



**FUTURE
NORTH**



a network for youth



**FUTUR
DU NORD**



réseau jeunesse

General Intake Package

February, 2022



Canada

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Sudbury, ON P3A 1W7

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Student / Intern Intake Package

Name: _____

School: _____

Program: _____

Location: _____

Total Placement Hours: _____

Date of Orientation: _____

Hey!

Thanks for joining us. We are so happy to have you on the team. The information you will find in this package was created for you. The purpose of it is to give you a general overview of the work we do here at Future North and to support you on your learning journey over the next few weeks and/ or months. But first we want you to know that students and interns are at the heart of everything we do at Future North. The initiative is called “A network of youth” for a reason. By starting your placement with us, you have now become a part of our network and that means that we are also on a learning journey with you. We are here to learn from one another and from your very first day, we encourage you to step out of your comfort zone, share your thoughts and ideas and help us learn about how we can grow and improve.

Below you will find an overview of what you need to know, links to policies and procedures and a few questions to help us get to know you better. We welcome any feedback on this orientation package so that we can make it effective and efficient for future students. Thanks again and welcome to the team!

Nicole Minialoff

Program Manager

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Community Engagement Coordinator

Future North / Futur du Nord Overview

Sudbury is one of thirteen communities across Canada chosen to develop system-wide solutions 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.

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.

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.

Goals for the 13 communities across Canada

Future North/ Futur Du Nord is a part of a nationwide 5-year collective impact initiative. The work within each of the four Action Teams, Leadership Table and the Youth Expert Panel is directed towards achieving the following outcomes:

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).

Frequently Asked Questions

What is Future North?

- A 5-year strategy
- Funded by the Federal Government and Tamarack Institute
- A community of opportunity
- A cross-community partnership
- Youth led projects and programming
- A network for youth

Who can be involved?

- Youth;
- Community members;
- Agencies;
- Businesses;
- Educators;
- Parents;
- Employers;
- Young adults.

How can I be involved with the initiative?

- Join an action team;
- Answer surveys;
- Do a co-op;
- Attend focus groups;
- Advocate with us;
- Become a partner;
- Create content for our social media;
- Co-develop a project.

Why We Need Your Help

- There is a lot of work to do!
- Youth know best about what they need.
- Youth and young adults provide the creativity and fresh perspective that this world needs!

Youth Engagement Strategies (Y.E.S)



Pillar	Navigation	Education	Partnership	Advocacy
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
2. Meet Youth Where They Are at
3. Develop Trust
4. Be accountable
5. Recognize the value of lived experience
6. Communicate on the same level
7. Affirm the work and contribution of youth as equals
(Tamarack Institute, 2020)

Stratégies d'engagement des jeunes (SEJ)

