



Chris Reitz
President

November 28, 2018

Organization Mandate

- *Our Vision:* To be a world-class cross-country ski club creating a culture of excellence in community sport through participation, skill development and fun.
- *Our Mission:* To support healthy, outdoor recreation in the Regional Municipality of Wood Buffalo by promoting cross-country skiing as a life-long sport.
- Last season the club had 396 members including 81 youth.
 - The club offers members adult and youth lessons and supports a youth racing team.
 - Equipment is made available to all members so as not to be a barrier to participation.
 - The club is primarily run by volunteers.

Community Impact

- The club operates out of the Doug Barnes Cabin and the Birchwood Trails (We will be using an alternate location during cabin construction)
- The grant allows the club to operate the cabin, groom trails and loan skis to members for club programs.
- The club rents out the cabin during the off-season to other community groups at an affordable rate.
- Our 2019 goal is to transition into the newly expanded cabin upon completion.
- The grant, along with casino funds, helps support all programs and trail grooming. Membership fees are kept low in order to maintain accessibility to all members of the community.

2019 Grant Request

2019 Grant Request	
Revenue	\$34,500
Expense	\$65,000
Subsidy Requested	\$30,000
Subsidy represents 46% of total expenses	

Previous Year's Financial Information	
Last Fiscal Year End Date	September 30, 2017
Total expenses from previous year	\$44,550
Unrestricted Net Assets	\$185,690

Expense Summary

Cost Category	Total Expense	Funded by RMWB
Salary/Wages (1 part time)	\$25,000	\$15,000
Program Costs	\$25,000	-
Overhead (utilities, insurance, etc.)	\$15,000	\$15,000
TOTAL	\$65,000	\$30,000

Community Investment History

2019 Request	2018	2017
\$30,000	\$35,000	\$35,000

Decrease in 2019 of \$5,000 is due to carry over of unused funds from 2017 as a result of delays in the cabin expansion.

Ptarmigan Nordic Ski Club
2019 Sustaining Grant Analysis

CIP Grant Summary:

2016	2017	2018	2019 Request	2019 Recommended by CIP	Variance Recommended vs. Requested
30,000	30,000	35,000	30,000	30,000	-

Fiscal Year End	Total Expenses	Unrestricted Net Assets
September 30, 2017	44,550	185,092

Notes:

Trail Maintenance and operations of Doug Barnes Cabin is considered separate from Club Operations, therefore the financial position of the Organization does not impact the eligibility for the Sustaining Grant.

Doug Barnes Cabin Expansion is expected to be operational in time for the 2019-2020 winter season. Administration is currently negotiating an Operating Agreement for this facility with the PNSC.

Budget Line Description	2019 Budget Request	2019 Recommended
Revenues		
RMWB Sustaining Grant	30,000	30,000
Cabin Rentals	2,000	-
Zone 4 CCA Membership - 400 Members	5,000	-
Casino Funds	25,000	-
Good Neighbour Grants and Donations	2,500	-
Total Revenues	64,500	30,000
Expenses		
Employee & Admin. costs (incl. bookkeeper)	25,000	15,000
Equipment Maintenance	5,000	5,000
Vehicle Insurance	4,000	4,000
Grooming Fuel and Supplies	3,000	3,000
Cabin Maintenance	3,000	3,000
Casino Funding available for use	25,000	-
Total Expenses	65,000	30,000
Total Surplus (Deficit)	\$ (500)	\$ -


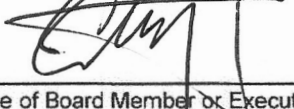
Sustaining Grant Part A - Organization Summary

Organization Name:	Ptarmigan Nordic Ski Club
Street Address:	PO Box 6225
City/Hamlet:	Fort McMurray
Province:	Alberta
Postal Code:	T9H 4W1
Phone Number:	780-215-1306
Website:	www.ptarmigannordic.org
Fiscal Year End:	December 31st
Act Registered Under:	Societies Act (Alberta)
Registration Number:	500100573

Note: Organization must be in good standing to receive funding.

