


Title:	Meadow Gate Key Policy	
Policy No:	2009-03	
Approval:	Village Council	
Effective Date:	April 14, 2009	
Supersedes Policy No: (none)		
Policy Statement: The Village Council believes it is necessary to establish appropriate guidelines regarding access to the Northeast Meadow and the South Meadow located within the Village of Spring Lake.		
Purpose: To monitor access of motor vehicles in the Northeast Meadow and South Meadow within the Village of Spring Lake.		
Principles: <ol style="list-style-type: none">1. To ensure the safety of people using the meadow for non-motorized outdoor activities.2. To reduce the amount of vehicle traffic within the meadow.3. To reduce the amount of litter and items being stored and/or disposed of in these areas.		

Northeast Meadow

1. The Village will provide registered keys on a temporary basis for the lock and gate located at Waters Crescent to residents of Spring Lake for the purpose of accessing the Northeast Meadow.
2. A \$100.00 refundable deposit is required along with a signed Conditions of Use Agreement and proof of residency within the Village of Spring Lake before a registered key for the Northeast Meadow is authorized and provided to the resident of Spring Lake.
3. Once the deposit is received, the Conditions of Use Agreement is signed and the key authorized to be given, the Village Office may provide the key to the resident in person or via Canada Post regular mail service.
4. The resident of Spring Lake agrees that the key will be returned to the Village Office within four days of the date of issue of the key, unless otherwise approved by Village Council
5. The registered key may be returned to the Village Office in person or via the drop off located in the Quonset door of the Public Works shop.
6. If the registered key is returned to the Village Office within four days of the date of issue, the refundable deposit of \$100.00 will be returned to the resident in the form in which the deposit was given (cash or cheque).
7. If the registered key is not returned to the Village Office within the four days, a letter will be sent to the resident requesting the key be returned to the Village within seven days or their deposit will be considered non refundable and deposited into the Village bank account and considered revenue.
8. The Village Council may decide at any time to have the lock changed if it is determined that there are outstanding registered keys that have not been returned.

South Meadow

1. The Village will provide keys for the lock and gate located at Smith Crescent to residents of Spring Lake for the purpose of accessing the South Meadow.
2. A signed Conditions of Use Agreement and proof of residency within the Village of Spring Lake is required before a key for the South Meadow is authorized and provided to the resident of Spring Lake.
3. Once the Conditions of Use Agreement is signed and the key authorized to be given, the Village Office may provide the key to the resident in person or via Canada Post regular mail service.
4. The Village Council may decide at any time to have the lock changed if they deem that the access and use of the South Meadow is undisciplined.