Stratégies d'engagement des jeunes (SEJ)				
	Sondages, questionnaires et groupes de discussion	Participation des jeunes aux comités	Conférencières et conférenciers invités	Projets dirigés par des jeunes
Pilier	Sondages, questionnaires et groupes de discussion Outils utilisés pour déterminer les besoins en services, mener des activités de sensibilisation communautaire et évaluer les résultats du projet.	Participation des jeunes aux comités Représentation des jeunes à la table de leadership et dans les équipes d'action. Les jeunes donnent des commentaires constructifs sur les propositions de projet et sur la façon dont ces propositions reflètent les besoins des jeunes dans la communauté.	Conférencières et conférenciers invités Créer des occasions, pour les jeunes ayant une expérience vécue, de partager des histoires qui aideront les fournisseurs de services à comprendre les obstacles auxquels font face les jeunes lorsqu'ils et elles poursuivent des possibilités d'éducation et d'emploi.	Projets dirigés par des jeunes Créer des occasions permettant aux jeunes de concevoir, diriger et mettre en œuvre des idées de projet avec le mentorat et du soutien en matière de ressources.
Aperçu	S'attaquer aux problèmes de navigation auxquels les jeunes font face dans la communauté	Transformer des projets pratiques communautaires en crédits d'éducation coopérative et en emplois pour les jeunes	Travailler ensemble pour mettre à l'essai des idées novatrices et amener les jeunes à la table des discussions	Travailler de l'intérieur du système pour transformer l'expérience des jeunes
Objectif	Accroître l'accessibilité aux soutiens existants à l'échelle municipale, provinciale et fédérale	Utiliser les projets de développement communautaire comme programmes d'éducation alternative	Utiliser le modèle d'impact collectif pour partager la responsabilité de changer le système	Mettre en évidence et éliminer les obstacles auxquels les jeunes se heurtent en matière d'éducation, d'emploi et d'engagement civique
Mise en œuvre des stratégies (SEJ)	<ul style="list-style-type: none"> Groupes de discussion et sondages menés par des jeunes pour recueillir de l'information auprès des jeunes de la communauté sur la façon de concevoir et de créer le carrefour de la technologie. Projet dirigé par des jeunes : de jeunes stagiaires ont conçu et mis en œuvre un projet financé. Formations et webinaires dirigés par des jeunes. 	<ul style="list-style-type: none"> Les jeunes ont le droit d'explorer leurs compétences en menuiserie pendant la construction de la tonnelle, ce qui leur permet d'acquérir une expérience concrète et pratique. Les jeunes participent à titre d'évaluateurs et évaluatrices, et de chercheurs et chercheuses en recueillant les commentaires d'autres jeunes afin d'analyser les améliorations de la qualité. 	<ul style="list-style-type: none"> Des places sont réservées aux jeunes à la table de leadership et dans les équipes d'action. Les jeunes et les adultes se réunissent sur un pied d'égalité pour participer à un processus décisionnel partagé. 	<ul style="list-style-type: none"> Groupe de jeunes experts et expertes : Les jeunes donnent des idées sur la façon de soutenir les jeunes dans la communauté, en plus de fournir des commentaires constructifs et des idées sur les propositions et sur la façon dont ces propositions reflètent les besoins des jeunes. Les jeunes participent à la table de leadership en tant que conférenciers invités et conférencières invitées pour défendre leurs besoins.

Collaboration significative avec les jeunes

1. Soyez toujours à l'affût de rétroaction
2. Allez à la rencontre des jeunes là où ils se trouvent
 3. Instaurez un lien de confiance
 4. Assurez-vous de l'imputabilité
5. Reconnaissez la valeur des expériences vécues
6. Communiquez au même niveau
7. Valorisez le travail et l'apport des jeunes à titre d'égaux

(Institut Tamarack, 2020)

CBYF Dictionary

Initiative

An act or strategy intended to resolve a difficulty or improve a situation; a fresh approach to something.

Collective Impact

Collective Impact is the commitment of a group of people from different agencies to a common agenda for solving a specific social problem, using a structured form of collaboration.

Stakeholder

A person with an interest or concern in something.

Common Agenda

A common agenda is a common understanding of the problem and a shared vision for change.

Sector

An area that is distinct from others. For example: The business sector.

Pilot Project

An activity or project planned as a test or trial.

Outcome

How something turns out; end result.

Insert Plan on a page and 1 page youth engagement strategy

Student/ Intern Personal Information

Start Date: _____

End Date: _____

Department: _____

Supervisor: _____

Last Name: _____

First Name: _____

Address: _____

Telephone: _____

Emergency Contact Information: _____

Medical conditions the agency should be aware of:

Signature: _____

Date: _____

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

Subsitute Decision Maker's name (print)

Subsitute Decision Maker's signature

Date

Future North keeps a copy on file

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.

Partner's full name (print)

Partner's signature

Date

Subsitute Decision Maker's name (print)

Subsitute Decision Maker's signature

Date

Health & Safety Checklist Students/ Interns

Name: _____

School: _____

Program: _____

Location: _____

Total Placement Hours: _____

Date of Orientation: _____

Safety Item to be reviewed	Reviewed (Y or N)	N/A
1. Location of the Health and Safety Bulletin Board <ul style="list-style-type: none">• Health and Safety Policy• Poster with symbols• Occupational Health and Safety Act (Green book)		
2. Location of the First Aid Kit		
3. Location of the fire extinguisher		
4. Location of carbon monoxide detector		
5. Location of fire alarm/ pull station		
6. Location of spill kit		
7. Workplace Hazardous Materials Information System (WHMIS) <ul style="list-style-type: none">• Review standard/symbols• Location of the Safety Data Sheets (SDS)		
8. Emergency Response Plan- Emergency Procedures		
9. Identify the communication plan with direct report in case of an emergency		
10. Reporting accidents and incidents		

Student / Intern full name (print)

Student / Intern signature

Date

Supervisor name (print)

Subsitive Decision Maker's signature

Date

Policies

Student/ Intern Acknowledgement Form

Mandatory documents to review as per legislation and host agency/Future North policies and procedures. The following policies have been explained to me.

