

NEILL-WYCIK

OWNER'S MANUAL 2020-2021





WELCOME!

You may be wondering what you got yourself into. You were probably looking for a place to stay, not too far from school, at a decent price, hopefully with a few friends. Congratulations you found all that and more. In your search you somehow stumbled across this funny sounding place right across from Ryerson University. Or more likely than not you've got friends who live here already. More than just discovering a place to store your stuff and rest your head at night, you've landed smack dab in the middle of a rather unique living arrangement. Neill-Wycik is a community for students, and oh yeah....WE OWN IT.

'Wait, what?'... you may be asking what this means. Congratulations, you're now the owner of a multi-million-dollar high-rise apartment building in downtown Toronto.

Quite an accomplishment for such a young age. When we say this we don't mean it lightly... you (and several hundred others) are literally the only people who own the building. It's now your responsibility in many ways. The members of Neill-Wycik are literally at the top of the pyramid here. We have no landlord, no CEO, no outside entity trying to skim off the top. So your dollars stay in the place you live. We're a non-for-profit student housing CO-OPERATIVE (or co-op for short). Co-ops are a form of business that involve shared ownership by their workers or consumers.



In the case of a housing co-op, the residents collectively own the building – so Neill-Wycik doesn't belong to some private entity 'out there' somewhere. It belongs to you, and everyone else who's signed an Occupancy Agreement and payed their housing charges. This arrangement has some pretty obvious advantages. Namely, it's in everyone's best interest to keep our housing costs as low as humanly possible. Who wants to (or can afford to) pay the ridiculous rental rates common across this city? Neill-Wycik stands in direct opposition to the problems that ail our current housing market. It's a model with a solution built right in.

That being said, we're a little rough around the edges for a reason. Sustaining a member owned co-op takes some elbow grease and a lot of TLC on the part of its members. This comes in the form of participating, and helping the co-op out when needed. Each member is required to give back a little – but we'll get to that later. Just remember, this building is yours to take care of how you will. It will thrive if you give of your time, energy and concern. It starts with you.

This book is called an Owner's Manual for a reason. Please read it thoroughly. Odds are, if you have a question, the answer can be found in here first. (See our FAQs at the back). Thanks for choosing us as your home during this particular chapter of your life, and we look forward to co-operating with you.

MEMBER RIGHTS & RESPONSIBILITIES

AS A MEMBER OF NEILL-WYCIK I HAVE THE:

- 1.**Right to be treated with respect & dignity
- 2.**Right to an equal vote
- 3.**Right to information in plain language
- 4.**Right to run for office
- 5.**Right to speak out to fellow members
- 6.**Right to socially responsible behaviour and policies
- 7.**Responsibility to stay informed of co-operative policies and by-laws
- 8.**Responsibility to promote co-operative values
- 9.**Responsibility to participate in the Member Contribution Program
- 10.**Responsibility to treat co-op staff and members with respect and dignity
- 11.**Responsibility to maintain housing unit to standard
- 12.**Responsibility to pay amounts owing promptly

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BEING A MEMBER HERE

Living here means you're a member and you belong... but belong to what exactly?

YOU'RE PART OF A MOVEMENT

Neill-Wycik Co-operative College is part of the greater student co-operative movement. All over the world students have sought to fight the challenges of unaffordable housing by banding together and deciding to live co-operatively. Neill-Wycik belongs to this effort as well, and is partnered with the 5 Student Housing Co-operatives across Ontario. They include:

[Campus Co-operative Residences \(UofT\)](#)

[Waterloo Co-operative Residences \(University of Waterloo\)](#)

[Science '44\(Kingston\)](#)

[Guelph Campus Co-op\(Guelph\)](#)

BEING A MEMBER HERE



Neill-Wycik is a part of the Ontario Student Co-operative Associate (OSCA) , the Ontario Co-operative Associations ([OCA](#)), as well as the local, regional and national co-operative housing federations – Co-operative Housing Federation of Toronto ([CHFT](#)) and the Co-operative Housing Federation of Canada ([CHFC](#)).

So even if you're only here for a year or two, you have a responsibility to give as much as you take. Remember, you wouldn't have this affordable living opportunity if it weren't for the people who came before you and kept the building running. This task involved a lot of hard work and volunteered time. Pay it forward, it's the only way we'll survive.

SO HOW DOES THIS EFFECT MY EXPERIENCE HERE?

Many resources exist both within Neill-Wycik and outside of it to support you as a member of a student housing co-op. A major tenet of co-operation is EDUCATION. If you're curious how you can help the building continue to grow and possibly even thrive, this manual can serve as an outline for how to get involved, and how to exist here, amidst the day to day goings on of Neill-Wycik.

KNOW YOUR HISTORY

HOW WE HAPPENED

In 1966, a small group of motivated Ryerson students headed up by Kathy Whalen, persistently lobbied to create affordable student accommodation. During this time there was NOWHERE for students to live (no Pitman, No ILLC, no HOEM). The group at this time particularly liked the idea of a Co-op as opposed to a normal school residence because it offered students control over their environment as well as low housing costs.

In September 1967, it was decided that a high-rise co-op would be built right next to Ryerson. In December of that year, the Canadian Union of Students sent Stan Adelman, as a field worker, to Ryerson to help the group find money and a plan for the long project ahead. The first thing the Co-op needed was a building from which they could operate to gain some experience and raise capital. Ryerson offered its property at 325 Church Street, a building slated for demolition, to be used as a residence. After selecting a site, the Co-op then needed a mortgage.

On Christmas Eve, 1968, a \$5.4 million dollar mortgage was finally approved by the CHMC. Many problems arose, but the building finally opened and by August 15, 1970, all the spots were filled. 50 Years Ago, and we're still standing.

KNOW YOUR HISTORY

NEILL-WHUT'S IT?

How did we end up with such a strange name? Who are these folks? Well, the building was actually named after three individuals: Wycik was the last name of Aurilee and Raymond Wycik, two warm hearted individuals who ran a small cafeteria in Ryerson's Kerr Hall. They were affectionately known as the Mama and Papa of Ryerson at the time. Unfortunately their name sounded too similar to another college at UofT (Wycliffe) so Kathy Whalen then suggested adding on A.S.Neill's name. Neill was the Principal of Summerhill, one of the most successful English free schools. The group admired his work and the principle behind a 'free school'.

In December 1986, work began on the Marten's Wing (aka the McGill Wing). After several delays, the Marten's Wing was opened in January 1988. In 1995, with much fanfare, Neill-Wycik celebrated its 25th Anniversary and August 2020 marked our 50th Anniversary!



*Above left: A.S. Neill - famous British thinker and founder of free schools
Above right: Mama and Papa Wycik - beloved operators of Ryerson's dining hall*



THE 7 CO-OPERATIVE PRINCIPLES

WE WELCOME YOU TO THIS COMMUNITY CALLED NEILL-WYCIK

These are the principles that guide the Co-operative Movement.

1. Voluntary and Open Membership

In order to become a member of Neill-Wycik you must be a full time student. Membership is open to anyone regardless of social, political, ethnic, or religious affiliation.

2. Democratic Member Control

Like all co-operatives, Neill-Wycik is member run and controlled. Each member is given equal voting rights to elect the Board of Directors at the Annual General Meeting. Members are also free to express their satisfaction, suggestions, or criticisms at either the regular Board meetings or the AGM.

3. Member Economic Participation

Money taken in from housing charges and the hotel go directly to pay for maintenance, salaries, mortgages, utilities, and other expenses.

Remaining funds go into reserves for major repairs, capital expenditures, etc. Neill-Wycik is a non-profit co-operative where all members share equally in our financial successes and challenges.

4. Autonomy and Independence

Neill-Wycik is an autonomous organization controlled by its members and is not affiliated with one political party or movement. However, Neill-Wycik

may become involved in political issues regarding housing, regardless of the leader of this issue. Neill-Wycik respects any Member's activities in these areas.

5. Education, Training, and Information

Co-operatives provide resources for their members, elected representatives, managers and employees so they can contribute effectively to the development of the co-operative. Neill-Wycik goes beyond just that by bringing a group of people together from around the world and supplying them with communal space and teaches them the art of co-operation. By encouraging opportunities for volunteering and for working we hope to create an environment where our Members can develop personal skills while contributing to their community.

6. Co-operation among Co-operatives

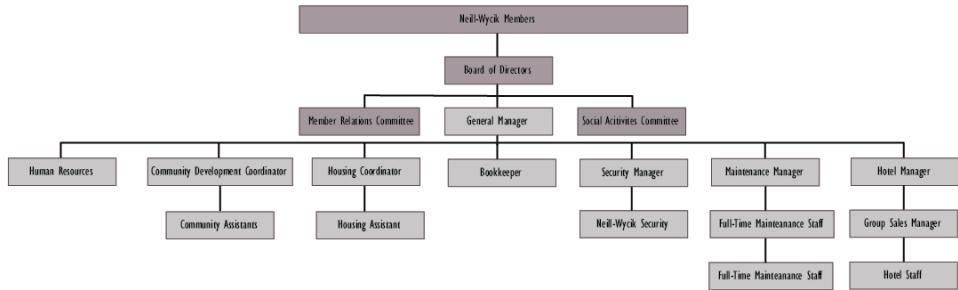
Neill-Wycik works to strengthen the co-operative movement by working with other co-operatives locally, nationally, and internationally.

