

RE: Revelstoke Cycling Society

From: Wysiecki, Sarah FLNR:EX <S.15 s.15>

To: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>
Cc: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
Sent: June 15, 2020 at 2:25:43 PM Pacific Daylight Time
Attachments: Request for Support - Ref 2019080138.pdf

Hi Richard,

Thank you for updating us on this project. Yes, we can share the application with Marcia (see attached). When you send the application to Marcia please note that this information is being shared for due diligence purposes and we request that it be kept confidential.

Here is the info about the funded project:

Project Name	Funding Amount (Rural Community Development Grant)	Project Description
Sunnyside Trail Network	\$25,500	The Sunnyside Trail Network is a new addition to Revelstoke's network of trails. The network will be an "enduro" style trail network. This will mean that riders will climb only on the designated climb trail, and will descend on different trails. This will be a different offering to Revelstoke's existing trails crosscountry and downhill trails.

The budget submitted with the initial application identified that grant funds would be purposed toward:

- Refurbishment of 1200 metres of the existing 'Relentless Trail'; and
- Establishing a new 750 metre descent trail.

Other deliverables identified in the application include:

- Design and layout of phase 2 trails and submission of plans to RSTBC for Section 27 approvals;
- Stakeholder consultation and approval;
- Bid documents put out for tender; and
- Contractor and crew construct the trails under the supervision of the RCA and its board.

We can certainly work with the Revelstoke Cycling Association to repurpose the funds, following the discussions with Marcia and when a path forward has been developed for the project. Please feel free to pass along my email (sarah.wysiecki@gov.bc.ca) and the program office email (ruraldevelopment@gov.bc.ca), so that the organization can contact us.

Let me know if you have any additional questions,

Thank you

Sarah Wysiecki
778-974-5805

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

From: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>

Sent: June 15, 2020 12:53 PM

To: Wysiecki, Sarah FLNR:EX <Sarah.Wysiecki@gov.bc.ca>

Cc: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>

Subject: Revelstoke Cycling Society

Hi Sarah,

I discussed this with Matthew last week briefly.

Recently, a Community Grant awarded to the Revelstoke Cycling Society for trails works. Unfortunately, the construction on these trails had an investigation by FLRNORD and was found not to be in compliance. The local

Hope this makes sense.

I'm happy to connect you with Marcia. I told her I'd try to get the deliverables for the grant from you.
Thanks.

R

Richard Toperczer

**Regional Manager | Rural Development
Ministry of Forests, Lands, Natural Resource Operations
And Rural Development
2501 - 14th Avenue | Vernon, BC | V1T 8Z1
Cell: 250-540-8133**



Request for support

Reference #: 2019080138
Submitted: Aug 15, 2019
Status: Pending

Contact information

Organization	Revelstoke Cycling Association	Primary contact	Robyn Goldsmith
Address	PO Box 2374 4-1760 Copperhead Drive Revelstoke, BC, CA V1S 2B4	Title	Marketing and Fundraising Coordinator
B/N	S-031931	Phone	s.22
		Email	info@bikerevelstoke.org
		Signatory Authority	Miranda Murphy
		Title	Treasurer
		Phone	s.22
		Email	treasurer@bikerevelstoke.org

Organizational profile

Type of organization	Not-for-profit Organization
Project partners associated	No
Destination trails project	Yes

Request details

Request type	Single Applicant Project (up to \$100,000)
Kind of support	Financial support
Total amount requested	C\$25,500
Total project budget	C\$32,200

Project details

Name of project	Sunnyside Trail Network
Location - direct activities	Canada - Thompson/Okanagan - Columbia-Shuswap - Revelstoke, CSRD Area B
Focus of initiative	Community and economic development
Project Summary	The Sunnyside Trail Network is a new addition to Revelstoke's network of trails. The network will be an "enduro" style trail network. This will mean that riders will climb only on the designated climb trail, and will descend on different trails. This will be a different offering to Revelstoke's existing trails crosscountry and downhill trails.
Link to BC Trails Strategy	This project was identified as a key opportunity in the Trail Plan for Revelstoke. It will offer a one-way system of trails that will be open to e-bikers and minimize user conflict. The network will be a draw for both tourists and locals.

Revelstoke's Trail Plan, developed in 2018, identified the Sunnyside area as an area with opportunity to develop and expand Revelstoke's trail offering and to alleviate user conflict

on the lower Mt Cartier recreation trail.

Description	<p>The Sunnyside network is being completed in phases. To date, we have built a climb trail and a flow style descent trail which has brought phase 1 to completion. For our next phase, we plan to refurbish an existing trail and a technical descent trail.</p> <p>This trail network will differ from the existing Mount Macpherson area, which is oriented for cross country riders, and the Boulder area, which is accessible by vehicle. Additionally, we intend to make this network e-bike friendly. This network will enable riders to extend their season and enjoy a greater variety of trails.</p> <p>Sunnyside's southern exposure will mean that it will be free of snow before our other riding areas, expanding opportunities for mountain biking and hiking in the shoulder season. Its other advantage is that there are no plans to log the area. Revelstoke's trails are constantly under threat from logging, and many trails have had to be rebuilt due to destruction from logging.</p> <p>We hope to expand Revelstoke's trail options to keep up with the increasing demand from riders. We are seeing more riders each year on Revelstoke's trails, both visitors and tourists. We hope that this trail network will:</p> <ul style="list-style-type: none">- extend our biking season;- satisfy e-bikers, who are looking for options for riding in Revelstoke;- offer a new modern "enduro" style trail network;- attract visitors to Revelstoke in the shoulder season. <p>We will monitor use of the network by way of trail counters and data collected from Strava and Trailforks.</p>
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Location - direct benefits	We are creating additional recreation tourism opportunities by planning and construction destination trails.
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Components & Deliverables #1

Component	Design and layout of phase 2 trails
Deliverables	The board of the Revelstoke Cycling Association and a trail consultant have walked through the area and proposed a layout and routes for the two trails that comprise phase 2.

Components & Deliverables #2

Component	Submission for section 57 approval
Deliverables	The board of the RCA will submit our plans to RSTBC for approval

Components & Deliverables #3

Component	Consultation and approval
Deliverables	RSTBC and the RCA will put the proposal out to stakeholders and seek input. The plans will be reworked as necessary and approval will be granted.

Components & Deliverables #4

Component	Bid documents will be put out for tender
Deliverables	The RCA will receive and review tender documents from contractors and select the preferred option

Components & Deliverables #5

Component	Contract build
Deliverables	The contractor and crew will construct the trails under the supervision of the RCA and its

	board
Objective 1 - Economic diversification & resilient community	<p>This trail network will extend Revelstoke's mountain biking season. A key area of growth identified in Revelstoke's Tourism strategy is to expand shoulder season tourism.</p> <p>The mountain biking and recreation industry in Revelstoke is growing, and offers employment and business opportunities for many community members, including youth.</p>
Objective 2 - Support Indigenous communities	n/a
Objective 3 - Strengthen and use additional capacity	<p>Tourism is an important component of Revelstoke's growing economy. A key component of Revelstoke's Tourism strategy is increasing shoulder season visits. This new trail network will enable mountain bikers to use Revelstoke's trails beginning in early April and into October, potentially expanding the mountain bike season by one month on either end. An expanded tourism season will help make our economy more resilient.</p>
Objective 4 - Economic opportunities that support a cleaner future	n/a
Project creates jobs	No
Potential indirect employment created	<p>Revelstoke's tourism economy is growing. A number of guiding businesses and bike shops rely on our trail network. They service both locals and tourists, and a longer mountain biking season with more trails means more business for shops and services.</p> <p>Additionally, the Revelstoke Cycling Association employs a trail crew each year. Increased ridership and trail use will likely create an additional position on the trail crew.</p>
Current community development plan	<p>Yes - Revelstoke's OCP on page 54 states a goal as: "Expanded community tourism capacity to attract, host and satisfy visitors from many parts of the world." Tourism Revelstoke identifies active individuals as a key target market for Revelstoke.</p> <p>The land on which the project will be completed is actually slightly outside of Revelstoke's city boundaries, on Crown land and in the Controlled Recreation Area for Revelstoke Mountain Resort, in an area that has been designated for recreation.</p>
Existing community support	<p>The project is supported by Revelstoke Mountain Resort (the project is primarily in their controlled recreation area) s.13; s.21 s.13; s.21</p> <p>The project is supported by the Stoke Youth Network, who create opportunities for local youth, and currently run mountain biking programs for high school students.</p> <p>The RCA hosted a public forum regarding the project in the Fall of 2018, and the attendees were largely very enthusiastic, and many offered large donations to help move the project forward.</p>
Project start date	Oct 01, 2019
Project end date	Sep 01, 2020
Project duration	11
Project ready to commence	No - The final lines need to be submitted to RSTBC for section 57 approval prior to commencing construction.

