

DISTRICT OF FORT ST. JAMES

POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Buildings and Property
POLICY NO.:	3.7
SUBJECT:	Marina Operations
ADOPTED:	February 25, 2015
REVISED:	
ADMINISTERED BY:	Administration / Public Works Superintendent / Marina Manager

Policy: Cottonwood Marina operations are governed by the procedures below.

Objective: This policy establishes operational guidelines for the operation of the Cottonwood Marina.

Procedures:

Operating Season

1. The moorage season shall commence the Friday of the May long weekend and end mid- to late September of each year.
2. All vessels must be removed from the Marina on or before September 30.
3. Moorage in the Marina is prohibited between October 1 and May 1.

Lease fees

4. Marina slips are rented to a person, for a specific vessel, on a per metre, per month basis and are subject to applicable federal and/or provincial sales tax.
5. Rates are determined annually and will be advertised before registration is begins.
6. A discount of 10% is applied when a person pre-registers and pays for a whole season.
7. There shall be a 25% surcharge for commercial moorage over and above the moorage rate for regular moorage.
8. Refunds of moorage fees may be granted, but will be prorated based on discounts and to the nearest full month.

Registration

9. Lessees who had a boat moored for a full season the previous year will be notified in writing (mail or e-mail) of advance registration in February of each

year. A copy of this policy and the Marina Moorage Licence Agreement (MMLA) may be included with such notice. Those lessees notified may register and pay for a full season, for *one boat only*, up until the end of March.

There is no guarantee that they will receive the same slip as the previous year.

10. On April 1 of each year, bookings for the marina will be open to the general public, with no preference for previous users.
11. If there is remaining space available upon marina opening, additional slips may be leased to a person who already has one boat registered.
12. Moorage fees will not be accepted without proof of insurance as described in the MMLA.
13. Maximum length of a boat allowed to obtain moorage is 11 metres.
14. Personal water craft shall not be allowed to obtain moorage in the Marina.
15. Boat length shown and paid for must be accurate and include all projections from the boat (swim grid, motor, pulpit).
16. All Marina Moorage License Agreements expire at the end of their term on the date indicated on the MMLA.

Use of the Marina

17. The Marina Manager has authority to enforce this policy.
18. No boat shall be moored in the Marina until all moorage fees have been paid in full, a MMLA has been entered into and signed by both the District and the licensee, and their proof of insurance has been provided to the District.
19. The marina manager will measure a boat when it is put in and may refuse moorage for a boat that is larger than shown on the MMLA, until the correct fees have been paid.
20. The marina manager will assign the appropriate slip for a vessel at the time it is put in. Lessee's preference will be taken into account, but placement is subject to the marina manager's discretion.
21. The Marina Manager may at any time require a lessee to move a vessel to another slip in order to facilitate maximum practical usage and safety.
22. The marina manager may allow temporary use of an unoccupied slip at a daily rate, with proof of insurance.
23. The marina shall be kept in a clean, safe and sanitary condition at all times.
24. The District may terminate an MMLA and remove a subject vessel if any terms of the MMLA or marina rules are repeatedly broken.

Prohibitions

25. Boat lifts are prohibited within the Marina.
26. Subletting of Marina slips is prohibited.
27. Causing a nuisance or annoyance to other users of the marina facility or users of adjoining or nearby lands, including occupants of the other slips within the marina or to the public is prohibited.
28. Storage of items on any of the docks within the marina is not permitted. The cost of removal and disposal of any items shall be charged to the Licensee, and shall be paid by the Licensee to the District within 30 days of receiving notice.
29. Unsightliness within the marina is strictly prohibited. No person shall throw rubbish overboard or leave rubbish on the Marina docks.
30. Commercial activities are prohibited within the marina facility unless they are authorized by the District and hold a valid business license issued by the District in accordance with the District's Business License Bylaw.
31. No person shall fasten any tire, bumper or other material to the marina docks without the Marina Manager's prior approval.
32. Fishing is not permitted from the docks. People may fish from the public deck or from the breakwater only.
33. No swimming or diving in the marina area.
34. No bikes, skateboards, scooters, or other similar recreational products are permitted on or within the marina.
35. No person shall park a vehicle or trailer in contravention of the posted requirements or time limits.
36. Living on board a vessel is not permitted in the marina at any time.

Security

37. Moorage is at lessee's own risk. The District of Fort St. James is not responsible for damages to or losses from vessels.
38. The District provides a Marina Manager to oversee operations and security. A video security system is on site.
39. Only one vessel shall be authorized to use a designated Marina slip at any one time.
40. Only registered lessees and their guests are permitted on the docks. Moorage lease holders are responsible for the actions of any guests they allow to enter the secured portion of the marina facility. Any person under the age of 16 must be accompanied by an adult.

Safety

41. Any vessel entering or leaving the lagoon area must do so in a dead slow, cautious, and seaman-like manner.
42. Rowdy behaviour at the Marina shall not be permitted in any way and is strictly prohibited as described in the MMLA.
43. No person shall pump, pour overboard or otherwise discard any petroleum products, fuel, sewage or garbage.
44. Flammable liquids must be stored in approved containers.
45. Dogs must be kept on a leash and in the hands of a competent person at all times.
46. Owners are responsible for cleaning up after any dog brought or invited into the marina. All litter and droppings must be immediately picked up and removed from the marina.