

COMMUNITY LITERACY OF ONTARIO

MEMBERS' E-COMMUNIQUE

SEPTEMBER 2011

Dear CLO Members,

Community Literacy of Ontario is pleased to present its **SEPTEMBER 2011 CLO Members' E-Communiqué**.

Topics covered in this E-Communiqué are:

1. CLO's AGM and Fall OALCF Implementation Training
2. LBS Monitoring Package – Resources to Develop or Enhance Your Policies and Procedures
3. Employment Ontario News and Information
4. Resources to Help You Implement the Accessibility for Ontarians with Disabilities Act
5. The Ontario Literacy Coalition's Election Kit
6. QUILL Learning Network's *EmployAbility Success! Essential Skills at Work*



CLO'S AGM AND FALL OALCF IMPLEMENTATION TRAINING

Community Literacy of Ontario's 2011 Annual General Meeting will be held on **November 8, 2011**. In addition to the AGM, literacy roundtables, Literacy Café, and networking opportunities, CLO will deliver a workshop on November 8th that explores using the OALCF with learners on the independence pathway. This event will be held at the Courtyard by Marriott hotel in downtown Toronto.

In conjunction with its AGM, CLO will also be offering a one-day OALCF implementation training to introduce community-based literacy practitioners to new tools and resources being developed to support the OALCF. Practitioners from other literacy sectors and streams will receive this same training from their sectoral and stream networks.

To increase accessibility, CLO will be offering the OALCF implementation training in both in-person and online formats to practitioners from our sector. CLO's face-to-face training will be offered twice, once on **November 7** and once on **November 9, 2011**. The online training will be offered over Centra in late November. CLO emailed more detailed information on the OALCF Implementation training to all community-based literacy agencies on September 14, 2011. Be sure to check your inbox!

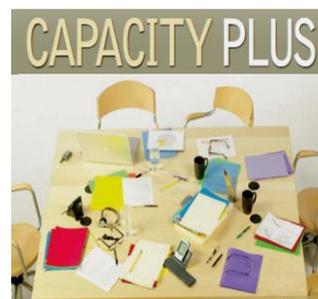


LBS MONITORING PACKAGE – RESOURCES TO DEVELOP OR ENHANCE YOUR POLICIES AND PROCEDURES

The new 2011-12 LBS Monitoring Package includes a focus on administrative and financial accountability. A good place to start to see if there are gaps (or areas for tune-up) in your administration or financial policies is by viewing MTCU's recently released "Organizational Self-Assessment" checklist. See: [LBS Service Delivery Organization Monitoring Package](#).

CLO has created this list of various useful online resources to support community-based literacy agencies who want to tune-up their policies and procedures the areas of administrative and financial accountability. Please send us any other helpful resources and we will share them out in a future CLO e-communique.

- CLO's *Capacity Plus – Organizational Capacity Resource Guide* (See Chapter 2: Financial Management, Chapter 3: HR Management, and Chapter 5: Customer Service Management):
www.nald.ca/clo/resource/capacity_plus_book_02.pdf
- CLO's *Guide for the Development of Policies and Procedures in Ontario's Community Literacy Agencies – Volume 1*:
www.nald.ca/clo/policies/guide1/devpol-1.pdf
- HR Council for the Voluntary Sector's *HR Tool Kit*:
<http://hrcouncil.ca/hr-toolkit/home.cfm>
- HR Council for the Voluntary Sector's *HR Online Check-Up*:
<http://checkup.hrcouncil.ca/>
- Ontario Ministry of Agriculture and Food's *Fact Sheet on Financial Policies and Procedures*:
www.omafra.gov.on.ca/english/rural/facts/01-047.htm
- The Muttart Foundation's *Board Development: Financial Responsibilities of Not-for-Profit Boards*:
www.muttart.org/sites/default/files/downloads/publications/financial_responsibilities.pdf
- National Council of NonProfits' *Financial Management*:
www.councilofnonprofits.org/knowledge-center/resources-topic/administration-and-management/financial-management
- Imagine Canada's *Risk Management Resources* from their Insurance and Liability Resource Centre for NonProfits:
<http://nonprofitrisk.imaginecanada.ca/node/678>
- Imagine Canada's *Governance is Critical Resources* from their Insurance and Liability Resource Centre for NonProfits:
<http://nonprofitrisk.imaginecanada.ca/node/898>



