



NORTHERN YOUTH SERVICES INC.
SERVICES À LA JEUNESSE DU NORD INC.

Board of Directors Application

Thank you for your interest!

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Document Date: September 2023



About Northern Youth Services

Building Strengths - Building Futures

Northern Youth Services envisions a future where all Sudbury, Manitoulin, Algoma, Nipissing, Muskoka, Parry Sound, Cochrane and Temiskamining area youth have the skills and opportunities they need to respond positively in any situation. For the youth we serve – those currently, or at risk of being, in conflict with the law;

Our Vision is to have youth succeed and contribute positively to society.

Our Mission is to deliver high level services by providing youth with the necessary skills and tools to succeed.

We Value a Youth-centered, strength-based approach that recognizes diversity and accountability.

History of Northern Youth Services

In 1979, the agency was incorporated under the name **Sudbury Juvenile Services** becoming operational in April 1980 as a semi-secure detention service with a Child Welfare designation as a place of safety. The service was operated from a ten (10) bed cottage style building on the grounds of Cecil Facer Training School. It was funded by the Ontario Ministry of Community and Social Services and was governed by the federal Juvenile Delinquents Act.

In 1981, the corporate name was changed to **Sudbury Youth Services**. The Juvenile Delinquents Act was replaced by the Young Offenders Act in 1984 and the service was now responsible to deliver open detention/custody services for the District of Sudbury-Manitoulin.

The year 1990 saw the agency construct a new ten (10) bed facility to house this program and expand its mandate to begin a ten (10) bed secure detention/custody program co-located on the same site on Bancroft Drive. Administration offices were also built on this site.

The open detention/custody program located at 3260 Bancroft Drive was named William H. Roy House after the founding board President (1979).

The secure detention/custody program located at 3200 Bancroft Drive was named after the Sudbury MPP who advocated very strongly for a secure program and, when established, was named after him – Sterling B. Campbell House.

December 1990, The Lieutenant Governor of Ontario designated (**FULL DESIGNATION**) Sudbury Youth Services under the French Language Services Act, 1986, thus recognizing it as an official provider of French-language services.



History of Northern Youth Services (continued)

In 1997, an Alternative to Custody Program was initiated. In 2006, this program moved to a community-based office located in downtown Sudbury. It is now called the Community Support Team.

2000 – The agency expanded to the District of Algoma when it was asked to take over operation of the Sault Ste Marie Observation and Detention Home, open detention/custody program. The agency's corporate name changed to **Northern Youth Services Inc.** so that it reflected its new area of responsibility beyond Sudbury.

2001 – The agency was asked and agreed to assume the operation of the open custody program in Azilda and purchased the house that had been used by the previous service provider. The program became known as Senga House.

2002 – Addition of the Algoma Youth Centre, an eight (8) bed secure detention/custody program in Sault Ste Marie.

2005 – Addition of the Sudbury pilot Non-Residential Attendance Centre.

2006 – Addition of a second pilot Non-Residential Attendance Centre in Sault Ste Marie.

2006 (December) – Change of Senga House mandate to gender specific (female) and addition of open detention to serve a larger catchment area that includes the districts of Muskoka-Parry Sound and North Bay.

2006 (December) – Change of William H. Roy House mandate to gender specific (male) program.

2008 (April) – Non-Residential Attendance Centre's in Sudbury and Sault Ste Marie move from pilot program status and now receive funding on an annual basis.

April 28, 2008 – Closure of the Algoma Youth Centre; secure detention/custody.

October 14, 2008 – Dedication of Justice Derek Holder House at 631 Second Line West, Sault Ste Marie.

September 2009 – Closure of Sterling B. Campbell; secure detention/custody.

April 2010 – Male Gender specific open detention/open custody program was relocated from 3260 Bancroft Drive to 3200 Bancroft Drive, Sudbury site and assumed the name of Sterling B. Campbell House.

June 2010 – Female Gender specific open detention/open custody program (previously located at Azilda site) was relocated to 3260 Bancroft Drive, Sudbury site and assumed the name of William H. Roy House.

February 2014 - Change of Justice Derek Holder House mandate to co-ed open detention/custody.



