

## STAFF AND BOARD QUICK UPDATE (March 19, 2020)

### (1) COVID-19

There are a few changes around the co-op and the broader co-op housing sector that are being implemented during this crisis.

Please do not drop into the office. Communicate either by email ([cawthra@on.aibn.com](mailto:cawthra@on.aibn.com)) or in writing. Staff will check the black boxes several times a day.

If you would like notices to be sent via email, rather than dropped off to your unit, send an email to the office.

Please only submit work orders for essential work (i.e. plumbing, electrical). When staff do go to your unit please make sure you maintain a safe distance from them.

Try to not have face to face committee meetings during this period.

There are people who are already helping neighbours with shopping, picking up prescriptions, etc. during this time. If you might need help or if you can help you can let the office know and we will try to match those offering help with those needing help.

If you have any symptoms of a cold, flu or COVID-19, even if you haven't been confirmed as having COVID-19, or if you have just come back from another country it is recommended that you self-isolate for 14 days.

Washing your external door handle/knob with soap or disinfectant is also recommended. Staff are cleaning the exterior doors, hallways, etc.

Updated information can be found at: <https://www.toronto.ca/home/covid-19/>

### (2) Worried about housing charges?

There are both community and co-op resources that can help. I'm attaching information on CHFT's Here to Stay Fund and the Rent Bank and an application form for Cawthra's Security of Tenure Fund.

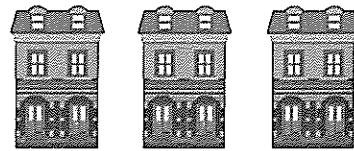
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## **Cawthra Mansions Cooperative Inc.**

215 College St., Toronto, Ontario M5T 1R1

Phone: (416) 979 9528 Fax: (416) 979 8730 Email: [cawthra@on.aibn.com](mailto:cawthra@on.aibn.com)

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If you are on RGI and are sent home without pay or have reduced income, let the office know. We will need something that verifies your loss income (i.e. a letter from your employer, a ROE) but your RGI assistance can be recalculated.

### **(3) Phone & Internet Service**

The co-op can't do much about disruptions to these services as Cawthra doesn't provide them. Rogers has asked for patience from people as their priority for responding to service calls are hospitals and other emergency services.

# HERE TO STAY FUND

The Co-operative Housing Federation of Toronto and the CHFT Charitable Fund have set up a fund to assist co-op housing members with short term arrears.

Many of us have had temporary financial trouble. Sometimes all we need is a little help before things get out of hand. That is what this fund is designed to do. The fund is designed to help members with arrears of no more than \$700.

Here is how it works:

1. The co-op or the member calls CHFT at (416) 465-8688, extension 204.
2. CHFT refers the member to Credit Canada.
3. Credit Canada sets up a meeting with the member to review the situation. They will look at all aspects of your financial situation and help you develop strategies to deal with it. Credit Counselling may recommend that the fund make a loan equal to one month's housing charge. In certain circumstances, a loan of slightly higher than one month will be considered.
4. If the loan is approved, Credit Canada arranges for the member to sign a promissory note and repayment agreement. This agreement sets out the details of the loan, such as how much will be repaid each month.
5. Once the documentation is in place, Credit Canada informs CHFT sends a cheque directly to the co-op.
6. Credit Canada will collect the loan payments and send them to CHFT.

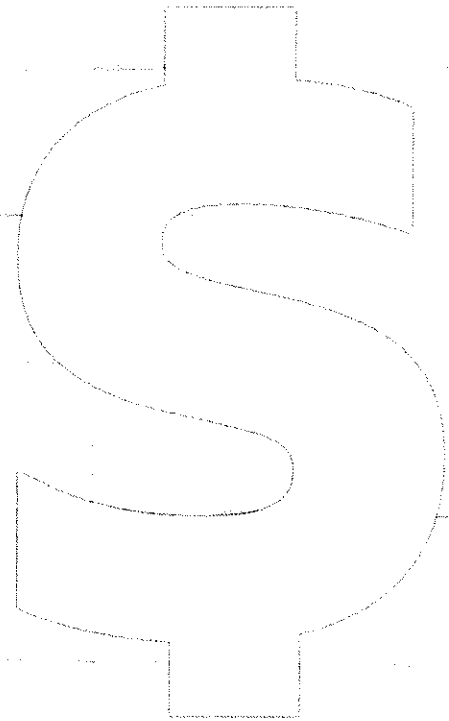
**This fund is designed for members who are in arrears of \$700 or less.**

# Toronto Rent Bank provides interest-free loans

ARE YOU BEHIND IN YOUR RENT AND FACING EVICTION OR  
NEED HELP WITH YOUR FIRST AND LAST MONTH'S RENT?

## You may be eligible if:

- you are living in Toronto with legal status in Canada
- you have steady and ongoing source of income (within low income guidelines)
- you currently receive income through social assistance (OW / ODSP) or OSAP plus additional income; special rules apply\*
- your rental unit is covered by provincial tenant legislation (RTA) and you are paying market rent
- you can provide documentation required by the Rent Bank application process and satisfy all other program requirements

