



POLICY MANUAL

May 2020

Document Change History

DATE	CHANGES
1991	Unknown
1999	Unknown
2005	Unknown
2011	New membership Dues
Feb 2012	Extensive revision
Feb 2013	Financial Management Policy (Approved by executive in 2012) Added
Oct 2013	Added real name policy
Dec 2013	Added project approval policy and updated membership fee schedule
Jan 2014	Added emergency communication device and course refund policy
Feb 2014	Added course reimbursement policies
March 2014	Amended policy on trip organizers
May 2014	Amended library policy
May 2016	Amended hut policy
May 2020	Extensive revision

[Dates in square brackets refer to BCMC Executive Meeting.]

1 DEFINITION

Policies of the BCMC consist of rules, procedures, guidelines, and fee schedules governing matters not specifically dealt with in the club’s Constitution and Bylaws. Policies are determined by majority vote at meetings of the club executive, and may be amended or deleted in the same manner. Unlike the Constitution or the Bylaws, policies may be overruled in specific instances, again by majority vote of the executive. [May 2/89]

2 FEE SCHEDULES

2.1. Membership Fees [2013.12.30]

Membership categories are defined in the BCMC Bylaws.

CATEGORY	MEMBERSHIP FEE
Adult	\$40 per year
Youth Member	\$20 per year
Life Member	\$800
Honourary*	Free
* <i>Honourary members are appointed for life, by a resolution of which no less than two-thirds of the Directors then in office are in favour. Nomination for Honourary membership are made by a club member. Honourary members are those who have made extraordinary contributions to the BCMC and/or the sport of mountaineering and/or the mountains of British Columbia.</i>	

MEMBERSHIP ADD ONS	ADDITIONAL FEE
Electronic Newsletter	None
Electronic Journal	None
Mountaineer Journal	
Digital, email	\$ 5.00**
Printed & Digital (Pickup Only)	\$15.00
Printed & Digital (within Canada)	\$20.00
Printed & Digital (within USA)	\$25.00
Printed & Digital (International)	\$30.00
** <i>free for Life and Honourary Members, then free to all members after one year from the date of publication</i>	

2.2. Equipment Rental Fees (Members only) [2019.08.18.]

Fee structure is set with a weekend and a weekly rate with select items requiring a deposit.

Instructional Programs: Equipment noted for use in instructional programs have no rental fees and are only available for use in Instructional Programs and Club Camps; they are not available for rent by the general membership. Regular fees apply to items used by individuals in Instructional Programs or Club Camps.

Club Equipment is to be rented and made available through the BCMC's online booking software.

Reference Schedule A—Club Equipment for a list of equipment, rental categories, and fees.

2.3. Cabin Rental Fees [2018.09.08]

There will be no fees for members using BCMC cabins and huts other than the Watersprite Lake Hut and the Mountain Lake Hut for which there will be a \$10 per night fee.

- .1 Fees to non-members which are not part of a commercial group will be:
 - \$10 per night at the North Creek cabin and Plummer Hut
 - \$20 per night for the Watersprite Lake Hut and Mountain Lake Hut
- .2 Fees for commercial groups are:
 - \$20 per person per night at the North Creek cabin, Plummer Hut, and Mountain Lake Hut
 - \$40 per person per night for the Watersprite Lake Hut
- .3 Emergency Use Access for Watersprite Lake Hut:
 - \$100 per night per person
 - For bona fide emergencies, a full refund will be given at the sole discretion of the BCMC cabins and trails director or delegate. Once payment is made, the door access code will be emailed.
- .4 Payment of Fees:
 - Fees are to be paid in advance through the BCMC website.
 - Parties are exempt from fees when it is agreed that the trip is primarily a work party involved in construction, improvement, or provisioning of either huts or trails. [Feb. 6/90]
- .5 Policy and Penalty for Contravention:
 - Parties that exceed allowable Cabin Capacity will be charged \$100.00, per night per person for each overage/violation.
 - If a party brings non-paying guests, there will be a charge of \$100.00 per night per person for each non-paying guest.

2.4. Cabin Advanced Booking Policy [2019.05.21]

- .1 BCMC members may book any BCMC Cabin up to 90 days in advance

.2 non-members may book any BCMC Cabin up to 60 days in advance

2.5. Cabin Booking Capacity [2019.05.21]

.1 Watersprite Lake Cabin (Locked): 10 beds plus up to two custodians
(Penalties for misuse)

.2 North Creek Cabin: 10 beds plus up to two custodians

.3 Mountain Lake Hut: 8 beds

.4 Plummer Hut: 8 beds

BCMC parties may only exceed these limits when it is agreed that the trip is primarily a work party involved in construction, improvement, or provisioning of either huts or trails.

2.6. Cabin Booking Refund Policy [2019.05.21]

.1 Refund Policy Applicable to All Cabins

(1) Cancellation seven or more days prior

A guest may request cancellation of a reservation up to seven (7) days prior to the first day of the reservation. Send an email to the Club at cabintrails@bcmc.ca stating your name, dates of reservation and the confirmation number, if possible. If the cancellation is authorized, an administration fee is charged of \$10 or 10% of the amount, whichever is greater. Alternatively, the reservation may be rescheduled to another available date without penalty.

(2) Cancellation less than seven days prior

Less than seven days, we may decline a cancellation or change of schedule at our sole discretion, for any reason. Cancellations and rescheduling are authorized by the Cabins and Trails director or delegate.

.2 Refund Policy Applicable Only To Watersprite Lake Cabin

(1) **Full refunds** will be given for hazardous situations out of a person's control. A full refund will be given for the unused portion of the reservation under the following verifiable statements:

- Hazardous weather warning for Howe Sound or Whistler regions by Environment Canada at Public weather alerts for B.C. in effect at any time during the reservation.
- High avalanche danger at the Alpine, Treeline or Below Treeline zones in the Sea to Sky region at Avalanche Forecast Sea to Sky region for any avalanche bulletin in effect during the reservation.
- Authorized road closure of Mamquam Forest Service Road or Skookum Branch by Ministry of Forests, Lands and Natural Resource Operations, industrial contractor or Squamish municipality-authorized recreation event. E.g. due to fire hazard, bridge out, blasting, road repair, bike race.

A full refund may be granted under the following condition at the sole discretion of the BCMC Cabins and Trails director or delegate.

- Hazardous winter driving conditions on Mamquam FSR due to snow and ice below the Skookum Branch at KM 13.

To ensure you qualify for a full refund attach a screenshot of the web page that states the hazardous condition including the date and time during which the warning is in effect to your email request. The warning may have been taken down by the time we review your request. A screenshot will help us verify the warning condition so we can expedite a full refund.

Note that Mamquam FSR and Skookum Branch can be hazardous to drive. In winter, 4WD, high clearance with snow tires and chains on all four wheels is recommended. In summer, most 2WD vehicles will be able to drive to Skookum Branch at KM 13. Beyond that, the road is steep with loose rock. The trailhead is at KM 20. We expect people to have appropriate vehicles, equipment and driving skills for the roads. We do not give refunds based on the guests not being able to drive the roads. Do not reserve the hut if your vehicle is inadequate or improperly equipped or you do not have the necessary skills or experience to travel mountain roads.

Similarly, we expect guests to be competent to hike, ski or snowshoe into the hut. We do not give refunds if guests are unable to reach the hut. It is rugged mountain terrain. In winter, guests must be capable of backcountry navigation, breaking trail, avalanche assessment, avoidance and more. Do not reserve the hut if you or anyone in your party is novice, unprepared, physically unable, improperly equipped or inexperienced.

.3 Refund Policy Applicable Only To North Creek Cabin

- (1) **Full refunds** will be given for hazardous situations out of a person's control. A full refund will be given for the unused portion of the reservation under the following verifiable statements:
 - Hazardous weather warning for Whistler by Environment Canada at Public weather alerts for B.C. in effect at any time during the reservation.
 - High avalanche danger at the Alpine, Treeline or Below Treeline zones in the South Coast Inland region at Avalanche Forecast South Coast Inland region for any avalanche bulletin in effect during the reservation.
 - Unable to fly due to bad weather.
 - Road closure of Upper Lillooet Main or North Creek Main in winter. These roads are often inaccessible in winter due to snow. Review current road closure information at Road Information in the Sea to Sky District.