I have read and fully understand all procedures and responsibilities.

I agree to observe and follow these procedures (*click the items in the list to be redirected to the procedures*):

- Future North HR Manual
- Duty to Report Policy
- Social Media Guidebook and Communications Guidebook
- Youth Engagement Toolkit
- Plan on a Page
- Branding Guidelines Manual
- COVID-19 Policy
- Expectations Review
- Onboarding step by step videos

Student / Intern full name (print)

Student / Intern signature

Date

Supervisor name (print)

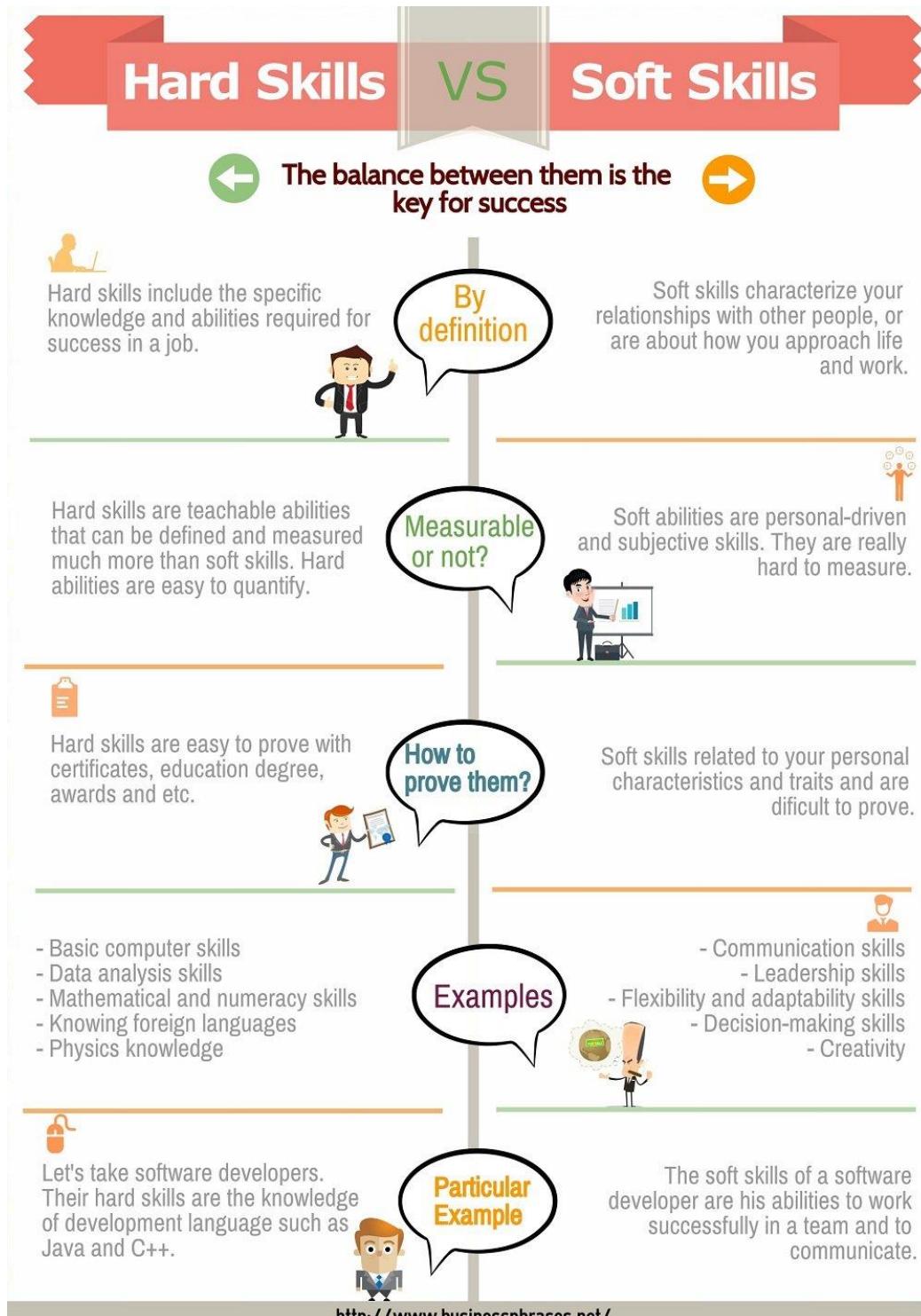
Subsิตute Decision Maker's signature

Date

Submit to HR within 2 days of start date for your file.

