



Cold Lake Marina Operations and Allocation Policy

POLICY NUMBER: 141-RC-12

Approval Date: March 27, 2012

Revise Date: June 10, 2025

Motion Number: CRM20120327.1009

Repeal Date:

Supersedes:

Review Date

1.0 Policy Intent

The intent of the Marina Operations and Allocation Policy is to:

- 1.1 Promote the safe and efficient operation of the Cold Lake Marina and to provide equitable service for all boaters and the general public.
- 1.2 Confirm the City's commitment to the concept of sustainable development and protection of the environment, wildlife and human health by:
 - 1.2.1 Ensuring compliance with all applicable Federal, Provincial and Local Health and Safety and Environmental legislation, regulations, and authorizations.
 - 1.2.2 Working proactively with federal, territorial and Aboriginal governments, other relevant organizations, and the general public on all aspects of environmental protection.
 - 1.2.3 Keeping employees, contractors, inspectors, land and water boards, appropriate governments and the public informed of any changes at the marina or with projects related to the marina.

2.0 Purpose

The purpose of the Marina Operations and Allocation Policy is to:

- 2.1 Exercise management control over all marina facilities in such a manner as to minimize the risk to the boats, slips, environment, buildings and other structures.
- 2.2 Maximize the occupancy and revenues of the marina.

3.0 Policy Statement

- 3.1 The Marina Operations and Allocation Policy will provide a clear guide to Administration and Marina Users in regard to the safe and efficient operation of the Cold Lake Marina as well as a fair and transparent approach to the allocation of boat slips within the marina facility.
- 3.2 The Marina Operations and Allocation Policy will also illustrate the City's commitment to the concept of sustainable development and the protection of the environment, wildlife and human health.

- 3.3 Marina User Fees:
- 3.3.1 The development of Marina fees will follow the guidelines of the Recreation User Fee Policy No. 197-RC-16;
 - 3.3.2 The City may consider additional fees which are not included in the Recreation User Fee Policy No. 197-RC-16 to cover costs that are incurred for:
 - 3.3.2.1 Damage to City facilities while using the marina;
 - 3.3.2.2 Staff resources required to clean up or repair any damage to the facility by users;
 - 3.3.2.3 Costs for alterations of a facility to accommodate a user or activity;
 - 3.3.2.4 Any costs incurred by the City that are not covered by the fee payment.

4.0 Managerial Guidelines

- 4.1 The Marina Rules and Regulations have been attached as Schedule “A”.
 - 4.1.1 The definitions found in Schedule “A” apply to this policy and all attached schedules.
- 4.2 The Recreational Marina Berth Rental Procedures have been attached as Schedule “B”.
- 4.3 The Commercial Marina Berth Rental Procedures have been attached as Schedule “C”.

5.0 Persons Affected

All employees of the City Hall are affected by this policy or responsible for its implementation, Recreation Department, Cold Lake Sailing Association, Marina Users Group, General Public.

6.0 Revision/ Review History

- August 26, 2014, Motion No. CM20140826.1010
- Reviewed March 27, 2018 – CM20180327.1017. Moved by Councillor Vining that Council direct Administration to extend the March 15, 2018 birth slip renewal deadline to April 15, 2018. Amended and Added Sections: 5.0, 6.1.1-6.1.2.3, 6.17 and 8.2,
- Revised August 13, 2019- CRM20190813.1007
 - Section 4.12 insert "Buy Rate" Definition
 - Section 4.5.4.2 replaced
 - Section 4.5.5 inserted “Buy Rate plus 20%
 - Section 7.2 amended
- Revised January 12, 2021- CRM20210112.1010-
 - Section 4.0 Managerial Guidelines:
 - Marina Rules and Regulations are now attached as Schedule “A”:
 - addition of definition 1.4 “Commercial Slip Rental”;
 - section 2.1.1 amended;
 - section 2.1.2 amended
 - Recreational Marina Berth Rental Procedures are now attached as Schedule “B”:
 - Section 1.1 amended; addition of subsections 1.1.2 and 1.1.3;
 - Addition of Section 9- “Use of Recreational Slips”
 - Addition of Schedule “C”- “Commercial Marina Berth Rental Procedures”.
- Revised March 22, 2022- CRM20220322.1007-
 - Schedule “A”
 - Section 6.3 updated.
 - Schedule “B”:
 - Section 3 removed;

