

Municipal District of Mackenzie No. 23

Title	ALLOCATION OF KEYS AND LOCKS	Policy No:	ADM006
-------	------------------------------	------------	--------

Legislation Reference	Municipal Government Act, Section 5 (b)
-----------------------	---

Purpose

To establish a procedure for security prevention of theft and control on the allocation of keys to municipal shops, buildings, fenced yards, gates and other property owned and/or controlled by the Municipal District of Mackenzie No. 23. Locks are included with keys where applicable.

Policy

The Central Administration Office maintains a record and a set of keys for all Municipal property. The issue and collection of keys is to be authorized by the Chief Administrative Officer and/or his designate, and the Shop Foreman according to the procedures outlined below.

Procedures

1. The Shop Foreman shall determine whether or not an employee of that Department requires a key(s) to facilities in that Department.
2. The Shop Foreman shall complete and submit to the Payroll Clerk a form indicating which keys should be issued to the employee.
3. The Shop Foreman is responsible to ensure that when there is a change of keys/locks the same procedure is followed as noted above. A change of keys/locks is to be performed when security of the premises is in doubt, or changes in employees, or loss of keys occurs. Any changes must be reported to the Payroll Clerk along with a master key.
4. When an employee does not require keys any more for reasons determined, the Payroll Clerk obtains the keys and signed key release form, or if someone is unwilling or unable to produce same, the locks to which that person had access are to be immediately changed. The key release form is filed at the Administration office.
5. The Shop Foreman is to ensure that heavy duty equipment and motor vehicle keys are secured in the municipal shops.
6. Alarm System passwords shall be changed annually or as deemed necessary.
7. Attached is a copy of the key forms referred to in this policy.
8. No final wages shall be issued until all keys have been returned.

The Municipal District of Mackenzie No. 23 expects that key and lock holders will take all reasonable measures to minimize the loss or unauthorized duplication of keys, so that Municipal property is not at risk of theft, damage, vandalism, etc.

	Date	Resolution Number
Approved	Oct 14/98	98-314
Amended		
Amended		

"J. Maine" (Signed)
Chief Administrative Officer

"B. Bateman" (Signed)
Chief Elected Official

Municipal District of Mackenzie No. 23

Key Form

Key No. _____ Location of Property _____

Date: _____ Person Allocated Key _____

Approved By _____
(Supervisor's Signature) (Key Recipient's Signature)

Clerks Initials: _____

File Date: _____ (Allocation)

Date Returned: _____

Person's Signature

Supervisor's Signature

Reason If Not Returned: _____

Clerks Initials: _____

File Date: _____ (Key Returned)