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| <b>SECTION: Administration</b>      |                     | <b>POLICY #: ADM-012</b>          |
| <b>Date Approved: July 11, 2016</b> |                     | <b>Student Councillor Program</b> |
| <b>Revision Date:</b>               | <b>Review Date:</b> |                                   |
| <b>Authority: Report CAO-09-16</b>  |                     |                                   |

## PURPOSE

To establish a policy for the appointment of a non-voting Student Councillor on the Town of Hanover Council for the purpose of allowing a student perspective to be considered in municipal decisions and to provide students with a valuable learning experience.

## SCOPE

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

## POLICY

### 1. Eligibility

- 1.1. To be eligible for appointment as a Student Councillor on Council, an individual must meet all of the following conditions:
  - a) be a resident of Hanover;
  - b) be a full-time secondary school student, grade 10 or higher;
  - c) be supported in his/her candidacy by formal resolution of the student government of the school;  
and
  - d) meet all other conditions as laid out in this policy or elsewhere in school policy.

Consideration should be given to being a member of LaunchPad Youth Activity and Technology Centre.

### 2. Responsibility of the Student Councillor

- a) attend at least one scheduled meeting of Council per month from October to June;
- b) participate in discussions on all current business of Council with the exception of closed meeting matters as defined in s. 239 of the *Municipal Act*;
- b) provide reports and make recommendations;
- c) communicate and represent student matters and interests to Council; and
- d) communicate to the students on matters of Council.

## PROCEDURE

### 1. Purpose

The purpose of a Student Councillor to Council is two-fold:

- a) To bring a student perspective to the deliberations of Council; and
- b) To encourage and provide leadership development.

## 2. Election and Term

- 2.1. Student Body Resolution – Student Councillor shall be confirmed by a formal Student Body resolution.
- 2.2. Term – The Student Councillor’s term of office starts in October of the year in which he or she is elected and ends the last meeting in June of the following year. The Student Councillor is welcome to attend all meetings, including those during the summer.
- 2.3. Limit – The Student Councillors’ term shall be for a one year term only. In order to serve for a second year, the Student Councillor must reapply.
- 2.4. Disqualification
  - 2.4.1. The Student Councillor will be disqualified if the student is absent without approval of the Town’s CAO/Clerk for three consecutive meetings.
  - 2.4.2. The Student Councillor who ceases to be qualified to act as a Student Councillor shall resign from the position.
  - 2.4.3. If the Student Councillor wishes to resign, the student must notify the CAO/Clerk in writing, preferably 30 days in advance. Such letter will be deemed to be a resignation.

## 3. Student Councillor Attendance at Council Meetings

- 3.1. Regular Meetings – It is expected that the Student Councillor will attend Council meetings on the same basis and with the same expectation and regulation as Councillors.
- 3.2. Requirements – The Student Councillor shall conform to the Code of Conduct required of Council members. The Student Councillor shall act in accordance with the municipality’s procedural by-law and Roberts’ Rule of Order procedures.
- 3.3. Committee(s) – Any involvement with Committees of Council will be at the discretion of the Mayor in consultation with the CAO/Clerk and conditional upon the student’s interest and availability.

## 4. Responsibilities of the Student Councillor

The Student Councillor will submit one written report on their activities at Council. At the final Council Meeting of their term, the Student Councillor will be expected to provide the report.

## 5. Mentorship

- 5.1. The CAO/Clerk shall appoint a mentor for the Student Councillor to:
  - a) assist the Student Councillor on orientation;
  - b) be available to discuss issues, questions or ideas that the student may have; and
  - c) guide, coach and mentor the Student Councillor in his/her activities related to Council.
- 5.2. The mentor will supervise/chaperone the Student Councillor while performing his/her role at an approved conference or Council event. The CAO/Clerk will ensure appropriate supervision.

## 6. Membership – Upon acceptance, the Student Councillor will have limited membership.

- 6.1. The Student Councillor MAY....
  - a) request items to be placed on or added to the agenda, subject to the approval of the CAO/Clerk and/or Mayor;
  - b) make presentations to Council; and
  - c) generally provide advice to Council from the perspective of the community’s student body and youth, in general.

6.2. The Student Councillor MAY NOT...

- a) move or second a motion;
- b) participate in any matter dealing with employee matters; or
- c) serve as Chair.

**7. Miscellaneous**

- 7.1. Expenses – The Student Councillor shall be reimbursed allowable expenses associated with their role as Student Councillor on Council, subject to the approval of the CAO/Clerk.
- 7.2. Resources and Training – The Student Councillor shall have access to professional development opportunities, conferences, etc., as provided to other Council members and as approved in the annual operating budget.
- 7.3. Academic Performance – The Principal shall monitor the Student Councillors' academic performance to ensure that their involvement on Council does not jeopardize their school performance.
- 7.4. Recognition for Student Councillor – The Principal may award the Student Councillor community hours.