Pre-Assessment Survey

The infographic below has been saved from <https://www.businessphrases.net/hard-skills-list/>. The graphic describes both "hard" and "soft" skills. Both of these skills are important in the workplace and in life! Through your placement with Future North, we are hoping to help you develop skills in both of these columns and want you to consider opportunities that will help you do so.



Questions

If you were to create a resume to apply for a job today, what "hard" or "soft" skills would you include on your resume? For example: Customer service, reliability etc.

Check off the skills below that you would like to work on during the next few months with Future North

- Communication Skills E.g. presenting or sharing an idea/ concept
- Leadership Skills
- Time management and organization
- Microsoft word or excel skills
- Outlook calendar and managing emails
- Report writing
- Tracking and analyzing data
- Budget and finance skills
- Learning about other cultures and life experiences

Other: _____

If you had the power to change one thing in your community that would make things better for youth, what would it be and why?

Is there anything else you would like us to know or think about?



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.

I, _____, hereby give Future North, 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, 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.

Applicant Name:

Print

Signature

Date

Substitute Decision-Maker:

(e.g. Parent/Guardian)

Print

Signature

Date





Consent to Release & Obtain Personal Information

Future North respects your privacy when it comes to releasing and obtaining personal information. It is agreed that any and all information related to the affairs of Future North is confidential and will be treated as confidential. I understand the purpose of this consent.

I understand that I may withdraw my consent, verbally or in writing, at any time.

I hereby authorize the disclosure of personal information related to me/my child.

PERSONAL INFORMATION

Family Name:	Given Name:
Address:	City:
Postal Code:	E-mail:
Home Phone:	Cell:

**Current status that best
Describes you:
(Please check one)**

Student: High school – Current Grade:

Student: University/College – Current Year:

Employed

Other:

PARENT/GUARDIAN INFORMATION

Name:	Relationship:
Home Phone:	Cell Phone:

EMERGENCY INFORMATION

Name:	Relationship:
Home phone:	Cell phone:

Applicant: _____ Signature _____ Date _____

Substitute Decision-Maker:
(e.g. Parent/Guardian) _____ Parent/Guardian Under 18 Years of Age _____ Date _____

Signature _____ Date _____





Honorarium Payment Form

Young people are valuable partners and key informants who bring a diversity of perspectives and experiences to every area of community work. An honorarium is a form of recognition from an organization to someone in exchange for their contribution of knowledge, skills, lived experience and time invested in a project, activity, or event. Honorariums¹ address some of the practical barriers to engagement.

Name:	Email Address:		
Honorarium Tracking Sheet			
Date of Participation	Meeting/Activity	Location	No. of Hours

Form of payment required:

- Walmart Gift Card
- Tim Hortons Gift Card
- Amazon Gift Card
- Other form of gift card: _____

(Please Specify)

I certify that the above services were completed, that the compensation hereby approved for payment is appropriate to the service performed, and that the payment is a "thank you" gesture of goodwill and appreciation.

Signature

Date

Signature of Program Manager

Date

¹ Youth who are compensated for their time by their employer or other sponsoring organization are not eligible for honoraria.





Consistent Honorarium Payment Form

Young people are valuable partners and key informants who bring a diversity of perspectives and experiences to every area of community work. An honorarium is a form of recognition from an organization to someone in exchange for their contribution of knowledge, skills, lived experience and time invested in a project, activity, or event. Honorariums¹ address some of the practical barriers to engagement.

The Consistent Honorarium Payment Form enables youth to track their activities and receive a consistent form of honorarium payment per activity.

Name:	Email Address:			
Honorarium Tracking Sheet				
Date of Participation	Meeting/Activity	Location	No. of Hours	Honorarium Status

Form of payment required: _____
(Please Specify)

I certify that the above services were completed, that the compensation hereby approved for payment is appropriate to the service performed, and that the payment is a "thank you" gesture of goodwill and appreciation.

