



Administration Student Councillor Policy	Policy No: ADM-001
	Effective Date: 10-17-2017
	Revision:

PURPOSE:

To establish a policy for the appointment and participation of a non-voting Student Councillor on the Town of Erin Council in recognition of the need for youth empowerment, and to allow a student perspective to be considered in municipal decisions, as well as to provide students with a valuable learning experience.

SCOPE:

For eligible students, as described in the body of this policy.

POLICY:

1. Eligibility

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

- a) Be a full-time student.
- b) Provide an endorsement/reference to support their candidacy.
- c) Meet the conditions as set out in this policy and elsewhere in school policy.

Consideration shall be given to being a member of the Mayor's Youth Advisory Committee (MYAC), and/or a member of the school Council.

2. Term/Appointment

- a) The term of office is from October to June, which constitutes one (1) year.
- b) Students must reapply each year in order to serve additional terms.
- c) A maximum of two (2) Student Councillors will be appointed and such appointment(s) will be made by Council resolution.
- d) Student Councillors will be required to take an Oath of Office at the time of their appointment.

3. Attendance

- a) Attend a minimum of one (1) regularly scheduled Council meeting per month during the term.

- b) Student Councillors are expected to attend Council meetings on the same basis and with the same expectation and regulation as the Council Members.
- c) Student Councillors will conform to the Code of Ethics (Conduct) required of Council Members.
- d) Student Councillors will act in accordance with the procedural by-law.
- e) Any involvement with Council appointed Committees will be at the discretion of the Mayor, in consultation with the CAO/Clerk, upon the Student's interest and availability.

4. Disqualification

- a) A Student Councillor who ceases to be qualified to act as a Student Councillor will resign from the position.
- b) A Student Councillor will be removed from their position as Council deems necessary, for such reasons including but not limited to poor attendance, inappropriate behaviour during or outside of their participation in this Program, and/or contravention of the procedural by-law.
- c) Should a Student Councillor wish to resign, the student must notify the Town Clerk in writing, preferably 30 days in advance. Such letter will be deemed to be a resignation.

5. Responsibilities

- a) Participate in the discussions on current business of Council with the exception of closed session matters, and provide comments and/or recommendations as requested.
- b) Communicate and represent student matters and interests to Council.
- c) Communicate to students on matters of Council.
- d) Provide one (1) written report on their Council activities, to be formally presented at the final Council Meeting of their term.

6. Membership

Upon acceptance, the Student will have limited membership:

6.1 The Student Councillor may:

- a) Request items to be added to an agenda; subject to the approval of the Town Clerk and/or Mayor.
- b) Request to make presentations to Council.
- c) Generally provide advice from the perspective of the community's youth.
- d) Show support/disapproval of a motion by raising their hand when the question is called, however any such action is not considered a vote.

- 6.2 The Student Councillor **will not**:
- a) Move or second any motion.
 - b) Attend any closed session meeting.
 - c) Participate in any matter dealing with employee relations or legal matters.
 - d) Serve as chair.

7. Mentorship

The CAO will appoint a mentor for the Student Councillor to:

- a) Assist the Student Councillor(s) on orientation.
- b) Be available to discuss issues, questions, or ideas that the student may have.
- c) Guide, coach and mentor the Student Councillor(s) in their activities related to Council.
- d) Supervise/chaperone the Student Councillor(s) while performing his/her role at an approved conference or Council event.

8. Miscellaneous

- a) Academic Performance - The School Principal will monitor the Student Councillors' academic performance to ensure their involvement on Council does not jeopardize their school performance.
- b) Resources and Training – The Student Councillor will have access to professional development opportunities, conferences, etc. as provided to Council members and as approved in the annual operating budget.
- c) Expenses – The Student Councillor shall be reimbursed allowable expenses associated with their role, subject to the approval of the CAO.
- d) Recognition – A School Official may award the Student Councillor community hours, and may contact the municipality for verification of hours.

9. Review

This policy will be reviewed as required by the Town Clerk and Council.

10. Effective Date

This policy is in effect upon Council approval.