



## **MANDATE:**

To provide City of Duncan high school students in grades 10 through 12 the opportunity to learn about and participate in the process of local government, with an option to develop and oversee a project that will benefit youth within the City of Duncan.

## **JUNIOR COUNCIL SHALL CONSIST OF:**

- 7 high school students selected by the school to represent the Junior Mayor and six Junior Councillors;
- One municipal staff representative.

## **REQUIREMENTS TO SERVE ON THE JUNIOR COUNCIL:**

- Must be a high school student in grades 10, 11 or 12;
- Must be 18 years of age or younger;
- Must be able to attend all four of the following meetings:
  - An orientation session . to introduce students to Council and staff members, discuss their roles, and provide an overview of municipal governance;
  - Meeting with the staff representative to review and refine (if necessary) the proposed motions.
  - Junior Committee of the Whole meeting where students will have the opportunity to introduce their motions; and
  - Junior Council meeting;
- A member of Junior Council cannot be suspended by their school;
- Tenure for Junior Council is one (1) year with opportunity for a one-year re-appointment.

## **PROCESS:**

- Once the Junior Council has been selected by the School, Junior Council will attend an orientation session at the City of Duncan to learn about their role and the role of local government;
- Junior Council will then meet separately to come up with proposed recommendations that they would like to introduce at their meeting. Students may also wish to undertake a project (optional) that will benefit youth in the City of Duncan. The project must be approved by Council;
- Junior Council will then meet with the staff representative who will review the proposed recommendations and to provide guidance (where necessary) to ensure they fall within the scope of local government;
- A Junior Committee of the Whole meeting will be held where the Junior Council will be able to formally put forward their recommendations;
- A Junior Council meeting is then held;
- After the meeting, a joint dinner will be held with Junior Council, City of Duncan Council, the CAO, and staff representative.

**AGENDAS:**

Agendas, with supporting material for the Junior Council Committee of the Whole and the Junior Council meeting will be prepared by the City of Duncan staff representative. Any approved projects would be administered by Junior Council and overseen by the School Administration (as applicable).

**MINUTES:**

Minutes will be prepared by the City of Duncan staff representative for both the Junior Committee of the Whole and Junior Council meetings. Resolutions from the Junior Council meeting will then be forwarded to City Council for consideration.

**POST MEETING:**

A small budget will be provided annually for the Junior Council to carry out a project that benefits youth within the City of Duncan. Funds cannot be used to off-set City of Duncan operations. The project must be approved by both Junior Council at its meeting as well as by the City of Duncan Council prior to proceeding. Once the project is complete, Junior Council will be required to attend a future City Council meeting as a delegation to update Council on the project.