

**McLean Co-Operative Information Package**

**A HOUSING CO-OP  
IS A  
COMMUNITY**



**INFORMATION PACKAGE and APPLICATION FORM  
for 1- and 2- Bedroom apartments & 3 Bedroom Townhouses**

## **Welcome to your McLean Co-Operative Homes Information Session!**

### **Agenda**

1. Welcome
2. What Is a housing co-op
3. Background Information
  - a. Housing charges (rent)
  - b. Families Matter
  - c. Schools, shopping & Transit
4. McLean Co-Op project
  - a. Review site plan
  - b. Review unit layouts
5. Participation Policy
6. Pet Policy
7. over and Under Housing Policy
8. Satellite Dish Policy
9. Membership Process
10. Review of Membership Application
11. Questions

### **Membership Process**

1. Attend Information Session
2. Fill out membership application and mail to McLean Co-Operative Homes
3. Upon receipt of complete applications and application fees, the co-op will do a credit check and a landlord check
4. Interview with Member selection committee
5. Membership committee considers all applications
6. Offer of Units
7. BMR units will be allocated according to the priority established by the City of Ottawa Social Housing Registry (applications available at McLean Office)

## Background Information – McLean Co-Operative Homes

### **McLean Co-Operative Homes Office Information**

Unit 100  
(613) 738-5111  
info@mcleancoop.com

#### **History**

- McLean Co-Operative has been in the process of development for a number of years by a volunteer Board of Directors who were concerned about the need for affordable housing in the Ottawa region. Members include residents of the Sawmill Creek Co-Op, Coady Co-Op, Sandy Hill Co-Op, Coordinator of Tannenhof Co-Op and Co-Operative Youth Leadership Camp Councilor.
- The developers have been working with Families Matter Co-Op, a co-op of families with children of developmental disabilities, and Christian Horizons to build a project that could provide homes for such children. Three wheelchair accessible one bedroom units and six two bedroom units with in the building have been reserved for these two organizations.
- Due to unavailability of government assistance, McLean Co-Op is the second housing co-operative built in the City of Ottawa in the past 10 years, the first being Blue Heron Co-Op in Kanata.
- There are 60 other housing co-operatives in the greater Ottawa area and 12,200 across Canada, providing 94,000 units of housing for 250,000 people.
- The co-operative is being developed by Sound Advice Consulting. Its partners are Peter Trotscha and Mark Goldblatt, who each have over 30 years experience in co-op development, Marie-Josée and Colin Van Dyk.
- The architect is Chris Simmonds, who designed the Mountain Equipment Co-Op store on Richmond Road and the Blue Heron Co-Op among other projects.

#### **General Information**

- Housing co-operative is more than a building, it's a community.
- Co-operatives offer long term non profit rental housing and operate a cost, with the participation of members who serve on various committees and are involved in various activities
- The co-operative run by its members through an elected volunteer Board of Directors. All persons residing in the co-op 18 years and over are members and participate in the running of the co-op on the basis of "one member one vote".
- Members may live in the co-op as long as they wish providing they follow the co-op bylaws adopted by the members.
- Members may make improvements on their units at their own cost (e.g. paint, finish the basements, as a bedroom or family room, add a washroom in the basement) as long as the changes are approved by the Board and meet City of Ottawa regulations.
- There is no lease and no last month's rent paid in advanced. However a damage deposit of \$700.00 for a one bedroom unit, \$900.00 for a two bedroom unit and \$1100.00 for a 3 bedroom unit is required upon move in and is refundable on moving out if the unit has been well maintained. This can be paid in full or in installments within the first year of occupancy.
- Rents are raised only on an at cost basis related to the property taxes and maintenance/improvements authorized by the membership.

