

CORCAN-MEADOWOOD RESIDENTS' ASSOCIATION

Minutes of the 6th Annual General Meeting

Held Saturday, September 26th, 2015

At the Lion's Club Community Hall, 240 Lion's Way, Qualicum Bay, B.C.

Attendance: Tim Peligren, Alf Jablonski, Bob Donald, Elaine Peligren, Annie Donald, Dwayne Miller and Allyson Wight

Absent: Gerry Anderson, Diane Anderson

Special Guests: Julian Fell, R.D.N. Area "F" Director

Meeting Called to Order: at 10:03 a.m.

Approval of Agenda: Motion made by Ozzie Jimmo, seconded by Marilyn Kopernick, to approve the agenda, Carried.

Approval of Minutes from the 5th Annual General Meeting of Sept. 13, 2014:

Motion made by Kim Primeck, seconded by Kim Reay, to approve minutes from the 5th Annual General Meeting, Carried.

President's Report: Elaine Peligren, President, gave opening remarks, followed by her Report, as per attached Exhibit "A".

Treasurer's Report: As Diane Anderson, Treasurer, was unable to attend, Elaine Peligren presented the Treasurer's Report. Bank Account balances as of August 31st, 2015 are as follows:

General Account: \$6,878.80 Highway Account: \$35,024.37

Income Statements & Comparative Balance Sheets are attached as per Exhibit "B" for both accounts up to and including August 31st, 2015 (year-end for Corcan-Meadowood Residents' Association).

Approval of the 2015-2016 Annual Membership Fee: Motion made by Elaine Peligren, seconded by Ozzie Jimmo, to raise the 2015-2016 Annual Membership Fee to \$20.00 per household, Carried. These membership dues help to fund the basic administrative function of the Association to support activities within the community. The primary catalyst to raise the membership fees at this time is to support some of the administrative costs of the new Community Centre, scheduled to open next spring.

Presentation on Proposed Highway Access: In Gerry Anderson's absence, Tim Peligren presented updates on the proposed Highway Access at Highway 19 & Corcan Rd. interchange, as per attached Exhibit "C".

Presentation on the Meadowood Community Park:

Alf Jablonski reported that Phase I of the Meadowood Community Park was officially opened on June 22nd, 2015 with R.D.N. Parks & Recreation Staff, Elected representation and Community Officials in attendance. Future Phases for the Park to include further development of playground facility, trees and trails. Folks are quite happy with the overall Park functionality. There have been some vandalism issues at the Park going back to May, including damages to wooden fixtures/equipment. A constant “watch” is done several times a week by volunteers, however, off-road bikers have been ripping through grassy areas, destroying the turf base.

Presentation on the Proposed Community Hall:

Alf Jablonski reported the new proposed Community Hall consists of 5 portables obtained by the R.D.N. through School District #69 from a Parksville school which was closed last year. Funding is being provided through a Community Works & Infrastructure program to refurbish and repurpose the nest of portables into a modest Community Centre. Plans for the structure are attached as Exhibit “D”. Tenders have gone out and close on October 12th, 2015. Contract will be awarded soon thereafter, following approval by the R.D.N. Board. Construction is scheduled to proceed sometime in November with completion hopefully next spring or early summer.

Introduction of Community Hall DRAFT Rental Agreement:

Elaine Peligren presented an initial draft document of a potential Rental Agreement for the new Community Hall, as per attached “Exhibit “E”. This suggested rental agreement is based on a similar type hall in south Nanaimo. This agreement requires approval of the R.D.N. and would be part of our contract with the R.D.N. in accepting responsibility to manage the new facility.

Questions from the Floor:

Several great suggestions were received from the floor, involving recommendations for Membership drives, ideas for the Community Hall and community involvement, dialogue and suggestions for the Park security issues, recommended usage of regular e-mails, newsletters and advertising via websites, face book, etc. With all these meaningful suggestions, we are excited to pursue more avenues to explore for advancing our community ideals and mandate.

Final Words from Julian Fell, Area “F” Director:

Julian Fell presented further information on how Community Centres are funded under different avenues. For instance, the R.D.N. funds a neighbouring community centre based on a matched funding process. A Community group is responsible for the routine maintenance & upkeep of a facility, while the R.D.N. is responsible for the infrastructure costs. In the case of Meadowood, the R.D.N. looked at both new construction versus used/refurbishing. New construction of a facility would be upwards of \$600.M while used would only cost around \$300.M

Closing Remarks:

Elaine Peligren thanked everyone for attending today’s A.G.M. Appreciation was extended for all the encouraging input and suggestions.

Adjournment:

Annie Donald motioned to adjourn the meeting at 11:10 a.m., seconded by Marilyn Kopernick, Carried.

