



Key and Fob Control Policy

This Key and Fob Control Policy is to establish security for the Town and enhance the protection of the Town, residents, and community through the control of Keys & Fobs to Town facilities & equipment. Pursuant to the general powers conferred to the Town under the Municipalities Act, 1999, the following regulations were approved and adopted at a regular meeting of Council on March 21, 2022.

Personnel Authorized to Issue Keys & Fobs

It is the responsibility of Town staff to implement and enforce the Key & Fob Control Policy. Issuance of any/all Town keys or fobs must be authorized by the Town Clerk/Manager or the Community Program Coordinator & Outreach Officer. Key(s) & fob(s) necessary to perform a job duty or operate a program must be initially authorized by the Town Clerk/Manager or employee responsible for managing the Town facility that keys would be required for.

Rules Regarding Issuance of Keys

Keys will be issued to only those that the Town Clerk/Manager deem appropriate and necessary. Individuals receiving key(s) and/or fob(s) will be required to sign a Key & Fob Acceptance Form and must be present to pick up and sign for the required key(s) and or fob(s). Key(s) and or fob(s) needed for a temporary time period will still be required to sign a Key & Fob Acceptance Form.

Employees

Town employees will be issued key(s)/fob(s) to the Town facilities that are required consistently to complete their job responsibilities and with approval from the Town Clerk/Manager. Requests for key(s) and/or fob(s) must be made in writing to the Town.

Other Users

Other users (community groups, programming instructors, contractors, renters, etc.) will be issued access to Town facilities that is consistent with their appropriate time, and with approval from the Community Program Coordinator & Outreach Officer or the Town Clerk/Manager. All users will be required to sign a Key & Fob Acceptance Form, as well as, a Justina Centre Rental Agreement if deemed appropriate by staff for the required usage. All keys/fobs are to be requested in writing via email.

All groups will be issued one Key/Fob per group. With the exception of KPSA.

KPSA will be issued five Recreation Exterior Keys, one per committee member. Any keys above and beyond this amount will be required to be approved through Council.

Deposit Payment for Key(s) & Fob(s)

Any person who receives a key and/or fob will typically not be required to provide a deposit, although the Town reserves the right, at its discretion, to request a deposit which would be refunded when the key(s)/fob(s) is returned. The deposit will be \$20.00 per key/fob.

Lost or Stolen Key(s)/Fob(s) and Replacement

Lost or stolen key(s)/fob(s) must be reported to the Community Program Coordinator or Town Clerk/Manager immediately. A new key will not be issued until an investigation into the lost key/fob has been completed and if a replacement is deemed necessary.

The cost to purchase new key(s)/fob(s), plus an additional \$50 administration fee, will be billed to the responsible group/individual. This must be paid prior to receiving a replacement key.

Duplication of Keys

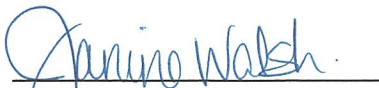
No Town issued key is permitted to be duplicated without prior approval from the Community Program Coordinator and Town Clerk/Manager. All requests and approvals must be provided in writing. The unauthorized duplication of a Town key(s) adversely affects the security of persons and property of the Town. Violations of this rule are considered grounds for discipline, up to and including, termination of program/group or employment from the Town.

Return of Key(s)/Fob(s)

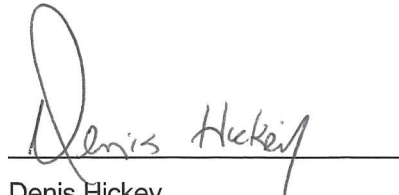
The Town requires all keys to be returned to the Town Office within fourteen (14) days once the program, activity, or rental has concluded, or at any time upon request of Town staff. If the key(s)/fob(s) is not returned upon the date indicated on the signed Key and Fob Acceptance Agreement, the individual that signed the agreement will be charged for the cost to purchase a new key(s), plus a \$50 administration fee. Should this invoice not be paid after sixty (60) days, the balance will be transferred to the individual's Town financial account and accrue interest until payment is received. For those that are not Town residents, the Town may pursue small claims court action to retrieve this key/cost.

Adoption

Under section 413 of the Act, the Town Council of Logy Bay-Middle Cove-Outer Cove adopts the Town of Logy Bay-Middle Cove-Outer Cove Key & Fob Policy as approved. This policy should be reviewed annually, or whenever deemed necessary, by the Town Clerk/Manager and the Corporate Services Committee.



Janine Walsh
Town Clerk/Manager



Denis Hickey
Mayor

March 21, 2022

Date

March 21/2022

Date

KEY & FOB ACCEPTANCE AGREEMENT

I HAVE READ THE TOWN'S KEY AND FOB CONTROL POLICY AND UNDERSTAND AND AGREE TO ABIDE BY ALL CONDITIONS OF THE FULL POLICY. I UNDERSTAND I MUST RETURN ANY ISSUED KEY(S)/FOB(S) TO THE TOWN BY THE DATE LISTED BELOW FOLLOWING THE CONCLUSION OF MY PROGRAM, JOB OR RENTAL.

PRINTED NAME

SIGNATURE

PROGRAM NAME

KEYS ISSUED

DATE KEYS ISSUED

DATE KEYS TO BE RETURNED BY

TOWN STAFF

DATE

OFFICE USE ONLY

DATE KEYS RETURNED

TOWN STAFF SIGNATURE