

Student Councillor Program Policy



Section	Date	By-Law Number	Page	Of
City Council	September 17, 2012	100-2012	1	4
Subsection	Repeals By-Law Number	Policy Number		
	25-2012	CC-16-1		

Purpose

To establish a policy for the appointment and participation of a non-voting Student Councillor Program in recognition of, and in conjunction with Annual Local Government Week activities.

Policy Statement

The Council of the City of Kenora has developed this policy for the purpose of allowing a student perspective to be considered in municipal decisions and to provide leadership development as well as a valuable learning experience for students regarding local government and its impact on their everyday lives; an appreciation of the democratic process; and to foster young people in responsible citizenship and stewardship of their local community.

Eligibility/Selection

To be eligible for appointment as a Student Councillor, individuals shall meet the following conditions:

- a) Be a full-time student attending a secondary school
- b) Provide a 250 word essay to City Council during Local Government Week indicating why they wish to participate in the Student Councillor Program
- c) Provide an endorsement from the School Principal to support their candidacy
- d) Meet the conditions as set out in this policy
- e) The Student Councillor(s) will be selected on the final Friday of Local Government Week in October with formal appointment taking place at the November Council meeting.

Term/Appointment

- a) The term of office shall be from November 15 to June 15 which constitutes one (1) year. In order to serve for a second term, a Student Councillor must reapply as set out in Section 1 above

Student Councillor Program Policy

Policy Number	Page	Of
CC-16-1	2	4

- b) A maximum of two (2) Student Councillors shall be appointed and such appointment(s) shall be by Council resolution
- c) Student Councillors shall be required to take an Oath of Office at the time of their appointment
- d) Student Councillors shall be provided with an Orientation Handbook for purposes of their role under this Program. An orientation will take place after the selection process but before the formal appointment.

Attendance

- a) Attend a minimum of five (5) regularly scheduled Committee of the Whole meetings during the term
- b) Attendance at Council meetings is not mandatory although Student Councillors are encouraged to attend to observe the proceedings during the term.

Disqualification

- a) A Student Councillor who ceases to be qualified to act as a Student Councillor shall resign from the position, or if required, be removed by the Council
- b) Should a Student Councillor wish to resign, the student shall notify the City Clerk in writing, preferably 30 days in advance, and such letter shall be deemed to be a resignation
- c) Council reserves the right to remove a Student Councillor from their position if Council so deems their behaviour as inappropriate during or outside of their participation in this Program while appointed as a Student Councillor
- d) Council reserves the right to disqualify a Student Councillor as it deems necessary for such reasons including but not limited to poor attendance, inappropriate behaviour, and contravention of the Procedural By-law.

Responsibilities

- a) Student Councillors shall conform to the Code of Ethics required of Council members. Student Councillors shall act in accordance with the municipality's procedural by-law

Student Councillor Program Policy

Policy Number	Page	Of
CC-16-1	3	4

- b) Participate in discussions on current business of Council through its Committee of the Whole meeting process
- c) Provide comments and/or recommendations as requested
- d) Communicate and represent student matters and interests to Council
- e) Communicate to its Student Body regarding matters of Council
- f) Provide one (1) written report on their Council activities to be formally presented by the Student Councillors at their final Council Meeting.

Mentorship

The Recreation Services Manager shall act as Mentor to the Student Councillors to:

- a) Assist with orientation and training
- b) Discuss issues, ideas and address questions of the Student Councillors
- c) Guide, coach and mentor the Student Councillors in their activities related to Council
- d) Supervise the Student Councillors while performing their role at an approved conference or Council event if applicable.

Participation in Committees of Council

Involvement with Committees of Council other than Committee of the Whole shall be at the discretion of Council in consultation with Administration conditional upon the interest and availability of the Student Councillors.

- i) Student Councillors may:
 - a) Request items to be added to an agenda, subject to the approval of the City Clerk
 - b) Request to make presentations to Committee of the Whole and/or Council
 - c) Generally provide advice from the perspective of the community's youth.

Student Councillor Program Policy

Policy Number	Page	Of
CC-16-1	4	4

- ii) Student Councillors shall not:
- a) Move or second any motion
 - b) Participate in any matter dealing with employee relations
 - c) Serve as Chair
 - d) Participate in any Closed/In-Camera discussions or meetings of Council or its Committees.

Miscellaneous

- a) The School Principal shall monitor the Student Councillors' academic performance to ensure their involvement on Council does not jeopardize their school performance.
- b) The School Principal may award the Student Councillor Community hours for participation in the City's Student Councillor Program.

Policy Review

This policy shall be reviewed as required by the City Clerk and Recreation Services Manager.

Effective Date

This policy shall take effect and come into force upon third and final reading of the applicable by-law.