

# Students' Representative Council

March 21, 2025 @ 6:00 pm  
SU Boardroom & MS Teams



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## 1 Call to Order

## 2 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

## 3 Attendance Roll Call

## 4 Approval of the Agenda

### 03/21/2025:SRC01 Motion

Be it resolved that the meeting agenda be adopted as distributed/amended.

## 5 Approval of Minutes

### 03/21/2025:SRC02 Motion

Be it resolved that the minutes for the SRC meeting on 02/28/2025 be adopted as distributed/amended.

### *New Business*

## 6 Society Ratification (J. Tylor)

*Supporting Document: Constitution (attached)*

### 03/21/2025:SRC03 Motion

Be it resolved that MSVU Medical Campus Response Team society be ratified for the academic year 2024-2025.

## 7 Financial Statement Publishing (C. Cameron)

## 8 Committee Appointment

*Supporting Document: Application (to be provided during the meeting)*

### 03/21/2025:SRC0\_ Motion

Be it resolved that Abia Ahmad be appointed to Crisis Communications Committee at Student-at-large position.

## 9 Special Projects Fund Committee Appointment Revisit (C. Cameron)

## 10 MSVU Community Garden (K. Schlieff)

**11 SRC Document (J. Fanning)**

**12 Rook Server & Security Job Descriptions First Reading**

*Supporting Document: Job Descriptions (attached)*

**13 Reports**

13.1 Executives

*Written Report: Vice President Advocacy & Undergraduate Student Affairs (attached)*

13.2 Committees

13.3 Caucuses

**14 Adjournment**

**03/21/2025:SRC0\_ Motion**

Be it resolved that the meeting be adjourned at \_\_\_\_ pm.

# Students' Representative Council

February 28th, 2025 @ 7:00 pm

SU Boardroom & MS Teams



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## 1 Call to Order

At 7:01 pm.

## 2 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

Announcement for VP Communications' resignation.

## 3 Attendance Roll Call

**Attendees:** Carson Cameron, President; Koen Schlieff, Professional Studies Representative; Simranpreet Kaur, Vice President Research and Graduate Affairs; Jackson MacIntyre, Residence Representative; Juliana Fanning, Gender Advocacy Representative; Meghna Minocha, Vice President Advocacy and Undergraduate Student Affairs; Grace MacInnis, Vice President Student Life; Diana Hazelton, Science Representative; Anu Damodaran, Mature Students' Representative; Jessie Taylor, 2SLGBTQIA+ Representative; Batoul Nour, International Student Representative; Devora Goldberg, Board of Governors Representative; August Duquette, Student at Large; Breanne Phee, Student at Large; Samantha Feldman, Student at Large

**Regrets:** Amina Abawajy, Education Representative; Armaan Kush, First Year Representative; Marie-Dominique, BIPOC Representative

## 4 Approval of the Agenda

**02/28/2025:SRC02-01 Motion**

Be it resolved that the meeting agenda be adopted as amended.

*Board of Governors Representative/2SLGBTQIA+ Representative*

*Carried Unanimously*

## 5 Approval of Minutes

**02/28/2025:SRC02-02 Motion**

Be it resolved that the minutes for the SRC meeting on 02/07/2025 be adopted as distributed.

*Vice President Advocacy and Undergraduate Student Affair/Science Representative*

*Carried Unanimously*

*New Business*

**6 Financial Statements for Year Ending 2022 & Year Ending 2023**

**02/28/2025:SRC02-03 Motion**

Be it resolved that the audited financial statements for the fiscal year ending 2022 and fiscal year ending 2023 be approved.

*Residence Representative/Vice President Advocacy and Undergraduate Student Affair*

*Carried Unanimously*

**7 Services & Staffing Needs During Summer 2025**

<b>Service</b>	<b>Position</b>	<b>Final Recommendation from Executive Committee</b>
Rook	Assistant Manager	Start in August (possible 30h cap)
	Server	Start in Last Week of August
	Security	Start in Last Week of August
Fountain Play Centre	Operations Manager	Starting in May (by Appointment)
	Programming Manager	Starting in May (by Appointment)
Hub	Manager	Start in May
	Customer Service Staff	Start in Last Week of August
Food Security	Food Bank Manager	Starting in May (regular hours)
	Soup Kitchen Manager	Starting in May (possible reduced hours)
Pride Centre	Pride Centre Manager	Start in August

Other	Social Media & Creative Content Coordinator	Starting in May (regular hours)
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**02/28/2025:SRC02-04      Motion**

Be it resolved that Executive Committee’s recommendation about services and staffing needs during summer 2025 be approved.

