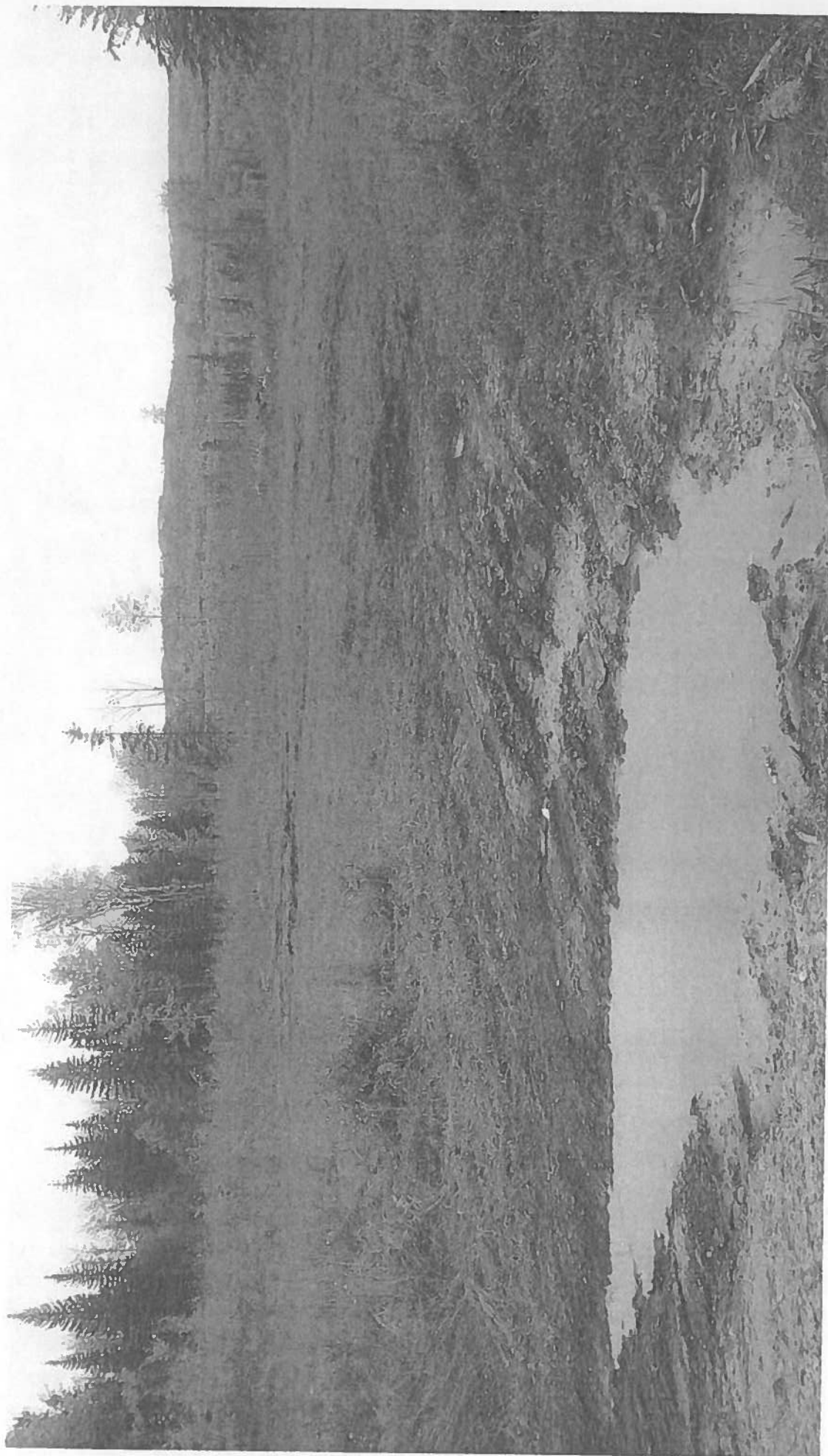
Darren Seminoff
Operations Manager
Petrowest Construction LP
250) 787-0254
250) 793-8171
darren.seminoff@petro-west.com

February 6, 2017

Northland trailblazers 2016 financial statement to date

	Start	Expenses	Revenue	End Total
January	69858.80	11287.66	1803.43	60374.57
Febuary	60374.57	1384.53	1386.3	60376.34
March	60376.34	1805.32	9957.11	68474.65
April	68474.65	6992.99	7367.67	68902.81
May	68902.81	450	829.38	69282.19
June	69282.19	54.5	38.12	69265.81
July	69265.81	0	6859.26	76125.07
Augaust	76125.07	13.08	54.43	76166.42
September	76166.42	0	32.65	76199.07

