



The Exchange Governance Model

Revised October 10, 2017

Table of Contents

1.0 Exchange Priorities, Vision, Values and Strategies... Error! Bookmark not defined.3

2.0 Collaborative Governance Model..... Error! Bookmark not defined.4

3.0 Collaborative Stakeholders..... 5

4.0 Terms of Reference 6

4.1 Members..... 6

4.2 Partners 6

4.2.1 Partners - Collaborative's Action Team..... 6

4.2.2 Partners - Partner Board Representative Team9

4.3 Leadership Team..... 11

5.0 Exchange Stakeholder Benefits..... 17

6.0 Statement of Contribution..... 18

7.0 Use of Exchange Space - Reciprocal Agreement Template 20

8.0 For Profit Membership Process27

1.0 Exchange Priorities, Vision, Values and Strategies

Priorities

Community building and organizational capacity building; Children, Youth and Families; Seniors; Addictions Support; Mental Health and Well Being; End of Life Care and Support; Persons with Disabilities; Food Access and Security

(Note: The priorities above may change as decided by the Leadership Team.)

Vision

We are a collaborative group with a shared vision of a thriving and inclusive Caledon community. We believe that collectively, we better address our community's interests and needs while also supporting the priorities of each and every Exchange Leader, Partner and Member Organization.

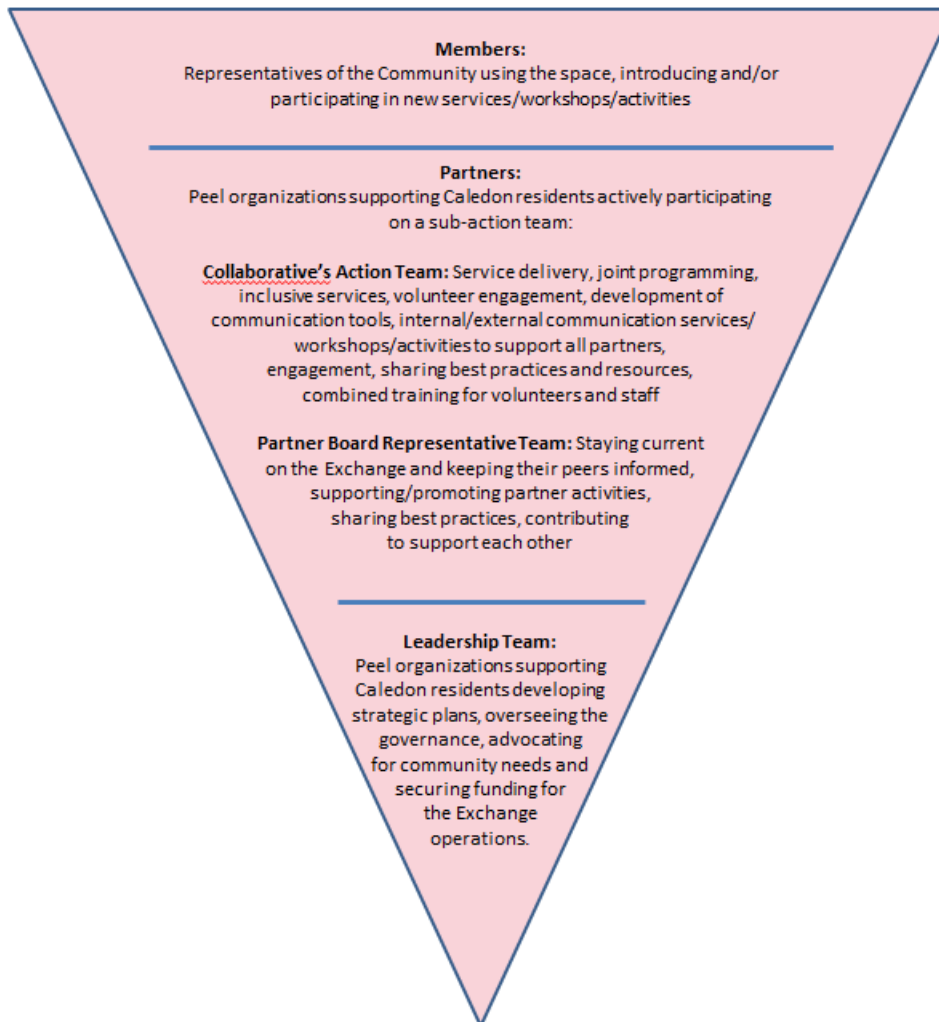
Values

- **Results-oriented** – work together to achieve goals
- **Mutual support** – Advocate and empower each other for community change
- **Accessibility** – All agencies increase service access for clients (ease of navigation, doorways, directional hub)
- **Collaboration** – Promote collective impact and change
- **Innovation** – Explore and be open to working in *new ways* to serve the community better

Strategies

- Innovative and shared leadership resulting in Collective Impact, quality and equity for all.
- Shared leadership that increases community engagement and helps to nurture/nourish a healthy community.
- Collective leadership that creates both individual organization and overall *Exchange* effectiveness
- We will provide a caring, compassionate and consensus based environment:
 - Through the provision of collaborative services that reduce duplication and enhance multifaceted opportunities.
 - By working collaboratively with a myriad of public, private, and voluntary sector representatives and individuals to maximize change in our community and beyond.

