

Member Selection By-law

_____ Housing Co-op

Adopted by the General Meeting on:



FÉDÉRATION DES COOPÉRATIVES
D'HABITATION INTERMUNICIPALE
DU MONTRÉAL MÉTROPOLITAIN



LES COOPÉRATIVES D'HABITATION
présence des femmes
pouvoir des femmes

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Introduction

In order to promote fair and equitable member selection and housing allocation, this model by-law sets out member pre-selection and selection criteria and establishes procedures for determining the selection and allocation of dwellings.

The member selection by-law is adopted by the general meeting and distributed to all members.

Note that this is a model proposed by FECHIMM. Housing cooperatives may adopt different operating rules in line with their needs and reality without violating the legal provisions set out in the *Civil Code of Québec* or the *Cooperatives Act*, as long as they comply with the obligations contained in the operating agreement, the cooperative's other by-laws and policies and the rules of conduct set out in article 4 of this by-law. In addition, all of the selection committee's actions must comply with the *Charter of Human Rights and Freedoms*.

Importance of selection

Selecting a new member is an especially important responsibility for co-ops for several reasons:

- (1) The new member will become a neighbour and likely remain a neighbour for several years, and the co-op wants neighbour relations to be as harmonious as possible to prevent problems it will then have to resolve.
- (2) New members are invited to participate in cooperative life. Co-ops strive to ensure their smooth integration with other members.
- (3) New members share with other members various responsibilities and tasks in the co-operative; they must therefore have qualities, talents and interests that are complementary to those of current co-op members.
- (4) New members share management responsibility with the Board of Directors, the General Meeting and the committee to which they are assigned. The cooperative's goal is to ensure that new members are interested in becoming actively involved and participating in the cooperative's democratic life and that they understand its requirements (participating in committees and meetings, etc.) and constraints (respecting decisions made by the majority, doing their share of common tasks, etc.).

1. Definitions

For the purposes of this by-law, these terms have the following meanings:

- 1.1 Committee:**
The members who are mandated¹ by the general meeting to select and welcome new members and allocate housing.
- 1.2 Board:**
The cooperative's board of directors.
- 1.3 Household:**
All persons living in the same dwelling excluding lodgers.
- 1.4 Register:**
The binder where all transfer and accommodation requests are filed according to household composition and the date requests are received.
- 1.5 Over-housed:**
The situation of a household occupying a unit that has become too large by occupancy standards.
- 1.6 Under-housed:**
The situation of a household occupying a unit that has become too small by occupancy standards.
- 1.7 Transfer:**
The process by which the co-op offers its members the opportunity to obtain another unit in the co-op.
- 1.8 Substitute member:**
A member of the co-operative who has been trained to conduct selection interviews with new members but who is not a member of the Selection Committee.

¹Grounds for discrimination are: race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

2. Composition of the selection committee

The cooperative's Selection Committee is made up of a minimum of five (5) members, including at least one woman.² The committee operates with a quorum of 50% +1. The general meeting elects committee members and appoints the head of the committee and the substitute members. The term of office of Committee members is _____³.

Substitute members are not members of the committee, but have the training and skills to conduct selection interviews when their assistance is required.

3. Selection committee mandate and responsibilities

3.1 Mandate of the Selection Committee

The Selection Committee's mandate is to pre-select and select future co-op members when a unit becomes available. The Committee pre-selects and selects the future members in accordance with all the procedures and criteria set out in this by-law. The committee is also responsible for housing requests as well as the reception and integration of new members.⁴ The co-op has a mandate to try to ensure diversity on the committee.

In selecting a new member, the Selection Committee must therefore :

- (1) Take into account the interests and needs of the cooperative as a whole
- (2) Balance the cooperative's needs and interests with its social objectives as determined in its articles of incorporation
- (3) Reconcile the needs and interests of the cooperative with the constraints set out in the agreement signed with the different government funders.

²If a co-op has a diversity of members, for example cultural or intergenerational, it is advisable to try to represent that diversity on the committee. We also suggest having a concern for gender equality in committee composition.

³To facilitate everyone's participation and knowledge transfer, it is suggested that members have terms of two years and that there be a compulsory rotation of half the committee every two years, so that a person cannot be a member of the committee for more than four consecutive years.