7. Concern for Community

Neill-Wycik and its Members are active participants in the community by supporting local events and charities as well as building relationships with surrounding businesses and residents.

Neill-Wycik Structure

Neill-Wycik Structure



Neill-Wycik's structure consists of 2 important components:

Governance and Operations. As a democratically run co-operative, members will always sit at the top of the Governance hierarchy here. It's your job to select representatives to do the work of governing on the Board of Directors. The Board is our major governing body, and they hire our General Manager to oversee operations. The GM then manages all of the other departments under Operations.

There are also several subcommittees of the Board, which govern and interact with various parts of the building, such as SAC and the MRC.

GOVERNANCE

LET THE VOICE OF THE PEOPLE BE HEARD!

You run the show. As a democracy, the member owners of Neill-Wycik are at the top of our governance structure. That means collectively, you have the most power within our co-op. To make things practical, the members elect a Board of Directors to be their voice, and to make important decisions that effect their experience here.

BOARD MEETINGS

The Board of Directors are 12 members who volunteer their time to ensure the building is operating to the standard expected by the membership. The board meets the last Monday of every month (usually in the Meeting Room on the 22nd Floor at 7:00pm, but currently online due to Covid). All members are welcome to attend a meeting except for confidential discussions.

ANNUAL GENERAL MEETING

You elect the Board at the Annual General Meeting (AGM) held every fall. If you have CONCERNS, QUESTIONS, or SUGGESTIONS we are always glad to hear them. The board can be reached individually by email, or collectively at board@neill-wycik.ca. After receiving your note, the Board Member will contact you if necessary, to discuss the matter further. If you would like to meet with the Board as a whole, leave a message for the Corporate Secretary who will contact you for the next meeting.

THE BOARD OF DIRECTORS 2020

President - Calvin Moes
president@neill-wycik.ca



Member Liaison Officer - Matt Stauffer
matt.stauffer@neill-wycik.ca



Vice-President - Mitch Reiss
mitch.reiss@neill-wycik.ca



C.A Liaison - Marisa Maniezzo
marisa.maniezzo@neill-wycik.ca



Corporate Secretary - Lisa Frost
lisa.frost@neill-wycik.ca



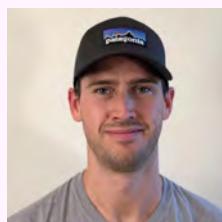
Treasurer - Samiha Sharif
samiha.sharif@neill-wycik.ca



THE BOARD OF DIRECTORS 2020

Other standing members of the Board

Brandon Arkinson



Kissiah Griffiths

kissiah.griffiths@neill-wycik.ca



Augustina Chakma

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Melissa Golberg

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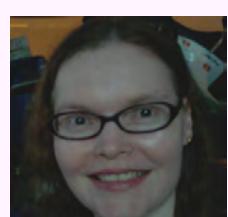
Haseab Ullah

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Janet Speer

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HOUSING OFFICE TEAM



General
Manager
- Ryan Morris



Bookkeeper
- Genia Borja



Communications
and CDC
- Josh Graham



Hotel Manager
and HR
- Andrea Oscar-Few



Housing
Coordinator
- Emma Davis



Security
Manager
- Rod Murray



Housing
Assistant
- Em Ramadhin



MAINTENANCE TEAM



- Wouter
Visser



- Oladayo
Oyegemile



- Naomi
Scott



- Stephen
Mbogo



Left:
The Maintenance Office, located in the basement of Neill-Wycik. It's not totally uncommon for members to be unaware of this department's base of operations.

SECURITY TEAM

The many and elusive members of our security team include:

**DWANISH CHAUHAN
LILY JIN CAO
NICHOLAS HALL
NADIA IDRISU
JAVERIA MAQSOOD
KARAN PABREJA
PAUL TIRIMACCO
JAMES WAKILEH
KHARI WALLACE
JIGAR PATEL
KOMALPREET KAUR
PAWANPREET KAUR
RAJVIR SINGH**

You'll see them at front desk and can say hello

MEET YOUR COMMUNITY ASSISTANTS 2020-2021



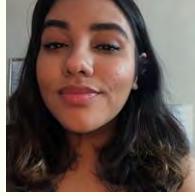
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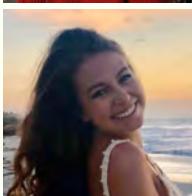
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Floor 5
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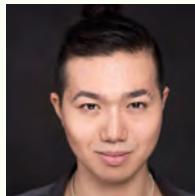
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Floors 18-19
Alisha Jagnarine
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Floors 20-22
Stephanie Liu
stephanie.liu@neill-wycik.ca

COMMUNITY ASSISTANT PROGRAM

COMMUNITY ASSISTANTS ORIENT NEW MEMBERS

We have Community Assistants to orient new members to the building and surrounding area, to support members in completing their Member Contribution Program hours, promote co-operative principles, and provide start up and resource help to clubs and committees. They're leaders in the community, demonstrating what co-operation means and leading by example. YOU SHOULD KNOW YOUR CA!

WHAT DOES MY CA DO FOR ME?

If you have questions about the building, if you're not getting along with your roommate if you wish to start a club or committee, if you are not sure what to do for your MCP hours, if you need help in organizing a cleaning schedule for a multi-unit, then email your CA! Get to know them, they're there for YOU!

MCP IDEA & OPPORTUNITIES

Due to the Covid-19 Pandemic, Neill-Wycik's Member Contribution Program will be undergoing some adjustments over the course of the year. As always, MCP opportunities will be posted on our spreadsheet at tinyurl.com/wycikmcp

You can also approach your CA with ideas about ways to contribute to the building, like hosting an online skillshare workshop or digital social event.



BY-LAWS & POLICIES

NW BY-LAWS, WHAT DO THEY MEAN TO YOU, THE MEMBER?

In an average year, Neill-Wycik is a community of approximately 780 people that has its own security, maintenance crew, recreational facilities, board of directors, as well as its own set of rules which are in place to ensure a safe and peaceful living environment for all. By-Laws are the code that govern our organization and they're actually a really important part of making sure the co-op has structure and doesn't fall into chaos.

As a member of Neill-Wycik it is important for you to **FAMILIARIZE YOURSELF** with some of the basic policies and procedures of the space that you call home. This doesn't mean knowing all of the By-Laws off by heart, but remember: the By-Laws were proposed, argued over, voted on, and passed by you, the Members! When you sign the Occupancy Agreement you have agreed to abide by these simple rules of courtesy and behaviour. If you want more details, full copies of the By-Laws are available in the office and front desk, and soon to be available on our website.

Failure to abide by the By-Laws will result in **CONSEQUENCES** which can be as severe as termination of occupancy or appearing before a disciplinary body such as the board or the MRC.

BY-LAWS & POLICIES

You need to know what they are and follow them. If you don't, there are consequences. Here's what can happen:

LETTER: You'll get a letter in your mailbox as well as an email from the office asking you to a meeting. If you've broken a minor rule, you'll be invited to the Member Relations Committee(MRC) Meeting. If you've broken a major rule, you'll be invited to the Board. The letter inviting you to the Board is a legal document (Schedule F); read it carefully.

MEETING: Go. This is your chance to explain what happened. If you can't go, send a letter or someone to represent you. If you don't, the Board or MRC will decide your consequences in your absence.

2ND LETTER: You'll get a letter and email from the Board or MRC letting you know their decision. If the letter from the Board is a Schedule G&H, it is also a legal document. Again, read it carefully.

APPEAL: You can appeal a decision of the MRC at a Board meeting. You can appeal an eviction decision as well. Talk to the Community Development Co-ordinator or the office for more information about these options.

SUMMARY OF THE MOST IMPORTANT BY-LAWS & POLICIES

1. Please contribute your two hours to the Member Contribution Program - it keeps our community alive & our costs low.
2. Neill-Wycik promotes an illegal drug free, responsible environment.
3. There are absolutely no pets except fish and small caged domestic rodents in multi-units. Pets must not wander the halls.
4. Attend the Annual General Meeting (AGM) and participate in electing your Board of Directors.
5. Please have fun while you live here, but remember that pranks such as tampering with fire safety equipment and alarms or throwing things out windows will affect your residency.
6. Air conditioners must be installed in accordance with the policy. Additions or alterations to the exterior of the building are not permitted.
7. Please do not let strangers into the building when you enter. Try to look out for your neighbours and remember, you are responsible for the actions of your guests and must sign them in.
8. Please remember to pay your rent on time.
9. Please treat all members, guests and staff with courtesy and respect. Harassment, threats and assaults or impeding the quiet enjoyment of other members living environment are not tolerated.
10. Please respect the property of Neill-Wycik and members and report any damage or vandalism.
11. Please keep your private bedroom and common areas clean.
12. Copies of the complete by-laws are located at the front desk and also in the housing office on the 22nd floor
13. NEW - Neill-Wycik is a smoke-free building (including all types of combustible inhalants). Members who smoke are required to do so outside of the building in designated areas.