CMRA Corcan Meadowood
Income Statement 01/09/2014 to 31/08/2015

EXHIBIT "A"-1

DRAFT

REVENUE

Sales Revenue

Silent Auction revenue	0.00
Beer and burger	0.00
Sales Inventory B	0.00
Raffle Revenue	0.00
Membership fees	408.50
Canada Day Party Revenue	2,405.00
Halloween corcarnival revenue	724.80
Highway funds holding in trust	0.00
Bottle drives	3,442.50
General donations - unspecified	5.00
Donations for Canada Day	300.00
Donations for Park	343.00
Meadowood Store donation jar	0.00
Donations from various sources	0.00
Donations for Halloween	2,677.45
Government donations/grants	0.00
Door-to-door Donations	0.00
Operating Revenue from Fund Raising	20.00
Sales	313.57
Sales Returns	0.00
Early Payment Sales Discounts	0.00
Net Sales	10,639.82

Other Revenue

Freight Revenue	0.00
Interest Revenue	0.35
Miscellaneous Revenue	175.00
Total Other Revenue	175.35

TOTAL REVENUE

10,815.17

EXPENSE

Cost of Goods Sold

Inventory A Cost	0.00
Inventory B Cost	0.00
Inventory C Cost	0.00
Inventory Variance	0.00
Item Assembly Costs	0.00

1-"A" 7181452

"A"-2

DRAFT

Adjustment Write-off	0.00
Transfer Costs	0.00
Subcontracts	0.00
Purchases	0.00
Purchase Returns	0.00
Early Payment Purchase Discounts	0.00
Net Purchases	0.00
Freight Expense	0.00
Total Cost of Goods Sold	0.00

Payroll Expenses	
Wages & Salaries	0.00
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
User-Defined Expense 1 Expense	0.00
User-Defined Expense 2 Expense	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00
Total Payroll Expense	0.00

General & Administrative Expenses	
Accounting & Legal	0.00
Advertising & Promotions	431.20
Advertising canada day	0.00
Bad Debts	0.00
Business Fees & Licenses	25.00
Canada Day Party expenses	2,110.72
Cash Short/Over	0.00
Courier & Postage	0.00
Credit Card Charges	0.00
Currency Exchange & Rounding	0.00
Amortization Expense	0.00
Donations for Highway	0.00
Donations - various	1,388.67
Garage Sale expense	124.18
Hall rental	0.00
Halloween expenses	4,914.37
Income Taxes	0.00
Insurance	0.00
Interest & Bank Charges	15.35
Office Supplies	53.75
Park - money collected paid to RDN	0.00
Pre-authorized payment expense	5.00
Event expenses -misc	668.03

SALES REVENUE	
Sales Revenue	0.00
Gift Auction Revenue	0.00
Beer and Snacks	0.00
Sales Inventory B	0.00
Raffle Revenue	0.00
Membership Fee	408.50
Canada Day Party Revenue	2,408.50
Halloween concession revenue	124.18
Highway funds holding in trust	0.00
Golfing drives	2,942.50
General donations - unspecified	2.00
Donations for Canada Day	500.00
Donations for Park	242.00
Meadowood State donation for	0.00
Donations from various sources	0.00
Donations for Halloween	2,677.45
Government donations/grants	0.00
Door-to-door Donations	0.00
Operating Revenue from Fund Raising	20.00
Sales	212.37
Sales Returns	0.00
Early Payment Sales Discounts	0.00
Net Sales	10,659.82
Other Revenue	0.00
Freight Revenue	0.00
Interest Revenue	0.35
Miscellaneous Revenue	178.00
Total Other Revenue	178.35
TOTAL REVENUE	10,838.17
EXPENSE	
Cost of Goods Sold	0.00
Inventory A Cost	0.00
Inventory B Cost	0.00
Inventory C Cost	0.00
Inventory Valuation	0.00
Item Assembly Costs	0.00

"A"-3

DRAFT

Property Taxes	0.00
Motor Vehicle Expenses	0.00
Miscellaneous Expenses	18.82
Realized Exchange Gain/Loss	0.00
Rent	0.00
Registry charges	0.00
Repair & Maintenance	0.00
Telephone	0.00
Website	0.00
Travel & Entertainment	0.00
Travel & Ent:Non-Reimbursable	0.00
Utilities	0.00
Visa Commissions	0.00
MasterCard Commissions	0.00
American Express Commissions	0.00
Other Credit Card Commissions	0.00
Total Credit Card Commissions	0.00
Total General & Admin. Expenses	9,755.09
TOTAL EXPENSE	9,755.09
NET INCOME	1,060.08

Generated On: 25/09/2015

CMRA Corcoran Meadowood
Comparative Balance Sheet

ASSET
Current Assets
Cash to be deposited
Cash Draw
Petty Cash
Highway donation held in trust
Savings Bank Account
Checking Bank Account
CCCU Operating Account - Checking
Foreign Currency Bank
Total Cash
Total Cash and Receivables
Investments
Total Receivables
Prepaid Expenses
Total Current Assets
Property Assets
Inventory A
Inventory B
Inventory C
Total Inventory Assets
Capital Assets
Leasehold Improvements
Net - Furniture & Equipment
Net - Vehicle
Net - Building
Land
Total Capital Assets
Total Other Non-Current Assets
TOTAL ASSET
LIABILITY
Current Liabilities
Accounts Payable
Input Duty Clearing

