



COUNCIL POLICY MANUAL

Subject:

Student Councillor

Approval Date:

December 18th, 2023

By-Law No.

92-2023

(Amended by By-Law No. 37-2024)

1.25 PURPOSE

To establish a policy for the appointment of a non-voting Student Councillor for the Municipality of Red Lake Council for the purpose of allowing a student perspective to be considered in municipal decisions, encourage, and provide leadership development and overall, provide students with a valuable learning experience.

The Municipality of Red Lake wishes to offer the opportunity to one (1) student to participate in Council Meetings as representatives of the youth of the Municipality. This is 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 Municipal departments, and how priorities are established, amongst many other important components of local government.

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 the CAO.

1. ELIGIBILITY

To be eligible for appointment as a Student Councillor on Council, an individual must meet all the following conditions:

- a) be a full-time student attending secondary school (Grade 10, 11 or 12) during the serving term (nine (9) month term).
- b) be a resident of the Municipality of Red Lake.
- c) completion of the Grade 10 Civics & Citizenship course (CHV20) or equivalent. The student will be selected by the School Principal and Grade 10 Civics & Citizenship course teacher.
- d) meet all other conditions as laid out in this policy or elsewhere in School policy.

2. RESPONSIBILITIES OF STUDENT COUNCILLOR

- a) attend at least one (1) scheduled evening meeting of Council per month from October, of the year in which the Student Councillor was selected and ending



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the last meeting in June of the following year (nine (9) month term). It is expected the Student Councillor will attend Council meetings on the same basis and with the same expectations as Councillors.

- b) may participate in discussions on current business of Council and provide comments, recommendations, reports, presentations, and advice to Council from the perspective of community youth.
- c) may request items be placed on or added to the agenda, subject to the approval of the CAO or Clerk.
- d) communicate and represent student matters and interests to Council.
- e) communicate with students on matters of Council.
- f) conform to the Code of Conduct required of Council members and act in accordance to the Municipality's Procedural By-Law.
- g) submit one (1) written report on their activities as Student Councillor and provide the report at the final Council Meeting of their term.

3. PROCEDURE

1. The Student Councillor will complete a Declaration of Office and be sworn in by the Clerk.
2. The Student Councillor's term is for one (1) nine (9) month term only. To serve for a second term, the Student Councillor must reapply.
3. The Student Councillor may not move or second a motion, participate in any matter dealing with employee matters or serve as Chair.
4. The Student Councillor will not participate in discussions at a Closed Meeting.
5. The Student Councillor may have access to professional development opportunities, conferences, etc. as provided to other Council members, at the discretion of Council and the CAO.
6. Any involvement with Committees of Council will be at the discretion of the Mayor, in consultation with the CAO and Clerk, and conditional upon the student's interest and availability.



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7. The Student Councillor may receive community hours for their time served, based on Ontario Policy/Program Memorandum 124 (OSSD - Community, Involvement Activities) or course credit in the Recognition of Experiential Learning for Credit (RELC) and approved by the CAO or Clerk, in consultation with the School Principal.
8. Municipal Staff will mentor the Student Councillor and provide orientation, be available to discuss issues, questions, or ideas that the student may have; guide, coach and mentor the Student Councillor in their activities related to Council.
9. Municipal Staff will supervise/chaperone the Student Councillor while performing their role at an approved conference or Council event. The CAO or Clerk will ensure appropriate supervision.
10. The Student Councilor will have limited membership.
11. The Student Councillor will be disqualified if the student is absent from Council Meetings without the approval of the Municipal Clerk for three (3) 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 in writing, preferably 30 days in advance. Such communication will be deemed a resignation.
12. The School Principal shall monitor the Student Councillor's academic performance to ensure their involvement on Council does not jeopardize their school performance.
13. Upon successful completion and in recognition of the Student Councillor's service, a letter will be presented by Mayor and Council at the last Council meeting in June, awarding the Student Councillor a bursary in the amount of \$1000.00, upon confirmation of registration of first semester of post-secondary education.