ROOMMATE AGREEMENTS

Neill-Wycik has recently introduced 'Roommate Agreements' for all shared living spaces within the co-op. These agreements are meant to ensure that conflict and uncooperative living arrangements are kept to a minimum. 'Roommate Agreements' help reach a shared understanding on important topics such as:

- 1.Cleanliness and Chores
- 2.Quiet Hours
- 3.Guests
- 4.Share belongings and consumables
- 5.Conflict and Communication
- 6.Values

We encourage all members to undergo the task of filling out their 'Roommate Agreement' with their CA. It's important that no one gets left out of this process. We have found that it's best to start a group chat with everyone living in your unit. Not only is this a great way to bond with your roommates, it also facilitates important and ongoing communication - a healthy ingredient to any relationship.

In the event of disagreements please see the section below on complaint procedures and conflict mediation.

Neill-Wycik COMPLAINTS PROCEDURE

Neill-Wycik Community Assistants (CAs) can provide advice as to building Bylaws and procedures. In the event of a conflict, CAs will direct members as follows:

In the event of a significant conflict between two members the following procedure should be used:

- 1) Notify your Community Assistant so each party can make a statement. Refer to your Roommate Agreement to see if any of the agreed upon terms have been violated.
- 2) Follow up by contacting the CDC (or General Manager if the CDC is not available)
- 3) Contact security in the event of physical escalation of the conflict.

For member/staff conflicts the procedure is as follows

- 1) Contact the supervisor of the staff member with full details of the complaint
- 2) If not satisfied with the result, contact the CDC or the General Manager (if the CDC is not available)
- 3) If the matter is still contentious, write a letter to the Board of Directors outlining the original problem and all steps taken to date.

The above is the immediate response to any situation. Providing full and written documentation to the CDC is necessary for any investigation



HOUSING CHARGES Q&A

WHAT EVERY GOOD MEMBER NEEDS TO KNOW ABOUT HOUSING CHARGES

Q Am I a Term Payer?

A If you live in a multi-unit then you are a term payer, which means that you will be paying your housing charges at the beginning of each semester (ie. September to December is due on September 1st).

Q Can I pay cash?

A No, we are not allowed to accept cash for in the housing office. For more information on how to pay housing charges, please see the Payment and Arrears Policy (By-Law 35, Schedule "K").

Q What if there is a delay in getting my OSAP?

A You must immediately contact our Bookkeeper and bring a copy of your 'Student Information Document' in order to receive a deferral. There is no deferral for your first month or maintenance deposit. This must be received before you can move into the building. If there is a delay in receiving your OSAP please contact the Bookkeeper immediately.

Q What if I can't pay by the first of the month?

A Please contact the Bookkeeper before the first of the month to make arrangements for a housing charges deferral. A \$25 late fee will be charged. Under certain circumstances this fee may be waived.

Q What happens when I am in arrears?

A When you are in arrears the first step is you will receive a letter informing you of a balance owing, including your \$25 late fee. If payment is not received by the date outlined in the late letter, you will receive a Schedule F, which is a notice to appear in front of the Board. This is the first step in the eviction process.

OCCUPANCY AGREEMENT (AKA YOUR LEASE)

1) Members planning to move before their occupancy agreement expires must give two months notice (from the first of the month) and sign a Notice to Vacate. There is a \$50.00 administration fee for breaking the occupancy agreement.

2) Members must get permission of the Co-operative to paint or decorate unit.

3) Members must keep their unit clean and not allow garbage to accumulate as this can encourage mice. Members must clean their unit BEFORE terminating their occupancy, or be subject to a cleaning charge.

4) Members agree to pay for repair and maintenance of his/her unit and fixtures if repairs are needed because of damage caused by the Member, the Member's guests or friends.

5) Members agree to report all damage to Co-op immediately.

6) The Co-op has the right to enter units in case of emergencies, as per Bylaws, for exterminators, room checks, maintenance repairs, alterations, decorations or to show unit to new Members.

7) Members should purchase fire/extended insurance coverage to cover his/her own goods and furnishings. Neill-Wycik's coverage only covers the building and equipment of Neill-Wycik.

8) Members agree to promote principles of the Co-operative and to abide by its Charter, Bylaws, Rules, Regulations, Policies and Decisions adopted by the Board and its

Committees. This includes the Member's family, visitors etc.

9) It is the Member's responsibility to determine the policies relevant to his conduct, ignorance is not a sufficient excuse for a breach of conduct.

10) Members who are in default of the occupancy agreement or his/her duties under the Charter or Bylaws may have Membership terminated by resolution passed by the Board of Directors. The Member will receive 10 days notice of the meeting of the Board at which the resolution will be considered. The Member may appear to make submissions on their behalf. Termination will occur on the date specified by Board of Directors in its Resolution, but the date will not be less than 10 days after the hearing. Further details are available on the occupancy agreement.

11) The Co-operative is not liable for damage to property entrusted to employees of the Co-op or loss of any property by theft or otherwise. The Co-operative is not liable for injury or damage to persons or property.

12) The Co-operative is governed by the Co-op Corporations Act, NOT the Residential Tenancy Act.

13) The waiver form within the agreement absolves Neill-Wycik of any responsibility while Members use any of the SAC facilities or common areas or attend any events.



MEMBER CONTRIBUTION PROGRAM (MCP)

A BIT OF BACKGROUND

The aim of a student-housing co-operative is to provide housing that is affordable and responsive to the particular needs of students. Student Housing Co-ops long ago discovered that significant money could be saved if people decided to pool their resources, and engage in a form of living rooted in working and eating together. The happy byproduct of this intentional living arrangement(aside from the obvious low costs) is that a community and connection begins to sprout up. A co-op is affordable because members give their time in different ways that allows us to save on upkeep in other areas. Student co-operative in particular have a strong focus on doing chores, purchasing food in bulk, and cooking together.

HOW DO I GET INVOLVED?

During Covid-19 MCP opportunities are posted online at
tinyurl.com/wycikmcp

WHO KEEPS TRACK OF WHAT I DO?

Your CA will enter the hours you have completed in the Neill Wycik database. The database is our tool for logging which members have or have not completed their co-op hours for the month.



MCP NON COMPLETION

What happens when I don't complete my MCP hours?

You'll receive a notification from your CA and our housing staff in the form of a letter and email letting you know that you have incomplete MCP hours.

MCP Non-compliance is a major issue that effects the lives of everyone who lives here. Choosing to opt out of participation detracts from our efforts at keeping the building clean, building community, and it's also not fair to those who do choose to participate. For that reason, we penalize those who don't complete their MCP hours with a fee. During non-pandemic times, incomplete MCP hours could be made up by doing maintenance tasks in the basement. Unfortunately this is not possible currently, so a fee is applied directly. **THIS IS WHY IT'S IMPORTANT TO COMPLETE YOUR MCP HOURS ON TIME OR ELSE FACE A FINE.** If you're unsure of how, **CONTACT YOUR CA.**

Their job is to guide you in the completion of MCP hours, and to be there facilitate this program.



SOCIAL ACTIVITY COMMITTEE (SAC)

SAC is a subcommittee of the Board of Directors. Their purpose is to educate and entertain Wycik members.

THE COMMITTEE

SAC finances all of the events that require any sort of funding. They plan social gatherings, meals, trips and anything to keep the membership socially engaged. They work very closely with the Community Assistants of the building to help the community flourish

FACILITIES

Wycik has some GREAT facilities, and members are welcome to use all of them (once they re-open from Covid Closure). SAC Oversees all of these facilities. Before you use them, you MUST get a NW photo ID Card and sign your lease. The lease includes a general waiver form for using the facilities. You can obtain your photo ID when you move into the building.

YOUR \$\$\$

\$7 out of everyone's housing charges goes into the SAC fund for use throughout the year. So whether you're coming out to events or not, YOU'RE PAYING FOR THEM. The committee meets twice per month to approve events, report on new business and manage its affairs.

SOCIAL ACTIVITY COMMITTEE (SAC) POSITIONS

SAC CHAIR - Conducts meetings and is the liaison between SAC and the Board of Directors.

FINANCIAL ADMINISTRATOR - Ensures that SAC doesn't overspend its budget.

COMMUNICATIONS COORDINATOR - Informs you of what SAC is up to by posting notices, phone messages etc.

EVENTS COORDINATOR - Plans events for you to enjoy with the help of the Events Committee.

FACILITY COORDINATOR - Meets with the Facility Managers once a month to ensure that everything is running well with our fabulous facilities.

C.A. LIAISON - SAC's link between itself and your friendly neighbour-hood Community Assistants.

FACILITY MANAGERS - All the SAC facilities here at Wycik are managed by dedicated members. These Facility Managers and Assistant Facility Managers are responsible for keeping their facility running, providing orientations to members and meeting with the Facility Co-ordinator once a month.