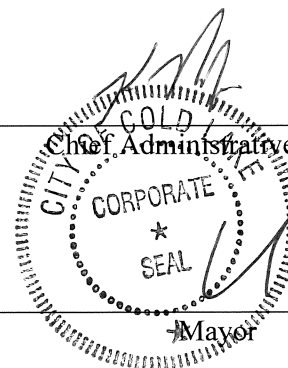
- Section 4.3 removed;
 - Section 6.1.7- season date changed from March 16 to April 16.
- Schedule “C”:
 - Section 2.2- deadline to apply date changed from March 15 to April 1;
 - Section 5.2 & 5.3 removed;
 - Section 6.2 updated.
- Revised December 12, 2023-CRM20231212.1010:
 - Schedule “A”
 - Section 5.4 amended;
 - Section 5.4.1 amended;
 - Section 5.4.2 removed;
 - Section 5.4.3 removed;
 - Section 6.4 added.
 - Schedule “B”
 - Section 2.1 added;
 - Section 2.2 amended;
 - Section 2.3.1 amended;
 - Section 2.3.2 amended;
 - Section 2.9 added;
 - Section 6.1 amended.
 - Schedule “C”
 - Section 2.3 amended;
 - Section 2.4 amended;
 - Section 2.5.1 amended;
 - Section 2.5.2 amended;
 - Section 2.14 added.
- Revised June 10, 2025 – CRM20250610.1009:
 - Section 4.1.1;
 - Schedule “A” – Sections 6.3-6.3.3
 - Schedule “B” – Sections 2.10-2.14, 4.1.3, 4.1.5-4.1.6, 5.1.12-6.2, 6.8-6.9
 - Schedule “C” – Sections 1.1.4-1.2, 2.2, 2.15, 4.1.5, 4.2.3, 4.2.6-4.2.8, 6.1-6.7

June 17, 2025

Date

June 19 2025

Date



Chief Administrative Officer

Mayor

**SCHEDULE “A”
MARINA RULES AND REGULATIONS**

The specifications indicated below shall apply to all Marina users including but not limited to all recreation and commercial berth rental holders.

SECTION 1.0 DEFINITIONS

- 1.1 “Breakwater” refers to the wave barrier on the northwest side of the Marina.
- 1.2 “Buy Rate” refers to the cost to the City to purchase and offer fuel to Marina users inclusive of all charges (including but not limited to environmental or delivery fees).
- 1.3 “Casual Slip Rental” refers to recreational Slip rentals made on a casual basis. These rentals include daily, weekly, and monthly rentals and do not refer to recreational seasonal or yearly Slip rentals, or commercial Slip rentals.
- 1.4 “Commercial Slip Rental” refers to the rental of a Slip specifically designated a “Commercial Slip” which may only be made to a commercial Business utilizing a watercraft licensed for a commercial use related to a tourism water-based business which must be open to the general public.
- 1.5 “Equipment” is defined as boat, car, trailer and all other personal material.
- 1.6 “Fuel Dock” refers to the pier area so designated where fuel for Vessels can be purchased.
- 1.7 “Lease Agreement” refers to the moorage lease agreement between the Cold Lake Marina and the user.
- 1.8 “Marina” means all water, land, buildings and structures within the boundaries of the Cold Lake Marina facility.
- 1.9 “Marina Management” refers to the management of the City of Cold Lake Marina, its agents and representatives.
- 1.10 “Moorage” refers to a place for parking a Vessel.
- 1.11 “Seasonal Slip Rental” refers to recreational spaces that are left open each year for full year rental but are not guaranteed year after year like a Yearly Slip.
- 1.12 “Slip” means any properties or facilities owned by the City of Cold Lake which are capable of use for the Slip or storage of Vessels.
- 1.13 “Subleasing” means allowing a person other than the user of record to place his/her Vessel in a leased Slip, whether for rent, other consideration or no consideration at all.
- 1.14 “User” is defined as any person using the Cold Lake Marina with the purpose of casual, seasonal, or yearly mooring of vessels or the launching of vessels from the Marina.
- 1.15 “Vessel” means every manner of water craft or other artificial contrivance designed for and capable of self-propulsion and as a means of water transportation.
- 1.16 “Vessel of Record” means the Vessel which has been solely authorized by the Marina to occupy a leased Slip.