⁴Responsibilities related to the reception and integration of new members may be the responsibility of another committee.

3. Selection committee mandate and responsibilities (cont'd)

3.2 Meeting the co-op's legal obligations

The committee members and substitute members acknowledge that they must work in accordance with this by-law and the operating agreement signed with _____.⁵

3.3 Main responsibilities of the Selection Committee

a) Management of transfer requests

- Receive transfer requests from members, date them and submit them to the Board at its request.
- Provide an acknowledgement of receipt for each transfer request received.
- Update the list of applicants with each new application.
- Inform members every year of the possibility of submitting a transfer request.
- Receive members' notices of departure and file them with the Board.
- Notify members who have applied that a unit is available and will be vacated.

b) Management of co-op applications

- Receive, date and file co-op applications.
- Maintain the application register.

c) Pre-selection

- Consult the co-op applications and, using the pre-selection grid (Appendix 3), pre-select households according to the pre-selection criteria set out in this by-law.
- Contact pre-selected households and check their interest and availability.
- If necessary, reach out to more candidates by checking the FECHIMM's applicant list, the tenants' rights group or the neighbourhood tenants' association and post the vacancy.
- Receive calls and emails.
- Have applicants complete the application form for a co-operative housing unit.

d) Selection of members

- Convene interviews with interested and available candidates.
- Prepare and conduct interviews (logistics, interview questionnaires, all relevant documentation to be submitted including the building by-law).
- Recommend candidates to the Board of Directors.⁶
- Notify applicants of their acceptance or rejection.⁷

⁵Responsibilities related to the reception and integration of new members may be the responsibility of another committee.

⁶The Board is always responsible for the admission of new members on the committee's recommendation. Refer to section 51 of the Cooperatives Act concerning the conditions for admitting members.

⁷We suggest that applicants be called to inform them of their acceptance or rejection.

3. Selection committee mandate and responsibilities (cont'd)

- e) Signatures⁸
 - Review the building by-law once more.
 - Prepare and have the lease and building by-law signed (after receiving the go-ahead from the Board).
 - Present and sign the membership contract.
- f) Moving in and integration
 - Hand over the keys, the CO-OP Advantage card, the membership book and co-op by-laws and policies.
 - Implement the reception and integration procedure.
- g) Lease renewals
 - As early as possible in January of each year, but no later than March 31, prepare and deliver to members the notices of amendment to the lease for its renewal in accordance with the decisions taken at the general meeting for this purpose.⁹
 - File leases, notices of amendment and membership agreements in tenant files.

4. Code of conduct¹⁰

4.1 Conflict of interest

Selection Committee members and substitute members must avoid being in a situation of conflict of interest or even the appearance of a conflict of interest.

A member of the Selection Committee or a substitute member who knows one or more candidates because of friendship, family,¹¹ professional or other ties must:

- declare the conflict of interest in writing and have it recorded in the committee minutes;
- refrain from participating in the selection process (screening, interviews, discussions and decisions following interviews) and avoid influencing the decision of other committee or board members.

The member in conflict or perceived conflict of interest is then replaced by another committee member or substitute member for that selection process.

⁹Article 1942 of the Civil Code of Québec: At the renewal of the lease, the lessor may modify its conditions, particularly the term or the rent, but only if they give notice of the modification to the lessee not less than three months nor more than six months before term. If the term of the lease is less than 12 months, notice must be given, at least one month, but not more than two months, before the end of the term. Where the lease is for an indeterminate term, the lessor may not modify it unless they give the lessee not less than one month but not more than two months' notice.

¹⁰These rules of conduct are also addressed to the Board of Directors in the performance of the tasks related to selection.

¹¹By family ties we mean a case where a committee member is the husband, wife, common-law partner, relative (father, mother, cousin, child), in-law (brother-in-law, sister-in-law, etc.) of the applicant.