Project timeline	<p>October - December 2019 - Final line work and flagging</p> <p>January - March 2020 - Preparation and submission of section 57 documents</p> <p>April 2020 - Estimated receipt of approvals</p> <p>May 2020 - Bidding and tendering process and roughing in by volunteers</p> <p>June - August 2020 - Trail construction</p> <p>September 2020 - trail opening</p>
Project ongoing	Yes
Project continuation	<p>The project will create new trails for use by locals and tourists.</p> <p>These trails will be managed by the RCA in conjunction with RSTBC.</p> <p>The RCA hires and manages a trail crew each year to maintain the trails it manages. The Sunnyside Network will be part of the RCA's managed trail network and will be under their preview.</p> <p>The RCA's membership funds, donations, and sponsorships primarily go towards funding the maintenance crew.</p>
Project management skill	<p>The Revelstoke Cycling Association was incorporated in 1994 and has a long history of building and managing trails. It has had a successful partnership and working relationship with RSTBC since its inception.</p> <p>The RCA has already created and manages 3 existing trail networks, and has taken on large scale builds, including the Frisby Ridge Trail Network and Frisby Ridge Vistas extension.</p>
Role of project partner	n/a
Project risks	Securing approvals - the first step in this process will be
Project include physical infrastructure	<p>Yes - The project is a trail network which will contribute to BC's tourism economy. Revelstoke has identified active tourists as a primary market, and shoulder season tourism expansion as a need to create a more sustainable tourism economy. - The Province of BC</p> <p>- The Revelstoke Cycling Association</p>
Q: Please describe the status of any required permits	The trails will be on Crown Land within the Controlled Recreation Area designated for Revelstoke Mountain Resort; however, they are outside of the land which Revelstoke Mountain Resort intends to use for their recreational activities.
Resolution	I move that the Revelstoke Cycling Association authorize the submission of an application to the BC Rural Dividend Program for the Sunnyside Trail Network and that the Board/Council support this project through its duration.
Resolution moved by	Miranda Murphy
Resolution seconded by	Dana Ferguson
Resolution date	Jul 29, 2019

RE: Community Grant Funding - 2019080138 Revelstoke Cycling Association

From: RuralDevelopment FLNR:EX **s.15**
s.15

To: info@bikerevelstoke.org, Meghan Tabor <president@bikerevelstoke.org>

Sent: June 23, 2020 at 1:39:05 PM Pacific Daylight Time

Attachments: form_third_party_use.pdf, image002.png, RCDG_InterimReport.pdf, BCID_Supported_H_RGB_pos.jpg

Good afternoon,

Thank you for following our request to hold off on media announcements surrounding your Rural Community Development Grant funds. We really appreciate your patience.

The Provincial news release for the Rural Community Development Grant was published late last week. As such, you may now move forward with developing your own media documents to announce the funding.

Please consult Appendix A of your grant letter for information about media releases pertaining to the grant funds.

We ask that you provide at least 15 business days' notice for review and approval (via email to ruraldevelopment@gov.bc.ca) prior to publishing media materials. When you email, please include:

- a copy of the draft media document; and
- a completed application for third party use of BC ID form (see attached).

Also attached is the Provincial logo (.jpg) that should be used in media materials.

Here is the link to the Provincial news release: <https://news.gov.bc.ca/releases/2020FLNR0034-001086>

I have also included the finalized reporting template that is to be filled out and returned via email once the project is 50% complete.

We wish you best of luck as your project implementation moves forward.

Thank you,

Rural Policy and Programs

250-356-7950

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

From: RuralDevelopment FLNR:EX <ruraldevelopment@gov.bc.ca>

Sent: May 14, 2020 1:59 PM

To: info@bikerevelstoke.org

Cc: RuralDevelopment FLNR:EX <ruraldevelopment@gov.bc.ca>

Subject: RE: Community Grant Funding - 2019080138 Revelstoke Cycling Association

Good afternoon Genevieve,

Thank you for your email. At this time, we are asking all grant recipients to please hold-off on any proactive media, and discussions of the grants in public meetings. We appreciate your cooperation with this and, when the timing is more appropriate, we will gladly work with your community on a communications approach for announcements as well as provide access to a logo.

Best Regards,

Rural Policy and Programs

250-356-7950

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

From: info@bikerevelstoke.org <info@bikerevelstoke.org>

Sent: May 13, 2020 10:11 AM

To: RuralDevelopment FLNR:EX <ruraldevelopment@gov.bc.ca>

Subject: RE: Community Grant Funding - 2019080138 Revelstoke Cycling Association

Good Morning,

To acknowledge and express our gratitude towards the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for this grant, we would like to add your logo on our website and newsletter and also do social media posts. Are we authorized to use this logo attached?

Sincerely,

Genevieve

Genevieve Leonard

C. 514-686-3860



From: RuralDevelopment FLNR:EX <ruraldevelopment@gov.bc.ca>

Sent: 7 avril 2020 08:17

To: Meghan Tabor <president@bikerevelstoke.org>; Geneviève Léonard <info@bikerevelstoke.org>; 2020 RCA Board <treasurer@bikerevelstoke.org>

Subject: RE: Community Grant Funding - 2019080138 Revelstoke Cycling Association

Good morning Meghan,

Thank you for your email. If Revelstoke Cycling Association has received funding from the Provincial Government in the past and is set up for direct deposit, then you will receive the funding via EFT and that should be in your account within 5-7 business days. Otherwise, funding will be distributed via cheque and you should receive that within 10-14 business days, depending on Canada Post operations. You may begin your project immediately if able, we also understand that projects may be delayed due to the current COVID-19 pandemic.

In regards to the reporting templates, our office is currently finalizing the reporting template and will distribute the template when completed.

If you have any further questions, please do not hesitate to contact us.

Best regards,

Rural Policy and Programs Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

ruraldevelopment@gov.bc.ca

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

From: Meghan Tabor <president@bikerevelstoke.org>

Sent: April 6, 2020 6:35 PM

To: Geneviève Léonard <info@bikerevelstoke.org>; 2020 RCA Board <treasurer@bikerevelstoke.org>;

RuralDevelopment FLNR:EX <ruraldevelopment@gov.bc.ca>

Subject: Re: Community Grant Funding - 2019080138 Revelstoke Cycling Association

Good Afternoon,

On behalf of the Revelstoke Cycling Association Board of Directors, I would like to thank the Rural Policy and Programs Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development for this grant.

We are very excited and looking forward to putting the funding to great use to assist with economic development and recovery following COVID-19.

What is the protocol and timing for receiving the funding? We look forward to receiving the reporting templates.

Kind Regards,

Meghan Tabor

President

Revelstoke Cycling Association

www.bikerevelstoke.org

president@bikerevelstoke.org

From: RuralDevelopment FLNR:EX <ruraldevelopment@gov.bc.ca>

Sent: Tuesday, March 31, 2020, 4:16 p.m.

To: 'info@bikerevelstoke.org'; 'treasurer@bikerevelstoke.org'

Subject: Community Grant Funding - 2019080138 Revelstoke Cycling Association

Dear Robyn Goldsmith,

Recently, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development identified targeted funding for rural community projects that will create jobs and assist with post COVID 19 economic recovery. Your project, Sunnyside Trail Network submitted by Revelstoke Cycling Association was identified as a recipient for this one-time rural community development grant funding.