8-"A"

CMRA Corcan Meadowood
Comparative Balance Sheet

"A"-4

DRAFT

	As at 31/08/2014	As at 31/08/2015
ASSET		
Current Assets		
Cash to be deposited	0.00	0.00
Cash Draws	0.00	0.00
Petty Cash	0.00	0.00
highway donations held in trust	0.00	0.00
Savings Bank Account	0.00	0.00
Chequing Bank Account	5,853.48	0.00
CCCU Operating Account - Chequing	0.00	6,846.36
Foreign Currency Bank	0.00	0.00
Total Cash	5,853.48	6,846.36
Total Credit Card Receivables	0.00	0.00
Investments	0.00	0.00
Total Receivable	0.00	0.00
Purchase Prepayments	0.00	0.00
Prepaid Expenses	0.00	0.00
Total Current Assets	5,853.48	6,846.36
Inventory Assets		
Inventory A	0.00	0.00
Inventory B	0.00	0.00
Inventory C	0.00	0.00
Total Inventory Assets	0.00	0.00
Capital Assets		
Leasehold Improvements	0.00	0.00
Net - Furniture & Equipment	0.00	67.20
Net - Vehicle	0.00	0.00
Net - Building	0.00	0.00
Land	0.00	0.00
Total Capital Assets	0.00	67.20
Total Other Non-Current Assets	0.00	0.00
TOTAL ASSET	5,853.48	6,913.56
LIABILITY		
Current Liabilities		
Accounts Payable	0.00	0.00
Import Duty Clearing	0.00	0.00

"A"-5

DRAFT

Bank Loan - Current Portion	0.00	0.00
Bank Advances	0.00	0.00
Total Credit Card Payables	0.00	0.00
Corporate Taxes payable	0.00	0.00
Vacation payable	0.00	0.00
Total Receiver General	0.00	0.00
WCB Payable	0.00	0.00
User-Defined Expense 1 Payable	0.00	0.00
User-Defined Expense 2 Payable	0.00	0.00
User-Defined Expense 3 Payable	0.00	0.00
User-Defined Expense 4 Payable	0.00	0.00
User-Defined Expense 5 Payable	0.00	0.00
Deduction 1 Payable	0.00	0.00
Deduction 2 Payable	0.00	0.00
Deduction 3 Payable	0.00	0.00
Deduction 4 Payable	0.00	0.00
Deduction 5 Payable	0.00	0.00
PST Payable	0.00	0.00
GST/HST Owing (Refund)	0.00	0.00
Prepaid Sales/Deposits	0.00	0.00
Total Current Liabilities	<u>0.00</u>	<u>0.00</u>
Long Term Liabilities		
Bank Loans	0.00	0.00
Mortgage Payable	0.00	0.00
Loans from Owners	0.00	0.00
Total Long Term Liabilities	<u>0.00</u>	<u>0.00</u>
TOTAL LIABILITY	<u>0.00</u>	<u>0.00</u>
EQUITY		
Owners Equity		
Owners Contribution	0.00	0.00
Owners Withdrawals	0.00	0.00
Retained Earnings - Previous Year	5,553.88	5,853.48
Current Earnings	299.60	1,060.08
Total Owners Equity	<u>5,853.48</u>	<u>6,913.56</u>
TOTAL EQUITY	<u>5,853.48</u>	<u>6,913.56</u>
LIABILITIES AND EQUITY	<u>5,853.48</u>	<u>6,913.56</u>

Generated On: 25/09/2015

HIGHWAY projecct
Income Statement 01/09/2014 to 31/08/2015

REVENUE

Sales Revenue

Donations	745.00
Sales Inventory B	0.00
Sales Inventory C	0.00
Telephone Donations	0.00
Door-to-door Donations	0.00
Operating Revenue from Fund Raising	0.00
Moneris Settlement money	0.00
Sales	5,771.75
Sales Returns	0.00
Early Payment Sales Discounts	0.00
Net Sales	<u>6,516.75</u>

Other Revenue

Freight Revenue	0.00
Interest Revenue	8.39
Miscellaneous Revenue	0.00
Total Other Revenue	<u>8.39</u>

TOTAL REVENUE 6,525.14

EXPENSE

Total Cost of Goods Sold 0.00

Total Payroll Expense 0.00

General & Administrative Expenses

Accounting & Legal	0.00
Advertising & Promotions	0.00
Bad Debts	0.00
Business Fees & Licenses	0.00
Cash Short/Over	0.00
Courier & Postage	0.00
Credit Card Charges	0.00
Currency Exchange & Rounding	0.00
Amortization Expense	0.00
Income Taxes	0.00
Insurance	0.00
Interest & Bank Charges	7.50