4. Code of conduct¹⁰ (cont'd)

4.2 Confidentiality

Selection committee members and substitute members are required to keep the personal information they collect on all candidates confidential. Similarly, the content and conduct of selection interviews must remain confidential. Candidates' files are available to the Board of Directors, as needed; the Board is also bound by confidentiality. Committee members must sign a confidentiality agreement.¹²

4.3 Non-discrimination

Selection Committee members and substitute members will act in good faith and with transparency. They will avoid all favouritism and discrimination, as defined by the *Charter of Human Rights and Freedoms*: “. . . without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.”

5. Procedure for allocating an available unit

5.1 Notice of non-renewal or termination of lease

Any tenant or tenant who does not wish to renew his/her lease or who is obliged to terminate his/her lease must submit written notice to the head of the Selection Committee. They must immediately inform the Board. In the case of termination, the Board may grant it on condition that the co-op is not penalized (vacant unit, loss of rent). In all cases, it is the Board that authorizes the termination of the lease or that notes the non-renewal of the lease. The Board then informs the Selection Committee so that it may rapidly set in motion the procedures provided for in this by-law.

5.2 Transfer to another unit (internal allocation)

The Cooperative offers its members the possibility of obtaining a unit that becomes vacant. This cooperative advantage is subject to the criteria set out in point 5.2.2 of this by-law. The vacancy is displayed internally for 10 days before moving on to the external selection procedure.

¹²See Appendices 1 and 2.

5. Procedure for allocating an available unit (cont'd)

5.2.1 Specific case of adapted units

If the vacant unit is an adapted dwelling, the co-op may proceed immediately with external recruitment if no existing member is qualified to occupy it.

5.2.2 Transfer requests

- Members who wish to request a transfer must send their written request to the person designated for this purpose. Each request is dated on reception.
- Once a year, the Committee reminds members of the opportunity to submit a transfer request.
- A dated acknowledgement of receipt is given for each written transfer request.
- The Committee maintains the list of applications, which is classified according to the type of unit.

5.2.3 Unit transfer procedure

- The unit transfer must not incur additional expenses to the co-op.
- When a unit becomes available, the Committee informs each applicant who matches the characteristics of the vacated unit and verifies their interest.
- Following this verification, applications from interested members are submitted to the Board of Directors. At this stage, the Board is responsible for allocating the vacant unit.
- The Board first checks whether the households concerned meet the following unit transfer criteria:
 - Satisfaction of unit occupancy standards.
 - Ability of the household to pay the requested rent. To assess the household's ability to pay the rent, the Board relies on the following indicator: rent payment patterns in the co-op as well as the term payment of any amounts owed to the co-op for the past two (2) years.
 - Maintaining the occupied unit in the co-op in good condition until the time of transfer. The maintenance committee carries out an inspection visit.
 - No appeal has been filed against the applicant with the Régie du logement in the two (2) previous years.
- If only one member meets the transfer criteria, the Board evaluates the application and makes a decision. The decision is final and without appeal.

5. Procedure for allocating an available unit (cont'd)

- If more than one member satisfies the unit transfer criteria, interested candidates must advise the Board of the priority of their housing transfer need. To establish this priority, the co-operative considers the following criteria:¹⁴
 - Reduced mobility
 - Overcrowding or under-occupancy of unit
 - Cost of current unit
 - Active participation in the cooperative
 - Neighbourliness
- If there are no applicants who can demonstrate to the Board the priority of their need, the Board will allocate the unit to the application sent earliest.¹⁵
- If the Board is unable to decide on the application's seniority criterion, the allocation is decided by drawing lots.
- The unit transfer decision may be appealed, or the applicant may ask the Board for clarification of their decision.
- A new lease is then signed between the tenant of the new unit and the co-op.
- The transfer procedure is to be repeated for any new unit that becomes vacant.

5.3 External attribution

5.3.1 Pre-selection procedure

- The Committee reviews the written applications the cooperative has received and makes a pre-selection by selecting applications that meet the following pre-selection criteria:
 - Correspond to the sought-after population in line with the cooperative's mission (single people, families, seniors, people with disabilities, etc.).¹⁶
 - Meet unit occupancy standards
 - Have the capacity to pay the rent charged for the unit
 - Possess skills and experience relevant to the cooperative's needs
 - Demonstrate a willingness to actively participate in the smooth operation of the cooperative
 - Have a housing need (overcrowding, unsanitary conditions, discrimination, health reason, victim of harassment or domestic violence, etc.)
- The Committee contacts short-listed candidates to verify their interest and availability to move in on the date set by the Board. Interested candidates are invited to visit the unit and to be interviewed.
- Only candidates interested in the vacant unit are invited to take part in the selection interview.
- The Committee interviews a minimum of three (3) candidates.