February 6, 2017



February 6, 2017

X

Stewart Lake Trail Parking Area REC166416

OBJECTID	2968
RMF_SKEY	166417
FOREST_FILE_ID	REC166416
FEATURE_CLASS_SKEY	727
FEATURE_AREA	0.9994
Hedares	0.999415646398872
OBJECTID	2951
FOREST_FILE_ID	REC166416
FILE_STATUS_ST	HI
STATUS	HI - Issued
PROJECT_NAME	Stewart Lake Trail Parking Area
PROJECT_TYPE_CODE	SIT
PROJECT_TYPE	SIT - Recreation Site
PROJECT_ESTABLISHED_DATE	
FEATURE_CODE	
FEATURE	
ARCH_IMPACT_ASSESS_IND	
RECREATION_VIEW_IND	N
DEFINED_CAMPSITES	0
SITE_LOCATION	TAYLOR
SITE_DESCRIPTION	
UTM_ZONE	10
UTM_EASTING	635775
UTM_NORTHING	6215485
Latitude	56.0652401007234
Longitude	-120.819122601396
RECREATION_DISTRICT_CODE	RDPC
ORG_UNIT_CODE	DPC
ORG_UNIT_NAME	Peace Natural Resource District
RSTBC	REC166416 Stewart Lake Trail Parking Area
RST_BC	Stewart Lake Trail Parking Area REC166416
GEOMETRY_Length	399.88420698884
GEOMETRY_Area	9994.15646398872

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Image © 2015 DigitalGlobe

February 6, 2017



Recreation Sites
and Trails BC

Administrative Use Only:

Agreement # PA(CY)DR#-XX	PA 1 000 001
District	Peace - Fort Gibson
ORCs file#	1000 001
Expiration Date	01-01-2017 31-12-2022

RECREATION SITES AND TRAILS BC PARTNERSHIP AGREEMENT

THIS AGREEMENT, dated for reference this 01st day of January 2014, is

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the Minister responsible for the *Forest and Range Practices Act*
at the following address:

9000 17th Street, Dawson Creek BC V1G 4A4
Tim.Bennett@Gov.BC.CA

the "Province"

AND:

NORTHLAND TRAIL BLAZERS SNOWMOBILE CLUB
Box 6283
Fort St John BC V1J 4H3
northlandtrailblazers@hotmail.com
Peter, Beuckert, Club President

the "Agreement Holder"

both of whom are sometimes referred to as "the Parties" and each of whom is a "Party" to this Agreement.

February 6, 2017



Recreation Sites and Trails BC

File: REC32204

November 10, 2016

Attn: Bryna Casey, Parks and Rural Recreation Coordinator

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Direct: 250-784-4841
Bryna.Casey@prrd.bc.ca

Dear Bryna,

On behalf of the Ministry of Forests, Lands and Natural Resource Operations, Recreation Sites and Trails BC, I would like to express my support of the Northland Trailblazers Snowmobile Club's proposal to receive funding from the Recreation Trails Grants-in-Aid program for the construction of the New Stewart Lake Trailhead parking lot/staging area. The new trailhead parking lot/staging area at (N56° 03.949' W120° 49.131') would help to alleviate potential conflicts between recreational users and private land owners. This project would be a great candidate for the Peace River Regional District, Recreation Trails Grants-in-Aid. ✓

The proposed 2017 work would take place on the Stewart Lake Motorized Trail (REC32204) and would be authorized in accordance with the Forest and Range Practices Act. The Northland Trailblazers Snowmobile Club has a Partnership Agreement with Recreation Sites and Trails BC. The club is in good standing and continues to demonstrate a leadership role of stewardship within the motorized recreation community. The club has six trail networks (listed) in which the help to manage and funding for volunteer efforts are often minima and hard to find.

REC6240 - CHOWADE RIVER TRAIL
REC6236 - CHRISTINA FALLS TRAIL
REC6241 - HALFWAY RIVER TRAIL

REC1431 - REDFERN TRAIL
REC32119 - SEPTIMUS/MUD CREEK MOTORIZED TRAIL
REC32204 - STEWART LAKE MOTORIZED TRAIL

Thank you for your funding considerations of the proposed projects. Please do not hesitate to contact me should you require additional information.

Sincerely,

Trevor Hann
Recreation Officer, Peace - Fort Nelson

Ministry of Forests, Lands and
Natural Resource Operations

Trevor Hann, District Recreation
Officer
Recreation Sites and Trails BC

Mailing Address:
9000-17th Street
Dawson Creek BC V1G
4A4

Telephone: (250) 784-0178
Email: Trevor.Hann@gov.bc.ca
Website: www.sitesandtrailsbc.ca

February 6, 2017

M.O.O.S.E. Atv Club
RPO Downtown
PO Box 269
Fort St. John BC
V1J 0K9

November 4, 2016

PRRD Trails Grant Application.

The Northland Trailblazers Snowmobile Club of Fort St. John BC has the support of the M.O.O.S.E Atv Club for their proposed "Stewart Lake Trailhead Staging Area" Project being submitted for consideration under the PRRD Trails Grant Program.

Sincerely

President Skye Shank

Skye Shank



Club Contact:
Tel: 250-787-7795
Email: mooseatvclub@gmail.com

February 6, 2017



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid Schedule "C" – Annual Report

Name of Organization: Northland Trail Blazers Snowmobile Club Date of Report: Oct 26/16

Project Summary

1) What activities did your organization complete or start in the last year for which you received a Recreational Trails Grant? Brushing Halfway trail + signage on Stewart lake trail

2) Please describe the progress you made on your project.

a. What was accomplished or completed with assistance from the Recreational Trails Grant you received from the Regional District?

the Halfway trail brushing was completed

b. What part of your project was not completed and why?

the signage on the Stewart lake trail is not complete
as 9 few bridges need to be rebuilt first.

c. What is your plan to complete your project?