To ensure you qualify for a full refund attach a screenshot of the web page that states the hazardous condition including the date and time during which the warning is in effect to your email request. The warning may have been taken down by the time we review your request. A screenshot will help us verify the warning condition so we can expedite a full refund.

North Creek hut is difficult to reach except by helicopter. We will endeavor to give refunds based on the guests not being able to drive the roads.

However, we expect guests to be competent to hike, ski or snowshoe into the hut. We do not give refunds if guests are unable to reach the hut. It is rugged mountain terrain. In winter, guests must be capable of backcountry navigation, breaking trail, avalanche assessment, avoidance and more. Do not reserve the hut if you or anyone in your party is novice, unprepared, physically unable, improperly equipped or inexperienced.

.4 Refund Policy Applicable Only To Mountain Lake Cabin

(1) **Full refunds** will be given for hazardous situations out of a person's control. A full refund will be given for the unused portion of the reservation under the following verifiable statements:

- Hazardous weather warning for Howe Sound by Environment Canada at Public weather alerts for B.C. in effect at any time during the reservation.
- High avalanche danger at the Alpine, Treeline or Below Treeline zones in the South Coast region at Avalanche Forecast South Coast region for any avalanche bulletin in effect during the reservation.

Refunds are not given for road closure of Furry Creek FSR or Britannia Creek FSR by Ministry of Mines as this is a standard protocol. The roads are gated at Highway 99.

To ensure you qualify for a full refund attach a screenshot of the web page that states the hazardous condition including the date and time during which the warning is in effect to your email request. The warning may have been taken down by the time we review your request. A screenshot will help us verify the warning condition so we can expedite a full refund.

Furry Creek trailhead is at KM 11 on Furry Creek FSR. Parties must walk or cycle from Highway 99 to the trailhead. We do not give refunds based on the guests not being able to drive the roads. Do not reserve the hut if you are unable to hike to the trailhead in reasonable time.

Similarly, we expect guests to be competent to hike, ski or snowshoe into the hut. We do not give refunds if guests are unable to reach the hut. It is rugged mountain terrain. In winter, guests must be capable of backcountry navigation, breaking trail, avalanche assessment, avoidance and more. Do not reserve the hut if you or anyone in your party is novice, unprepared, physically unable, improperly equipped or inexperienced.

.5 Refund Policy Applicable Only To Plummer Hut

(1) **Full refunds** will be given for hazardous situations out of a person's control. A full refund will be given for the unused portion of the reservation under the following verifiable statements:

- Hazardous weather warning for Central Coast by Environment Canada at Public weather alerts for B.C. in effect at any time during the reservation.
- High avalanche danger at the Alpine, Treeline or Below Treeline zones in the Sea to Sky region at Avalanche Forecast for any avalanche bulletin in effect during the reservation.
- Unable to fly due to bad weather.

To ensure you qualify for a full refund attach a screenshot of the web page that states the hazardous condition including the date and time during which the warning is in effect to your email request. The warning may have been taken down by the time we review your request. A screenshot will help us verify the warning condition so we can expedite a full refund.

The hut is in rugged mountain terrain. Guests must be capable of backcountry navigation, breaking trail, avalanche assessment, avoidance and more. Do not reserve the hut if you or anyone in your party is novice, unprepared, physically unable, improperly equipped or inexperienced.

2.7. Cabin Rental Policies [2019.05.21]

.1 All BCMC Cabins

- Non-smoking
- Lighting is to be provided by battery operated LED Units
- Guests are required to keep cabin clean after use
- Pack it in, Pack it out (no garbage facilities provided)
- No tenting is permitted within a 50 meters of a BCMC Cabin with the exception of cabin or trail construction, improvement or provisioning party.
- Pets are not permitted in any BCMC Cabin

.2 Watersprite Lake Cabin

- The Watersprite Lake Cabin is to be kept locked. Door Access code is Emailed after payment.
- Drop in hours 11:00 AM to 5:00 PM (BCMC members only)
- Wood Stove (all year)

.3 Mountain Lake Hut

- Propane Stove (all year)
- Open Cabin (honour system)

.4 North Creek Cabin

- Wood Stove (all year)
- Open Cabin (honour system)

2.8. Cabin Custodians [2019.05.21]

- .1 Up to two custodian beds may be booked at no charge for North Creek Cabin and Watersprite Lake Cabin of which one can be a guest.
- .2 Custodian beds are to be booked and approved in advance by the Cabins and Trails Director or by his/her designated representative.

2.9. Mountain Lake Access / Furry Creek Gate Key Policy [2019.05.21]

The Furry Creek Gate Key is made available only to Trusted Trip Organizers (reference clause 5.3 below).

Mountain Lake access: Through the gate on the Sea to Sky Highway, past the Furry Creek Golf Course, at the top of the long uphill. This gate is the access point for the Furry Creek drainage logging road system leading to the club's trailhead for the Mountain Lake Hut.

Due to ongoing vandalism, and several search and rescue operations in the area due to people getting into trouble in some of the old mine shafts, the Squamish Forestry Office and Britannia Mines Manager have decided to permanently lock this gate. As long as several conditions are agreed to, the SFO has granted the BCMC stewardship of one gate key in order to allow continued club access to the Mountain Lake Area.

.1 Conditions for borrowing the gate key:

- (1) The key is provided for scheduled club trips comprised of only BCMC members, i.e. the trip must be on the trip schedule with type Members Only.
- (2) The organizer or delegate must provide a \$200 cash deposit to borrow the key.
- (3) The trip organizer must be a Trusted Trip Organizer (reference clause 5.3 below).
- (4) The key must be returned promptly.
- (5) The organizer or delegate must have a VHF radio using narrow band to communicate with road traffic. The radio must be programmed for use with RR 9 frequency.
- (6) The key only be borrowed with a minimum of seven days advanced notice.

.2 Additional Information and Safety Measures

The organizer must send a text message to Max Brownhill (604) 837-1927 as they enter the FSR through the gate and when leaving the FSR through the gate; also noting the number in the party each time.

IMPORTANT: There is absolutely **NO** access into the Britannia Creek Watershed. If any access is found to be by BCMC it will result in the revoking of all access privileges and the forfeit of the \$200.00 cash deposit.

Using the VHF radio on RR 9 or the posted frequency, you must identify your location at each KM board on the FSR. You must cede right-of-way to industrial vehicles by pulling into a bay on the side of the road at least 2 km before meeting an industrial vehicle. You must obey instructions of industrial users. You must keep your vehicles together.

You must leave the gate as you found it. If locked, lock it. If open, leave it open.

There is no road access from Furry Creek FSR to the road system above Furry Creek golf course (the Beth Lake trail approach) anymore. The connector roads, both of them, were disconnected from the Furry FSR by an excavator. If you're going to Capilano Mountain via Beth Lake then having the key is not going to provide any benefit.

The club now has a VHF radio programmed for the provincial resource road frequencies. If you meet the conditions you can pick up the key and the radio from the key custodian.

3 SPEARHEAD HUTS MEMBER DISCOUNT AND ADVANCED BOOKING PRIVILEGE [2019.08.18]

3.1. Discount and Bookings

The BCMC is one of the founding clubs of the Spearhead Huts Society and an active participant in the Spearhead Huts Project. This entitles BCMC members to the following benefits:

- A discounted booking rate of \$30.00 per night for each hut (normally \$45.00 for the public)
- 90 Days advance booking privilege (normally 60 days for the public)

3.2. Policy and Penalty for Contravention

Discounts and Advance bookings are for individual BCMC members only. Individuals found to be in contravention of this are subject to a year's ban from booking and staying in the Spearhead Huts as per Spearhead Huts Society Policy.

4 MEMBERSHIP

4.1. Renewal Notices [2011.09.13]

A membership renewal notice advising all members that dues are payable will be sent out automatically by the BCMC Website by Email.

4.2. Honourary Couple, Spouse of Honourary, Joint Life, Senior Memberships [2011.09.13]

Members holding Honourary Couple, Spouse of Honourary and Joint Life memberships on September 13, 2011 will retain these membership categories and hold full voting rights and Club privileges. There will be no new members in these categories.

Members holding Senior memberships on September 3, 2019 will retain these membership categories and hold full voting rights and Club privileges. There will be no new members in these categories.