*2SLGBTQIA+ Representative/Professional Studies Representative*

*Carried Unanimously*

**8      Representation on CAPP**

**02/28/2025:SRC02-05      Motion**

Be it resolved that Science Representative be appointed to Senate Committee on Academic and Policy Planning (CAPP).

*Unanimous Consent*

**9      Representation on Valedictorian Committee**

**02/28/2025:SRC02-06      Motion**

Be it resolved that Professional Studies Representative be appointed to Valedictorian Committee for Spring Convocation 2025.

*Unanimous Consent*

**10      Change in Reading Week Schedule**

**02/28/2025:SRC02-07      Motion**

Be it resolved that Student Representative Council recommends to MSVU Senate and Committee on Academic and Policy Planning (CAPP) that Mount Saint Vincent University has an earlier reading week in fall 2025.

*Professional Studies Representative/Science Representative*

*Carried Unanimously*

**11 Flickr Account**

Item for discussion and feedback.

**12 VP Communications Appointment**

**02/28/2025:SRC02-08 Motion**

Be it resolved that the Student Representative Council appoints 2SLGBTQIA+ Representative to Vice President Communications position.

*Science Representative/Gender Advocacy Representative*

*Carried Unanimously*

**13 SOE Grant**

*Board of Governors representative was excused from the meeting for this agenda item.*

**02/28/2025:SRC02-09 Motion**

Be it resolved that the amount provided to the MSVU Student's Union by Food Banks Canada for overtime required to complete the Standards of Excellence Grant be contracted to Devora Goldberg subject to the following conditions:

1. Approval of reallocation by Food Banks Canada
2. Payment plan and contract as determined by Executive Committee

*President/Gender Advocacy Representative*

*Unanimous Consent*

**14 Nimbus**

**02/28/2025:SRC02-10 Motion**

Be it resolved that the Student Representative Council terminates the Nimbus contract effective July 31, 2026.

*Residence Representative/Professional Studies Representative*  
*Carried Unanimously*

**15 SRC Document**

Item for discussion and feedback.

**16 Reports**

16.1 Executives

Reports were presented by Vice President Communications, President, Vice President Research and Graduate Affairs, Vice President Advocacy and Undergraduate Student Affairs, Vice President Student Life

16.2 Committees

Highlights from Elections Committee were reported by Administrative Assistant & Governance Secretary.

**17 Adjournment**

**02/28/2025:SRC02-11**

**Motion**

Be it resolved that the meeting be adjourned at 8:40 pm.

# **Mount Saint Vincent University Medical Campus Response Team Constitution**

## **Article 1: Name**

The name of this organization shall be Mount Saint Vincent University Medical Campus Response Team.

## **Article II: Objectives**

The purpose of the Medical Campus Response Team shall be to gather students with a passion for First Aid and volunteering together for social events to de-stress from academic work & engage with the university and other students.

## **Article III: Membership**

1. All Mount Saint Vincent University students are eligible to become members of the Medical Campus Response Team, regardless of sex, age, ethnic origin, religion, physical disabilities, sexuality or political affiliation.
2. A student shall be considered an active member once they attend two meetings and/or events per academic year according to Article VIII (2-3).
3. Members must attend at least one (1) First Aid training session hosted by the Medical Response Team

## **Article IV: Executive Officers**

1. Management and authority of the general membership and all standing committees shall be conducted by the Executive Committee.
2. The Executive Committee shall consist of the following positions: President, Vice President Events, Vice President Communications, First/Second Year Rep, Treasurer, and Secretary.