Summer 2017

d. What is your timeframe for completing your projects and utilizing your funding?

Completed by October 31, 2017

Recreation Trails Grants-in-Aid
Schedule "C" - Annual Report

Additional Information:

PICTURES MUST BE SUPPLIED WITH THIS REPORT

THIS REPORT WAS PREPARED BY:

Name: Peter BueckertDaytime Phone 250 262-9580Email: northlandtrailgrants@hotmail.comOrganization Mailing Address: Box 6283, Port St John BC V1J 4H3Signature: Peter Bueckert



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" – Application Checklist

Applicant Name: Northland Trail Blazers

Date: November 23, 2016

Total Proj Cost - \$18,250
\$14,250

Stewart Lake
Trailhead.

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☒ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☒ Three (3) quotes for any items valued at over \$3,000.
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☒ Pictures of the proposed project and route.
- ☒ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- ☒ Two (2) letters of support from other organizations or groups supporting the project

FOR REGIONAL DISTRICT USE ONLY:

Follow up:

- ✓ need legal description of owned land?
- ✓ copy of agreement?
- ✓ 75%

Comments/Considerations:

Asked for more than 75%
Have authorization to proceed from province - see attached letter.
Everything supplied as requested.

Society Check - okay

CSC Use Only

☐ Schedule C- Trails Annual Report

☐ BC Online check

☐ File a copy electronically in groups file

2017 Recreational Trails Grants-in-Aid

Organization Name	Proposed Project	Total Project Cost	Applicant Contribution	Maximum 75% of Total Project Cost	\$ Request	Maximum Recommended to Parks Committee	Amount Recommended to Board	Notes
Bear Mountain Nordic Ski Association	To upgrade 24km of the trail network that the Association operates by repairing trail surfaces damaged by wet weather, replace culverts, and improve widths and levels of side cuts throughout.	\$61,550.00	\$15,388.00	\$46,162.50	\$46,162.50	\$46,162.50		Meets eligibility criteria
Blizzard Bike Club	To develop shared use trails by creating mountain bike trails within the borders of Beatton Provincial Park.	\$9,675.00	\$2,500.00	\$7,256.25	\$7,175.00	\$7,175.00		Meets eligibility criteria
Wolverine Nordic and Mountain Society	To improve the Windfall Lake trail (installation of a dishwashing station for overnight trail users) and Greg Duke trails (providing access to lakeshores, installation of benches and an outhouse)	\$12,653.69	\$4,600.00	\$9,490.27	\$8,053.69	\$8,053.69		Meets eligibility criteria
Dawson Creek Ski and Recreation Association	To replace 1,600 metres of water pipelines and expand the existing line to service a third ski trail.	\$340,000.00	Unknown	\$255,000.00	\$75,000.00	\$0.00		Does not meet eligibility criteria
Northland Trail Blazers Club	To construct a parking lot for safe loading and unloading of trail users. A kiosk, signage, and outhouse will be installed at the site.	\$18,250.00	\$4,000.00	\$13,687.50	\$13,687.50	\$13,687.50		Meets eligibility criteria

\$75,078.69

Amounts determined on January 16, 2017		
Total Fund	\$	75,000.00
Total Allocated		\$75,078.69
Total Available	\$	-

February 6, 2017



Peace River Regional District REPORT

To: Regional Parks Committee

Date: January 25, 2017

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: **2017 Regional Parks Budget**

RECOMMENDATION(S):

That the Regional Parks Committee accept the 2017 Regional Parks' budget as presented and that it be forwarded to the Regional Board for approval in the 2017 Annual Financial Plan.

BACKGROUND/RATIONALE:

Attached, please find the proposed 2017 budget for the Regional Parks' function. The following is a brief explanation of the projects proposed for 2017.

Blackfoot Park Expansion Design Study - \$25,000

Blackfoot Park is the most well-known and well used regional park. Concerns have been brought forward regarding vandalism, safety, and misuse of the park. The Regional Parks and Trails Master Plan (Master Plan) recommends improving the park by:

- Adding 10 new campsites.
- Developing a trail within the park.
- Upgrading the day use/picnic area.
- Acquiring 3 small parcels of land (Crown Land to the west of the road, beach front area, and a private land parcel with park road access).
- Piloting a full time Park Attendant project to address safety, vandalism, and park use concerns.

In 2017, staff will engage the services of a consultant to develop a plan to address the recommendations. As both Montney Centennial Regional Park and Blackfoot Regional Park will require an park expansion design study, staff are looking to tender both projects together to take advantage of the economies of scale. These projects were budgeted for in 2016 but not completed.

