



Revelstoke Nordic Ski Club

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Call for Business Proposal to operate a Nordic ski rental, instruction and small retail outlet at the Revelstoke Nordic Ski Lodge

The Revelstoke Nordic Ski Club is the second oldest ski club in Canada. The Revelstoke Nordic Ski Club can trace its roots back to 1891. Today the club is a registered non-profit organization. The primary focus of the club has been to provide groomed and track set skiing opportunities on the trail system located at the base of Mount MacPherson at an elevation of about 640 meters, 7 km south of Revelstoke on Highway 23 South (Figure One). Almost all of the services provided by the club are accomplished by the thousands of volunteer hours of its members. These services include operation and maintenance of a Day Lodge and Maintenance Facility, trail maintenance and grooming, special events, and a Ski League Program for children. The club has approximately 410 members.

Under the provisions of a User Agreement with the BC Ministry of Tourism, Culture and Arts, the club maintains the cross country ski trail system on Mount MacPherson. The Revelstoke area is famous for its prodigious snowfall and the trail system's easterly aspect helps keep snow conditions excellent. Approximately 24 km of trails are groomed for both skating and classic technique with a Bombardier BR275. Grooming usually starts in late November with a final grooming in late March or early April. The User Agreement requires the trails to be groomed at least once a week (usually prior to the weekend or after a significant snowfall) and it authorizes the club to collect fees for trail use.

The City of Revelstoke is growing as a result of its designation as a Resort Community. Much of this development is associated with the excellent winter sport opportunities found in the area (alpine skiing at Revelstoke Mountain Resort, cross country skiing at the Mount MacPherson Trails, back country ski touring, snowmobiling, snow shoeing). The membership of the club is expanding each year as is the use of the trails by members and non members alike. Users of the trail system have expressed interested for enhanced services such as a cross country ski rentals, adult instructional programs and .a small retail outlet for the purchase of sundry items such as granola bars, hot drinks, cookies, ski wax, etc.

In 2010, the Revelstoke Nordic Ski Club successfully completed the construction of a new Day Lodge complete with ticket office, great room, kitchen on the main floor; and boot change room, men's and women's flush washrooms, janitorial and storage rooms, and a waxing room in the basement floor (ground level walkout). The size of the building is 1050 square feet per floor. In addition, there is a 780 square foot one bedroom fully furnished apartment on the top floor of the Day

Lodge. A 1600 square foot Maintenance Facility was also built nearby the Day Lodge.

The Club also maintains the Ole Sandberg Cabin which is located on the Main Loop Trail approximately 2.5 kilometers from the trail head parking lot. It is a log structure with a large covered deck that is heated by a wood stove.