2.0 Collaborative Governance Model

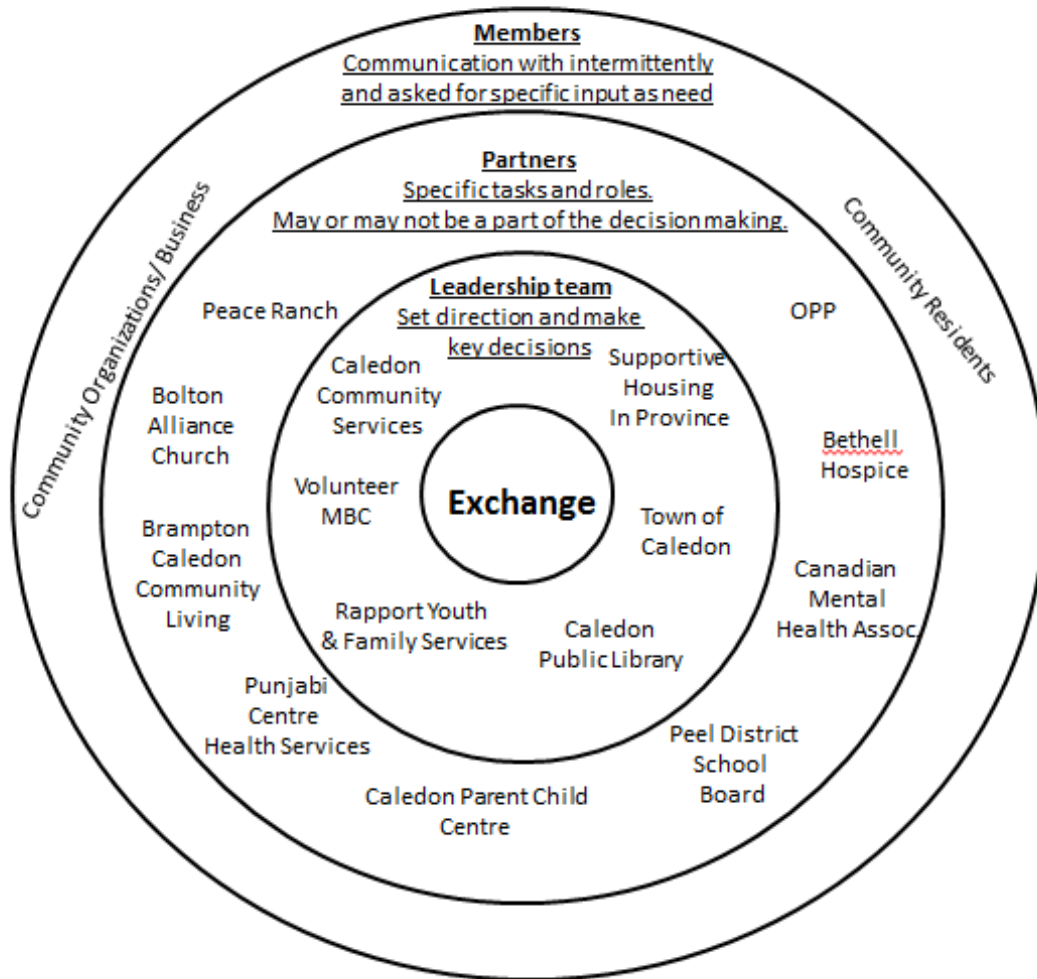


Support Staff

Community Animator (Manager of the Exchange) provides guidance and support to all stakeholders and action groups and ensures that all activities align with the direction and priorities of the Exchange.

Volunteer Animator provides guidance and support to all stakeholders with their volunteer requirements and training.

3.0 Collaborative Stakeholders



4.0 Terms of Reference

4.1 Members

No Terms of Reference

4.2 Partners

Partners will be self-selected or recruited by the Leadership Team and/or Action Group.

Roles and Responsibilities

- Longer-term commitment, collaborating and leading in services related to the Exchange's mandate.
- Part of the *Exchange* collaboration but with specific tasks and roles
- Must make a contribution of time or agency representatives (management, staff, board members, volunteers or clients) and play a role within one or more action groups
- Partners will be required to fulfill a minimum of a 2 year commitment and complete a Statement of Contribution. A Partner's contributions include a combination of resources, effort, results and time.

(Note: Each action team has their own Terms of Reference.)