### **Apartments**

- Rent for 1 Bedroom is \$793.00 + Hydro
- Rent for 2 Bedroom is \$961.00 + Hydro
- All units have a balcony or terrace

### **Townhouses**

- Rent for Townhouse is \$1087.00 + Utilities

### **Utilities**

- This is a brand new project designed to be highly energy efficient, with a super efficient furnace, a very efficient refrigerator (the largest consumer of energy in the house), large double glazed windows (lots of natural light), doors that prevent heat loss, and other features.
- All units include central air conditioning, which can be used or not used according to the member's wishes. Windows may be opened by the latch.
- Utilities are stabled at \$50.00/month for electricity (for apartments). Costs vary according with the individual use. Highest costs are based on the age and frequency of use of a dryer and other appliances.

### **Which appliances are included?**

- Refrigerator
- Stove

### **Parking**

- Parking is available for a \$30.00 a month charge per parking spot.

### **Coin operated washer and dryers**

- Available in the Co-Op apartment building and are high end machines.

### **Buses**

- 144 Operated 7 days a week
- 197 Operates Mon to Fri runs one way in the am and one way in the pm
- 40 Operates Mon to Fri runs one way in the am and one way in the pm
- Schedules available at [www.octranspo.com](http://www.octranspo.com) or at an Octranspo Service Center (St.Laurent Mall, Rideau Center, Place D'Orleans etc.)

### **Schools**

- English Public: Blossom Park, Cairin Wilson, Carson Grove, Colonel By, Covent Geln, Elizabeth Park, Emily Carr, Forest Valley, Glen Ogilvie, Gloucester High, Norma Johnston, Sawmill Creek, Terry Fox, Roleans Wood.
- French Public: Ecole Le Phare
- English Catholic: St Marc High, St Bernard
- French Catholic: St Bernard

### **Nearby Shopping**

- Southkeys Shopping Center (Wal-Mart, Loblaws, Blockbuster, etc)
- Southgate Shopping Center (Loeb, Rogers, Tim Horton's, etc)
- Blossom Park Shopping Center (Giant Tiger, Farmboy, Dollar It Store)
- Various other shops & stores in the area (Bank & Hunt Club)

## McLean Co-Operative Homes Information

### **What is the McLean Co-Operative Homes Like? Who will live here?**

This not for profit rental co-op is located at Albion Road and Parkin Circle. It consists of a four story apartment building with 48 1 bedroom and 2 bedroom apartments and 14 3 bedroom townhouses. It is a 'mixed income' project where people with different income levels live together in the same community and share in the running of the co-op and its activities. Nine units have been reserved for Families Matter Co-Op and Christian Horizons. We expect to have a vibrant multicultural membership.

### **What are the rental rates?**

#### **Market Rent**

- 1 Bedroom Units \$793.00 + Hydro
- 2 Bedroom Units \$961.00 + Hydro
- 3 Bedroom Townhouses \$1083.00 + Utilities

#### **Below Market Rent**

70% of market rent as outlined below. You will be asked to provide evidence of your income and your BMR contact should come from the Social Housing Registry.

- 1 Bedroom Units \$555.00 + Hydro (Market rent is \$793.00 + Hydro)
- 2 Bedroom Units \$673.00 + Hydro (Market rent is \$961.00 + Hydro)
- 3 Bedroom Townhouses \$758.00 + Utilities (Market rent is 1083.00 + Utilities)

### **If I decided to apply to the co-op am I guaranteed to receive a unit?**

**Market Rent:** Those who apply will be offered a unit based on the order in which they have been received following acceptance by the Member Selection Committee. If there are not enough spaces for all accepted applicants, you can be placed on a waiting list.

**Below Market Rent:** Those who apply will be offered a unit based on the order in which they have been received from the Rent Subsidy office and following acceptance by the Member Selection Committee. If there are not enough spaced for all accepted applicants, you can be placed on a waiting list.

### **What are the steps in applying for and receiving a unit?**

1. Attend and information session.
2. At this information session, you will receive an information package and application form to take home. **All members of your house hold who are 18 and older should attend the meeting.**
3. Fill out the application form an mail it to the McLean Co-Operative Homes office as soon as possible. You will be contacted about coming to an interview with the Co-Op's Member selection committee, which ensures that applicants for the Co-Op want to live and participate in our co-operative community. **Don't forget to include your cheque or money order for your application fee of \$10.00/adult or \$20.00/family. We do not accept cash.**
4. You will have an interview with the Members selection committee within three weeks of having received your application. Units will be offered to approved applicants with in a week of the interview.

