



President's Caucus



Wednesday, August 22, 2018

7:30pm – AMS Boardroom



Open Agenda

Assembly

1. **Motion #1** – Approval of the Agenda of the meeting of August 22nd, 2018
2. Speaker's Business
3. President's Report (Written and Verbal)
4. Vice-President Operations Report (Verbal only)
5. Vice-President University Affairs Report (Verbal Only)
6. Business Arising from the Minutes
7. New Business
 - a. **Motion #2 - That President's Caucus approve the changes to Policy Manual 2, Section 3, Part I, 2 as seen in [Appendix Municipal.](#)**
8. Discussion Period
 - a. UDSI Website content – [Appendix UDSI](#) – Miguel
 - b. JDUC - Miguel
 - c. Fall Term Break – Carson
 - d. Orientation Equitable Hiring
 - e. Blog Post
9. Adjournment

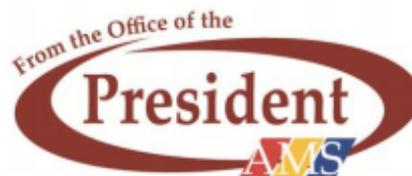


Motion Sheet

1. Moved by: Bronwyn Woolhouse Seconded by: Miguel Martinez
 "That the AMS President's Caucus approve the Agenda of the meeting of May 30th, 2018 ."

2. Moved by: Soren Christianson Seconded by: Munro Watters
 "That President's Caucus approve the changes to Policy Manual 2, Section 3, Part I, 2 as seen in [Appendix Municipal](#)."

The President of the Alma Mater Society
Report to President's Caucus
Miguel Martinez
president@ams.queensu.ca





Hello everyone,

I cannot believe that we are already wrapping up the first four months of our term. We have been busy planning and executing several different things in preparation for the return of students come September. Liam, Munro, and I are excited for what the next 8 months hold for us and the students that we represent!

John Deutsch University Centre

Over the last few weeks, Liam, Lyn, Chloe, and I have been working with PPS in preparation of for the release of the RFP. An RFP for the project went out on Wednesday August 15th, and all bids are due by September 5th. The RFP requests that the selected architect have 4 separate consultations with students. Those consultations will be with AMS Assembly, Clubs Caucus, an open town hall for all, and a full day with AMS service managers! This is an exciting opportunity for all students to engage in the development of their student life centre. Even if the students now may not necessarily benefit or get use of the new building, it is important that we as student leaders continue to think of students in future years as much as our students here today. Many of the success that we have today is due to the commitment and forward thinking of previous student leaders!

JDUC Flooding

On the 15th of August, the JDUC faced a significant level of flooding causing several damages to AMS offices and services, faculty society spaces, as well as club spaces. As of right now, assessments of damages and next steps are still being undertaken and more information will be provided at the meeting. What I do want to share with all of you is how impressed Liam, Munro, and I were with all of our staff during the urgent situation. There was an eagerness to help each other out, quick proactive thinking, and an overwhelming amount of support for each other and each other's services. I want to thank all of those involved for the way that they responded to the situation.

Alcohol Harm Reduction Program

The workshop is now complete!!! We had extensive consultation with SWS in the development of this workshop as well as consultation from the student affairs office, student conduct office, and residences. While there are some minor tweaks and details to be fixed – we are on schedule to roll this training out to o-week leaders!

Office Updates

Advancement



We have surpassed our previous sponsorship record for ORT!! The office has been working to plan a professional development session. On August 20th all staff had the opportunity to attend a professional development session with a professor from the smith school of business that was coordinated through this office. The Director and I are also beginning to work on our philanthropic efforts for the JDUC with the University's office of Advancement!

Marketing and Communications

The office has been working on our Annual Report – this will likely be coming to our next Board meeting for approval before our CGM. The office has also been working closely with the IT office and the MAC to develop the web contents for the University District Safety Initiative. The website is now up and running but is still being developed. You can see live changes at myams.org/partysafe. O-week preparation has also been a major part of this offices operation for the past month as they prepare all of our give aways, scheduling, and coordination for the entire AMS team. The office has been working closely with all services for support, strong brand perception, and cross AMS collaboration.