Signature

Date

Signature of Program Manager

Date

¹ Youth who are compensated for their time by their employer or other sponsoring organization are not eligible for honoraria.





Expense Reimbursement Form

Future North recognizes that young people are valuable partners and key informants who bring a diversity of perspectives and experiences to every area of community work. For many youth, the practical costs of participation act as a barrier to their participation. Reimbursement for out-of-pocket expenses alleviates the financial hardship that may deter their participation.

Personal Information

Family Name:	Given Name:
Address:	City:
Postal Code:	E-mail:
Home Phone:	Cell:

Expense

Date	Cost	Description	If selected other, please explain

Receipts for reimbursables are attached to email.

I certify that the above services were completed, that the compensation hereby approved for payment is appropriate to the expenses incurred by me in accordance to the Expense Reimbursements to Youth Policy.

Applicant: _____ Signature _____ Date _____

Witness: _____ Signature _____ Date _____





Withdrawal of Consent

I, _____, wish to withdraw my consent to any further use or disclosure by Future North of my/my child's personal information.

OR

I wish to place the following conditions on any further use or disclosure of personal information: *(Please specify conditions in the space below)*

This withdrawal of consent does not have retroactive effect nor does it affect the uses and disclosure of personal information collected by Future North where the uses and disclosures are permitted or required by law without consent.

Applicant Name: _____ Print _____ Signature _____ Date _____

Substitute Decision-Maker: _____ Print _____ Signature _____ Date _____
(e.g. Parent/Guardian)

Witness: _____ Print _____ Signature _____ Date _____





Consentement lié à l'obtention et à la divulgation de renseignements personnels

Futur Du Nord respecte votre droit à la vie privée lorsqu'il s'agit de l'obtention et de la divulgation de vos renseignements personnels. Il est entendu que tous les renseignements fournis et liés aux activités de cette initiative sont confidentiels et seront traités comme tels. Je comprends la raison d'être de ce consentement.

Je comprends que je peux en tout temps retirer mon consentement, verbalement ou par écrit.

Par la présente, j'autorise la divulgation de renseignements personnels me concernant ou concernant mon enfant.

RENSEIGNEMENTS PERSONNELS

Nom de famille:	Prénom:
Adresse:	Ville:
Code postal:	Courriel:
N° de tél. résidentiel:	N° de tél. cell.:

Situation actuelle
vous décrivant le mieux :
(cocher une seule réponse)

- Élève : École secondaire – Niveau actuel:
- Étudiant(e) : Université/collège – Année courante:
- Employé(e)
- Autre:

RENSEIGNEMENTS SUR LE PARENT/TUTEUR

Nom:	Lien de parenté/relation:
N° de tél. résidentiel:	N° de tél. cell.:

CONTACT EN CAS D'URGENCE

Nom:	Lien de parenté/relation:
N° de tél. résidentiel:	N° de tél. cell.:

Candidat(e):

Signature

Date

Mandataire spécial:
(p. ex. parent/tuteur)

Signature du parent/tuteur (si le
candidat est mineur)

Date

Signature

Date





Formulaire de paiement uniforme des honoraires

Les jeunes sont des partenaires précieux et des informateurs clés qui apportent une diversité de points de vue et d'expériences dans tous les domaines du travail communautaire. Les honoraires sont une forme de reconnaissance de la part d'un organisme envers une personne en échange de sa contribution en matière de connaissances, de compétences, d'expérience vécue et de temps investi dans un projet, une activité ou un événement. Les honoraires permettent d'éliminer certains des obstacles pratiques à l'engagement.

Le formulaire de paiement uniforme des honoraires permet aux jeunes de faire le suivi de leurs activités et de recevoir une forme uniforme de paiement des honoraires par activité.

Nom :		Adresse courriel :		
Feuille de suivi des honoraires				
Date de participation	Réunion/activité	Emplacement	Nombre d'heures	État des honoraires

Forme de paiement requise : _____

(Préciser)

J'atteste que les services ci-dessus ont été fournis, que la rémunération approuvée aux fins de paiement convient au service fourni et que le paiement est un geste de remerciement et d'appréciation.