## **McLean Co-Operative Homes Inc. Member Involvement Policy**

(Adopted by the McLean Co-Operative Homes Board of Directors)

In order for the co-op to function, the membership must assume a number of responsibilities. Each member is expected to contribute to the co-op in their own way, depending on individual skills, interests, etc. The Member Involvement Requirements are as follows:

1. Each member will, within limits of his capabilities, contribute to the Co-Operative to the physical upkeep, committee functions and other related duties as may be required from time to time.
2. Each member is obligated to participate in the decision making of the co-op by attending each annual meeting of members, and all other meetings of members, unless prevented by illness, work commitment or emergency, other reasons acceptable to the board.
3. Each member shall also participate in the operation of the co-op by sitting on the board, a committee or volunteering time in some other area of the co-op's operation.
4. The co-op will keep a record of attendance at the general membership meetings.
5. The policy applies to work parties or other short term tasks which may require volunteers from time to time.
6. It is the responsibility of the board, committees and staff to inform members of areas where volunteer participation is required, and to invite them to participate.

## **McLean Co-Operative Homes Inc. Satellite Dish Policy**

The board of directors for McLean Co-Operative Homes has approved the installation of satellite dishes by members in the Co-Op.

However, since this is a brand new building recently constructed there are some conditions that apply to the installation of dishes.

1. No Holes are to be drilled through the exterior walls to feed cables in to the units.
2. The dish must not be affixed to the exterior of the building or balcony. It must be supported by its own free standing structure.
3. A representative of the Co-Op must be present at all times while the satellite dish is being installed to ensure that the installation follows Co-Op guidelines.
4. Members will be required to pay for any repair caused by installation of satellite dishes as determined by the co-op and should note the use of flat cable wire through the doors and windows of the unit.

## **Families Matter / Christian Horizons**

Families Matter Co-Operative is a member driven, not for profit organization dedicated to meeting the needs of people with developmental disabilities, their families and friends. Founded, managed and supported by people whose own lives have been directly touched by people with developmental disabilities, Families Matter Co-Op brings information and families together to improve their quality of life.

### **Members Benefits:**

Families Matter Co-Op offers a single independent source, a Virtual Resource Center, for comprehensive access to information about resources and services for people with developmental disabilities. It will be available both online and in an office location. (Families Matter/Christian Horizons Office Unit 113)

Families Matter Co-Op coordinates member driven support networks to connect people with developmental disabilities as well as their families and friends.

Families Matter Co-Op is committed to raising awareness of the challenges facing people with developmental disabilities, their friends and families and to addressing those challenges through member driven initiatives and partnerships including supportive housing and employment.

- Individuals 18 years of age or older, who are friends, family members, support network members/circle of support members, people with developmental disabilities, or any individual who believes in improving the quality of life and services for people with developmental disabilities.
- Family memberships for any family members who are 18 years of age or older entitles the family to exercise its right to one vote. Only one family member shall hold office as a director at any one time. Rights of survivorship shall be retained by the family.
- Applications must be approved by the Board of Directors and recorded.

### **Families Matter Information**

[familiesmattercoop@sympatico.ca](mailto:familiesmattercoop@sympatico.ca)  
(613) 733-0112  
[www.familiesmattercoop.ca](http://www.familiesmattercoop.ca)

### **Christian Horizons Information**

[lirwin@christian-horizons.org](mailto:lirwin@christian-horizons.org)  
(613) 736-0421  
[www.christian-horizons.org](http://www.christian-horizons.org)

## **McLean Co-Operative Homes Inc Pet By-Law**

In principle, McLean Co-Op believes that permitting pets to live within the co-op is an asset to the community. This is partly due to the growing recognition of the therapeutic values of pets. However, for some other members, animals cause fear. For yet other members, religious or cultural prohibitions mean that animals (especially dogs) must be tightly controlled. Therefore, out of respect for the rights of all Co-op members, the keeping of pets is a privilege, not a right of occupancy.