Montney Centennial Regional Park – Park Development Feasibility Study - \$25,000

This park sits on the edge of Charlie Lake, a lake that has multiple private, provincial, and municipal parks. From time to time concerns over how the park is being used have come forward. As recommended in the Regional Parks and Trails Master Plan, the services of a consultant should be obtained to analyze and provide a plan for:

- Whether or not there is a need for further development of camping sites (if there is, a plan will be developed to construct new camping sites on the upper bench).
- How the site could be better developed to increase family-friendly usage and become more accessible for all.
- Suggestions on ways to improve day use, including the addition of a parking area.
- Determining whether the park could support an outdoor walking trail.
- Providing a park use analysis to determine how to best develop the park for public use.
- Analysis of park safety and suggestions for improvement.

Marketing & Promotion - \$15,000

The Master Plan recommends annually promoting the regional park system to the public, as it was determined that many residents were unaware of the regional parks. In 2017, staff will encourage the exploration of regional parks by using the theme "get outside!" Staff will develop a scavenger hunt and

Staff Initials: *BCasey*

Dept. Head:

J. Moan

CAO:

Ch. Birk

Page 1 of 2

February 6, 2017

geocaching caches for children/adults/families to find. The regional parks will be marketed over a variety of mediums – from radio to web banners to regional Visitor’s Guides. A “Welcome to Your Regional Park” brochure and sign will be developed for public use and distribution, outlining the do’s and do not’s of visiting one of the parks and promoting of the other parks in the region. Staff will also coordinate the development of a google map “street view” on the PRRD “Parks” webpage, providing visitors and residents with easy directions to one of the regional parks. Furthermore, staff will look to hold two events in the parks, one in association with the Chetwynd Rod and Gun club at Sundance Regional Park on Father’s Day weekend, and an outdoor movie night and activities at Spencer Tuck Regional Park. A communications plan will be developed in March.

Bylaw and Policy development: Staff Time

In 2016, Community Services will work on updating existing bylaws and developing policies and guidelines. Some the items that the Master Plan recommends developing or updating include:

- Signage Strategy
- Parks Regulatory Bylaw
- Parkland acquisition and disposition guidelines/policy
- Park classification policy
- Commemorative gifting policy and program
- Site furnishing guidelines
- Special events guidelines
- Individual park management plans including emergency plans
- Inspection documentation for danger tree removal, playgrounds, signage and equipment

OPTIONS:

The Regional Parks Committee could recommend changes to the 2017 Regional Parks budget as drafted by staff.

STRATEGIC PLAN RELEVANCE:

This report supports Strategic Objective 1.6.1 stating that the PRRD shall “implement the 10 Year – Regional Parks and Trails Master Plan (adopted in 2014).”

FINANCIAL CONSIDERATION(S):

Please see attached budgets

COMMUNICATIONS CONSIDERATION(S):

None

OTHER CONSIDERATION(S):

None

Attachments:

Draft 2017 Regional Parks Budget

Administration & Misc	CODE	2016	2016 YTD	2016 Variance	2017
Wages	0	65,361	62,210	3,151	65,361
Benefits	0	23,030	17,328	5,702	19,030
WCB	0	797	764	33	758
Policy Review (Legal)					1,000
Travel, Training, Conferences & Workshops	210	7,000	1,967	5,033	5,000
Travel in Region - Use of RD vehicles	211	300	300	0	300
Meals	215	1,000	149	851	1,000
Mapping	227	3,000	0	3,000	3,000
Communication	230	1,000	0	1,000	1,000
Marketing & Promotions	240	15,000	12,801	2,199	15,000
Charlie Lake Boat Launch	248	20,000	20,000	0	0
Insurance	260	3,500	3,468	32	2,800
Trails Support Grant	244	70,000	66,927	3,073	75,000
Administration Fees	260	33,150	33,150	0	57,723
Miscellaneous	299	4,000	773	3,227	4,000
Supplies Shop	361	5,000	4,535	465	5,000
Safety/Danger Tree Removal	435	50,000	14,014	35,986	50,000
SUB-TOTAL		302,138	238,386	63,752	305,972

Blackfoot Park	553	2016	2016 YTD	2016 Variance	2017
Contractor		5,000	11,117	-6,117	8,663
Public Works Meals		200	157	43	200
Water tankloader & Insurance		22,000	1,216	20,784	1,300
Cleaning supplies		850	797	53	0
Toilet pumping		1,500	600	900	1,500
BC Hydro		275	289	-14	1,000
Miscellaneous Supplies & Repairs		1,000	1,687	-687	2,000
Park Signs		6,000	1,124	4,877	6,000
Park Kiosk		2,000	0	2,000	0
Fire Rings		500	750	-250	1,000
Picnic Tables		2,500	0	2,500	5,500
1 New Outhouse - Tops Only		2,500	550	1,950	6,000
Road work and campsite pads		2,500	732	1,768	4,000
Recycle Bin and Hide-A-Bag		0	0	0	2,500
Park Design		25,000	0	25,000	25,000
SUB-TOTAL		71,825	19,019	52,806	64,663

