



Town of Smiths Falls Student Councillor Program Adopted via By-law 8616-2013

Purpose

To establish a policy for the appointment and participation of a non-voting Student Councillor Program in recognition of the need for youth empowerment.

Policy Statement

The Council of the Town of Smiths Falls 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.

1. 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 local secondary school
- b) Be selected by their school peers
- c) Provide a 250 word essay to Town Council prior to Local Government Week indicating why they wish to participate in the Student Councillor Program.
- d) Provide an endorsement from the School Principal to support their candidacy
- e) Meet the conditions as set out in this policy
- f) Every effort will be made to have the Student Councillor(s) selected prior to Local Government Week (October) and appointed via resolution during to Local Government Week .

2. Term/Appointment

- a) The term of office shall be from mid October 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
- b) A maximum of two (2) Student Councillors shall be appointed and such appointment(s) shall be by Council resolution:
Every effort will be made to appoint 1 student to represent Grades 9 and 10 and 1 student to represent Grades 11 and 12.

- 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.

3. Attendance

- a) Attend a minimum of one (1) regularly scheduled Committee of the Whole or Council meeting per month 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.

4. 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 Town 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.

5. 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
- 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 or verbal report on their Council activities to be formally presented by the Student Councillors at their final Council Meeting.

6. Mentorship

The Town Clerk 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/workshop or Council event if applicable.

7. 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 Town 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.

ii) Student Councillors shall not:

- a) Move or second any motion
- b) Participate in any matter dealing with employee relations or **legal matters**
- c) Serve as Chair
- d) Participate in any Closed/In-Camera discussions or meetings of Council or its Committees.

8. 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 Town's Student Councillor Program.

9. Policy Review

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

10. Effective Date

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