In this by-law, "Pet" shall mean "Animal" and "Animal" shall mean "Pet" except for Certified working animals (such as guide dogs) which are not considered "Pets" for the purpose of this by-law.

1. Members are permitted domestic household pets. These include dogs, cats and contained animals such as fish, birds or gerbils. See City of Ottawa Pet Bylaw Schedule "B" for list of prohibited animals.
2. With consideration to the size of the units and the population density of the housing complex, there will be a limit of two cats or one dog per unit or one cat and one dog per unit. Dogs may not exceed or have the potential to exceed 35 pounds in weight or 24 inches in height. Exceptions may be considered on a case by case basis by the Board of Directors.
3. Pet owners are responsible at all times for the care and control of their pets. They are responsible for their pet's behavior with respect to noise or other disturbance, and are liable for damage caused by their pets to the owners units, to the common areas and to other members units or property.
4. Pet owners should be aware of and in compliance with all relevant provisions of the City of Ottawa's "Respecting Animal Care and Control" By-Law, including those dealing with registration, inoculation, 'poop and scoop' (as per the City of Ottawa Bylaw 105-89) and disturbance. The Board of Directors will have the right to prevent members from keeping animals which are dangerous or a nuisance.
5. Pet owners are responsible and liable for any damage caused by their pet to the owners units, to common areas and to other members units or property.
6. Any excessive (loud and/or prolonged) noise or nuisance caused by the members pet is the responsibility of the owner. The owner is expected to control both the noise the pet's behavior subject to relevant provisions in the Co-Ops occupancy By-Law
7. Dogs and cats must be vaccinated before their first birthday.
8. It is mandatory that all pets are certified working animals be registered with the Co-Op. This registration will be part of the application for membership.
9. Outside the members unit, both inside the building and on Co-Op grounds, pets must be leashed, haltered or held in a proper container. Pets are not permitted in the Co-Op Office, Meeting Room or Laundry Room and other common areas may be designated as no pet areas by the Board of Directors from time to time. Pets must be under care and control of the owner/guardian when outside their unit.
10. Pets of guests are subject to this policy. Members will be held accountable for the behavior of their guest's pets.
11. Complaints about pets should normally in the first instance be made to the pet owner directly. If problem behavior persists, members may forward written complaints to the Board.

Upon receipt of a complaint, the Board will send a notice outlining the complaint to the member in question. Upon receipt of a second complaint, the Board may meet with the member to talk about the complaint.

If complaints regarding the pet continue and the Board deems the complaints legitimate, then the provisions of the Occupancy By-Law regarding eviction may be invoked.

## SCHEDULE "B"

### PROHIBITED ANIMALS

1. All protected or endangered animals being all animals, native or non-native, whose possession or sale is prohibited because they are designated as protected or endangered pursuant to an international, federal, or provincial law, regulation, rule or agreement, unless the animal has been obtained in accordance with international, federal or provincial law, as applicable, and if the animal is not identified in this Schedule.
2. All dogs, other than domesticated dogs (*Canis familiaris*) including but not limited to: wolf, fox, coyote, hyaena, dingo, jackal, raccoon dog, bush dog, and any hybrid offspring of a wild dog and domesticate dog.
3. All cats other than domesticated cats (*Felis catus*) including but not limited to: lion, tiger, leopard, ocelot, jaguar, puma, panther, mountain lion, cheetah, wild cat, cougar, bobcat, lynx, serval, and any hybrid offspring of a wild cat and domesticated cat.
4. All bears, including polar, grizzly, brown and black bear.
5. All fur bearing animals of the family Mustelidae including, but not limited to weasel, marten, mink, badger, ermine, skunk, otter, pole cat, wolverine, except the domestic ferret (*Putorius furo*).
6. All Procyonidae, including raccoon, kinkajou, cacomistle, cat-bear, panda and coatimundi.
7. All carnivorous mammals of the family Viverridae including, but not limited to, civet, mongoose, and genet.
8. All bats (Chiroptera).
9. All non-human primates, including, but not limited to, monkey, ape, chimpanzee, gorilla and lemur.
10. All squirrels (Sciuridae).
11. Reptiles (Reptilia)
  - (a) all Helodermatidae (gila monster and Mexican bearded lizard);
  - (b) all front-fanged venomous snakes, even if de-venomized, including, but not limited to,
    - (i) all Viperidae (viper, pit viper),
    - (ii) all Elapidae (cobra, mamba, krait, coral snake),
    - (iii) all Atractaspididae (African burrowing asp),
    - (iv) all Hydrophiidae (sea snake), and
    - (v) all Laticaudidae (sea krait).
  - (c) all venomous, mid- or rear-fanged, Duvernoy-glanded members of the family Colubridae, even if de-venomized,

