

# Spring 2025 Education Series

Virtual and In-person



Serving co-ops in Peel and Halton  
Regions, and Dufferin County.



Serving co-ops in Durham, Toronto, and York Region.



## Welcome to our Spring 2025 Education Program!

We will be holding both virtual and in-person workshops this Spring! Most workshops will be held virtually on Saturday mornings or Thursday evenings. Four workshops will be offered in-person on Saturday, May 3, 2025.

Registration will close at 9:00 am two days before each workshop.

To register for any of these events, go to [www.chft.coop](http://www.chft.coop). If you have any questions about registration, contact **Vaijomiy Anandarajah** at [reception@coophousing.com](mailto:reception@coophousing.com). If you have questions about the workshops, contact **Naomi Cho** at [naomi@coophousing.com](mailto:naomi@coophousing.com).

As always, thank you to our sponsors, Alterna Savings and Co-op Cost Cutters.



### Virtual workshop calendar at-a-glance

Date	Time	Format	Workshop
Saturday, February 22	9:30am - 12:00pm	Virtual	Board of directors - PART 1
Saturday, March 1	9:30am - 12:00pm	Virtual	Board of directors - PART 2
Thursday, March 6	7:00pm - 8:30pm	Virtual	How to record meeting minutes
Thursday, March 20	7:00pm - 8:30pm	Virtual	AODA refresher and changes for 2025
Thursday, April 3	7:00pm - 8:30pm	Virtual	Committee functioning
Saturday, April 12	9:30am - 12:00pm	Virtual	Addressing hoarding in your co-op
Thursday, April 24	7:00pm - 8:30pm	Virtual	Aging in place – we’re all doing it!

### In-person education day workshops at-a-glance (see page 6 for more information)

Date	Time	Format	Workshop
Saturday, May 3	9:30am - 12:00pm	In-person	Getting our co-op principles right
Saturday, May 3	9:30am - 12:00pm	In-person	Membership committee
Saturday, May 3	1:30pm - 4:00pm	In-person	Bullying – how to recognize, work with and protect against it
Saturday, May 3	1:30pm - 4:00pm	In-person	Working together to plan for success



## Connect to a world of co-op knowledge

Virtual workshop sessions will be held over Zoom. Participants will need to have access to the internet and a smart phone, tablet or computer.

If your co-op is a member of CHFT, PHCHF or your local federation (or CHF Canada if there is no local federation) registration for the workshops range between \$25 and \$100 per person for the first two people. There is a 50% discount for any additional people who register for the same workshop from your co-op.

## Virtual Workshop Calendar

### Board of directors

Facilitator: Mary Ann Hannant

#### PART 1:

Saturday, February 22 | 9:30am – 12:00pm

#### PART 2:

Saturday, March 1 | 9:30am – 12:00pm

**Fee:** \$100 each for the first two participants. \$50 for each additional participant from the same co-op.

### Summary

The Board of Directors workshops will be offered in two parts – **What makes a good board?** and **What makes a good director?** Your registration includes both sessions.

**Part 1:** We will discuss governance and management, board accountability, the board's legal obligations /and the importance of good meetings.

**Part 2:** We will discuss principled leadership, director accountability and the role of individual directors.

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### How to record meeting minutes

Facilitator: Naomi Cho

Thursday, March 6 | 7:00pm – 8:30pm

**Fee:** \$25 each for the first two participants. \$12.50 for each additional participant from the same co-op.

### Summary

If you don't keep good, accurate minutes of a meeting, it might as well not have happened. This workshop will share tips and tools for strengthening the skill of recording minutes. We will also review

- what should be included in a good set of minutes,
- what should not be included in the minutes,
- how to format the minutes, and
- what to do with the minutes after the meeting.



## AODA refresher and changes for 2025

Facilitator: Celia Chandler

Thursday, March 20 | 7:00pm – 8:30pm

**Fee:** \$25 each for the first two participants. \$12.50 for each additional participant from the same co-op.

### Summary

The Accessibility for Ontarians with Disabilities Act has been an important part of the co-op legal landscape since 2005. Customer service standards under the Act were imposed on all Ontario organizations in 2008. This changed how co-ops interact with the public and their members. Under AODA, Ontario was to be a fully accessible province by 2025. Join Celia Chandler as she explains your responsibilities under AODA, and what training your members and directors need.

## Committee functioning

Facilitator: Mary Ann Hannant

Thursday, April 3 | 7:00pm – 8:30pm

**Fee:** \$25 each for the first two participants. \$12.50 for each additional participant from the same co-op.

### Summary

Co-ops use committees to make decisions and carry out tasks. We will discuss

- the role of the committee,
- committee job descriptions, and
- communication with the rest of the co-op.

This workshop will also look at problems that committees may have and look for ways to prevent them.

## Addressing hoarding in your co-op

Facilitator: Emily Ramirez

Saturday, April 12 | 9:30am – 12:00pm

**Fee:** \$75 each for the first two participants. \$37.50 for each additional participant from the same co-op.

### Summary

This workshop will help you understand the hoarding problem, the risks to your co-op and the liability it can create. Emily will provide practical advice for inspecting units for hoarding, applying a rating system, engaging hoarding resources and working towards a resolution.

# Virtual Workshops

Spring 2025 Education Series

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## Aging in place – we’re all doing it!