Minaker River	560	2016	2016 YTD	2016 Variance	2017
Contractor		15,000	11,050	3,950	23,909
Public Works Meals		200	0	200	200
Supplies		800	116	684	1,000
Driveway Assessment & Engineering/Road Work		20,000	0	20,000	2,500
Parks Tour and Meeting with PRFN					5,000
Park Signs		1,000	0	1,000	1,500
Park Kiosk		2,000			
Park Outhouses		0	250		2,000
Fire Rings		500	500		500
Miscellaneous		500	235	265	500
Picnic Tables		3,000	2,675	325	3,000
Recycle Bin and Hide-A-Bag		1,500	2,644	-1,144	2,500
SUB-TOTAL		44,500	17,470	25,280	42,609

Montney Park	561	2016	2016 YTD	2016 Variance	2017
Contractor		12,000	11,050	950	21,210
Public Works Meals		200	57	143	200
vehicle disposal			900		
Insurance		100	24	76	100
BC Hydro		1,500	1,569	-69	1,750
Misc. Supplies & Repairs		500	351	149	2,500
Fire Rings		500	250	250	500
Toilet Pumping		1,500	1,034	466	1,500
Park Signs		7,000	2,247	4,753	7,000
Park Kiosk		2,000	328	1,672	2,000
Recycle Bin and Hide-A-Bag		2,500	2,644	-144	2,500
Picnic table		0	2,675	-2,675	3,000
Park Development Feasibility Study		25,000	0	25,000	25,000
Road Work		3,000	285	2,715	3,000
SUB-TOTAL		55,800	23,414	33,286	70,260

February 6, 2017

Spencer Tuck		564	2016	2016 YTD	2016 Variance	2017
	Contractor		11,000	13,500	-2,500	14,813
	Public Works Meals		200	114	86	200
	Insurance		100	31	69	100
	Misc. supplies & Repairs		500	31	469	1,000
	Vacuum Pumping Toilets		1,500	780	720	1,500
	Recycle Bin		1,000	1,322	-322	2,500
	Park Signs		3,500	749	2,751	3,500
	Advertisement			235		
	Park Kiosk		2,000	0		2,000
	Outhouse Replacement		0	0	0	2,500
	Boat launch repair		10,000	0	10,000	0
	Fire Rings		500	500	0	500
	SUB-TOTAL		30,300	17,262	11,273	28,613
Swan Lake Weir		565	2016	2016 YTD	2016 Variance	2017
	Insurance		1,100	827	273	1,100
	Permit Fees		1,800	171	1,629	1,800
	Aluminum Gates		0	0	0	0
	Misc repairs & Maintenance		3,000	287	2,713	3,000
	Maintenance Contract		6,100	6,100	0	6,100
	SUB-TOTAL		12,000	7,385	4,615	12,000
Sundance Lake		567	2016	2016 YTD	2016 Variance	2017
	Contractor		14,500	12,704	1,796	14,500
	Public Works Meals		200	0	200	200
	Insurance		100	21	79	100
	Vacuum pumping toilets		750	0	750	750
	Misc supplies & repairs		500	0	500	500
	Park Kiosk		2,000	0	2,000	2,000
	Fire Rings		500	0	500	500
	Gravel		0	0	0	1,000
	SUB-TOTAL		18,550	12,725	5,825	19,550
Various RD Park Properties		569	2016	2016 YTD	2016 Variance	2017
	Various RD Park Properties		0	831	-831	0
	SUB-TOTAL		0	831	-831	0
Reserves & Miscellaneous			2016	2016 YTD	2016 Variance	2017
	Transfer to Operating Reserve	600	0	10,000	0	5,000
	Transfer to Capital Reserve	603	10,000	0	0	10,000
	Transfer to Carbon Reserve	605	10	10	0	0
	Transfer Interest on Reserve	610	0	324	0	0
	SUB-TOTAL		10,010	10,334	0	15,000
TOTAL Regional Parks Operations & Capital			545,123	346,827	196,004	558,666