- (d) any member or hybrid offspring of the family Boidae, including but, not limited to the common or green anaconda and yellow anaconda, save and except members of the family Boidae reaching an adult length of no greater than two (2) meters,
  - (e) any member of the family Pythonidae, including but, not limited to the African rock python, the Indian or Burmese python, the Amethystine or scrub python, save and except members of the family Pythonidae reaching an adult length of no greater than two (2) meters,
  - (f) any member of the family Varanidae, including but, not limited to the white throated monitor, the water monitor, the Komodo monitor or dragon, the Bornean earless monitor, the Nile monitor, the crocodile monitor, save and except members of the family Varanidae reaching an adult length of no greater than one (1) meter,
  - (g) any member of the family Iguanidae, including the green or common iguana,
  - (h) any member of the family Teiidae, including but not limited to the golden, common or black and white tegu,
  - (i) all members of the family Chelydridae, including snapping turtle and alligator snapping turtle,
  - (j) all members of the order Crocodylia, including, but not limited to alligator, caiman and crocodile,
  - (k) all other snakes that reach an adult length larger than three meters, and
  - (l) all other lizards that reach an adult length larger than two meters.
12. (1) Birds (Aves)
- (a) all predatory or large birds (Accipitrids, Cathartids), including but not limited to eagle, hawk, falcon, owl, vulture and condor,
  - (b) anseriformes including but not limited to ducks, geese and swans,
  - (c) galliformes including but not limited to pheasants, grouse, guinea fowl and turkeys, and
  - (d) struthioniformes including but not limited to flightless ratites such as ostriches, rheas, cassowaries, emus and kiwis. (2) Paragraphs (a) to (d) inclusive in subsection (1) do not apply if the birds are kept as livestock pursuant to Section 74 of this by-law.
13. Arachnida and Chilopoda
- (a) all venomous spiders including, but not limited to tarantula, black widow and solifugid, scorpion, save and except the exception of the following species of tarantula: Chilean Rose (*Grammostola rosea*), Mexican Red-Knee (*Brachypelma smithi*), Pink-Toed (*Avicularia avicularia*), and
  - (b) all venomous arthropods including, but not limited to centipede.
14. All large rodents (Rodentia), including, but not limited to gopher, muskrat, paca, groundhog, marmot, beaver, prairie dog, viscacha, and porcupine.
15. All even-toed ungulates (Artiodactyla) other than domestic sheep, including but not limited to antelope, giraffe and hippopotamus.
16. All odd-toed ungulates (Perissodactyla) other than domesticated horses (*Equus caballus*), including but not limited to zebra, rhinoceros and tapir.
17. All marsupials, including but not limited to, Tasmanian devil, bandicoot, kangaroo, wallaby, opossum, wombat, koala bear, cuscus, numbat and pigmy, sugar and greater glider.

18. Sea mammals (Cetacea, Pinnipedia and Sirenia), including but not limited to, dolphin, whale, seal, sea lion and walrus.
19. All elephants (Proboscidea).
20. All hyrax (Hyracoidea).
21. All pangolin (Pholidota).
22. All sloth and armadillo (Edentata).
23. All insectivorous mammals (Insectivora), including armadillo (Tubulidentata), anteater, shrew, otter shrew, mole and hedge hog.
24. Gliding lemur (Dermoptera).
25. All other venomous or poisonous animals.