



General Operating Administrative

Title: Key Access Policy	Policy Number: GA-03
Authority: Resolution 2026-206 - July 21, 2026 Council Minutes	Next Review: March 2029

Purpose:

To establish clear guidelines for the issuance, use, and return of facility keys for long-term renters/users. This policy ensures secure facility management while providing appropriate access to consistent users.

Scope:

This policy applies to all individuals, organizations, or groups (“renters”) who rent or regularly require access one of the Town-owned Facilities.

Eligibility for Key Issuance:

- The renter has an approved rental agreement for the Community Hall, Old Elementary School Gym or Council Chambers.
- The rental must occur a minimum of two (2) days per week on an ongoing or long-term basis.
- The renter agrees to comply with all terms outlined in this policy.
- **Organic Tree Dump Only** - The contractor has paid the annual fee of \$100.00 plus GST for additional disposal costs incurred from regular use.

Key Deposit Requirements:

- A \$50 refundable key deposit is required prior to key issuance.
- The deposit must be paid to Administration staff at the Town Office.
- The deposit will be refunded after the ‘Do Not Duplicate’ key is returned in good working condition and once a refund cheque has been approved and issued at the next regular Council meeting.
- Failure to return the key will result in forfeiture of the deposit and may result in additional charges if lock changes are required.

Renter/User Responsibilities:

- The renter assumes full responsibility for the key once issued. Keys must remain in the renter’s possession and are not to be loaned, shared, or duplicated.
- The renter must ensure all doors are properly locked after use and must report any security issues, lost keys, or unauthorized access to Administration immediately.



- Key holders must follow all facility rules, rental conditions, and any direction provided by Town staff.
- Keys must be returned promptly upon the end of the rental term, cancellation of the rental agreement, or upon request by the Town.

Administration Responsibilities:

- Collect and record the key deposit.
- Issue and track “Do Not Duplicate” keys assigned to each renter.
- Refund the deposit when the key is returned in acceptable condition.
- Maintain a secure log of all issued keys for all three facilities.

Non-Compliance:

Failure to follow this policy may result in forfeiture of the key deposit, revocation of key privileges, additional charges for rekeying or security breaches, or possible suspension of rental privileges.

Renter Key Issuance Acknowledgement Form

Facility: _____

Renter Name / Organization: _____

Phone Number: _____

Email: _____

Key Number Issued: _____

Deposit Received (\$50): ☐ Yes ☐ No

Annual Fee Paid (\$105): ☐ Yes ☐ No

Date Received: _____ Receipt Number : _____

I acknowledge that I have been issued a “Do Not Duplicate” key for the above-listed facility. I understand that I am fully responsible for this key, will not duplicate or lend it, and will ensure the facility is secured after each use. I understand that my \$50 deposit will be refunded only after the key is returned in good condition and once a refund cheque has been approved and issued at a subsequent Council meeting. I agree to comply with the Key Access Policy in full.

Renter Signature: _____ Date: _____

Administration Staff: _____ Date: _____