

# Grow North Coworking Info & Policies

Through programming, community engagement and development, North York Arts prioritizes investing in North York-based artists. Starting in 2022, North York Arts has been embarking on an exciting path to provide opportunities for artists living in North York through our Grow North program. With three Grow North Program streams, this program aims to support artists by way of creative residencies, entrepreneurial courses, and (most recently) a microgrants program.

In 2023, we asked North York-based artists what an ideal gathering space would look like to connect, work, and create together. Since 2020, many artists have been faced with challenges as they try to seek affordable space for their creative projects. With minimal financial stability, renting a studio can be inaccessible to many, especially with competitive grants that fund the creation of projects. Seeing a gap in access to affordable space, we have responded by piloting a co-working space in our creative headquarters where artists can book space by donations. We prioritize decreasing barriers and giving artists the opportunity to network and create together.

We are excited to offer the Grow North Coworking sessions for artists looking to create, grow, and network together!

## **Table of Contents**

[Grow North Coworking Info & Policies](#)

[Coworking Session Hours & Info](#)

[Concurrent Construction](#)

[Main Contacts](#)

[Important Links](#)

[Booking Policies](#)

[House Rules](#)

[Equity Policies](#)

[NYA Hate Activity Policies & Procedures](#)

[NYA Anti-Discrimination, Access, Equity, and Human Rights](#)

[NYA Impairment Policy](#)

[NYA Privacy Policy](#)

## **Coworking Session Hours & Info**

**Booking sessions are subject to cancellation based on NYA events and activities.**

### **July 25 - Sept 29**

- Tuesday Coworking Hours: 2PM-6PM
- Thursday Coworking Hours: 4PM-8PM

## **Booking by Donation**

At North York Arts, we prioritize decreasing barriers and give artists the opportunity to network and create together. We do this by accepting [suggested donations of \\$5 per booking](#) to continue to sustain and develop the resources available to artists through Grow North Coworking sessions without creating straining financial commitments. Even better, every donation amount will automatically receive a tax receipt via email!

## **Concurrent Construction**

The Meridian Arts Centre (where North York Arts is located) will be undergoing construction for the summer months. This means there will be potential noise disruptions, dust, and impacts to accessing different spaces of the building. Should there be a power outage as a result of the construction, we will make best efforts to inform participants as soon as the building admin and/or security inform us.

## **Main Contacts**

### **Jasmine Vanstone**

Community Projects Coordinator (Willowdale)  
Email: [jasmine@northyorkarts.org](mailto:jasmine@northyorkarts.org)

### **North York Arts General Inquiries**

Office Hours: Mon-Thu. 9AM-5PM  
Email: [info@northyorkarts.org](mailto:info@northyorkarts.org)  
Phone: 647-477-6059 (call or text)

### **Meridian Arts Centre Stage Door Security**

\*For emergencies only\*  
Phone: 416-733-9388

## **Important Links**

[Getting Here - Wayfinding Document](#)

[Session Booking Link](#)

[North York Arts Website](#)

## **Booking Policies**

### **No-show or Cancel Attendance Policy**

Please let us know a day before each Grow North Coworking session if you have to cancel your participation. You have 15 minutes into your booked time to arrive at the HQ until you are marked as a no-show and drop-ins are able to take your place. If you are a no-show or cancel for any three Grow North Coworking sessions, this forfeits your ability to pre-register for available slots.

### **Drop-In Attendance Policy**

As we cannot guarantee attendance of pre-registered community members, we will have the remaining open slots available on a first-come first-served basis. If any pre-registered

community member does not show up 15 minutes into their booked session, we will release spots to those in the waitlist.

### **Media Consent**

As a participant of North York Arts programming and events, we use your photographs and video for documentation and promotional purposes. You are able to express your permission for NYA to use a photo or video of you to be used for publication, advertisement, social media channels, audio-visual presentations and/or web pages. These photos and videos are exclusively for public information and the promotion of North York Arts and its partner organizations.

### **House Rules**

- Please sign in using the the Coworking sign in sheet that will be on the printer desk
- Mute your cell phone and computer, be mindful of noise for quiet working sessions.
- Clean up after yourself, be considerate of our shared space.
- Don't overuse or misuse the supplies or services provided
- Please use the equipment with care and respect. If you break something, you will have to replace it
- Do not touch things that do not belong to you if permission is not given
  - Belongings should not be left unattended
  - TO Live or NYA is not responsible for any damage of belongings of the user
- Smoking, vaping, alcohol, and other intoxicating drugs are prohibited.
- Treat people with respect
- If the door is closed, please knock before entering.
- If you are sick, please stay home! (Send an email to cancel your booking)
- If using the first aid kit, write down what has been used and report injuries to **Stage Door** at **416-733-9388**
- Do not allow anyone into the venue through a locked door. Ask them to go around to the stage door for access.

### **Equity Policies**

#### ***NYA Hate Activity Policies & Procedures***

North York Arts believes that a diversity of racial and ethnic origins and a wide range of cultural and religious backgrounds, as well as its diverse population made up of Aboriginal and First Nations persons, people with diverse gender identities, people with disabilities, diverse sexual orientations, immigrants and refugees residing and working within the City, strengthens and enriches the community economically, culturally, politically and socially. In support of this belief, employees and recipients of all North York Arts services must be able to function in an environment without hatred being perpetrated through institutional practices or individual biases.

