



North Oakville Youth Development Council (NOYDC) Terms of Reference



Funding for the Our Kids Network North Oakville Youth Initiative is provided by the Ontario Trillium Foundation.

Our Kids Network (OKN) Overall Mission, Vision & Values

Vision

All Children & Youth Thrive

Mission

Healthy development, security and safety of all children, youth and families through collective action.

Purpose

Our Kids Network as a collective works towards the common vision and the Halton 7. Our Kids Network also provides backbone support to ensure that the collective efforts of the Network are meaningfully and adequately supported

Values

- Working Together
- Building Evidence
- Holistic Approach
- Positive Child and Youth Development
- Continuous Improvement
- Engagement

Results

1. Children Are Healthy
2. Children Are Learning
3. Children Are Positively Connected
4. Children Are Safe
5. Families Are Strong and Stable
6. Schools Are Connected to the Community
7. Neighbourhoods Are Where We Live, Work and Play



OKN Youth Asset-Building Initiative

OKN recognises the critical importance of meaningful youth engagement to achieve our vision 'All Children & Youth Thrive'. Further, OKN is committed to building awareness of the issue of youth voice through youth engagement literacy and the development of Network and Committee wide activities that actively engage youth and adults along our continuum of youth engagement "For Youth – With Youth – By Youth". OKN's objective is also to assist members and community partners across Halton in developing integrated pathways toward embedding youth voice and engagement strategies within youth serving organisations across Halton.

North Oakville Youth Development Council (NOYDC)

Project Scope

We believe that youth voices matter in North Oakville and that youth have a lot to offer the community. We also believe that strengthening relationships between youth and adults in North Oakville will help to build youth assets and increase positive youth development. All NOYDC activities are governed by the OKN Youth Engagement Policy and the Continuum of Youth Engagement.

Objective

The overall objective of the NOYDC is to create opportunities for meaningful youth involvement in the North Oakville neighbourhood in order to find ways for youth and adults to build relationships and increase youth developmental assets.

Deliverables

To achieve this objective, specific deliverables for North Oakville will focus on three areas.

- Providing opportunities for youth to have a voice about topics that matter to them so they feel even more valued in their community
- Advocacy for more unstructured youth hang out spaces
- Contributing to increased youth awareness about community resources

Specific activities will be determined by the NOYDC youth council members based on the project scope, objective and deliverables.

Membership Roles

Youth Council Members

The NOYDC does its best to ensure inclusivity and a diversity of youth perspectives. Youth council members range from 12-17 years old. Members primarily consist of youth from the North Oakville neighbourhood. Certain exceptions may apply based on the number of council spots available. There is a maximum of 15 youth council member spots available at any given time based on funding. Youth council members are nominated by adult allies or other community partners. Tasks of youth council members include



- Shared leadership at council meetings by chairing, minute taking, leading activities (as required) and voting on council decisions
- Providing ideas and feedback on all council related activities, both at meetings and outside of meetings
- Leadership on youth-led working groups outside of meetings
- Completion of agreed upon tasks
- Engaging with peers to promote the initiative so they can get involved in volunteer opportunities
- Community engagement to spread awareness about the initiative and build relationships with adults
- Attendance at most NOYDC monthly meetings
- Preparation for meetings by reading previous minutes and other related communications
- Completion of OKN and Trillium Evaluation surveys
- All other tasks as needed by the council

Adult Allies

Adult allies act as supports to youth council members through role modelling, giving feedback, mentoring, and providing guidance related to youth leadership tasks, both in and outside of meetings. Adult allies will be determined by youth council members by vote. Adult allies are not to exceed the number of youth council members. The ideal number should be a 1:2 ratio of adults to youth per meeting. Tasks of the adult ally include