Facilitators: Celia Chandler and Christine Mounstevan

Thursday, April 24 | 7:00pm – 8:30pm

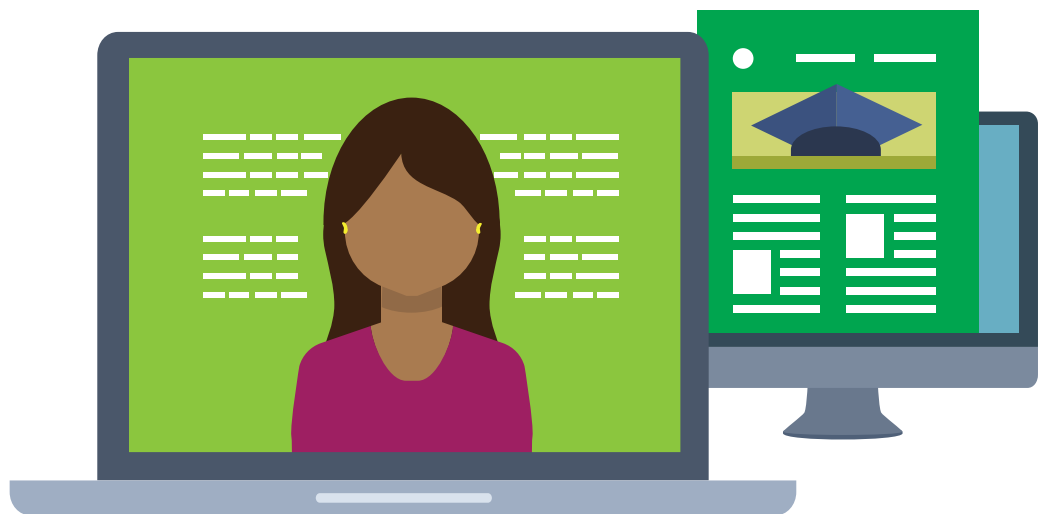
**Fee:** \$25 each for the first two participants. \$12.50 for each additional participant from the same co-op.

## Summary

Join CHFT Aging in Place Committee Chair and board member, Christine Mounstevan, and CHFT staff, Celia Chandler, in a discussion about aging in place.

Christine will share her experience of living in her co-op for 30 plus years and why, at 90 years old, she’s not moving anywhere.

Members, directors, and staff, please be ready to talk about the success stories and the challenges of making sure that co-ops have both the physical and community environment necessary for people to stay in the co-op as long as they’re safe.



# In-person event



## Let's get together again!

Please join us for a day of learning and exchanging ideas at our in-person education event.



**Saturday, May 3, 2025**  
**9:30am to 4:00pm**  
**Oakham House, 55 Gould Street**  
**Toronto, ON M5B 1E9**

If your co-op is a member of CHFT, PHCHF or your local federation (or CHF Canada if there is no local federation) registration for the Education Event is \$130 per person for the first two people registering. There is a 50% discount for any additional people who register from your co-op.

Your registration covers a choice of four workshops as well as pastries and coffee or tea in the morning, two breaks and a hot lunch.

**No scents is good sense!** CHFT has a no scents policy. Due to allergies, asthma and chemical sensitivities, we ask that no perfume, cologne, or scented products be worn to in-person events.

**We have very limited space for this event and we expect it to sell out.** To register, go to [www.chft.coop](http://www.chft.coop). If you have any questions about registration, contact **Vaijomiy Anandarajah** at [reception@coophousing.com](mailto:reception@coophousing.com). If you have questions about the workshops, contact **Naomi Cho** at [naomi@coophousing.com](mailto:naomi@coophousing.com).

## Morning Sessions (choose one)

### Getting our co-op principles right

Facilitator: Susanna Redekop

9:30am – 12:00pm

#### Summary

CHF Canada has produced a new version of their document, 'Getting Our Co-op Principles Right', with consultants from Freedom Dreams Co-operative Education. This resource helps to bring the co-operative principles into the everyday lives and operations of housing co-op members, boards, and staff. The new document has been written for today's Canadian housing co-op context and demonstrates how the co-operative principles are aligned with values of justice, equity, diversity, decolonization, and inclusion (JEDDI). Come to this workshop to have a look at the new resource and learn how to use it in your co-op to foster member engagement and sustainability practices.

### Membership committee

Facilitator: Mary Ann Hannant

9:30am – 12:00pm

#### Summary

The membership committee's job is one of the most important ones in a co-op. The committee members are often the first members that applicants come in contact with. In this workshop we will

- discuss what makes a good member selection process,
- review the impact of the Human Rights Code, and
- discuss techniques for interviewing.

# In-person event

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## Afternoon Sessions (choose one)

### Bullying – how to recognize, work with and protect against it

Facilitator: Shawn Conway

1:30pm – 4:00pm

#### Summary

Strong opinions are common and healthy in democratic organizations like co-ops. But sometimes these opinions can cross a line and hurt people who think differently. This workshop will show you how to spot when passionate beliefs turn into bullying. You'll learn how to

- keep your organization democratic while protecting everyone,
- recognize different kinds of bullying, and
- handle situations where someone's strong views are harming others.

### Working together to plan for success

Facilitators: Ashley Winders and Naomi Cho

1:30pm – 4:00pm

#### Summary

Want to help your co-op work better as a team? In this workshop, you'll try out activities that get everyone thinking and planning together. You'll learn fun ways to solve problems and improve how your group works together.

***Register today for this limited opportunity event!***



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