Government recognizes that as a result of the current COVID-19 pandemic, communities may not be able to start work on these projects for some time. It is government's hope that funding these projects will allow time to for you to prepare for implementation to help your community with economic recovery post COVID-19.

Please see the attached grant funding letter for your project.

If you have any questions, please do not hesitate to contact our office at 250-356-7950, should you have any questions.

Best regards,

Rural Policy and Programs Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

ruraldevelopment@gov.bc.ca

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

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Application for Third Party Use of BC ID

Name of organization: _____

Brief description of organization: _____

What is their relationship to government?: *(e.g. sponsored entity, limited partnership)* _____

Use of identity: *(e.g. one-time use, one-time use on several items, serial use, contracted use)* _____

Duration BC Mark will be used: _____

Medium: *Proof must be provided to GCPE prior to publication. Please return copy or tear sheet if possible*

- | | | | |
|------------------------------------|--|--------------------------------------|---|
| <input type="checkbox"/> Brochures | <input type="checkbox"/> Factsheets | <input type="checkbox"/> Website | <input type="checkbox"/> Display Banner |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Transit media | <input type="checkbox"/> Advertising | <input type="checkbox"/> Other |

List any other Marks that will appear in conjunction with the BC Mark: _____

Additional information: _____

Organization contact information: *Include additional contacts if acting on behalf of above organization (e.g. contractor)*

Name: _____	Address: _____
Title: _____	_____
Phone: _____	Phone: _____
Email: _____	_____

Application prepared by:

Name: _____	Address: _____
Title: _____	_____
Ministry: _____	Phone: _____
Branch: _____	_____
Email: _____	Signed: _____ Date: _____

Endorsements/Approvals:

Name: _____ <i>Ministry GCPE Communications Director</i>	Signed: _____ Date: _____
Name: _____ <i>GCPE Marketing and Communications Support Service Director</i>	Signed: _____ Date: _____



Rural Community Development Grants

Interim Report Form

PROJECT INFORMATION & CONTACT DETAILS

Organization Name:	Project Name:	Project Reference Number:
Contact Name:	Phone Number:	Email:

Has the primary contact for the project changed (Y/N)? Yes No

Rural Community Development Grant Amount: \$

Identify the individual community/communities impacted by this project:

PROJECT DETAILS

Describe the project progress to date (what deliverables are complete? what work remains?):



Rural Community Development Grants

Interim Report Form

Explain the economic and employment benefits that have resulted from the project work so far (For example: number and type of jobs retained, or businesses impacted):

Explain any risks, mitigation strategies, or lessons learned during the project so far:



Rural Community Development Grants

Interim Report Form

Project Timeline

Confirm your project timeline (note: project must complete before March 31, 2023).

Actual start date:

Estimated end date:

Full project duration (months):

Explain any changes to the project timeline (if applicable):

Project Costs

Identify the project costs and funding to date.

Total Project Cost

As identified in original budget: \$

Total costs incurred to date: \$

Estimated total project cost: \$

Rural Community Development Grant Funds

Funds spent to date: \$

Funds remaining: \$



Rural Community Development Grants

Interim Report Form

Explain the context of the project and the role of the community in the project.

Certification

Signatory Authority name (please print):

Signature:

Please email the completed Interim Progress Report to:

ruraldevelopment@gov.bc.ca

By signing this Certification, you are certifying that the information contained in this form is, to the best of your knowledge, correct and complete.

Rural Dividend Extension/Scope Change Request Form

1. Request Details	
Project Reference #: 2019080138	Organization Name: Revelstoke Cycling Association
Project Name: Sunnyside Trail Project	
What is being requested? (Select one) <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Scope Change <input type="checkbox"/> Both (Extension and Scope change) </div>	
Is your request due to the impacts of COVID-19? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>	
2. Updated Timeline	
Current Project End Date: March 31, 2023	Proposed Updated Project End Date: March 31, 2023
Project Component / Deliverable: <i>Please list each project component/deliverable associated with the funded project. (Note: if request includes a scope change, please update components / deliverables to reflect the change)</i>	Anticipated Completion Date: <i>Please identify an updated completion date for each project deliverable.</i>
Sunnyside trail layout	Oct. 31, 2021
Boulder Climb trail layout	Oct. 31, 2021
Trail Program	Oct. 31, 2022
3. Change in Project Scope	
<p><i>Please provide a detailed description of any changes in the scope of the project. If applicable, describe how the scope change supports economic development and recovery following the impacts of COVID-19:</i></p> <p>The Revelstoke Cycling Association needs to hire a professional trail designer to perform the layout of two new trails on our Sunnyside network. One will be a blue trail, and the other black. The cost for this is \$4,988 (inc. GST), including detailed planning and design documents.</p> <p>We will also hire this professional to do the layout of a new climb trail on our Boulder Mountain network. This will cost about \$6,899 (inc. GST).</p> <p>We will set aside a 15% contingency (\$1,783) in case there are cost overruns for either project.</p> <p>We have received a quote from an interested contractor for both projects that we have worked with to great success in the past, but the work is contingent on us being able to apply this grant to the project. The design work will be used in our applications to Recreation Sites & Trails BC to build these three new trails.</p>	

Rural Dividend Extension/Scope Change Request Form

The remaining funds, \$12,480, will go towards our Trail Program. This program involves hiring a trail crew to maintain our existing 150-kilometre trail network, and construct new trails. If our new trail applications are approved, we will use the funds for construction of the two new Sunnyside trails.

4. Reason for Extension/Scope Change

Please provide a detailed description of why the project extension and/or scope change is needed:

The initial application was for construction of two new trails on our Sunnyside network south of Revelstoke. Unfortunately, the approval for those trails was rescinded, and changes to an existing trail have made one of the previous lines unusable. As a result, we need to hire a contractor to re-align the layout for both trails. We also want to use this contractor to do the layout for another major trail at our Boulder Mountain network.

This work will only involve the layout of trails. Once these trails are approved, we will proceed to construction. We cannot commit to construction until we receive a Section 57 approval for the new trail layouts. Instead, we will use the extra funding to expand our trail crew. This will allow us to hire an extra crew member in 2022.

Change of Scope application

From: Alex Cooper <info@bikerevelstoke.org>
To: ruraldividend@gov.bc.ca, Rural Dividend FLNR:EX
<ruraldividend@gov.bc.ca>
Sent: May 12, 2021 at 8:24:36 AM Pacific Daylight Time
Attachments: Revelstoke Cycling Association - Change of Scope.docx

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello,
Please find attached a Change of Scope application from the Revelstoke Cycling Association. Please let me know if you have any questions. I can be reached at 250-814-5888.

Regards,

- Alex

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Alex Cooper

Grant Writer

Revelstoke Cycling Association

www.bikerevelstoke.org

Scope Change Request – 2019080138 Revelstoke Cycling Association

Background:

- Revelstoke Cycling Association (RCA) was funded \$25,500 through a 6th intake (trail) RDP grant in 2020 for the *Sunnyside Trail Network* project.
- Project Description: This project allocated funding for the Sunnyside Trail Network, a new addition to Revelstoke's network of trails. This project was identified as a key opportunity through *Revelstoke's Trail Plan*, developed in 2018. Funds will be utilized for:
 1. Design and layout of two new trails
 2. Submission of section 57 approval
 3. Consultation with stakeholders
 4. Trail construction
- Agreement Start Date: March 31, 2020
- Agreement End Date: March 31, 2023
- Agreement Duration: 32 months

Scope Change Request:

- Rationale: The initial project was for the construction of two new trails on the Sunnyside network. Unfortunately, the approval for those trails was rescinded, and changes to an existing trail have made one of the previous trails unusable.
- Proposed: To proceed, RCA must hire a contractor to re-align the layout of both trails. RCA is proposing to reallocate funds originally designated for infrastructure related costs towards three components:
 1. The consulting and professional fees required for re-alignment: \$11,886
 - \$4,988 for layout re-alignment of 2 Sunnyside trails
 - \$6,899 for layout of a new climb trail
 2. The salary and wages of a Trail Crew Member to maintain the existing 150km trail network and to construct the new trails if applications are approved under Section 57: \$11,831
 - RCA will contribute an additional \$8,969 towards the Trail Crew program
 - If the new trail layouts do not receive a Section 57 approval, the extra funding will be used to expand the trail crew: hiring one extra crew member for trail maintenance in 2022.
 3. Contingency in the case that there are costs overruns: \$1,783
- Updated project deliverables:
 1. Design and layout of three trails
 2. Submission of section 57 approval
 3. Consultation with stakeholders
 4. Trail construction if section 57 approvals received, or maintenance of existing trails if section 57 approval is not received

- The attached modified grant document includes minimal updates, as the original grant document was loosely worded regarding project deliverables. Paragraph 2 has been updated to include reference to the 3rd trail proposed.