4.2.1 Partners – Collaborative's Action Team (CAT)

PURPOSE

The overall purpose of CAT is to:

- Generate ideas for joint programming within the collaborative partners to promote prosperity-building
- Innovate in service delivery by working collaboratively with each other to plan and execute joint programs at and/or through the Exchange partners/partnerships.
- Improve inclusive services and programs for a diverse community
- Ensure a high level of community and volunteer engagement within your organization and at the Exchange
- Inform the rest of the Team of activities happening within their own organizations and within the Exchange
- Communicate plans to the Community Animator for the Exchange e-blast to share with partners and encourage participants from within your own staff and contacts by passing along the e-blast
- Support marketing and outreach materials by using standardized templates (flyers, calendars, etc.)
- Facilitate internal and external communications such as promoting above activities using various methods (Verbal, Email, E-Blasts, Social Media)
- Assist with marketing and providing volunteer opportunities to targeted audiences of children and youth.

EXPECTATIONS OF CAT MEMBERS

- Must commit capacity and resources as agreed upon in the Contributions Agreement to the Team

- Attend all meetings or provide a designate to represent their organization
- Use specific skills, knowledge and experience to contribute to program planning for the Exchange and while working with other Collaborative partners.
- Willing to share information and to listen to all perspectives around the table and abide by decisions reached as an Team
- Share information with their staff members and other contacts when appropriate
- Play an active role on the Team (i.e. Back-up chair, taking minutes, lead role in developing processes and/or templates, create materials, provide their input into the conversation, sub committees, obtaining and implementing resources to host events, attend events and represent the Exchange etc.)
- Promote the Exchange internally and externally i.e. publicize upcoming workshops, events, etc.
- Approval will be sought from the Leadership Team through the Community Animator for all projects and activities that are in direct response to meeting the Teams objectives.
- A marketing, promotion and messaging protocol will be developed and adhered to following Leadership approval.

ACTION TEAM MEMBERSHIP AND APPOINTMENT

The work of CAT will reflect the priorities set by the Leadership Team.

Members of CAT will be self-selected or recruited by the Exchange Leadership Team and/or other Teams. Members of the Leadership Team or E.D.s/CEOs partners may choose to appoint at least one person from their organization to the CAT. However, members of the Team will not necessarily be affiliated with a member of the Leadership Team. CAT will be comprised of Collaborative Partners of the Exchange. CAT members who are partners of the Exchange will commit to participating for a two-year term with the possibility of renewal.

The Team may suggest candidates to be elected to the Leadership Team and the Leadership Team will vote upon the decision to incorporate new members.

COMPOSITION

Chairing

It is the role of one of the Team members to act as a Chair for the group. The Chair will be a member of CAT that has been elected by CAT by a vote of the members. The Chair will serve as the spokesperson and will serve for a minimum of one term (i.e. one year). The Chair will have an in-depth knowledge of innovation in CAT as well as the community needs in Caledon and Peel Region. The Chair will possess the communication skills to speak on behalf of CAT. When the chair is unavailable, another member may be asked upon to chair meeting.

The duties of the Chair include:

- Attend and chair all meetings
- Create and send in advance meeting agendas to participants
- Review meeting notes versus the agenda and ensure they are sent out in a timely fashion

- Working with CAT to set actions that the group will work on and liaise with the Community Animator to ensure Team work and activities align with the directions and priority areas of the Exchange
- Act as a spokesperson for CAT
- To ensure consistency and dedication, the Chair will check-in with a member who does not attend two consecutive meetings (or send a representative from their agency) to ensure that the agency has a continued commitment

Community Animator

The Exchange Community Animator will support the Exchange Teams, including CAT.

The duties of the Community Animator include:

- Liaise with the Leadership Team, Chair, and other Team leads to ensure Team work and activities align with the directions and priority areas of the Exchange
- Provide support to the Team in the coordination/implementation of programs, events and services.

Collaborative Partners

Collaborative Partners must be represented and participate on the Leadership Team and/or the CAT.

Roles and Responsibilities:

- As a collaborative partner you will make a longer-term commitment, will be expected to take the lead on a CAT role/initiative or on a leadership team role/initiative.
- You will also initiate and actively participate in collaborating with partners and the Exchange.
- Must make a contribution of time, resources and an agency representative. These people can be self-selected by the agency for CAT or recruited by and for the Leadership Team. Suggested members could include management, staff, board members, volunteers or clients.
- Collaborative partners will be required to fulfill a minimum of:
 - A 2 year commitment
 - Provide a contribution that will be related to a key deliverable or impact area as identified by the Exchange Leadership Team
 - Suggestions for contributions include:
 - Resource
 - Effort
 - Result
 - Time
 - Expertise
- Sign a formal agreement of contribution

OUTCOMES

The outcomes for CAT are based on the workplan. These outcomes are set on an annual basis as determined and approved by the Leadership Team.

FREQUENCY OF TEAM MEETINGS

Meetings occur the **(when)** of each month from **(what time to what time)** Members of CAT are required to attend the Exchange Combined meetings held 3 times a year. (Note: On a month that a combined meeting is held, the regular monthly team meeting will be a part of the Combined meeting.)

