

PROCEDURES

- **November 7, 2007**

Processus pour les clés, en cas d'urgence : Denis installera une deuxième serrure sur la boîte de clés pour qu'il y ait un système de 2 clés.

P/A/A: H. Marceau / F Laverdière que les membres suivants aient des clés : L. Parker, D. Poulin, D. Plourde et W. Marion. Lorsqu'une de ces personnes planifient de s'absenter, elle doit communiquer avec un membre du conseil et demander d'être remplacée. Deux des quatre membres choisis auront chacun une clé pour la porte d'entrée du lobby de l'administration et une clé pour ouvrir la boîte de clés. Les deux autres membres auront chacun une clé pour la porte d'entrée du bureau de la coordonnatrice et une clé pour l'autre serrure sur la boîte de clés afin de compléter le système à 2 clés.

Emergency Key Procedure: Denis is putting a second lock on lockbox for a 2-key system.

M/S/C: H. Marceau / F Laverdière that the members who will have the keys are: L. Parker, D. Poulin, D. Plourde and W. Marion. Should one of the key holders plan to be away, he/she must contact a Board Member and ask to be replaced. Two of the four members will have one key for the Office lobby door key and 1 lockbox key. The other two members will have an Office door key and the other lockbox key to complete the 2-key system.

- **November 12, 2014**

Drapeau: Une procédure doit être créée pour observer la berne du drapeau afin d'honorer et exprimer le chagrin de la perte qui est partagée par tous.

Flag: A procedure needs to be created to observe the half-mast of the flag to honour and express sorrow for the loss that is shared by all.

Video Surveillance Procedures

1. Personal Information will only be retained as long as necessary to fulfill the purposes for which it was collected pursuant to the Policy, or as otherwise permitted or required by law.
2. A list is maintained of personnel who are authorized to operate the systems and access any recordings, including the circumstances under which access is permitted. Logs are kept of any access to such recordings.

The authorized personnel are as follows;

Marcel Poulin, Volunteer from Unit #419

Cesar Hernandez, Volunteer from Unit #404 (takes over from Marcel when Marcel is away)

Lise Clendening, Property Manager

3. Logs of access to recordings are kept on a clipboard by the surveillance monitoring equipment which includes date, reason and who accessed the video.
4. Personal Information that has not been viewed for law enforcement or public safety purposes should be erased no more than 72 hours after recording. Beauparlant's system automatically re-records over itself within a certain amount of time.
5. Anyone may request access by contacting the Property Manager at the office or by leaving a message on the phone (905-735-8376) for someone to return his or her call. A member from the Video Surveillance Committee may return their call on behalf of the Coopérative Beauparlant. Requests for Access may be denied in certain circumstances as set out by law, including where disclosure would interfere with a law enforcement matter or investigation or unjustifiably invade another person's privacy.