

## Community Literacy of Ontario's MARCH 2009 E-COMMUNIQUE

Dear CLO members,

Community Literacy of Ontario is pleased to present its **MARCH 2009** Members' E-Communiqué.

Topics covered in this E-Communiqué are:

1. [Private Member's Bill Passed in the Ontario Legislature about Increased Funding for Community-Based Programs](#)
2. [Organizational Capacity Resources for Program Business Plans](#)
3. [Update on the Employment Ontario Information System](#)
4. [Community Works Handbook: Learners Achieving Goals through Volunteering](#)
5. [Ontario's Poverty Reduction Strategy](#)
6. [Canadian Council on Learning's Adult Learner Videos and Success Stories](#)
7. [Financial Tips Sheets from the Financial Consumer Agency of Canada](#)
8. [Demographic Trends to Help Not-For-Profits and their Funders Address Community Needs](#)
9. [The National Adult Literacy Database's Story of the Week](#)



---

### **Private Member's Bill Passed in the Ontario Legislature about Increased Funding for Community-Based Programs**

Last week, CLO sent an e-communiqué to all organizational members sharing information from Laubach Literacy Ontario about a private member's bill being presented to the house about the chronic under-funding of community-based literacy agencies. This email asked agencies to write letters in support of this bill and to urge their local MPPs to also support it.

Now for the great news: on February 26, 2009, the following private member's bill was presented by Garfield Dunlop (MPP for Simcoe North) and this bill was passed unanimously by all parties in the Ontario Legislature.

***Mr. Garfield Dunlop: I move that, in the opinion of this House, the Government of Ontario should provide adequate funding to community-based literacy and basic skills programs so that the agencies can properly address the growing enrolment.***

The timing would be perfect if you'd like to either send a letter to MTCU and/or your local MPP in support of this private member's bill and to state the critical need for more funding for literacy. The budget for 2009-2010 will be delivered by the Minister of Finance, the Honourable Dwight Duncan, on March 26, 2009. Many agencies have already sent letters requesting a funding increase for literacy based on the letters written to MTCU requestigg a funding increase for literacy in November 2008 by CLO, LLO and some regional networks.

What the passage of this private member's bill means for funding is still unknown, CLO will work closely with LLO, the Ontario Literacy Coalition and others to assess appropriate next steps. CLO will continue to keep our members updated regarding the progress of this bill and any next steps, as more information becomes available.



## **Organizational Capacity Resources for Delivery Agency Business Plans**

There is strong mention in the program business plans for 2009/2010 about organizational capacity. Accordingly, CLO wants to share a few resources to help you with various organizational capacity issues.

### *CLO's January 2009 CIPMS Newsletter*

This helpful newsletter contains information about literacy agencies and organizational capacity. Information is included on: performance management; privacy policies, HR policies, financial policies and other organizational capacity resources. See: [www.nald.ca/litweb/province/on/clo/newslet/jan09/1.htm](http://www.nald.ca/litweb/province/on/clo/newslet/jan09/1.htm)

### *Organizational Legal Health Checkups*

Administrators and Boards of nonprofits and charities deal with legal issues on a daily basis, often without full knowledge of the legal implications of their decision-making. Take one of the Legal Health Checkups prepared by Ontario's Volunteer Lawyers Service. There is a 10-point legal risk checkup and an eight point board governance checkup. Please see: [www.volunteerlawyers.org/gethelp/item.10Point Legal Health Checkup](http://www.volunteerlawyers.org/gethelp/item.10Point%20Legal%20Health%20Checkup)

### *A Collection of Policy and Procedure Templates for Adult Literacy Service Providers*

Literacy Link South Central developed this resource guide that provides a variety of templates in the areas of human resources, financial management, referral, community outreach and more. You can find this excellent resource at LLSC's website at: [www.llsc.on.ca/resources.html](http://www.llsc.on.ca/resources.html).

### *Financial Fitness 101: Building a Financially Healthy Not-for-Profit Organization*

This resource, from VanCity, includes information on the qualities of a financially healthy organization; basic tools of financial management; increasing financial sustainability; and other key resources. See: [www.vancity.com/SharedContent/documents/Community/financial\\_fitness.pdf](http://www.vancity.com/SharedContent/documents/Community/financial_fitness.pdf)

### *Accounting Athletics 101: Running a Financially Healthy Not-for-Profit Organization*

VanCity has also produced this excellent resource which includes information on: not-for-profit financial reporting and accounting issues; financial statements; contributions; capital assets; accounting best practices; and human resources and finances. See: [www.vancity.com/SharedContent/documents/Community/accounting\\_athletics.pdf](http://www.vancity.com/SharedContent/documents/Community/accounting_athletics.pdf)

### *CLO's Guide for the Development of Policies and Procedures in Ontario's Community Literacy Agencies, Volume 1*

This valuable resource guide contains information on developing human resources, financial, organizational and administrative policies. See: [www.nald.ca/litweb/province/on/clo/policies/guide1/devpol-1.pdf](http://www.nald.ca/litweb/province/on/clo/policies/guide1/devpol-1.pdf)

*CLO's Guide for the Development of Policies and Procedures in Ontario's Community Literacy Agencies, Volume 2*

