



Trails Committee

BC PARKS & RSTBC PARTNERSHIP AGREEMENT REQUIREMENTS AND RECOMMENDATIONS FOR ALL CHAPTERS

Prior to signing any Partnership Agreement all chapters must forward the Agreement to Provincial Trails committee for review.

Suggested length of a Partnership Agreement would be 5 years, 10 years if the Chapter membership agrees on the term.

BC Parks and RSTBC are both similar standard agreements that the Province has in place for Partnerships.

The first 9 pages are the standard wording for Partnerships Agreements followed by signatures.

The following **MUST** be added to all Partnership Agreements:

1. Please ensure the Agreement Holder reads: Back Country Horsemen Society of British Columbia - Name of Chapter (see page 5)
2. The address for BCHBC will be: 6550 Plested Road, Port Alberni, BC V9Y 8L6. (This is the current BCHBC Treasurers address)
3. The Agreement will be signed off by BOTH the Chapter Chair and the President of BCHBC at the time the agreement is signed. (see page 6)
4. A copy of all signed agreements must be forwarded to Provincial along with the issued Insurance Certificate through AON for the Stewardship Partners Insurance Program. Submit to: trailcommittee@bchorsemen.org

If there are any changes to this document once signed off, then a Partnership Agreement Modification / Ammendment needs to be drafted with the Province and the Agreement Holder. This will form a part of the current Agreement.



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CHAPTER RESPONSIBILITY

Schedules are the meat and potatoes of the agreements. The following recommendations are being made for each attached schedule within the agreements. Please try and make these changes prior to submitting to the Trails Committee.

Government has verbally said there is no expectation that everything must be done by the Agreement Holder, however, we must be aware that it is written within these agreements which are a contract.

The main point in reviewing the agreements:

Are you able to perform all the services listed in the agreement? If not, then points that are not applicable should have a line drawn through them and initialled or taken out completely. Yes this can be done by your Land Manager.

Schedule A - Agreement Area

Have you inspected the Agreement Area and do you understand the area you are responsible for?

May include an Agreement Area Description such as: Wilderness Route if the map covers a whole area and you are just addressing a specific route or trail.

Where there's a campground and trail network- Are you responsible for just one or both?

Do you know what your responsibilities are with respect to the campgrounds, other facilities (e.g., boat launch) and working with other Provincial employees/volunteer groups, etc? (e.g., Camp host)

You want to make sure you know who is responsible for what so you are not in breach of this Agreement if you don't perform certain Services.

Schedule B - Services and Special Provisions

Schedule B states the "Purpose and Operating Season".

Are you required to perform the Services outside of the Operating Season or only during?

Would you be in breach of contract if damage happens to the trail outside of the Operating Season, if you don't mitigate or report it?

Are you able to perform ALL the Services outlined in Schedule B? If not then draw a line through and initial beside all those services you are not responsible for or have them removed from the agreement.

Agreement Holder Designated Representative.

The Agreement Holder can designate a member of the Chapter to be responsible for liaising between the Province and the Agreement Holder.



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Schedule C - Insurance

Registered Volunteers

All volunteers must sign in on some form of a registry each day they are volunteering. This should be organized by the club volunteer coordinator. The Stewardship Partners Insurance Program requires this information be recorded each volunteer day. At the end of the year the Partnership Agreement requires the number of individuals who performed services (volunteers) and the total number of hours performed. Engagement Summary to be submitted by **Jan 15th** for the previous year.

Schedule D - Operational Standards & Requirements

Please review all the Services in Schedule B and the Operating Standards Schedule D and make sure you agree to perform all of them, you understand the extent to which they must be performed, and how to satisfy them. If not then draw a line through and initial beside all those services you are not responsible for or have removed from the agreement.

(Examples: Do you have to ask for further instructions from the Province? Can you use any materials you choose? How often do you need to be recording ecological information?)

Schedule E - Provincial & Agreement Holder Structures

Not applicable to BCHBC as typically we do not own structures.

List of structures owned by the Province

Schedule - Annual Reporting end of the Year

This is submitted either by **December 1st or January 15th** after the completed year summarizing the services completed during the previous year. See your Agreement. Forward a copy of your Annual Report to BCHBC Provincial: trailcommittee@bchorsemen.org at the same time you send this to your Rec or Parks Officer.

Schedule - Operating Plan beginning for the new year

This is submitted either by **January 15th or no later than June 31st**. See your Agreement.

This should clearly define what the Chapter will actually try to do during the operating season. If you are going to be using specific types of machinery you need to add it, and how the operator is qualified.



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Operating Plan - minimum requirements:

Agreement Holder must submit to the Province, for its written approval, an Operating Plan for the upcoming Operating Season which will at a minimum:

1. Describe in detail the Agreement Holder's key personnel and describe their duties and responsibilities;
2. Describe and prioritize Services the Agreement Holder will complete during the Operating Season;
3. Describe the Agreement Holder's Safety Plan for delivering the above listed Services including hazard abatement, public safety considerations, closures, and accident and emergency management;

Appendices may include:

- Incident Report
- Site inspection form
- Sign in record

If you hire a contractor and that contractor has all the insurance requirements, this falls outside the scope of this agreement. Check with your Land Manager regarding the hiring of a contractor to do any work. What do they require written in the Agreement or how should they be notified. ie: written in your Schedule H annual operating plan.

Attachments with this document.

1. Page 1 sample Partnership Agreement
2. Page 9 sample Partnership Agreement - Signatory Page



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Example:

RECREATION SITES AND TRAILS BC PARTNERSHIP AGREEMENT

THIS AGREEMENT, dated for reference this **<DAY>** day of **<MONTH, YEAR>**, is

BETWEEN:

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

<Address>

<Email>

the “Province”

AND:

BACK COUNTRY HORSEMEN SOCIETY OF BRITISH COLUMBIA - **Chapter Name**
(Society # S0027694)

6550 Pleased Road,
Port Alberni, BC V9Y 8L6

president@bchorsemen.org

Chapter email Contact

the “Agreement Holder”

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



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Signatory Page

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

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

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

_____	_____
Duly authorized representative name	Title
_____	_____
Signature	Date

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

_____	Chair - Name of Chapter
_____	_____
Duly authorized representative name	Title
_____	_____
Signature	Date

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

_____	President - BCHBC
_____	_____
Duly authorized representative name	Title
_____	_____
Signature	Date