GENERAL POSITIONS - Members who come to the SAC meetings, give their valuable advice and help out when they're needed



SAC FUNDED FACILITIES

Games/Sports Equipment [🎮]

You can sign out a number of different board games through the front desk.

Gym - 2nd Flo McGill Wing [🎮]

Fully equipped with a universal gym, free weights, life cycles, stair climber and exercise mats and a new elliptical cross trainer.

Sewing Room - 2nd Floor McGill Wing [🎮] [⭐]

This room offers industrial sewing machines, serger machines, pattern drafting tables, a Judy and an iron.

Music Room - Basement [🎮] [⭐]

A Piano, guitars, and an electronic drum kit are available in the Music Room. This is a favourite jam and practice space for musicians living in the building.

Steamer Room and A/V Equipment - Basement Level [🎮] [⭐]

The steamer room is available for parties and functions for members. It is equipped with a video projection TV screen, and lighting system.

Woodshop - Basement Level [🔧] [⭐]

Tools and equipment to build anything your imagination desires. Remember to clean up after yourself.

LEGEND

[🎮] FACILITY NEEDS TO BE SIGNED OUT AT THE FRONT DESK.

[⭐] FACILITY REQUIRES SPECIAL ORIENTATION FROM THE FACILITY MANAGER.



SAC FUNDED FACILITIES

Hanke Lounge - 22nd Floor

The Hanke is furnished with comfortable couches for casual conversation. It features air-conditioning and an excellent view of Lake Ontario.

Computer Lab - 22nd Floor [↗][✖]

You can access this facility through the Hanke Lounge. Six computers and a printer are available for your use.

Barbecues and Gardens - 4th, 5th and 23rd Floor Roof Decks

Each roof deck has two gas powered barbecues for your use, gardens on the 4th and 5th floor roof decks with patio chairs and seating available.

Games Room - 2nd Floor [↗]

Sign out this popular facility at the front desk and catch up with your pool and table soccer skills. It has it's own darts and stereo.

TV Lounge - 22nd Floor

Just off of the laundry room, this facility provides comfy couches and cable tv access; a nice way to relax while doing laundry.

MakerSpace - Basement [↗][✖]

This new facility is equipped with a 3D printer, a soldering station, workbenches and tools. It's the perfect spot for a tech wiz or the DIY type.



NON-SAC FACILITIES

Pop Machines

You'll find several machines throughout the building, including in the Hanke Lounge on the 22nd floor.

Roof Decks

Roof decks are located on the 4th and 5th floors as well as the 23rd floor. There is no alcohol or glass permitted on the roof decks ever! Keep in mind that these facilities are monitored by security.

Laundry Rooms

We have two laundry rooms with payment card operated machines. You should have received your laundry card as part of the move-in process.

One Laundry Room is located on the 4th floor in the McGill wing while the other larger one is on the 22nd floor. If you have any problems with the machines, including refunds, please call COINAMATIC at 1-800-561-1972. NW is not responsible for the machines and cannot refund money or repair faulty machines.



WASTE DISPOSAL

Neill-Wycik Recycles!

We do our part in helping to create a sustainable world through our Recycling Program. Members are encouraged to contribute by sorting their recyclables and using the blue and green bins provided in each unit. Recycling not only helps to keep more waste out of the landfills but it also keeps costs down for the building. This allows us to continue to provide excellent services and facilities for our members.

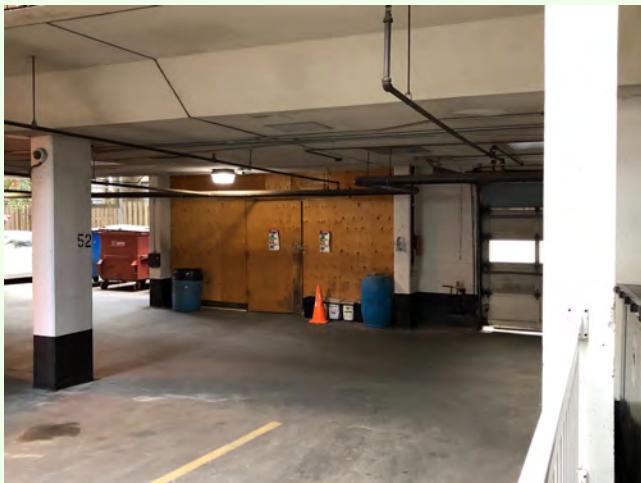
Our recycling program is currently undergoing some changes while we make adjustments due to our elevator upgrade project. In the meantime you can bring your recycling to the waste disposal room located on the main level of our parking garage behind the building.

There is also a donation box for used clothing in the garage, and e-waste and green bin waste located in our waste disposal room in the parking garage. Ask your CA for further information on doing your part for Wycik and the planet!!

Check out the website at Toronto.ca/recycle for a list of recyclable items and other environmentally responsible information.



WASTE DISPOSAL



Above: The waste disposal closet is located in the parking garage. Re-enter the building by buzzing the door in the back alley. FOR RECYLING & GREEN WASTE



Above: Compost bins are located on the 4th floor roof deck

what goes in the GREEN BIN



vegetables



fruit & peels



bread & sandwiches



pizza & crusts



cakes, cookies & donuts

tea bags,
coffee grounds
& filters

eggs & eggshells



cheese & dairy



meat, fish & bones



tofu & tempeh



sauces & syrups



candies

rice, pasta &
grainspaper plates & bags
soiled with food

paper towel

diapers &
sanitary products

facial tissue



pencil shavings



plants

YES



what goes in the **LANDFILL**



cling wrap



black plastic



coffee cups



plastic straws



yogurt tubes & pouches



juice pouches

gum & gum
blister packswax paper &
wax wrappers

popsicle sticks



foil wrappers



chip bags

cerlox binding
(plastic & metal coils)empty markers,
erasers, empty pens
& broken pencilstape (scotch tape,
masking tape)soiled paper
(glitter, glue, paint)

glue bottles & sticks



old binders



aluminum foil



YES

toner bottles,
ink cartridges *

electronics



batteries

what goes in the RECYCLING



plastic cups & lids (white/clear)



pop cans



juice boxes (no straws)



plastic water bottles with caps



glass bottles with lids



milk cartons



plastic snack cups (no lids)



aluminum containers (no foil)



tin cans



clear plastic clamshells



plastic snack bags



pizza boxes (non greasy)



empty plastic food & paint tubs



Styrofoam® cups, plates & containers



cardboard cans



newspapers



cardboard & boxboard



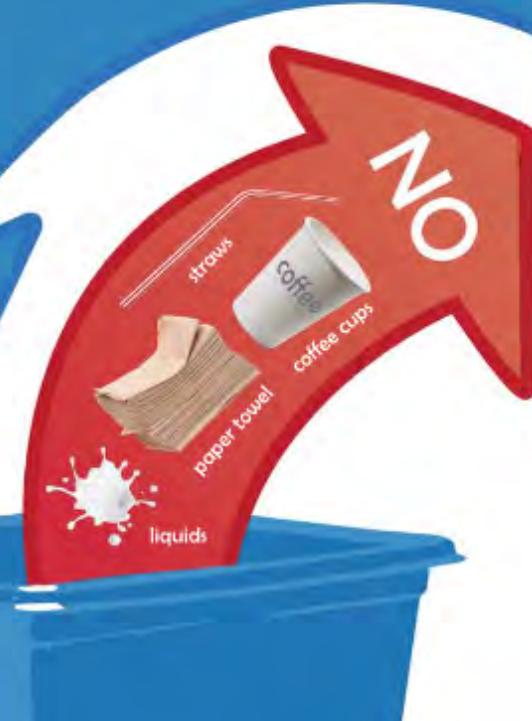
paper



plastic bags



YES



NO

straws

coffee

coffee cups



paper towel

liquids



SECURITY

ENTERING THE BUILDING

During the school year, the ENTRANCE DOORS ARE LOCKED, please use your swipe card and don't let anyone in who isn't a member. DO NOT LEND OUT YOUR ACCESS CARD (MEMBER CARD). If you forget your card, the security staff will ask you for your ID to make sure they know who you are. All Guests MUST sign in at the front desk, and must show valid photo ID (ie student card or drivers license). We are legally not permitted to accept Health Cards as a form of ID. For more information please see the Neill-Wycik Information Collection Policy posted at the security desk.

LOCKOUTS

If you lock yourself out of your unit there is a charge of \$5.00 that must be paid immediately.

GUESTS

You are RESPONSIBLE FOR YOUR GUESTS, so make sure you know who you are letting into your unit. You have the right to make a complaint if your unit mate is allowing a friend to stay overnight in your unit without your permission and NO GUEST may stay more than 10 aggregate nights without the permission of the Board or its delegate.



SECURITY

NOISE/PARTYING

Members have THE RIGHT TO QUIET enjoyment of their space. If a member complains of excessive noise, security will come up to address the issue with you. Your co-operation is much appreciated.