¹⁴It is up to co-op members to determine the order of priority of these criteria at a general meeting. These criteria are meant as a suggestion.

¹⁵Any other objective criteria may be considered, including the member's seniority.

¹⁶For housing co-ops under the federal program under Section 61 of the *National Housing Act* or Québec's affordable housing program (LAQ): ensure compliance with the income limit for new households provided for in the operating agreement.

5. Procedure for allocating an available unit (cont'd)

5.3.2 Selection interview

- During the interviews, all Committee members complete the same interview questionnaire for each candidate.
- The Committee evaluates candidates according to indicators related to the following selection criteria:¹⁸
 - a) Demonstrated interest in living in a housing cooperative:
 - Reasons for membership
 - Willingness to learn, communicate and exchange with other co-op members
 - Knowledge of the cooperative approach
 - b) Cooperative spirit:
 - Capacity for group living¹⁹
 - Democratic process
 - Sense of responsibility
 - Respect for others
 - Concern for gender equality and equity
 - c) Candidate's contribution to the cooperative:
 - Candidate's availability and interest in participating
 - Transferable competencies and experience
 - Personal involvement in associations and groups
 - d) Household's housing need
 - Health reason
 - Unsanitary environment
 - Discrimination
 - Overcrowding
 - Victim of harassment or domestic violence
- During interviews, candidates are invited to fill out the consent form for a reference from former or current landlords.²⁰
- The Committee informs each candidate that the final decision rests with the Board of Directors and that he or she will be notified in writing or by telephone as to whether or not his or her application has been accepted.
- Following the interviews, the committee verifies references with current or former landlords.
- If the reference check does not satisfy the committee, the application is rejected. The second successful candidate is then subjected to a reference check. The same applies to other candidates, if any. If the Selection Committee is dissatisfied with the references or the interview, it informs the Board and, at its request, resumes the recruitment and interview process.

¹⁹In many living environments, it may be worth including the criterion of ability to integrate into the group.

²⁰See Appendix 3. Be particularly careful not to discriminate against newcomers to the country who have few or no references.

5. Procedure for allocating an available unit (cont'd)

- The Committee submits to the Board:
 - The procedure followed according to the selection by-law²¹
 - The identity of the candidates who were interviewed
 - Their comments and recommendations
 - Questionnaires for each candidate and reference check documents (if requested by the Board).
- On the written recommendation of the committee, the Board makes a decision that is final.²² This decision is recorded in the form of a resolution in the minutes of the Board meeting.
- Following the Board's final decision, the committee contacts the successful candidate and makes an appointment to sign the lease and membership agreement.
- The Committee contacts all unsuccessful candidates by telephone to inform them of the co-op's decision.

6. Selection criteria

6.1 Selection criteria for all unsubsidized members

During interviews, the following criteria guide the Selection Committee. To be eligible for membership, the applicant must achieve at least 60% for each of the following criteria: (b) interest in the cooperative and capacity for group living (12/20) and (c) cooperative spirit and contribution of the candidate (12/20). In addition, all unsubsidized applicants must achieve a score of 10 on the Ability to Pay Rent criterion.

a. Ability to pay rent

In assessing the income criterion, the current total household income is taken into account. The committee must ensure that the selected household will be able to pay the rent without spending too high a proportion of its income on it.

Weighting for non-subsidized applicants²³

10 points should be awarded for a person who provides evidence of good payment habits, and 0 points for a person who would not be able to pay the requested rent.

²¹The Committee may not amend the procedure set out in this by-law. The Board must be in a position to ensure that the procedures set out in the by-law have been followed. In the event that the procedure was not followed, the Board would be in a position to refuse the committee's recommendation and force the committee to resume its work.

