Co-operative Housing Federation of Toronto Inc.

Co-operative Housing Awards 2009

Century of Co-operation

This year, Century of Co-operation recipients will be honoured at a midday reception in the fall.

Here is how your members would qualify for this award –

Add together the age of the member plus the length of time they have lived in co-op housing. For example, a person who is 80 years old and has lived in co-op housing for 20 years qualifies with an even 100 years.

We will recognize everyone who achieves 100 years or more in 2008.

Please fax this form back to us as soon as possible with the following information:

Please print

Name of the co-op _____

Name of the member_____

Year of birth _____

Years living in co-op housing _____

The fax number is **416 465-8337.**

658 Danforth Avenue, Suite 306, Toronto, Ontario M4J 5B9
Telephone: (416) 465-8688 Fax: (416) 465-8337 E-mail: info@coophousing.com
Web site: www.coophousing.com

Co-operative Housing Federation of Toronto Inc.

Fax to Angela Calderone
Co-operative Housing Federation of Toronto

Fax # 416- 465-8337

From _____

Co-op _____

The Co-operative Housing Awards Night will take place this fall. CHFT's annual Awards Night is a time to

- celebrate the achievements of our co-op communities
- congratulate ourselves on another year of hard work, and
- look forward to a new year of accomplishments.

Last year's Awards Night was a great success. Well over 200 co-op members and friends attended.

Please get your nominations in as soon as possible.

Living in Diversity

This award will honour member co-ops who are working to support and promote diversity within their communities.

_____Please check here if your co-op would like a nomination form.

Housing Co-operative Achievement of the Year

This award is to acknowledge the outstanding achievements of CHFT member co-ops from June 2008 to June 2009.

_____Please check here if your co-op would like a nomination form.

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Best Co-op Newsletter

Newsletters can be an important form of communication in co-ops. This award will be given to the co-op whose newsletter is most readable, informative and entertaining .

_____Please check here if your co-op would like a nomination form.

Best Co-op Web Site

Many co-ops now have their own web site. Voting for this award will take place on-line and will account for 50% of the score. Nominated websites will be voted on by a panel of judges to determine the other 50% of the score.

_____Please check here if your co-op would like a nomination form.

Long-term Contribution

This award recognizes housing co-ops that have combined good management with support for social justice over a number of years. The average age of co-ops who have won this award in past years has been 15 years or older.

_____ Please check here if your co-op would like a nomination form.

Unsung Hero

This award honours co-op members who are making important contributions to their co-op community. Co-op members participate in many ways. This award will recognize the "unsung hero" in your co-op.

_____ Please check here if your co-op would like a nomination form.

Youth Award

This award recognizes a person, committee or a member co-op who has made a contribution towards supporting and mentoring youth in their community.

_____Please check here if your co-op would like a nomination form.

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Telephone: (416) 465-8688 Fax: (416) 465-8337 E-mail: info@coophousing.com
Web site: www.coophousing.com

ARCADIA HOUSING CO-OPERATIVE
SUMMER GARDENER
POSITION FOR STUDENT

Arcadia is an artist's housing co-operative located on Queens Quay West in downtown Toronto. We are hiring a gardener for six weeks. This is a summer student position.

Duties:

To take care of flowers, plants, grass, shrubs, and trees in all the Co-op's common areas, including weeding, cultivating, watering, and pruning.

To assist in developing an ecological landscaping plan and program for Arcadia Housing Co-operative.

To work with the gardening volunteers and the co-op's maintenance worker in caring for the grounds.

Job Requirements:

Have an interest and experience in gardening/caring for the environment
Have a good work ethic/ be reliable, punctual, self-motivated
Be able to do physical labour
Have the ability to work well with others

Conditions of Work:

Start Date: July 13
End Date: August 21
Hours: 30 hours per week
Rate of Pay: $12.00 per hour
Eligibility: You must be between 15 and 30 years of age at the start of your employment.
Have been registered as a full time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.
Be Canadian citizens, permanent residents or persons on whom refugee protection has been conferred under the immigration and Refugee Protection Act.

Please submit your resume by email to ***arcadiahousing@rogers.com***, or by fax to (416) 260-1261. While we thank everyone for applying, only those selected for an interview will be contacted.