## **Article V: Duties**

### President

1. Shall be the chief presiding officer and chairperson for both Executive Committee and meetings according to Article VIII (2-3).
2. Shall provide leadership and motivation within the group
3. Shall enforce the Constitution and By-Laws
4. Shall be in part responsible for the management of the bank account along with the Treasurer.
5. Shall oversee updating the bulletin board as well as social media

### Vice President Events

1. Shall be the President's alternate in their absence
2. Shall be responsible for organization of activities and social events
3. Shall organize a minimum of two events according to Article VIII (2-3) per semesters; one of which may be counted as a fundraising event in collaboration with the Treasurer.

### Vice President Communication

1. Shall be the main communication link between Faculty and students, and the society members.
2. Shall be responsible for promotion and notification of activities and social events according to Article VIII (4).

### Treasurer

1. Shall be responsible for maintaining all budgetary records
2. Shall be responsible for maintaining the bank account in coordination with the president.
3. Shall cooperate and lend support to any fundraising activities
4. Shall be responsible for maintaining a record of money deposited and withdrawn
5. If any discrepancy in money should occur, the treasurer will investigate and amend the error with the possibility of replacing it with their own money.

### Secretary

1. Shall be responsible for maintaining all meeting agendas and minutes
2. Be responsible for keeping record of yearly activities and meeting information, as well as providing feedback regarding event success and possible improvement.

### First/Second Year Rep

1. Shall be responsible for supporting other executives and aiding when needed.
2. To get a grasp of how the executive team works, to continue to be part of the team in upcoming years.

### **Article VI: Voting**

1. A motion may be put forward by any active member of the Medical Response Team at any general meeting, executive meeting or event according to Article VIII (2-3).
  2. A vote consists of a yes, no, or abstains in regard to a motion or request.
    - 2.1 The president must vote either yes or no and may not abstain.
3. A majority constitutes 50% plus one of the total votes, unless other declared. In the event of a tie, the president's vote will count for double.

### **Article VII: Elections**

1. Election of Executive committee members shall take place at the beginning of the academic year.
2. All active members of the Medical Response Team shall be informed of the date for the election of Executive Committee members.
3. Each individual who wishes to be considered for a position must write a paragraph stating their intent and why they deserve it.
4. Each active member of the Medical Response Team shall cast one vote for each position according to Article VI (2-3) during the election of Executive Committee members.
  - 4.1 The winner of the election defined by Article VI (2-3) shall be determined by a majority vote.

### **Article VIII: Meetings**

1. The Medical Response Team shall meet a minimum of once per month.
2. A meeting shall be considered when 50% plus one of all active members are present.
- 2.1 Quorum for an Executive meeting shall consist of two thirds of all Executive members.
- 2.2 Quorum for a general meeting of the shall be 50% plus one of all active members.
3. An event of the Medical Response Team shall be considered to be an event when notification is given and when minimum of two Executive members are present.
- 3.1 Notification must be given more than 24 hours prior to the event via Article VIII (4).
4. Meetings or events shall be communicated via posters on campus, social media, and/or e-mail.

### **Article IX: Impeachment of Officers**

1. Executive Committee members shall hold office for a period of one academic year, beginning and ending the day after Executive Committee elections have been completed.
2. If Executive committee members are not fulfilling requirements stipulated in their respective job descriptions, a majority vote according to Article VI (2-3) of the active members shall constitute impeachment.

### **Article X: Finance and Audit**

1. Funds of the Medical Response Team shall come from fundraising efforts, sponsorship from the Students' Union, as well as funds remaining from the previous year.
2. Signing officers of the Medical Response Team shall be the President and the Treasurer.
3. The fiscal period of the Medical Response Team shall be the academic year.
4. The Medical Response Team budget shall be passed by a majority vote according to Article VI (2-3) of all members of the Executive Committee.
5. Expenditure of funds exceeding \$100 or 50% of the current account balance, whichever is greater, must be put forward in a motion to an approved by a majority vote according Article VI (1-3) of active Members.

### **Article XI: Property**

All surplus monies and all property purchased shall be carried over to the incoming Executive Committee at the end of each year.

### **Article XII: Constitutional Amendment**

1. This constitution shall become effective upon approval by a majority vote according Article VI (2-3) of the Executive Committee.
2. Hereinafter, this Constitution may be amended at a Executive meeting according to Article VIII (2.1) of the Executive members by a two-thirds majority vote of the Executive Committee.
3. Proposed amendments must be submitted in writing.
4. The effectiveness of this constitution shall be reviewed and evaluated at the beginning of the academic year, after the executive committee has been determined.

