

**GLEN OAKS CO-OPERATIVE HOMES INC.**

**ACCESS TO INFORMATION POLICY**

This policy describes various sources of records and information in the Co-operative and who will have access to them. This policy makes Co-op information easy to obtain, while still maintaining confidentiality of information about members.

Except for manuals which are available on a sign-out basis, files must stay in the Co-op office. It is understood that policies, documents, files and records includes both paper and computer files.

Members may view these records by written request to the co-ordinator, who will schedule a time during regular office hours.

**1] CORPORATE MINUTE BOOKS**

- i) Minutes of members meetings - open to all;
- ii) Minutes of directors meetings - open to all;
- iii) Minutes of in-camera directors' meetings - open to directors and the co-ordinator;
- iv) Contracts Binder - open to all.

**2] FINANCIAL BOOKS AND RECORDS**

- i) Annual budget - open to all;
- ii) Statements - open to all;
- iii) Paid and unpaid invoices - open to all;
- iv) Bank reconciliations - open to the co-ordinator, bookkeeper, Treasurer, Board and Finance Committee Chairperson;
- v) Member's accounts - open to co-ordinator, bookkeeper, Treasurer, Board and Finance Committee Chairperson; Members may see their own accounts;
- vi) Distribution of housing charge supplements - open to co-ordinator, bookkeeper, Treasurer, Board and Finance Committee Chairperson;
- vii) Bookkeeper's notes - bookkeeper, co-ordinator.

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**3] MEMBER RECORDS**

Member files - each member is entitled to see their own file only. Otherwise open to co-ordinator, bookkeeper, Treasurer, Finance Committee Chairperson, Board.

**4] MEMBER LISTS**

Member lists - open to all members (unlisted telephone numbers not to be given out).  
The Co-operative Corporations Act restricts the use of members' lists to Co-operative business only.

**5] CHRONOLOGICAL INCOMING MAIL BINDERS**

Open to all.

**6] CHRONOLOGICAL OUTGOING MAIL BINDERS**

Open to the Co-ordinator and the Board of Directors.

**7] APPROVED POLICY BINDER**

Open to all.

**8] CO-OPERATIVE HOUSING MANUALS AND OTHER REFERENCE MATERIALS**

Open to all, available on a sign-out basis.

**9] OFFICE PROCEDURES MANUAL**

Open to all.

**10] ADMINISTRATION FILES**

Open to all.

**11] COMMITTEE MINUTES BINDERS**

- i) Maintenance - open to all;
- ii) Finance - open to all;
- iii) Landscaping - open to all;
- iv) Social - open to all;
- v) Newsletter - open to all;

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- vi) Election - open to all;
- vii) Member selection - open to the Co-ordinator, Board, and approved committee members;
- viii) Arrears sub-committee - open to the Co-ordinator, Board, and approved committee members;
- ix) Personnel sub-committee - open to the Co-ordinator, Board and approved committee members;

**12] MAINTENANCE RECORDS**

- i) Unit records - co-ordinator, maintenance committee and Board;  
Each member can see their own unit record only;
- ii) Specifications - open to all;
- iii) Warranties - open to all;
- iv) Manuals - open to all;
- v) Trades - open to all;

**13] PERSONNEL RECORDS**

- i) Staff records - open to the Board and any assigned Personnel Sub-committee members;  
Individual staff may make an appointment to see their records by making a written request;
- ii) Applications - open to the Co-ordinator, the Board, and any appointed hiring committee;
- iii) Job descriptions - open to all;
- iv) Policies - open to all.