



FORTFRANCES

**YOUTH COUNCILLOR POLICY
GOVERNANCE 9.4**

POLICY

Created:	2025-08-27
Revised:	2025-11-20
Authorized:	By-Law 87-25
Superseded:	By-Law 61-25

1. PURPOSE

- (1) To establish a policy for the appointment of a non-voting Youth Councillor on the Town of Fort Frances Council. The purpose of the Youth Councillor is to bring in a youth perspective for voting members to consider in municipal decision making, and to provide youth a valuable learning experience.

2. SCOPE

- (1) This policy applies to eligible youth, as described under Section 4. Definitions.

3. DEFINITIONS

- (1) “Youth Councillor”: A student enrolled in grades 9 through 12 at a secondary school, and residing in the Town of Fort Frances.
- (2) “Council”: The elected Mayor and Councillors that provide municipal governance to the Town of Fort Frances.

4. YOUTH COUNCILLOR ELIGIBILITY

- (1) To be eligible for appointment as a Youth Councillor on Council, an individual must meet all of the following criteria:
 - (a) Be a full-time student enrolled in a secondary school program, grades 9 through 12, within the Town of Fort Frances; and
 - (b) Reside in the Town of Fort Frances; and
 - (c) Have a written recommendation from a teacher, Principal, Vice Principal, Guidance Counsellor, or other secondary school or school board staff that has firsthand knowledge of the student’s aptitude and character; and
 - (d) Demonstrate an interest in municipal governance or politics.

5. RESPONSIBILITY

- (1) The Youth Councillor will attend at least one scheduled meeting of Council per month from October to June.
- (2) The Youth Councillors’ term shall be for a one-year term only. In order to serve for a second year, the Youth Councillor must reapply.

- (3) Under the *Municipal Act, 2001*, only members of Council may vote. Therefore, the Youth Councillor is not a voting member of Council.
- (4) Due to the confidential nature of In-Camera sessions, with reasoning for entering into closed session outlined in Section 239 of the *Municipal Act, 2001*, the Youth Councillor will participate in discussions on all current business of Council with the exception of in-camera business.
- (5) The Youth Councillor is responsible for bringing a Youth perspective and voice to the Council table.
- (6) The Youth Councillor is responsible for representing the voices of youth peers, communicating and youth matters and interests to Council.
- (7) The Youth Councillor is responsible for submitting one written or verbal report, at the final Council meeting of their term, on their activities on Council.

6. DISQUALIFICATION & RESIGNATION

- (1) The Youth Councillor will be disqualified if the student is absent without approval of the Town of Fort Frances Clerk/Deputy Clerk or CAO for three consecutive meetings.
- (2) The Youth Councillor who ceases to be qualified to act as a Youth Councillor shall notify the Clerk/Deputy Clerk or CAO and shall resign from the position.
- (3) If a Youth Councillor wishes to resign, the youth must notify the Clerk/Deputy Clerk or CAO in writing, with a preference of thirty (30) days in advance. Such letter will be deemed to be a resignation.

7. REQUIREMENTS

- (1) The Youth Councillor shall conform to the Code of Conduct required of Council members. The Youth Councillor shall act in accordance with the Town of Fort Frances Procedural By-Law and, where the Procedural By-Law does not cover, Roberts' Rules of Order procedures.
- (2) Where applicable and in alignment with members of Council, the Youth Councillor must abide by policies of the Town of Fort Frances.

8. MENTORSHIP

- (3) The Clerk or delegate shall appoint a mentor for the Youth Councillor to:
 - (a) Assist the Youth Councillor on orientation; and

- (b) Be available to discuss issues, questions, or ideas that the student may have; and
 - (c) Guide, coach, and mentor the Youth Councillor in their activities related to Council.
- (4) The mentor will supervise/chaperone the Youth Councillor while performing their role at an approved conference or Council event. The Clerk or delegate will ensure appropriate supervision.

9. MEMBERSHIP

- (1) Upon acceptance, the Youth Councillor will have limited membership. The Youth Councillor may:
 - (a) Request items to be placed on, or added to, the agenda, subject to the approval of the CAO/Clerk; and
 - (b) Make presentations to Council; and
 - (c) Generally provide advice to Council from the perspective of the community's youth,
- (2) The Youth Councillor may not:
 - (a) Move or second a motion; and
 - (b) Participate in any matter dealing with employee matters; and
 - (c) Serve as Chair.

10. MISCELLANEOUS

- (1) The Youth Councillor shall be reimbursed allowable expenses associated with their role as Youth Councillor on Council, subject to approval of the Clerk or CAO.
- (2) The Youth Councillor shall have access to professional development opportunities, conferences, etc. as provided to other Council members.