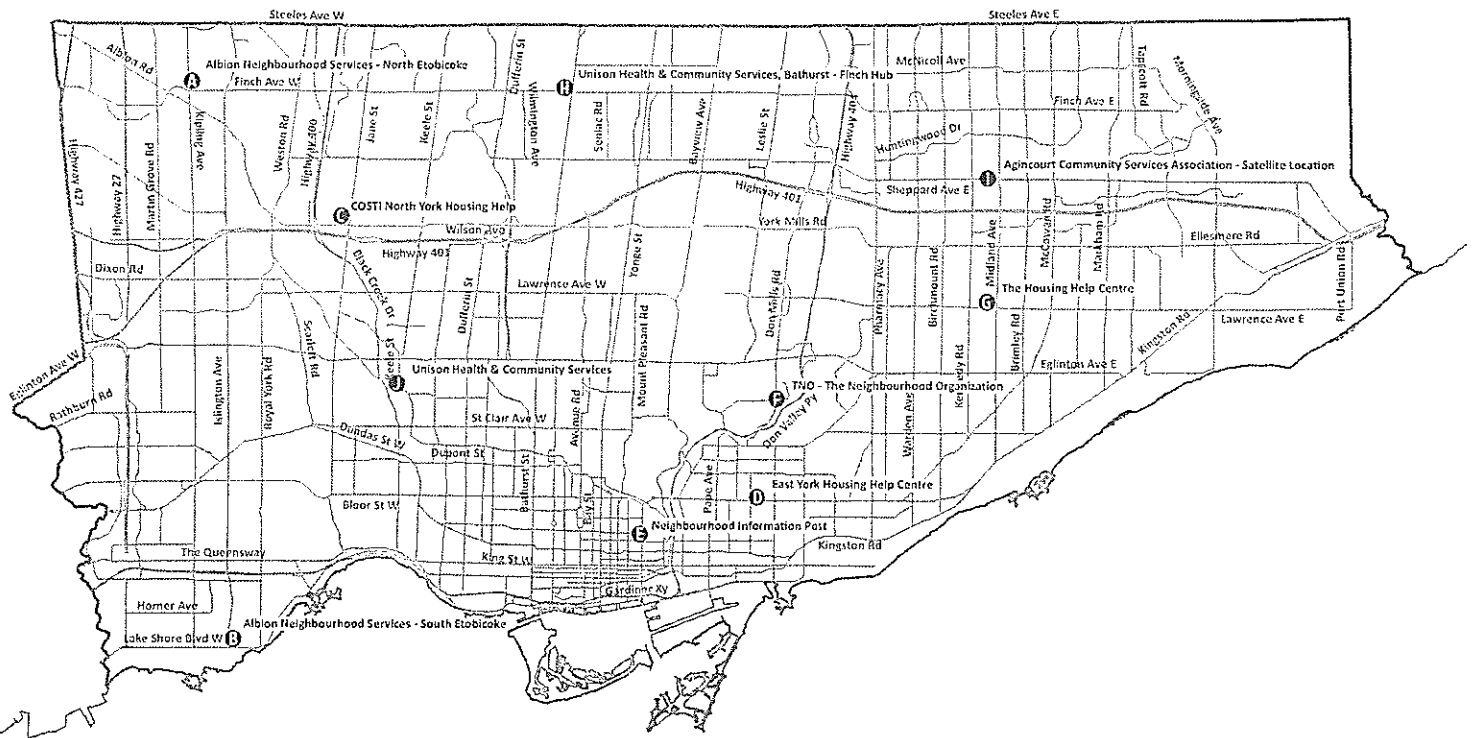


\*Please contact your local office for more information.

All Rent Bank loans are to be paid back in full in low monthly repayments.

Rent Bank Central Office, Neighbourhood Information Post: 416-924-2543 or  
[torontorentbank@nipost.org](mailto:torontorentbank@nipost.org)

Contact your nearest Local Access Centre:



## Local Access Centre:

- A Albion - North Etobicoke**  
21 Panorama Court  
416-740-3704
- B Neighbourhood Information Post**  
269 Gerrard Street East  
416-924-2543
- C Albion - South Etobicoke**  
185 Fifth Street  
416-252-5990
- D TNO - The Neighbourhood Organization**  
10 Gateway Boulevard, Suite 104  
416-424-2900
- E COSTI North York Housing Help**  
1700 Wilson Avenue, Suite 114  
416-244-0480
- F The Housing Help Centre**  
2500 Lawrence Avenue East, Suite 205  
416-285-8070

- G East York Housing Help Centre**  
1350 Danforth Avenue  
416-698-9306
- H Unison Health & Community Services**  
1651 Keele Street  
416-653-5400

### Satellite Locations:

- I Agincourt Community Services Association**  
4155 Sheppard Avenue East, Suite 100  
202 Markham Road  
647-518-1543
- J Unison Health & Community Services**  
Bathurst-Finch Hub  
540 Finch Avenue West  
647-515-1543

CAWTHRA MANSION CO-OPERATIVE INC.  
By-law # 30 - Housing Charge Assistance By-law

**Schedule A**

**Application Form - Security of Tenure Funding**

*This application is for those members who do not qualify for rent-geared-to-income assistance. Security of Tenure funding is a short-term option and is meant to be a "bridge" between a loss of income and anticipated start of income. Please see the by-law for full qualifications. The decision of the board of directors is final and is not subject to an appeal to the membership.*

Name(s): \_\_\_\_\_  
Unit #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_  
Membership Date: \_\_\_\_\_

Reason for requesting Security of Tenure funding:  
\_\_\_\_\_  
\_\_\_\_\_

Number of months you require funding: \_\_\_\_\_

Current monthly household income from all sources - documentation must be attached	Current monthly expenses - documentation must be attached
_____	_____
_____	_____
_____	_____

**CAWTHRA MANSION CO-OPERATIVE INC.**  
**By-law # 30 - Housing Charge Assistance By-law**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation to the board:

Board Decision:

Date of Board Meeting: \_\_\_\_\_

Passed by Board of Directors – September 28, 2011  
2011

Confirmed by Members – October 19,