



Order Form

The Co-op Housing Bookstore is a joint project of the Co-operative Housing Federation of Toronto and the Co-operative Housing Federation of Canada. We provide educational materials to help housing co-ops in their day-to-day management and in building stronger communities.

Boards and Committees

	Title	Price	Quantity	Total
	New Members in Your Co-op(1993)	\$16.00		
	Board of Directors	\$16.00		
	A Guide to Solving Building Problems(1993)	\$12.00		
	Energy for your Co-op(1993)	\$7.00		
	Good Management for Your Co-op (1993)	\$12.00		
	Evaluating Staff (2000)	\$12.00		
	Introduction to Co-op Housing Management (1995)	\$13.00		
	Property Inspections (1989)	\$12.00		
	On-call Committee (1989)	\$14.00		
	Dealing with Conflict (1996)	\$16.00		
	Conflict of Interest (2000)	\$18.00		
	Words... Words... Words: The Co-op Housing Dictionary (1997)	\$16.00		
	Job Descriptions (1997)	\$20.00		
	Alzheimer's and Other Forms of Dementia (2001)	\$15.00		
	Seniors Housing Co-ops (2001)	\$18.00		

Financial management

	Financial Management (1989)	\$22.00		
	Your Co-op and the GST (2003)	\$16.00		
	Preparing a Budget (1989)	\$12.00		
	Understanding Your Co-op's Audit (1990)	\$10.00		
	Managing Arrears (1998)	\$18.00		

Co-ops and community

	Title	Price	Quantity	Total
	Your Co-op – Make It Green (1994)	\$18.00		
	How Does Your Garden Grow?	\$20.00		
	A New View of Participation (2002)	\$10.00		
	Better Meetings (1990)	\$14.00		
	Effective Elections (1990)	\$10.00		
	Creating Healthy Communities (1997)	\$22.00		
	Taking Action on Co-op Diversity (1997)	\$10.00		
	Diversity Action Kit (1997)	\$16.00		
	Marketing your co-op (2002)	\$14.00		

Member education

(each package contains 25 four-page brochures)

	Title	Price	Quantity	Total
	Understanding the Audit (1999)	\$7.00		
	Understanding the Budget – Section 95 and 61 (1997)	\$7.00		
	The Board of Directors (1996)	\$7.00		
	Speaking Up at Meetings (1992)	\$7.00		
	Developing Our Community (1997)	\$7.00		
	What is Co-op Housing? (1999) <i>in ten languages</i>	\$12.00		

Staff

	Title	Price	Quantity	Total
	Property Management (1990)	\$20.00		
	The 56.1 Program (1990)	\$12.00		
	Office Administration (1991)	\$14.00		
	Maintenance Work Order Forms (<i>100 in triplicate</i>)	\$25.00		
	Model Employment Contract	\$40.00		
	CoACTION Employment Fact Sheets (1993)	\$10.00		

Legal materials (Ontario)

	Title	Price	Quantity	Total
	Protecting Personal Information (2003)	\$12.00		
	A Review of Evictions in Ontario (2001)	\$12.00		
	Going to Court (1993)	\$14.00		
	Model Occupancy By-law (1992)	\$12.00		
	Model Organizational By-law (1993)	\$12.00		
	Your Co-op and the Law, 2nd edition (1996)	\$14.00		
	Co-operative Corporations Act (Ontario) (1998)	\$27.00		
	Human Rights Code (Ontario) (2000)	\$10.00		
	Employment Standards Act (Ontario) (1998)	\$23.00		
	Employer's Guide to the Employment Standards Act (Ontario)	\$8.00		
	Employment Standards Act and guide (as a set)	\$29.00		
	Labour Relations Act (Ontario) (1997)	\$19.00		

Additional resources for co-ops as employers (brochures)

	Title	Price	Quantity	Total
	Housing Co-ops as Employers (<i>package of ten</i>)	\$10.00		
<i>You, Your Staff and the Law (2002)</i>				
	Alberta	\$2.00		
	British Columbia	\$2.00		
	Ontario	\$2.00		
	Manitoba	\$2.00		

Additional resources (community)

	Title	Price	Quantity	Total
	Fresh Start for Women in Abusive Relationships	\$3.75		
	Domestic Violence: Helping Co-ops Respond	\$8.00		
	Women's Safety Audit Kit (2002)	\$20.00		
	Aging Together – Aging in Place (1997)	\$16.00		
	Welty's Book of Procedures	\$14.00		

Plain language resource materials

	Title	Price	Quantity	Total
	Plain Language: Clear and Simple	\$10.00		
	Plain Language and Clear Design: A Co-op Writer's Guide (2001)	\$16.00		

Videos

	Title	Price	Quantity	Total
	Participation: The Roots of Community (video/discussion guide)	\$16.00		
	Aging Together – Aging in Place (video)	\$16.00		
	Aging Together – Aging in Place (video/book set)	\$28.00		
	The Battle of Beech Hall <i>a must see!</i>	\$30.00		
	Building Our Future Together (youth video)	\$10.00		
	The Founding of Stanley Knowles Co-op (video)	\$20.00		

Co-op souvenirs

	Title	Price	Quantity	Total
<i>I ♥ MY CO-OP” buttons</i>				
	English	\$1.00		
	French	\$1.00		
	Spanish	\$1.00		
	Somali	\$1.00		
	Tamil	\$1.00		
	Chinese	\$1.00		
	Polish	\$1.00		
	Russian	\$1.00		
	Vietnamese	\$1.00		
<i>Other Souvenirs</i>				
	New co-operative principles poster	\$10.00		
	Large rainbow flags	\$39.00		
	Rainbow flag pins	\$2.50		

Total Merchandise	
Shipping and Administration (15%)	
Sub Total	
GST (#101143717) (6%)	
Total Enclosed	

Shipping and billing information

Co-op or other organization _____
 Contact person _____
 Phone Number _____
 E-mail Address (*optional*) _____
 Street Address _____
 City _____
 Province _____
 Postal Code _____

If this order is being placed from outside Canada please provide shipping and billing information on a separate page.

Please allow 2 weeks for delivery. Invoices will be sent with the order. Personal orders must be prepaid. Please make cheque or money order payable in Canadian funds to Co-operative Housing Federation of Toronto, 658 Danforth Avenue, Suite 201, Toronto, Ontario M4J 5B9. Fax: (416) 465-8337. Questions? Call (416) 465-8688, extension 204.