## Rook Server

### Purpose

The purpose of a Rook Server is to provide professional and friendly service to patrons in a campus pub environment. The server is responsible for greeting patrons, taking orders, serving drinks, and maintaining a clean and organized bar. They must also adhere to provincial and campus liquor regulations, ensure the safety and well-being of patrons, and work effectively as part of a team.

### Job Classification

Level 3

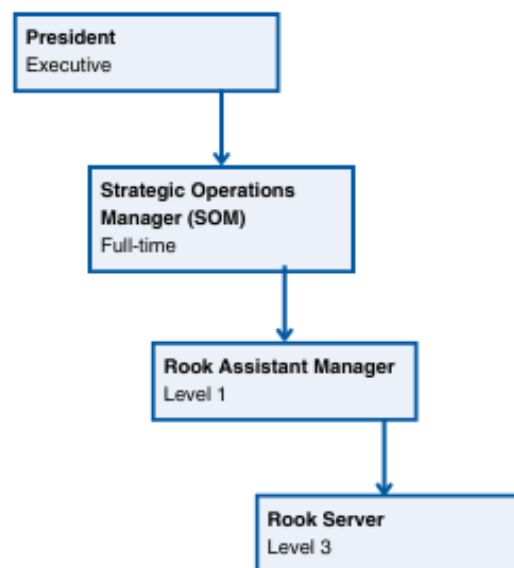
### Compensation

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 12%.

This position is part-time, with hours scheduled as needed depending on business. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### Reporting and Supervision

This position reports to the Rook Assistant Manager and the Strategic Operations Manager (SOM).



### Duties and Responsibilities

#### *Essential Duties*

- Welcome customers, take drink orders, and make recommendations based on their preferences.
- Adhere to provincial and campus liquor regulations, health and safety guidelines, and food safety and quality regulations
- Mix ingredients, garnish glasses, and serve beverages to customers while maintaining stock and preparing perishables.
- Handle cash, credit, and debit card transactions, ensure charges are accurate and return correct change to patrons.
- Maintain a clean work and dining area, remove trash, clean tables, and wash glasses, utensils, and equipment.

- Provide superb customer service while maintaining professionalism with customers and staff
- Monitor customers and report any problems to the Rook Assistant Manager.
  - Urgent matters that are not related to safety and security should be reported to relevant available supervisors or managers on-duty, such as the Rook Assistant Manager, SOM, or President.
  - Emergencies should be reported to authorities such as MSVU Campus Security and/or the Halifax Regional Police.

### ***Other Duties***

- Prepare and serve food orders as required, according to standard recipes and following all food safety regulations.
- Collaborate with team members and the Rook Assistant Manager to plan and prepare for events.
- Work alongside the Rook Assistant Manager to plan, prepare and monitor the Rook's virtual promotions and social media posts.

### ***Key Responsibilities***

- Understand menus and inform patrons about new menu items and specials.
- Observe patron tastes and trends and make menu recommendations to the Rook Assistant Manager.
- Observe inventory and stock trends and report them to the Rook Assistant Manager.
- Report malfunctioning equipment to available supervisors or managers on-duty, such as the Rook Assistant Manager, SOM, or President.
- Contribute to the completion of accurate incident reports alongside the on-duty manager, which may be shared with MSVU Campus Security.

### ***Governance and Service***

- There are no governance or service responsibilities with this position.

### **Required Qualifications**

Persons in this position must be over the age of 19 and be able to pass an enhanced criminal record check, as this role involves the sale and service of alcohol.

### ***Education and Certifications***

- Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.
- Hold or be able to obtain Serve Right certification, Basic Food Safety certification, First Aid and CPR/AED certification, Mental Health First Aid.
- Have taken or be willing to take Bystander Intervention Training, and any other training or certification as may be deemed appropriate by the MSVUSU or become required by Law.

### ***Experience***

Prior experience in hospitality and food/beverage service industries is an asset but is not required.