Signature

Date

Signature de la gestionnaire de programme

Date





Formulaire lié au versement de rétributions

Les jeunes sont des partenaires précieux et des informateurs clés qui font profiter chaque secteur du travail communautaire d'une diversité de points de vue et d'expériences. Le versement de rétributions constitue un moyen pour un organisme de reconnaître l'apport d'une personne en matière de connaissances, de compétences et d'expériences vécues, de même que le temps qu'elle a consacré à un projet, une activité ou un événement. Les rétributions¹ servent à aider les jeunes à surmonter certains des obstacles concrets susceptibles de nuire à leur participation.

Nom:		Courriel:	
Rapport relatif aux rétributions			
Date de la participation	Réunion/activité	Lieu	Nbre d'heures

Forme de la rétribution requise:

- Carte-cadeau de Walmart
- Carte-cadeau de Tim Hortons
- Carte-cadeau de Amazon
- Autre type de carte-cadeau:

(Veuillez préciser)

J'atteste que les services ci-dessous ont bien été rendus, que la compensation par la présente approuvée est appropriée aux services rendus, et que celle-ci constitue un geste de bonne volonté et une forme de remerciement pour ceux-ci.

Signature

Date

Signature of Gestionnaire de programme

Date

¹ Les jeunes recevant une compensation de leur employeur ou d'un autre organisme parrain ne sont pas admissibles aux rétributions.





Formulaire de consentement à la divulgation aux medias

Dans le cadre de l'initiative, certains jeunes peuvent être appelés à être mis de l'avant pour promouvoir nos activités et nos réalisations. Des jeunes peuvent être « mis en vedette » pour mieux faire connaître notre initiative au public par le biais des médias sociaux, de dépliants, de brochures, etc.

Par la présente, je soussigné(e), _____, permets aux employés et aux représentants de l'initiative « Futur Du Nord », ainsi qu'aux organisations médiatiques autorisées, de prendre des photos de moi-même/de mon enfant, et de les faire imprimer, ou de faire des enregistrements de moi/de mon enfant pour des bandes audio, des vidéos ou des films, ou pour toute autre publication électronique, numérique ou imprimée.

- Cette autorisation est fournie sous réserve que les représentants de « Futur Du Nord » ne reproduisent aucun de tels supports média à des fins commerciales ni ne réalisent de gains financiers en reproduisant/diffusant toute photographie, ou image s'en inspirant, de moi-même/de mon enfant.
- Je dégage et décharge également l'initiative « Futur Du Nord », ses employés et autres représentants de toute responsabilité, connue ou inconnue, découlant de l'utilisation de ce matériel.

J'atteste avoir lu le présent Formulaire de consentement à la divulgation aux médias, et entièrement comprendre les modalités et conditions qu'il contient.

Candidat(e):

Caractères d'imprimerie	Signature	Date
-------------------------	-----------	------

Mandataire spécial:

(p. ex. parent/tuteur)

Caractères d'imprimerie	Signature	Date
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Caractères d'imprimerie	Signature	Date
-------------------------	-----------	------





Retrait du consentement

Je, soussigné(e), _____, désire retirer mon consentement à toute autre utilisation ou divulgation de mes renseignements personnels, ou de ceux de mon enfant, dans le cadre de l'initiative « Futur Du Nord ».

OU

Je désire soumettre aux conditions suivantes toute nouvelle utilisation ou divulgation de mes renseignements personnels ou de ceux de mon enfant : (*Veuillez préciser ces conditions dans l'espace ci-dessous*)

Ce retrait de consentement n'a pas d'effet rétroactif, ni ne porte sur l'utilisation ou la divulgation des renseignements personnels recueillis par le personnel de l'initiative « Futur Du Nord » dans le cas où une telle utilisation ou divulgation serait permise ou exigée par la loi sans consentement.

Candidat(e):

Caractères d'imprimerie _____ Signature _____ Date _____

Mandataire spécial:

(p. ex. parent/tuteur)

Caractères d'imprimerie _____ Signature _____ Date _____

Caractères d'imprimerie _____ Signature _____ Date _____





Policy

Covid-19 Vaccination

1.0 Purpose of this Policy

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization of employees, staff, contractors, volunteers, and students. Contingent upon vaccine availability and unless medically contraindicated, it is the expectation that all eligible employees, staff, contractors, volunteers, and students are fully vaccinated against COVID-19 (i.e. against infections caused by SARS-CoV-2).