Main Contact	
Title:	Treasurer
Name:	Andre LeFebvre
Daytime Phone:	17(1)
Email Address:	asl3@ualberta.ca
Executive Director	
Name:	Chris Reitz
Daytime Phone:	17(1)
Email Address:	chris@kippermanagement.ca
Board Chair / President	
Name:	Chris Reitz
Daytime Phone:	17(1)
Email Address:	chris@kippermanagement.ca

Declaration of Board Members - In making this application, we, the undersigned, confirm that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

	
Signature of Board Member (must have signing authority)	Signature of Board Member or Executive Director (must have signing authority)
André LeFebvre Print Name	Chris Reitz Print Name
2018-10-30 Date: (Year-Month-Day)	2018-11-05 Date: (Year-Month-Day)

Part B - Board Questionnaire

How often does the Board of Directors meet? Monthly in the Winter/Bi-monthly in the Summer

Minimum number of board members according to bylaws: 4

Number of board members:

Currently: 11 **2017:** 14 **2016:** 15

Describe measures being undertaken to fill vacant spots if minimum board members are not met:

The minimum number of board members has been met. Vacancies are available to any member willing to volunteer.

Please list your current Board of Directors:

Name	Board Position	Years on Board
Chris Reitz	President	4
Jason Vanderzwaag	Vice-President	3
Andre LeFebvre	Treasurer	7
Aimee McGown	Secretary	2
Eric Williams	Cabin Expansion Liason	8
Pedro Escobar	Ski Lesson Director	5
John Kozlowski	Ski Equipment Director	5
Bill Chase	Member at Large	2
Ed Salmon	Grooming Director	5
Phil Meagher	Racing Team Director	7
Greg Brayall	Grooming Equipment Director	4
Inger Kleppe-LeBlanc	Club Coordinator	4

Part B - Board Questionnaire

Are any board members being paid, or receiving an honorarium, for being on the Board or for other positions in the organization outside of their role on the Board? Yes ☒ No ☐

If yes, complete the following table:

Board member name	Paid role on the board / organization	Amount received
Inger Kleppe-LeBlanc	Club Coordinator (Admin)	17(1)

What are the restrictions (if any) on becoming a member of your organization or participating in programs or services?

As per the club bylaws, there are no restrictions on becoming a member of the ski club and anyone wanting to become a member simply has to fill in an online registration form and pay the required dues. For insurance purposes, anyone wanting to participate in club activities need to become a member. Membership dues are intentionally kept low so as not to be a restriction to anyone wanting to become a member and participate in club activities. At \$30 for an individual or \$50 for a family membership, which includes lessons and borrowing of equipment for both youth and adults, cross-country skiing remains one of the most affordable activities in the region. The board is elected annually from the members at large, you must be 18 years of age and an active member

How often does the Board review the financial position of the agency? What efforts have been made in the past fiscal year to increase the number and types of financial support for your organization?

The financial position of the club is reviewed monthly during the ski season, at each executive meeting as well as annually by the membership at large at the annual general meeting. Over the past year, outside of the previous grant from the RMWB, the club has increased its financial position primarily through casino revenue, the collection of membership dues, rentals of the Doug Barnes Cabin to other community groups and through executive members applying for volunteer grant money provided by Syncrude's Good Neighbour program and Suncor's Community Volunteer program. In 2018, the club also applied and received a CFEP grant from the Province of Alberta for furnishing the new cabin of which the funds were handed over to the RMWB to support. The amount of net income the club earns from the sale of a membership after affiliation fees with Cross Country Alberta/Canada (for insurance purposes) are taken out remains extremely low. This is done on purpose to help keep the sport affordable to all in the community, especially under-privileged youth and families looking for an affordable activity.

 The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Community Investment Advisor, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 788-4309.

Part C - Strategic Plan

The Regional Municipality of Wood Buffalo 2018-2021 Strategic Plan focuses on the vision of a vibrant, sustainable region we are proud to call home. It identifies four key strategic priorities to achieve this goal: Responsible Government, Downtown Revitalization, Regional Economic Development, and Rural and Indigenous Communities and Partnerships. The Community Investment Program aims to assist non-profit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan.

