

Policy

The Chief Administrative Officer (C.A.O.) will ensure that all securities, documents, cash, corporate seal, and other valuables are maintained in a secure location within the Administration Office, and off premises, when required.

Purpose

The purpose of this policy is to ensure that proper procedures are outlined for securities, documents, cash, corporate seal, and other valuables that are vital to the Village's operations and functions.

1.0 PROCEDURES

- 1.1 The Corporate Seal will be secure and available only to the C.A.O. or his/her designate.
- 1.2 The C.A.O. will ensure that the Corporate Seal is kept in a secure place within the Administration Office which will be secured every night.
- 1.3 All security documents – including Letters of Credit, original land titles for Village properties, and copies of electronic data backups - will be secured in the in the safe within the Administration Office. The safe will be locked at the close of business each day.
- 1.4 All cash collected, cash floats, and post-dated cheques will be secured within the safe in the Administration Office at the close of business each day.
- 1.5 Access to, and combination for the safe and file archives will only be as designated by the C.A.O.
- 1.6 All minutes of Council will be retained in the safe within the Administration Office.
- 1.7 All bylaws will be retained in the safe within the Administration Office.
- 1.8 Electronic data backup copies for each day's work will be retained by the C.A.O. or his/her designate and stored off-site until the opening of the next business day.

2.0 END OF PROCEDURE