Service Fund Category	Regional General Operating - 01		Portfolio Staff	Parks & Recreation Committee Manager of Community Services							
	7180 Regional Parks		Requisition Exhibit	9							
			DRAFT				(Used same, 2% inflation, or actual)				
2017	Acct #	See Note	Account Name	2016 Budget	2016 Actual	2016 Variance	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Category											
REVENUE											
7180 Regional Parks											
01-1-7180-	110		Requisition - electoral	222,741	222,741		225,361	384,279	428,435	366,893	433,631
01-1-7180-	111		Requisition - municipal	105,950	105,950	-0	101,639	173,311	193,226	165,471	195,570
01-1-7180-	116	11	Interest on Reserve		324	324		-	-	-	-
01-1-7180-	120		Grants-in-lieu	9,500	33,914	24,414	9,500	9,690	9,884	10,081	10,283
01-1-7180-	155	12	Admin Fees	19,095	19,095		21,000	21,000	21,000	21,000	21,000
01-1-7180-	157	7	Recovered costs	1,000	4,000	3,000	1,000	1,000	1,000	1,000	1,000
01-1-7180-	190		Unappropriated surplus	160,971	160,971	-0	200,167	-	-	-	-
01-1-7180-	192	7	Transfer from Fair Share (D)	25,866		-25,866					
01-1-7180-	193		Transfer from Rural Loan Fund								
01-1-7180-	194		Transfer from Gas Tax				-				
Total Category Revenue				545,123	546,995	1,871	558,667	589,280	653,545	564,445	661,484
Tax Rates (based on current year assessments)>>				0.014	Change from LY	(0.000)	0.014	0.024	0.027	0.023	0.028
Total Amount to Requisition: 327,000				328,691	Requisition/Parcel Tax		327,000	557,590	621,661	532,364	629,201
Prior Year Requisition: 328,691				9,500	Grants		9,500	9,690	9,884	10,081	10,283
Change from Prior Year -1,691					Borrowing Proceeds						
				25,866	Trsf. From Reserves						
				160,971	Prior Year Surplus		200,167				
				20,095	Other		22,000	22,000	22,000	22,000	22,000
				545,123			558,667	589,280	653,545	564,445	661,484
EXPENDITURES											
7180 Regional Parks											
01-2-7180-	200	1	Wages	65,361	62,210	-3,151	65,361	66,668	68,001	69,361	70,749
01-2-7180-	205	1	Benefits	23,030	17,328	-5,703	19,030	19,411	19,799	20,195	20,599
01-2-7180-	206	1	WCB	797	764	-32	758	773	788	804	820
01-2-7180-	210	8	Travel, Training, Conferences & Worksh	7,000	1,967	-5,033	5,000	5,000	5,000	5,000	5,000
01-2-7180-	211		Travel in Region - Use of RD Vehicle	300	300		300	300	300	300	300
01-2-7180-	215		Meals	1,000	149	-851	1,000	1,000	1,020	1,040	1,061
01-2-7180-	227		Mapping	3,000		-3,000	3,000	500	500	500	500
01-2-7180-	230		Communication - telephone & internet	1,000		-1,000	1,000	1,000	1,000	1,000	1,000
01-2-7180-	240	11	Marketing & Promotion	15,000	12,801	-2,199	15,000	11,500	11,500	11,500	11,500
01-2-7180-	244		Trails Support Grant	70,000	66,927	-3,073	75,000	50,000	50,000	50,000	50,000
01-2-7180-	246		Signage					15,000	2,500	1,500	1,500
01-2-7180-	248	13	CL Boat Launch (shared with FSJ)	20,000	20,000		-				
01-2-7180-	250		Legal				1,000	1,000	1,000	1,000	1,000
01-2-7180-	260		Insurance	3,500	3,468	-32	2,800	2,856	2,913	2,971	3,031
01-2-7180-	261	1	Administration fees	33,150	33,150		57,723	57,723	57,723	57,723	57,723
01-2-7180-	299		Miscellaneous	4,000	773	-3,227	4,000	4,000	4,000	4,000	4,000
01-2-7180-	361		Supplies - shop	5,000	4,535	-465	5,000	5,100	5,202	5,306	5,412
01-2-7180-	390		Capital					55,000	125,000	30,000	120,000
01-2-7180-	435		Safety / Dangerous Tree Removal	50,000	14,014	-35,986	50,000	50,000	50,000	50,000	50,000
01-2-7180-	553	3	Park - Blackfoot	71,825	19,019	-52,806	64,663	65,956	67,275	68,621	69,993
01-2-7180-	560	6	Park - Minaker	44,500	17,470	-27,030	42,609	43,461	44,330	45,217	46,121
01-2-7180-	561	4	Park - Montney	55,800	23,414	-32,386	70,260	71,665	73,099	74,560	76,052
01-2-7180-	564	5	Park - Spencer Tuck (Moberly)	30,300	17,262	-13,038	28,613	29,185	29,769	30,364	30,972
01-2-7180-	565	7	Park - Swan Lake (Weir)	12,000	7,385	-4,615	12,000	12,240	12,485	12,734	12,989
01-2-7180-	567	2	Park - Sundance Lake	18,550	12,725	-5,825	19,550	19,941	20,340	20,747	21,162
01-2-7180-	568		Peace Lookout/Viewpoint				-				
01-2-7180-	569		Park - Various RD Park Properties		831	831	-	-	-	-	-
01-2-7180-	600		Transfer to Operating Reserve				5,000	5,000	5,000	5,000	5,000
01-2-7180-	603		Transfer to Capital Reserve	10,000	10,000		10,000	10,000	10,000	10,000	10,000
01-2-7180-	605	9	Trsf to "Green" Carbon Reserve	10	10		-				
01-2-7180-	610	10	Transfer Interest On Reserve		324	324		-	-	-	-
Total Category Expenditures				545,123	346,827	-198,619	558,667	589,280	653,545	564,445	661,484
Surplus (deficit) carry forward					200,167	Change from LY Budget	13,544	Operating Reserve Dec. 31			
					**		2.48%	Maximum \$50,000 Bylaw 2074			

February 6, 2017

Service	Regional	Portfolio	Parks & Recreation Committee
Fund	General Operating - 01	Staff	Manager of Community Services
Category	7180 Regional Parks	Requisition Exhibit	9
		DRAFT	(Used same, 2% inflation, or actual)