If requesting printed Club publications, members holding Honourary Couple, Spouse of Honourary and Joint Life memberships will receive one copy.

If members holding Honourary Couple, Spouse of Honourary and Joint Life memberships separate, they will remain members. If a Joint Life couple wishes to change their membership status to two Life memberships and receive separate Club publications, they must pay an additional 50% of the fee for a Life membership at the rate effective at the time of the requested change.

4.3. Real Name Policy [2013.10.31]

Club volunteers helping to administer the club's membership database should take reasonable care to ensure that members sign up under their real name.

4.4. Guest Memberships [2019.05.21]

A member of the public may sign up once for a 30 day complimentary membership.

4.5. Membership Fee Refund Policy [2019.05.21]

The BCMC Board of Directors or Membership Director may elect to refund a member's dues on a pro-rated basis in extraordinary circumstances upon the written request of a member. Examples may include extraordinary hardship or injury that falls within the member's membership year. Decisions by the BCMC Board of Directors or Membership Director in such cases are final.

4.6. Lapsed Memberships [2019.05.21]

.1 Voting Rights

A returning member (with one or more years of prior paid membership) whose membership has lapsed is eligible to vote immediately upon membership payment and reinstatement.

.2 Reinstatement Dates

A returning member whose membership has lapsed will have their membership start date set to the date of payment received/membership reinstatement.

5 CLIMBING

5.1. Trip Organizers [2014.03.05]

The organizer of an officially scheduled club trip shall be a club member in good standing and have a current liability waiver form in place. The organizer shall ensure that all non-members or members have signed a current liability form (with a witness for paper waivers but not online waivers) before participating in the trip. The organizer has the right and duty to screen applicants with regard to skills, experience, fitness and equipment, and to reject anyone lacking the prerequisites for the trip in question. The organizer may also limit the number of participants for reasons of safety, efficiency, etc. It is the responsibility of the Trips and Courses Committee to inform prospective organizers of these matters. A trip organizer is at liberty to reject any trip participant dropins (those who have not registered for the trip prior on the BCMC website) at the meetup spot. A trip organizer holds discretion over the selection of trip participants.

5.2. Trips and Courses Committee [2019.05.21]

The Trips and Courses Committee screens and approves all trips, and manages/maintains the club's gear rental program. The committee also manages the list of trusted organizers.

5.3. Trusted Organizer [2019.05.21]

A trusted organizer can post trips without the need for screening. Approval and removal of a trusted organizer is made at the sole discretion of the Trips and Courses Committee or its appointed representative.

6 BCMC EXPEDITION SUBSIDY [2019.05.21]

The BCMC subsidises expeditions, **up to a maximum of \$1,000.00**, that promote exploration, the sport of mountaineering and rock climbing, as well as provides a promotional value to the BCMC.

.1 CRITERIA

- (1) The expedition/trip must be posted on the BCMC trip list, for BCMC Members only, mountain and/or outdoor related, remote and/ or difficult and/or unique in nature, primarily self-propelled (motorized access is okay), an expedition (typically long in duration by nature) and require participants to be extensively prepared in their training and logistics
- (2) Guided trips, organized events or races, and charity events do not qualify.
- (3) Recipients are expected to make a presentation of their trip/expedition upon their return at an upcoming BCMC social event, and in the form of a written report for a BCMC publication.

.2 APPLICATION

Applicants for the BCMC Expedition Subsidy are required to submit the following information exec@bcmc.ca

An introduction to the expedition organizer and/or participants including their relevant background, qualifications, and experience:

- A trip summary (one paragraph) including the trip title, an overview of the objective, the expected start and end dates, and location
- A detailed trip description including more detail on each of the trip summary items, an overview of your itinerary, and an explanation of why your trip is interesting or unique
- A description of known risks and how your team is committed to a safe expedition
- Your anticipated budget for the expedition
- Your plans to present your trip to the club upon your return; it is expected, at a minimum, that this will include a photo essay-style trip report or video blog and a presentation at an upcoming social event; however, if you have another creative medium to communicate with and inspire the club membership then please feel free to suggest. Your creativity on this item could win some major “points” with the selection committee.

.3 SELECTION

Approval and selection for the Expedition Subsidy Program is to be made by the BCMC Board of Directors with a majority vote.

The successful expedition will be made based on the information presented in the Application package with a focus on the nature of the trip and what you can provide to the club upon your return.

.4 DEADLINES

Applications are accepted on an open basis

7 EQUIPMENT [2012.02.07]

The club maintains various equipment available for member rental or use in Instructional Programs and Club Camps (reference clause 2.2 above and Schedule A—Club Equipment).

[May2/89]

7.1. Priority Sequence [2012.02.07]

Whenever demand for the club’s equipment exceeds the supply, equipment shall be allocated for rental according to the following sequence, provided a three-week advance (from rental date) notice is given:

- First Priority : Instructional Programs
- Second Priority: Club Camps
- Third Priority: Club trips listed on the club’s schedule.
- Fourth Priority: Private trips.

In addition, earlier requests trump later requests, longer rentals trump shorter rentals. Club programs trump everything else unless the equipment custodian can mediate in cases where the club would profit from an extended rental period.

Communication Devices: The club has both one-way communication PLBs and a two-way communication device for use by club members. Priority for the two-way communicator is given to trips that (1) absolutely need phone communication to arrange or confirm a return pick-up, (2) where a participant must be in contact with the outside-world for business or private reasons or else couldn't join the trip, and (3) for weather briefings for expedition trips.

Any conflicting rental requests are to be resolved at least three weeks (21 days) prior to the rental start date and a rental is deemed to be confirmed on that date. The equipment is available on a first-come first-served basis for requests with less than three weeks advance notice, provided that the equipment custodian is available to consider the request.

7.2. Equipment Care, Damage, and Loss

Members are responsible for returning all equipment in clean, dry, working condition. Members are responsible to inform the equipment custodian of any damage or issues with equipment. In the case of ropes, members must provide usage notes and inspection notes to the custodian to enable the update of the rope log.

In case the equipment is returned damaged or requiring cleaning, the renter will be responsible for repair and/or cleaning costs. If the equipment is lost or damaged beyond repair, the renter will be responsible for reimbursing the club the current replacement cost. The equipment custodian may exercise judgement in cases where the equipment failed due to natural wear and tear.

8 LIBRARY

8.1. The general public is allowed access to the club library for purposes of reading or research, on the same basis as club members. Only BCMC members, however, are permitted to borrow materials from the library.

8.2. All materials proposed to be added to the club library should first be given to the club librarian who will determine if they should be added and, if so, ensure that they are properly catalogued. [2014.05.06]

8.3. Unless otherwise arranged, all materials should be returned to the library within 2 months. Replacement cost will be charged for lost or damaged material. [2019.06.02]

8.4. The club reserves the right to restrict certain items to be read in the library only, and not available to be borrowed. [2019.06.02]

9 PUBLICATIONS

9.1. Journal

The journal of the BCMC – the BC Mountaineer– shall be published on a biennial basis; that is, one issue every two years, on even years. [May 2/89]

9.2. Publications Format [2012.02.07]

The format of the following publications: newsletter, membership list, trip schedule, and BC Mountaineer, shall be on eight and one half by fourteen inch paper, folded in the centre to produce a finished page size of eight and one half by seven inches. Other publications, such as the constitution, by laws, and any promotional materials such as brochures may be printed on whatever size paper is best suited. All club publications shall include the club crest or club logo, name and address, and website URL. Recycled paper products should be used where possible and cost effective. All formal publications shall also be made available in electronic format for electronic distribution and publication on the club website. [May 1/90]

9.3. Binding of Publications [2012.02.07]

The binding of club newsletters shall include the membership list and trip schedules of each year and the BC Mountaineer for those years. The Constitution, Bylaws and Policy Manual should be included as they are updated. The club shall retain at least 4 copies of all printed publications, which shall be bound – one to reside with the current president, one to reside with the current editor(s), one to be placed into the club archives, and one to be placed into the club library. [May1/90]

9.4. Distribution of printed publications [2012.02.07]

The club will provide printed copies of its newsletter, journal, and materials accompanying the newsletter (e.g. membership list) to all club members who have indicated that they wanted printed copies of club publications. Printed copies, excluding membership lists, will also be supplied to libraries and organizations with which we exchange printed materials.

