



Policy 210C
Administration Building Access

Supporting Procedure:

Prepared By: Finance

Effective Date: April 8, 2019
Council Resolution No.: 19-112

POLICY STATEMENT

The Town of Olds is committed to providing a safe and secure environment for Town employees, maintaining heightened security awareness in our workplace(s), and promoting a user friendly environment for visitors to Town offices and facilities.

PURPOSE

The Town of Olds recognizes that security consciousness is a necessity. Employees need to feel and be safe when at work in the Administration Building. Also being mindful of balancing this with the need to maintain an open, welcoming atmosphere for visitors to the building.

SCOPE

This policy applies to all employees, elected officials and visitors to the Town of Olds Administration building.

DEFINITIONS

“Administration Building” means the Town of Olds Administration Building is located at 4512-46 Street, Olds, Alberta.

“Building Access Control System” is the computer software system within the Town of Olds Administration Building with the ability to restrict access to certain areas by date, time and employee.

“Front Reception Area Employees” any employee of the Town of Olds who in their normal workday sits at the either the main reception area or the planning and development reception area.

“Key Fob” small device worn on a key chain that is setup for use with the Building Access Control System, allowing entry to the Secured Area.

“Public Meetings” any meeting as referenced in the Municipal Government Act that is open to the public.

“Secured Area” all areas of the Town of Olds Administration Building past the secured front reception door through to the back internal secured door. *Does not include council chambers.

“Secured Door” any door in the Town of Olds Administration Building that is controlled by the Building Access Control System.

“Security Code” means a unique code setup in the Building Access Control System. Codes can either be assigned to an employee or for a specific meeting purpose with start and end dates/times.

“Visitor ID Badges” ID Badges without a photo to be worn by individuals (usually not Town employees), who will be working/providing services on Town premises on a short-term basis.

RESPONSIBILITIES

The Director of Finance is responsible for the overall enforcement of this policy.

The Manager of Human Resources is responsible for employee access to the Administration Building this includes upon hire and termination.

STANDARDS

The CAO may, on a case by case basis, grant unescorted access to the building. The sign in process will still apply.

Employee access to Secured Area of Administration Building

All employees who require access to the Administration Building to carry out their daily duties for the Town of Olds will have access to the building as granted by Human Resources. Access may be in the form of:

- Key Fob access;
- Security Code access; and/or
- Front reception access during regular working hours.

Visitor access to Secured Area of Administration Building

Any visitor wanting access to the Town of Olds Administration Building must:

- Sign in, stating date, name, time and employee they are visiting;
- Wear a Visitor ID Badge at all times while in the secured area of the building;
- Be greeted at Front Reception Area by employee they are visiting; and/or
- Be escorted from the secure area and signed out.

Access to Administration Building for Public Meetings

Any member of the public wanting to attend a public meeting may be granted access to the building through the backdoor where a Security Code will be posted to the door. Security Codes setup for the purpose of public meeting will only grant access to the backdoor and only for a set period of time on a specific date.