DRAFT

"A"-7

Office Supplies	0.00
Property Taxes	0.00
Motor Vehicle Expenses	0.00
Miscellaneous Expenses	0.00
Realized Exchange Gain/Loss	0.00
Rent	0.00
Repair & Maintenance	0.00
Telephone	0.00
Travel & Entertainment	0.00
Travel & Ent:Non-Reimbursable	0.00
Utilities	0.00
Visa Commissions	0.00
MasterCard Commissions	0.00
American Express Commissions	0.00
Other Credit Card Commissions	0.00
Total Credit Card Commissions	0.00
Total General & Admin. Expenses	7.50
TOTAL EXPENSE	7.50
NET INCOME	6,517.64

Generated On: 25/09/2015

DRAFT

HIGHWAY projecct Comparative Balance Sheet

"A"-8

DRAFT

	As at 31/08/2014	As at 31/08/2015
ASSET		
Current Assets		
Cash to be deposited	0.00	0.00
Cash Draws	0.00	0.00
Petty Cash	0.00	0.00
CCCU HIGHWAY ACCOUNT	0.00	35,024.37
#794 Highway Savings Bank Account	28,506.73	0.00
Chequing Bank Account	0.00	0.00
Foreign Currency Bank	0.00	0.00
Total Cash	28,506.73	35,024.37
Total Credit Card Receivables	0.00	0.00
Investments	0.00	0.00
Total Receivable	0.00	0.00
Purchase Prepayments	0.00	0.00
Prepaid Expenses	0.00	0.00
Total Current Assets	28,506.73	35,024.37
Inventory Assets		
Inventory A	0.00	0.00
Inventory B	0.00	0.00
Inventory C	0.00	0.00
Total Inventory Assets	0.00	0.00
Capital Assets		
Leasehold Improvements	0.00	0.00
Net - Furniture & Equipment	0.00	0.00
Net - Vehicle	0.00	0.00
Net - Building	0.00	0.00
Land	0.00	0.00
Total Capital Assets	0.00	0.00
Total Other Non-Current Assets	0.00	0.00
TOTAL ASSET	28,506.73	35,024.37
LIABILITY		
Current Liabilities		
Accounts Payable	0.00	0.00
Import Duty Clearing	0.00	0.00
Bank Loan - Current Portion	0.00	0.00

8-"A"

"A"-9

DRAFT

Bank Advances	0.00	0.00
Total Credit Card Payables	0.00	0.00
Corporate Taxes payable	0.00	0.00
Vacation payable	0.00	0.00
Total Receiver General	0.00	0.00
WCB Payable	0.00	0.00
User-Defined Expense 1 Payable	0.00	0.00
User-Defined Expense 2 Payable	0.00	0.00
User-Defined Expense 3 Payable	0.00	0.00
User-Defined Expense 4 Payable	0.00	0.00
User-Defined Expense 5 Payable	0.00	0.00
Deduction 1 Payable	0.00	0.00
Deduction 2 Payable	0.00	0.00
Deduction 3 Payable	0.00	0.00
Deduction 4 Payable	0.00	0.00
Deduction 5 Payable	0.00	0.00
PST Payable	0.00	0.00
GST/HST Owing (Refund)	0.00	0.00
Prepaid Sales/Deposits	0.00	0.00
Total Current Liabilities	0.00	0.00
Long Term Liabilities		
Bank Loans	0.00	0.00
Mortgage Payable	0.00	0.00
Loans from Partner A	0.00	0.00
Loans from Partner B	0.00	0.00
Total Long Term Liabilities	0.00	0.00
TOTAL LIABILITY	0.00	0.00
EQUITY		
Partners' Equity		
Net Partner A Contributions	0.00	0.00
Net Partner B Contributions	0.00	0.00
Retained Earnings - Previous Year	0.00	28,506.73
Current Earnings	28,506.73	6,517.64
Total Partners' Equity	28,506.73	35,024.37
TOTAL EQUITY	28,506.73	35,024.37
LIABILITIES AND EQUITY	28,506.73	35,024.37

Generated On: 25/09/2015

Corcan – Meadowood Residents’ Association

President’s Report for the 6th Annual General Meeting – September 26th, 2015

Welcome to the 6th Annual General Meeting of the Corcan-Meadowood Residents Association. Thank you for coming out today.

First I would like to mention there are nine volunteers on our Board who are the people responsible for most of the good things you see happening in our community. Plus we raise funds to help with local projects as well as the two annual events that we have been doing for the last few years. Bob Donald sorts thousands of bottles every year and once you look at the financials you will see that we raised over \$3,000 last year from bottle collection. Those posters that you see at the mailboxes several times a year are composed by myself and my assistant at work and they are printed and laminated at Tim’s office and put up by Bob & Annie Donald. Alf & Gerry, along with the help of donations from a few local businesses, built the Parent’s Pavilion at the Park. Alf also drafted up the designs for the configuration of the portables being converted into our Community Centre. Diane Anderson takes care of all the banking and makes sure that the Financials are kept up to date. Tim is responsible for the supervision of all the fireworks at the events.

We run fundraisers; attend numerous meetings with the RDN staff for the Park, Community Centre and Emergency Preparedness as well as meetings with the Ministry of Transportation & Infrastructure, plus various Engineers for the Highway access design. In addition, all of us work tirelessly to organize the two annual events each year at the Meadowood Community Park. Our group is committed to building a community with more services and local events.