FIRE ALARMS!!!!!!

When a fire alarm sounds security will respond within the first 2-3 minutes of the alarm and proceed with the investigation process. DO NOT LEAVE YOUR UNIT unless specifically instructed to do so. If certain floors need to be evacuated, Security will announce this over the P.A. system.

Important things for you to know during a fire alarm:

- Elevators do not work, use the stairs, you are putting yourself in danger while waiting.
- Do not take time to gather belongings.
- Make sure all windows and doors are shut, especially the Hallway Door to contain smoke in the unit.
- Make sure all major appliances are off.
- Listen to Security at all times. Security will not hesitate, they have a specific job to do and interfering with that puts you and others in danger.
- When outside of the building be sure to stay clear of all doors so that fire fighters can easily access the building.

SECURITY

Important fire prevention:

- Keep all doorways clear.
- DO NOT TAMPER WITH YOUR FIRE ALARM OR P.A. SPEAKER
- All units use fire doors that prevent the spread of fire.
Propping them open allows fire to access other areas and spread easily.
- Never leave an unsupervised stove/oven/microwave/hotplate.

For complete fire procedure instructions please feel free to contact a member of your Neill-Wycik Security Team.

THE SECURITY TEAM'S STRUCTURE

Neill-Wycik's Community Security consists of approximately fourteen Community Security Representatives (CSRs). The CSRs are extensively trained & provide front desk and security services including administering first aid and handling emergency situations 24 hours a day.

The team is COMMUNITY MINDED in its approach and they try to build close ties with members to monitor the building for potential safety and security problems. When the CSR approaches you with any requests or questions, they are trying to ensure that the rights of all members are being observed, so please assist them in every way possible.



SECURITY

ACCESSIBILITY

Security is accessible 24 HOURS A DAY at 416-977-2322. If you have an emergency, a complaint, or a question, call anytime and the person on-duty will be happy to assist you. Security deals with issues of noise or bylaw violations within the building.

NOTE: FOR LIFE-THREATENING SITUATIONS, PLEASE CALL 911 FIRST.

SURVEILLANCE

Our staff monitor all entrances, parking lot and roof deck areas through Closed Circuit TV. They also monitor the elevators, respond to fire alarms, noise, harassment, vandalism and other security issues. NOTE: Please read this manual for a brief review of the by-laws as they will be enforcing them.

REMEMBER ...

We are VERY lucky to have so many great members who never cause any problems, but there are always a few who decide to push the limits. REMEMBER, ignorance is not an excuse in the building - educate yourself, talk to your Community Assistant and if you didn't get to your floor meeting on the by-laws, get a copy of them from your Community Assistant.

FRONT DESK SERVICES

GUEST SIGN IN

Passing through the front lobby Wycik Members are required to sign in their guests. You may also be asked to show your member card to prove you live here (especially if you're new).

LOCKOUTS

If you are locked out of your unit, we can open the door for you but there is a \$5.00 charge (this is to try to get members to remember their keys).

PRINTING

Coming Soon - wireless printing to the lobby printer.

MAIL AND PARCEL PICK UP

Members will be notified via Condo Control Central in the event of a parcel delivery. Mailboxes are beside the elevator for small mail/snail mail.

CLEANING SUPPLIES

If you need new cleansers, light bulbs or just need a vacuum, make a trip to the front desk and sign it out. Its as easy as that. We also have garbage and recycling bags.



MAINTENANCE

WE HAVE ADOPTED YOUR PARENT'S RULES:

Clean your room If you make a mess,clean it up!

That's the jist of what you have to remember while you live here. If you live in a shared unit,you have to EQUALLY SHARE the responsibility of keeping your unit clean and damage free. If you fail to do so, we have to charge you, which we really don't like to do. There are two annual inspections performed every term in the multi-units to make sure you are keeping your unit clean. WARNING!The average cost to clean a unit is \$500.00 by a contract cleaning company and we have charged members in the past. This is shared EQUALLY amongst all members, unless you report in writing to your Community Assistant that your unit mates refuse to share the cleaning.

MOVE-IN INSPECTION FORM

As a member, you are responsible for filling in your MOVE-IN INSPECTION FORM. Please complete it within 15 days after move-in. This form is your only recourse in any damage deposit dispute. Hand it into the front desk. Upon move-out, you will be required to have a MOVE-OUT INSPECTION FORM.

Maintenance will arrange to inspect your unit. If there are any discrepancies between the move-in and move-out forms, you will be charged according to the damage.

MAINTENANCE

WORK ORDERS

Maintenance work orders are filed online for any part of your unit requiring repair. You have been given a login for our communications system condoncontrolcentral.com. If unsure of your credentials, ask your CA and they will direct you to the proper point of contact.

NEED SUPPLIES?

WE ENCOURAGE a clean building so we supply everything you need! You can get garbage bags, cleaners, light bulbs, rubber gloves, mop and bucket, as well as vacuums at the front desk. What could be easier?

KEYS

If your keys are NOT RETURNED at move-out you will be charged \$20.00 per key. LOST KEYS to a multi-unit may cost more as we will have to charge for changing all the locks in the unit. LOST ACCESS cards cost \$20.00 to be replaced and can be replaced at the Front Desk.

PLEASE BE AWARE:

- Only use putty supplied by maintenance to put up posters, tape will remove paint.
- Do not drill holes for additional shelving, and do not paint your unit - put in a request to do so which may be approved by staff.
- AND remember there IS NO STORAGE SPACE in Neill- Wycik, so you cannot bring your own furniture for multi-units.

THE HOTEL

EMAIL: hotel@neill-wycik.com

One of the unique things about Wycik is that we convert approximately half our units into a hotel every (normal, non-covid) summer! Yep - a regular hotel with visitors from all OVER THE WORLD. Many students leave Wycik in the summer when school is over which leaves us a partially empty building. What could have resulted in an enormous financial problem for Wycik (we still have to pay our mortgage, our utilities, property taxes and other operating costs) instead allows us to operate a profitable summer hotel.

EMPLOYMENT OPPORTUNITIES

The hotel has also benefited members by providing SUMMER EMPLOYMENT to over 35 people in housekeeping, front desk and the cafeteria. During May and June, when we have hotel vacancies, we are able to paint, patch and fix up the units that may have experienced damage through the school year thus limiting disruption to members.

THE WORD IS GETTING OUT

The hotel has grown and become more well-known throughout the world. WE ARE PUBLISHED in the famous "Let's Go" guides, Trip Travel Guides, Frommer's, Fodor's and the CAA hand-books, Tourism Toronto maps, brochures, and many more. This advertising has increased the public's knowledge of Neill-Wycik and has often been the reason we have attracted new members to Neill-Wycik during the school year.

HOTEL STATISTICS:

- Over 25,000 visitors a year.
- Almost 100% occupancy in late July and August.
- The hotel does contribute to Wycik's budget every year.
- Our hotel web-site attracts thousands of on-line visitors from all over the world.
- We have been given the distinction of being the 'best hotel value in Toronto' from the famous Fodor's Guide.



NEILL-WYCIK BURSARY

THE NEILL-WYCIK BURSARY

Is an award based on financial need, without undue emphasis on a student's academic standing. There will be two bursaries of \$500.00 each per school year available to members in financial need. One of the bursaries will be given in the fall, and the remaining one will be given out in the winter.

SOURCE OF BURSARY FUNDS

Money for the Bursary Program has been generously donated from the Board of Director's budget.

DISBURSEMENT

Watch for signs showing when you can apply for the bursary. There are two application periods, one in the fall and the bursary is awarded at the end of November, or early December. The other bursary is in the winter semester and will be awarded sometime in March.

NEILL-WYCIK BURSARY

ELIGIBILITY

TO BE ELIGIBLE TO APPLY for a Neill-Wycik Bursary, you must be a member in good standing and you must have lived at Neill-Wycik for a minimum of four months at the time of application. Returning members who lived here for a minimum of four months last school year are also eligible. You must be an under- graduate or teacher's college student who is currently enrolled in at least 51% of a full course load, and you must have a minimum cumulative GPA of 2.0.

Because graduate students can pursue alternate sources of funding, the Bursary will not be open for them. The major consideration of the Bursary Committee will be financial need, but your contributions to the Neill-Wycik community over and above minimal Member Contribution Program requirements will also be an important factor.

2 PERSON UNITS

How Do I Apply for a 'B' Unit?

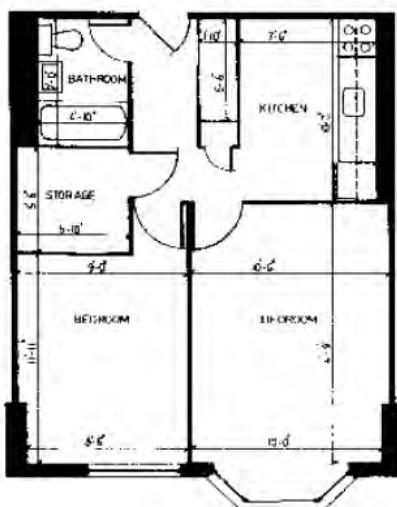
These units do become available occasionally. If one comes up, the Housing Coordinator will post them in the Laundry Room on the 22nd floor and down in the lobby by the elevators. Because there are only two people in a B unit, the person who is remaining in the other half is allowed to interview people for their next potential roommate. The Housing Coordinator will give you the phone number and details on how to set this up with that person. REMEMBER, only members in good standing are allowed to move to another unit in the building.