- 1.17 “Waiting List” refers to those persons who have been documented as waiting on a first come first served basis to obtain a Yearly Slip rental at such time as such space becomes available.
- 1.18 “Yearly Slip Rental” refers to boaters whose recreational Slip is available to them throughout the boating season on an ongoing basis.

SECTION 2.0 LAUNCH RAMP USAGE/PARKING

- 2.1 Launch Ramp Usage/Parking:
 - 2.1.1 A launch ramp fee is implemented by the City of Cold Lake. Launch ramp fees are broken into two categories: Daily Launch Fee and Seasonal Launch Fee.
 - 2.1.2 Seasonal launch passes are available for purchase and must be displayed on the right hand side of the windshield of the boat for launching. Seasonal launch passes are registered to a specific boat and are not to be passed back and forth between patrons. Failure to comply will result in removal of launching privileges.
 - 2.1.3 Launch fees are outlined in the Recreation User Fee Policy No. 197-RC-16.

SECTION 3.0 MOORAGE OF BOATS

- 3.1 Vessels, when unattended, must be securely moored with adequate bow, stern and spring lines. No lines shall cross piers or finger piers or any other area that may be used for pedestrian movement within the Marina facility.
- 3.2 Marina users are responsible for adequate bumpers to protect their Vessel and adjacent Vessels.
- 3.3 No fixed or permanent fenders shall be attached to any pier or dock. No tires, carpeting or other moisture absorbing and retaining materials are to be used.
- 3.4 The City of Cold Lake reserves the right to secure any Vessel that is improperly secured in an emergency situation or in the event that the owner cannot be contacted.
- 3.5 All users of the Marina shall keep their Vessel and pier/finger pier in the vicinity of their Vessel, neat, clean, and orderly at all times.
- 3.6 All water sports equipment and lifejackets must be stored within the Vessel. Items left on the pier/finger pier will be removed by Marina staff. Such items will be retained in the Marina reception area to be claimed by the owner until the end of the boating season after which such items may be sold with funds received being applied toward Marina operations.
- 3.7 Dinghies, rowboats, skiffs or other such Vessels are not allowed on piers or pier fingers. They must be stowed on the user’s Vessel or if small enough, stored so as not to interfere with the regular Slips of any Vessel at the discretion of the City of Cold Lake.

SECTION 4.0 BOAT MAINTENANCE

- 4.1 Boat owners are permitted to perform normal upkeep on their Vessel while moored within the Marina. Examples of normal upkeep include washing, polishing, routine engine tune up, paint retouching, and minor fiberglass repair.
- 4.2 Major repair work or outfitting, spray painting, sandblasting, welding, burning or any other work that would impose a hazard or inconvenience is not permitted on Slips.

SECTION 5.0 FUEL DOCK

- 5.1 Fueling will be conducted in a safe manner to minimize damage to facilities and environment. Spill kits are located on the fueling dock in case of an accidental spill.
- 5.2 Fueling of Vessels at any other location within the Marina other than the Fuel Dock is prohibited. This shall be strictly enforced and users can be removed if not complied with.
- 5.3 Mooring at the Fuel Dock other than for fueling is prohibited.
- 5.4 The payment method for fuel purchasing is by credit card only.
 - 5.4.1 Credit Card pay-at-the-pump available during Marina hours of operation.
- 5.5 The City will make reasonable efforts to ensure that there is adequate fuel for sale and will manage fuel inventory including documenting daily inspections and volumes and spill documents. Fuel sold by the City to owners of Vessels is at a rate equal to the Buy Rate plus twenty percent (20%).

SECTION 6.0 MARINA HOURS OF OPERATION

- 6.1 The Marina office will open for the season no later than May 31st and will close on the Monday after the Thanksgiving holiday in October ("Closing Date").
- 6.2 The Marina office hours of operation shall be:
 - 6.2.1 Opening date to May 31st: 8:00 AM to 8:00 PM (Monday – Sunday);
 - 6.2.2 June 1st to August 31st: 8:00 AM to 10:00 PM (Monday – Sunday);
 - 6.2.3 September 1st to Closing Date: 8:00 AM to 8:00 PM (Monday – Sunday).
- 6.3 Night watch service hours of operation shall be:
 - 6.3.1 Opening date to May 31st: 8:00 PM to 7:00 AM (Monday – Sunday);
 - 6.3.2 June 1st to August 31st: 10:00 PM to 7:00 AM (Monday – Sunday);
 - 6.3.3 September 1st to Closing Date: 8:00 PM to 7:00 AM (Monday – Sunday).
- 6.4 All Vessels are to be removed from the Marina no later than the first Monday after Thanksgiving. Any Vessel remaining in the Marina after that date is subject to a \$100.00 surcharge, which shall be imposed each and every day until the Vessel has been confirmed removed by City staff.