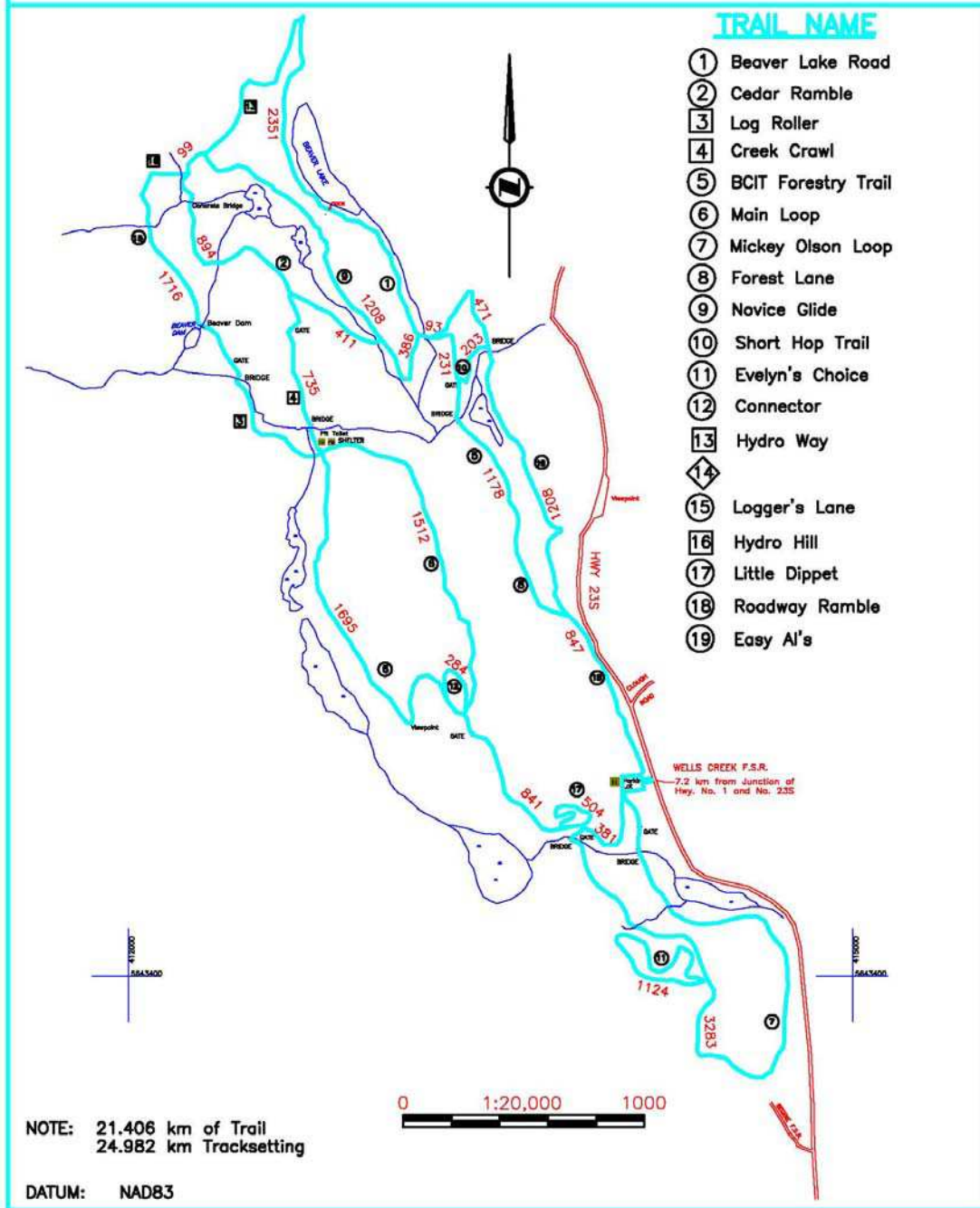


Day Lodge



Maintenance Building and day Lodge

Mount MacPherson Ski Trails



Trail Map of the Mount MacPherson Cross Country Ski Trail System

Business Services Requested

The Revelstoke Nordic Ski Club is looking for an individual(s) who will operate a stand alone cross country ski rental, ski instruction and small retail outlet out of the Club's Day Lodge. This business opportunity would be solely owned by the proponent. The Club would not be involved in any aspect of this business operation. In return for use of the club facilities, the club is interested in receiving a percentage of gross revenues (to be negotiated) derived from the provision of these services.

In addition, the individual(s) will also be responsible for providing the custodial and ticket office duties associated with the operations of the Club facilities. In lieu of payment for these Club duties, the individual(s) would receive free rental accommodations in the Custodian's Apartment on the top floor of the Day Lodge. Appendix One is a copy of the letter of offer and schedule for custodial responsibilities, as well as an addendum to the rental agreement for the Custodian Apartment.

Club Operational Details:

Length of Season:

The length of season is dependent upon snow coverage on the ground. The typical length of ski season is from end of November /early December to the end of March /early April. The season can start as early as mid November and run until Mid April (once every 4 or 5 years).

Year	First Setting / Last Setting	No. of Skiing Days	Number of Tracksettings	Revelstoke Snowfall (cm)
2009/10	December 16 - March 19	93	35	?
2008/09	December 6 - April 7	123	49	384
2007/08	December 3 - April 6	125	48	505
2006/07	November 4 - April 8	155	56	465
2005/06	January 10 - April 1	81	37	224
2004/05	November 25 - March 5	100	N/A	221
2003/04	November 20 - April 3	135	N/A	409
2002/03	December 28 - March 29	91	N/A	198
2001/02	November 30 - April 9	130	N/A	377
2000/01	November 26 - April 1	126	N/A	299
1999/2000	December 7 - April 9	124	N/A	330
1998/99	December 11 - April 4	114	N/A	417
1997/98	December 20 - March 20	90	N/A	231
1996/97	November 16 - March 30	134	N/A	584
1995/96	November 12 - March 31	140	N/A	349
1994/95	November 20 - March 25	125	N/A	263
1993/94	November 27 - March 19	112	N/A	291

1992/93	November 28 - March 19	123	N/A	374
1991/92	November 29 - March 14	106	N/A	344
Average		117		348

Club Membership:

As of January 11 2011, the club has 410 members. This number is expected to top out at about 440 members by the end of the ski season. Appendix One is a summary of the membership from the 2010 AGM annual report.