7180 Regional Parks (continued)**Budget Notes:**

- 1 Admin Fee paid to Emergency Planning for GM of Community Services & Community Services Coordinator time (est. \$37,223) Plus Admin. \$13,500 PLUS \$7,000 to SW for Labourers = \$50,723
- 2 Sundance Lake includes: Contractor; PW Meals; Insurance; Vacuum pumping toilets; Misc. supplies & repairs; Park Kiosk; Fire Rings and gravel.
Blackfoot includes: Caretaker; PW Meals; Water Tankloader & Insurance & Potable Water Testing; Cleaning Supplies; Toilet pumping; BC Hydro;
- 3 Misc. Supplies & Repairs; Park Signs; Park Kiosk; Fire Rings; Picnic Tables; 1 new outhouse - top only; Road work and campsite pads; Recycle Bin and Hide-A-Bag; and Park Design. **Project Book Page 43 (Blackfoot & Montney)**
- 4 Montney includes: Contractor; PW Meals; Vehicle Disposal, Insurance; BC Hydro; Misc. Supplies & Repairs; Fire Rings; Toilet Pumping; Park Signs; Park Kiosk; Recycle Bin and Hide-A-Bag; Picnic Table; Park Development Feasibility Study; and Road Work. **Project Book Page 43 (Blackfoot & Montney)**
- 5 Spencer Tuck includes: Contractor; PW Meals; Insurance; Misc. supplies & Repairs; Vacuum Pumping Toilets; Recycle Bin; Park Signs; Advertisement; Park Kiosk; Outhouse Replacement; Boat Launch repair; and Fire Rings
- 6 Minaker includes: Contractor; PW Meals; Supplies; Driveway Assessment & Engineering/Road Work; Parks Tour and Meeting with PRFN; Park Signs; Park Kiosk; Park Outhouses; Fire Rings; Miscellaneous; Picnic Tables; and Recycle Bin and Hide-A-Bag
- 7 Swan Lake Weir includes: Insurance; Permit Fees; Aluminum Gates (funded via FS) not showing - will be an in/out if planning to continue., Misc. Repairs & Maintenance; Maintenance Contract Missing Environmental Study which is not shown in revenue or here as expense but is remaining in Fair Share commitment.(\$4,445)
- 8 Combined Travel, Training, Conferences & Workshops.
- 9 The RD is now Carbon Neutral therefore no requirement to contribute to carbon reserve.
- 10 Accounting requirement to show interest earned on reserves (In/Out) with no tax effect. Recording purposes only - no budget.
- 11 Same as last year for video of parks.
- 12 Admin Fee charged to Regional Recreation for Parks & Recreation Coordinator costs (approx. 25% of Park Coordinator)
- 13 Contribution to Fort St. John toward the Charlie Lake Boat Launch upgrades & repairs.

As of Dec. 31, 2015		Tangible Capital Assets			No Debenture	
Fund			Original	Accu. Dep.	Net Value	
48		Buildings	1,136,540	1,044,538	92,002	
		Parks	278,893	227,391	51,502	
		Land			-	
		Total	1,415,433	1,271,929	143,504	Capital Reserve Balance Dec. 31
						40,756
		Annual Depreciation Expense	38,256	Equity	181,760	

EXHIBIT 9

Regional Parks

Category

[1-7180](#)

Basis of Apportionment:

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

\$ 0.066 per \$1,000 taxable value

SLP 26, LGA 799.1 (2)(a)

Max. Product \$ 956,153

DRAFT

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	9,672	0.014	67,565,142	2.96%	149	9,821
Dawson Creek	25,586	0.014	178,734,735	7.82%	70	25,656
Hudson's Hope	4,813	0.014	33,619,327	1.47%	50	4,863
Fort St. John	47,222	0.014	329,873,208	14.44%	93	47,316
Taylor	4,962	0.014	34,664,911	1.52%	37	5,000
Pouce Coupe	1,197	0.014	8,358,605	0.37%	18	1,214
Chetwynd	7,709	0.014	53,852,328	2.36%	60	7,769
Area B	104,445	0.014	729,602,091	31.94%	(1,368)	103,077
Area C	24,007	0.014	167,703,961	7.34%	136	24,144
Area D	54,147	0.014	378,243,619	16.56%	618	54,765
Area E	43,239	0.014	302,044,798	13.22%	137	43,376

See Area E Jurisdiction Split Below

Total

327,000

0.014

2,284,262,725

100.00%

(0)

327,000

Area E - Jurisdiction 759	38,099	266,139,895	88.11%	121	38,220
Area E - Jurisdiction 760	486	3,395,183	1.12%	2	488
	38,585	269,535,078	89%	122	38,707