EMPLOYMENT ONTARIO NEWS AND INFORMATION

MTCU's Employment Ontario Partners Gateway (EOPG) website provides a wealth of information on the latest developments. See: www.tcu.gov.on.ca/eng/eopg/newpostings

EOPG updates in September 2011 include:

- **2011-2012 Request for Additional One-Time Funding for LBS Service Delivery Organizations**
 - [2011-2012 Request for Additional One-Time Funding \(Service Delivery Organizations\)](#)
- **Reminder to update agency information so that it appears on MTCU's "Find an Employment or Training Service" function of MTCU's website**
 - www.tcu.gov.on.ca/eng/eopg/publications/20110907_es_memo_211_reminder.pdf



RESOURCES TO HELP YOU IMPLEMENT THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT

The Government of Ontario has passed the *Accessibility for Ontarians with Disabilities Act* (AODA). This Act (Bill 118) calls on the business community, public sector, and not-for-profit sector to implement mandatory accessibility standards. Accessibility standards are the rules that businesses and organizations in Ontario will have to follow to identify and remove barriers to accessibility. You can learn more about the *Accessibility for Ontarians with Disabilities Act* at:

www.mcscs.gov.on.ca/en/mcscs/programs/accessibility/index.aspx

The first standard under AODA, the *Accessibility Standard for Customer Service*, comes into effect for not-for-profit sector organizations on January 1, 2012. CLO will continue to share resources during Fall 2011 to help you implement this standard. There are two things you need to do to meet the requirements of this standard:

1. Create your plan
2. Train your staff

Many resources are available to help you implement this standard, including:

- To help you create your plan, the Ministry of Community and Social Services (MCSS) has developed the "Getting Started" guide:
www.mcscs.gov.on.ca/documents/en/mcscs/accessibility/Tools/GettingStarted_less20_en.pdf
- To meet the training component of the standard, MCSS offers user-friendly online training modules called *Serve-Ability: Transforming Ontario's Customer Service*. These self-study training modules overview the basics of the *Accessibility Standard for Customer Service* and they would be an excellent training resource for staff, board members or volunteers:
www.mcscs.gov.on.ca/mcscs/serve-ability/FLASH_Eng/index.html



THE ONTARIO LITERACY COALITION'S ELECTION KIT

The Ontario Literacy Coalition's (OLC's) Election Kit is designed to help learners, champions, practitioners, and organizations speak to the needs of Ontarians requiring literacy and essential skills training. The kit is a set of tools that will help you facilitate meaningful conversations with MPPs and candidates – at meetings, on your doorstep, and during debates. They hope it will help all Ontarians make informed decisions about the literacy sector's contribution to the future direction of our province. OLC's key messages focus on linking the literacy and essential skills of Ontarians to Ontario's economic recovery and growth and to creating a higher-skilled province.

OLC's Election Kit includes:

- A briefing note to be shared with MPPs and candidates that presents a number of cross-cutting issues affecting the sector. Remember, it is important to remain non-partisan and to speak to all political parties.
- Two template letters that can be specifically edited to reflect your experience and shared as needed - one for use by literacy advocates, the other for learners.
- A template for literacy service organizations that can be filled in using program data that candidates are likely to ask about.
- Key information about the voting process and where to find relevant information.

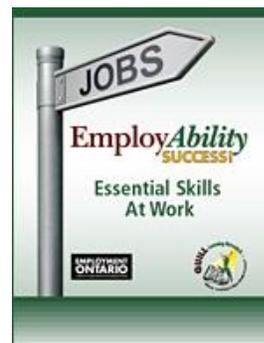


You can access the OLC Election Kit at: www.on.literacy.ca/make_literacy_an_issue

QUILL LEARNING NETWORK'S EMPLOYABILITY SUCCESS! ESSENTIAL SKILLS AT WORK

QUILL Learning Network has created *EmployAbility Success! Essential Skills at Work* in response to the literacy field's need for more workplace materials that incorporate Essential Skills. With *EmployAbility Success!* students are able to read about workers in four different entry level jobs and practice the Reading, Document Use and Numeracy skills that are needed for many of their job tasks.

EmployAbility Success! uses genuine workplace scenarios and engaging characters so that students will be encouraged to enter into an authentic work-like experience. To access this helpful resource click on: www.quillnet.org/e-resources/emsu.htm



In addition, QUILL has created a relationship matrix that links *EmployAbility Success!* with the Ontario Adult Literacy Curriculum Framework. See: www.nald.ca/library/learning/quillnet/matrix/matrix.pdf