#### **Hate Activity could take the form of:**

- Acts of Violence
- Graffiti (e.g. hate group symbols or slogans or epithets defacing property)
- Flyers/literature/hate mail with messages promoting hatred against "identifiable" groups
- Verbal slurs accompanied by a threat
- Recorded telephone hate lines
- Vandalism of ethnic, religious, lesbian or gay, minority sites
- Obscene or threatening phone calls
- Sexual assaults

- Intimidation and harassment
- Music and videos inciting hatred against an identifiable group
- Bomb threats

Definition of a Hate Crime. A hate crime is defined as a criminal offence committed against a person or property. The evidence demonstrates that the offence was motivated in any part by the suspect/offender's bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or any other similar factor. A hate crime is motivated by bias/prejudice/hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or any other similar factor.

Hate crimes, propaganda, and advocating for genocide are against the law and can be punishable via imprisonment up to five years. Public incitement of hate is committed when someone communicates statements in a public place, and incites hatred against any identifiable group where such incitement is likely to lead to a breach of the peace.

For more information on the law, refer to:

- the Criminal Code of Canada sections 318-320.
- the Canadian Human Rights Act, section 13(1).
- City of Toronto's publication, "HATE: Communities Can Respond"

Factors To Consider Determining A Hate Crime. The following factors help individuals understand how to identify a hate-motivated crime. Criminal offences are investigated by the police. The following factors are considered when investigating a criminal offence purported to be motivated by hate:

- Absence of motive
- Perception of the victim
- Location
- Graffiti/symbols used
- The date and time of the occurrence
- Victim easily identifiable
- Profile of the victim
- New coverage of similar events
- The groups involved in the attack
- The manner and means of the attack
- Similar incidents in the same area or against the same victim(s)

The following questions form a reliable guide to assess if a crime is motivated by hate:

- Would the incident have taken place if the victim and offender were of the same racial, religious, ethnic/national or sexual orientation group?
- Were biased verbal comments, written statements or gestures made by the offender that indicated their bias?
- Was certain clothing worn, signs, or symbols indicating hate?
- Have several incidents occurred in the same locality?
- Did the incident coincide with a holiday relating to religious or cultural significance?
- Does a historically established animosity exist between the victim's group and the offender's group?
- Did the offender have some understanding of the impact their actions would have on the victim?

Hate Crime/Hate Propaganda – Police. Each police division has a trained Hate Crimes Detective and should be informed immediately if there is evidence that a criminal offence motivated by hate has occurred. The Toronto Police Services have a Hate Crimes Unit available at 808-3500 to assist with identification of a hate crime. For criminal offences, The Police Services can be reached, if it is an emergency, at 911 and if it is not an emergency, call 808-2222.

### ***NYA Anti-Discrimination, Access, Equity, and Human Rights***

North York Arts (NYA) recognizes that the City of Toronto is made up of people from diverse communities and equity seeking groups and that the changing nature of the population has implications for providing access to programs and services. We recognize that barriers to services exist for members of diverse communities, particularly for equity seeking groups, and we are committed to acting as a positive force in eliminating these barriers.

To achieve this, North York Arts will:

- ensure that diverse communities have equitable access to NYA services, programs and resources where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behaviour or practice
- be nondiscriminatory and promote the goals of antiracism, access and equity to ensure that information on its services and programs are accessible to diverse communities
- take reasonable steps to ensure NYA programs and services reflect the community we serve through ongoing review of outreach, communications, program planning and evaluation.
- ensure that those involved in the delivery of services and programs have the knowledge, understanding and skills to work with and provide services to members of diverse communities, particularly equity seeking communities.

North York Arts prohibits discrimination or harassment and protects the right to be free from hate activity based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristic by or within the organization. For the purposes of this policy, equity-seeking groups include Aboriginal/First Nations people, women, people with disabilities, racial minorities, the socio-economically disadvantaged, lesbian, gay, bisexual, and transgendered persons.

### **Complaints/Feedback**

Should you have any complaints or feedback for NYA please direct them to:  
info@northyorkarts.org

### ***NYA Impairment Policy***

North York Arts has adopted the Impairment Policy to communicate its expectations and guidelines with respect to the use, misuse and abuse of recreational substances, including cannabis and alcohol.

Community members under the influence of drugs or alcohol (used legally or illegally) can pose serious health and safety risks both to themselves and their fellow artists. To help ensure a safe

and healthy space, North York Arts reserves the right to prohibit certain substances from being brought on to, or present on the organization's premises.

Expectations:

- Artists are expected to arrive and must remain fit for duty for the duration of their time in the North York Arts office space.
- Use, possession, distribution, or sale of alcohol, recreational and illegal drugs that may cause impairment within the North York Arts office space, including during breaks, is strictly prohibited.
- Artists are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

NYA reserves the right to prohibit the entry of anyone into the coworking space that may be under the influence of drugs and/or alcohol.

### **NYA Privacy Policy**

North York Arts (NYA) is committed to respecting the personal privacy of our website visitors. NYA may collect personal information through its website or otherwise which may include, but is not limited to, name, address, telephone number, and other contact information. Personal information acquired by NYA is kept strictly confidential.

NYA generally uses personal information for the following purposes:

- creating a database of individuals who have registered to receive information from us
- maintaining records and generally managing and administering our business including defending and bringing legal actions
- meeting legal, regulatory, insurance, security and processing requirements
- otherwise with consent or as permitted or required by law.

Users who register for any purpose may request to be removed from our email list or any other electronic distribution list at any time. North York Arts reserves the right to contact any registrant at any time to forward information, respond to questions, or provide notification of any changes to our registration policy. We may be required or permitted under statute or regulation to collect, use or disclose personal information without your consent, for example to comply with a court order, to comply with local or federal regulations or a legally permitted inquiry by a government agency.

### **For More Information**

To view more information on the privacy policy, please visit this [webpage link](#).

If you have any questions or concerns about North York Arts privacy policy or practices, please contact:

Christina Giannelia  
Executive Director  
647-477-5069  
[christina@northyorkarts.org](mailto:christina@northyorkarts.org)