
CFDI NEWS



www.cfdi.ca

email: communityfirst@cfdi.ca

APRIL 2004



It's spring, time to wake up from the winter doldrums, come alive and move forward. It won't be long before you look out the window and see the landscape changing with budding trees, the first bloom of spring growth and the grass turning green. We trust you have your gardener/landscaper in place as the gardening season is usually from April 15th to November 15th. The City of Toronto now has a by-law prohibiting the use of herbicides and pesticides around your property.

If you have a gardening committee, it's time to get them involved in planning the garden.

YOUR GAME PLAN FOR THE SEASON...

In planning your work schedule for approval by the board, remember the following:

- ✓ Window Washing
- ✓ Underground Garage Cleaning
- ✓ Annual Fire Inspection
- ✓ Cleaning of Kitchen Stacks
- ✓ Cleaning of Catch Basins and Drains
- ✓ Testing of Generator
- ✓ Annual Unit Inspections
- ✓ Testing of Roof Anchors
- ✓ Changing of Filters –AMU
- ✓ Carpet Cleaning
- ✓ Floor Stripping and Polishing
- ✓ Cleaning of Inside of Dryers

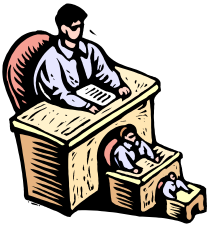
President's Remarks...

It has been a busy first quarter as we re-structure and organize ourselves for new growth. We intend to build on our **Core Principals** of **Integrity, Knowledge, Industry** and **Constant Improvement**, which is expressed in our **Commitment to our Owners** and demonstrated by their **Satisfaction** with our service. None of these principles can or will be sacrificed in the name of progress. Our **Corporate Code of Ethics**, recently adopted, is based on these principles and our **monthly administrative seminars** are geared to increase your knowledge base. Our seminars are, we hope, filled with helpful information and it is our hope that when you leave each meeting you feel that you are better equipped than when you arrived at the meeting. Your feedback is extremely important to us. As you know, only too well, Cristina, Eddie and I are always available and open to constructive criticism.



We are continuing to work to improve our service to our clients by standardizing, to the extent possible, management and maintenance systems and documents which will be accessible over the Internet. And, we are working to customize our Web Page to better equip you and inform the Owners we serve. We will be introducing additional training and information seminars for the Maintenance Staff in the near future. **We are commencing a very exciting beginning!**

To everyone, whether you are celebrating a religious holiday, enjoying some much needed recreation, and/or absorbing the peace of some quiet moments, we wish you a very **Happy and Fulfilling Holiday Weekend!**



Staff Changes

Welcome to:

- Othello Inniss, Co-ordinator of ILGWU.
- Tuula Mustonen, Assistant Manager, Campden Green, and Administrative Assistant/Bookkeeper Head Office.
- Miranda Pinto, Interim Manager, La Paz Co-op and Community Development Worker at McGreal Co-op.
- Tommy Tsui, Manager Coral Place and Human Resources and IT Manager Head Office.
- Tian Hou Xiao (Mike), Maintenance at Atkinson Co-op.

Staff Profile Corner



Suzanne Botnick or just Suzanne as we all know her from hosting the managers' meetings has been with CFDI for about two years. Suzanne divides her time between family and doing a great job of managing 15 Thorncliffe Park. She has

emerged as a bit of an expert regarding RGI and the SHRA to the point where she is often called upon for help on the site or giving advice over the phone. Suzanne likes a challenge as much as she likes being outdoors. A fast learner, Suzanne commits herself to studying the process, the instructions or the manual until it becomes a part of her. Suzanne has developed a good rapport with her board and the members of her co-op with good managing traits of fairness, consistencey, integrity and following through. Her positive, steadfast personality and treating everyone equal from pauper to president no doubt adds to the fomula . Suzanne, married, with two children lives in Thornhill.

From the Heart of the Head Office.....

If you haven't been to the head office lately, you may be lost to find anyone. My on and off visits have seen a transition from chaos (boxes everywhere) to a degree of order. At least, I found Lana and Darwin. The photocopier room seems to serve as a storage room for the time being, Lana and Darwin have moved to the back office (previously, the meeting room) and there are more staff. Is this a que for larger office space?



