



RM of Loon Lake #561

Policy Type:	Transportation
Policy Title:	Personal Use of Municipal Property
Policy Number:	300-03

Authority:	
<i>Council Resolution #</i>	<i>314/20</i>

Municipal property is anything owned by the RM of Loon Lake No. 561 including building, tools, equipment, vehicles, etc.

No employee shall use any municipal property for their personal use.

Municipal property must remain at the Office/Maintenance Shop location unless used for the daily activities required to provide service to the municipality. Exception: It may be deemed more practical on occasion for the public works foreman to take the service vehicle to their residence however prior approval must be obtained from the Reeve or Deputy-Reeve. (example: Vehicle is required at a location closer to employee's residence than maintenance shop). Vehicles brought to foreman residence must parked until required for municipal use and cannot be used for any personal use.

An inventory of tools must be maintained and marked as to identify it as property of the RM 561.

An inventory of all equipment and serial numbers must be maintained and marked as to identify it as property of RM 561.

Effective Date/Repeal

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to personal use of municipal property and replaces all past practices. This policy may only be amended or repealed by resolution of Council.