9.5. Editor Guidelines [2012.02.07]

Editors should strive to have the (monthly) newsletter and B.C. Mountaineer contain a majority of articles on club activities and members and these articles should normally support the objectives of the club as expressed in our Constitution, Bylaws and Policy Manual.

The Editors should not unduly alter articles submitted by club members. The Editors should encourage articles by club members and accept them as presented as long as they are in good taste and do not conflict with club policies. If such articles are deemed by a club Editor to be in conflict with the club's Constitution, Bylaws and Policy Manual, the Editor should seek guidance from the Board of Directors. All submissions to the BCMC newsletter and B.C. Mountaineer which express personal opinions, including those by an Editor, must be signed by their authors.

10 CAMPS [2012.02.07]

10.1. Loss or Damage to Club Equipment at Camps

The camp organizer, in preparing the budget for a BCMC camp, shall take account of possible loss damage or wear and tear to club equipment used for the camp and shall include sufficient funds to cover such loss or damage as may reasonably be anticipated in the camp budget. [Jan. 7/89]

10.2. Waiving of Camp Fees for Camp Organizer [2012.02.07]

In view of the increasing work involved in organizing a camp, the camp organizer shall have his or her camp fees waived via the funds raised by participant fees. If two or more persons share heavily in camp organization, then the camp committee shall prorate as necessary the one 'free' trip to camp. [Dec 1980]
The BCMC is not to cover the costs of waived fees.

10.3. Organizer Attendance [2019.05.25]

The camp organizer must attend the camp. If the organizer becomes unable to attend then an alternate organizer must be immediately found from the camp participants. If no suitable substitute can be found then the camp must be cancelled and fees refunded.

10.4. Funding of Camps [2019.05.25]

Camps shall be self-funded by the camp participants. The organizer must take every reasonable measure to keep attendees aware of potential overruns and they must be agreed to by the camp participants. Participants must be made aware that unforeseen overruns in helicopter fees are always a possibility but should never exceed more than 25% of the camp fee. The camp participants will be responsible for such overruns.

11 CLUB PROGRAMS / COURSES

11.1. Objectives of Club Programs [2012.02.07]

The objectives of club programs are to increase the various mountain-related skills of club members and to attract new members.

11.2. Participation Priorities [2012.02.07]

Participation in a club program is for club members only and is at the discretion of the program organizer. It is not necessarily first come first served.

Priorities for participation are:

- Those selected by the organizer.
- Those who have been members of the club for more than 3 months.
- Those new members who have been members of the club for less than 3 months.
- Those who would join the club so that they can take a program.

11.3. Emergency Communication Devices [2019.05.25]

This Policy is intended for courses where a fee is paid by participants. An appropriate emergency communications device must be present during a volunteer led BCMC course.

11.4. Course Refunds [2014.01.17]

- .1 The BCMC reserves the right to cancel courses at any point and refund any fees collected. All other expenses incurred as a result of BCMC canceling a course are the responsibility of the registered participant.
- .2 Upon registering for a BCMC course the participant automatically agrees to the course cancellation fees as follows:
 - (1) for cancellations made 30 days or more before the first day of the course, refunds will be given for the amount paid, subject to a processing fee of 10% of the cost of the course, but no less than \$10.00. [2019.05.25]
 - (2) for cancellations made between 30 days and 15 days before the first day of the course, the refund would be 50% less the processing fee. [2019.05.25]
 - (3) cancellations made 14 days or less before the first day of the course will not be eligible for refunds.
 - (4) all requests for refunds must be made through the Courses Director via the Course Organizer. [2019.05.25]
- .3 The BCMC, at the discretion of the Executive committee, reserves the right to waive all or part of course cancellation fees.
- .4 Before a course begins, a participant may submit a request to the BCMC Courses Director to transfer their Confirmed place to a "replacement", with the following conditions:
 - (1) the "replacement" must be a BCMC member with a current BCMC membership for the duration of the course,
 - (2) the "replacement" must have the required knowledge and equipment to participant in the course,
 - (3) the "replacement" must be accepted by the course organizer,
 - (4) the transfer of course fees will be privately handled between the original participant and the "replacement".

12 HONORARY PRESIDENT

The Board of Directors will elect a new Honorary President from among the club's Honorary Members within one year after the office of Honorary President becomes vacant. [Oct 3/89]

13 AIR ACCESS [2019.05.25]

All BC Mountaineering Club activities shall adhere to air and landing regulations and restrictions.

14 SECRETARIAL [2019.05.25]

14.1. Correspondence

The secretary shall receive a copy of all formal correspondence, both printed and electronic, sent on behalf of the club.

14.2. BCMC Mailbox

The BCMC mailbox is to be checked at least twice per month. Access to the BCMC Mailbox may only be by a BCMC Director. Both the Secretary and President shall have keys to the club's mailbox.

14.3. Paper Trip Participant Liability Waivers

The Secretary shall keep all signed paper liability waivers for seven years.

15 RECREATION AND CONSERVATION [2019.05.21]

The club shall have a Recreation and Conservation committee that reports to the director of Rec & Con made up entirely of volunteers.

16 DONATIONS

Prior to the BCMC donating a substantial sum of money to an organization for lobbying purposes, a written and signed agreement should be obtained by the BCMC from the organization to the effect that the organization will not lobby against the BCMC's interests and will consider BCMC interests in a democratic fashion. Failure to meet these conditions would result in repayment back to the BCMC of the donated money. [September 1996]

17 COMMERCIAL USE OF BCMC HUTS

17.1. Definition [2019.05.21]

Commercial use means use by any individual (s) or representative (s) of a company in the role of guide, instructor, journalist, writer, photographer, or film producer, whose activities based in or out of a club hut are intended to realize financial gain for the individual(s) or the company so represented.

17.2. Commercial Bookings [2019.05.21]

A fee shall be charged for commercial use. This fee shall be double the current fee for non-members. Bookings are to be made through the BCMC's website. All commercial bookings shall be subject to the discretion of a duly appointed BCMC Cabins and Trails representative.

18 ARCHIVES

18.1. Acquisition policy [2012.02.07]

The Archives is designated as the permanent repository for all records created by the BCMC in the course of carrying out its activities. Records created by members of the BCMC, and relating specifically to their activities with the BCMC, will also be acquired. Records shall be accepted in the form of bequests, donations, gifts, loans, trades, or purchases. One copy of all BCMC printed and electronic publications will be deposited in the club archives.

The BCMC signed the following agreement with the North Vancouver Museum and Archives (NVMA) in September, 2011, to transfer the existing as well as future club archival material to the NVMA for storage. The agreement is as follows:

Agreement between the British Columbia Mountaineering Club, (hereafter, "the Donor"), and the North Vancouver Museum and Archives (hereafter, "the NVMA"):

Re: the BCMC Archival Records (hereafter, "the Records")

The Donor agrees to donate the BCMC Archival Records to the NVMA for the purpose of safe keeping, long-term preservation, maintenance of record quality, and the provision of access to the Donor and its members, researchers, and the general public.