Deadline for applications is: June 30th

Bain Apartments Co-operative Inc.
Front Desk person/Administrative Assistant

Bain Apartments Co-operative Inc. is a 260-unit co-op, housing 400+ people, spread over 5 acres in Toronto's Riverdale neighbourhood. Bain Co-op is seeking an energetic and flexible Administrative Assistant to provide support to the Membership Committee, Community Centre Committee and the General Manager.

6 Months Contract with an option to renew – 25 hours per week
starting Monday July 13th 09
Wages – Commensurate with experience

Responsibilities include:

- Reception/Front desk including Member inquiries
- Process and maintain Community Centre bookings
- Process applications for applicants requesting membership
- Maintain internal and external waiting lists and respond to inquiries concerning membership and waiting lists
- Prepare agenda, status reports, office reports and correspondence as required for the Membership Committee; attend meeting as required
- Support of General Manager, Residents' Council and Committees as necessary
- Liaise with Maintenance Department regarding units for move-ins, work orders and Maintenance reports
- Prepare and produce correspondence, minutes, memos, and other administrative duties under the direction of the General Manager; evening meeting attendance may be required
- Other duties as assigned.

Qualifications:

- Co-op Housing experience a **MUST**, Federal Co-op experience preferred
- Demonstrated ability to work with people with diverse backgrounds, showing respect, humour, maturity and conflict resolution skills
- Excellent oral and written communication and organizational abilities
- Ability to work under tight deadlines with a high degree of efficiency and accuracy
- Self starter – able to work independently
- Ability to multi-task in a complex organization in a busy office environment
- Computer proficiency – Experience with Windows XP, MS Word, MS Excel, E-mail, HM Worx
- Sourcing data from the internet and other resources

How to Apply:
Mail, e-mail or fax resumes by <u>Monday, June 22nd, 2009</u>

Hiring Committee
Bain Apartments Co-operative Inc.
100 Bain Avenue, 29A Lindens
Toronto, ON M4K 1E8
Fax: 416-463-0829
office@100bain.com
Please visit out website at www.100bain.com

No phone calls please. We thank all applicants; however only those selected for an interview will be contacted.

Job Posting

Full Time Co-ordinator

Fieldstone Co-operative Homes is an 67 unit 6 storey apartment and townhouse co-op in the Cabbagetown area of Toronto near Parliament and Wellesley. We are a multicultural and LGBT positive community that singles, couples, families with children and seniors call home.

We are looking for a Co-ordinator to manage the day-to-day operation of the co-op and work closely with the Board of Directors and Committees. The Co-ordinator is expected to work 35 hours a week with one to two evening shifts for attendance at meetings.

Responsibilities:

- Financial planning and control
- legal issues, arrears and subsidy administration
- Property maintenance and development
- Membership administration
- Corporate affairs management
- General office administration
- Supervision of maintenance worker
- Community Development

Qualifications:

- minimum of 5 yrs experience managing the operations of a housing co-op.
- Excellence in financial management
- Experience in supervising staff and overseeing contractors.
- Experience in the development and management of operational plans.
- Proficiency in Microsoft software, NewViews and HMWorx.
- Good knowledge of the Section 95 Operating Agreement and the Co-operative Corporations Act
- Experience in acting as a resource and support for the Board of Directors, committees, and for community development work.
- Excellent writing skills for minutes taking at meetings and preparation of correspondences and reports
- Committed to working in a multicultural, diverse and mixed income community

Fieldstone Co-op is committed to equity in employment and encourages people from diverse groups to apply.

A competitive salary and CHF Canada benefits package will be offered.

Application Deadline: July 2, 2009

Please submit your resume with cover letter in writing by email to:
michelle@coophousing.com
or
Board of Directors
Fieldstone Co-op Homes
c/o 658 Danforth Avenue, Suite 306
Toronto, Ontario
M4K 5B9
Attention: Michelle Arscott

No phone calls please. Thank you for your interest in the position but only those chosen for an interview will be contacted

Request for Proposal
Bookkeeper

Fieldstone Co-operative Homes is an 67 unit 6 storey apartment and townhouse co-op in the Cabbagetown area of Toronto near Parliament and Wellesley. We are a multicultural and LGBT positive community that singles, couples, families with children and seniors call home.

