

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

POLICY FOR STUDENT COUNCILLOR

PURPOSE: To establish a policy for the appointment of a non-voting Student Councillor for the Township of O'Connor Council for the purpose of allowing a student perspective to be considered in municipal decisions and to provide students with a valuable learning experience.

POLICY STATEMENT: The Township of O'Connor wishes to offer the opportunity for one student to participate at Council Meetings as a representative of the youth in the Township. This will be a unique leadership opportunity. The successful student will have the opportunity to learn how the municipal level of government works, how citizens are represented, how decisions are made, how the budget is distributed throughout the Township departments, how priorities are established and many other important components of governance.

This position will be viewed as a learning opportunity and no remuneration will be paid. The Student Councillor shall be reimbursed for allowable expenses associated with their role as Student Councillor on Council, subject to the approval of Council. One student will be chosen by Council from those who apply.

RESPONSIBILITIES:

1. The Student Councillor must be a resident of the Township of O'Connor.
2. The Student Councillor must be between the 10th and 12th Grade (during the serving term) of Secondary studies and be a student in good standing.
3. The Student Councillor will report on agenda issues of interest and concern to youth, and will communicate back to youth in general.
4. The Student will be expected to attend regular evening Council meetings each month between the months of October and June for a nine (9) month term.
5. The Student Councillor shall conform to the Code of Ethics required of Council members. The Student Councillor shall act in accordance with the municipality's procedural by-law and Robert's Rule of Order procedures.
6. Should the Student Councillor fail to fulfill her/his duty, the Council maintains the right to remove this person from this position.

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7. The Student Councillor will be disqualified if the student is absent without approval of the Municipal Clerk-Treasurer for three consecutive months. The Student Councillor who ceases to be qualified to act as a Student Councillor shall resign from the position. If the Student Councillor wishes to resign, the student must notify the Clerk-Treasurer in writing, preferably 30 days in advance. Such letter will be deemed to be a resignation.

PROCEDURES:

1. The application will include:
 - A letter of application and resume
 - Name, address and qualifications of applicant
 - Any pertinent background information which may assist Council in its consideration
 - A short, one page essay, by the student describing the student's interest in the role as Student Councillor
2. Applications will be reviewed by Council and the Clerk-Treasurer, after which the Council will select the successful applicant.
3. An orientation will be provided for the Student Councillor prior to he/she assuming their duties.
4. The Student Councillors' term shall be for a nine (9) month term only. In order to serve for a second term, the Student Councillor must reapply.
5. The Student Councillor may not move or second a motion, participate in any matter dealing with employee matters or serve as Chair.
6. The Student Councillor will not participate in discussions of any in-camera business.
7. The Student Councillor may have access to professional development opportunities, conferences, etc. as provided to other Council members.
8. At the end of the term the Student Councillor will provide a written report on their activities at Council. At the final Council meeting of their term, the Student Councillor will be expected to provide this report.
9. A very brief evaluation will be completed by Councillors reflecting the commitment of time and energy by the Student Councillor.
10. The Student Councillor will receive community hours for their time served upon their Secondary School's approval.

EFFECTIVE DATE: This policy shall come into effect as of September 11, 2017.