

## **Bulkley Valley Rod and Gun Club (hereafter BVRG) Caretaker Position**

- This will be a year round live in position where the caretaker provides services in lieu of monthly rent.
- The suite will be a second floor, self-contained unit with one bedroom, of approximately 600 sq. ft. c/w balcony. Access is through the clubhouse or with independent access from the outside.
- Stove and fridge/freezer are supplied. No furnishings are provided. The cook stove is propane and the propane is the responsibility of the tenant
- Heat and light are included. Internet and television are the responsibility of the tenant. Any satellite or exterior dishes or equipment must be approved by executive prior to installation.

### **Requirements**

- Must be in general good health, non-smoker willing and able to perform general cleaning and repairs on building and grounds.
- Must be willing to be engaged and support the wellbeing and general purpose and mission of the BVRG.
- Must be able to negotiate stairs.
- Must be a minimum 25 years of age.
- Must be able to lift 50 lbs.
- Must be a club member or become a club member. To avoid potential conflict of interest, the caretaker is not permitted to hold a director or executive position.
- Must hold and maintain a valid Possession and Acquisition License (PAL). Preference given to holder of restricted PAL.
- Must be willing to submit to a credit and criminal background check.
- Must be able to operate small engines such as lawn mowers, weed eater, electric wood splitter and similar machinery in a safe and acceptable manner.
- Must be familiar with and capable of using tools customarily used in basic building maintenance.
- Must maintain a cell phone and be willing to use it as contact for club purposes.
- Must be willing to be available for 2 (two) hours one (1) evening each month that will be set as a Guest Night for non-members to use the range. Outdoors during summer and indoors during winter. Will involve confirming PAL number, recording names and taking \$5.00 (five dollar) range use fee. If going to be away on said night, notify the Executive at least one (1) week prior to ensure night is covered.
- Must provide an active, working email and be able to use it for club communication.

### **Caretaker Suite Responsibilities**

- Maintain residential suite in a clean and tidy manner, including all stoves, toilets, cupboards etc. as well as the outside deck.
- Caretaker is not allowed to keep pets or animals of any kind including fish tanks or barnyard animals of any kind in the suite or on the grounds.
- There is no smoking of any kind in the caretaker suite, caretaker deck or clubhouse at any times.
- Ensure suite is locked at all times when away.
- Tenant suite smoke alarms and carbon monoxide detectors checked monthly for proper operation.
- Purchase and maintain content insurance on personal belongings. A copy of this insurance is to be provided to the Executive.
- As heat and electricity is provided it is expected that the caretaker will be responsible and efficient. Ensure the heat be turned down during periods when it is not required.

- BVRG reserves the right, with twenty-four (24) hrs notice, to enter and inspect the suite. BVRG reserves the right to access the suite in the case of an emergency that could potentially cause further damage. We will of course do our best notify the caretaker prior and if not available at the time, notify them as soon as possible that we did have to enter and why.

### **Understanding**

- It is acknowledged and agreed upon that this facility is an active firearms range – both inside the clubhouse as well as on the grounds. Therefore, loud noises are generated. Ear and eye protection will be supplied and is expected to be worn at all times when the caretaker is in the vicinity of active shooting.
- The caretaker living suite is supplied in exchange for the duties of the caretaker. These duties must be done to the satisfaction of the BVRG executive and members. Failure to provide these duties could be considered a breach of the contract and grounds to terminate the agreement.
- The club and its' grounds are rented out on occasion. The caretaker is not to interfere or hinder those rentals at any time.
- The caretaker will be issued keys to the facilities of BVRG and they not permitted to assign those to others without permission of the Executive.
- No attempt will be made to stop the tenant from having guests under reasonable circumstances. Keys to the gate or the building are not to be loaned out to any guests.
- The personal use by the caretaker of club facilities is not permitted without written authorization from the Executive.
- These services cannot be assigned or sublet without prior written authorization.
- The caretaker suite cannot be assigned, sublet or loaned without prior written approval of the executive. If the caretaker is going away and would like someone to house sit, the Executive must be made aware in writing or email. The notice must include the name and contact information of the house sitter.
- This agreement comes with the provision of two parking spaces for insured vehicles. The parking spots of these will be decided on by mutual agreement. All other equipment, vehicles, storage items etc. that the caretaker wishes to keep at the property must be approved by the Executive. The club takes no responsibility for loss or damage of the caretaker's vehicles, equipment, tools etc. while on club property. The caretaker is advised to ensure adequate insurance coverage.
- If it is agreed that the caretaker will no longer be providing caretaker duties and four (4) months' notice has been given by either side, the caretaker agreement could be moved to a tenancy agreement if both parties agree. Rent will be a minimum of seven hundred dollars (\$700.00) per month. Heat and light included and with the same understanding of sublets, parking spaces etc.
- The caretaker agrees to give a minimum of four (4) months' notice if they intend to vacate the caretaker position.
- The BVRG reserves the right to terminate this agreement at any time provided the BVRG gives three (3) months' notice if they are going to terminate the agreement.
- If the caretaker is found to be involved in anything that may be a detriment, on or off the property, to the good name or wellbeing of the BVRG or any of the property or assets of the BVRG, the BVRG reserves the right to terminate the agreement without prior notice and the caretaker will be required to vacate the suite immediately. In addition, the BVRG may involve the authorities if the actions suggest negligent or criminal behaviour.

### **Term and Supervision**

- The term is one (1) year from the date this agreement is signed and is renewable on an annual basis if both parties agree.

- The caretaker will report to and take direction from the Club President and one appointed Director unless otherwise notified

### **Duties and Responsibilities**

- Be polite and courteous to all club members and guests.
- Check membership validity of shooters on an informal basis.
- Maintain the gate lock at the both Glacier Gulch and Kroeker Road entrance to the club to ensure it is fully functional and keep the gate locked unless it is to be left open for a club function.
- Keep the clubhouse locked and secure at all times unless it is open for a function.
- Regularly check, on a weekly basis, the building security camera to ensure that it is operating properly.
- Provide minor carpentry, plumbing repairs and painting as needed or directed.
- Check furnace filters on the air system replace as necessary. Change weekly during the fire months as required. September to May.
- Maintain the heat of the building to a minimum of twelve (12) degrees Celsius on a twenty-four (24) hr basis in the winter (or September to May as required) by keeping the wood burning stove fully fueled as needed. The heat is to be brought up to and maintained at 20 degrees Celsius for functions at the clubhouse.
- Ensure wood shed area is kept clean of debris. Ensure the woodstove area is kept clean of debris and there is no other exceptional combustibles in the wood stove room.
- Keep all building exits and walkways up to the clubhouse clear and free of obstructions (including ice and snow in the winter).
- Maintain the integrity and function of the water softener system.
- Daily ensure all fridges and freezers are working.
- On a daily basis check the buildings integrity – heat, plumbing, and electrical by a walk through the entire building including the kitchen.
- Provide monthly water samples to Northern Health in Smithers in the first week of the month along with the requisite forms (training provided).
- Set a schedule for:
  - Annual re-certification of the fire alarm system.
  - Annually verifying that the emergency lighting system is functional.
  - Annually fire extinguishers checked and approved or replaced as necessary.
  - Annually organize chimney cleaning of the wood fired stove.
  - Annual inspection of water softener system and hot water tanks to ensure functioning properly.
- Maintain lawns by mowing or trimming as needed or directed
- Keep clubhouse, grounds and shooting ranges free of garbage and debris. Disposing to the dump.
- Ensure all shooting backstops are in good shape for the placement of targets. Replace shooting backstops as needed. (BVRG will show how we want done). Advise if supplies or direction is needed.
- Provide janitorial services including hall cleaning (vacuuming, sweeping, floor washing) and sanitation of washrooms including adding urinal pucks. Verify washrooms have soap, toilet paper and paper towels prior to any function in the hall.
- The caretaker will have an annual budget of \$500.00 for incidentals and disposables such as toilet paper, paper towel etc.
- Any large or exceptional purchases should be verified prior to purchase. Especially anything that is an improvement to the building or grounds.

- Submit receipts of expenditures monthly to the Treasurer for reimbursement. The BVRG will not reimburse without a receipt detailing what was purchased and the method of payment. Receipts older than two (2) months will not be reimbursed.
  - Liaise with the clubs volunteer in charge of booking the hall and be available to issue keys to the renters.
  - Be responsible for the inspection of the hall once the event is over and advise the booking volunteer of any issues.
  - Help with set up and tear down of club functions including tables, chairs etc. as requested.
  - Confirm what regular night is available for the guest night (see Understanding).
  - The BVRG will provide a log book to record duties completed and any repairs etc. that were performed.
  - Submit a scanned copy or photocopy of the log book to the Executive by the last day of the each month.
  - Advise the club executive as soon as practical of matters arising that are beyond the scope of this agreement.
  - Be proactive and forward ideas for the betterment of the club to the Executive
- **I hereby acknowledge and accept the caretaker agreement as noted above. I also acknowledge that this is a binding contract and have been given sufficient time to contact legal advice with regards to it.**

\_\_\_\_\_  
Caretaker/Tenant Name

\_\_\_\_\_  
Caretaker/Tenant Signature

\_\_\_\_\_  
President – Bulkley Valley Rod and Gun Club

\_\_\_\_\_  
President Signature

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Smithers BC.