²²A rejected candidate who considers that he or she has been treated in a discriminatory manner may file a complaint with the *Commission des droits de la personne et des droits de la jeunesse*.

²³Comment: Since ability to pay is a screening criterion for non-subsidized housing, a score of 0 at this point will result in the rejection of the application. This selection criterion is therefore used to validate and update the information provided on the application form.

6. Selection criteria (cont'd)

b. Interest in the cooperative and capacity for group living

The purpose of this criterion is to assess the extent to which the applicant will be able to integrate with other members of the cooperative. The Committee will take into account the level of respect, tolerance and open-mindedness towards other members. This criterion also includes the candidate's attitude towards cooperatives' model of participatory democracy. Concern for gender equality and equity among the members of the cooperative can also be assessed in this criterion.

A maximum of 20 points is awarded at the discretion of the Selection Committee.

c. Candidate's cooperative spirit and contribution

In addition to the candidate's skills and availability, points may be awarded to a candidate who has been a member of, or volunteer for an organization or community group. A maximum of 15 points is awarded for this criterion at the discretion of the Selection Committee. A person who participates or has actively participated in the activities of the cooperative is awarded a maximum of 20 points at the discretion of the Selection Committee.

d. Housing need

Any candidate who invokes an imminent housing need (insalubrity, harassment, violence, need for adapted housing) will be invited to submit to the Selection Committee any documentation that could support his or her claims: letters from the CLSC, the attending physician or community groups, etc. The condition of the dwelling is also considered in this criterion. A maximum of 5 points is awarded.

6.2 Selection criteria for all subsidized members²⁴

During interviews, the following criteria guide the Selection Committee. To be eligible for membership, the nominee must achieve at least 60% for each of the following criteria:

(e) interest in the cooperative and capacity for group living (12/20) and (f) cooperative spirit and contribution of the candidate (12/20).

²⁴Add the section in red only in co-ops in the Rent Supplement Program (RSP) since the program requires more criteria for member selection. Co-ops with an income-tested assistance envelope do not have to include this part in their selection regulations.

²⁵This grid must be revised annually based on the Société d'habitation du Québec's grid of income ceilings determining core need (PRBI) (available online [French only]: http://www.habitation.gouv.qc.ca/espacepartenaires/coops_osbl/acceslogis_quebec/programmes/acceslogis_quebec/exploitation_dun_projet/gestion_du_psl/plafond_des_revenus_prbi_et_grilles_de_ponderation.html).

6. Selection criteria (cont'd)

a. Income

Maximum allowable annual income for a score²⁵ of:

Score	1 person or couple	2 or 3 persons (not couple)	4 or 5 persons	6 persons
30	\$6,500 – \$15,500	\$8,500 – \$17,000	\$9,500 – \$20,500	\$12,000 – \$30,000
20	\$15,501 – \$22,500	\$17,001 – \$25,000	\$20,501 – \$29,500	\$30,001 – \$42,000
10	\$22,501 – \$29,000	\$25,001 – \$33,000	\$29,501 – \$39,500	\$42,001 – \$55,000

b. Effort rate

The committee will take into account the applicant's current rate of effort to pay for housing and related costs, i.e., the proportion of income currently spent on housing.

The calculation is as follows:

1. Monthly rent x 12 = annual rent
2. (Annual rent x 100)/annual income = effort rate

The monthly rent includes heating and electricity costs.

The following scoring should be used:

- 0 – 25% = 0 points
- 26 – 35% = 5 points
- 36 – 45% = 10 points
- 46 – 55% = 15 points
- 56% or over = 20 points

c. Under-housed

Lack a bedroom for 2 people: 5 points

Lack a bedroom for 1 person: 3 points

Not lacking a bedroom: 0 points

d. Housing need

Any candidate who invokes an imminent housing need (insalubrity, harassment, violence, need for adapted housing) will be invited to submit to the Selection Committee any documentation that could support his or her claims: letters from the CLSC, the attending physician or community groups, etc. The condition of the dwelling is also considered in this criterion. A maximum of 5 points is awarded.