How Do I Apply For An Apartment 'A' Unit or Bachelor 'K' Unit?

Put your name on the waiting list. These do not come up that often and are allocated on first come, first served basis. The wait list is in the office upstairs. AGAIN, only members in good standing are allowed to apply for these units.

B UNIT

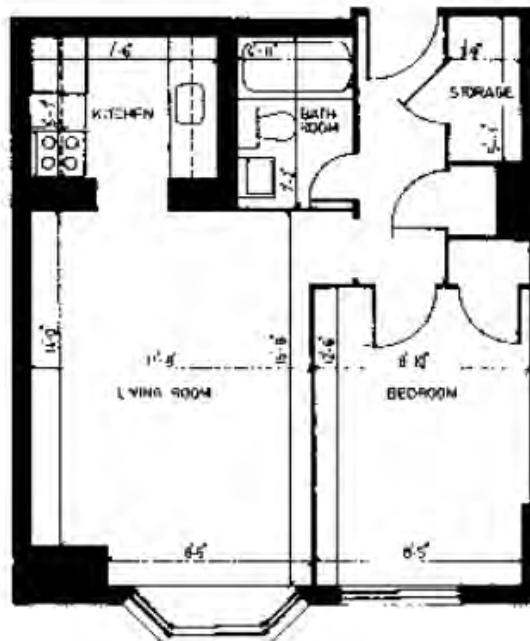
**2 Bedroom
Gerrard Wing Unit
(unfurnished - 72 available)**



1 & 2 PERSON UNITS

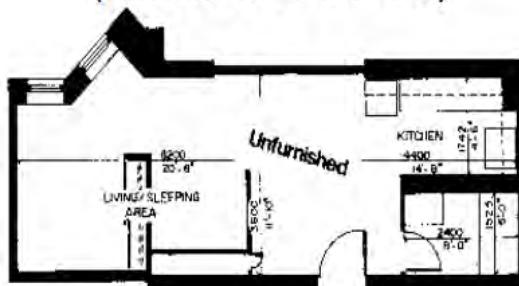
A UNIT

1 Bedroom Gerrard Wing Apartment
 (unfurnished - 40 available)



K UNIT

McGill Wing Bachelor Apartment
 (unfurnished - 8 available)

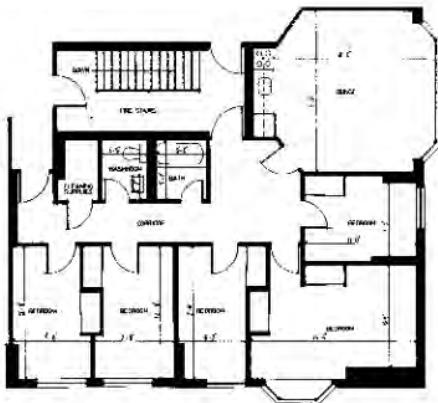
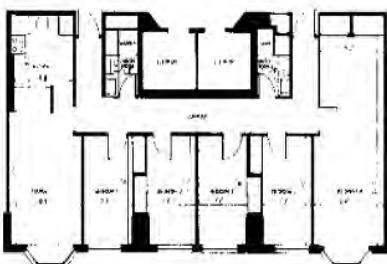


MULTI UNIT LAYOUTS

Pictured on this page are a few sample layouts of the many different Unit styles in Neill-Wycik. If you are interested in moving from your present unit, drop by the office and speak with the Housing Co-ordinator. The availability of each Unit varies from month to month.

C/D UNIT

**5 or 6 person
Gerrard Wing
(furnished)**

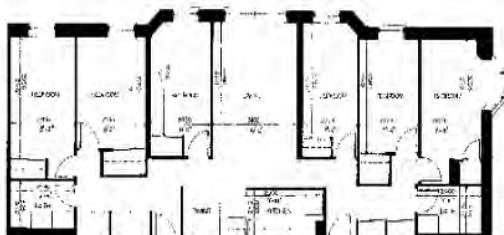


E UNIT

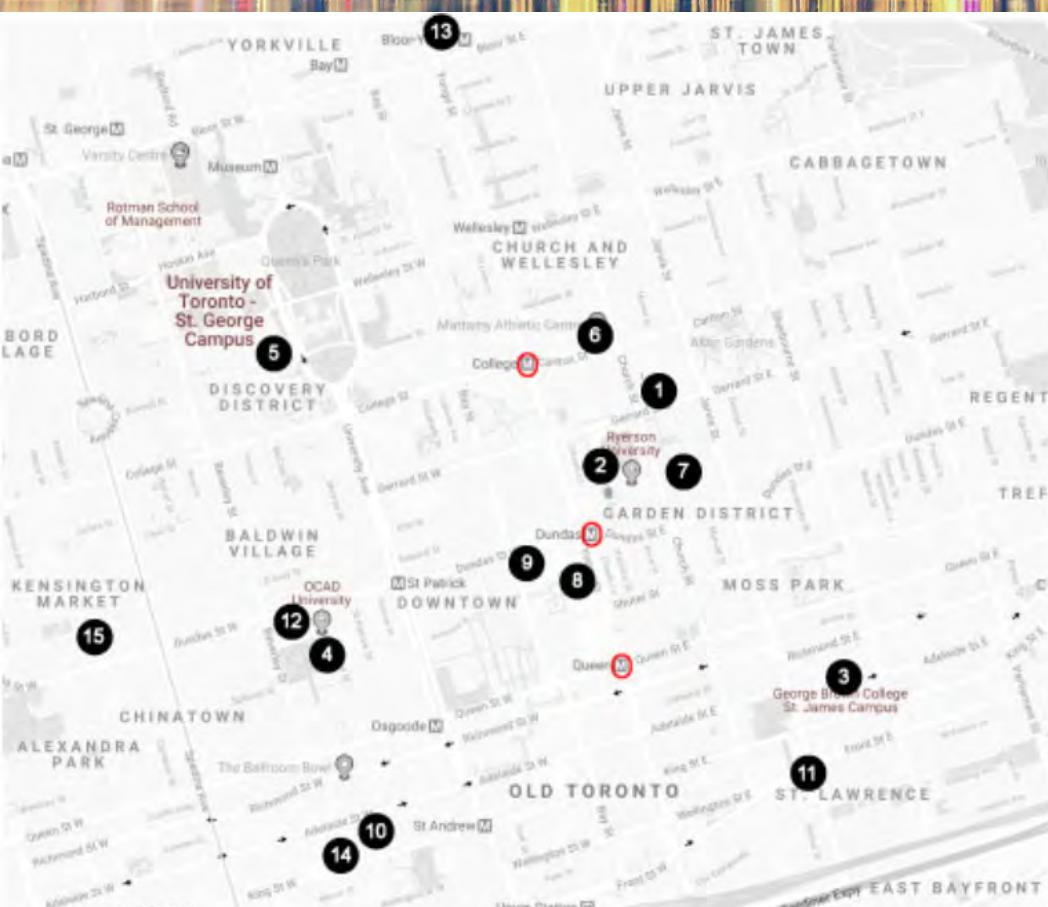
**5 person
Gerrard Wing
(furnished)**

H/J UNIT

**6 person
McGill Wing
(furnished)**



MAP OF USEFUL SPOTS



- 1.Neill-Wycik
- 2.Ryerson University
- 3.George Brown College
- 4.OCAD University
- 5.University of Toronto
- 6.Loblaws Grocery Store
- 7.Metro Grocery Store
- 8.The Eaton Centre
- 9.Canadian Tire
- 10.The Clubbing District
- 11.St. Lawrence Market
- 12.Art Gallery of Ontario
- 13.Toronto Reference Library
- 14.TIFF Bell Lightbox
- 15.Kengsington Market

FAQ

'X' ISN'T WORKING....

Is the item requiring repair part of your unit?(Problems with your sink or toilet, kitchen appliances, or broken furniture and light fixtures?) File a work order by logging on to condocontrolcentral.com - If you don't report damages you may be liable for the cost of their repairs. Please let our building staff know if something isn't working as it should (especially emergencies like plumbing issues etc.)

HOW DO I FILE A WORK ORDER

You'll be given login credentials when you move in that will direct you to our online portal for filing work orders. If you're new and haven't gotten this info contact your CA and they will point you in the right direction.

I HAVE QUESTIONS OR CONCERNS ABOUT PAYING MY HOUSING CHARGES

You'll want to reach out to our Bookkeeper, Genia. She works in the housing office on the 22nd floor and can be contacted by email at bookkeeper@neill-wycik.com

Alternately you may find the answers you're looking for by talking to Emma our housing assistant. She can be contacted at housing@neill-wycik.com.