The Sustaining Grant subsidizes organizations to operate and maintain Municipally-owned assets and/or contribute toward the key strategic priorities identified above. Please indicate which category that is applicable to the organization.

- ☒ Operator of a Municipally-owned asset (Please continue to Part E on page 7)
- ☐ Provide programs and services related to the collection, preservation and display of regional heritage and culture in a museum setting (Strategy & Initiatives #1a and #1c)
- ☐ Acts as a collective voice for:
 - a) the development of the arts community (Strategy & Initiative #1f);
 - b) advancement of cultural diversity (Strategy & Initiative #3f); or
 - c) promotion of tourism potential of the Municipality (Strategy & Initiative #3b)
- ☐ Provides strategic programs/services that are of benefit to the entire region

Part D - Organization Questionnaire

What year did the organization complete its last strategic plan?

The strategic plan was last updated in 2017

Provide a brief overview of the organization's strategic priorities:

PNSC encourages the use of Birchwood Trails and the Doug Barnes Cabin through our Cross Country ski program. Our adult and youth programs engage individuals of all ages to enjoy a recreational ski or build towards a more competitive skill set. The focus of the lessons and programs prepares members for a life-long physical activity that takes advantage of our extensive trail system. The trails are an integral part of our club that the PNSC maintains during the winter by grooming them and removing small debris. These trails are groomed by our volunteers which makes them fully accessible to non-members such as winter bikers and walkers.

PNSC supports the social profit sector by allowing the use of our cabin as rental space. When we are outside of our normal winter ski season, May to October, Community groups have the ability to rent our cabin for \$10 an hour. This offers an affordable alternative to private rental spaces at other facilities. Also, it permits groups that are holding events at the trails to have an indoor space equipped with a kitchen, washroom and lounge space. With the cabin expansion in 2018/2019, we look to expand on the services offered to the community.

In attempt to make our programs an accessible recreational activity we offer very low rates for our membership fees. Fees range from \$30 - \$50 for the base membership. The youth program provides skis for personal use during the entire ski season as part of the fee which allows members to practice outside of the ski lessons and returned at the end of the season. Our adult program loans all the relevant equipment as part of the membership costs for each lesson or event.

Part D - Organization Questionnaire

Describe the elements, activities, or events of general operations that the organization is seeking this funding for:

As per the PNSC's mission, the club helps to promote healthy, outdoor recreation in the city of Fort McMurray through cross-country skiing. It does this through its program in the following key ways:

- Maintenance and grooming of the Birchwood trails provides the community with 35km skiable trails in the winter and is accessible from many locations in Thickwood, Dickinsfield and Timberlea/Eagle Ridge. The trails are not only enjoyed in the winter but year round by walkers, runners and cyclist who may actually out number skiers. The trails are also used in the summer to host events such as running races and cycling events.
- Providing an affordable winter activity to youth and adults of the community. Included as part of a club membership is lessons and access to loaner equipment in order to participate in club programs. This not only encourages community members to get out, try the sport and enjoy the beautiful trails in the winter but also removes the burden of needing to go out and buy equipment prior to participating. It also takes the burden off families to have to constantly buy new equipment each season for their growing children.
- Providing youth an opportunity to develop and get involved in competitive cross-country ski races across the province and around the world. Current cross-country ski Olympian Grahame Killick got his start in PNSC youth lessons and developed through its racing program.
- Providing affordable meeting space for other clubs and organizations in the community through the use of the Doug Barnes Cabin. This is expected to continue with the proposed cabin expansion.

Explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 4:

As per the previous section, the club helps to promote healthy, outdoor recreation in the RMWB through cross-country skiing. It does this through its program in the following key ways:

- Maintenance and grooming of the Birchwood trails provides the community with 35km skiable trails in the winter. The trails are not only enjoyed in the winter but year round by walkers, runners and cyclist who may actually out number skiers. The trails are also used in the summer to host events such as running races and cycling events.