²⁵This grid must be revised annually based on the *Société d'habitation du Québec's* grid of income ceilings determining core need (PRBI) (available online [French only]: http://www.habitation.gouv.qc.ca/espacepartenaires/coops_osbl/acceslogis_quebec/programmes/acceslogis_quebec/exploitation_dun_projet/gestion_du_psl/plafond_des_revenus_prbi_et_grilles_de_ponderation.html).

6. Selection criteria (cont'd)

e. Interest in the cooperative and capacity for group living

The purpose of this criterion is to assess the extent to which the applicant will be able to integrate with other members of the cooperative. The committee will take into account the level of respect, tolerance and open-mindedness towards other members/tenants. This criterion also includes the attitude towards the model of participatory democracy put forward in cooperatives. Concern for gender equality and equity among the members of the cooperative can also be assessed in this criterion.

A maximum of 20 points is awarded at the discretion of the Selection Committee.

f. Candidate's cooperative spirit and contribution

In addition to the candidate's skills and availability, points may be awarded to a candidate who has been a member of, or volunteered with an organization or community group. A maximum of 15 points is awarded for this criterion at the discretion of the Selection Committee. A person who participates or has actively participated in the activities of the cooperative is awarded a maximum of 20 points at the discretion of the Selection Committee.

g. Candidate's cooperative spirit and contribution

The waiting list entry date determines seniority. A maximum of 5 points is awarded based on the following scale: 1 point per year of seniority.

h. Number of dependent children

2 points per dependent child under 25 years of age or with special needs (child with a disability, intellectual disability, etc.). Maximum 10 points.

7. Occupancy standards

Occupancy standards relate to the number of bedrooms based on the household's composition.²⁶

- **Occupancy standards for Rent Supplement Program Units**
 - The first bedroom is allocated to the head of the household and, where applicable, to his or her spouse.
 - One additional bedroom is allocated to each additional person in the household; however, two (2) persons under seven (7) years of age occupy the same bedroom.
 - An additional bedroom is allocated, if necessary, to a disabled person within the meaning of the *Act to secure handicapped persons in the exercise of their rights* (R.S.Q. c, E-20.1), whose physical or mental impairment or the means used to alleviate his or her disability prevents him or her from sharing a room.

- **Occupancy standards for other units (not under the Rent Supplement Program)**
 - The first bedroom is assigned to the member and, if applicable, to the member's spouse.
 - An additional bedroom is allocated to each additional person in the household.

²⁶In accordance with section 8 of the *By-law respecting the allocation of dwellings in low rental housing*.

8. Management of the applications register

- People interested in living²⁷ in a housing cooperative must complete the “Application for Cooperative Housing” form (see Appendix 3).
- Housing application forms are dated when they are received and filed in the applications register. They are kept by the Selection Committee for a period of one (1) year.²⁸
- Transfer requests from members are dated and kept in the register.
- The committee updates the applications register. The forms of individuals who have not renewed their applications are destroyed in a secure manner to preserve the confidentiality of the personal information contained in them.

By-law adopted by the General Meeting on _____

Secretary

Date

Chair

Date

²⁷People interested in living in a housing cooperative should be encouraged to attend the various information activities on the cooperative housing model that are offered by regional federations of housing cooperatives or by housing committees or tenants' associations.

²⁸A housing cooperative may choose a different time period from this one.

APPENDIX 1

Commitment to confidentiality for members of the selection committee²⁴

Considering that my role as a member of the cooperative's Selection Committee leads me to have knowledge of confidential personal information,

I, the undersigned, _____, as a member of the Selection Committee, am committed to maintaining the confidentiality of personal information collected, held or used in the course of my duties. I recognize that my duty of confidentiality is accompanied by the need to obtain the express and specific consent of the person concerned to transmit information concerning him or her to persons or organizations not authorized to receive it under the law. In addition, I acknowledge that I have an obligation not to use the information for purposes not relevant to the subject matter of the file established by the Board.

However, this information may be disclosed to agents and persons in the cooperative for whom the information is necessary to carry out their duties or mandate (treasurer, external manager, auditor, etc.). In these cases, it is not necessary to obtain the person's prior consent. The Act also provides that, on certain occasions, such information may be disclosed to persons authorized by law.