Staff have reviewed and **recommend approval.**



[Date]

Agreement #: 2019080138
Modification #: 001

Alex Cooper
Grant Writer
Revelstoke Cycling Association
4 – 1760 Copperhead Drive
Revelstoke, B.C. V1A 2B4

Dear Alex Cooper:

Re: Sunnyside Trail Network

This letter serves as a modification to, and forms a part of, grant agreement #2019080138 (the "Agreement") between the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (the "Province", "we", "us", or "our" as applicable) and Revelstoke Cycling Association (the "Organization", "you", or "your" as applicable).

The Agreement is modified as follows:

1. The following text replaces the text in paragraph two of the Agreement:

"The grant will further the Recipient's purpose, objectives and goals to:

- a) The Sunnyside Trail Network and the Boulder Mountain Network are new additions to Revelstoke's network of trails. The networks will be an "enduro" style trail network. This will mean that riders will climb only on the designated climb trail, and will descend on different trails. This will be a different offering to Revelstoke's existing trails crosscountry and downhill trails and contribute to increased tourism for the area.

2. In all other respects, the Agreement is confirmed.

We wish you success in achieving the objectives of the Agreement and encourage you to contact ministry staff for any further assistance you may require.

Yours truly,

Matthew Scott-Moncrieff
A/Director, Rural Policy and Programs
Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Executed this _____ day of _____, 2019.

Re: Change of Scope application

From: Alex Cooper <info@bikerevelstoke.org>
To: Rural Dividend FLNR:EX <ruraldividend@gov.bc.ca>
Sent: May 14, 2021 at 3:53:36 PM Pacific Daylight Time
Attachments: RCA - ruraldividend_b.xlsx

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Laura,
Here's the completed budget spreadsheet. Please let me know if you need more details.
- Alex

On Fri, May 14, 2021 at 2:04 PM Rural Dividend FLNR:EX <ruraldividend@gov.bc.ca> wrote:

Hi Alex,

I am just preparing a summary of your request for my Director's approval. I have attached your project's original budget, received by our office during the application period. Can I ask that you please update the attached spreadsheet given your scope change request? This will provide me with some further clarity regarding the proposed budget and deliverables.

Thank you for your time in this matter.

With gratitude,

Laura
Grant Analyst

Rural Dividend Program Office

250-356-7950

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

From: Alex Cooper <info@bikerevelstoke.org>
Sent: May 12, 2021 8:25 AM
To: Rural Dividend FLNR:EX <ruraldividend@gov.bc.ca>
Subject: Change of Scope application

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello,

Please find attached a Change of Scope application from the Revelstoke Cycling Association. Please let me know if you have any questions. I can be reached at 250-814-5888.

Regards,

- Alex

--

Alex Cooper

Grant Writer

Revelstoke Cycling Association

www.bikerevelstoke.org

--

Alex Cooper

Grant Writer

Revelstoke Cycling Association

www.bikerevelstoke.org

RE: Revelstoke Cycling Society

From: Bennett, Marcia FLNR:EX <Marcia.Bennett@gov.bc.ca>
To: Eskelin, Kevin FLNR:EX <Kevin.Eskelin@gov.bc.ca>
Sent: June 22, 2020 at 11:50:12 AM Pacific Daylight Time

Hi Kevin, since this email to you I did have a chance to chat with Meghan Tabor about it. The RCA has 3 years to use the funding and has no plans for applications or developments right now, not sure what they will use the funding for but is holding off on decisions for now and will keep in communication with me.

From: Eskelin, Kevin FLNR:EX <Kevin.Eskelin@gov.bc.ca>
Sent: June 22, 2020 11:39 AM
To: Bennett, Marcia FLNR:EX <Marcia.Bennett@gov.bc.ca>
Subject: RE: Revelstoke Cycling Society

Thanks for this Marcia

Lets plan to discuss this this week.

I am concerned. Although it was last fall, it appears that RCA does not understand the current approach – no new authorizations until further notice. We have work to do there and I am not wanting to accept any new applications for new developments. We will need to work with them and the Rural Dividend staff as to what can be done with the money instead. It is on RCA to fix this – and having the money in hand is no excuse for wanting to proceed. Ideally the funds can be spent on the ‘completion’ of Phase 1 developments.

KE

From: Bennett, Marcia FLNR:EX <Marcia.Bennett@gov.bc.ca>
Sent: June 16, 2020 9:43 AM
To: Eskelin, Kevin FLNR:EX <Kevin.Eskelin@gov.bc.ca>
Subject: FW: Revelstoke Cycling Society

FYI. RCA received \$25,000 Rural Dividend at the end of April 2020 for more Sunnyside developments. The application was submitted in August 2019 so obviously a lot has changed and I don't anticipate a S57 this year, but need to clarify what they will spend the \$ on. I will chat with Meghan Tabor about it.

From: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>
Sent: June 15, 2020 4:42 PM
To: Bennett, Marcia FLNR:EX <Marcia.Bennett@gov.bc.ca>
Subject: FW: Revelstoke Cycling Society

Hi Marcia.

Please see attached and below, in confidence.

The deliverables can be changed but will need to go through some process. Perhaps once you have discussed with Meghan we can all discuss some next steps with Sarah?

Just let me know what works best.

Happy to discuss more.

R

From: Wysiecki, Sarah FLNR:EX <Sarah.Wysiecki@gov.bc.ca>
Sent: June 15, 2020 2:26 PM
To: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>
Cc: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
Subject: RE: Revelstoke Cycling Society

Hi Richard,

Thank you for updating us on this project. Yes, we can share the application with Marcia (see attached). When you send the application to Marcia please note that this information is being shared for due diligence purposes and we request that it be kept confidential.

Here is the info about the funded project:

Project Name	Funding Amount (Rural Community Development Grant)	Project Description
Sunnyside Trail Network	\$25,500	The Sunnyside Trail Network is a new addition to Revelstoke's network of trails. The network will be an "enduro" style trail network. This will mean that riders will climb only on the designated climb trail, and will descend on different trails. This will be a different offering to Revelstoke's existing trails crosscountry and downhill trails.

The budget submitted with the initial application identified that grant funds would be purposed toward:

- Refurbishment of 1200 metres of the existing 'Relentless Trail'; and
- Establishing a new 750 metre descent trail.

Other deliverables identified in the application include:

- Design and layout of phase 2 trails and submission of plans to RSTBC for Section 27 approvals;
- Stakeholder consultation and approval;
- Bid documents put out for tender; and
- Contractor and crew construct the trails under the supervision of the RCA and its board.

We can certainly work with the Revelstoke Cycling Association to repurpose the funds, following the discussions with Marcia and when a path forward has been developed for the project. Please feel free to pass along my email (sarah.wysiecki@gov.bc.ca) and the program office email (ruraldevelopment@gov.bc.ca), so that the organization can contact us.

Let me know if you have any additional questions,

Thank you

Sarah Wysiecki
778-974-5805

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

From: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>
Sent: June 15, 2020 12:53 PM
To: Wysiecki, Sarah FLNR:EX <Sarah.Wysiecki@gov.bc.ca>

Cc: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>

Subject: Revelstoke Cycling Society

Hi Sarah.

I discussed this with Matthew last week briefly.