Historically we have not been able to track the number of Day Users. In previous years, we had a small ticket booth which was staffed by volunteers only on weekends for limited time periods. If the ticket booth was closed, skiers were asked to pay on the honour system via a lock box.

The total amount of Day Use trail fee revenue collected in previous years is as follows:

Year	Day Use Fee Collected
2010/11 (from December 15 to January 8)*	\$4,481
2009/2010 (Ticket booth only staffed on weekends, honour system during weekdays)	\$2,854

* December 15- Dec 24, 2010, collection of day use fees was via the honour system. From Dec 25 to present, the ticket office has staffed each day from 10 AM to 2 PM. Outside of these hours, skiers pay via the self registration fee box.

Demand for Ski Rentals and Instruction:

It is difficult to estimate the demand for ski rentals and ski instruction at this time. The club has not provided any of these services in the past. However, this does not mean the demand is not there. Individual club members have been asked to provide ski instruction to friends and visitors to town on an impromptu basis. The local school board (SD19), annually brings upwards of 100 students to the trails system for 4 sessions of cross country skiing. Each year we are asked if we can provide instructional programs for these classes.

Ski rentals have been provide at a single retail outlet in town (Skookum Ski and Cycle).

Custodial Responsibilities:

Work Schedule: November 01, 2011 to April 30, 2012

The table below shows the days of the week worked and the number of hours worked per day. These hours of work are in addition to the requirement for you to provide on-site overnight security coverage 7 days a week.

d/o = Day Off	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
???	d/o	5	5	5	5	5	d/o	d/o	5	5	5	5	5	d/o

Job Duties

- Daily opening (9:00 AM) and closing (7:00 PM) of the lodge seven days per week. This includes unlocking and locking of all entry doors, turning on and off of lights, re-supplying pellet stove with pellets, storage of garbage in the Maintenance Building.
- During scheduled days of work, undertaking all janitorial duties as outlined on the clean-up notice posted in the Janitorial Room.
- Providing Ticket Office duties including sales of day ski passes and annual memberships, providing visitor information, daily cash accounting and reconciliation, transferring of monies from yellow parking lot deposit vault and office cash box to the safe- strong box.
- Providing security duties including nightly overnight stays in the Custodian apartment.
- Transfer of garbage to the local landfill site.
- Taking and submitting monthly water samples to the Public Health Unit at the hospital.

Appendix One – Custodial Letter of Offer and Rental Addendum

Dear ?,

**RE: Offer of Employment – MacPherson Day Lodge & Maintenance Facilities
Custodian**

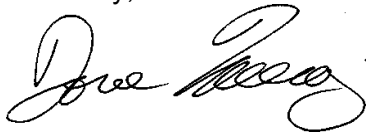
This letter serves as a letter of offer of employment between ? and the Revelstoke Nordic Ski Club. The period of employment will extend from November 01, 2011 to April 30, 2012. Employment days and hours are provided in the enclosed schedule.

In lieu of payment, you will be given free accommodation (including utilities – excluding your personal phone/internet and television hook-ups) in the Custodians apartment on the top floor of the Revelstoke Nordic Lodge. The value of the accommodation is \$1,200.00 per month. You will be expected to provide the equivalent of 100 hours of work per month, 25 hours per week, 5 hours per day during the months of December through April. Throughout your employment period, you are required to provide on site security duties. This means you must have someone residing in the apartment 7 days per week. You must supply a list of individuals with appropriate contact information, approved by the Executive, who will perform the on-site security duties when you are personally un-able to fulfill this responsibility. Your supervisor must be notified by email a minimum of two days in advance of any projected absences in your security duties and who you propose to cover the missing shifts.

Your work responsibilities will be determined by your supervisor, Dave Kaegi, Revelstoke Nordic Ski Club President. He will direct you in your daily/weekly/monthly work tasks. You will be required to maintain a daily log of your hours of work and work duties undertaken each day. Every two weeks, you will submit by email, a copy of this information to your supervisor. Should you be terminated from your employment, you will be required to vacate the Custodian apartment within 48 hours of the last day of employment.

Thank you for your interest in working for the Revelstoke Nordic Ski Club
We value your skills and knowledge and welcome you to our Club.

Sincerely,



Dave Kaegi
Club President

Acknowledged on this _____th day of _____ 2011. _____
??

