

# Registration

An Introduction to Co-operative Housing Management is part of the Co-operative Management Conference. To register, please first complete the AGM meeting registration form. Then fill out the Co-operative Management Conference form. Check off An Introduction to Co-operative Housing Management to register for the entire session. Return both forms, with payment, to CHF Canada at the address on the forms.

You can get a copy of the registration forms at the AGM Information Centre on our website at [www.chfc.coop/agm2006](http://www.chfc.coop/agm2006). If you want us to mail or fax you a copy, please call Diane Miles at the number below.

If you are registering two or more participants from your organization at the Co-operative Management Conference, the second and subsequent participants are half price.

## Win a \$400 bursary

The Ontario Region of CHF Canada is offering up to five bursaries of \$400 for participants in An Introduction to Co-operative Housing Management. These bursaries will be for individuals who are not currently working for a housing co-op or a co-op management company. **The deadline for applications is May 5.**

If you are interested in applying for one of these bursaries, please contact Diane Miles at 1-800-268-2537 x 228 or 416-366-1711 email: [dmiles@chfc.coop](mailto:dmiles@chfc.coop).

## Questions?

Contact Diane Miles at 1-800-268-2537 x 228 or 416-366-1711 email: [dmiles@chfc.coop](mailto:dmiles@chfc.coop)



*Housing co-ops serve important social purposes. They offer affordable housing and they build communities where the members work in support of each other, sharing common values.*

*To meet these purposes, and to keep on meeting them, co-ops must be strong and stay that way. They must take care of the business of running a co-op, and that means sound management.*

*The environment facing co-ops is challenging, and constantly changing too. Co-ops must compete in shifting markets to keep their units filled. In some cases they have to get by with a fraction of the government assistance they used to receive, yet they still have low-income members that need assistance. In other cases they are finding it hard to operate under harsh government program rules. Co-op buildings are aging and need looking after. Without good management co-ops can get into difficulty – sometimes very deep difficulty.*

*To help co-ops run well, in good times and in bad, in 2004 CHF Canada developed the Core Management Standards for housing co-ops, and launched a campaign – the Campaign for Good Management – to promote them to all our members. An Introduction to Co-operative Housing Management is a part of that campaign.*

CO-OPERATIVE HOUSING FEDERATION OF CANADA

## An Introduction to Co-operative Housing Management

CO-OP  
management  
in Ontario

*All the basics in one lively workshop*

**June 7-9, 2006  
London**



Part of the Co-operative Management Conference at the CHF Canada AGM.

# Co-op managers – in a class of their own

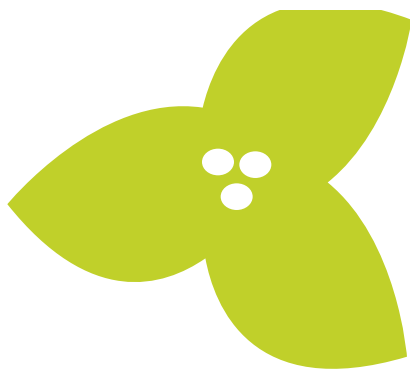
Managing a housing co-op is different from managing other types of rental housing. You still have to pay the bills, fill vacancies and keep the property in good repair. But as a co-op manager, you're working for a democratically controlled organization. You have to help the board and members govern the co-op. You also need to understand the laws unique to co-op housing and the program rules that are part of the co-op's funding arrangements with government.

## An Introduction to Co-operative Housing

**Management** will offer a lively introduction to the unique features of co-op housing management. At the session you will get

- 13 hours of management training, delivered by some of the co-op sector's most experienced educators
- a chance to ask questions, discuss issues and do case studies
- ideas and inspiration from your peers
- a reference binder filled with useful information
- a good grounding in the basics every co-op manager needs to do the best job possible.

This workshop program has been designed for new managers, experienced managers looking for a refresher, or co-op members preparing to work for a housing co-op in Ontario.



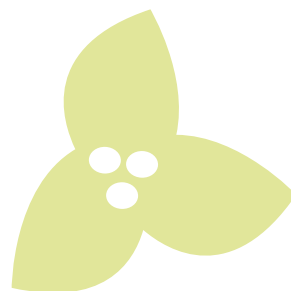
## Schedule

Wednesday, June 7	1:30 pm - 4:30 pm
Thursday, June 8	9:00 am - 5:00 pm
Friday, June 9	9:00 am - 12:00 pm

## Session highlights

At An Introduction to Co-op Management, you will:

- take a whirlwind tour of the "co-op universe"
- learn the manager's role and how you can help the board do its job
- find out about the Core Management Standards that every co-op should meet
- learn how to apply the "legal lens" to your job
- learn about your federal or municipal funding program
- practise rent-gear-to-income calculations
- make sense of co-op financial statements
- learn about the eviction system for housing co-ops in Ontario
- share tips for solving the day-to-day frustrations that eat up time and energy.



## Workshop leaders

This session will be led by a team of co-op management experts.

**DIANE MILES** is the Acting Manager of Co-op Services with the Ontario Region of CHF Canada. She provides information and support to Ontario-program co-ops. Diane has lived and worked in co-ops for over 20 years.

**JUDY SHAW** is a Co-operative Services Officer for the Ontario Region of CHF Canada, working with Ontario-program co-ops. Before joining the Ontario Region staff, she worked for a co-op management company managing co-ops in Peel and Niagara. Outside work, Judy is a volunteer director and chair of the housing committee for the YWCA Toronto.

**DENYSE GUY** is the Executive Director of the Ontario Co-operative Association. She has worked in community development and private consulting with co-operatives, mutual insurance companies, and non-profit organizations across Canada and overseas.

**ERIC MARTIN** has over 15 years of experience in the co-operative housing sector. Eric worked with CHF Canada in Southwestern Ontario as the Member Services Representative. Presently, Eric is a Social Housing Consultant in the Social Housing Unit at the City of Toronto.

**CHRISTINE SAIKA** has worked for Talisman Woods Co-op in London since 1999 and has been active in the Co-ordinators Association of Southwestern Ontario. Christine has also served on the board of a co-op in difficulty and on the advisory committee for the London-Middlesex Access Centre.

**LORI-ANNE MCDONALD** is well known to co-operators after almost 20 years in the movement both as a volunteer and the principal of Marlor Management. Recently, Lori-Anne accepted a position with The Agency for Co-operative Housing as the Team Leader for Ontario and Prince Edward Island.