



NAVIGATION TEAM

Intake Package

June, 2021



Canada

662 chemin Falconbridge Road
Sudbury, ON P3A 4S4

Futurenorth.ca
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Welcome!

Thank you for joining us and becoming a part of our growing network. We have put together a package for you to lend some insight into the work that we do as a collective and to help you further understand the work involved within this action team.

As an important part of the process, we ask that you consider your overall commitments to work, family life, recreation and other community work that you may be involved in.

At Future North/ Futur Du Nord, we value and emphasize the importance of work or school/ life balance. We ask that you regularly evaluate your existing commitments and share openly with us at any time if for any reason you are no longer able to participate within an action team or other partnership responsibilities.

We appreciate the work of all of our partners and commit to utilizing your time in the most effective way to show our respect for your time.

I acknowledge that I have read and understand the terms of reference, chairperson and co-chairperson responsibilities and prepare to commit myself as a partner within the Future North/ Futur Du Nord network. I understand that I may, at any time, step down from my role within the initiative and commit to balancing my responsibilities and prioritizing self-care, wellness, and work or school/ life balance above all else. I may also designate an alternate person who can attend meetings on my behalf when I am not available.

Partner's full name (print)

Partner's signature

Date

Substitute Decision Maker's name (print)

Substitute Decision Maker's signature

Date



Future North acknowledges that our place of work is within the Robinson-Huron Treaty territory and is the traditional territory of the Atikameksheng Anishinawbek and Wahnapiatae First Nation.

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Sudbury is one of thirteen communities across Canada chosen to develop system-wide solutions by youth for youth as they build and act upon plans for their futures. Under the guidance of the Tamarack Institute, each community, over a five-year period, 2019-2024, shall employ a Collective Impact Framework to build a Common Agenda; the primary goal of which is engaging youth facing barriers to develop strategies that enable young people to be engaged in their communities and successfully navigate transitions from youth to adulthood. The initiative is entitled the Communities Building Youth Futures Initiative (CBYF).

Vision

An enduring community commitment to achieving meaningful educational outcomes, inclusive and innovative employment opportunities, and better life outcomes for youth.

Mission

To inspire educators and employers to create responsive educational, vocational and employment opportunities for youth that are shaped by the voices and lived experiences of young people, and therefore consistent with their needs.

Nationwide project outcomes for 2019 – 2024:

- Up to 5000 youth will be engaged and supported in their education to employment journey.
- 1300 youth express positive comments about their involvement.
- 195 Local leaders – from up to 13 communities - will be engaged.
- A National Collaborative will address the systems and policy barriers which prevent youth from achieving success.
- Up to 30 Innovative projects will be piloted and scaled.
- 13 local education systems will be actively engaged.
- 26 Local employers will be actively engaged.

Indicators of Success:

- Number of participants served and retention rates in offered programs.
- High school attendance, absenteeism, and credit accumulation.
- High school graduation rates (e.g., on-time, +1 year, +2 years, +3 years).
- Post-secondary education acceptance, enrollment and graduation rates.
- Post-secondary education and labour market outcomes of program participants.
- Type and frequency of supports received.
- Number of communities served.
- Number of new partnerships, networks, and working groups developed.
- Number of innovative approaches developed (e.g., tools, pilot projects, best practices and training guides).

Navigation Action Team Terms of Reference

Vision

Connecting youth to opportunities, pathways and supports that align with their future goals.

Mission

To increase accessibility to existing supports on a Municipal, Provincial and Federal level

How will we make this happen?

The Navigation Action Team will address service navigation challenges that youth face in the community by raising awareness of “what’s out there” and connecting them to opportunities.

Guiding Principles:

Diversity

There are differences between people, and within cultures, within organizations, and within communities.

Through diversity and inclusiveness, we are stronger.

Youth Engagement and Empowerment

When given the opportunity, youth can be active and skilled contributors to their own wellness.

Leadership

The capacity to translate vision into reality.

Collaboration

Alone we do so little; together we can do so much.

Kindness

Wherever there is a human in need, there is an opportunity for kindness and to make a difference.

Mandate / Purpose

The Future North/ Futur Du Nord Navigation Action Team is responsible for working to address service navigation challenges that youth face in the community by raising awareness of “what’s out there” and connecting them to opportunities.

Membership

Membership shall reflect the diversity of the Districts of Sudbury and Manitoulin.

Responsibilities

The Navigation Action Team is responsible for:

1. Ensuring youth leadership and engagement at all stages of the work;
2. Leveraging the Collective Impact Framework to build strategies;
3. Leveraging community strengths and assets;

4. Supporting and strengthening local community capacity and action;
5. Actively participating in learning and evaluation;
6. Working collaboratively with our community partners, allies, business champions and youth in supporting youth to successfully navigate transitions.