RECORD OF MEETINGS

Members of CAT will take turns taking meeting minutes; to be emailed to all team members within the first week after the meeting. (Standard template used.) Records of meetings will be shared with the Leadership Group via the Exchange Community Animator who will be responsible for informing the Leadership Group of CAT's progress.

REPORTING

The Exchange Community Animator will report information from these meeting to the Exchange Leadership Team during their monthly meeting; 4th Wednesday of each month.

4.2.2 Partners – Partner Board Representative Team**MEMBERSHIP AND APPOINTMENT**

The work of the Partner Board Representative team (PBR team) will focus upon the priorities set by the Exchange Leadership Team.

Members of the PBR team will be selected by every Partner Board. Exchange Partners will appoint at least one person from their Board to participate on the PBR team. The team will be comprised of Board members from the Collaborative Partners of the Exchange. The PBR team members will participate for a one-year term with the possibility of renewal or replacement being a decision of their respective Board.

The PBR Team is encouraged to suggest to the Exchange Leadership Team new potential Exchange partner candidates to join the Exchange collaborative. The Exchange Leadership Team will vote upon the decision to incorporate new partners.

PURPOSE

The purpose of the Exchange Partner Board Representative Team is to:

- Update all Partner Board members on the current state of the Exchange, collective impact results and progress evaluations
- Support and promote other partner activities and celebrate successes
- Share best practices and ideas to make our community stronger
- Determine what each organization and their Board can uniquely contribute for the Exchange to work together to effectively serve our community

- Encourage their Board to host one Board meeting yearly at the Exchange

EXPECTATIONS OF THE EXCHANGE PARTNER BOARD REPRESENTATIVE TEAM MEMBERS

- Have personal email address added to weekly Exchange distribution list
- Share information with their Board members and other contacts when appropriate
- If required, ask for support from other Exchange partners
- Attend two Exchange combined team meetings throughout the year.
- Support and contribute to the Exchange and the collaborative partners as appropriate

EXCHANGE STAFF

The Exchange Community Animator and the Exchange Volunteer Animator supports all Exchange Action Teams, including the Partner Board Representative Team.

The duties of the Community Animator include:

- Liaise with the Exchange Leadership Team Chair, and other Action Team members to ensure activities align with the directions and priority areas of the Exchange

COLLABORATIVE PARTNERS

Potential collaborative partners can make a request to become an Exchange partner. It is the Exchange Leadership Team that approves the partnership basis on pre-determined criteria.

Collaborative Partners Roles and Responsibilities:

- Longer-term commitment, collaborating and leading in an area of service/operations
- Part of the collaboration but with specific tasks and roles
- Must make a contribution of time or agency representatives (management, staff, board members, volunteers or clients) and participate on either the Leadership Team or the sub-action team.
- Collaborative partners will be required to fulfill a minimum of:
 - 2 year commitment
 - Formal written agreement of contribution
 - Contributions will be related to a key deliverable or impact area as identified by the Exchange Leadership Team
 - Guidelines for contributions include:
 - Resource
 - Effort
 - Result
 - Time
 - Expertise

4.3 Leadership Team

The Leadership Team is the decision-making body for the *Exchange* and a group of committed partners who set direction and decide how to leverage the pooled resources to have greater Collective Impact.

Members of the Leadership Team must have genuine interest in the wellbeing of the collaborative and endorse the Priorities, Vision, Values and Strategies of the *Exchange*.

Members of the Leadership Team will be self-selected or recruited by the Leadership Team, with final decisions on recommendations made by the Leadership Team itself. Members would be actively recruited from public, private and voluntary sectors who wish to contribute their skills and energies in support of the Exchange's vision.

The Leadership Team is inclusive and members can come from a broad range of organizations and backgrounds, including but not limited to Health and Social Service Sector, Private Sector, Public Sector and Community members at large. The Leadership Team membership should reflect the diversity and priority areas of the Caledon population

Leadership Team Roles

Governance

- Set direction for the *Exchange* (i.e. for program and service delivery, etc.)
- Develop and approve policies and procedures
- Monitor and evaluate impact
- Provide support and knowledge-sharing with Action Groups and Leadership Team
- Financial oversight

Advocacy

- Develop and strengthen community partnership for the *Exchange*
- Provide a supportive role by consulting with the rest of the members and Collaborative Partners to address the needs of the Action Groups and community
- Provide a “collective voice” to champion the interest of The Exchange members to all community stakeholders.

