



Rural Municipality of Eastern Kings

Office Security Policy # 2023-01

BE IT ENACTED by the Council of the Rural Municipality of Eastern Kings as follows:

Policy Objective

The purpose of this policy is to establish a secure municipal office which protects its data, documents, and other physical assets as per Part 4, 93.(4) of the MGA which states, “that the chief administrative officer shall take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge”. It will be the responsibility of the CAO (Chief Administrative Officer) to ensure the compliance of this policy.

Secure Physical Office

The Rural Municipality of Eastern Kings currently rents an office at 85 Munns Road, Kingsboro PE inside of the Eastern Kings Community Centre. The office has its own security key pad lock and security door with window. Access control for the door lock is held by the Community Centre Manager, the Mayor and CAO of the Municipality. All employees, council members and constituents can access the office during regular office hours. Documents may be viewed during office hours as per Procedural Bylaw 22.(4).

Secure Lock-up

There is a secure lockup for the Municipal seal and cheque book. Reference MGA 93.(3)(d). All electronic assets including software programs are password protected.

Secure Human Resources – Employee Files and Contracts

HR personnel documents and contracts are locked in a filing cabinet and under MGA 148 Protection of Privacy.

Secure RMEK Records and Important Documents

As per the RMEK Record Retention Bylaw #2021-02 adopted October 12, 2021; All documents for record retention or destruction will follow Schedule A of the Bylaw. Protection of Records - 11.(1) “Council shall ensure that reasonable care is taken to protect records against damage, deterioration, unauthorized destruction, sale or other disposition or theft.” The CAO will action all requests for information (current or archived) as required by the Record Retention Bylaw 5.(2), and shall ensure that records are managed and retained in accordance with the Act and Regulations.

An admin fee will be applied for photocopying any public documents.

Effective Date

This Policy # 2023-01 was approved by the majority of the Rural Municipality of Eastern Kings Council at a regular council meeting on the 13th day of June, 2023.