HOW DO I FILE A NOISE COMPLAINT?

Noise complaints are dealt with by talking to security. You can either file a noise complaint in person or by calling security at 416-977-2322.



HOW CAN I DEAL WITH MAJOR DISPUTES BETWEEN MYSELF AND MY ROOMMATES?

CAs can be the first point of contact for these issues. They have tools like cleaning schedules and 'Roommate Agreements' that may solve your issues. You can also escalate the dispute resolution to the Community Development Coordinator, who is able to mediate or add your unit to the agenda for Member Relations Committee meeting, where your concerns can be voiced.

WHO SHOULD I TALK TO WITH QUESTIONS ABOUT ROOMING/ MY LEASE/ APPLICATIONS?

Our housing coordinator Emma deals with filling all of the co-ops many beds. She is the person to talk to about your lease, transferring units, getting on the waitlist for A,B or K units, moving out and anything else regarding actually staying here as a member.

HOW DO I ACCESS SAC FACILITIES?

Keys for any SAC facility, games or sports equipment can be signed out at front desk. Please note that SAC facilities requiring an orientation will not be accessible unless you've attended one.

FAQ



HOW DO I GET AN ORIENTATION FROM THE FACILITY MANAGER TO USE SOME SAC FACILITIES?

Facilities will remain closed during COVID until further notice. Regularly, times and dates are posted throughout the building. You are also able to e-mail the facility manager through the e-mails posted outside the elevator doors on the first floor.

I HAVE OTHER QUESTIONS AND I'M NOT SURE WHO TO ASK

Your best bet is always to reach out to your CA. They should be your first point of contact for the rest of the building. Often times people will ask our front desk security staff, simply because they're always there. Our security team is very busy monitoring the building, making rounds, receiving parcels, signing in guests and filing security reports. Instead, develop a closer relationship with the CA for your floor – that's their job.

You can also figure out which department would be responsible for whatever area your concern may fall under, and then email them using our contact roster of staff listed in this manual.(ie. questions regarding the maintenance department could be sent to our maintenance manager).

USEFUL ROOMMATE APPS

Here are some apps that our members have found useful when communicating with their roommates:



Trello: Organize anything with anyone, anywhere!



RoomMate - Manage your life together



Asana: Your work manager

Asana, Inc.



Messenger – Text and Video Chat for Free



WhatsApp Messenger

WhatsApp Inc.



Flatastic - The Roommate App

Flatastic

CLEANING AND MAINTAINING YOUR SPACE



1. ESSENTIAL CLEANING PRODUCTS

- All Purpose Cleaner
- Bleach Based Bathroom Cleaner
- Laundry Detergent
- Dish Soap
- Hand soap
- Vim
- Window Cleaner
- Drain Cleaner
- Toilet Cleaner

BATHROOM

1. Using the bathroom cleaner and microfibre cloths, wipe down all surfaces starting from the least dirty space to most dirty: sink, tiles. Clean toilet bowl with toilet cleaner.
2. Scrub away mold and soap scum from tiles using vim and a scrubber or sponge
3. Mop the floor using all purpose cleaner undiluted
4. Wash and replace towels, bathroom rug and shower curtain. Refill hand soap.
5. Spray mirrors and stainless steel surfaces with window cleaner and wipe with microfibre cloth
6. Clean drains with drain snake, followed by drain cleaner and hot water

LAUNDRY

1. Separate clothes by colour and white clothes.
2. Use laundry detergent as per instructions on bottle
3. Add laundry boosters like borax or peroxide for whiter white clothes and stain removal
4. Hang clothes to dry to maintain their shape or tumble dry depending on instructions on clothing label

2. CLEANING SUPPLIES

- Bucket with mop strainer
- Mop
- Microfibre Cloths
- Toilet brush
- Plunger
- Dish scrubber or sponge
- Drain snake or long straw cleaning tool
- Broom
- Dust Pan
- vacuum
- Garbage bags (clear and large white)

KITCHEN

1. Wash and put away dishes daily. Use drain snake and drain cleaner monthly to prevent clogging. Use vim to clean sinks before and after use.
2. Wipe down counters, tables, and all other surfaces using microfibre cloth and all purpose cleaner (cabinets, top of cabinet, sink, oven, stove, fridge)
3. Sweep or vacuum floors including under fridge and oven.
4. Mop floor using diluted all purpose cleaner (follow instructions on bottle)
5. Throw out old food from fridge and cabinets weekly
6. Wash Clean drying rack and wash and replace all towels/cloths
7. Shine stainless steel surfaces with window cleaner and microfibre cloth

LIVING ROOM

1. Take shoes off upon entering the apartment
2. Keep main areas free of clutter
3. Dust all surfaces and wipe with all purpose cleaner
4. Vacuum carpets and mop common floors
5. Dispose of or donate things left by past tenants to avoid cluttering

3. OPTIONAL GREEN CLEANING PRODUCTS

- All purpose cleaner: White vinegar or Castile soap, or Sal suds
 Bleach: Hydrogen Peroxide or White Vinegar
 Laundry Soap: Washing soda, Castile Soap, Borax
 Dish Soap: Dish block, Castile Soap, Sal Suds
 Vim: Baking soda and Liquid Castile Soap
 Window Cleaner: White Vinegar
 Drain Cleaner: Baking Soda, Salt, Hot Water,

BEDROOM

1. Keep things off the floors
2. De-clutter excess of clothes or items
3. Organize regularly and keep surfaces clear of clutter
4. Dust and wipe down surfaces with all purpose cleaner
5. Sweep or vacuum floors, followed by mopping
6. Don't accumulate food, cups, cutlery and plates in your room
7. Wash bed linens at least 1x/week

HEALTH AND SAFETY

1. NEVER mix cleaning chemicals (i.e. window cleaner, bleach, vinegar, borax etc)
 2. Wear gloves while cleaning with chemicals or washing dishes
 3. Open windows while cleaning for ventilation
 4. Food safety: Refrigerate after opening a jar or bottle of perishable food (i.e. pasta sauce)
 5. store cooked food in the fridge for 3 days max
 6. never leave food at room temperature for more than 2 hours
 7. Avoid cross contamination and practice food hygiene
- Poison control #: 1 800 268 9017

Student Budget Worksheet (Fillable)

Monthly income:

Item	Amount
Job Earnings	
Parental Support	
Other income	
Total	

SEMESTER Financial Aid income:

Item	Amount
TOTAL OSAP for the Semester	
TOTAL Scholarships for the Semester	
TOTAL Other Aid for the Semester	
Total	

Housing	Amount
Housing Charges	
Laundry	
Supplies	
Total	

Communications	Amount
Phone	
Internet	
App/Web Subscriptions	
Total	

Loans	Amount
Credit card payment	
Other loans/lines of credit payment	
Total	

SEMESTER Expenses:

School	Amount
TOTAL Tuition for the Semester	
TOTAL Books for the Semester	
TOTAL Program fees for the Semester	
Total	

MONTHLY Expenses:

Transportation	Amount
TTC	
Car Insurance	
Parking	
Gas	
Total	

Food	Amount
Groceries	
Dining Out	
Food Orders (Uber Eats etc.)	
Total	

Entertainment	Amount
Nights Out - Bars/Clubs	
Movies	
Live Events (Sports, Concerts, Theatre)	
Other entertainment	
Total	

Health Expenses	Amount
Medical costs	
Medications	
Other health expenses	
Total	

Shopping	Amount
Clothes	
Electronics	
Consumables/Other shopping	
Total	

Monthly Total	Amount
Gross Monthly Income	
Monthly Expenses	
Net Savings/Shortfall	



KEY E-MAILS

Housing Office

General Manager gm@neill-wycik.com
Bookkeeper bookkeeper@neill-wycik.com
Housing housing@neill-wycik.com
CDC/Communications communications@neill-wycik.com

Security

Security Manager..... rodmurray@neill-wycik.com

Maintenance

Maintenance..... maintenance@neill- wycik.com

Community Assistants

Floor 2..... dayna.schaly@neill- wycik.ca
Floor 3..... idi.qinami@neill-wycik.ca
Floor 4..... maria.jude@neill-wycik.ca
Floor 5..... larissa.rai@neill-wycik.ca
Floor 6&7..... danielle.murphy@neill-wycik.ca
Floor 8&9..... emilija.biga@neill-wycik.ca
Floor 10&11..... thales.ferreira@neill-wycik.ca
Floor 12&13..... anthony.yu@neill-wycik.ca
Floor 14&15..... tori.krafczek@neill-wycik.ca
Floor 16&17..... felisha.liu@neill-wycik.ca
Floor 18&19..... alisha.jagnarine@neill-wycik.ca
Floor 20-22 stephanie.liu@neill-wycik.ca

KEY E-MAILS

Board of Directors

Board of Directors board@neill-wycik.ca
Board Agenda agenda@neill-wycik.ca
President president@neill-wycik.ca
Treasurer treasurer@neill-wycik.ca
Member Liaison Officer mlo@neill-wycik.ca