The Navigation Action Team partners are responsible for:

1. Providing leadership, guidance and recommendations to the Leadership Table pertaining to Action Team work;
2. Actively participating in meetings, activities, planning sessions and networking;
3. Attending 80% of scheduled meetings by phone, in-person, or electronically;
4. Engaging community organizations and individuals in the work of Future North/ Futur du Nord;
5. Providing feedback, advice, and comments to Future North/ Futur du Nord on issues relevant to the work of the Table.

Authority

The Navigation Action Team has the authority to carry out the work approved by the Future North/ Futur Du Nord Leadership Table.

All Committees, Action Teams and Working Groups shall include at least one member of the Leadership Table and a youth who may or may not be a member of the Table.

Chairperson and Co-Chair

The Education Action Team shall select a Chairperson and a Co-Chair. The Co-Chair shall be a Youth, and, whenever possible, the Chairperson shall be a youth.

Duration of Term

The Navigation Action Team will exist for the duration of the Future North/ Futur du Nord (CBYF) Initiative.

Frequency of Meetings

Meetings of the Navigation Action Team shall take place monthly for the duration of the project. Dates may change to accommodate unforeseen circumstances.

Additional meetings may be scheduled as needed to address emergent issues that require the Table's consideration, and at significant milestones.

Meeting Agenda

A meeting agenda shall be distributed no less than 48 hours prior to scheduled meetings.

Navigation Action Team partners shall be invited to submit agenda items up to 72 hours prior to scheduled meetings.

Decision Making Processes

The Navigation Action Team shall strive for consensus when making decisions. Where consensus cannot be achieved, a decision shall be made by a simple majority of those voting on the issue in question.

Minutes and Administrative Support

Administrative support will be provided by the staff of Future North / Futur du Nord. Administrative support includes documentation of the proceedings and decisions of the Action Team and distribution of meeting minutes to partners. Documents pertaining to the Action Team will also be accessible through a Base Camp Project Management Software account, available to all partners. A link is provided on the cover page of this document.

Resources and Budget

Resources and budget are approved by the Future North / Futur du Nord Leadership Table and are managed by the Future North / Futur du Nord Program Manager in collaboration with the fiscal sponsor.

Conflict of Interest

On any matter brought to vote, a member with a conflict between the interests of the Navigation Action Team and the partner's organization shall be responsible to declare such conflict. If there is a conflict of interest, the member shall recuse her/ himself from the discussion and abstain from voting.

Review of Terms of Reference

The Terms of Reference for the Navigation Action Team shall be reviewed on an annual basis.

Partner's full name (print)

Partner's signature

Date

Substitute Decision Maker's name (print)

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Youth Engagement Strategies (Y.E.S)

Surveys, Questionnaires and Focus Groups

Tools used to determine service needs, conduct community outreach and evaluate project outcomes.

Youth Participation in Committees

Youth representation at the Leadership table and Action Teams. Youth provide constructive feedback on project proposals and how they reflect the needs of youth in the community.

Guest Speakers

Create opportunities for youth with lived experience to share stories that will help service providers understand the barriers youth face in pursuing education and employment opportunities.

Youth Led Projects

Mentoring and resource support for youth to lead their own projects in the community for the benefit of their peers.

Mentorship

Connecting youth with adult allies and creating opportunities for skill and knowledge development.

Pillar	Navigation Connecting youth to opportunities, pathways and supports that align with their future goals	Education Turning hands-on community projects into co-op credit and employment for youth	Partnership Working together to test innovative ideas and bring youth to the table	Advocacy Working from within the system to transform the youth experience
Overview	Address service navigation challenges that youth face in the community	Utilize community development projects as alternative education programs	Utilize collective impact model to share responsibility of system change	Highlight and address the barriers that youth face to education, employment and civic engagement
Goal	To increase accessibility to existing supports on a Municipal, Provincial and Federal level	To increase the number of co-op students, interns and alternative education students through the Future North network	To work in partnership with youth, community agencies, businesses and political leaders to move the work of the initiative forward	To increase communication between youth-serving agencies; research and report on barriers and advocate for youth to participate in their community
Y.E.S Implemented	<ul style="list-style-type: none"> Youth-led focus groups and surveys used to gather information from youth in the community on how to design and create the Technology Hub. Youth-led Project: Youth interns designed and implemented a financed project. Youth-led trainings and webinars. 	<ul style="list-style-type: none"> Youth are allowed to explore their carpentry skills with the build of the arbour, providing tangible, hands-on experience. Youth are involved as evaluators and researchers by gathering feedback from other youth to analyze quality improvements. 	<ul style="list-style-type: none"> Designated seats for youth at the Leadership table and action teams. Youth and adults join together as equals to be a part of a shared decision-making process. 	<ul style="list-style-type: none"> Youth Expert Panel: youth provide ideas on how to support young people within the community, as well as provide constructive feedback and insight on proposals and how they reflect the needs of youth. Youth attend the Leadership Table as Guest Speakers to advocate for their needs.