2.0 Preamble

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic virus. The first case in the Public Health Sudbury & Districts service area was reported on March 10, 2020. Globally, within Ontario and in the PHSD service area, variants of the virus have circulated, including the current dominance of the Delta variant with increased transmissibility and disease severity compared with previous COVID-19 virus strains. Regardless of which SARS-CoV-2 variant is predominating in an area, vaccination, in combination with public health and individual measures, continue to work to reduce disease spread and severe outcomes. In particular, evidence continues to demonstrate that a complete two-dose series of Health Canada-approved COVID-19 vaccines provides substantial protection. Based on current data only a fraction of fully vaccinated people became infected, with the majority of recent cases and hospitalizations occurring in unvaccinated or partially vaccinated people. COVID-19 is an acute respiratory illness caused by severe acute respiratory syndrome coronavirus (SARSCoV-2). It may be characterized by fever, cough, shortness of breath, and other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age, however, is not limited to the elderly and is elevated in those with underlying medical conditions.

3.0 Definitions

The following definitions shall apply to this Policy:

- i. **Fully Vaccinated** means an individual has received:
 - a. The full series of a Covid-19 vaccine authorized by Health Canada, or any combination of such vaccines,
 - b. One or two doses of a Covid-19 vaccine not authorized by Health Canada, followed by one dose of a Covid-19 mRNA vaccine authorized by Health Canada or,
 - c. Three doses of a Covid-19 vaccine not authorized by Health Canada; and

they received their final dose of the Covid-19 vaccine at least 14 days before providing the proof of being fully vaccinated.

- ii. **Individuals** means all students, employees and volunteers of Future North
- iii. **Proof of Vaccination** means a written vaccination record of an individual's Covid-19 immunization date(s) issued by the government of the province, territory or country in which they were immunized.

4.0 Legislative framework

This policy is aligned with the employer's general duty under the Occupational Health and Safety Act to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission.

This policy is applied in accordance with the Ontario Human Rights Code, Occupational Health and Safety Act and any other applicable legislation and/or collective agreement.

Information collected under this policy and procedure is in compliance with relevant legislation including but not limited to the Personal Health Information Protection Act and the Ontario Human Rights Code.

5.0 Application

The employer can reasonably inquire in the vaccination status of its workers if its workers work in a location with common areas or its workers could have contact with clients, customers, or the public.

Regardless of how often or how much time spent in their respective workplace, this policy applies to:

- ✓ Employees and staff
- ✓ Contractors
- ✓ Students
- ✓ Volunteers

6.0 Requirements

All employees, staff, contractors, volunteers and students will be required to provide one of the following:

1. Proof of COVID-19 vaccine administration as per the following requirements:
 - a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by Health Canada, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
 - b. Proof of all required doses of a COVID-19 vaccine approved by Health Canada.
 - I. The above noted documentation is required by no later than December 17th 2021 for the first dose of a two-dose COVID-19 vaccination series; and
 - II. The above noted documentation is required by no later than January 17th 2022 for the second dose of a two-dose COVID-19 vaccination series.
 - III. The above noted documentation is required upon hire for any new hires onboarded on or after December 1st, 2021.

2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - a. that the person cannot be vaccinated against COVID-19; and
 - b. the effective time period for the medical reason (i.e., permanent or time-limited).
 - I. In the instance that a medical exemption is approved, the employee must follow all approved guidelines for non-vaccinated individuals as set out by the Public Health Sudbury and District;
 - II. The above noted guidelines may include the requirement for an employee to complete rapid antigen testing at the cost of the employee for any in-person gatherings that the employee is unable to attend virtually.

7.0 Policy implications

Implications will vary depending on employer's risk assessment and general duty under OHSA.

Employees, staff, contractors, volunteers and students who elect not to provide proof of COVID-19 vaccination per 1 above, and rely on 2 or 3, may be subject to additional requirements such as COVID-19 testing, redeployment, personal and public health protective measures, work exclusion/leave of absence, termination, etc., based on assessment by the employer of factors including for example, the work/role of the individual, the type of workplace, local epidemiology, etc., and in consideration of the duty to accommodate, as applicable.

8.0 Acknowledgements:

Acknowledgement that the policy will be applied in accordance with the Ontario Human Rights Code.

Acknowledgement that the policy may change as the status of the pandemic changes and/or legislation or public health advice changes.