Information Technology

The IT office has been keeping busy assisting IT requests, working on preparing projects for IT staff, and assessing broken computers following the flood. The Director has been working on Adobe renewals, renewing different software used in the AMS. The Clubs office and the IT office are also probing the concept of having a Clubs Compass on the AMS website. This would be a quick and fun way for students to answer a few questions and be referred to clubs which may be of interest based on the responses! Jess and Lyn are also working with KPMG and their proposal to assess our security network.

Human Resources

I am happy to announce that Joe Palubiski has been hired as the Director of Human Resources. He has set out to assist in the preparation of service staff training, onboarding of staff, and preparing an AMS wide transition manual for all salaried staff to include in their transition manuals. This would cover things that are important to know if you are a salaried staff member from resources to how to properly voucher. The office is also working on streamlining hiring and preferences for winter hiring. The Director has also implemented Bi-weekly HR Caucus' to keep up to date with services and the HR aspect of those portfolios.

That is all from me for now! Happy to take any questions or offer any other information I may have missed!

Miguel



Appendices

Policy Addition or Amendment Submission Form

Policy Document(s):	Policy Manual 2
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Section(s):	Section 3, Part I, 2
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Mover		Secunder	
Name:	Soren Christianson	Name:	Munro Watters
Position:	Commissioner of Municipal Affairs	Position:	Vice President University Affairs
Email:	mac@ams.queensu.ca	Email:	vpua@ams.queensu.ca

<p>Executive Summary</p> <p><i>Briefly summarize the rationale for the proposed policy change. Please identify the problem the change attempts to solve, and how the change will solve it.</i></p> <p>Due to the dissolution of SMART, and the continuation of the Proactive Property Standards Program, the HRC is overburdened and inappropriately staffed. Maintaining community cleanups is crucial to property standards, and to community relations. Without the creation of a new position, HRC officers would be required to do too many different tasks. These officers would have interest and knowledge in the Residential Tenants Act (RTA), the Ontario Standardized Leasing Agreement, as well as possess a willingness to participate in community cleanups, and door to door canvassing regarding property standards issues. The nature of these activities seem to be logically split in two; the intellectual/technical (volunteer/waged), and manual labour (waged).</p> <p>It is necessary to restructure the HRC with two separate roles:</p> <p>HRC Officers will maintain their work at the HRC (Volunteer), with a minimum requirement for picking up waged shifts for the Proactive Property Standards Program (funded by the City of Kingston Property Standards dept. Grant). These waged shifts would be paid at Ontario minimum wage (\$14/hr). They could also be recruited as Holiday HouseCheck Patrollers.</p> <p>Community Service Agents will be students who are interested in part time (waged) labour, completing community cleanups. They would be payed above Ontario minimum wage (\$16/hr), in an effort to motivate students to complete this labour. They could also be recruited as Holiday HouseCheck Patrollers.</p> <p>With this change, there will be space for students who express an interest in residential policy / law, and students who are simply looking for part time waged labour, instead of awkwardly trying to fill both rolls with HRC officer positions.</p> <p><u>Housing Resource Centre Officer</u></p> <p>Job Description</p> <p>The Housing Resource Centre offers support for students who are experiencing a conflict with a landlord or housemate in a safe and confidential space. Trained student volunteers can also answer questions and provide information on property standards, leases, tenant rights, house hunting, home security, and more.</p>



Time Commitment

- 8-month volunteer term with specified waged opportunities from September 1 - April 30
- All Officers will be required to attend a training day in the Fall term
- All AMS volunteers must be enrolled in at least 18.00 credit units (out 60 of a full course load as determined by your program) both at the time that they apply and for the duration of their term, and have paid the full slate of AMS mandatory fees
- All officers will be required to complete a minimum of 16 hours of waged shifts over the 8-month term
- Officers will be paid Ontario Minimum Wage \$14/hr for specified waged shifts

Responsibilities

- Provide information to students with regards to concerns about their current or potential housing situation which includes but is not limited to issues with landlords, property standards violations, clauses within a lease, etc.
- Ensure especially urgent/serious cases be transitioned to the HRC Manager or Municipal Affairs Commissioner
- Hold regular office hours in the HRC
- Advertise for the Service
- Attend meetings for the HRC
- Maintain records of cases handled
- Carry out peer-to-peer canvassing, and distribute promotional materials in the University District as part of the Proactive Property Standards Program
- Provide relevant information as to who to contact at the City of Kingston Property Standards department, and to serve as educational resource for students.

