

*****CLO'S August 2007 E-Communiqué*****

Community Literacy of Ontario is pleased to present our **August 2007** E-Communiqué. CLO's monthly e-bulletin will:

- Serve as a monthly summary of current information of interest to member programs
- Be sent to paid CLO members only
- Include web sites of interest to CLO members



CLO's August 2007 E-COMMUNIQUE contains information on:

1. [CLO's 2007 Member Survey Results](#)
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1. CLO's 2007 Member Survey Results

In March/April 2007, CLO distributed its annual membership survey to its organizational members. CLO received an outstanding 74 responses from individual community literacy agencies regarding their key training, support, communication and resource needs. Please email the office if you would like a full summary of the survey results. The following is a highlight of the survey results:

- The top priority areas identified for practitioner training, support, communication and resource needs were:
 - CIPMS
 - Learner Skill Attainment
 - Essential Skills
- 100 % of respondents agreed that CLO's newsletters were an effective means of communication.
- 74% of the survey respondents use CLO's Community Based Literacy discussion group on AlphaCom.
- 100% of the respondents who use CLO's Community-Based Literacy discussion group agreed that the information and resources posted there is informative and useful.

- 100% of the survey respondents agreed that CLO's e-bulletins are informative and pertinent to their needs.
- 99% of the survey respondents agreed that CLO's has effectively informed them of MTCU strategies in a timely manner.
- 27% of survey respondents felt that they have a high level of knowledge about how to conduct and implement strategic planning in their literacy agency; 48% felt that their knowledge was moderate; and 25% felt that their knowledge level was low
- 98% of respondents agreed that the eight training modules housed on CLO's Literacy Basics training website are useful for literacy practitioners.
- 95% of survey respondents felt that they have received useful and informative information from CLO regarding volunteer management.

2. CLO Board Recruitment

Community Literacy of Ontario is inviting representatives (volunteers, program staff, learners, and / or board members) from its organizational membership to join CLO's Board of Directors. CLO is recruiting from across Ontario to elect six directors to its dynamic and forward-thinking board of directors. CLO encourages board representation that will reflect the diversity in its member agencies (urban and rural, differing abilities, and ethno-cultural representation). Nominees will be elected at CLO's tenth Annual General Meeting to be held on October 11, 2007 at the Delta Chelsea Hotel in Toronto, Ontario.

CLO's Nominations Committee will accept nominations in writing for board member positions until September 27, 2007 in accordance with CLO's bylaws which state that board members must be nominated at least two weeks prior to the Annual General Meeting.

Nomination forms and background information has been mailed to all CLO members. Please email CLO at clo@bellnet.ca for more details!

3. CLO Board Corner

CLO has a regional board structure of 12 directors. The board conducts planning, governance and financial and human resource stewardship. In addition, here are some of the issues the CLO board has discussed at recent meetings:

- Needs and issues in community literacy agencies
- Academic upgrading partnerships

- Essential skills and CIPMS
- The Manitoba learner certification process
- Promotion of literacy agencies
- Implementation of the Labour Market Development Agreement
- Literacy and social issues
- ACE (Academic and Career Entrance)
- Literacy and ESL
- Regional promotion of CLO
- CLO's 2007/2008 business plan
- Project planning

4. Announcing the "Getting Online" Project

Community Literacy of Ontario is pleased to announce an innovative and exciting new project: Getting Online: Distance Education Promising Practices for Canadian Literacy Practitioners (or the GO Project for short).

GO is a truly national project, bringing together a team of experienced, skilled literacy educators from British Columbia, Alberta, Ontario and Newfoundland who are passionate about online education. This team will research the development and application of distance and online education for literacy practitioners in Canada. The GO Project will identify promising practices through various research methods.

The GO Project team will share these findings with literacy practitioners through interactive, online training courses and a website including independent learning modules. The GO team will also write a research report and a Promising Practices Manual. Please see: www.nald.ca/gettingonline for more information.

PLEASE FILL OUT OUR ONLINE SURVEY by visiting www.nald.ca/gettingonline and clicking on "Online Survey."

This survey will ask you for information about the online methods, tools, and strategies you use, and how effective you feel they are. Your participation will help to support effective online learning for literacy practitioners.

The GO Project is hosted by Athabasca University, Canada's Open University. It brings together various project partners including Community Literacy of Ontario, Writing Out Loud (Alberta), and Capilano College (British Columbia). GO is funded by the National Office of Literacy and Learning (Adult Learning, Literacy and Essential Skills Program) and will run from June 1, 2007 - May 31, 2009.

5. Employment Ontario

Employment Ontario Partners Gateway

For the latest information on Employment Ontario, please visit the website of the Employment Ontario Partners Gateway at www.eopg.ca.