2nd Floor Custodial Suite

RENTAL RULES (Material Terms)

By reading and signing this document, the tenant agrees to the following rules. If these rules are breached, this may be grounds for issuing a NOTICE TO END TENANCY under Sections 46, 47 and/or 49 of the British Columbia Rental Tenancy Act. (RTA).

1. The Tenant agrees that the living arrangement in the Club Lodge represents an exchange of rent for labour equivalent. The tenant will deliver 5 hrs per day or 25 hrs per week equal to a rent value of \$1200 per month. The Tenant Agrees to maintain a log of work activities and to be accountable for tasks as outlined within the job description of Custodial Attendant. Work performance will be assessed by the Club President. Should the Club be unsatisfied, the tenant will be notified in writing and be given 2 weeks to leave the premises. The tenant will be required to vacate the premises within 48 hours of the last day worked.
2. A security deposit of \$600 is required upon move in. If the tenant decides to leave, any cleaning and damages to the landlord's property or furnishings will be deducted from the damage deposit and the balance returned to the tenant.
3. On Move Out the tenant agrees to steam clean all carpets in the premises otherwise bear a cleaning charge of \$100 to be deducted from the tenant's damage deposit.
4. **No** pets are allowed in the rental unit including the guests of the tenant unless written consent has been received from the landlord. If the landlord agrees in writing to the tenant having a pet, an additional pet damage deposit of \$300 will be required. If the tenant decides to end tenancy, any cleaning and damages to the landlord's property or furnishings as a result of the pet will be deducted from the damage deposit and the balance returned to the tenant.
5. The tenant must give the landlord **one (1) month** written notice before vacating the rental unit. Failure to do so may result in the damage deposit **not** being returned to the tenant.
6. No loud music or other noise disturbance that is a disruptive to lodge users will be permitted.
7. It is the tenant's responsibility to ensure that their garbage is properly stored and dispose of ensuring protection of wildlife. The tenant may dispose of personal household refuse at the CSRD Regional Refuse site at the club's cost.
8. The tenant will not store or leave any personal items in common areas that would interfere with lodge users.
9. The tenant will not permanently affix objects to the walls, ceilings or floors of the suite without prior written consent from the landlord.
10. The tenant will not sublet or have additional people living in the rental unit without the prior written consent of the landlord. Additional rental charges may be levied if the landlord agrees to additional persons living in the rental unit.
11. The suite and all other common areas of the lodge and maintenance area are considered smoke-free. We ask that the tenant and their guests kindly smoke well away from buildings for the comfort and enjoyment of others.

I acknowledge/agree to the additional terms contained in this document.

Tenant

Date

Landlord

Date

Appendix Two 2010 AGM Membership summary

Revelstoke Nordic Ski Club Annual General Meeting April 26, 2010

Membership Summary for 2009-2010 Ski Season

1. Annual Membership Numbers

Season	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10
Total	210	307	321	378	287	314	326	258	336	347	318	339
Golf Course	28	49	28	28	-	-	-	-	-	-	-	-
Mt Macpherson	51	100	153	241	287	314	326	258	336	347	318	339
Combined	131	151	116	95	-	-	-	-	-	-	-	-
Ski League with trail pass	23	15	32	33	?	26*	35*	32*	33*	46*	45*	63*
Ski League without pass						9	16	13	17	9	20	19
Total Ski League	23	15	32	33	41*	35*	51*	45*	50	55	65	82
New Members	-	-	89	92	42	93	78	52	114	109	72	102

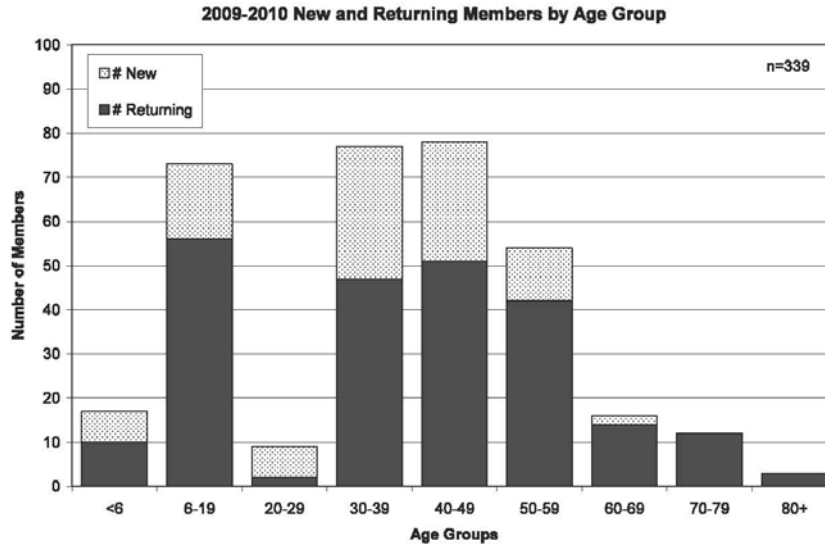
*Beginning in 2002/03, Ski League participants were given the option of purchasing a trail pass (Club membership) or registering only for the Ski League program and using the trails with a day pass. Although CCBC considers all Ski League participants to be Club members regardless, they are not included in the total RNSC membership listed on the first line of the table and are revenue neutral.