Recently, a Community Grant awarded to the Revelstoke Cycling Society for trails works. Unfortunately, the construction on these trails had an investigation by FLRNORD and was found not to be in compliance. The local Recreation Manager for Rec Sites and Trails, Marcia Bennett has worked with the cycling society to fix the problems and is planning to use her very limited operational budget to fix the trails.

I was wondering if we could share the Revelstoke Cycling Society's application with Marcia? She is going to reach out to the Cycling Society to see what their plans are for the grant with the hopes that through discussion, it could partially be used to fix the non-compliance issues .

It would be helpful for her to know what we gave the cycling society money for as things have changed quite a bit since the original application.

As with other applications experiencing changed circumstances, I'm sure you would be willing to work with them (Marcia and the Cycling Society) once they figure out a proper path forward.

Hope this makes sense.

I'm happy to connect you with Marcia. I told her I'd try to get the deliverables for the grant from you.

Thanks.

R

Richard Toperczer

**Regional Manager | Rural Development
Ministry of Forests, Lands, Natural Resource Operations
And Rural Development
2501 - 14th Avenue | Vernon, BC | V1T 8Z1
Cell: 250-540-8133**

RDP Trail Project Re-Scoping Requests

From: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
To: Trent, Tennessee FLNR:EX <Tennessee.Trent@gov.bc.ca>
Sent: July 9, 2021 at 4:12:45 PM Pacific Daylight Time
Attachments: 2019080138_01 Summary.docx, 2017120150_ScopeChgReq.docx

Hi Tennessee,

To follow up on our conversation yesterday I have attached summary documents for two Rural Dividend Program projects that have requested to significantly revise the scope of their projects. In both cases the new proposed project is focused on trail design or trail construction.

Please let me know if you or your team have any concerns with us approving the scope change requests.

Thanks!

Matthew Scott-Moncrieff

A/Director

Rural Policy and Program Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Tel. 778-974-4492

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Scope Change Request – 2019080138 Revelstoke Cycling Association

Background:

- Revelstoke Cycling Association (RCA) was funded \$25,500 through a 6th intake (trail) RDP grant in 2020 for the *Sunnyside Trail Network* project.
- Project Description: This project allocated funding for the Sunnyside Trail Network, a new addition to Revelstoke's network of trails. This project was identified as a key opportunity through *Revelstoke's Trail Plan*, developed in 2018. Funds will be utilized for:
 1. Design and layout of two new trails
 2. Submission of section 57 approval
 3. Consultation with stakeholders
 4. Trail construction
- Agreement Start Date: March 31, 2020
- Agreement End Date: March 31, 2023
- Agreement Duration: 32 months

Scope Change Request:

- Rationale: The initial project was for the construction of two new trails on the Sunnyside network. Unfortunately, the approval for those trails was rescinded, and changes to an existing trail have made one of the previous trails unusable.
- Proposed: To proceed, RCA must hire a contractor to re-align the layout of both trails. RCA is proposing to reallocate funds originally designated for infrastructure related costs towards three components:
 1. The consulting and professional fees required for re-alignment: \$11,886
 - \$4,988 for layout re-alignment of 2 Sunnyside trails
 - \$6,899 for layout of a new climb trail
 2. The salary and wages of a Trail Crew Member to maintain the existing 150km trail network and to construct the new trails if applications are approved under Section 57: \$11,831
 - RCA will contribute an additional \$8,969 towards the Trail Crew program
 - If the new trail layouts do not receive a Section 57 approval, the extra funding will be used to expand the trail crew: hiring one extra crew member for trail maintenance in 2022.
 3. Contingency in the case that there are costs overruns: \$1,783
- Updated project deliverables:
 1. Design and layout of three trails
 2. Submission of section 57 approval
 3. Consultation with stakeholders
 4. Trail construction if section 57 approvals received, or maintenance of existing trails if section 57 approval is not received

- The attached modified grant document includes minimal updates, as the original grant document was loosely worded regarding project deliverables. Paragraph 2 has been updated to include reference to the 3rd trail proposed.
- Community support: upon request, the project lead supplied a number of documents indicating community support:
 1. A document containing 86 letters of support received for the Sunnyside project in winter 2020.
 2. The Revelstoke Mountain Bike Trail Plan (2018) which supports development of the Sunnyside area.
 3. Three letters of support for the Sunnyside Trail Maintenance Plan from Tourism Revelstoke, the Stoke Youth Network, and a local mountain bike coach.
 4. Results from a 2020 Membership Survey, indicating Sunnyside is rated first priority for new trail development.

**Rural Dividend Program – Extension and Scope Change Request:
Columbia Shuswap Regional District 2017120150**

Initial Project – Fourth Intake

- The Columbia Shuswap Regional District (CSRD) was awarded \$200,000 for the Shuswap Economic Development Strategy Implementation project:
This project will implement initiatives identified in the Shuswap Economic Development Strategy, including establishing sub-regional economic development committees, training, creating communications/economic recovery plans, and a regional wayfinding program.
- The initial project is no longer viable due to shifting economic development priorities and delivery in CSRD. \$189,000 in RDP funds remain.

Full Scope Change Request

- CSRD is requesting to allocate \$189,000 in RDP funds to four regional trail projects to support economic development of destination trail tourism and recreational opportunities throughout the region.
- Updated project name: Regional Trails and Shuswap North Okanagan Rail Trail
- Updated project deliverables:

Project Component	Deliverable
Shuswap North Okanagan Rail Trail	* Project management support and technical engineering consultation services are maintained * Complete Comprehensive Rail Trail Development plan * Develop the rail trail story brand and signage concept plan * Prepare for detail design RFPs to initiate first phase construction
South Shuswap Destination Trail	* Complete technical development planning, preliminary design and Class C cost estimates * Complete community and Indigenous consultation
Glenemma Recreation Management Area	* Construction of the motorized and non-motorized trail head to develop the recreation area * Completion of trail improvements including trail signage
North Shuswap Parallel Pathway	* Complete preliminary design, topographical survey, and Class C cost estimates for a destination trail system that connects the communities of Scotch Creek to regional parks within the North Shuswap. * Three priority areas are identified in completed design.

- An updated resolution, project budget, and timelines that align with program criteria were provided.
- Updated budget demonstrates that 40% partnership contribution has been met.
- REO Manager Richard Toperczer was notified and is in support of the repurposing request.
- The proposed activities on the Shuswap North Okanagan Rail Trail component do not overlap with the rail trail Secwepemc Landmarks and Trailhead posts activities in RDP 5th intake project 2018070148.

Extension Request

- Proposed new project start date: June 1, 2021
- Proposed end date: June 30, 2023 (24 months)

RE: RDP Trail Project Re-Scoping Requests

From: Trent, Tennessee FLNR:EX
: <s.15>
To: Eskelin, Kevin FLNR:EX <Kevin.Eskelin@gov.bc.ca>, Bennett, Marcia FLNR:EX
<Marcia.Bennett@gov.bc.ca>
Sent: July 13, 2021 at 11:12:28 AM Pacific Daylight Time

Great. Thanks to both of you. Excellent feedback.

FYI, the rural dividend staff suggested a conference call with them and RCA to discuss options for re-allocating the funding. I said no. In my experience that puts us in a difficult position (at least it can) where expectations are elevated for authorizations etc. Best for us all to stay in our lanes on this one.

Cheers

From: Eskelin, Kevin FLNR:EX <Kevin.Eskelin@gov.bc.ca>
Sent: July 13, 2021 10:35 AM
To: Trent, Tennessee FLNR:EX <Tennessee.Trent@gov.bc.ca>; Bennett, Marcia FLNR:EX
<Marcia.Bennett@gov.bc.ca>
Subject: RE: RDP Trail Project Re-Scoping Requests

Hi Tennessee,

I spoke with Marcia and can offer the following feedback for the RDF folks:

Columbia-Shuswap Regional District:

- Scope change supported – no concerns.
- Note: the Glenemma project awaits the outcome of an application to Agricultural Land Commission. If the ALC does not approve, RST will not be able to approve all or a portion of the proposed works.
- The other projects – we are unsure how much of those are within RST jurisdiction to approve, but do not have concerns about the planning phases proposed for funding.