The terms and conditions of the transfer of the Records to the NVMA are as follows:

- 1. It is agreed that copyright in the records, so far as the BCMC owns copyright, will be transferred to the Archives. The donor will work with the Archives to resolve any outstanding copyright issues within a calendar year from the date of transfer of custody. (It is mutually understood that under Canadian Copyright law, any photograph created before December 31st, 1948, is deemed to be in the public domain).*
- 2. The Donor agrees that the NVMA, as a public repository, will freely provide public access to the Records, including images, with the exception of the limited circumstances detailed in (3) below*
- 3. No commercial uses of the Records will be permitted by the NVMA without the written permission of the Donor. The Donor agrees to respond to such requests within 5 working days. The Donor will provide the NVMA with current contact information for individuals authorized to give this permission.*
- 4. Should any particular case arise where there is doubt about how to respond to a request for the use of the Records, the Archives will contact the BCMC executive.*
- 5. The Donor is responsible for future accruals to the Records, and for deciding when and how such accruals are made.*
- 6. Any loans, transfers, or dispositions of the Records, in whole or in part, in the NVMA's custody, will require the written permission of the Donor.*

7. *The NVMA, through its Archivist, will provide reasonable access to the Records, outside, and in addition to, its regular public hours, to the BCMC Executive, and to members approved by the Executive.*
8. *BCMC members will be exempt from paying fees to access the Records, if NVMA should implement an access fee in the future. This exemption does not, and will not, apply to the regular fee-for-service (reproduction, research by NVMA staff) charged by the NVMA.*
9. *In the event that any of the objectives and provisions of this agreement cannot be met, the agreement will be revisited.*
10. *Any changes to this agreement will be in writing, and signed by both parties.*

18.2. Roles and responsibilities of the BCMC towards the club archives [2012.02.07]

- .1 The BCMC will always keep in its possession, separately from the club archives, a copy of the signed agreement between the club and the North Vancouver Museum and Archives concerning the BCMC archives.
- .2 Club members in good standing shall not pay user fees to access the BCMC archives, but should expect to pay the fees imposed by the NVMA for any services, such as photocopying, that are supplied by the NVMA.
- .3 The BCMC executive will appoint a club archivist.
- .4 Materials will continue to be added to the BCMC archives only by the club archivist.
- .5 The archivist will be responsible for adding materials to the BCMC archives, cataloguing these materials, and ensuring that the BCMC has an up-to-date catalogue of all materials within the BCMC archives and a complete set of digital images of all photos in the BCMC archives.
- .6 The club archivist will act as the liaison person between the NVMA and the BCMC, and will be the first person contacted by the NVMA for any issues concerning the club archives.
- .7 If the archivist is not available for contact, as per clause 18.2..5 above, the BCMC president, or if that person is also not available, then the BCMC vice-president, or if that person is also not available, then the BCMC editor, will act as the liaison person.
- .8 Use of any material within the BCMC archives for commercial, advertising, or political purposes requires the permission of the BCMC executive. Previous uses of BCMC archive material that have been approved include:
 - (1) Research (e.g. use of photos for studying glacial retreat; use of written materials for university graduate theses).
 - (2) Education programs (i.e. photos for university education purposes to illustrate changes in vegetation, snow levels, and glaciers with time; photos and films used by Friends of Garibaldi Park (non-profit, volunteer group) attempting to help maintain and promote stewardship of Garibaldi Park).

- (3) Use of material in books regarding former BCMC members or climbing in BC (e.g. Katherine Bridge's books about the Mundays).
 - (4) Use of archival material by the North Van Museum and Archives in its mountaineering history museum and website displays.
- .9 The BCMC executive will provide to the NVMA the names and contact information for the five BCMC people listed in clauses 18.2..5 and 18.2..6 above.

19 MEMBERSHIPS AND DONATIONS

19.1. Preamble

The BCMC executive must exercise prudence when spending club monies. It would be easy to dissipate the club's capital on activities which some members support, and which may in part advance the club's goals, but which are tangential to the club's main interests.

The club has a long and varied history. Its interests, as set out in the constitution, including matters related to mountains, mountaineering, and climbing in B.C. One of the club's great strengths is that it stays focused on this. Club members often become involved in other groups that in part forward the BCMC's goals, and the club sometimes supports or becomes a member of these groups, but they are usually secondary to the club's main goals, and the club avoids becoming directly involved.

The club is primarily a service organization, and most of its resources will always be used for activities such as the trip schedule, training for trip leaders, a variety of courses, socials, the website, a newsletter, and the journal. The club and its members tend to be self-reliant, as befits mountaineers and climbers, but also works with others as needed. The club has from time to time belonged to other organizations, or contributed to projects that further the club's purposes. This policy sets limits on those memberships, donations, and project support.

Memberships, donations and project support in the past have included:

- Membership in the Mountain Access Committee (- 1971).
- Membership in the Mountain Rescue Group (1950s – 1980).
- Membership (1971 – 2018) in the Federation of Mountain Clubs of B.C., a current cost of \$15/member/year. Historically this has been >90% of the club's budget in this area, although there is an active debate as to the return on this investment. Insurance has also been procured through the FMCBC and should be treated as a club expense separate from the club's membership in the FMCBC.
- Membership (1996 -) in the Climbers' Access Society of B.C., \$50/year.
- Donations to the Canadian Avalanche Association.
- Financing publication of A Climbers' Guide to the Squamish Chief (1980), A Guide to Climbing and Hiking in Southwest B.C. (1986), the Stein Valley

Guide (1991), and the Alpine Select and Squamish Chief guides (2001). The club earned considerable money from royalties from 103 Hikes in Southwest B.C., more recently from 109 Walks in Southwestern B.C., but has had mixed financial success with other publications, losing money on some.

- Some donations to mountain rescue or mountain safety groups, where members have directly benefited from their work, or in memory of club members.
- Construction of several mountain huts (Seymour, Grouse, Himmelsbach, Mountain Lake, Batzer, Wedgemount Lake, Plummer, North Creek and Watersprite Lake).
- Donations to the Wilderness Education Program, John Clarke's environmental project.
- Some donations to help finance publication of leaflets or brochures supporting various environmental causes.

19.2. General Principles [2012.02.07]

The following are recognized as general principles relating to this policy.

- .1 All memberships, donations and project support provided by the BCMC should directly further the interests of the club and its members in mountain access, mountain safety, mountain conservation, and mountain exploration. Memberships, donations and project support for other purposes should not be considered.
- .2 Demands on the BCMC for various purposes will always far exceed the club's resources, and it will always be necessary to choose between various priorities, based on value to members and return to the club. Member surveys may help in that regard.
- .3 The club can best serve its members by staying focused on mountains, mountaineering, and climbing. There are innumerable organizations, projects, and activities in which the club has some general interest, but which are not directly relevant to the BCMC's goals. We might encourage members to support these, or offer non-financial support, but no more. We can't solve all the world's problems.
- .4 We must be forward looking. Our future is likely to be issue-specific alliances with land managers, other low impact recreationists, and moderate conservation groups. Radical environmental groups, commercial recreation, and motorized recreation are likely to be increasing threats.
- .5 There is a need for an application and reporting process, to keep track of who wants money, for what, and how it is used.

19.3. Specific Limitations [2012.02.07]

- .1 All memberships, donations, and project support must be taken from the club's operating budget, and must be considered secondary to the club's main goals.

- .2 The prime criteria are whether the activity is directly related to mountain safety, mountain conservation, mountain exploration, or mountain access, whether it advances the goals of the club and its members, and whether it is the most effective way to accomplish the goal in question.
- .3 The club's capital, and interest on the capital, must only be used for memberships, donations or project support in unusual circumstances, after a special resolution.
- .4 All memberships, donations and project support must be publicized to members in the website and newsletter.
- .5 Memberships in and donations to other organizations must be subject to active participation by club members in them or to substantial benefit or potential benefit to club members.
- .6 Ongoing memberships costing \$500/year or more must be approved by ordinary resolution, at the time the membership begins and every five years thereafter.
- .7 Donations or project support costing \$1000 or more must be approved by the Board of Directors.
- .8 When a club member is injured or dies in the mountains, the club should consider making a donation to any volunteer mountain rescue group that assists.
- .9 Money must not be used for non-BCMC publications unless there is a written agreement, and unless there is a reasonable prospect of the capital (at least) being returned.
- .10 All donations and project support should appropriately acknowledge the BCMC.
- .11 The total amount donated by the club is at the discretion of the Board of Directors.

[May 1, 2001]

20 POLICY ON PETS ON CLUB TRIPS [2012.02.07]

Taking pets on official club trips will be up to the trip organizer's discretion and approval. The following guidelines will normally apply:

- Trip participants should follow any local area regulations and pets should not be taken into areas where they are not legally allowed.
- Trip participants who wish to bring a pet should check with the trip organizer in advance.
- Trip participants should ensure that the animal is under control and is capable of meeting the physical demands of the trip.

Trip organizers should notify other participants that a pet may be on the trip.

21 FINANCIAL MANAGEMENT POLICY [2012.04.03]

21.1. Financial Reporting

.1 Annual Financial Statements

Annual financial statements, consisting of an income statement and balance sheet shall be prepared by the treasurer and submitted to the executive for review and approval by October 31 of each year.

The Board of Director-approved financial statements should be made available to members via Email before the Annual General Meeting. The treasurer shall present the financial statements at the Annual General Meeting.