Cristina has held on to "her" office and remains our finance manager but is stepping away from the day-to-day accounting operations of Head Office. She will be spending more time looking after the corporate finances of CFDI. Site managers are to refer to Darwin and/or Lana. Cristina will continue to oversee the accounting department for quality control, audit review etc. so our accounting department looks something like this:

Cristina Wong	Finance Manager (ext. 103)
Lana Sapon	Property Accountant (ext. 102) lanas@cfdi.ca
Darwin Ng	Property Accountant (ext. 105) darwinn@cfdi.ca
Tuula Mustonen	Assistant Bookkeeper (ext. 101) tuulam@cfdi.ca

Lana will be responsible for the following buildings:

- 15 Thorncliffe Park Co-op
- Campden Green Co-op
- Ellen McGreal Co-op
- La Paz Co-op
- MTCC No. 636
- PCC No. 528
- PCC No. 227
- St. Mark's NP
- 63 Roehampton
- Wilcox Creek Co-op
- Robinson Street NP



Darwin will be responsible for the following buildings:

- Atkinson Co-op
- Congress of Black Women NP
- Coral Place
- Holy Trinity NP
- Kimroy Grove Co-op
- Vila Gaspar Corte Real
- Kancro NP

Wondering Who To Turn To?

Many service managers are now offering online access of your waiting list.

You can now access your applicant waiting list through the following sites:



- Toronto Housing Connections: www.ahci.ca.
- Region of Peel: www.region.peel.on.ca/housing
- York Region: Not available

The SHRA and the Compliance/Operational Review

If your site has undergone a compliance/operational review by your service manager, you will realize that co-ops and non-profits must comply with the SHRA in many aspects and if you have not had the review yet, it's time to get on the band wagon.

For Co-ops: the co-op's by-laws must comply with the SHRA. CHFC provides a model by-law (By-Law No. 1) that should assist co-ops in meeting these requirements. The website for CHFC is www.chfc.ca.

For Non-Profits: The SHRA sets out requirements for leases with tenants who receive rent-geared-to-income or occupy special needs units. ONPHA has a sample lease which you can order from their website at www.onpha.on.ca.

For both co-ops and non-profits, they are required to have certain policies in place such as Internal Transfers, Internal Review, Guest Policy, Spending & Procurement Policies, Arrears Policy, Confidentiality,

Record Management and Provision of Information to the Public Policy. For non-profits, you can go to Onpha's website and order the sample policies.

Picnic, picnic, picnic!

Mark your calendars, mark your agendas, mark your palm pilots! CFDI's annual picnic will be held at **Humber Bay Park East** on **Saturday, August 14, 2004**.



This year's picnic will be for staff and their families only.

Staff who would like to volunteer in the organization of the picnic please contact Cristina at ext. 103.

Sorry, for Co-ops only...



Co-operative Housing Federation of Toronto Diversity Scholarship – managers please advise your boards and post on your site the details of this scholarship.

You may access the website at http://www.coophousing.com/youth/scholarship_diversity.html.

Eligibility

1. A Canadian citizen, permanent resident, conventional refugee or refugee claimant (please note students attending school on a student visa are ineligible for this award).
2. 21 years old or younger at the time of the scholarship award.
3. Applicants must be graduating Ontario secondary school students living in a CHFT member co-op, who are planning to attend a recognized publicly funded Canadian post secondary education institution in the upcoming academic year.

Selection Criteria

1. Applicants must have been involved in a significant role in diversity initiatives at their school or local community.

2. Financial need.

Application Requirements

1. A Completed application form.
2. A two-page essay discussing the importance of diversity initiatives in the local community and the nominees involvement in that work.
3. One letter of reference from each of the two people listed in the application. The two individuals listed must provide a written reference no more than two pages in length, outlining the applicant's involvement in local diversity initiatives and their likelihood of success in the post-secondary career. Please note one reference must be from the applicant's school.
4. A draft budget for the upcoming academic year outlining expected sources of income (i.e. student loans, earned income, family contribution, etc.) excluding diversity scholarship money. In addition the applicant must submit no more than one typed page discussing their financial need and how this scholarship would address that need.
5. Two passport photos (once submitted will become the property of CHFT).

Deadline

Applications must be received no later than (5:00 pm Friday, April 30th).

Please send completed applications to :

658 Danforth Avenue, Suite 306

Toronto, ON M4J 5B9

LATE APPLICATIONS WILL NOT BE CONSIDERED

Decisions

1. The decisions of the selection committee are final and not subject to appeal.
2. Award money will be released only after proof of enrolment has been provided.

The Awards Dinner and Fundraiser is Wednesday, June 23, 2004 at the Pearl Seafood

Restaurant. Winners are required to attend the ceremony.

***The snow is gone, the sky is clear, promises
of sunshine, flowers, that feeling in the air.
Someone is singing can't you hear, it 's the
announcement of spring providing joy that
you just have to share.***

***Happy Easter! Happy Passover, Happy
Spring!***

