

Call to Order – 1:34 pm, July 14, 2015 | Executive Conference Room

**1. 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.

**2. Appointment of the Chair**

**MOTION EXEC 2015-07-14:01**

Yang

*Be it resolved to appoint Enoch Weng as chair of 2015-07-14*

**3. Roll Call of Attendance**

**Committee Composition**

President..... Enoch Weng  
Vice President External Relations ..... Kathleen Yang  
Vice President Finance..... Barbara Szymczyk  
Vice President Student Services ..... Darwin Binesh  
Vice President Student Life ..... Deepak Sharma  
Vice President University Relations..... Brady Yano

**Society Staff**

Build SFU General Manager..... Marc Fontaine  
Campaigns, Policy, and Research Coordinator ..... Pierre Cassidy  
Communications Coordinator..... Irma Arkus  
Executive Director..... Martin Wyant  
Student Union Organiser..... Antonio Daling  
Minute Taker ..... Dion Chong

**Guests**

**Regrets**

**4. Adoption of Agenda**

**MOTION EXEC 2015-07-14:02**

Sharma, Amended Yano

*Be it resolved to adopt the agenda as amended.*

*Added: Rotunda sublease in camera session*

*Removed: SFU Public Square National Conference/Visioning Event discussion, Executive/Staff updates (as Board would be meeting within the week).*

**CARRIED**

**5. Matters Arising from the Minutes**

**MOTION EXEC 2015-07-14:03**

Yano

*Be it resolved to approve the minutes of 2015-06-30*

**CARRIED**

Abstention noted: Yang

**6. Unfinished Business****a. Society of Arts and Social Sciences—Frosh Contract**

A revised frosh contract was received by the committee based on suggestions from the Executive Director. An event risk management form and subcontract has been designed to be signed between the Student Society and SASS, ensuring that the executive of the Faculty Student Union is aware of the risks and responsibilities that they have to the SFSS. These include requirements of lifeguard to froshie ratios, personal safety etc. Supervision (how supervision of froshie conducted) and training (whether the group sends their leaders to training) were the primary areas of concern for risk mitigation.

Changes to the contract were minor aside from a time change. A suggestion was put forth from legal counsel to send out a Memorandum of Understanding to clarify concretely the rules and regulations for froshies should they decide to attend the event. It was raised that the subcontract may or may not have weight, as the FSU does not exist as a legal entity and therefore could not be held to a contract. The document could be redesignated as an MOU, which would clarify the role that the FSU would play as a result of the SFSS signing the document. This document reflected a recommendation from a previously engaged risk management consultant.

Waivers do not hold weight legally if negligence occurs. The document is designed and intended to have groups acknowledge and take seriously their responsibility, as the Society would be legally liable for any issues. The desire was to ensure that the Society has ensured that documentation passes the ‘reasonable person’ test.

Question was raised on whether the representative from Board has to be an executive officer. This could be any member of the Board, but it was raised that it may not be effective if the Board were to sign.

It was recommended that the matter be forwarded to the Board of Directors, in order to concretely involve all directors in the conversation about similar events moving forward.

**REFERRED TO BOARD**

Binesh

**Action Item:** Vice President Student Life and Student Union Organiser were tasked to draft up a motion and report of the situation/dilemma for the Board meeting of Friday.

**7. Announcements****a. Fall Kickoff**

Blueprint Productions has been selected as the preferred production company after a Request for Proposal process. Until the Terms of Reference is signed by the Executive Committee and Board, the Society would not formally be in a business relationship with the company. Details of the process of selection would be forwarded to the Board for review.

**b. Branding Updates**

As part of the update of the printed communications materials, all business cards and letterhead have been updated to reflect the operations of the SFSS on unceded Coast Salish

territories. All directors were invited to contact the Communications Office for updated letterhead when needed.

**8. In Camera Session**

**a. Labour**

**MOTION EXEC 2015-07-14:05**

Sharma

*Be it resolved to move the meeting in camera with management*

**CARRIED**

**b. Rotunda Sublease**

**9. Attachments**

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

**10. Adjournment**

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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

<b>Arrival Date</b> Sep 18, 2015	<b>Departure Date</b> Sep 20, 2015
<b># Paid Guests</b> 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

**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:

<input checked="" type="checkbox"/>	_____	_____
Authorized Signing Officer Signature		Print Name
_____	_____	_____
Position		Date
<input checked="" type="checkbox"/>	_____	_____
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:

<input checked="" type="checkbox"/>	_____	_____
Authorized Signing Officer Signature		Print Name
_____	_____	_____
Position		Date
<input checked="" type="checkbox"/>	_____	_____
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 \_\_\_\_\_  
Print Name

\_\_\_\_\_ \_\_\_\_\_  
Position 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 \_\_\_\_\_  
Print Name

\_\_\_\_\_ \_\_\_\_\_  
Position Date

X \_\_\_\_\_  
Authorized Signing Officer Signature \_\_\_\_\_  
Print Name

\_\_\_\_\_ \_\_\_\_\_  
Position Date



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## SECTION #6 - GENERAL CONDITIONS OF USE

**Accommodations** -Groups are housed in cabins/yrts 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 7 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 12:00am -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

\_\_\_\_\_  
Position

X \_\_\_\_\_  
Authorized Signing Officer Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date