Useful Contacts

hrc.manager@ams.queensu.ca, mac@ams.queensu.ca

Community Service Agent

Time Commitment

- 8-month waged term from September 1 - April 30
- All AMS part-time staff must be enrolled in at least 18.00 credit units (60 of a full course load as determined by your program) both at the time that they apply and for the duration of their term, and have paid the full slate of AMS mandatory fees
- All Agents will be required to complete a minimum of 12 hours of Community Cleanup waged shifts



- Community Service Agents will be paid \$16/hr for waged shifts for Community Cleanups

Responsibilities

- Complete regular Community Cleanups around key dates (Homecoming, St. Patrick's Day etc.)

Useful Contacts

hrc.manager@ams.queensu.ca, mac@ams.queensu.ca

It's Not Just a Ticket... Anymore

Webpage Content

Intro

***Disclaimer to appear top of page in red/white box-** The AMS is not responsible for the development or implementation of the University District Safety Initiative (UDSI) or Nuisance



Party By-law (NPBL). We are here to communicate the information so that students are aware of how the changes in law apply to them.

The way in which the City of Kingston and Queens University will be addressing unsanctioned parties throughout the year has changed. With the introduction of the UDSI, which applies only during orientation week, Homecoming Weekend, and St. Patrick's Day, if you are charged for any Nuisance Party By-law, Liquor License Act, or Noise By-law offence, you will be issued a Part 1 Summons, requiring you to appear in court before a Justice of the Peace in a Kingston Court. If you are charged under any of these offences, you will not have the opportunity to pay by mail, online, or any other way. This applies to all ticketed persons, regardless of where they are from (London, Toronto etc.), so make sure to tell your friends! After appearing in court, the names of those ticketed will be accessed by Queens, enabling the University to review the behavior of those students ticketed, and possibly subject them to Non-Academic-Misconduct. Make sure you **know the facts and party safe. It's not Just a Ticket... Anymore.**

Info Table

*Click topic area and info drops down underneath. Click on next area and it folds up and new drop down opens

NPBL:

What is it, and when does it apply?

- A By-law that applies to any Nuisance party at any time throughout the year

What is a Nuisance Party?

A gathering of people on private or public premises, which has one or more of the following elements:

- Public intoxication
- The unlawful sale, supply, or distribution of alcohol or controlled substances
- The unauthorized deposit of refuse on public or private property
- Damage to public or private property
- The obstruction of vehicular or pedestrian traffic, or interference with the ability to provide emergency services
- Sound that is unusual or excessive, or that is likely to be unwanted by or disturbing to persons, including but not limited to loud music or shouting
- Unauthorized open burning or the display of unauthorized fireworks
- Public fights
- Outdoor public urination or defecation



- Use of or entry upon a roof not intended for such occupancy

How does it work?

- A party spills into a public area or disturbs the peace in anyway listed above.
 - For example, public intoxication.
- Police officers arrive at the scene and report the events to their Supervisor.
- Supervisor declares gathering to be a Nuisance Party. Once declared, Kingston Police or By-Law Enforcement will issue an order that the party hosts shut down the party and attendees vacate the premises.
 - Attendees will be given a reasonable opportunity to comply with Police orders.
 - Party hosts can ask for police assistance if they are unable to disperse guests.
- Party hosts and attendees can likely avoid being fined if they promptly comply with Police orders.
- If party hosts and attendees defy Police orders or obstruct Police or By-Law Officers, these individuals may be subject to a Nuisance Party fine.

What are the consequences?