Social Activities Committee

Social Activities Committee sac@neill-wycik.ca
SAC Chair sacchair@neill-wycik.ca

Member Relations Committee

MRC mrc@neill-wycik.ca

Coffee Club

MRC mrc@neill-wycik.ca



PHONE DIRECTORY

NW Security

Front Desk Security (416)-977-2322
Security Manager (416)-977-2320 ext. 3013

NW Housing Office

General Manager.....(416)-977-2320 ext. 3029
Bookkeeper(416)-977-2320 ext. 3028
Housing Assistant(416)-977-2320 ext. 3019
Housing Coordinator(416)-977-2320 ext. 3027
CDC/Communications(416)-977-2320 ext. 3015

Maintenance Office

Maintenance Manager(416)-977-2320 ext. 3032
Maintenance Office(416)-977-2320 ext. 3033

Hotel

Hotel Manager(416)-977-2320 ext. 3036
Group Bookings(416)-977-2320 ext. 3012
Hotel Front Desk (seasonal)(416)-977-2320 ext. 3010

MENTAL HEALTH RESOURCES

Stella's place

Location: 18 Camden St, Toronto, ON M5V 1V1

Phone: (416) 461-2345

<https://stellasplace.ca/>

The Living Institute

Location: GTA

Phone: (416) 515-0404

<http://www.livinginstitute.org/>

Hard Feelings

Location: 848 Bloor St W, Toronto, ON M6G 1M2

Phone: (416) 792-4393

<https://www.hardfeelings.org>

Clear Path Solutions

Location: 123 Edward St #703, Toronto, ON M5G 1E2

Phone: (416) 597-2614

<https://www.clearpathsolutions.ca/>

Turning Point Youth Services

Location: 95 Wellesley St E, Toronto, ON M4Y 2X9

Phone: (416) 925-9250

<https://www.turningpoint.ca/>

LOFT Community Services

Location: 15 Toronto Street 9th Floor
Toronto, ON M5C 2E3

Phone: (416)-979-1994

<https://www.loftcs.org>

St. Felix Centre

Location: 25 Augusta Ave, Toronto,
ON M5T 2K7

Phone: (416) 203-1624

<https://stfelixcentre.org/>

Skylark Youth

Location: 40 Orchard View Blvd
#255, Toronto, ON M4R 1B9

Phone: (416) 482-0081

<https://www.skylarkyouth.org/>

COVID SUPPORT

<https://www.takecare19.com>

LGBT Focused Support

The 519

519 Church St, Toronto, ON M4Y 2C9

Phone: (416) 392-6874

<https://www.the519.org/>

MENTAL HEALTH RESOURCES

Family Service Toronto

Location: 355 Church Street, Toronto,
M5B 0B2
Phone: 416-595-9230 ext. 0
<https://familyservicetoronto.org/>

CTYS

Location: 65 Wellesley St E #300,
Toronto, ON M4Y 1G7
Phone: (416) 924-2100
<https://ctys.org/>

Sherbourne Health

Location: 333 Sherbourne St, Toronto,
ON M5A 2S5
Phone: (416) 324-4180
<https://sherbourne.on.ca/>

Friends of Ruby

Location: 489 Queen St E LL01,
Toronto, ON M5A 1V1
Phone: (416) 359-0237
<https://egale.ca/egale-youth-services/>

Substance Use Supports

Breakaway Addictions
Location: 21 Strickland Ave, Toronto,
ON M6K 3E6
Phone: (416) 537-9346
<https://www.breakawayaddictions.ca>

Regeneration Community Services

Location 2238 Dundas St. W – Suite
307 Toronto, ON M5C 2E3
Phone: (416)-703-9645
http://www_regenerationcs.org/

The Works (Supervised Consumption)

Location: 277 Victoria St (ground
floor), Toronto, ON M5B 1W2
Phone: 416-338-7600

Regent Park Community Health Centre

Location: 465 Dundas St E, Toronto,
ON M5A 2B2
Phone: (416) 364-2261
<http://www.regentparkchc.org/>



PHYSICAL HEALTH RESOURCES

Sexual Health Clinics

Hassle Free Clinic

Location: 66 Gerrard St E suite 200,
Toronto, ON M5B 1G3
Phone: (416) 922-0566
<http://hasslefreetclinic.org/>

Crossways Sexual Health Clinic

Location: 2340 Dundas St W, Toronto,
ON M6P 4A9
Phone: (416) 392-0999
<https://www.torontocentralhealthline.ca/displayservice.aspx?id=151120>

Planned Parenthood

Location: 36B Prince Arthur Avenue
Toronto, ON M5R 1A9
Phone: (416) 961-0113
<http://www.ppt.on.ca/>

Walk In Clinics

Carlton and Church Medical Clinic

Location: 60 Carlton St,
Toronto, ON M5B 1J2
Phone: (416) 646-1890
<http://www.primacyclinics.ca/locations/carlton-and-church/>

The Doctor's Office Atrium

Location: 345 Bloor St E #4a,
Toronto, ON M4W 3J6
Phone: (416) 515-0590
<https://mcithedoctorsoffice.ca/locations/atrium>

Yonge Medical Centre

Location: 500 Yonge St #300,
Toronto, ON M4Y 1X9
Phone: 1 888-350-2323

Food Support

Ryerson Food Centre

Location: SCC209, 55 Gould Street,
Toronto, ON M5B 1E9
Phone: (416)-979-5255 ext. 2319
Website:
<http://www.rsuonline.ca/good-food-centre>

OCAD Student Pantry

205 Richmond St, Suite 7501
Phone: (416) 977-6000 Ext 341
Website:
<https://www2.ocadu.ca/keyword/student-pantry>

PHYSICAL HEALTH RESOURCES

Food Support (cont'd)

George Brown Student Nutrition Access Program (SNAP)

St. James campus
200 King Street E, Room 159A
(416) 415-5000 ext. 2845

Casa Loma campus
142 Kendal Avenue, E Building, Room E127
(416) 415-5000 ext. 6314

Foodshare
<https://goodfoodbox.foodshare.net>
Email: orders@foodshare.net
Phone: 416-363-6441 ext. 275

Daily Bread Food Bank
Location: 552 Adelaide St W, Toronto,
ON M5V 3W8
Phone: (416) 504-3563

Food Link Hotline
Phone: (416)-392-6655 or
Email: [foodlink@foodshare.net.](mailto:foodlink@foodshare.net)

Regent Park Community Food Centre
40 Oak St, Toronto, ON M5A 2C6
Website: <http://tcrc.ca/regent-park-community-food-centre/community-meal-program>

Fort York Food Bank
380 College St, Toronto, ON M5T 1S6
Hours of Operation: 9:00-11:00 am
(Tuesday, Thursday, Friday, Saturday)
Contact #: 416-203-3011

Evangel Hall Mission
Location: 552 Adelaide St W, Toronto,
ON M5V 3W8
Phone: (416) 504-3563
Website:
<https://www.evangelhall.ca/services/community-dinners/>

DIRECTORY OF OTHER RESOURCES

EMERGENCY

Ambulance/Fire	911
Assaulted Women's Helpline	(416)-863-0511
Distress Centre	(416)-408-4357
Suicide Prevention	(416)-408-4357
Poison Control	(416)-813-5900

PHARMACIES

Loblaws Carlton	(416) 593-6154
60 Carlton St, Toronto, ON M5B 1J2	
Shoppers Drug Mart	(416) 408-4000
465 Yonge St, Toronto, ON M4Y 1X4	
Rexall	(416) 924-7760
63 Wellesley St E, Toronto, ON M4Y 1G7	

TRANSPORTATION

TTC (Toronto Transit Commission)	(416)-393-4636
Via Rail	(416)-366-8411
Go Transit	
Toronto Coach Terminal	(416)-393-7911

DIRECTORY OF OTHER RESOURCES

BANKING

Manulife Bank ATM (Exchange Network)

Inside Circle K - 96 Gerrard St E,
Toronto, ON M5B 1G7

Meridian Credit Union

(College and Yonge) 458 Yonge St,
Toronto, ON M4Y 1W9

RBC Royal Bank

382 Yonge St, Toronto, ON M5B 1S8

TD Canada Trust

777 Bay St,
Toronto, ON M5G 2C8

Alterna Savings

800 Bay St,
Toronto, ON M5S 3A9

AFFORDABLE GOODS

YSM's Double Take Store

310 Gerrard St E,
Toronto, ON M5A 2G7

Dollarama

777 Bay St,
Toronto, ON M5G 2C8

GROCERY/FOOD

Loblaws

60 Carlton St, Toronto, ON M5B 1J2

Metro

89 Gould St, Toronto, ON M5B 2R1

No Frills

449 Parliament St, Toronto, ON
M5A 3A3

St. Lawrence Market

93 Front St E, Toronto, ON M5E 1C3

Kensington Market

Augusta and Kensington, between
College and Dundas

BOOKSTORES

Indigo

Eaton Centre, upper level

BMV Books

10 Edward St, Toronto, ON M5G 1C9