### ***Knowledge, Skill and Abilities***

- Provide excellent customer service that includes being non-judgmental and understanding the importance of confidentiality.
- Proficiency in using various software and technology tools, such as office 365, Canva, and social media platforms.
- Strong communication skills, both written and verbal.
- Basic math skills and the ability to make change.
- Ability to stand, walk, bend, etc. for extended periods and lift up to 25 lbs

### ***Behavioural Competencies***

- Positive, engaging personality, and professional appearance
- Ability to work calmly and effectively under pressure
- Exceptional interpersonal and communication skills
- Supportive and team-oriented
- Successful candidates will undergo a criminal record check
- Availability to work afternoons, evenings, and some weekends and holidays

### **Preferred Qualifications**

Previous experience with commercial food preparation, mixology, service industry or customer service.

### **Labor Expectations and Working Conditions**

The Rook is a cafe and pub located at Mount Saint Vincent University (MSVU) in Halifax, Nova Scotia, Canada. The establishment is committed to positive consent culture and harm reduction, which are values that promote a safe and respectful environment for all patrons and staff. The cafe serves coffee and tea, as well as a mix of alcoholic and non-alcoholic beverages. The Rook is licensed as a wet/dry bar, which means we allow patrons under the age of 19 to be in the Rook so long as they do not purchase or consume any alcoholic beverages.

The Rook has a cozy and relaxed atmosphere with comfortable seating and an outdoor patio area. The decor features a mix of modern and vintage elements, creating a unique and inviting space for students, faculty, and staff of MSVU to socialize, study, and relax. The Rook offers various food and beverage specials and hosts programming events, such as open mic nights, trivia nights, and live music performances.

People in this position will be standing for extended periods, need to bend and stretch, be exposed to noise and high volume, and be dealing with potentially difficult customers. This establishment serves alcohol, and so some customers will be inebriated, and may do or say inappropriate things. Persons in this position will need to intervene when customers exhibit inappropriate behavior. Training is provided on how to do this in an appropriate way. This can be stressful.

# Rook Security

## Purpose

The core purpose of Rook Security is to ensure the safety and security of patrons within the Rook by enforcing rules and policies designed to promote safety and protect the University liquor license. In addition to enforcing responsible liquor consumption, security staff also monitor for maximum capacity limits, regularly surveil for hazards, and enforce COVID-19 requirements when applicable.

At the same time, Rook Security staff are committed to fostering equity and compassion while ensuring safety and security for patrons. This approach includes but is not limited to their understanding of harm reduction, bystander intervention techniques, and safe alcohol consumption practices. The ideal candidate should be respectful of the space and those who use it, many of whom come from different backgrounds and intersectional identities. Individuals in this role must be confident and proficient communicators, who are willing to handle and de-escalate verbal confrontations. Security staff should be firm and assertive, but also sensitive to the diverse needs of the community they serve.

## Job Classification

Level 3

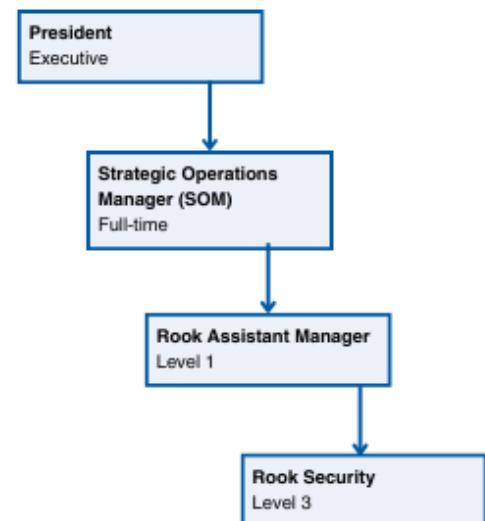
## Compensation

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 12%.

This position is part-time, with hours scheduled as needed depending on business. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

## Reporting and Supervision

This position reports to the Rook Assistant Manager and the Strategic Operations Manager (SOM).



## Duties and Responsibilities

### Essential Duties

- Enforce rules and policies to protect the University liquor license and promote safety and security within the Campus Pub.
- Provide access control to ensure minors are not served alcohol and those of legal age are not purchasing for minors.
- Enforce responsible liquor consumption in conjunction with staff.



