

Student Councillor Program Policy



Section	Date	By-Law Number	Page	Of
City Council	July 15 th , 2025		1	3
Subsection	Repeals By-Law Number		Policy Number	
	100-2012		CC-16-1	

Purpose

To establish a program policy for the appointment and participation of a non-voting student councillor(s) between grade 10 to 12 at any school within the City of Kenora.

Policy statement

In recognition of having an effective process of incorporating Kenora's "senior secondary" (grade 10/11/12) youth's perspective into relevant municipal decisions with the overarching objective of providing a holistic view on how municipalities operate, scope and impact of various decisions while enhancing leadership skills of its youth.

1.0 Eligibility

In order to be eligible to apply to become a student councillor, individuals shall meet the following criteria:

1.1 Be a full-time secondary student in grade 10, 11 or 12 at a high school within Kenora.

1.2 Provide a 500-word essay written to Council answering why they wish to partake in this opportunity.

1.3 Provide an endorsement letter from a principal, vice principal or a teacher in support of participation.

1.4 Meet any other conditions set out in this policy.

2.0 Term/Appointment

2.1 The term of office shall commence from the first Committee of the Whole meeting scheduled in October to the first Council meeting scheduled in June.

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2.2 The number of student councillor(s) to be appointed is to be determined by the Clerk based on municipal resources.

2.3 Student councillor(s) are to take an oath of office and confidentiality at the time of their appointment.

3.0 Attendance

3.1 Student councillor(s) are to attend a minimum of one (1) Committee of the Whole or Council meeting per month throughout their appointment, unless absence is due to reasonable circumstances, as approved by the Clerk.

3.2 Student councillor(s) may be requested to attend additional non-scheduled sessions such as orientation(s), agenda setting discussion(s) etc.

4.0 Responsibilities

4.1 Student councillor(s) shall conform to the code of ethics required of Council members. Student councillor(s) shall act in accordance with the municipalities procedural by-law.

4.2 Partake in discussions from the youth lens concerning current business of the Council.

4.3 Communicate student updates or provide comments at the end of each meeting.

4.4 Communicate undertakings and relevant matters of the Council to the student body.

4.5 At the discretion of the Clerk, student councillor(s) may request for items to added to an agenda.

4.6 Student councillor(s) may not move or second any motion, participate in any legal or employee matter proceedings except at the discretion of the Clerk.

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5.0 Other Committees of Council

5.1 The student councillor(s) may request or be offered to partake and attend other Committees of the Council as non-voting members at the discretion of the Clerk.

6.0 Mentorship

6.1 The Clerk shall act as a mentor to the student councillor(s), primarily responsible for orientation, training and general supervision.

7.0 Honorarium

7.1 At the end of the term, an honorarium of \$500 will be presented to the student councillor(s), if full participation in the program has been achieved.

8.0 Disqualifications

8.1 Student councillor(s) program period will end at the June Council meeting.

8.2 Student councillor(s) may be disqualified by the Council for low attendance or conflicts with the Council procedural bylaw.

8.3 Student councillor(s) wishing to resign may do so by providing the City Clerk with a written resignation letter at-least fourteen days prior to the next Council or Committee of the Whole meeting.