.2 Monthly Board of Directors Updates

The treasurer shall distribute statements of cash receipts and disbursements to the Board of Directors prior to the monthly meeting. Statements should be prepared for each of the club's funds and statements shall include:

- Cash balance at the beginning of the month.
- Summary of cash receipts organized into categories that correspond to budget line items.
- Summary of cash disbursements organized into categories that correspond to budget line items.
- Cash balance at the end of the month.
- The monthly statement shall include a side-by-side comparison with prior months and a year-to-date summary.

The following reconciliations should be prepared and submitted to the executive on a monthly basis:

- Bank reconciliation
- Membership revenue reconciliation. Calculated expected membership revenue based on the membership list and compare it to the value recorded in the books.

21.2. Books and Records

- .1 Books and records shall be maintained for a period of at least ten years. After that period they may be destroyed or submitted to the club's archivist. Examples of books and records include:

- Financial statements
- Bank statements
- General ledger
- Journal entries
- Deposit books

- Cheque stubs and cancelled cheques
- Invoices and receipts
- Cash receipt logs

Books and records shall be maintained via an online accounting system which is directly viewable by any director upon request.

- .2 Each current bank account monthly statement should be reviewed and initialed by another member of the Board of Directors who will check amounts deposited and review cheques which cleared through the account (copies of the cheques typically scanned and attached with the statement) [2019.06.25]

21.3. Budget and Cash Flow Forecast

.1 Budget

The Board of Directors shall prepare an annual cash budget, which must be approved by a $\frac{3}{4}$ majority of the Board of Directors. The budget shall be for the period from October 1 – September 30.

The budget should be passed by the Board of Directors at the September Board of Directors meeting. The budget should be reviewed and ratified or modified and approved by the new Board of Directors at the December or January Board of Directors meeting.

The purpose of preparing a budget is to recognize that the club has limited financial resources and must prioritize how it spends its funds in order to further the club's goals and support members' priorities.

As much as possible, individual line items in the budget should be supported by reasonable assumptions and historical experience. An annual comparison between the budget and actual expenses should be completed in order to support the budgeting process.

.2 Cash Flow Forecast

The treasurer shall use the approved budget to generate a cash flow forecast for the year. This is to ensure that cash flow timing issues will not be an issue.

The cash flow forecast should be updated quarterly based on historical experience and more accurate knowledge of assumptions used in the budget.

21.4. Operating Reserve

The purpose of an operating reserve is to maintain sufficient cash in the **general** fund to meet short-term financial challenges that may arise. Examples of short-term challenges include unexpected expenses (e.g. having to move the social to a more expensive location for a short period), unexpected increase in expenses (e.g. increase in insurance premiums), and decrease or delay in membership renewals.

The club generally has ample time to plan for large annual expenditures such as insurance and Mountaineer printing. In addition, the club typically makes discretionary expenditures or expenditures that can easily be deferred such as donations, sponsorships, gifts, and cabin repairs. Given the nature of these expenses, an operating reserve is not required to meet short-term challenges that may relate to these expenses.

There are several ongoing operating expenses that relate to critical club activities. These are newsletter publication and distribution, socials, and website expenses. The amount of the operating reserve should be such that these expenses could be sustained for a period of 6-12 months.

Based on the above discussion of the purpose and uses for an operating reserve, the operating reserve shall be \$5,000 invested in a redeemable guaranteed investment certificate.

21.5. Regulatory Compliance

.1 Corporate Registration

The treasurer or other designated director shall file the Society Annual Report (Form 11) with B.C. Registry Services no later than 10 days after the club's Annual General Meeting. The annual report shall be updated with the name and address of each Director and the registered address shall be updated to be the treasurer's or some other member of the Board of Director's home address.

.2 Society Act Requirements

Every five years or earlier if requested, the Board of Directors shall review statutory requirements of the B.C. Society Act and ensure the club is in compliance.

.3 Income Tax and HST

The treasurer shall review, on an annual basis, the filing and reporting requirements of the Income Tax Act. Based on the review, the treasurer shall make a recommendation to the Board of Directors.

The treasurer shall review, on an annual basis, the registration, filing, and reporting requirements of the Excise Tax Act (GST/HST). Based on the review, the treasurer shall make a recommendation to the Board of Directors.

21.6. Controls for Cash Receipts and Disbursements

.1 Cash Disbursements

All cash disbursements shall be by cheque, except for PayPal refunds.

Cheques shall be signed by two members of the Board of Directors. The preferred cheque signatories are the President and Treasurer. All requests for cheques must be accompanied by supporting documentation such as a receipt or invoice.

Cash disbursements shall be approved as follows:

- Disbursements of less than \$250 can be approved by the two cheque signatories.
- With the exception of board approved budgets (reference clause 21.3 above) disbursements of more than \$250 must be approved by a majority vote of the Board of Directors. An Email vote is acceptable. [2019.08.18]
- The Board of Directors is to be informed by either Email or at a Directors meeting of the details pertaining to any expenditure occurring within a BOD approved budget (reference clause 21.3 above) that is in excess of \$2000.00 [2019.08.18]

Refunds of membership dues, course fees, or other amounts collected via PayPal may be refunded via PayPal according to the following procedure:

- Refunds will be processed by either the treasurer or one of the up to two qualified people approved by the Board of Directors. [2019.05.25]
- Course fee refunds will be authorized by the Courses or Camps Director via an Email copied to the treasurer.
- Membership dues refunds will be authorized by the membership chair via an Email copied to the treasurer.

.2 Cash Receipts

Cash is received by the following methods:

(1) PayPal

- Access to the PayPal account shall be limited to the treasurer and up to two qualified people approved by the Board of Directors. [2019.05.25]
- Cash received in the PayPal account shall be transferred to the club's bank account at least monthly. A small balance of \$1,000-\$2,000 should be left in the account in order to process refunds.
- The Webmaster or treasurer shall be responsible for ensuring PayPal links and prices are correct.
- The treasurer shall prepare a monthly journal entry to summarize PayPal account activity.

(2) Membership desk at club socials

- Memberships and other items such as books and club journals can be purchased at the membership desk during club socials.
- Two individuals should be present at the membership desk when cash is being received.
- A cash receipts log shall be maintained at the membership desk at each social. The log will include the name of the person from whom

the cash was received, the amount received, and the nature of the receipt (e.g. membership dues).

- The cash receipts log and cash receipts shall be collected by the treasurer or another Director at the end of each social.
- Cash received at club socials should be deposited in the club's bank account the next day. A journal entry shall be prepared by the treasurer after the funds are deposited.

(3) Regular mail

- Two Directors typically check the club's mail box on a regular basis (reference clause 14.2 above).
- A cash receipt log shall be prepared for all funds received by regular mail.
- Cash, cheques, bank drafts, etc. received by regular mail should be deposited in the club's bank account.
- If the treasurer did not pick up the mail and make the deposit the individual who did so shall forward details of the receipt to the treasurer which include the name of the person from whom the cash was received, the amount received, and the nature of the receipt (e.g. membership dues).
- A journal entry shall be prepared by the treasurer after the funds are deposited.

(4) Miscellaneous sales at various venues (e.g. VIMFF, Squamish Adventure Centre)

- The person receiving the cash shall prepare a cash log that details the name of the person from whom the cash was received, the amount received, and the nature of the receipt (e.g. Mountaineer sale).
- The funds received and cash log shall be mailed to the club's post office box or given to the treasurer in person the day after the funds are received.
- A journal entry shall be prepared by the treasurer after the funds are deposited.

21.7. Contracts and Commitments

The Board of Directors may enter into contracts or make commitments to spend the club's money at a future date. Examples include book publishing contracts, monthly leases for socials, sat phone service agreements, etc. All contracts and commitments must be approved by $\frac{3}{4}$ of the Board of Directors.

21.8. Banking

The club shall use a single bank account at HSBC Bank Canada. There are four signatories on the account as follows: President, Treasurer, Vice-President, and Past President. Bank statements and other bank correspondence are mailed to the club's mail box and retained by the Treasurer.

21.9. Excess Cash

The club may periodically have a large cash surplus in excess of the operating reserve. The Board of Directors should make plans to disburse these funds in order to further the goals of the club and to avoid any possible violation of the Income Tax and Society Acts. While the Board of Directors is deliberating on how to disburse the excess funds, the money should be invested in a conservative interest-bearing investment such as a GIC or high-interest savings account.