For the Park, we initially contributed \$5,000. seed money, plus a few thousand dollars of “in kind” contributions donated by volunteers. The Regional District of Nanaimo funded over \$160,000., put into our Community to build Phase 1 of the Park.

We would like to thank all the RDN Staff that we have worked with over the last year including our Area F Director Julian Fell. Julian was instrumental in organizing the negotiations with the District 69 School Board for the portables and for our area receiving the funding for our new Community Centre.

It has been a pleasure working with the RDN Staff from the Parks, Community Centre and Emergency Preparedness as well as the Ministry of Transportation & Infrastructure staff. Thank you to everyone involved.

We would also like to thank our Area H Director Bill Veenhof and our MLA Representative, Scott Fraser. A big thank you goes out to the Dashwood Fire Department for their support and all their efforts in keeping our community safe. Also thanks to Chris and Steffany Burger who continue to be a big support to our community.

We are pleased to report that Chris Burger and Anna Wakeham both have taken their fireworks certification and will be helping with future events.

We would be remiss not to mention the Little Qualicum Village Volunteers and numerous other people outside the village gates that are always there to lend a hand and to help at our community events.

A few announcements:

- 1.) Our next community event will be held on Halloween, Saturday, October 31st and because we were not able to have fireworks at Canada Day the fireworks will be bigger and better this year. We are looking for volunteers to help with this event and there is a sign-up sheet at the front door if any of you are interested in helping. This Halloween we will be having our live music, karaoke, kiddies game corner, our very scary haunted walk, concession and free treats for the kids, followed by the fireworks.
- 2.) You may have noticed the repairs to the road and the mowing that has taken place this year. We have been in contact with MoTI regarding the condition of the roads. They have assured me that the yellow lines will be painted by the end of October by LaFrentz Road Marking.
- 3.) As most of you are aware we had to cancel the fireworks display for Canada Day this year due to the extreme wild fire hazard. This was a huge disappointment to the community and we had a very poor turnout. As a result, as much as we would like to celebrate Canada Day on Canada Day, the biggest part of the draw for this event is the fireworks. Therefore we are looking at changing the Canada Day celebration to a Saturday at the end of April or early May.
- 4.) We plan to hold a Beer & Burger & Silent Auction in February or March next year and anyone wishing to contribute silent auction items should contact me to arrange for pick up.

Highway Access Report

6th Annual General Meeting – September 26th, 2015

CMRA Directors met with Ministry of Transportation and Infrastructure staff and a local engineering firm to determine what parameters are required to proceed with the preliminary studies.

We contacted a few engineering firms in the spring to request quotations for preliminary designs. We have contracted J.E. Anderson and Associates to provide preliminary engineering designs for on and off access to both Nanaimo and Courtenay.

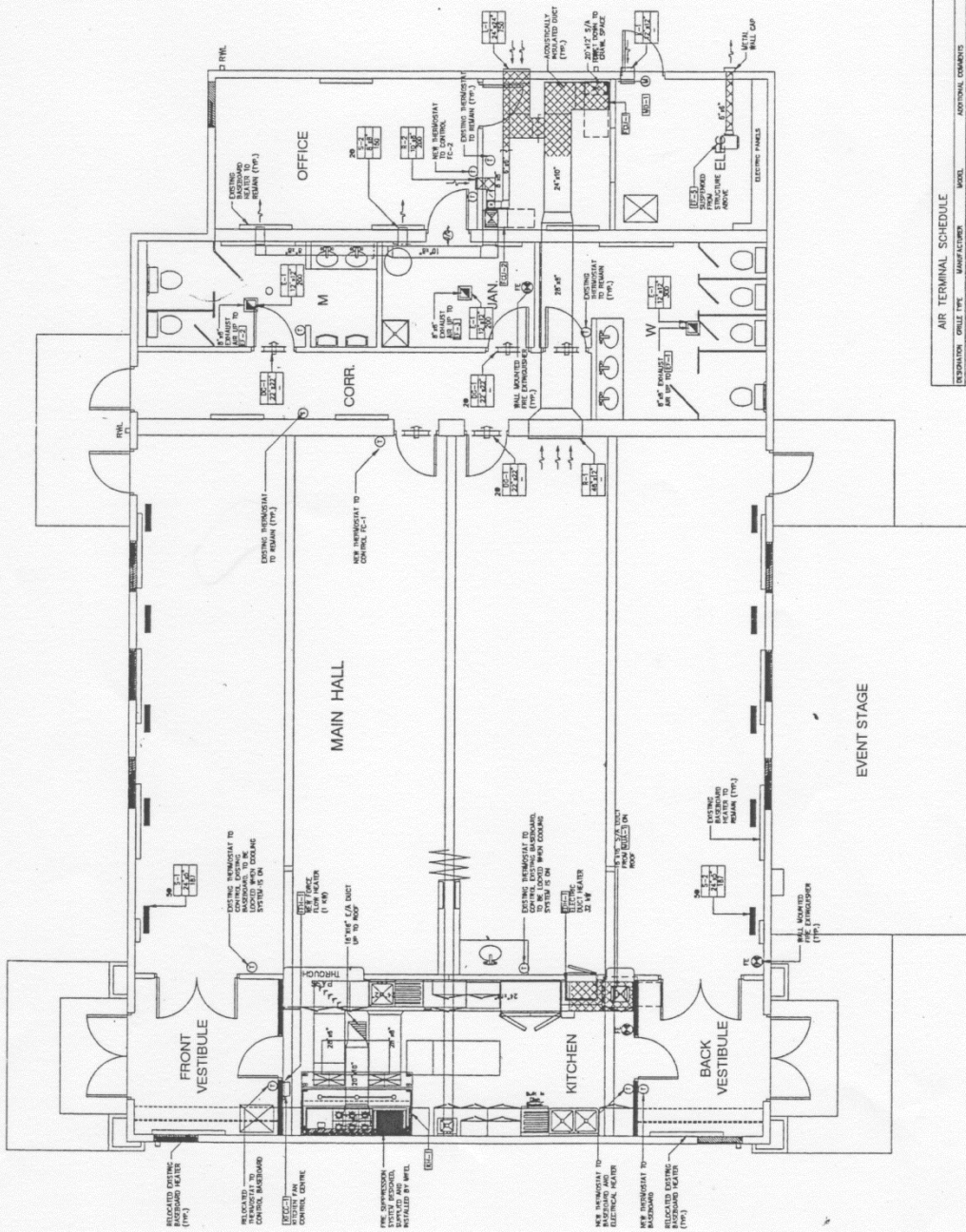
We have contracted the Engineer for \$4,000., to develop preliminary drawings. We are in process of receiving information and looking at alternatives as provided by the Engineers. So far, the roundabout on Nahmint Road seems to be okay.