Funding and Resource Sharing

- Strategic development and implementation of joint funding and resource sharing
- Collaborative funding applications
- Continued investigation into sustainability options

Leadership Team Core Responsibilities

- Must commit capacity and resources to the Exchange
- Prepare funding submissions to government and private foundations
- Set and provide direction for other Action Groups
- Regular attendance and active participation in meetings

- Time commitment (monthly meeting 5-10 hours/month)
- Ensure a return on investment for each Leadership Team member (i.e. use of space for services/programs, enhanced volunteer management capacity through Animator, use of board room to host events, etc.)
- Develop an evaluation strategy (including collecting and sharing data, monitoring collective impact, outcome measurement monitoring, and appealing to the Region to allocate funding)
- Make strategic connections for the purpose of enhancing shared service and collaboration
- Introduce five new contributors¹ to the Leadership Team, Collaborative Partners, and Members annually

Term

The Leadership Team members are appointed for two-year terms with the possibility of two term renewals. Leadership team members can be re-elected for up to six years and then may be re-elected after one year at the end of their term. New members will be appointed by the Leadership Team annually, or as needed. New members can be nominated and voted in at any monthly Leadership Team meeting that has quorum.

Caledon Community Services will be a permanent member of the Leadership Team due to its significant and long-term investment in the *Exchange*. The agency will occupy one seat on the Leadership Team in perpetuity.

Executive Committee

Within the Leadership Team, An Executive Committee with four main positions will be composed of the following roles: Chair, Vice Chair, Secretary, and Past Chair. The Leadership Team will vote in members of the Executive Committee. Appointments will be staggered to ensure continuity between terms (especially Chair and Vice Chair). These roles are outlined below.

Chair

The Chair will be a member of The Leadership that has been elected by the Leadership Team by a vote of the members. The Chair will serve as the spokesperson and will serve for a minimum of one term (i.e. two years). The Chair will have an in-depth knowledge of community needs and policy in Caledon and Peel Region and have the communication skills to speak on behalf of The Exchange and the Leadership Team.

The duties of the Chair include:

- Attend and chair all meetings
- Review meeting agendas and ensure distribution at least two days before meetings

¹ Contributors are defined as any organization or person that provides a resource or capacity of some kind to the Exchange and its activities.

- Liaise with the Leadership Team, Community Animator and Action Group leads to ensure Action Group work and activities align with the directions and priority areas of The Exchange
- Play and lead role in strategic development, goal setting and evaluation
- Facilitate communications among the Leadership Team members
- Act as a spokesperson for the Leadership Team and The Exchange

Past Chair

The Past Chair will be a member of the Leadership Team that has been previously elected by the Leadership Team by a vote of the members, but whose term as chair has expired. The Past Chair will serve as the spokesperson for the organization and will serve for a minimum of one term (i.e. two years), after which he/she will be replaced by the next past chair. The Past Chair will provide advice to the current executive by sharing his/her knowledge & experience as required.

The duties of the Past Chair include:

- Attend meetings
- Liaise with the Leadership Team and Action Groups
- Make contributions to strategic development, goal setting and evaluation
- Provide historical insight and context for decision-making
- Act as a spokesperson for the Leadership Team and The Exchange as required

Vice Chair

The Leadership Team will elect the Vice Chair by a vote of the members. The Vice Chair will serve for a minimum of one term (i.e. two years). The Vice Chair will have an in-depth knowledge of community needs and related policy in Caledon and Peel Region and have the communication skills to speak on behalf of the Leadership Team and The Exchange when necessary.

The duties of the Vice Chair include:

- Perform the duties of the Chair in their absence
- Assist the Chair whenever possible
- Act as a spokesperson for the Leadership Team and The Exchange as required
- The Vice Chair will move into the position of Chair at the end of the Chair's term

Secretary

The Secretary will be elected by the Leadership Team by a vote of the members and will serve a minimum of one term (i.e. two years). The Secretary will have knowledge of community needs in Caledon and Peel Region and will have administrative support skills and capacities.

The duties of the Secretary include:

- Taking meeting minutes and distributing these minutes to approved members of the Leadership Team in a timely fashion
- Corresponding with the Leadership Team members

- Invite and liaise with guests and speakers as directed by Leadership Team
- Assisting with general coordination and communications on behalf of the Leadership Team with support from The Exchange Community Animator when necessary
- Providing administrative support to both the Leadership Team and the Executive Committee as required
- Act as a spokesperson for the Leadership Team and The Exchange as required

Meetings

The Leadership Team shall meet a minimum of ten times per year, for approximately 3-5 hours, at dates and times to be agreed upon by the Leadership Team members. Notice of meeting date and location will be determined at least two weeks in advance and meeting changes will be given by email at least 48 hours in advance. Whenever possible the meeting location will rotate among member locations. If Leadership Team members are not able to attend meetings physically they may join in by conference call (location permitting).

Decision Making

The intention of the group is to work toward consensus decision-making; whenever consensus does not prevail a motion will be placed for a vote. Decisions of the Leadership Team will be made by majority vote, except on decisions related to the adoption of public policy positions, which require approval by three-quarters majority vote of the Leadership Team members. Members that dissent with the majority vote will have to conform to and publicly support the majority decision. Proxy voting will be accepted via fax, mail or email. Proxy votes will only be counted if sent before the meeting in which the decision is being made.

All members of the Leadership Team are voting members. Quorum for conducting regular business at a meeting will be 1 member more than 50% of Leadership Team members.

