



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

Authority:	
Council Resolution #	235/22

Municipal property is anything owned by the Village of Loon Lake including building, tools, equipment, vehicles, etc.

No employee shall use any municipal property for their personal use without the permission of the administrator and/or mayor of Loon Lake.

Municipal property must remain at the Office/Maintenance Shop location unless used for the daily activities required to provide service to the municipality.

An inventory of tools must be maintained and marked as to identify it as property of the Village of Loon Lake.

An inventory of all equipment and serial numbers must be maintained and marked as to identify it as property of Village of Loon Lake.

Employees are reminded that they should have no expectation of privacy in their use of municipal computers or other electronic equipment.

Effective Date/Repeal

This policy will come into effect on January 1, 2023 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 This policy may only be amended or repealed by resolution of Council.