Revelstoke Cycling Association:

- We do not support the change of scope proposal. The Sunnyside recreation trail network has a 3 year plan that is not completed – this is a priority for RCA. That plan involves completing existing trails to approved standards.
- RST is Not Supportive of any new trail layout or planning activities at Sunnyside. RST has informed the RCA that subsequent authorizations are on hold until further notice, and RST is not accepting applications. It is inappropriate for the RCA to start planning new trails there, when RST may not accept the application. RST works with a local stakeholder/resident group there and we have committed to a moratorium on new applications or trails until further notice.
- RST does support the funding of the Trail Crew as indicated for part of the funding. Maintenance is a high priority for RST and the RCA – allocating all the RDF funding to augmentation of a Trail Crew is acceptable and supported by RST. RCA does indicate that they plan on expanding the crew if RST cannot approve (or accept) applications – so this seems to be appropriate and in-scope with their plans.

Let me know if you have any questions.

Thanks very much,

KE

Kevin Eskelin
Regional Recreation Manager

Southern Interior East Region
250-420-6372 Cranbrook
Kevin.Eskelin@gov.bc.ca

Recreation Sites & Trails BC
Ministry of Forests, Lands &
Natural Resource Operations
www.sitesandtrailsbc.ca

From: Trent, Tennessee FLNR:EX <Tennessee.Trent@gov.bc.ca>

Sent: July 9, 2021 5:29 PM

To: Eskelin, Kevin FLNR:EX <Kevin.Eskelin@gov.bc.ca>

Subject: RDP Trail Project Re-Scoping Requests

Hi Kevin,

The Rural Dividend Program has received two change requests for projects they approved funding for. Both are recreation trail related and are in the Columbia-Shuswap recreation district.

Can we discuss next week please?

Cheers

Tennessee Trent – Manager, Trails
Ministry of Forests Lands Natural
Resource Operations and Rural Development
Recreation Sites and Trails BC
4th Floor – 333 Victoria Street
Nelson, BC

tennessee.trent@gov.bc.ca

Pronouns: he/him

RE: RDP Trail Project Re-Scoping Requests

From: Trent, Tennessee FLNR:EX
<s.15
To: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
Sent: July 13, 2021 at 11:15:11 AM Pacific Daylight Time
Hi Matthew,

Here is our feedback on the two proposals for re-scoping.

Columbia-Shuswap Regional District:

- Scope change supported – no concerns.
- Note: the Glenemma project awaits the outcome of an application to Agricultural Land Commission. If the ALC does not approve, RST will not be able to approve all or a portion of the proposed works.
- The other projects – we are unsure how much of those are within RST jurisdiction to approve, but do not have concerns about the planning phases proposed for funding.

Revelstoke Cycling Association:

- We do not support the change of scope proposal. The Sunnyside recreation trail network has a 3 year plan that is not completed – this is a priority for RCA. That plan involves completing existing trails to approved standards.
- RST is Not Supportive of any new trail layout or planning activities at Sunnyside. RST has informed the RCA that subsequent authorizations are on hold until further notice, and RST is not accepting applications. It is inappropriate for the RCA to start planning new trails there, when RST may not accept the application. RST works with a local stakeholder/resident group there and we have committed to a moratorium on new applications or trails until further notice.
- RST does support the funding of the Trail Crew as indicated for part of the funding. Maintenance is a high priority for RST and the RCA – allocating all the RDF funding to augmentation of a Trail Crew is acceptable and supported by RST. RCA does indicate that they plan on expanding the crew if RST cannot approve (or accept) applications – so this seems to be appropriate and in-scope with their plans.

Let me know if you have any questions.

From: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
Sent: July 9, 2021 4:13 PM
To: Trent, Tennessee FLNR:EX <Tennessee.Trent@gov.bc.ca>
Subject: RDP Trail Project Re-Scoping Requests

Hi Tennessee,

To follow up on our conversation yesterday I have attached summary documents for two Rural Dividend Program projects that have requested to significantly revise the scope of their projects. In both cases the new proposed project is focused on trail design or trail construction.

Please let me know if you or your team have any concerns with us approving the scope change requests.

Thanks!

Matthew Scott-Moncrieff

A/Director

Rural Policy and Program Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Tel. 778-974-4492

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BC Rural Dividend Program | Project Budget

Please attach completed Project Budget to your Application submission through the Rural Dividend website.

1. Project Information

Applicant Name (maximum 250 characters)
Revelstoke Cycling Association

e.g. Timberlake Chamber of Commerce

Project Name (maximum 250 characters)
Sunnyside Trail Network

e.g., Timberlake Farmers' Market Stalls

Funding Stream (select from drop-down list):
Single Applicant Project

Using the Program Guide definitions, select a funding stream from the list

Is this a Destination Trail Project? Yes

2. Project Costs

Provide a detailed breakdown of costs related to project implementation. Totals will be auto-calculated and used in later calculations.

Category	Description of Cost (REQUIRED) (maximum 250 characters)	Costs	Funding
Salary and Wages For new hires to work 100% on eligible project-related activities. Provide job title, wage rate, number of hours or months of employment.	Trail crew member - \$20/hr x 40 hr/wk x 26 weeks (club will fund remaining costs)	\$ 11,831	Rural Dividend
	Trail crew member - club portion	\$ 8,969	Other
		Sub-total	\$ 20,800
Consulting and Professional Fees • project management, • design/engineering costs • business planning development • project-related professional fees (e.g. architectural, accounting)	Sunnyside trail layout	\$ 2,888	Rural Dividend
	Sunnyside planning documents	\$ 1,575	Rural Dividend
	Sunnyside signage plan	\$ 525	Rural Dividend
	Boulder climb trail layout	\$ 6,899	Rural Dividend
	Sub-total	\$ 11,886	34.5%
Travel and Meetings Meals and project travel related expenses based on government per diem rates: http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf			
		Sub-total	\$ -
Training Training activities as part of the Eligible Project or to support the project.			
		Sub-total	\$ -
Marketing and Promotion Marketing or promotion-related costs or speaker stipends.			
		Sub-total	\$ -
Equipment, Capital and Supplies Up to 35% of total project costs that are essential to the implementation of the project.			
		Sub-total	\$ -
Infrastructure Related Costs Any costs related to the construction, renovation or refurbishment of buildings, facilities, equipment, and structures required for the project. Up to 35% of total project costs. (Note: The 35% limit does not apply to Destination Trail Projects.)			
		Sub-total	\$ -
Contingency Other Costs Any costs that do not fit under other categories (ex. space or room rentals).			

		Sub-total	\$	1,783	5.2%
		Total Project Cost	\$		34,469

3. Project Funding					
				Amount \$	% of Total Cost
Rural Dividend Funding Auto-Calculated from Section 2				\$ 25,500	74.0%
In-Kind Contribution Auto-Calculated from Section 2				\$ -	0.0%
	Funder <i>(ex. Internal, BC Government)</i>	Funding Program <i>(ex. Gaming Grants)</i>	Verified (Y/N)		
Applicant Financial Contribution	Internal	RCA Funds	Yes	\$ 8,969	26.0%
					0.0%
					0.0%
					0.0%
					0.0%
			Sub-total	\$ 8,969	26.0%
Total Applicant Contribution 10% In-kind & Financial Contribution				\$ 8,969	26.02%
Other Funding					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
			Sub-total	\$ -	0.0%
			Total Project Funding	\$	34,469

4. Summary of Project Costs and Project Funding			
Project Costs		Amount \$	% of Total Cost
Salary and Wages		\$ 20,800	60.3%
Consulting and Professional Fees		\$ 11,886	34.5%
Travel and Meetings		\$ -	0.0%
Training		\$ -	0.0%
Marketing and Promotion		\$ -	0.0%
Equipment, Capital, and Supplies		\$ -	0.0%
Infrastructure		\$ -	0.0%
Other Costs		\$ 1,783	5.2%
		\$ 34,469	100.0%
Project Funding		Amount \$	% of Total Cost
Rural Dividend Funding		\$ 25,500	74.0%
In-kind Contribution		\$ -	0.0%
Applicant Financial Contribution		\$ 8,969	26.0%
Other Funding		\$ -	0.0%
		\$ 34,469	100.0%



Please attach completed Project Budget to your Application submission through the Rural Dividend website.