Municipal Requisition: 101,639

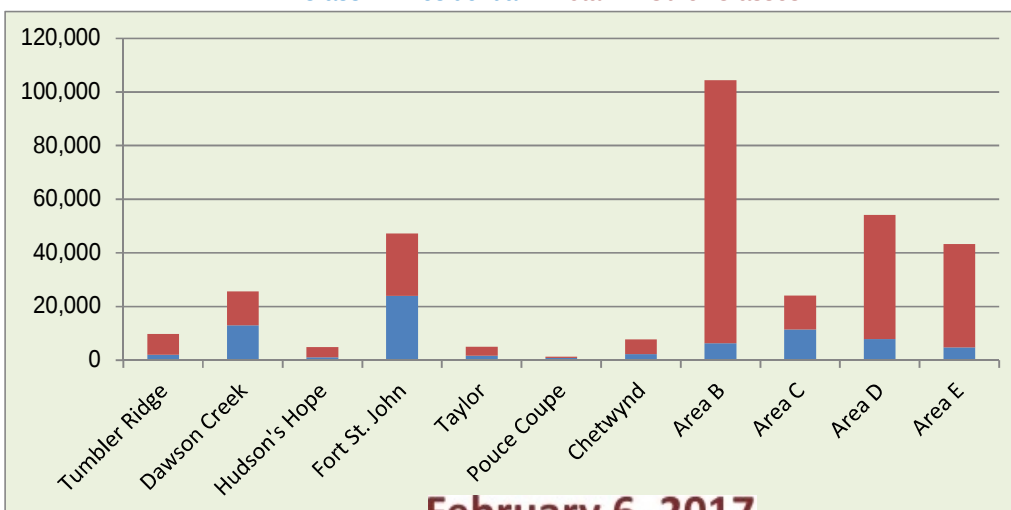
Electoral Area Requisition: 225,361

Total Requisition: 327,000

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	328,690	-0.5%	(1,690)
Assessment	2,280,145,496	0.2%	4,117,229
Tax Rate	0.014	-0.7%	(0.000)

Class 1 - Residential Total All Other Classes



February 6, 2017



Peace River Regional District REPORT

To: Regional Parks Committee

Date: January 25, 2017

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: 2017 Parks Maintenance Contracts Pre-Budget Allocation

RECOMMENDATION(S):

1. That the Regional Parks Committee recommend to the Regional Board that pre-budget approval for the following contract be authorized in the 2017 budget, with contract starting as early as March 1 and extending as late as October 31, for a one year term with an option to extend the contract for 2 additional years with satisfactory results;

Blackfoot Regional Park: \$8,662.50 (Stacey Lajeunesse)

2. That the Regional Parks Committee recommend to the Regional Board that pre-budget approval for the following contract be authorized in the 2017 budget, with contract starting as early as March 1 and extending as late as October 31 for a one year term with an option to extend the contract for 2 additional years with satisfactory results;

Minaker River Regional Park: \$23,908.50 (Dave Wiebe Contracting)

3. That the Regional Parks Committee recommend to the Regional Board that pre-budget approval for the following contract be authorized in the 2017 budget, with contract starting as early as March 1 and extending as late as October 31 for a one year term with an option to extend the contract for 2 additional years with satisfactory results;

Spencer Tuck Regional Park: \$14,812.88 (Morgan Rae Contracting)

4. That the Regional Parks Committee recommend to the Regional Board that pre-budget approval for the following contract be authorized in the 2017 budget, with contract starting as early as March 1 and extending as late as October 31 for a one year term with an option to extend the contract for 2 additional years with satisfactory results;

Montney Centennial Regional Park: \$20,911.28 (Morgan Rae Contracting)

5. That the CAO or Chair be authorized by the Regional Board to sign the Parks Contracts for Maintenance as per the purchasing policy.

BACKGROUND/RATIONALE:

The Park Maintenance Contracts for Blackfoot Regional, Minaker River Regional, Spencer Tuck Regional, and Montney Centennial Regional parks expired at the end of the 2016 summer season and staff tendered these contracts out for 2017 parks maintenance. With satisfactory results, the Regional District may choose to extend these contracts to a term of three years in total. All recommended Maintenance Contractors have been selected at the lowest bid.

Over the last years, there has been an increased use of the parks during the shoulder seasons, at the beginning of March to the end of April and through the month of October. During these times, the parks

Staff Initials: *Casey*

Dept. Head: *J. Morgan*
February 6, 2017

CAO: *Ch. Burk*

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have historically received no maintenance, though there is a demonstrated need. Staff wrote the Regional Park Maintenance Contracts with this in mind, and have recently completed the tender process for these parks. Contractors were asked to provide a monthly rate for May-September when the parks are guaranteed to be open. For the shoulder season, contractors were asked to provide a weekly rate and were told that the parks may or may not be open at this time and will be at the discretion of staff. This gave staff the flexibility to decide when maintenance should start and end in that time frame. The amounts budgeted and presented are the total amount, including the monthly amount for operational months and the weekly rate for the entire shoulder season (including 5% GST). While this total amount is budgeted, dependent on the weather, the actual amount paid out for each park will likely be less.

OPTIONS:

The Regional Parks Committee could choose to only provide maintenance during May-September with no option to provide service for the shoulder season.

STRATEGIC PLAN RELEVANCE:

In the 2015-2018 Strategic Plan, Strategic Objective 1.6.1 is to “Implement the Regional Parks and Trails Master Plan (adopted in 2014).”

FINANCIAL CONSIDERATION(S):

Staff have provided the total contract amount that includes the shoulder seasons. Actual cost for the Parks Maintenance Contracts could be lower depending on when staff choose to open the parks.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments: