

Call to Order – 1:30 pm, June 23, 2015 | Executive Conference Room

1. Appointment of the Chair

Sharma entered 1:31pm

MOTION EXEC 2015-06-23:01

Szymczyk

Be it resolved to appoint Darwin Binesh as chair of EXEC 2015-06-23

CARRIED

2. Territorial Acknowledgement

The Executive Committee acknowledged that the meeting was being conducted on the traditional and unceded territories of the Coast Salish peoples, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

3. Roll Call of Attendance

Committee Composition

Vice President External Relations Kathleen Yang

Vice President Finance..... Barbara Szymczyk

Vice President Student Services Darwin Binesh

Vice President Student LifeDeepak Sharma (*late*)

Vice President University RelationsBrady Yano

Society Staff

Communications Coordinator Irma Arkus

Executive Director.....

Minute TakerDion Chong

Guests

Arts and Social Sciences RepresentativeArr Farah

Society of Arts and Social Sciences..... Andy Untawala

Regrets

President..... Enoch Weng (*Conference*)

4. Adoption of Agenda

MOTION EXEC 2015-06-23:02

Yano/Amended Sharma/Yano

Be it resolved to adopt the agenda as presented.

Added: SASS—Frosh Venue Contract

Struck: In Camera Session, Updates

Untawala entered 1:33pm

CARRIED AS AMENDED

5. Matters Arising from the Minutes

MOTION EXEC 2015-06-23:03

Sharma

Be it resolved to approve the minutes of 2015-06-16

CARRIED

Abstention: Yano, Szymczyk

6. Ratification of Regrets

MOTION EXEC 2015-06-23:04

Szymczyk

Be it resolved to ratify the regrets of:

President..... Enoch Weng (*Conference*)

CARRIED

7. Discussions

a. Society of Arts and Social Sciences—Frosh Venue Contract

The contract as received from the SASS frosh venue was circulated by the Student Union Organiser. Some issues were identified in the contract by both the SASS executive and the SFSS executive. These included the following

- Section 6—consent form had to be submitted 14 days prior to the arrival date which was not feasible for frosh.
- Questions on liability for any froshies caught consuming alcohol
- Questions around the number of first aid certified frosh staff needed.
 - If necessary, all frosh staff can get certified at the same time.
- Lifeguards—only one potential frosh team member was a certified lifeguard. If more were needed the Science Undergraduate Society president has offered to serve as lifeguard.
- Questions around liability should any Section 6 clauses be violated
 - The early checkout time was considered ambitious
 - Concern around SASS being the sole provider of first aid
 - Media relations may infringe on VP Communications work.
 - Multiple booking clause may be of concern for the organizers
 - Quiet times—seemed infeasible for a frosh event occurring over the weekend
 - Supervision—staff has yet to be hired
- Document should clarify whether the site capacity includes staff or not.
- Payment schedule and the consequence of failing to meet the prescribed schedule.

SASS was requesting an extension to the contract deadline in order to review the identified issues. A legal clinic appointment has been booked for 2015-07-02

MOTION EXEC 2015-06-23:05

Yano

Be it resolved to task the Vice President Finance to follow up with Legal counsel on the Camp Jubilee Document

Be it further resolved to task the Vice President Student Life to follow up with the SASS president

Be it further resolved to revisit the matter at EXEC 2015-07-07

The Student Union Organiser had indicated that SFSS insurance would cover the event, but recommended that the matter be brought to legal counsel.

Lifeguard and first aid qualifications would have to be met in order for the EXEC to feel comfortable signing the document, with a sufficient number for the event capacity.

In the future, it was raised that resource persons relating to a contract should be present at EXEC for any such discussions.

CARRIED

Untawala and Farah left at 1:45pm

8. Attachments

09-18 - SFU SASS Frosh - Contract 2015.pdf

9. Adjournment 1:45pm

DC /CUPE 3338



Camp Jubilee Retreat & Conference Centre

2706 Spring Street
Port Moody, BC V3H 0G1

www.campjubilee.ca

Telephone: 604-937-7388

Fax: 604-937-7322

info@campjubilee.ca

INVOICE # 150612

DATE PREPARED Jun 12, 2015

Please complete and return this contract with your deposit to confirm your reservation. Once Camp Jubilee accepts this agreement, you will receive a Confirmation Package. Please read and sign each section of this document.

Group: **SFU Society of Arts and Social Sciences**
Anirudha Untawala
8888 University Dr
Burnaby BC V5A 1S6

Phone

604 726 8754

Work

Cell

Fax

Arrival Date Sep 18, 2015	Departure Date Sep 20, 2015
# Paid Guests 110	

SECTION #1 - COSTS AND OBLIGATIONS

In consideration of Camp Jubilee accepting this contract for use of the facility:

- > I agree to accept responsibility for payment for the dates, numbers and service confirmed in this contract, as well as any extra charges I authorize during my group's stay.
- > I agree to pay for the number of guests reserved in this contract.
- > I also understand that the number of guests can be reduced by up to 10% of the original contract (i.e. A group of 50 persons may reduce their group numbers by 5 people.) up to 14 days prior to rental period.
- > I accept responsibility for payment of any repair due to breakage or damage to the facilities and property resulting from my group/school's use of Camp Jubilee Retreat and Conference Centre.
- > I have read and agree to the terms described in the "General Conditions of Use".
- > I understand and agree that management reserves the right to co-book groups with less than 130 guests, unless Exclusive Use and specified minimum charges have been agreed to in writing. In the event I have booked **Exclusive Use**, I understand that we must pay for a minimum of 130 guests.
- > I confirm that my group has its own liability insurance coverage for a minimum of \$2,000,000 per occurrence.
- > I agree that my group is responsible for the supervision, safety and well-being of those individuals within my group using the facility during the rental period.
- > During times when guests are receiving activity instruction by Camp Jubilee Retreat and Conference Centre staff, adult supervisors representing your group continue to be responsible for monitoring, regulating and guiding behaviour of youth.
- > I am aware that special attention is required around the waterfront and creek areas, as there is no lifeguard on duty (with the exception of instruction service, when contracted). In this regard, I agree that a certified NLS lifeguard must be present for all swimming involving children under the age of 19.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #1:

X _____
Authorized Signing Officer Signature

Print Name

Position

Date



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SECTION #2 - DEPOSIT AND PAYMENT SCHEDULE

- > I agree to the terms of Camp Jubilee Retreat & Conference Centre's deposit and payment schedule. Any exceptions must be confirmed in writing.
- > All deposits are non-refundable.
- > Groups canceling with less than 90 days written notice will owe the full amount contracted herein, unless Jubilee management is able to rebook the same dates.
- > Camp Jubilee Retreat & Conference Centre may cancel this contract and retain deposits paid when the payments contracted and scheduled are not made on time. Notice will be given to the address/ fax listed on Page 1 of this contract.

PAYMENT SCHEDULE	AMOUNT	DUE DATE
Reservations are not confirmed until the first deposit is paid (\$500 or 15% of the total rental amount, whichever is greater) and a signed contract is received by our office.	\$1,801.80	Jun 26, 2015
A second deposit of 35% of the total rental amount is due 30 - 90 days (see due date column) prior to arrival date.	\$4,204.20	Jul 31, 2015
Final payment of the balance due must be paid 14 days prior to arrival date.	\$6,006.00	Sep 04, 2015

*** All payments must be paid by cheque or money order payable to Camp Jubilee**

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #2:

X _____
Authorized Signing Officer Signature _____
Print Name _____

_____ _____
Position _____ Date _____

SECTION #3 - BOAT TRANSPORTATION

- > Groups must arrive at the Government Dock in Deep Cove, North Vancouver **30 minutes prior** to the boat departure time to allow for loading. Groups larger than 50 people will be transported in two boat runs (about 1 hour and 15 minutes apart). Groups that arrive late will be charge \$30.00 for each 15 minutes or portion thereof.
- > Package rates include round trip transportation between Deep Cove and Camp Jubilee. If additional transportation is required, a water taxi can be booked at a cost of \$150.00 per one way trip (up to 12 passengers) and must be booked in advance.

Your boat run times are tentatively booked for (subject to change):

Deep Cove to Camp Jubilee (First Day):

Camp Jubilee to Deep Cove (Last Day):

Boat Run #1 TBA Boat Run #2: TBA

Boat Run #1 TBA Boat Run # TBA

****BOAT TIMES ARE NOT GUARANTEED****

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #3:

X _____
Authorized Signing Officer Signature _____
Print Name _____

_____ _____
Position _____ Date _____



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SECTION #4 - FACILITY BOOKING OPTIONS

- > I understand Camp Jubilee Retreat & Conference Centre has 2 styles of guest accommodations: cabins and lodge rooms. There are up to 5 available lodge rooms, each sleep 2 guests per room. There are up to 16 available cabin/yrurts, each sleep 10 guests.
- > Camp Jubilee will determine the number of cabins required by groups based on 10 guests per cabin. Extra cabins or lodge rooms may be requested (based on availability) and cleaning charges of \$25 per additional cabin and \$15 per additional lodge room apply.
- > I understand that if my group is doing our own cooking, we may use the kitchen in Fordham Hall only (camp BBQ's are also available).
- > No cooking of any kind is permitted in any cabin , lodge room or other building at camp.
- > When Camp Jubilee Retreat & Conference Centre is providing catering, meal times are as scheduled:

Breakfast 8:30am - Lunch 12:30pm - Dinner 5:30pm

*Extra charges may apply to arrange alternate meal times.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #4:

X _____

Authorized Signing Officer Signature

Position

Print Name

Date

SECTION #5 - FUEL SURCHARGE

Due to the significant increase in fuel costs which has severely affected expenses relating to many areas including transportation, food and heating costs, Camp Jubilee is now reluctantly instituting a fuel surcharge as outlined below:

- > 14 Days prior to the arrival of your booked stay, if cost of fuel is less than \$1.30/litre there will be no fuel charge.
- > 14 Days prior to the arrival of your booked stay, if cost of fuel is \$1.31/litre - \$1.99/litre, there will be a \$5.00 per person charge.
- > 14 Days prior to the arrival of your booked stay, if cost of fuel is \$2.00/litre - \$2.50/litre, there will be an additional \$2.00 per person charge.

****FUEL SURCHARGE IS BASED ON THE COST/LITRE OF FUEL 14 DAYS PRIOR TO YOUR VISIT AS DETERMINED BY THE AVERAGE PRICE OF UNLEADED GASOLINE IN Greater Vancouver ON WWW.BCGASPRICES.COM****

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #5:

X _____

Authorized Signing Officer Signature

Position

Print Name

Date



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SECTION #6 - GENERAL CONDITIONS OF USE

Accommodations -Groups are housed in cabins/yrurts or lodge rooms. Prices quoted are based on 10 persons per cabin. When extra cabins are available, groups may utilize additional cabins to reduce the number of people per cabin, however, additional cleaning charges apply.

Activities -Activities such as canoeing, kayaking, swimming, archery, ropes course/ rappelling must be pre-arranged and supervised by a qualified Jubilee Instructor.

Alcohol -Alcohol is not permitted.

Bathrooms -Camp bathrooms operate on a septic system. Please do not throw anything in toilet other than the toilet paper provided. Garbage cans are available in all bathrooms for other disposable items.

Bedding -Please provide your own sleeping bags, pillows, bedding and towels.

Campfires -Campfires are permitted at designated Campfire pits located along the front of the camp. Fires must be put out after use. A limited supply of firewood is provided for your use. Please ask Jubilee staff about any seasonal campfire restrictions.

Check Out Time -Check out will be done one hour prior to the group's departure time. Groups must vacate all cabins and lodge rooms by 9:30am on the day of departure.

Damages -Damage at camp by groups are rare, however, when damage does occur to facilities, equipment or the environment, the group will be assessed and charged a fee based on replacement value which will be added to the camp rental fee.

Emergency Phone -A telephone is located in the main dining hall. Please limit your phone calls to important or emergency calls.

First Aid -Groups are required to supply their own basic First Aid kit. The group leader, or his/ her designate, is primarily responsible for providing first aid treatment. A Jubilee staff member is available to provide back-up assistance.

Food/Drinks -All food and drinks must be consumed and stored in the Dining Hall, Fordham Hall, or designated eating areas. No food or drinks in cabins.

Garbage -Place all garbage in trash cans located in buildings and throughout the grounds.

Graffiti and Vandalism -Like many facilities of this nature, we occasionally experience graffiti and vandalism, especially in cabins. If this happens, the offending guest will be asked to leave camp immediately. The group is also responsible for the cost of any repairs.

Group Cleaning Responsibilities -Please leave camp as you found it. Grounds, facilities and equipment should be left clean and tidy.

Informed Consent -Signed consent forms must be received 14 days prior to arrival for all guests participating in activities.

Media Relations -Groups may not have media relations on site without the prior written consent of Camp Jubilee.

Multiple Bookings -Camp Jubilee Retreat & Conference Centre reserves the right to book compatible groups on site simultaneously. Groups confirming a minimum of 130 guests can request Exclusive Use of the site.

Out of Bounds Areas -For safety reasons some areas of camp are out of bounds (i.e. creek, workshop areas). A Jubilee staff member will provide details on these areas upon your arrival.

Personal Boat Moorage -Personal boats are welcomed for use by your group, however, dock space is limited. Please consult with our staff if you plan to have personal boats on site.

Pets - Due to the public nature of the site, pets are not allowed.

Quiet Times - Quiet times are strictly enforced during the hours of 11:00pm -7:00am.

Smoking - Smoking is permitted by persons 18 years of age or older in the second campfire pit area only.

Supervision - Groups are responsible for providing proper adult supervision to prevent accidents or damage to facilities (minimum of 1 adult supervisor for every 12 minors.)

Swimming - A Camp Jubilee lifeguard (certified NLS) must be present for all swimming activities involving children under the age of 19. Adult only groups may swim without a lifeguard, at their own risk.

Water Transportation - Groups are required to arrive at the dock 30 minutes prior to the scheduled departure time to allow time to load. Late charges are applied (\$30.00 per 1/4 hour or portion thereof).

Visitors - For the safety of our guests, Jubilee is a closed facility. Please advise us if you expect visitors during your stay.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS UNDER SECTION 6:

X _____
Authorized Signing Officer Signature

Print Name

Position

Date