1. Project Information

Applicant Name (maximum 250 characters)
Revelstoke Cycling Association

e.g. Timberlake Chamber of Commerce

Project Name (maximum 250 characters)
Sunnyside Trail Network

e.g., Timberlake Farmers' Market Stalls

Funding Stream (select from drop-down list):
Single Applicant Project

Using the Program Guide definitions, select a funding stream from the list

Is this a Destination Trail Project?

Yes

2. Project Costs			
Provide a detailed breakdown of costs related to project implementation. Totals will be auto-calculated and used in later calculations.			
Category	Description of Cost (REQUIRED) (maximum 250 characters)	Costs	Funding
Salary and Wages For new hires to work 100% on eligible project-related activities. Provide job title, wage rate, number of hours or months of employment.			
	Sub-total	\$ -	0.0%
Consulting and Professional Fees • project management, • design/engineering costs • business planning development • project-related professional fees (e.g. architectural, accounting)	Volunteer trail consultant - 40 hours at \$40/hr	\$ 1,600	Other
	Administration - fundraising coordinator fees	\$ 600	Other
	Sub-total	\$ 2,200	7.2%
Travel and Meetings Meals and project travel related expenses based on government per diem rates: http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf			
	Sub-total	\$ -	0.0%
Training Training activities as part of the Eligible Project or to support the project.			
	Sub-total	\$ -	0.0%
Marketing and Promotion Marketing or promotion-related costs or speaker stipends.			
	Sub-total	\$ -	0.0%
Equipment, Capital and Supplies Up to 35% of total project costs that are essential to the implementation of the project.			
	Sub-total	\$ -	0.0%
Infrastructure Related Costs Any costs related to the construction, renovation or refurbishment of buildings, facilities, equipment, and structures required for the project. Up to 35% of total project costs. (Note: The 35% limit does not apply to Destination Trail Projects.)	Estimated cost of refurbishment of existing "Relentless Trail" - \$10/m for 1200 metres	\$ 12,000	Rural Dividend
	Estimated cost of establishing new descent trail 0 \$18/m for 750 metres	\$ 13,500	Rural Dividend
	Volunteer labour to clear corridor	\$ 1,500	In-Kind
	Volunteer costs to flag routes and layout	\$ 1,000	In-Kind
	Volunteer board costs to prepare s 57 approvals	\$ 500	In-Kind
	Sub-total	\$ 28,500	92.8%
Other Costs			

Any costs that do not fit under other categories (ex. space or room rentals).			
Sub-total		\$	-
			0.0%
Total Project Cost		\$	30,700

3. Project Funding					
				Amount \$	% of Total Cost
Rural Dividend Funding Auto-Calculated from Section 2				\$ 25,500	83.1%
In-Kind Contribution Auto-Calculated from Section 2	Note, only up to 10% of In-Kind will be counted towards applicant contribution			\$ 3,000	9.8%
	Funder <i>(ex. Internal, BC Government)</i>	Funding Program <i>(ex. Gaming Grants)</i>	Verified (Y/N)		
Applicant Financial Contribution	BC Government	Recreation Sites and Trails	Yes	\$ 1,600	5.2%
	Tourism Revelstoke	Marketing Funds	Yes	\$ 300	1.0%
	Internal	RCA Funds	Yes	\$ 1,800	5.9%
					0.0%
					0.0%
Sub-total				\$ 3,700	12.1%
Total Applicant Contribution 10% In-kind & Financial Contribution				\$ 6,700	21.82%
Other Funding					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
					0.0%
Sub-total				\$ -	0.0%
Total Project Funding				\$	32,200

4. Summary of Project Costs and Project Funding			
Project Costs		Amount \$	% of Total Cost
Salary and Wages	\$	-	0.0%
Consulting and Professional Fees	\$	2,200	7.2%
Travel and Meetings	\$	-	0.0%
Training	\$	-	0.0%
Marketing and Promotion	\$	-	0.0%
Equipment, Capital, and Supplies	\$	-	0.0%
Infrastructure	\$	28,500	92.8%
Other Costs	\$	-	0.0%
	\$	30,700	100.0%
Project Funding		Amount \$	% of Total Cost
Rural Dividend Funding	\$	25,500	83.1%
In-kind Contribution	\$	3,000	9.8%
Applicant Financial Contribution	\$	3,700	12.1%
Other Funding	\$	-	0.0%
	\$	32,200	104.9%

From: [FLNR eApprovals](#)
To: [Scott-Moncrieff, Matthew FLNR:EX](#)
Subject: ALERT - eApprovals Item ID: 15579 - Item Created - - Due 5/28/2021
Date: May 17, 2021 11:25:22 AM

Pavezka, Laura FLNR:EX has created a new eApprovals item and assigned it to Scott-Moncrieff, Matthew FLNR:EX

Comment: Hey Matt, please find attached the documents for a scope change request submitted by the Revelstoke Cycling Association. As the request represents a partial scope change, Director approval is required. Thanks!

#:

Title: Scope Change Request – 2019080138 Revelstoke Cycling Association

Full Name:

Due Date: 5/28/2021

Category: Other - Signing

[Go to item...](#)

From: meghan.tabor@seerevelstoke.com
To: [Scott-Moncrieff, Matthew FLNR:EX](#); info@bikerevelstoke.org
Cc: [Toperczer, Richard E FLNR:EX](#)
Subject: RE: Follow Up: Sunnyside Trail Network Project
Date: July 29, 2020 9:47:13 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Today at 3:30pm works if you can provide a dial in number that would be great!

M

From: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
Sent: July 28, 2020 4:51 PM
To: meghan.tabor@seerevelstoke.com; info@bikerevelstoke.org
Cc: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>
Subject: RE: Follow Up: Sunnyside Trail Network Project

Hi Meghan,

Thank you very much for getting back to me. Would 3:30 pm Wednesday, 11:30 am Thursday, or 3:30 pm Thursday work for you?

Let me know what you think will work best.

Thanks,

Matthew Scott-Moncrieff

Program Manager, Rural Development
Rural Policy and Program Branch
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Tel. 778-974-4492

Working with respect on the territories of the Lkwungen (Esquimalt and Songhees) Peoples, whose historical relationship with the land continues to this day.

From: meghan.tabor@seerevelstoke.com <meghan.tabor@seerevelstoke.com>
Sent: July 28, 2020 12:25 PM
To: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>; info@bikerevelstoke.org
Cc: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>
Subject: RE: Follow Up: Sunnyside Trail Network Project

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Scott,

Thanks for your message, we would be happy to have a quick meeting. Let us know what works for your team.

Kind Regards,

Meghan Tabor / Marketing Director

TOURISM REVELSTOKE



CELL: [250.814.9005](tel:250.814.9005)

OFFICE: [250.837.5345](tel:250.837.5345)

WEBSITE: SeeRevelstoke.com



#TheRealStoke

From: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>

Sent: July 28, 2020 10:16 AM

To: info@bikerevelstoke.org; meghan.tabor@seerevelstoke.com

Cc: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>

Subject: Follow Up: Sunnyside Trail Network Project

Good morning Robyn and Meghan,

I hope you are both doing well. I am a Manager with the Rural Policy and Programs Branch within the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Our team is responsible for the administration of the Rural Dividend Program, as well as the Rural Community Development Grants distributed in March of this year.

I am following up with you regarding the funding your organization received for the Sunnyside Trail Network Project. We have received an inquiry and we are hoping we can have a quick meeting to discuss the current status of the project. I have also included my colleague Richard Toperczer,

Regional Manager North Okanagan / Shuswap-Slocan, Regional Economic Operations Branch, as I know he has previously been in contact with you regarding the project.

Please let me know if there is a time this week that will work for you and I can set up a conference call. If you have any questions please feel free to contact me via email or phone.

Thanks!