Action Group Structures

The *Exchange* is comprised of Action Groups that work in line with the strategic directions set by the Leadership Team. The Leadership Team may create other Action Groups that may be standing or ad-hoc. Each Action Group will have a Chair. At present there are two Action Groups:

1. Marketing and Outreach Action Group
2. Collaboration Service Integration Action Group
3. Volunteer Action Group

The work of the Action Groups will reflect the priorities set by the Leadership Team. Within each Action Group, at least one committed Collaborative Partner will take the lead. The Collaborative Partner taking the lead does not have to be a member of the Leadership Team (but may be). The Exchange Community Animator will support the Action Groups. The lead Collaborative Partner from each Action Group will inform the Leadership Team of the group's progress and the

Community Animator will communicate between Action Groups and the Leadership Team. After each meeting, the Action Groups will produce a report or update for the Community Animator to take to Leadership Team. The Leadership Team will also report to the Action Groups between meetings via the Community Animator.

The Action Groups may suggest candidates to be elected to the Leadership Team and the Leadership Team will vote upon the decision to incorporate new members.

Besides the Leadership Team, there are two levels of contributors for the *Exchange* including Collaborative Partners and Members.

Collaborative Partners

Collaborative Partners will be self-selected or recruited by the Leadership Team and/or other Action Groups.

Collaborative Partners Roles and Responsibilities

- Longer-term commitment, collaborating and leading in an area
- Part of the collaboration but with specific tasks and roles
- Must make a contribution of time or agency representatives (management, staff, board members, volunteers or clients) and play a role within one of the following action groups: the Collaboration and Service Integration Action Group, the Marketing and Outreach Action Group or Volunteer Action Group.
- Collaborative partners will be required to fulfill a minimum of:
 - 2 year commitment
 - Formal agreement of Statement of Contribution (i.e. written down)

Contributions will be related to a key deliverable or impact area as identified by the Exchange Leadership Team

- Guidelines for contributions include:
 - Resource
 - Effort
 - Result
 - Time
 - Expertise

Composition

- One chair for each:
 1. Marketing and Outreach Action Group
 2. Collaboration and Service Integration Action Group
 3. Volunteer Action Group

Members

Members will be self-selected or recruited by the Leadership Team and/or other Action Groups.

Members Roles and Responsibilities

- Communicated with intermittently and asked for specific input as needed
- Organizations that are well connected, informed and can give good
- Intermittent participation
- No long-term commitment
- Sign a Reciprocal Agreement

Dissolution

The Leadership Team can be dissolved with a unanimous vote from the members.

Review and Approval of Terms of Reference

Date Approved

5.0 Exchange Stakeholder Benefits

Member	<ul style="list-style-type: none"> • Access to the Exchange during business hours • Upon request: Able to obtain shareable resources (ie. Excess food; Document/Information)
Partners	<ul style="list-style-type: none"> • Opportunity to weigh in on decisions made by action groups • Key holder access to the Exchange; full access to the Exchange • Agency logo on all marketing material • Access to load agency activities onto the Caledon Events calendar; which is promoted by all partners • In the loop of partner highlights • Collaborative support from the partners: Tweeting & Liking your agency social media activity, etc • Support from the Exchange collaborative resources (Manager-Community Animation & Volunteer Animator)
Leadership	<ul style="list-style-type: none"> • Set direction of the Exchange • Opportunity to weigh in on key decisions • Key holder access to the Exchange; full access to the Exchange • Agency logo on all marketing material • Access to load agency activities onto the Caledon Events calendar; which is promoted by all partners • In the loop of partner highlights • Collaborative support from the partners: Tweeting & Liking your agency social media activity, etc. • Support from the Exchange collaborative resources (Manager-Community Animation & Volunteer Animator)

6.0 Statement of Contribution Template

Statement of Contribution

This form assists each member of the Exchange collaborative to clearly define their role and contribution and relate these to the collective outcomes and impacts to which the Exchange is committed for the Caledon community. Whether serving on the leadership team or being one of the collaborative partners, the Exchange requires commitments that are explicitly articulated. Contributions of all kinds are valued and recognized. For this reason agencies must define their contributions relative to their capacities.

General Description of Collaborative Partners' Roles and Responsibilities

The roles and responsibilities of each collaborative partner as defined in the Leadership Team's terms of reference are as follows:

- Longer-term commitment, collaborating and leading in an area of Exchange work
- An essential part of the collaborative with specific tasks and roles
- Must make a contribution of time by an agency representative (management, staff, board members, volunteers or clients) and play a lead role within the Collaboration and Service Integration Action Group
- Must be a contributing member of one of the following:
 - a. Marketing and Outreach Action Group
 - b. Funding and Resource Sharing Action Group (temporarily a part of the Leadership Team)

Specific Guidelines for Contribution

Collaborative partners will be required to fulfill a minimum of:

2. 2 year commitment
3. Formal agreement of contribution (i.e. written down)
4. Contributions will be related to a key deliverable or impact area as identified by the Exchange Leadership Team and Action Groups
5. Guidelines for contributions include:
 - a. Resource
 - b. Effort
 - c. Result
 - d. Time
 - e. Expertise

Key Deliverables or Outcomes/Impacts

Please see the completed work plan for the Leadership Team as well as the appropriate Action Group to identify the outcome areas in which you will make a contribution.

