

## Summer Village of Parkland Beach

**Name:** Village Key Policy

**Policy:** #2014-001

**Department:** All

**Responsibility:** CAO & Public Works

**Approved by**

**Council:** January 24<sup>th</sup>, 2014 (resolution #2014-01-03)

### **Purpose:**

To track and control the distribution of Village keys provided to temporary workers, contractors, staff, and councillors.

This policy confirms the Village's position.

### **Position:**

The position of the Summer Village of Parkland Beach is as follows:

- Village keys must be signed out by the user.  
By signing, the user is stating that copies will not be manufactured.
- Village keys must be returned to the municipality and signed back in by the user as soon as the keys are no longer required.  
Long term use of keys will be indicated on the sign out form.
- Village Councillors and Staff must turn in all keys at the end of their term and/or employment before final honourariums or wages are paid.  
Contractors and subcontractors will not be provided with final payment until keys are turned in.
- Lost keys will carry a charge of \$50.00. Funds to be used to replace all Village locks affected by the loss.  
Failure to return a key is considered lost and user will be invoiced accordingly.