Nuisance Party By-law charges

- Create, cause, host, sponsor, conduct, continue or permit a nuisance party - \$500
- Failure to comply with an order by an officer - \$500
- Permit subsequent nuisance party after receipt of warning notice - \$500
- Use of highway (meaning road, street, parking lot, etc.) when temporarily closed - \$500
- Remove device (e.g. street sign or barricade) placed on closed highway - \$500
- Deface device placed on closed highway - \$500
- Obstruct or hinder or attempt to obstruct or hinder an officer, employee or agent - \$375

*Note that a Part 1 Summons (requiring the ticketed person to appear in court) can be issued for any Nuisance Party ticket. With a Part 1 Summons no set fine is assigned until after the court appearance.

UDSI:

What is it, and when does it apply?

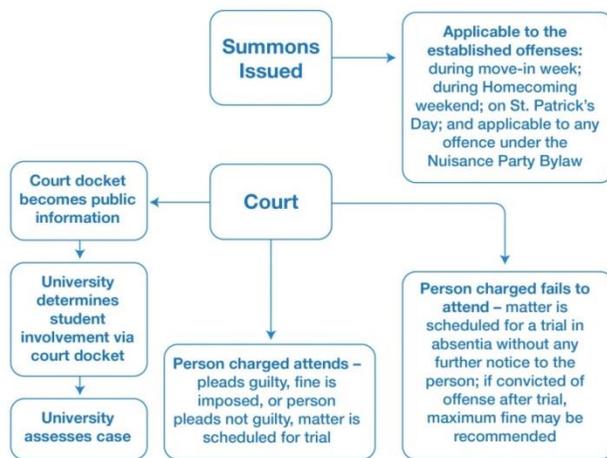
- A new approach to address large unsanctioned street parties.
- Applies only during:



- **Orientation Week:** September 1, 2018 at 1:00 a.m. until September 9, 2018 at 12:00 p.m.
- **Homecoming Weekend:** October 19, 2018 at 1:00 a.m. until October 21, 2018 at 12:00 p.m.
- **St. Patrick's Day Weekend:** March 15, 2019 at 1:00 a.m. until March 18, 2019 at 12:00 p.m.
- Applies to any Nuisance Party By-law, Liquor License act, or Noise By-law and a violation of these will result in a part 1 Summons
- Results in Part 1 Summons, and Possible Non-Academic-Misconduct (NAM) measures.

How does it work?

- On the key dates listed above, any Nuisance Party By-law, Liquor License act, or Noise By-law offense will result in a Part 1 Summons, instead of a ticket. After receiving a Part 1 Summons, that individual is required to appear in a Kingston Court on a designated date.



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What are the consequences?

- A considerable fine at the discretion of the Justice of the Peace.

Overlap:

- Both may result in serious fines

FAQ

- Could I be expelled from Queens under this initiative?



- Suspension or expulsion through this process is highly unlikely. It will be reviewed on a case by case basis, and outcomes will be determined by the Universities Non-Academic Misconduct policy.
- If I get a ticket, what will happen to my name after I appear in court?
 - When you appear in court, your name is documented on public record. This can be accessed by anyone, through <http://www.ontariocourtdates.ca/default.aspx>.
- What about my friends who are visiting from out of town?
 - Regardless of where your friends are from, they too can be issued part 1 Summons, requiring the ticketed person to appear in a Kingston Court. **Make sure to tell them before they come to visit.**
- Where is this initiative enforced?
 - Despite the name of the initiative, Kingston Police can issue Part 1 Summons to anyone, anywhere in the city, and not exclusively within the University District.
- If I get a Part 1 summons, does that mean I will have a criminal record?
 - No, the identified offences (including the Nuisance Party By-law) are regulatory offences, prosecuted in the Provincial Offences Court. Even if you are convicted of the offence you will not have a criminal record.
- Will the University District Safety Initiative be a permanent program?
 - No. This initiative is a pilot program, which will be evaluated in the spring of 2019. **It's evaluation will include student representatives, Queens University, The City of Kingston, Kingston Police, and other key stakeholders, in the spring of 2019.**

Want more information?

- Check out the City of Kingston's website – Link
- Check out Queens Website – Link
- Check out the Nuisance Party By-law – Link
- Still have questions? Email mac@ams.queensu.ca