Matthew Scott-Moncrieff

Program Manager, Rural Development

Rural Policy and Program Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Tel. 778-974-4492

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From: [Toperczek, Richard E FLNR:EX](#)
To: [Audet, Sarah FLNR:EX](#)
Cc: [Scott-Moncrieff, Matthew FLNR:EX](#)
Subject: RE: Revelstoke Cycling Society
Date: June 15, 2020 4:39:36 PM

Thanks Sarah.

R

From: Wysiecki, Sarah FLNR:EX <Sarah.Wysiecki@gov.bc.ca>
Sent: June 15, 2020 2:26 PM
To: Toperczek, Richard E FLNR:EX <Richard.Toperczek@gov.bc.ca>
Cc: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
Subject: RE: Revelstoke Cycling Society

Hi Richard,

Thank you for updating us on this project. Yes, we can share the application with Marcia (see attached). When you send the application to Marcia please note that this information is being shared for due diligence purposes and we request that it be kept confidential.

Here is the info about the funded project:

Project Name	Funding Amount (Rural Community Development Grant)	Project Description
Sunnyside Trail Network	\$25,500	The Sunnyside Trail Network is a new addition to Revelstoke's network of trails. The network will be an "enduro" style trail network. This will mean that riders will climb only on the designated climb trail, and will descend on different trails. This will be a different offering to Revelstoke's existing trails crosscountry and downhill trails.

The budget submitted with the initial application identified that grant funds would be purposed toward:

- Refurbishment of 1200 metres of the existing 'Relentless Trail'; and
- Establishing a new 750 metre descent trail.

Other deliverables identified in the application include:

- Design and layout of phase 2 trails and submission of plans to RSTBC for Section 27 approvals;
- Stakeholder consultation and approval;

- Bid documents put out for tender; and
- Contractor and crew construct the trails under the supervision of the RCA and its board.

We can certainly work with the Revelstoke Cycling Association to repurpose the funds, following the discussions with Marcia and when a path forward has been developed for the project. Please feel free to pass along my email (sarah.wysiecki@gov.bc.ca) and the program office email (ruraldevelopment@gov.bc.ca), so that the organization can contact us.

Let me know if you have any additional questions,

Thank you

Sarah Wysiecki
778-974-5805

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From: Toperczer, Richard E FLNR:EX <Richard.Toperczer@gov.bc.ca>
Sent: June 15, 2020 12:53 PM
To: Wysiecki, Sarah FLNR:EX <Sarah.Wysiecki@gov.bc.ca>
Cc: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>
Subject: Revelstoke Cycling Society

Hi Sarah.
I discussed this with Matthew last week briefly.

Recently, a Community Grant awarded to the Revelstoke Cycling Society for trails works. Unfortunately, the construction on these trails had an investigation by FLRNORD and was found not to be in compliance. The local Recreation Manager for Rec Sites and Trails, Marcia Bennett has worked with the cycling society to fix the problems and is planning to use her very limited operational budget to fix the trails.

s.13

Hope this makes sense.

I'm happy to connect you with Marcia. I told her I'd try to get the deliverables for the grant from you.

Thanks.

R

Richard Toperczer

**Regional Manager | Rural Development
Ministry of Forests, Lands, Natural Resource Operations
And Rural Development
2501 - 14th Avenue | Vernon, BC | V1T 8Z1
Cell: 250-540-8133**

From: [Meghan Tabor](#)
To: [Scott-Moncrieff, Matthew FLNR:EX](#)
Cc: info@bikerevelstoke.org; [Henderson, Lori FLNR:EX](#)
Subject: Re: Sunnyside Trail Network Project Application
Date: August 4, 2020 7:30:37 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Scott,

Sorry for the delay. No concerns with sharing the project application documents, however, as mentioned before, this project has changed scope and we will have to work towards amending the application given the new timeline to spend the funds and where we are at with the Sunnyside network.

Cheers,
Meghan

On Tue, Aug 4, 2020 at 2:11 PM Scott-Moncrieff, Matthew FLNR:EX
<Matthew.ScottMoncrieff@gov.bc.ca> wrote:

Good afternoon Meghan,

I just wanted to follow up on our discussion last week to see if you have any concerns with sharing the project application documents.

If you have any questions or if you would like to discuss this further please feel free to give me a call.

Thanks!

Matthew Scott-Moncrieff

Program Manager, Rural Development

Rural Policy and Program Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Tel. 778-974-4492

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whose historical relationship with the land continues to this day.*

From: Scott-Moncrieff, Matthew FLNR:EX
Sent: July 29, 2020 5:04 PM
To: 'Meghan Tabor' <president@bikerevelstoke.org>; info@bikerevelstoke.org
Cc: Henderson, Lori FLNR:EX <Lori.Henderson@gov.bc.ca>
Subject: Sunnyside Trail Network Project Application

Good afternoon Meghan,

Thank you again for taking the time to speak with us today regarding the Sunnyside trail project. I have attached the application and budget documents. Please let us know if you have any concerns with sharing the documents as we discussed.

If you have any questions or need additional information please feel free to contact me.

Thanks,

Matthew Scott-Moncrieff

Program Manager, Rural Development

Rural Policy and Program Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Tel. 778-974-4492

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whose historical relationship with the land continues to this day.*

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Meghan Tabor
President

Revelstoke Cycling Association

www.bikerevelstoke.org

president@bikerevelstoke.org

From: [Alex Cooper](#)
To: [Scott-Moncrieff, Matthew FLNR:EX](#)
Subject: Re: Sunnyside Trail Network Project Application
Date: February 19, 2021 2:07:41 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Matthew,

Meghan asked me if I could take over this file regarding our Sunnyside project grant. As she explained last summer, we are no longer able to spend this money on this project as our approvals have changed. We have other ideas for how to use this funding, but need direction on how to proceed. Do you have time to talk about this sometime next week?

Regards,
- Alex

Alex Cooper
Vice-president/Secretary
Revelstoke Cycling Association
250-814-5888

On Mon, Jan 25, 2021 at 7:16 PM Meghan Tabor <president@bikerevelstoke.org> wrote:

----- Forwarded message -----

From: **Meghan Tabor** <president@bikerevelstoke.org>
Date: Tue, Oct 13, 2020 at 7:56 PM
Subject: Re: Sunnyside Trail Network Project Application
To: Scott-Moncrieff, Matthew FLNR:EX <Matthew.ScottMoncrieff@gov.bc.ca>

Hi Matt,

I'm hoping to resubmit our application with the changes I was mentioning. Is there anything specific I should do or just resubmit a new application outlining the changes.

Thanks!
Meghan

On Wed, Jul 29, 2020 at 5:04 PM Scott-Moncrieff, Matthew FLNR:EX
<Matthew.ScottMoncrieff@gov.bc.ca> wrote:

Good afternoon Meghan,

Thank you again for taking the time to speak with us today regarding the Sunnyside trail project. I have attached the application and budget documents. Please let us know if you have any concerns with sharing the documents as we discussed.

If you have any questions or need additional information please feel free to contact me.

Thanks,

Matthew Scott-Moncrieff

Program Manager, Rural Development

Rural Policy and Program Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Tel. 778-974-4492

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Meghan Tabor
President

Revelstoke Cycling Association

www.bikerevelstoke.org
president@bikerevelstoke.org

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Meghan Tabor
President

Revelstoke Cycling Association

www.bikerevelstoke.org

president@bikerevelstoke.org

From: [Scott-Moncrieff, Matthew FLNR:EX](#)
To: [Meghan Tabor; info@bikerevelstoke.org](#)
Cc: [Henderson, Lori FLNR:EX](#)
Subject: Sunnyside Trail Network Project Application
Date: July 29, 2020 5:03:00 PM
Attachments: [Request for Support - Ref 2019080138.pdf](#)
[ruraldividend b.xlsx](#)

Good afternoon Meghan,

Thank you again for taking the time to speak with us today regarding the Sunnyside trail project. I have attached the application and budget documents. Please let us know if you have any concerns with sharing the documents as we discussed.

If you have any questions or need additional information please feel free to contact me.

Thanks,

Matthew Scott-Moncrieff

Program Manager, Rural Development
Rural Policy and Program Branch
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
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