9.0 Duration, Review and Modification of the Policy

- i. This policy is effective December 1, 2021 and will apply until December 1, 2022. It will be reviewed by the Future North Leadership Table on a regular basis, and in any event by no later than December 1, 2022, in order to ensure that the protective measures outlined herein remain appropriate in consideration of the circumstances and any recommendations which may be made by the provincial government and public health officials.
- ii. The Future North Leadership Table has the right to change, modify or revoke this Policy, including by enhancing the protections in place and implementing supplementary policies which may be applicable to specific activities, events, at any time.¹

¹ Policy dated November 25, 2021



Policy Acknowledgement Form

Covid-19 Vaccination

PERSONAL INFORMATION

Family Name:	Given Name:
Address:	City:
Postal Code:	E-mail:
Home Phone:	Cell:

If the employee / volunteer is under the age of 18, a parent/guardian will provide consent on behalf of the minor.

PARENT/GUARDIAN'S PERSONAL INFORMATION

Family Name:	Given Name:
Address:	City:
Postal Code:	E-mail:
Home Phone:	Cell:

I hereby acknowledge that I have reviewed the Future North Covid-19 Vaccination Policy and that I understand the expectations and procedures detailed within the policy. By signing this policy acknowledgement form, I understand that I must follow the procedures outline within the Future North Covid-19 Vaccination Policy within the timelines stipulated in Section 6.0- Requirements.

Student/ Staff/ Volunteer: _____

Substitute Decision-Maker: _____

Program Manager: _____

Dated: _____

[Return to procedure check list](#)



Nicole Minialoff,
Program Manager
manager@futurenorth.ca

Keanna Duguay,
Community Engagement Coordinator
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Employer and Employee Expectations

Future North is a youth-led program that is fiercely making its way into the non-profit sector by challenging the norms for youth engagement and presenting high quality, professional materials that assist other youth serving organizations with improving their youth engagement strategies. In order to continue to advance our reputation and make our mark within the community, it is important that all team members understand the mutual expectations within the team and what we all need to do to run a high quality, professional program.

Workplace Expectations:

- We work hard but we have fun
- We work efficiently but we pay attention to the fine details
- We give feedback in a constructive way and help each other grow
- We communicate often (especially in a virtual environment)
- We provide support to the team where it is needed most
- We produce high quality, professional work that is in line with industry standards

Communication Expectations:

- Keep your google chats open during working hours
- Use your calendar to indicate what you are working on when and mark off personal appointments or anything outside of your workload that you may be doing during work hours
- If you need to work after hours, give the manager a heads up and mark it on your calendar
- If you need time off, communicate communicate communicate
- Google chats is for informal conversation, quick questions and inquiries and email is for more formal topics such as time off inquiries, submission of time sheets etc.
- Set aside a time everyday to go through your emails and respond to people in a reasonable timeframe
- If you are going to be away- set an automatic reply so that community members know you are not in the office that day
- If something is not working for you, let the team know!

Employee Signature

Date of Signature

Manager Signature

Date of Signature



Policy Acknowledgement Form

HR Manual

PERSONAL INFORMATION

Family Name:	Given Name:
Address:	City:
Postal Code:	E-mail:
Home Phone:	Cell:

If the employee is under the age of 18, a parent/guardian will provide consent on behalf of the minor.

PARENT/GUARDIAN'S PERSONAL INFORMATION

Family Name:	Given Name:
Address:	City:
Postal Code:	E-mail:
Home Phone:	Cell:

I hereby acknowledge that I have reviewed the Future North Human Resources Manual and that I understand the expectations and procedures detailed within the policy. By signing this policy acknowledgement form, I understand that I must follow the procedures outlined within the Future North Human Resources Manual.

Student/ Staff/ Volunteer: _____

Substitute Decision-Maker: _____

Program Manager: _____

Dated: _____

Onboarding Videos

Step by Step Videos/Procedures

Mandatory videos to review as per legislation and host agency/Future North policies and procedures.

I have watched and fully understand all step by step videos for corresponding procedures.

Click the items in the list to be redirected to the videos:

- Future North HR Manual Video Part 1
- Future North HR Manual Video Part 2
- Future North HR Manual Video Part 3
- Social Media Toolkit and Public Communications Guidebook Video Part 1
- Social Media Toolkit and Public Communications Guidebook Video Part 2
- Youth Engagement Toolkit Video Part 1
- Youth Engagement Toolkit Video Part 2
- Plan on a Page Video
- Brand Guidelines Manual Video