Once this preliminary design is completed, we need to obtain approval from Ministry of Transportation and Infrastructure to proceed any further.

We thought we would have more to report for this meeting, but everything takes time and we are not able to report any further news today.

We will keep you informed on the progress through our monthly minutes that are posted on the CMRA web-site.

EXHIBIT "D"



1. FLOOR PLAN - NEW HVAC

DESIGNATION	QUANTITY	MANUFACTURER	NOTES
1.1	1	1.1.1	1.1.1.1
1.2	1	1.2.1	1.2.1.1
1.3	1	1.3.1	1.3.1.1
1.4	1	1.4.1	1.4.1.1
1.5	1	1.5.1	1.5.1.1
1.6	1	1.6.1	1.6.1.1
1.7	1	1.7.1	1.7.1.1
1.8	1	1.8.1	1.8.1.1
1.9	1	1.9.1	1.9.1.1
1.10	1	1.10.1	1.10.1.1
1.11	1	1.11.1	1.11.1.1
1.12	1	1.12.1	1.12.1.1
1.13	1	1.13.1	1.13.1.1
1.14	1	1.14.1	1.14.1.1
1.15	1	1.15.1	1.15.1.1
1.16	1	1.16.1	1.16.1.1
1.17	1	1.17.1	1.17.1.1
1.18	1	1.18.1	1.18.1.1
1.19	1	1.19.1	1.19.1.1
1.20	1	1.20.1	1.20.1.1
1.21	1	1.21.1	1.21.1.1
1.22	1	1.22.1	1.22.1.1
1.23	1	1.23.1	1.23.1.1
1.24	1	1.24.1	1.24.1.1
1.25	1	1.25.1	1.25.1.1
1.26	1	1.26.1	1.26.1.1
1.27	1	1.27.1	1.27.1.1
1.28	1	1.28.1	1.28.1.1
1.29	1	1.29.1	1.29.1.1
1.30	1	1.30.1	1.30.1.1
1.31	1	1.31.1	1.31.1.1
1.32	1	1.32.1	1.32.1.1
1.33	1	1.33.1	1.33.1.1
1.34	1	1.34.1	1.34.1.1
1.35	1	1.35.1	1.35.1.1
1.36	1	1.36.1	1.36.1.1
1.37	1	1.37.1	1.37.1.1
1.38	1	1.38.1	1.38.1.1
1.39	1	1.39.1	1.39.1.1
1.40	1	1.40.1	1.40.1.1
1.41	1	1.41.1	1.41.1.1
1.42	1	1.42.1	1.42.1.1
1.43	1	1.43.1	1.43.1.1
1.44	1	1.44.1	1.44.1.1
1.45	1	1.45.1	1.45.1.1
1.46	1	1.46.1	1.46.1.1
1.47	1	1.47.1	1.47.1.1
1.48	1	1.48.1	1.48.1.1
1.49	1	1.49.1	1.49.1.1
1.50	1	1.50.1	1.50.1.1
1.51	1	1.51.1	1.51.1.1
1.52	1	1.52.1	1.52.1.1
1.53	1	1.53.1	1.53.1.1
1.54	1	1.54.1	1.54.1.1
1.55	1	1.55.1	1.55.1.1
1.56	1	1.56.1	1.56.1.1
1.57	1	1.57.1	1.57.1.1
1.58	1	1.58.1	1.58.1.1
1.59	1	1.59.1	1.59.1.1
1.60	1	1.60.1	1.60.1.1
1.61	1	1.61.1	1.61.1.1
1.62	1	1.62.1	1.62.1.1
1.63	1	1.63.1	1.63.1.1
1.64	1	1.64.1	1.64.1.1
1.65	1	1.65.1	1.65.1.1
1.66	1	1.66.1	1.66.1.1
1.67	1	1.67.1	1.67.1.1
1.68	1	1.68.1	1.68.1.1
1.69	1	1.69.1	1.69.1.1
1.70	1	1.70.1	1.70.1.1
1.71	1	1.71.1	1.71.1.1
1.72	1	1.72.1	1.72.1.1
1.73	1	1.73.1	1.73.1.1
1.74	1	1.74.1	1.74.1.1
1.75	1	1.75.1	1.75.1.1
1.76	1	1.76.1	1.76.1.1
1.77	1	1.77.1	1.77.1.1
1.78	1	1.78.1	1.78.1.1
1.79	1	1.79.1	1.79.1.1
1.80	1	1.80.1	1.80.1.1
1.81	1	1.81.1	1.81.1.1
1.82	1	1.82.1	1.82.1.1
1.83	1	1.83.1	1.83.1.1
1.84	1	1.84.1	1.84.1.1
1.85	1	1.85.1	1.85.1.1
1.86	1	1.86.1	1.86.1.1
1.87	1	1.87.1	1.87.1.1
1.88	1	1.88.1	1.88.1.1
1.89	1	1.89.1	1.89.1.1
1.90	1	1.90.1	1.90.1.1
1.91	1	1.91.1	1.91.1.1
1.92	1	1.92.1	1.92.1.1
1.93	1	1.93.1	1.93.1.1
1.94	1	1.94.1	1.94.1.1
1.95	1	1.95.1	1.95.1.1
1.96	1	1.96.1	1.96.1.1
1.97	1	1.97.1	1.97.1.1
1.98	1	1.98.1	1.98.1.1
1.99	1	1.99.1	1.99.1.1
1.100	1	1.100.1	1.100.1.1