- Finding ways to build relationships with and increase assets of youth council members both in and outside of meetings
- Adherence to NOYDC Group Guidelines (refer to appendices)
- Assistance with coordination of separate youth workgroups/sub-committees as required
- Completion of agreed upon tasks
- Provision of agreed upon in-kind services if applicable
- Promoting NOYDC project objectives throughout the community (e.g. building youth assets, advocating for youth mentorship opportunities, finding ways to embed youth voice and engagement strategies within organizations)
- Promotion of NOYDC activities to youth and the community
- Ongoing communication with the OKN Project Coordinator (e.g. attendance, community updates for youth, bringing guests to meetings)
- Preparation for meetings by reading previous minutes and other related communications
- Attendance at most NOYDC monthly meetings (e.g. at least 60% attendance or roughly 7/12 meetings per year)
- Completion of OKN and Trillium evaluation surveys
- All other tasks as needed by the council

OKN Project Coordinator

The OKN Project Coordinator provides backbone support to the NOYDC and oversees the budget and completion of funding deliverables. The Project Coordinator is also responsible for supporting and guiding youth council members in and outside of meetings to ensure their success, along with encouraging youth and adult allies to find ways to build relationships and increase youth developmental assets. Tasks of the Project Coordinator include



- Supporting youth council members in facilitating meetings and leading all other related NOYDC activities outside of meetings
- Assisting youth council members in fleshing out ideas to ensure the success of their decisions and achievable results
- Development of work plans and delegation of tasks as required
- Active engagement of youth volunteers in the community
- Community networking and promotion of the NOYDC
- Overall assessment of council climate and NOYDC activities outside of meetings to continually improve and build upon strengths
- Being the main contact for the initiative between youth, adult allies and community partners
- Communication of relevant items related to council activities (e.g. agenda, meeting minutes, work plans)
- Providing all necessary items at meetings
- Attendance of NOYDC meetings
- Completion of agreed upon tasks
- Development of sustainability items
- All other tasks as needed by the council

Youth Volunteers

Youth volunteers are any youth in North Oakville, or neighbouring areas, who wish to get involved in the project by participating in subcommittees, workgroups, peer engagement activities, community events, etc. These youth receive volunteer hours for their participation.

Community Partners

Community partners are other stakeholders and adults in the community who wish to be involved in the work of the NOYDC but are not adult ally committee members. Community partners provide support to the NOYDC by

- Building connections between the council and their organizations (e.g. spreading awareness about the NOYDC and related activities, advocating for possible youth mentorship opportunities and ways to increase youth assets)
- Spreading awareness about the initiative throughout the community and distribution of any promotional materials
- Encouraging youth in the community to get involved
- Participating in agreed upon subcommittees or workgroups
- Providing agreed upon in-kind resources
- Being a liaison between the NOYDC and other stakeholders if required
- Sharing community updates with the NOYDC that are relevant to youth
- Attending as a guest at occasional meetings if required by youth council members

Confidentiality

The privacy and confidentiality of members is essential to creating a safe environment where participants feel free to share and contribute. It is expected that all members involved in the initiative respect the privacy of others by refraining from disclosing any personal information to outside sources.



Declaration of Conflict of Interest

There is an obligation to disclose all conflicts of interest, direct or indirect, real or perceived, in any matter pertaining to the work of the NOYDC.

Accountability

The Project Coordinator reports to the OKN Director and youth council members. Information pertaining to the work of the NOYDC will be provided to all relevant OKN committees as the Director sees fit.

Reviewed and Approved April 11th, 2019

Terms of Reference will be reviewed after March 2020

Appendices

1. NOYDC Member Group Guidelines
2. North Oakville Project One-Pager
3. Timeline of North Oakville Project
4. Search Institute Developmental Assets (ages 12-18)
5. Search Institute Family Assets
6. Search Institute Developmental Relationships Framework
7. OKN For, With, By: Youth Engagement Continuum Diagram
8. OKN Collective Impact and the Backbone Organizations
9. OKN Youth Engagement Policy – 2014
10. Membership Contact List