

ForWard 9 Community Development Co-operative

Key & Access Procedure

1. Article 1: About This Procedure

This Procedure takes the place of or amends all previous procedures or resolutions that deal with use of keys and access to space within the property.

2. Article 2: Members' Rights and Responsibilities

This section outlines the details of the key distribution system as it relates to members / occupants.

2.1 Keys Issued to Each Household

Each household will be issued the following:

- i) One front door key per Co-op member,
- ii) One unit door key per Co-op member,
- iii) One mailbox key per household
- iv) Additional keys may be ordered through the office. The fee charged will reflect the cost to the Co-op.

2.2 Unit Locks

As per the Occupancy Bylaw, members must not make any changes to their unit locks. The building has a master-key system to allow life-saving access in emergencies and to ensure that maintenance emergencies can be dealt with efficiently.

Costs arising from unauthorized lock changes will be charged back to the member/ household responsible. This includes the addition of unauthorized locks to interior doors.

Unit locks can be changed, on written request from the household, by the Maintenance Co-ordinator. The staff will do their best to respond in a timely fashion.

2.3 General Security

Members are expected to report maintenance problems that may weaken safety systems or building security.

Members can not expect staff or emergency oncall members to provide access to their unit for unregistered guests.

Households will be allowed one "lock-out" in six months. A "lock out" occurs when staff or an call members is required to give a member access to their unit. A fee of \$10 for each additional lock-out can be charged.

3. Article 3: Building Security

This section outlines the positions within the Co-operative, paid and/or volunteer, with corporate (official) responsibilities, that have extraordinary access to keys.

3.1 Staff and Contractors

The Administrative and the Maintenance Co-ordinators will have access to all keys. The cleaner will have access to keys for the office, maintenance areas and common areas for cleaning. Contractor access and keys to designated areas will be arranged through the office as necessary.

3.2 Designated Board Member or President

A Designated Board Member or the President will have keys to the office, as well as access to all keys that are used by on call members.

As a Board member, the Designated Board Member / President shall sign a pledge regarding conflict of interest and confidentiality.

3.3 Emergency On Call Members

Emergency On Call Members will be required to sign a pledge regarding conflict of interest and confidentiality.

Each emergency Oncall Member will be provided with the keys required to deal with emergencies.

Emergency On Call Members will sign keys in or out when they begin / cease to hold this position.

Emergency On Call Members have the right to refuse unit access when dealing with a lock out if the identity and entitlement of the person is unclear.

3.4 Committee Mail

Correspondence for committees, received in the office or in the office drop box, will be directed to the appropriate committee chair by the administrative staff. Mail can be picked-up during office hours. Committees should assign this responsibility to a specific member and let the office know who it is.

Approved by ForWard 9 Board of Directors,

September 8, 2015

Rhonda Podger
President

Anna Richardson
Secretary