- Providing and affordable winter activity to youth and adults of the community. Included as part of a club membership is lessons and access to loaner equipment in order to participate in club programs. This not only encourages community members to get out, try the sport and enjoy the beautiful trails in the winter but also removes the burden of needing to go out and buy equipment prior to participating. It also takes the burden off families to have to constantly buy new equipment each season for their growing children.

- Providing a venue to host future larger scale ski races as part of events such as Alberta Winter Games/Arctic Winter games. The club is also positioning itself to potentially host stand alone ski races such as Alberta Cup races which would increase sports tourism to the region.

- Providing affordable meeting space for other clubs and organizations in the community through the use of the Doug Barnes Cabin. This is expected to continue with the cabin expansion.

Describe any other funding initiatives the organization has taken or is planning to implement to further support this request for Sustaining Grant funding:

The club will continue to pursue its other primary forms of revenue which are: casino funding, membership dues, cabin rentals and corporate donations. The club will also apply for grant money as applicable like the CEFPP grant to help offset as much of the cost of the cabin expansion as possible.

With the new cabin expansion, the club will be exploring new streams of revenue such as renting skis and planning to increase revenue from the cabin rentals.

Current Volunteer Information:

	Per Organizational Needs:	Currently Filled:
Program & Services Volunteers	20	15
Fundraising Volunteers	9	9
Committee Volunteers	10	9
Administrative Volunteers	4	4
Total Organization Volunteers (Count each only once)	43	37

Part E - Financial Information, Budget Request & Cash Flow

Current Staff Information:

	Per Organization Chart:	Currently Filled:
Full Time Positions	0	
Part Time Positions	1	1

Please explain any cost savings initiatives the organization has, or is planning, to implement:

In 2019, the club will be going through a major transition as we start operation of the cabin expansion. Currently the club is primarily volunteer based with one part-time paid administrative staff. We are actually planning to increase our cost structure to support our growth in offering more services to our members and will offset as much of these costs as possible with new revenue growth without sacrificing the accessibility of our programs and services.

2019 Grant Request:

Total 2019 Budgeted Revenue (<u>excluding</u> RMWB Sustaining Grant)	\$	34,500.00
Total 2019 Budgeted Expenses	\$	65,000.00
Surplus* / (Deficit)	\$	(30,500.00)

2019 Sustaining Grant Request Amount:	\$	30,000.00
--	-----------	------------------

* If in a surplus position, organization is not eligible for a Sustaining Grant.

Please Indicate Preferred Cash Flow, if approved:**

January/February	April
------------------	-------

(no more than 75% of request)

August	\$ 30,000.00	October
--------	--------------	---------

** Must have minimum of 25% to be disbursed between August and December. There will be no funds released in July, as 6-month reports are due by July 31 and require Administrative review prior to August/October disbursements.

Part F - Required Attachments for Application

The following attachment MUST accompany your application:

- ☒ A detailed budget showing projected 2019 revenue and expenses
- ☒ 2019 Business Plan or Strategic Plan
- ☐ Logic Model (if available)
- ☒ Financial Statements of two (2) most recent fiscal years

Ptarmigan Nordic Ski Club 2019 Budget			
Description	Credits	Debits	Comments
Income			
Zone 4 CCA Membership - 400 Members	\$5,000.00		
Cabin Rentals	\$2,000.00		
Good Neighbour Grants and Donations	\$2,500.00		Typically received from Syncrude/Suncor/Shell/etc
Expenses			
Employee and Administrative Costs (Including Bookkeeping)		\$25,000.00	
Equipment Maintenance		\$5,000.00	
Vehicle Insurance		\$4,000.00	
Grooming Fuel and Supplies		\$3,000.00	
Cabin Maintenance		\$3,000.00	
Casino Funding Available for Use	\$25,000.00	\$25,000.00	Casino Funds Available for use by 2020, unused funding must be returned.
Totals	\$34,500.00	\$65,000.00	