Meaningful Collaboration with Youth

1. Use Continuous Feedback Loops: Develop feedback mechanisms and an action plan to improve based on feedback.
2. Meet Youth Where They Are at: Empower youth by meeting them where they are at. Create opportunities for youth to ask questions, grow, learn and be a part of community development.
3. Develop Trust: Develop trust and create a safe and comfortable space while being flexible in the way that youth, peers and adult allies work together.
4. Be accountable: Youth and adult allies need to follow through with what they are saying during all collaborations.
5. Recognize the value of lived experience: Recognize the value of lived experience and intersectionality and hold a collaborative space for diverse knowledge bases.
6. Communicate on the same level: Acknowledge that both youth and adult allies are part of the conversation and demonstrate that everyone has an active role.
7. Affirm the work and contribution of youth as equals: Ensure that youth are engaged in tangible goals and that their ideas result in meaningful impact towards community growth.
8. Youth-led Projects: Involve youth during the early stages of development. Create opportunities where youth are designing, leading and implementing project ideas with mentorship support.

Source: Tamarack Institute. (2020). Guide, Meaningfully Engaging Youth.

Chairperson/ Co-Chairperson Description

Chairperson and Co-Chair

The Leadership Table, Actions Teams and Expert Panel of Future North / Futur du Nord shall each select a Chairperson and a Co-Chairperson. The Co-Chair shall be a Youth, and, whenever possible, the Chair shall be a youth.

Mandate / Purpose

The purpose of the Chairperson within an Action Team, Leadership Table or Expert Panel is to provide leadership during scheduled sessions with the larger group. The identified individual should be an effective strategist and good networker with strong communication skills and an ability to focus the group and accomplish the desired outcomes of the meeting.

The Chairperson has an added responsibility of mentoring and supporting the youth Co-Chair to ensure they are provided with opportunities to build skills and experience in their role.

The purpose of the Co-Chair is to assist the Chairperson when required and have the ability to facilitate meetings when needed.

Responsibilities

The Chairperson is responsible for:

- Ensuring the committee functions properly.
 - Ensure adequate and equal involvement of group members.
 - Facilitate discussions and focus the group.
 - Provide structure for voting and approval of items as required.
 - Propose the onboarding of new members when necessary.
 - Prepare for the meeting by reviewing materials.
 - Provide mentorship to Co-Chair and seek opportunities for growth and development.

The Co-Chairperson is responsible for:

- Prepare for meetings and committee sessions.
 - Prepare meeting agenda and distribute to the group.
 - Approve meeting minutes and upload to Base Camp folder.
 - Prepare for the meeting by reviewing materials and information.
 - Participate in mentor/ mentee relationship and engage in opportunities to develop skills and abilities.

Affirmation of Confidentiality

During the course of my involvement in the Future North / Futur du Nord initiative, I understand that I will be exposed to information that is shared in discussions that take place within group settings and in one-to-one situations. This information needs to remain confidential so that everyone is able to be comfortable sharing their thoughts and feelings. The only reason information should be shared is if someone is at risk of harming themselves or others, or, someone is experiencing physical, emotional, or sexual abuse or neglect.

If I am concerned that someone may harm themselves or other persons, or, if I suspect someone is being abused or neglected, I will share that information only with professionals who need to know. The information I share verbally or in writing about my concerns, will be kept secure and only seen by professionals who need to know about the information. This information will not be shared without my knowledge.

I have read, understand, and will abide by this Affirmation of Confidentiality throughout the course of my involvement with Future North / Futur du Nord, and after my involvement.

Partner's full name (print)

Partner's signature

Date

Substitute Decision Maker's name (print)

Substitute Decision Maker's signature

Date

Media Consent & Release Form

Throughout this initiative, youth may be highlighted in efforts to promote our activities and achievements. Youth may be featured to increase public awareness of our initiative through social media, brochures, etc. If you do not wish to give permission as stated below, please do not sign this form.

I, _____, hereby give Future North / Futur du Nord, employees, representatives, and authorized media organizations permission to photograph, print, and record me/my child for use in audio, video, film, and any other electronic, digital and printed media.

- a. This is with the understanding that its representatives will not reproduce any of the media for any items of commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness.
- b. I further release and relieve Future North / Futur du Nord, its employees, and other representative from any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent & Release Form statement and fully understand its terms and conditions.

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