Organizational Commitment Form

Name of Organization:	
Contact Person:	
Email:	
Phone:	
Term (2 yrs):	
Contribution:	
Deliverable or Outcome/Impact Area:	
Signature (by signing authority):	
Date:	

7.0 Use of Exchange Space - Reciprocal Agreement Template

An Exchange reciprocal agreement is an arrangement where two or more parties agree to share/trade resources to meet their common program, client, social, economic, cultural, community or business goals. It is a mutual or cooperative interchange of goods and services, access to resources and space or an exchange of money or equivalent in-kind offerings. Each reciprocal agreement is a stand-alone contract having no bearing on another similar contract.

Today's Date: Example

This agreement is between:

Exchange	Exchange User/Program Lead
Place: The Exchange 55 Healey Road, Unit 9 & 10 Contact: Kim D'Eri kderi@ccs4u.org 905-584-2300 x202	Organization/Company: Example Address: Example Contact/Instructor: Example Email Address: Example Telephone #: Example

Reciprocal Details: Exchange User/Program Lead Requirements

Date: Example

Time (To and from): Example

Space Required: Example

Resources Required: Example

Reason for space/Program Description: Example

Number of guests expected: Example

Additional Information: Example

Space Provisions:

- **Meeting room:**
 - There are 20 chairs that go around the big meeting table. If you require extra tables or chairs, please request ahead of time.
 - Remote control for the TV is in the meeting room on the table in the corner. You will need to bring your own laptop; if you want to project presentations onto the screen. HDMI cable hanging from the TV. There is an HDMI adaptor on the table, if you do not have an HDMI port in your laptop. HDMI cable will hardwire you to Internet access.
 - If you want wireless internet access, click on 2-4 Exchange and type in password 9059512300
 - If you need plates, cups, glasses, utensils, etc., inform us ahead of time. If you want to use disposable, you will need to supply them yourself.
 - Unless other arrangements have been made, please bring in your own supplies: food, drinks (coffee, tea), serviettes, table clothes, etc. (Note: You may want to bring in dry eraser markers for the whiteboard; if using it. We do have some but sometimes go missing.)

- **Kitchen:**
 - Feel free to check all cupboards and drawers. We are fully equipped; you just have to search for what you are looking for.
 - Bring your own ingredients and supplies you need. We have Keurig machines so they take the K-pods; if you want coffee.
 - To use the ovens, hold the power button until it turns on. The ovens are in Celsius. If you need to convert, just look on the inside of the oven door for more details. (Note: I would recommend that if you are using these for the first time, you might want to come in to practice ahead of time.)
 - To turn on the stovetop, hold the power button. Normally when it first comes on, the safety mechanism puts the burners on "L" for lock. Hold down the lock button until the "L" goes away. (Note: I would recommend that if you are using this for the first time, come in to practice ahead of time.)
 - Leave kitchen the same way you found it. Put all dishes into the dishwashers and turn them on; if full. (Dishwasher soap & garbage bags under the kitchen sink.)
 - Ensure that all ovens and stovetop burners are turned off.

- If garbage is full or smelly, please put it into the grey dumpster at the back of the building. (Note: Back door automatically locks, prop it open to take out the garbage.)
- Broom and dustpan are up against the back door; if you need to sweep.
- Note: If you have left the fridge door open, it will beep to indicate to close it.

What you can expect from us

- A clean furnished space.
- Access to business equipment and appliance; pre-determined.
- Dedicated specific space.

Expectations of the Exchange User

- Maintain the premises in good condition; keeping the areas neat and clean.
- If you only have access to the meeting room, leave all dirty dishes and garbage on the side table and put the rest of the room back the way you found it.
- If you have shut off the heat/air conditioning, please make sure to turn it back on to the way you found it.
- Ensure to shut off all lights and ceiling fans (check bathrooms).
- When ready to leave, ensure that the alarm is armed and premise is locked; return the key appropriately back to the lock box. (Refer to “**Steps to Close the Exchange**” section.)
- You are responsible for any damages caused by yourself and your guests.
- You are responsible for any missing equipment.

Insurance

- You are considered an independent contractor, not an employee of Caledon Community Services; responsible for your own insurance and taxes. Third party must provide proof of insurance in the amount of minimum \$2,000,000 naming Caledon Community Services as additional insured.
- You are considered a Caledon Community Services’ volunteer in which CCS’ insurance will be applicable; however, it is still your responsibility to ensure that you have taken all precautions to ensure everyone’s safety, mitigated risk of property damages and/or property loss.
- You are considered an Exchange Collaborative partner and have listed the Exchange location on your own agency’s insurance.

