

## **Summer Village of Ghost Lake Policy For Distribution and Use of Village Gate Key**

### **Purpose**

1. The purpose of this policy is to provide a procedures for key distribution. It will also provide an understanding to Summer Village of Ghost Lake property owners and residents and emergency responders on how keys are allocated and the obligations of property owners and emergency responders with regards to the distribution and use of the assigned key and obligations when accessing the breakwater/lake/beach from the Village gate.

### **Definitions**

2. The following definitions will be used in this policy:
  - a. *Council* means the Council of the Summer Village of Ghost Lake.
  - b. *Chief Administrative Officer* means the Chief Administrative Officer of the Summer Village of Ghost Lake as appointed by the Council.
  - c. *Emergency Responders* means the Cochrane Fire Department, Jamieson Fire Department, Exshaw Fire Department, RCMP and Fish and Wildlife and any other emergency responder identified by Council as requiring access to the breakwater, reservoir and/or beach from the Village gate.
  - d. *Gate* means the locked access gate located directly west of the Ghost Lake tennis and sport court that provides access to the beach, breakwater and Reservoir.
  - e. *Property Owners* mean individuals or corporations named on Summer Village of Ghost Lake Land Titles as registered at the South Alberta Land Titles Office.
  - f. *Ghost Reservoir* means the water body adjacent to the Summer Village of Ghost Lake and also referred to as Ghost Lake, the reservoir and the lake.
  - g. *Tenant* means a person who is permitted by the Property Owner to occupy residential premises at the Summer Village of Ghost Lake under a residential tenancy agreement.

### **Background**

3. The land situated on the shoreline, abutting the Summer Village municipal boundary, and the land situated in the Ghost Reservoir, is owned by Transalta Utilities.
4. The Summer Village of Ghost Lake has entered into a 5 year renewable lease with Transalta Utilities to lease those lands which lie between the Severance Line shown upon registration District and the shoreline (wherever the shore line may

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- exist) of the Ghost Reservoir situated within Sections SE9-26-06-W5M & SW10-26—06W5M
5. The lease lands are to be used exclusively for recreation purposes for residents and or members of the Summer Village of Ghost Lake.
  6. Transalta Utilities has the right to cancel the lease at any time serving 30 days notice.
  7. In order to restrict vehicular traffic from entering the beach, breakwater and reservoir from the Summer Village, a locked gate has been installed on summer village land at the access point to the beach.

**Authority**

8. Council has the right to change this policy and restrict vehicular access via the gate at any time for any reason.

**Establishing Vehicular Access to the Lake and Docks**

9. The lease provides that the Summer Village will not part with possession or control of any or all of the lease lands, therefore the Summer Village will maintain control of all of the lease lands at all times.
10. Access to the reservoir via the gate will only be available to property owners or their tenants and emergency responders.
11. All property owners will be issued two (2) keys per property for vehicular access through the gate. Each key is engraved with the property owner's civic address and are not to be duplicated.

**Key Holders Obligations**

12. The key holder assumes responsibility for the safekeeping of the key and its use. The key holder shall ensure that the gate is securely locked after use. It is understood that the key will not be loaned or made available to others.
13. Upon request by Emergency Responders, keys will be issued to them under the strict understanding that use of the key shall only be used for emergency access and under no circumstances be used for personal use by the person that is in possession of the key.
14. Property owners that sell their property must provide their keys to the new property owner. Keys may not be used by former property owners.

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15. Property owners that rent or lease their property, may provide their keys to their tenant, however no additional keys will be provided per property in excess of two (2) per property.
16. Anyone who loses a key must immediately report the loss to the Village Office.
17. Replacement keys will only be issued upon written request, which includes a statement outlining the whereabouts of the original key(s) and accompanied with a fee of \$20 per key.
18. If a key is broken or otherwise damaged, the pieces must be returned to the Village Office. A new key will be issued after damage verification. There will be no charge for the replacement.
19. Anyone with knowledge of improper access to or use of the gate keys should report the information immediately to the Village Office. Improper use may result in access being restricted.

**Policy Review**

20. Council will review this policy, at a minimum, every five years.

Adopted by Council on the 10<sup>th</sup> day of February, 2016