History of Northern Youth Services (continued)

November 2015 – The Ministry of Children and Youth Services confirmed that Northern Youth Services Inc. has full *French Language Services Act* designation which applies to all programs operated by Northern Youth Services Inc. (inclusive of all catchment areas).

January 2016 – Addition of the Sudbury three (3) year pilot Youth Justice Family Worker position.

April 2016 – The Community Support Team program relocated to Bancroft.

March 1, 2021 – The Ministry of Children, Community and Social Services announced their Custody Detention System Modernization plan. This plan resulted in the closure of Justice Derek Holder House in Sault Ste. Marie and William H. Roy House in Sudbury. Sterling B. Campbell House remains open as a six (6) bed open detention/custody residential facility for the catchment area of North Eastern Ontario (Sault Ste. Marie, Manitoulin Island, Sudbury, Nipissing, Muskoka, Parry Sound, Cochrane and Temiskaming).



Expectations of Board Members

General Expectations:

1. Support NYS's mission, purposes, values, goals, policies, and programs, while knowing its strengths and needs.
2. Suggest possible nominees to the Board who are men or women of achievement who can make significant contributions to the work of the Board and the progress of NYS.
3. Serve actively on committees as requested by the Chair.
4. Attend activities and events sponsored by NYS whenever possible.

Meetings:

1. Attend scheduled meetings (third Wednesday of the month in the early evening, excluding July, August and December).
2. Prepare for and participate in Board and committee meetings, including appropriate organizational activities.
3. Ask timely and substantive questions at Board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the Board.
4. Maintain confidentiality of the Board's executive sessions, and speak for the Board or NYS only when authorized to do so.
5. Suggest agenda items periodically for Board and committee meetings to ensure that significant policy-related matters are addressed.

Avoiding Conflicts:

1. Serve NYS as a whole rather than any special interest group or constituency.
2. Disclose any possible conflicts to the Board in a timely fashion. Meeting agendas are forwarded by the administrator one week prior to the meeting date so that conflicts can be declared. As well, at the beginning of each meeting the Chair will question any conflicts of interest amongst Board members.
3. Never accept (or offer) personal favors or gifts from (or to) anyone who does business with NYS.

Fiduciary Responsibility:

1. Exercise prudence with the Board in the control and transfer of funds.
2. Review NYS' financial statements and otherwise help the Board fulfill its fiduciary responsibility.

Training and Planning:

1. Participate in annual Board orientation, retreat, and/or strategic planning session, as defined by the Board.
2. Be willing to serve as a new Board member mentor after one year of service on the Board.



Board Sub-Committees

Finance and Negotiating Committee

PURPOSE:

The Committee is responsible to the Board of Directors to report that monies spent are reported, and that the Board of Directors are kept up to date and informed of the financial position of NYS by presenting monthly statements of revenue and expenditures, ensuring an annual review of the corporation in consultation with the appointed auditors and apprising the Board of Directors. This committee also provides guidance and direction to the Executive Director in collective bargaining proposals and responses for the corporation's unionized workers.

RESPONSIBILITIES:

- Make recommendations to the Board of Directors as follows:
 - ✓ for all transactions/purchases outside of the approved operating budgets in excess of \$10,000
 - ✓ for all policies and procedures relating to revenue and expenditures
 - ✓ for the appointment of the chartered accountant (auditor) at the Annual General Meeting
 - ✓ revisions to the clauses of the collective agreement(s)
 - ✓ any other recommendations as required
- Review and recommend approval of the following reports:
 - ✓ monthly financial statements
 - ✓ annual budget submission for each program for submission to the funder
 - ✓ audited annual financial statements
 - ✓ quarterly year-to-date financial reporting for submission to the funder
 - ✓ year-end reconciliation for submission to the funder
- Ensure compliance with the Ontario Transfer Payment Operating Funds financial policies, government directives and program guidelines
- Recommend sound financial practices
- Assume signing authority for the general account
- Review bargaining unit workers proposals for collective agreement(s) renewal with senior management
- Attend union negotiations as required

Program and Policy Committee

Purpose:

The committee is responsible for recommending and reporting to the Board of Directors in matters relating to policy and program for youth in the care of Northern Youth Services.