The bookkeeper works with and reports to the Co-op's Co-ordinator. The job will take approximately 6 hours per month.

Responsibilities include:

General bookkeeping, including:

- Cash disbursements
- Payroll
- Monthly bank reconciliation
- Financial reports and assistance with annual operating budget
- Year end audit work

Candidates should have:

- Strong accounting skills and experience
- Computer proficiency in NewViews
- Understanding of Federally funded co-ops
- Experience in the Co-op sector (preferred)
- Ability to work during the office hours of the co-op co-ordinator

Fieldstone Co-op is committed to equity in employment and encourages people from diverse groups to apply.

Application Deadline: July 2, 2009

Please submit bookkeeping proposal stating experience and proposed rate of pay by Thursday, July 2 to:

michelle@coophousing.com

or

Board of Directors
Fieldstone Co-op Homes
c/o 658 Danforth Avenue, Suite 306
Toronto, Ontario
M4K 5B9
Attention: Michelle Arscott

No phone calls please. Thank you for your interest in the position but only those chosen for an interview will be contacted

CARPENTERS LOCAL 27 HOUSING CO-OPERATIVE INC.

PLEASE POST

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

HOURS 25 hours per week (noon to 5:00 pm)

SALARY Equal to your qualifications and experience

APPLICATION DEADLINE June 26, 2009

STARTING DATE July 28, 2009

The Carpenters Local 27 Housing Co-operative is a 119 unit high rise building located at 280 Davis Drive, Newmarket, Ontario.

DUTIES AND RESPONSIBILITIES

The Administrative Assistant will carry out general office administration, will receive member enquiries, maintain membership files, assist the Manager in the implementation of rent assistance program, receive monthly housing charge payments, work with co-op committees to assist in member development and receive member maintenance requests.

QUALIFICATIONS

Familiarity with co-op principles; good working knowledge of MS Office, HM Worx and SHRA regulations; a friendly manner and willingness to listen; a self-motivated team worker who enjoys a busy, people-oriented atmosphere.

Please submit resume and cover letter before June 26, 2009 by email to:

The Hiring Committee
Carpenters Local 27 Housing Co-operative, Inc.,

Carp27@rogers.com

Only those invited to an interview will be contacted.

Greetings all. The next meeting of the soon-to-be-renamed Downtown West Multi-Unit Solar Energy Project will take place on Wednesday, June 24 at 7:30pm. We'll be meeting in the Amenities Room in the Kensington Market Lofts at 21 Nassau Street. (See the attached map.)

Please share this notice with those that might be interested.

We have two exciting speakers lined up for the meeting. The first is Nick Morgan of Morgan Solar (www.morgansolar.com), a Toronto solar start-up company that is commercializing less expensive new solar electric systems for an array of uses. Nick's presentation will give us a glimpse of what will be available in the near future.

Our second speaker, Graham Stewart of ERA Architects (www.era.on.ca) will describe the innovative Tower Renewal pilot project that the City launched last year, and which is being managed by his firm. The project aims not only to retrofit older rental towers across the city, but also to re-purpose the underused green spaces that typically surround these buildings so as to make these communities more lively and economically sustainable.

And we'll finalize our choice of a new, shorter name for our illustrious group. As those who attended our last meeting will attest, when we opened the floor for name suggestions, we quickly compiled a creative list. (See below).

Finally, as always, we'll hear updates on those condos and co-ops that are moving forward with green retrofits, green roofs and solar energy installations.

I hope you can join us on the 24th at Kensington Market Lofts.

Meanwhile, enjoy the final days of Spring!

Tim Grant, co-chair, DWMUSEP

New Name for Downtown West Multi-Unit Solar Energy Project

The following names were proposed at the May 5th meetingh

Power MUSE Project: MUSE = multi unit solar energy
TED: Toronto environmental design – TED.
TREE: Toronto renewable energy
ICPR: Independent consumer power review
TOWER POWER Toronto
LONE: Lake Ontario North Energy
Renewable energy and sustainable community
SMURF: Solar multi unit residential facilitation

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