This site provides support, resources and information to agencies delivering services under Employment Ontario.

Currently the Employment Ontario Partners Gateway site includes information on the following topics:

- Employment Ontario news and announcements
- Employment Ontario Guidelines
- Forms
- Copies of Employment Ontario publications
- Employment Ontario materials such as stickers, posters, brochures and order forms
- Links

For general information about Employment Ontario please visit CLO's website at <http://www.nald.ca/clo.htm> and click on "MTCU Initiatives" or visit the MTCU website at <http://www.edu.gov.on.ca/eng/tcu/etlanding.html> .

6. Calls for Proposals

As the fall is rapidly approaching, it is a good time to visit the HRSDC website (<http://www.hrsdc.gc.ca>) for funding opportunities and calls for proposals. The following two calls for proposals are posted on the site, in addition to a multitude of other important information.

Community Sector Organizations Call for Proposal

Human Resources and Social Development has posted a Call for Proposals to deliver nearly \$3 million in funding to the community non-profit sector.

The funding will be awarded through a competitive process and includes two components. The first is to provide further analysis of the Canada Survey on Giving, Volunteering and Participating (CSGVP), and the available funding is \$332,000. The second component is geared to fostering innovation in the community non-profit sector by funding projects that will enable the sector to share innovative practices, and the available funding is \$2.6 million.

The deadline for submissions is September 10, 2007, 4:00 pm EST. Proposals received after this date will not be considered. For more information, visit http://www.hrsdc.gc.ca/en/community_partnerships/sdpp/call/cos/index.shtml

The Office of Literacy and Essential Skills (OLES) Call for Proposal

To support efforts to build Canada's Knowledge Advantage, Human Resources and Social Development Canada (HRSDC) created the Office of Literacy and Essential Skills (OLES). OLES brings together the [Essential Skills Initiative \(ESI\)](#) and the National Office of Literacy and Learning (NOLL).

On August 21, 2007 OLES posted a call for proposals on their website that targets two streams: Literacy and Essential Skills for Work; and Family and Community Literacy. Proposals should have one of the following primary activities of: Building the knowledge base; Development of support mechanisms; or Outreach.

The deadline for submissions is October 31, 2007. To obtain more information about this call for proposals, please visit:
http://www.hrsdc.gc.ca/en/workplaceskills/oles/olesindex_en.shtml .

7. Policies and Procedures

The board of directors of Community Literacy of Ontario passed the following jury duty policy at its June meeting. We thought others might be interested in our policy as well.

CLO's JURY DUTY POLICY

- 1) Jury/witness duty is a statutory requirement and a civic duty. Accordingly, any CLO employee who is required to perform jury/witness duty on a regular working day will be released to serve.
- 2) Core or term staff called to jury or witness duty after completing one year of service are eligible for paid jury/witness duty leave. Employees with less than a year of service, short-term contract staff and consultants are not eligible for paid jury/witness duty leave.
- 3) The employee shall be reinstated to her or his position upon her or his return at not less than her/ his wages at the time the leave began and without loss of seniority or benefits.
- 4) The employee will be required to furnish proof of jury/witness duty service and Jury Pay received.
- 5) The employee will be paid their regular pay less any jury or witness pay received for a period of up to 3 weeks. An employee is eligible for jury pay only once in any 36-month period. Any time served by the employee beyond these limits is normally without pay.
- 6) An employee's term of service is not affected by the leave nor is vacation entitlement.
- 7) It is the responsibility of the employee to keep their supervisor informed of status of the jury/witness duty.

8) For witness duty, paid time off will be granted only for the time that it takes to present testimony and not to act merely as an observer to legal proceedings. No allowance of pay will be made if an employee is summoned to court as a result of their personal involvement as a litigant.

8. Giving to Charity: Information for Donors

“Charities Directorate” is a section on the Canada Revenue Agency’s website. This site contains details on the registered charities in Canada – name, location, activities and how its donations are used. If your agency is a registered charity, you may find that this website is worth a visit! <http://www.cra.gc.ca/charities>

CLO’s Board of Directors (By Region)

Central Ontario

Barbara McFater, Preparatory Training Programs of Toronto
Bert Providence, Toronto Public Library
Cheryl Reid, Regent Park Learning Centre

Eastern Ontario

Carynne Arnold, Kingston Literacy
Linda Conley, Prince Edward Learning Centre

Northeastern Ontario

Sheila Marshall, Timmins Learning Centre
Denise Tremblay, Iroquois Falls Adult Learning Centre

Northwestern Ontario

Barbara Duguay, Valley Adult Learning Centre

Southern Ontario

Chris Benninger, Adult Language and Learning

Members-at-large

Joyce Bigelow, Northern Connections Adult Centre

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