21.10. Director Discretionary Spending [2019.08.18]

Each member of the Board of Directors may spend up to a maximum of \$250.00 annually on projects directly related to the BCMC or expenses incurred as a result of his/her volunteer activities within the club.

22 PROJECT APPROVAL POLICY [2013.11.05]

22.1. Project Approval Criteria

The club will assess member project proposals according to the following four criteria:

.1 Project alignment with the Club's purposes:

- The exploration of and recreation in the mountains, valleys and ice fields of British Columbia and the study of their natural features.
- The preservation of the mountains, valleys and ice fields of British Columbia through protective legislation.
- The promotion of such scientific, artistic and recreational pursuits as will secure these objects.

.2 A solid project proposal

- Activities are documented and support the desired outcome
- A single person as "project owner" taking responsibility
- Project owner has the experience and capacity to deliver
- Non-financial resources required can reasonably be assembled
- The proposal contains a credible budget, timeline and milestones

.3 The Club Membership must be consulted and supportive of the project. The level of consultation and support required should be proportional to the size of funding being sought and awarded.

- .4 Benefit to a broad segment of the Club's membership. The goal should be to spread and maximize the benefit to as broad a set of members of the club as we can.

23 COURSE REIMBURSEMENT POLICIES [2014.02.04]

The objectives of the course programs is to increase the various mountain-related knowledge and skill set of BCMC members which will benefit quality trips and courses and promote mentorship through knowledge sharing. [2019.08.18]

23.1. Course Reimbursement Fund [2019.08.18]

Guidelines for the **BCMC Course Reimbursement Fund** [hereafter referred to as CRF]:

The annual budget (Oct 1st to Sept 30th) for the CRF will be set to 50% of the net income from the previous year's "Programs Revenue". This Budget is to be approved annually by the Board of Directors by majority vote.

- .1 Only mountaineering-related instructional [hereafter referred to as MRI] courses will be considered for reimbursement using the CRF.
- .2 Only current BCMC members who have volunteered as a Course Instructor or Trip Organizer at some point during the previous year may apply.
- .3 Application screening will be based on the type of trips and number of trips/courses organized, with preference given to those organizing:
 - 12 full days worth of BCMC trips during the previous 12 months, with a total of 12 or more unique club members participating.
 - two full-days of BCMC course instruction, with a total of six or more unique club members participating.
- .4 Applications must be received by the BCMC Courses Director within three months of the MRI course start date.
- .5 Applications may be approved either before or after the MRI course is scheduled to start.
- .6 An approved application will be specific to both the applicant and the MRI course applied for and cannot be transferred.
- .7 Applications will be rejected if the total fee charged for the MRI course is less than \$50 CAD.
- .8 Members who have successfully organized 4 BCMC trips, or were the secondary (or co-organizer) on any BCMC course in the previous 12 months are eligible for a 25% reimbursement.
- .9 Members who were the primary instructor of any BCMC course in the previous 12 months are eligible for a 50% reimbursement for any MRI course. Members who are secondary instructors (or co-organizers) may apply for a 50% reimbursement upon recommendation of the primary instructor.
- .10A maximum reimbursement amount of \$350.00 per member per fiscal year.

- .11 The Board of Directors will require proof of successful completion.
- .12 As directed by the Board of Directors the BCMC Treasurer will process CRF awards then notify both the applicant and the BCMC Editor.
- .13 The BCMC Editor and Socials Director will make reasonable efforts to advertise CRF awards in a BCMC Publication, as well as at a BCMC Social Event.
- .14 The Courses Director will oversee the budget and ensure that it is respected and not exceeded and ensure that the Editor and Socials Director are informed of recipients and amounts on a timely basis.
- .15 Applications for the CRF should be made by first contacting the Courses Director.
- .16 Applications Periods and cutoff dates for the CRF Program are May 1st and October 1st Annually. The Course Reimbursement Budget shall be divided evenly between the two application periods.
- .17 The Selection Process for the CRF Program is as follows: The Courses Director will forward all Applications for the non-fast track CRF program to the Board of Directors for selection by majority vote. All applications presented to the Board of Directors for the CRF program shall be made with personal identification redacted (i.e. name of the application).

23.2. Fast-Track Course Reimbursement

- .1 The following courses are eligible for pre-approved reimbursement when organized through the BCMC and do not need Board of Director approval AST-1 (Avalanche Skills Training), Crevasse Rescue, Rock Rescue, and Wilderness First Aid (20 hours).
- .2 With the exception of clause 23.1..17 above, all policies in clause 23.1 above apply to the Fast-Track Course Reimbursement Program

Fast-Track Course Reimbursement shall be limited to a maximum of 50% of the allotted CRF Program Budget for each Application Period.

24 HUT CONSTRUCTION POLICIES [2016.05.03]

24.1. Hut Approval Process [2019.08.18]

- .1 The BCMC should build huts:
 - (1) Only when they are consistent with any management plan for a specific area. They should not be built in wilderness conservation or wildlife conservation zones.
 - (2) In a location which has been chosen by the use of topographic maps and air photos or satellite imagery, followed by examination of the area on foot, both in summer and winter, together with a proper hazard evaluation.

- (3) In a location that is not too close to (within 50m of) a lake or stream. Outhouses should be even further away from water bodies.
 - (4) In areas which can withstand large numbers of people. Sensitive ecosystems (e.g. those containing endangered species or wet soils) should be avoided.
 - (5) With at least a 3 hour walk in during summer. This walk should not be so far that the hut cannot be reached within a day in winter, but it should be far enough to discourage heavy use in summer.
 - (6) With a reasonable (not too rugged) trail access.
 - (7) For foot-based activities (hiking, climbing, ski-touring, snowshoeing).
 - (8) For a reasonable level of comfort. They should not be basic 3-walled roofed shelters, but should be similar in comfort to existing backcountry huts, such as the BCMC Watersprite Lake, North Creek or the VOC Brew cabins.
 - (9) With the inclusion of an unlocked and basic covered emergency area to provide shelter for parties in difficulty requiring unexpected shelter.
 - (10) With no garbage disposal facilities, but containing conservation hints, such as "You carried it up - you carry it down" posters.
 - (11) With a viable maintenance plan in place (i.e. funds for maintenance will need to come from hut fees, which should be greater for non-club members than for club members).
- .2 The hut building process should consist of two stages:
- (1) Stage 1 Hut Location Proposal
 - Find a hut location
 - Survey the proposed location to determine the safety and suitability
 - Announce the proposed location to the membership. Approval by the general club membership via a vote at a club social or AGM/SGM pertaining to the proposed location is required before proceeding to Stage 2
 - Apply for a Tenure (Licence of Occupation)
 - (2) Stage 2 – Determine the hut design and budget
 - Present the proposed design(s) and budget(s) to the general membership
 - Obtain approval by the general club membership to proceed with construction via a vote.

24.2. Location Exclusion Criteria [2019.08.18]

.1 Huts should not be built:

- In areas prone to avalanches and landslides
- Too close to Vancouver (not the North Shore mountains)
- Primarily for summer use
- In areas likely to be visited by snowmobiles.
- Built in a location that is not financially viable such as areas with difficult, unpredictable and unreliable access.
- Should not be built without prior Avalanche and Geotechnical Assessments and approvals

For more detailed information and guidelines, reference the 2014 BCMC Hut Survey results on the BCMC website.

25 MILEAGE ALLOWANCE FOR CLUB VOLUNTEERS [2019.05.25]

25.1. Cabin Custodians

Cabin Custodians are eligible for a mileage allowance of 30c per kilometre given the following caveats:

- Custodians must perform custodian duties.
- Custodians must submit a report to the Cabins and Trails Committee.
- The overall amount will not exceed \$500.00 per year and will be added to the Cabins and Trails Budget.

25.2. Meetings

BCMC Volunteers who attend the following types meetings as an official representative(s) of the club are eligible for a mileage allowance of 30c per kilometre:

- Stakeholder and Advocacy Meetings with Government Representatives
- Stakeholder and Advocacy Meetings with Commercial Interests/Operators
- Meetings with Prospective Commercial and Governmental Donors to obtain BCMC Funding
- Board and Committee meetings where the BCMC is a stakeholder
- Meetings with Government or Commercial Representatives to lobby for BCMC interests

The overall amount will not exceed \$600.00 per year and will be added to the Recreation and Conservation Committee Budget.

