



**Her Majesty the Queen in Right of the Province of British Columbia as
represented by the Ministry of Environment and Climate Change Strategy (BC
ENV)**

INDIVIDUAL VOLUNTEER SERVICES AGREEMENT

For

**Volunteers Participating in a BC Lake Stewardship and Monitoring Program
(BCLSMP)**

VOLUNTEER(S):

NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

EMERGENCY CONTACT NAME: _____ PHONE: _____

I AM OVER THE AGE OF 19 LAKE BEING MONITORED: _____

SCOPE OF VOLUNTEER DUTIES:

Level 3 Study Overview:

- Estimated time commitment: 1 to 2 hours or more either a bi-weekly or monthly cycle for a three year period
- We generally estimate 1 hour of sampling time per site, per lake
- This does not include travel time to or from the site, nor between sites on lakes with
- Frequency of sampling for a Level 2 study varies from bi-weekly to monthly depending on the lake

Detailed Responsibilities:

The primary Level 2 Study responsibilities volunteers are to:

- Record bi-weekly or monthly data on water clarity (using a Secchi disk), lake profile readings using a water meter, as well as general weather and site information

- Maintain and store sampling equipment provided by the Ministry
- Submit a photo or copy of the completed field forms to the Ministry following each sampling event
- Volunteers also commit to entering the field data into the standardized digital format provided using online [field data submission form](#) or ministry provided standardized excel spreadsheet available [here](#) and sending to the Ministry monthly
- Return sampling equipment to Ministry for maintenance and storage within 30 days of the final sampling event for the season, unless otherwise arranged

Location

Level 2 studies can only be conducted on lakes that are part of the Ministry's [BC Lake Monitoring Network](#). Each volunteer group will be provided with coordinates to a predetermined station site from which to collect data.

Frequency

Undertake at least 12 evenly spaced samples during ice-off season.

Timing

When possible, monitoring should occur between 10 am and 2 pm (best time to collect Secchi disk readings) and on the same day of the week.

Equipment:

Provided by Ministry:

- Secchi disk for measuring lake water clarity data and depth
- Handheld thermometer
- Field meter (such as a YSI) for lake profile data
- Forms and instructions

Monitoring programs may require watercrafts, fuel and other equipment required for safe watercraft operation, including personal flotation devices. These items must be supplied by volunteers.

REQUIRED TRAINING: Training on how to use monitoring and sampling equipment, fill out forms, and ship samples will be provided by the Ministry or BCLSS staff. The meeting location, date, and time will be coordinated with the volunteers. Scope of Duties for the program are outlined in this section.

BC ENV SUPERVISOR CONTACT DETAILS:

NAME: _____

PHONE: _____ EMAIL: _____

Agreement Initiation Date: _____ **Termination Date:** _____

1. BC ENV objectives and activities of the BC Lake Stewardship and Monitoring Program (BCLSMP) and the volunteers' Roles and Responsibilities are outlined in the Scope of Volunteer Duties section above and on the program website: www.gov.bc.ca/lakestewardshipmonitoring and I agree to abide by them.

2. I agree to:
 - a. use my own vessel and safety equipment, excepting items provided by the BC ENV (see Scope of Volunteer Duties section above), in providing the Duties and will ensure that all are in proper working condition.

 - b. be acquainted with, and comply with, all applicable laws relevant to carrying out the Duties, and to adhere to all applicable safety protocols as well as to comply with the BC ENV's rules and procedures regarding volunteer services found in the Scope of Volunteer Duties section above and on the program website: www.gov.bc.ca/lakestewardshipmonitoring.

 - c. follow all instructions and data protocols provided by the BC ENV Supervisor, and/or as described in Scope of Volunteer Duties section above and on the program website: www.gov.bc.ca/lakestewardshipmonitoring.

 - d. Return all material, equipment and other goods provided by the BC ENV for the use by the volunteer under this agreement (other than expendable materials) to the BC ENV upon completion of the Duties, or as required, in the same condition as when received, reasonable wear and tear excepted. If any such material, equipment or other goods are lost and/or damaged during monitoring Duties, such loss or damage will be reported to ENV as soon as possible. Damaged items will be returned to the BC ENV Supervisor as

soon as possible for repair/replacement. The volunteer may be asked to replace or contribute to replacing the item.

3. I will:
 - a. Disclose to the BC ENV any interest I have that might be construed as being in real, potential or apparent conflict with the BC ENV's interest, responsibilities and duties in the project for which they are providing the volunteer service.
 - b. Always maintain the confidentiality of information received in the course of performing the services under this Agreement
4. I understand:
 - a. That as a volunteer I may be given limited access to ministry systems and equipment. I understand that access to these systems, equipment, and data is in support of ministry business and is not to be used for personal financial gain; information and data are not to be disclosed or provided to others except for appropriate ministry business purposes. Additionally, notes, photographs and other information acquired during volunteer activities are not to be provided to others except for appropriate ministry business purposes and as (pre)approved by the BC ENV Supervisor.
 - b. That in providing services under this Agreement I will not be an employee or agent of the BC ENV, and I am not entitled to and will not expect any salary, wages, or other benefits for services provided.
5. I acknowledge:
 - a. That providing the Duties is a potentially hazardous activity and can result in serious injury or death, property damage or loss, including to the vessel and safety equipment. I am aware of and assume all risks associated with providing the Duties.
 - b. That for the performance of Duties under this agreement I will be covered by the BC ENV's Volunteer General Liability Insurance (which shall be excess over any other valid and collectable insurance available to the volunteer) for bodily injury or property damage I cause to others and by the BC ENV's Volunteer Accidental Death and Dismemberment Insurance for injuries I may sustain myself, subject to the terms and conditions of each policy in force at the time of the loss.
6. I guarantee that I have sufficient skills and am able to and agree to perform the Duties to the best of my ability and to fulfill time and duty commitments as required, or to provide adequate notice so that alternate arrangements can be made.
7. I hereby authorize the BC ENV, if applicable, to conduct a Criminal Records check and/or security screening in accordance with the BC ENV's Security Screening Policy.¹

8. I understand that either BC ENV or I may cancel this Agreement at any time for any reason by notifying the other party at the contact address on the signature page, in writing, without compensation of any kind.

By signing below, I agree that I have read and understand all the information in this document and that I will, in partnership with BC ENV, conduct the volunteer Duties in accordance with its contents.

VOLUNTEER SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE (if volunteer is under 19 years): _____

WITNESS NAME: _____

WITNESS SIGNATURE: _____ DATE: _____

PROVINCE'S REPRESENTATIVE SIGNATURE²: _____

DATE: _____

OPTIONAL: Check here to agree to a photo/video release and include a signed Consent and Release form

Your personal information (including your Image) is being collected under Section 26 of the *Freedom of Information and Protection of Privacy Act* for the purposes described above in section 3. If you have any questions regarding the collection of personal information under this Consent and Release, please contact: Ambient Surface Water Quality Programs +1 (236) 478-2086 or by mail at PO Box 9347, Stn Prov Govt, Victoria, B.C. V8W 9M1

¹ Found here: https://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/hr-policy-pdf-documents/14_security_screening_policy.pdf

² Must be signed by the Director or Unit Manager of the BC ENV supervisor listed at the top of this agreement.