2-3"

Meadowood
Community Centre

EXHIBIT "E"-1

ATTENTION: MEMBERS/RENTERS

The Meadowood Community Centre requires the following documents to be filled out and returned to the Centre's office administrators for our files as soon as possible.

The Centre would also like to remind each renter to be courteous of other renters and to do so, please ensure the following:

- Do not enter or plan to use the Centre unless previously booked or discussed with the Building Administrator.
- Clean up after their room usage (sweep floors) and any food, beverages or dishes must be cleaned up.
- All renters are responsible for their instructors and class attendees. A \$100.00 cleaning deposit will be collected and applied to your invoice if the rental space is not properly cleaned after each usage.
- The renter is responsible for bringing their own food or beverages (i.e.: coffee, tea, bottled water) **Do not** use other renters' supplies in the cupboards/drawers.
- Do not unplug or change the temperature in the refrigerators.
- Do not take chairs, tables, audio equipment home without prior consent from the Building Administrator.
- Ensure all water faucets and lights are turned off when you are finished in the centre.

We thank you for your understanding and support; we hope that you will enjoy the use of Meadowood Community Centre.

If you have any questions, or concerns, please feel free to contact the Building Administrator at (250) 816-3130 or email us epeligren@dominionlending.ca.

Sincerely,

MEADOWOOD COMMUNITY CENTRE

Elaine Peligren, Building Administrator

Membership Rates

Become a member of the Meadowood Community Centre family, and get reduced rental rates every time you use the facility, as well as discounted rates at Meadowood Community Centre sponsored events!

Category	Fee
Family (applies to individual & immediate family)	\$20.00
Non-profit Society / Club	\$25.00
Business (50 employees or less)	\$50.00
Corporate	\$100.00

- Memberships are annual and renewable each September.
- Memberships are non-transferable.
- All group memberships must supply a list of names of people who are authorized to use their membership.
- Any donations made to the Meadowood Community Enhancement Society on behalf of the Meadowood Community Centre that exceed \$100, may request a free membership along with their donation.

Rental Rates

Rental Frequency	Member Rate	Non-Member Rate
Occasional	\$15/hr	\$20 /hr
Regular, ongoing	\$10 /hr	\$15 /hr
Full Day (up to 12 hrs)	\$100/day	\$150 /day

An administration fee will be applied to each separate booking of \$15.

A booking fee of \$20 will be collected as a deposit for each separate reservation. This booking fee is non-refundable if the reservation is cancelled.

Kitchen Use – extra charge

Rentals will be taken on a first come first serve basis. There are no restrictions on when the space is booked or for how long per event, unless there is more than one person wanting to reserve it. In the event that there is a discrepancy about the availability of a time-slot, then the following will act as a guideline to determine availability. The person who inquired first will have the option to rent the full time- slot or surrender it to the next person who is inquiring about it.

