

Syndicat de la copropriété
COMMUNAUTÉ MILTON PARC
FACT SHEET #7

Selection Criteria as Detailed in the Declaration of Co-ownership

- Summary and Application Guidelines -

(From the CMP text of 26 April 1990 – updated April 23, 2010)

NB: In this text, the masculine form is used solely to facilitate reading.

*Communauté Milton Parc and Its Human Resources (see **Infogram #1**)*

*Registered at Montreal on 21 December 1987 under registry number 3668338, **CMP** is a condominium made up of 26 co-owners of which 15 are housing cooperatives, 6 are non-profit housing corporations (referred to by the French acronym OSBL), and 1 is a non-profit corporation responsible for managing the various commercial spaces included in the co-ownership (SDC). The property lies within the area bounded on the north by **Pine Avenue**, on the south by **Milton Street**, on the east by **St. Famille Street**, and on the west by **Hutchison Street**, and contains **146 residential buildings** and **2 commercial buildings (616 housing units and 22 commercial spaces)**.*

*The internal management and operations of each co-owner are **independent**; however, each is required to respect the **various obligations linking it to the complex as a whole** and must ensure that its actions do not harm other co-owners or endanger the complex, and that they comply with the terms of the Declaration of Co-ownership. An appraisal report completed in June 1997 set the value of the complex at \$61,807,014.*

*The 26 co-owners make up the **General Assembly**, which is the **highest authority**, and whose jurisdiction is confined to any matters affecting the condominium. The Assembly meets 4 to 6 times per year and is otherwise represented by a Board of Administrators composed of 5 members elected each year from among the co-owners. The Administrators meet 15 to 20 times a the year to manage on-going day-to-day business.*

*The Administrators employ a **Managing Coordinator** to fulfil their obligations and ensure administrative functions. Offices are located in **3720 Park Avenue, suite 22, Montreal H2X 2J1**.*

*Telephone: **289-9646** Fax: **982-6122***

The 4 types of human resources necessary for the efficient operation of CMP are:

- 1. Volunteer;*
- 2. Permanent staff, full- or part-time as required;*
- 3. Contractors as required;*
- 4. Consultants.*

1 Required Information for Observing the Socio-economic Clauses and Objectives of the Co-ownership

- 1.1 These criteria apply only to new tenants and not to existing residents, except for the population density norms discussed elsewhere in the text, or if an existing resident wishes to relocate to another housing cooperative or OSBL within the condominium. In this case, both the income and the density norms apply.
- 1.2 Income as discussed in this text is the Gross Income (income before deductions) of all of the adult members of the household who will be occupying the premises.
- 1.3 Admissible income refers to income received during the calendar year preceding the application for a dwelling. Therefore, all candidates applying during the current year must be drawn from among the income levels shown in this text.
- 1.4 A candidate's income is calculated for the twelve (12) months preceding the application for a dwelling.
- 1.5 Only applications for a dwelling made within the period of 90 days before signature of a lease are valid.
- 1.6 All tenants chosen must fill out an official application as well as providing all of the required proofs of income.

2 The 3 Income Categories Identified in the Declaration of Co-ownership

For every 5 dwelling units, at least 2 must be allocated to persons of Category A; no more than 2 may be allocated to persons of Category B; no more than 1 may be allocated to persons of Category C.

The criteria concerning admissible income described below do not apply to existing residents as long as they relocate to another unit within their group. However, the minimum density norms do apply if relocation involves a different group.

- 2.1 **CATEGORY A :** Includes only those persons receiving Minimum Guaranteed Income benefits or a Guaranteed Income Supplement (retired persons 65 years of age and older) or those persons receiving Widowed Persons benefits. These figures are subject to change according to any adjustment in these assistance programs.
- 2.2 **CATEGORY B :** Includes only those persons whose income is equal to, or less than, 125% of the income for "Low Income Families" as defined by Statistics Canada, (Information Table VI, Catalog 13-207, 1986, Large Urban Areas) or, in the case of 1 or 2 person households, equal to, or less than, the minimum wage established by the Province of Quebec. Income has been adjusted to account for inflation.

Admissible Income (From Statistics Canada and indexed each year for inflation)

125% - Low-Income Families

1 person	\$32 978
2 persons	41 752
3 persons	49 921
4 persons	56 990
5 persons	62 777
6 persons	69 455
7 persons or +	72 460

2.3 CATEGORY C : Includes those households whose maximum income is less than the average income as defined by Statistics Canada.

Admissible Income (From Statistics Canada and indexed each year for inflation).

Median

1 person	\$42 578
2 persons	55 653
3 persons	62 109
4 persons	67 341
5 persons	72 350

3 Minimum Occupancy Levels

These criteria apply to future tenants and existing residents wishing to relocate to another unit within the same cooperative or OSBL or a different cooperative or OSBL.

<u>Size of Unit</u>	<u>Minimum Occupancy</u>
4 ½ - 5 ½	2 persons
6 ½ - 7 ½	3 persons
8 ½ or more	4 persons

4 Acceptable Proofs of Income

4.1 Documents required are:

- 4.1.1 Guaranteed Minimum Income: Either a photocopy of a cheque or the most recent income tax assessment notice.
- 4.1.2 Old Age Pension/Guaranteed Income Supplement/Other pensions: A copy, or copies, of the most recent cheques.
- 4.1.3 Regular Employment (full- or part-time/self-employed person): Employee income statement signed by the employer showing gross earnings for the last 12 months and the assessment notice from the Minister of Revenue.
- 4.1.4 Occasional or Seasonal Employment: Employee income statement signed by the employer and the latest income tax return including T-4s, TP-4s and the assessment notice from the Minister of Revenue.
- 4.1.5 Employment Insurance : A copy of the most recent benefit cards and the last Record of Employment (ROE).

4.2 Income from the following sources is excluded:

- 4.2.1 Student bursaries;
- 4.2.2 Family Allowances;
- 4.2.3 Insurance or disability benefits as well as the sale of personal goods and effects;
- 4.2.4 Daycare Allowances as defined under the “Retour aux études”, or “perfectionnement” programs, provided under the “Loi de l'aide sociale”;
- 4.2.5 Other sources of income excluded by regulation from the CMHC Income-tested Assistance program (Aid of Last Resort), that are not dealt with specifically in this text.