- Observe patron behaviour, identify unsafe behaviours, or those inconsistent with MSVU values and take appropriate action.
- Monitor for maximum capacity limits **and enforce COVID-19 requirements**.
- Monitor patrons and report any problems to the Rook Assistant Manager.
  - Urgent matters that are not related to safety and security should be reported to relevant available supervisors or managers on-duty, such as the Rook Assistant Manager, SOM, or President.
  - Emergencies should be reported to authorities such as MSVU Campus Security and/or the Halifax Regional Police.

### ***Other Duties***

- Contribute to the completion of accurate incident reports alongside the on-duty manager, which may be shared with MSVU Campus Security.

### ***Key Responsibilities***

- Engage with Campus Security and/or private security firms during events and emergency situations as required.
- Make recommendations to the Rook Assistant Manager and Strategic Operations Manager on proposed action and/or repercussions for poor behaviour or failure to follow established Pub rules, including temporary or permanent bans on future use of the pub.

### ***Governance and Service***

- There are no governance or service responsibilities with this position.

### **Required Qualifications**

Persons in this position must be over the age of 19 and be able to pass an enhanced criminal record check, as this role involves the sale and service of alcohol.

### ***Education and Certifications***

- Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.
- Hold or be able to obtain Serve Right certification, Basic Food Safety certification, First Aid and CPR/AED certification, Mental Health First Aid.
- Have taken or be willing to take Bystander Intervention Training, and any other training or certification as may be deemed appropriate by the MSVUSU or are required by Law.

### ***Experience***

Prior experience in safety and security, customer service, and hospitality industries is an asset but is not required.

### ***Knowledge, Skill and Abilities***

- Knowledge or familiarity of NS liquor requirements within a pub or bar environment is expected and required and will be refreshed upon hiring.
- The ideal candidate is observant and has strong attention to detail and their environment; this is normally complemented by strong verbal communication skills.
- Provide excellent customer service that includes being non-judgmental and understanding the importance of confidentiality.
- Proficiency in using various software and technology tools, such as office 365, and social media platforms.
- Strong communication skills, both written and verbal.

- Ability to stand, walk, bend, etc. for extended periods and lift up to 25 lbs.

### ***Behavioural Competencies***

- Positive, engaging personality, and professional appearance
- Ability to work calmly and effectively under pressure
- Exceptional interpersonal and communication skills
- Supportive and team-oriented
- Successful candidates will undergo a criminal record check
- Availability to work afternoons, evenings, and some weekends and holidays
- Security staff should be firm and assertive, but also respectful of the space and those who use it, many of whom come from different backgrounds and intersectional identities.
- Ability to stand for long periods of time (up to 5 hours) and be mentally alert during their scheduled shifts.

### **Preferred Qualifications**

Previous experience in a security position in a similar establishment. Previous hospitality and/or customer service experience.

### **Labor Expectations and Working Conditions**

The Rook is a cafe and pub located at Mount Saint Vincent University (MSVU) in Halifax, Nova Scotia, Canada. The establishment is committed to positive consent culture and harm reduction, which are values that promote a safe and respectful environment for all patrons and staff. The cafe serves coffee and tea, as well as a mix of alcoholic and non-alcoholic beverages. The Rook is licensed as a wet/dry bar, which means we allow patrons under the age of 19 to be in the Rook so long as they do not purchase or consume any alcoholic beverages.

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People in this position will be standing for extended periods, need to bend and stretch, be exposed to noise and high volume, and be dealing with potentially difficult customers. This establishment serves alcohol, and so some customers will be inebriated, and may do or say inappropriate things. Persons in this position will need to intervene when customers exhibit inappropriate behavior. Training is provided on how to do this in an appropriate way. This can be stressful.

### **Vice President of Advocacy and Undergraduate Student Affairs Report**

1. Town Hall Base Model :  
Planning out a Town Hall structure for students, to be organised bi-weekly, to give students a space to voice their opinions and talk about issues important to them. It will also give us an opportunity to hear what students want us to work on or advocate for.
2. MSI Workshop :  
Scheduled a MSI workshop with the International Education Center to talk about the Students Union Health Plan. The workshop will most likely take place on 28th March.
3. Community Partners Project:  
Followed up with Dr. Lori Francis to discuss the Community Partners Project.
4. Hiring Committees