Volume 2 contains information on developing policies for volunteer recruitment and recognition, program evaluation, managing liability and risk. See:

[www.nald.ca/litweb/province/on/CLO/policies/guide2/cover.htm](http://www.nald.ca/litweb/province/on/CLO/policies/guide2/cover.htm)

*Financial Policies and Procedures: Protecting Your Organization's Financial Assets*

The Ontario Ministry of Agriculture and Food has prepared a resource that included information on why policies are needed; signing authority; reporting requirements; spending limits, cash transactions; credit and debit cards, etc. See: [www.omafra.gov.on.ca/english/rural/facts/01-047.htm](http://www.omafra.gov.on.ca/english/rural/facts/01-047.htm)

*Sample Financial Procedures Manual*

The Minnesota Council of Nonprofits prepared a helpful and detailed checklist covering a wider variety of financial policies. See:

[www.mncn.org/doc/Sample%20Financial%20Procedures%20Manual.PDF](http://www.mncn.org/doc/Sample%20Financial%20Procedures%20Manual.PDF)

*Human Resources – Information Central*

As well, the Minnesota Council of Nonprofits has prepared a helpful section on its website related to human resource policies. They also have information on financial, governance, fundraising and information and technology policies (just look on the sidebar menu for links to these). See:

[http://www.mncn.org/info\\_humanres.htm](http://www.mncn.org/info_humanres.htm)



**Update on the Employment Ontario Information System**

MTCU has provided a two-page written update on its Employment Ontario Information System website at: [www.eopg.ca/eng/publications/EOISUpdatetoServiceProvidUpdate\\_final\\_english.pdf](http://www.eopg.ca/eng/publications/EOISUpdatetoServiceProvidUpdate_final_english.pdf).

One item of note is that Literacy and Basics Skills and several other Employment Ontario programs “will not be impacted by the first release of EOIS and will continue to use current information systems/processes to provide MTCU with information on clients and services. These programs will transition to utilize EOIS after June 2010”.

Please click on the above link and read the letter for more information.



**Community Works Handbook: Learners Achieving Goals through Volunteering**

The Ottawa Community Coalition for Literacy is pleased to present the *Community Works Handbook* and accompanying *Implementation and Process Guide*. This is an innovative model of supported volunteering that provides training in transferable essential skills for learners who are

marginalized and/or disadvantaged by a variety of barriers and challenges. This resource can be downloaded from the OCCL website: [www.occl.ca](http://www.occl.ca)



**Ontario's Poverty Reduction Strategy**

Ontario's new Poverty Reduction Strategy called "*Breaking the Cycle*" can be accessed at: [www.growingstronger.ca/english/strategy.asp](http://www.growingstronger.ca/english/strategy.asp)



**Canadian Council on Learning's Adult Learner Videos and Success Stories**

The Canadian Council on Learning has created online videos showcasing the success stories of adult learners.

You can click on the following link to access inspirational first-person accounts of adults who have worked to overcome low literacy:

[www.ccl-cca.ca/CCL/Reports/ReadingFuture/SuccessStories.htm](http://www.ccl-cca.ca/CCL/Reports/ReadingFuture/SuccessStories.htm)



**Financial Tips Sheets from the Financial Consumer Agency of Canada**

The Financial Consumer Agency of Canada has prepared tip sheets on a variety of financial issues such as mortgages, payday loans, banking, insurance, credit reports and scores, low-cost accounts and much more.

Just click here to access these user-friendly resources on this critical topic: [www.fcac-acfc.gc.ca/eng/Publications/ConsumerPubs-eng.asp](http://www.fcac-acfc.gc.ca/eng/Publications/ConsumerPubs-eng.asp)



**Demographic Trends to Help Not-For-Profits and their Funders Address Community Needs**

Based on data drawn from the 2006 Census results, customized statistical reports on economic, social and demographic trends in Ontario have just been released by the Ontario Trillium Foundation (OTF). [Your Community in Profile 2008](#) puts a face to Ontario communities and provides an analysis about Ontario overall as well as 16 OTF granting regions. Commissioned by OTF and produced by Statistics Canada, these unique profiles have relevance for communities across Ontario. They offer the most recent demographic data and analyses available about trends in Ontario.

Check out this valuable resource at: [www.trilliumfoundation.org/cms/en/comm\\_prof08.aspx](http://www.trilliumfoundation.org/cms/en/comm_prof08.aspx)



**The National Adult Literacy Database's Story of the Week**

The National Adult Literacy Database welcomes "Story of the Week" submissions from adult learners who are either enrolled in or have recently taken part in literacy classes. For more information on this very important part of the NALD website, please click here:

[www.nald.ca/story/story.htm](http://www.nald.ca/story/story.htm)

You can view the link below which explains how to submit stories to NALD:

[www.nald.ca/info/whatnew/headline/2008/story-of-the-week.htm](http://www.nald.ca/info/whatnew/headline/2008/story-of-the-week.htm).



Community Literacy of Ontario  
80 Bradford Street, Suite 508  
Barrie, Ontario, L4N 6S7  
705-733-2312 (t) / 705-733-6197  
[clo@bellnet.ca](mailto:clo@bellnet.ca) / [www.nald.ca/clo](http://www.nald.ca/clo)