2. Membership Breakdown

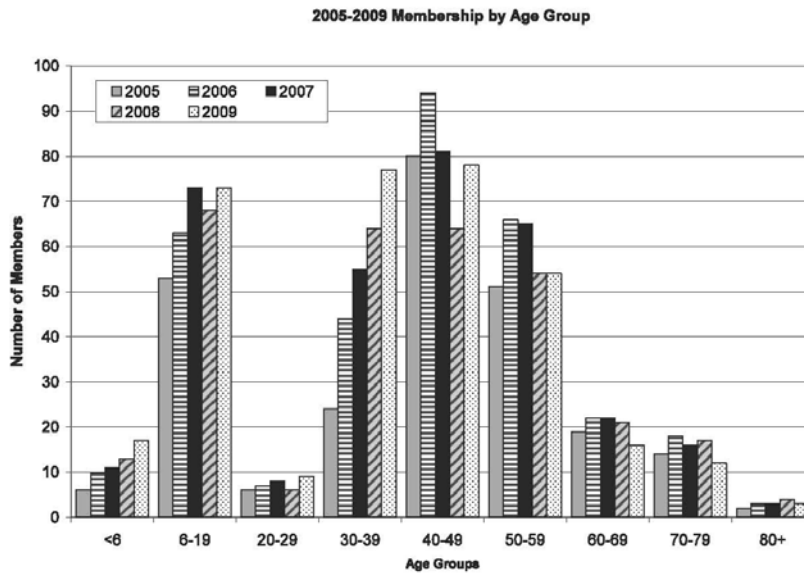
Membership Type	2007-2008	2008-2009	2009-2010
Adult	185	170	194
Family (#families)	142 (35 families)	126 (30 families)	104 (24 families)
Youth	14	14	26
Life	4	5	5
Other*	2	3	10
Females	195 (56%)	180 (56%)	210(59%)
Males	152 (44%)	136 (44%)	148(41%)

*Represents children under five listed separately from a family membership.

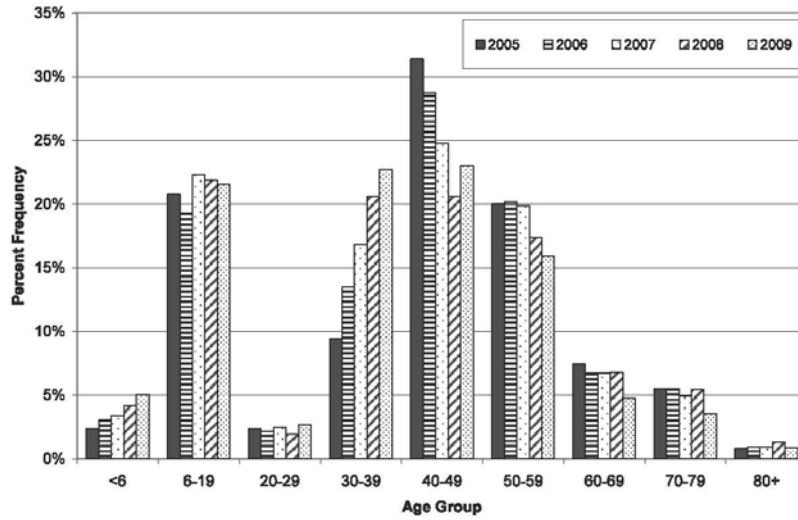
3. Membership Composition and Demographics



**New members are anyone new in this season compared to last season.



2005-2009 Membership - Percent Composition by Age Group



**Groups are lumped roughly according to age in 2009.