All rentals must be booked through staff; and a Rental Agreement must be filled out prior to occupancy. **Rentals are only available on a one hour block basis (1.5 hours = 2hour rental)*

Rental Application

Name of Applicant: (organization/individual): _____

- | | |
|---|----------------|
| 1. Contact Person: _____ | Phone #: _____ |
| Address: _____ | City: _____ |
| Province: _____ Postal Code: _____ | Email: _____ |
| 2. Alternate Contact Person: _____ | Phone #: _____ |
| 3. Invoice Name: _____ | Phone #: _____ |
| Address: _____ | City: _____ |
| Province: _____ Postal Code: _____ | Email: _____ |
| Date(s) required: _____ | Time: _____ |
| Please Circle: Twice weekly Weekly Biweekly Monthly Occasional One time only | |

Current Member: Yes / No

New member: Yes / No

Equipment requested? _____

Payment: Facilities and Equipment: \$ _____ Deposit: \$ _____

Meadowood Community Centre Rental Agreement

1. Renters are responsible for equipment set up and take down. For an additional charge, arrangements can be made for this to be done by MCC. Arrangement must be made 48 hours in advance
2. Facilities must be left in an orderly and clean state. Chairs / tables returned to original location, dishes clean and put away, lights and fans turned off.
3. Key arrangements are made with the MCC manager or representative. Unauthorized key use or access is strictly prohibited. A refundable damage/key deposit is required.
4. Payment for rentals and deposits are as follows:
 - a) Deposits are required in full upon application of first rental.
 - b) Occasional bookings are due in full at time of booking.
 - c) Ongoing bookings will receive a monthly invoice.
5. Interest will accrue on outstanding balances over thirty (30) days at 18% per annum or 1.5% per month
6. Unauthorized use of telephone strictly prohibited.
7. MCC is a non-smoking building. Alcoholic beverages are not permitted on the premises without prior MCC management permission; a valid LCB permit; a valid Special Event Insurance policy; and a copy of each of the foregoing on file with the MCC prior to the event.
8. Instructors of classes, not sponsored by MCC, must carry their own liability insurance and provide the MCC with a copy of their current policy before classes begin. Failure to do so will result in a delayed start day for classes.
9. On-site storage of supplies and equipment is available for an additional charge.
10. Notice to regular renters: occasional changes to your scheduled time slot may occur in order to accommodate special events.
11. Renters must give a minimum of 5 days notice of scheduling changes. A minimum \$20 charge will apply to all cancellation or rebooking without stated notification.
12. Renters are liable for all damage done in the building and to equipment during tenancy. Damage must be reported to MCC Manager.
13. This rental agreement is subject to termination without cause upon 30 days written notice by either party.

Signature: _____
Applicant *MCC Representative*

12-11

Meadowood
Community Centre

"E"-4

Membership Application Form

*Membership Type: (please check one)

- ☐ Family (individuals & immediate family)
☐ Non-Profit Society / Club
☐ Business (25 employees or less)
☐ Corporate

Fee
\$ 20.00
\$25.00
\$50.00
\$ 100.00

Member's Name: _____ Date: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Family/ Group Member Names:

- 1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____

Additional names can be added to back of form

*Memberships are non-transferable are renewable annually on September 1.

Volunteers are needed !!!

If you are interested in volunteering in your community please come and talk to us at the Meadowood Community Centre. We are in need of volunteers in the following categories

Board Member

Gardening

Maintenance

Reception

"E"-5

WAIVER OF LIABILITY

In consideration of the Meadowood Community Centre allowing us to use, rent, occupy or otherwise enjoy premises owned, maintained, rented or occupied by the Meadowood Community Centre,

I/WE _____ hereby forever release, discharge, and forgive the Meadowood Community Centre, its directors, officers, employees, volunteers and agents from and against all claims, actions, accounts, liabilities or indemnities, arising out of any damage, accident, mishap, injury or loss as may occur during the conduct of or arising out of the activities of _____ (program) while using or occupying the premises operated by the Meadowood Community Centre.

AND we hereby acknowledge and agree that in consideration of the Meadowood Community Centre allowing us to carry on activities on its premises, that we will not seek contribution or indemnity from the Meadowood Community Centre or its directors, officers, employees, volunteers and agents with respect to any action brought against us concerning any loss, damage or injury alleged to have occurred, arising out of our use of the premises maintained and operated by the Meadowood Community Centre.

I/WE also acknowledge and confirm that as a condition of our use of the premises maintained and operated by the Meadowood Community Centre, that we shall obtain, and maintain a policy of insurance, which, in the opinion of the Meadowood Community Centre, provides adequate coverage for liability arising out of any accident, loss, damage or injury as may occur in connection with our use of the premises.

I/We _____ have signed this waiver of liability form having obtained, or having had the opportunity to obtain independent legal advice with regards to the operation and effect of this document.

DATED at the Meadowood Community Centre of Qualicum Beach, in the Province of British Columbia this _____ day of _____, 20_____.

Signature: _____

Print Name: _____

Title: _____