(Note: The facility is monitored under camera surveillance and we are able to play back video in the event we need to due to damage, theft etc.)

How to Access the Exchange?

1. Lock Box:

- a. Open shutter door to reveal the dials.
- b. Rotate dials to the current combination.
- c. Press down on the release button to open the box.
- d. Unlock door.
- e. Put key in a safe spot in order to return it to lock box when you leave.

2. Alarm:

- a. Alarm panel is on left side inside the door.
- b. Open the panel and key in the code assigned to you. Once keyed, it will disarm the alarm. You have about 20 seconds to key in your code before the alarm will sound.

3. Unlock Main Door (left door):

- a. Push door bar in and hold.
- b. Push toggle switch (located behind the bar on right side) up. Door bar should remain snug. If door bar is loose that means the door is still locked from the outside.

Steps to Close the Exchange

If you entered through left front door:

1. Check the meeting room outside door to ensure that it is locked first
2. Once everyone else is out of the building, lock main front door by firmly holding handle bar tight and pushing toggle switch down. Door bar should now be loose. Door is locked from outside.
3. Once alarm panel displays "Ready", key in your alarm code. Panel will read all alarms are armed.
4. Leave. Check doors from the outside to ensure that they are locked.
5. Return key back to the lock box.
6. Reset combination dial back to 0000.
7. Close shutter door to cover dial.

If you entered through right front door (meeting room area):

1. Ensure that all have left the building.

2. Once alarm panel displays "Ready", key in your alarm code. Panel will read all alarms are armed.
3. When out, relock the door with the key.
4. Return key back to the lock box.
5. Reset combination dial back to 0000.
6. Close shutter door to cover dial.

Key Code Sign-off

The authorized person listed below has been given the access code for key entry into the Exchange as well as the alarm code for the alarm system. By signing below, the authorized person agrees to keep this information confidential, only use it for the intended purposes listed on page 2 of this document and do not disclose either codes provided to you to anyone else.

Authorized Person and Title:

Organization Name:

Contact Number:

Email:

Date:

Signature:

Program Lead

- I agree to lead the program as documented on page 2.
- If I am not able to lead the workshop, I must give the Exchange two or more days notice. (Note: The Exchange will notify me two days in advance to confirm that the activity is a go; depending on confirmed participation registration.)

- As the instructor, I will complete the following tasks:
 - Consult with the Exchange and others to plan the activities for the workshop.
 - Make suggestions regarding processes that would best suit my program.
 - Run my workshop with as many hands on activities as possible for all ages present.
 - Run the workshop in a manner which permits The Exchange staff to be free of the responsibilities of running the program and which encourages the positive and creative exchange of ideas with the attendees.
- Any supplies required for the program must be pre-approved by The Exchange staff and purchased by you; unless there has been a prior arrangement made. Submit receipts for reimbursement.
- You are responsible to leave the room(s) as you found them.
- Report any accidents or incidents within twenty-four (24) hours.
- I confirm that I am not deemed to be an employee of The Exchange as a result of this Agreement.

Exchange Reciprocal Agreement Approvals (Pages 1 – 6)

<p>Caledon Community Services</p> <p>Please print name:</p> <p>Date:</p>	<p>Exchange User/Program Lead</p> <p>Please print name:</p> <p>_____</p> <p>Date:</p> <p>_____</p>
-------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

8.0 For Profit Membership Process

The Exchange Leadership team will consider applications from for-profit organizations for Exchange Collaborative membership. Consideration will be given at the Partner and Leadership levels.

It is recommended that the initial point of contact to begin consideration of Exchange membership is a discussion with the Manager, Community Animation, regarding the rationale behind the membership request and the nature of the commitment that is able to be made. The Manager would then refer the request to the Leadership team.

The Exchange Leadership team will consider requests for membership from all interested parties providing they can demonstrate that they meet Exchange membership expectations as outlined below.

Potential members will be asked to provide a written letter identifying the nature of their commitment to the Exchange mission and their contribution to the work of the Exchange. The Manager will also provide recommendations based upon the meeting and follow-up contacts with the potential new member.

The Exchange Leadership team will review the application in confidence and then vote on the membership request.

Membership will begin as soon as approved by the Leadership team.

The general requirements for membership consideration include:

The applicant must carry their own liability insurance.

The applicant must provide a skillset that can further the work of the Exchange or have designation with a field complimentary to Exchange activities.

The applicant business must be based in Caledon and/or serve the Caledon community.

The applicant must demonstrate a clear and sustainable commitment to the Exchange.

The applicant must agree to reading in advance all Collective Impact and Governance Model documents provided by the Manager, Community Animation.

The applicant must agree to attend and take an active role in all required meetings corresponding to the level of membership involved.

The applicant's business goals and practices are not in conflict with the mission of the Exchange.

The applicant must demonstrate evidence of Corporate Social Responsibility in their business practices.