Responsibilities:

- To develop and recommend policy related to youth care while in Northern Youth Services' care, reviewing, recommending changes when appropriate or necessary.
- To review Ministry of Children and Youth Services policy, directives and guidelines, ensuring that they are properly interpreted and incorporated in the best interests of youth in care of Northern Youth Services.
- To review staff training needs as related to program requirements first, and second for staff development.



French Language Service Advisory Committee

PURPOSE:

As a fully designated agency under the FLSA, the French Language Services Advisory Committee is accountable for the delivery of the agency's FLS Compliance Plan. Access to French Language Services is ensured following the principle of an active offer (*see below). NYS has FULL designation under the French Language Services Act (FLSA). Note: *NYS was designated in 1990 (as Sudbury Youth Services) when it operated Sudbury-Manitoulin programs only. In November 2015, the Ministry of Children and Youth Services (MCYS) confirmed that the FULL designation applies to all programs operated by NYS.*

The number of Francophones on the Board of Directors and its committees will reflect the proportion in the community served (per 2015 FLS compliance plan: Sudbury: 24.91%, Sault Ste. Marie: 6.4%).

REPORTING TO THE BOARD:

- Semi-annual review (September and February) to confirm compliance of an active offer* and established FLS Compliance Plan including:
 - ✓ Effective representation (13.64%) of Francophones on the management group
 - ✓ Quality services in French on a permanent basis, (ensured by employees with the requisite established French Language skills (minimum Level one (1) of 'Test de Français International' (TFI) administered by Collège Boréal or any other accredited language assessment service).
- Recommend the approval of FLS Compliance Plan for submission to MCCSS

Personnel and Recruitment Committee

Purpose:

The committee makes recommendations to the Board of Directors for all matters relating to personnel administration as well as recruitment and training of new Board members for Northern Youth Services.

Responsibilities:

- Development and recommendation of policy on matters such as:
 - i) staff complement;
 - ii) qualifications;
 - iii) position specifications;
 - iv) hiring of non-union personnel and management positions;
 - v) termination of all employees;
 - vi) non-union and management salary scales/grids, benefits, contracts.
- To work in conjunction with the Program and Policy Committee and, or Finance and Negotiating Committee from time to time for issues of joint interest/concern.
- makes recommendations to the Board for all matters relating to the recruitment and training of new Board members, creating a balanced representation of a full range of members in the broad community served by NYS as follows:
 - ✓ Create and keep an up-to-date recruitment brochure providing interested potential members with information on the Board.
 - ✓ Actively recruit Board members as needed based on Board vacancies.
 - ✓ Review all Board applications submitted.
 - ✓ Interview potential Board members.



Application to the Board of Directors

Please complete this application. Use additional pages if necessary.

Name:		
Home Address:		
Phone:	Mobile:	Email:
Languages Spoken (please check those which apply): English____ French____ Other (specify)_____		
Summarize your interest in our organization:		
Why do you want to be a member of our Board of Directors?		
Describe your Education, Training or Certificates:		



What skills and knowledge can you bring to our board? Please indicate your experience in the following areas:

SKILL	Very Experienced	Some Experience	No Experience
Strategic planning			
Fundraising			
Board development			
Program planning and evaluation			
Recruiting, hiring, and evaluating personnel			
Financial management and control (budgeting, accounting)			
Communication, public and media relations			
Participation in interagency committees			
Public speaking			
Organizational development			
Information technology			
Writing, journalism			
Special events (planning and implementing)			
Legal issues			

Please list any other skills you think may be appropriate for our Board:



Committee Preferences *NYS Board members are expected to become involved in various sub-committees. Please check off in the box beside each committee your area of interest. *See pages 6-7 of this application booklet for sub-committee descriptions**

	Finance and Negotiating Committee
	Program and Policy Committee
	French Language Service Advisory Committee
	Personnel and Recruitment Committee

Please attach your resume to this application.

Your completed application can be emailed to: info@noryouth.ca

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We thank you for your interest. Applications will be reviewed by the Personnel and Recruitment Committee. All applicants will be contacted, and those accepted will proceed to the interview portion of the recruitment process. Please note all accepted applicants will be required to get an updated criminal reference check (CPIC).