I acknowledge that my obligation of confidentiality with respect to the personal information to which I have access contributes to the protection of the privacy of the persons concerned and that, consequently, I will continue to hold this obligation after the termination of my duties on the Selection Committee.

I have signed on the _____ day of the month of _____ of the year _____ .

Member of the Selection Committee

Witness

²⁴To be signed by each member of the housing co-op's Selection Committee.

APPENDIX 2

Commitment to confidentiality for substitute members of the selection committee²⁵

Considering that my role as a substitute member of the cooperative's Selection Committee leads me to have knowledge of confidential personal information,

I, the undersigned, _____, as a substitute member of the Selection Committee, am committed to maintaining the confidentiality of personal information collected, held or used in the course of my duties. I recognize that my duty of confidentiality is accompanied by the need to obtain the express and specific consent of the person concerned to transmit information concerning him or her to persons or organizations not authorized to receive it under the law. In addition, I acknowledge that I have an obligation not to use the information for purposes not relevant to the subject matter of the file established by the Board.

However, this information may be disclosed to agents and persons in the cooperative for whom the information is necessary to carry out their duties or mandate (treasurer, external manager, auditor, etc.). In these cases, it is not necessary to obtain the person's prior consent. The Act also provides that, on certain occasions, such information may be disclosed to persons authorized by law.

I acknowledge that my obligation of confidentiality with respect to the personal information to which I have access contributes to the protection of the privacy of the persons concerned and that, consequently, I will continue to hold this obligation after the termination of my duties as a substitute member of the Selection Committee.

I have signed on the _____ day of the month of _____ of the year _____ .

Substitute member of the Selection Committee

Witness

²⁵To be signed by each substitute member of the housing co-op's Selection Committee.

APPENDIX 3

Application for cooperative housing

Last name: _____ First name: _____

Current address: _____

City: _____ Postal code: _____

Telephone (primary): _____ Telephone (work): _____

Email address: _____

Children: Yes: _____ No: _____ How many: _____

Name and phone number of your landlord (optional): _____

Last name: _____ First name: _____

Relationship: _____

Last name: _____ First name: _____

Relationship: _____

Last name: _____ First name: _____

Relationship: _____

Last name: _____ First name: _____

Relationship: _____

Last name: _____ First name: _____

Relationship: _____

Number of rooms: _____

When would you be ready to move? _____

Why do you want to leave your current residence? _____

What neighbourhoods would you like to live in? _____

Are there any other important criteria to consider? _____

APPENDIX 3
**Application for
cooperative housing** (cont'd)

OTHER INFORMATION

In your opinion, why should we accept your application? _____

Where did you learn about cooperatives? _____

Are you now or have you already been involved in social, community or sports activities?

If so, which ones: _____

What was your role? _____

Other: _____

I consent to the cooperative disclosing the information it has in its possession with respect to this housing application to other cooperatives who may request it.

Signature _____ Date: _____

I declare that the information I have given is correct; I am applying for a unit in your co-op and wish to be an active member.

Signature _____ Date: _____

Your comments: _____

APPENDIX 4

Selection weighting grid

Non-subsidized unit

Selection criteria	Selection criteria		
	Completely	Partially	Not at all
1. Capacity to pay rent	10	–	0
2. Interest in the cooperative and capacity for group living	20	1-19	0
3. Cooperative spirit and contribution of the candidate	20	1-19	0
4. Housing need	5	1-5	0
GRAND TOTAL		/55	

Subsidized unit

Selection criteria	The applicant meets the criterion:		
	Completely	Partially	Not at all
1. Income	30	10 or 20	0
2. Effort rate	20	5, 10 or 15	0
3. Overcrowding	5	3	0
4. Housing need	5	1-4	0
5. Interest in the cooperative and capacity for group living	20	1-19	0
6. Cooperative spirit and contribution of the candidate	20	1-19	0
7. Seniority of the application	5	1-4	0
8. Residence	5	3	0
9. No. of dependent children	10	2, 4, 6 or 8	0
GRAND TOTAL		/120	

Preselection grid for the selection committee

Grid marked by:							
NO.	Name of candidate	Capacity to pay rent	Interest in co-op and collective living	Contribution to the co-op	Housing needs	Comments	Points