Meetings that are not eligible:

- BCMC Director or BCMC Committee Meetings

- BCMC Social or Marketing Events

26 BCMC MERCHANT DISCOUNT PROGRAM [2019.08.18]

Discounts at several outdoor retailers are made available for BCMC Members with a paid-up membership for each of the sections below. The list of discounts and participating merchant shall be posted on the BCMC website.

26.1. Member Merchant Discount Program

Members must present their 'BCMC Membership Card' in order to receive a Merchant Discount.

Instructions: Print your membership card online: you must be logged in to your BCMC account, click on 'My Account' button visible at the top of any page; then click on the 'Print Membership Card' link.

All discounts are subject to change without notice. The merchant has final say on its discount program.

26.2. Frequent Trip Organizer PRO Discount Program

Frequent Trip Organizers are eligible to participate in the BCMC's "PRO Discount Program" with discounts of up to 50% on major brands. Frequent Trip Organizers must show BCMC PRO-Card for discounts.

26.3. Frequent Trip Organizer Qualification

Any Member who organized 4 qualifying club trips during the past 12 months can apply for the BCMC "PRO Discount" Program

Application Process: Apply with the BCMC Marketing Team for your Pro-Discount and tell the incentive-volunteer what 4 qualifying BCMC trips you organized during the past 12 months and you will get the promo codes and other information necessary to receive those PRO Discounts. Note that to qualify, the trips must have taken place with at least one other member signed-up, and trips that got cancelled or deleted from the trip list do not qualify.

27 CLUB INSURANCE [2019.06.04]

The club shall maintain B&O (Board of Directors and Officers) and CGL (Commercial General Liability) policies to protect board members and volunteers performing duties as agents of the club from liability suits.

\$5,00,000 of liability coverage for the CGL policy. The policy shall cover worldwide trips including all club activities as well as in-shore boating and suits deriving from cabin operations.

The policies are not required to cover the club or its members for damage or injury.

\$1,000,000 of liability coverage on the B&O policy for directors and officers.

The club shall maintain a system of liability waivers to be signed by all club trip participants prior to starting a trip.

28 COMMUNICATION OF DIRECTOR RESIGNATIONS [2019.05.25]

A notice of resignation should be made to all members upon the resignation of a Director, but the wording should be subject to the purview of the resigning Director.

29 PARTNERSHIPS, AFFILIATIONS AND ENDORSEMENTS [2019.08.18]

29.1. Partnerships and Affiliations

The BCMC may at times choose to partner with other individuals, groups, societies and Government agencies for mutual benefit and for the benefit of the BCMC Membership. Examples include:

- Guides or guided companies (to facilitate member courses)
- Partnership agreements with government agencies (for trail and cabin construction and maintenance)
- Backcountry recreation and conservation advocacy groups
- Societies and groups operating backcountry cabins
- Partnership agreements with other non-profit groups with mutual interests.

All proposed Partnership Agreements and Affiliations are to be ratified by the BCMC Board of Directors by a majority vote. All such agreements must be in alignment with the BCMC mission statement and policy manual.

29.2. Endorsements and Resolutions

On occasion, the BCMC may elect to support a particular cause, resolution, recreation/conservation or political position. Any formal endorsement, political position or adoption of a resolution by the BCMC is to be ratified by the BCMC Board of Directors by a majority vote. All such endorsements, political stances and resolutions must be in alignment with the BCMC mission statement and policy manual.

30 SHARING OF INFORMATION [2019.08.18]

The BCMC may need to share club and membership information with its partners and affiliates. An example is the sharing of membership name and status with the Spearhead Huts Society to verify legitimate discount claims by BCMC Members. In such instances, a non-disclosure agreement and set limits for the use of information should be ratified between the BCMC and the relevant organization or body.

Procedure:

- A non-disclosure agreement between the BCMC and the partner organization is to be drafted.
- The non-disclosure agreement is to be presented to the BCMC Board of Directors and ratified by a majority vote.
- The non-disclosure agreement is to be signed by both a BCMC officer and an officer of the partnering body or organization.

- The completed non-disclosure agreement will be submitted to the Secretary for record keeping.
- In the event where either party becomes aware of a breach of a non-disclosure agreement, that party will inform the other of the breach immediately.

31 CONFIDENTIALITY AND CONDUCT [2019.08.18]

31.1. BCMC Mail Servers

BCMC Directors, members and volunteers may NOT share or distribute any electronic communications, documents or images from the BCMC Mail Servers if the material is marked CONFIDENTIAL.

31.2. Conduct

The BCMC fosters an environment free of harassment, discrimination and bullying.

Harassment and bullying are not:

- Constructive criticism (things that can be taught, changed or improved)
- Providing a less than stellar appraisal of a task performed or of a situation
- Disagreeing with someone about an issue, decision, or a key aspect of someone's work
- Discussing mistakes or errors
- Vigorous debate and disagreement

31.3. BCMC Intellectual Property [2019.08.18]

A BCMC Director or BCMC Member may not share or distribute BCMC Copyrighted material without the permission of the BCMC Board of Directors and/or the copyright holder.

32 CLUB SOCIAL EVENTS [2019.08.18]

32.1. BCMC Socials

The BCMC holds 10 social events per year, on the second Tuesday of each month. BCMC Socials are open to the public and the general membership. In cases where the Socials Director elects to have a paid presenter, the club may charge a fee or ask for donations from non-member.

Directors are highly encouraged to attend all club socials.

32.2. BCMC Barbeques

The BCMC traditionally holds two summer barbeques in July and August. One is for the general membership, and the other is a volunteer appreciation event.

33 BOARD OF DIRECTORS ONLINE MOTIONS AND VOTING [2020.05.05]

All e-votes will originate from a Director and the subject line will include the word “E-Vote” or “Online Motion”.

The motion should be worded as a motion. Information related to the motion may be distributed with the motion via e-mail.

All Board members on the exec@bcmc.ca are assumed to have received the email containing an e-vote, if it is sent to that address.

Comments circulated should be clearly marked as comments, by preceding the discussion with the word “Comment”.

The Chair/Secretary shall determine when the discussion should conclude, and shall set the period during which votes must be cast (72 hours by default). The Secretary/Chair will make it clear in an email when voting begins and when voting ends.

A minimum of five Board members (elected and appointed) not including the President must cast a ballot within the time frame for the vote to be valid, otherwise the motion is defeated. Each person should respond as follows:

"MOTION on xxxx." YES/NO/ABSTAIN

When Board members cast an e-vote ballot, they must “reply all” so that all other Board members may see how they have voted, unless there is a request for a secret ballot.

If a Board member participates in the online discussion within the 72-hour period for voting, it is assumed s/he is aware of the proposed motion and is required to cast a ballot (YES/NO/ABSTAIN) within the 72-hour period, and if they don't vote, they are deemed to have cast an Abstained ballot. If a Board member wishes the motion to be discussed in person at the next Board meeting, that Board member must state so explicitly, as opposed to letting the motion be defeated because of too few members voting.

If a motion is defeated because too few Board members have cast ballots, the motions may be re-introduced at the earliest opportunity for another e-vote, provided that the motions pertain to procedural matters (e.g., motions to approve agenda, minutes, go in camera, etc.). Motions for any other purpose may be re-introduced at the next Board meeting.

Amendments to the original motion should be handled by the Chair during the discussion and the same protocol as would be used in an in-person meeting should be used to make them part of the final motion on which the vote is to be taken.

The Secretary or Chair of the Board will count the ballots, and report the outcome to the full Board.

All votes completed by e-mail will be ratified in the minutes of the following Board meeting.

Board members should notify the Board using the exec@bcmc.ca email address if they plan to be away for more than three days.

E-mail votes are appropriate when the items in question are not controversial and do not require extensive background and explanation. If the Chair, in consultation with the Board, believes that the item might require extensive discussion, s/he will defer voting until the next meeting.

If any Board member wishes to request that voting on a particular issue be at a regular meeting and not via e-mail, s/he should inform the Chair prior to the end of the 72 hour voting period, which would end the voting and the motion would be deferred to an in-person vote.