SECTION 7.0 FACILITY RULES AND REGULATIONS

- 7.1 The following rules and regulations apply to all users of the Marina:
 - 7.1.1 Respect City personnel;
 - 7.1.2 Consumption of alcoholic beverages is not permitted. Individuals caught consuming alcohol will be reported to the local law enforcement authorities and may have future facility privileges revoked;
 - 7.1.3 Rowdiness and loitering is not permitted on the Marina grounds;
 - 7.1.4 Malicious and deliberate damage to the facility and/or equipment will not be tolerated. Offenders will be reported to the proper authorities, required to pay for repairs and will be suspended from future use of the facility until determined by management;
 - 7.1.5 The City is not responsible for lost, damaged or stolen property belonging to Marina users or the general public;
 - 7.1.6 The User is responsible to the City for any damages or loss of City owned property and will pay such damages;
 - 7.1.7 Abusive, derogatory, or obscene language will not be tolerated;

- 7.1.8 The City will not be responsible for personal injury caused by the negligence of Marina users or the general public; and
- 7.1.9 Failure to comply with facility rules may result in suspension or outright removal of facility privileges in which case any prepaid Slip rental or launch fee will not be refunded.

**SCHEDULE “B”
RECREATIONAL MARINA BERTH RENTAL PROCEDURES**

SECTION 1.0 RENTAL FEES

- 1.1 Recreational Marina Slip Users, whether on a seasonal, casual or yearly basis, must be registered and pay fees in accordance with the Recreation User Fee No. 197-RC-16:
 - 1.1.1 Marina Slip Fee;
 - 1.1.2 Launch pass;
 - 1.1.3 Slip maintenance fee.
- 1.2 All fees must be paid in full prior to receiving access to the Slip designated to the user.

SECTION 2.0 YEARLY SLIP RENTALS

- 2.1 Communication between the City and Marina Slip User will be electronic through email.
- 2.2 Renewal letters will be emailed out to persons who held an annual Slip rental in the previous year by January 20th.
- 2.3 The deadlines for response by recipients of a renewal letter shall be:
 - 2.11.1 April 1st - Deadline to respond, with valid insurance, completed contract and payment in full, to confirm Slip use for that year;
 - 2.11.2 April 15th – Grace period deadline to respond, with valid insurance, completed contract and with payment in full plus additional 15% surcharge, to confirm Slip use for that year;
 - 2.11.3 After April 15th, the annual Slip rental will be forfeited, and released to the first person on the waiting list.
- 2.4 Yearly User Slip allocations could change on a year to year basis. Slip allocations are based on all Vessels using the Marina and will adjust as boat sizes change.
- 2.5 Yearly Slips are allocated based on the Vessel of Record. If a user intends on purchasing a new Vessel, they must receive written confirmation that the Marina Management can properly facilitate a Vessel change. Failure to receive written confirmation may result in the forfeiture of a Yearly Slip.
- 2.6 If a user is granted confirmation that a new Vessel can be properly allocated by Marina Management, this confirmation does not guarantee that the Vessel will be allocated to the same Slip as the previous year.
- 2.7 Marina Slips do not transfer with the sale of a Vessel. When an individual is leaving the Marina and is selling their Vessel, they are also giving up their Slip. The Slip does not get sold with the Vessel.
- 2.8 Marina Slips are non-transferable to anyone (including family members).
- 2.9 The renter is responsible to provide updated insurance before the expiry date. There will be a \$10.00 surcharge to the renter which shall be imposed each and every day until renewed insurance is received by the City.
- 2.10 Users with a Yearly Slip Rental are expected to moor the Vessel of Record in their assigned Slip for a minimum of 50% of the days from opening date to the Closing Date of the Marina.

- 2.11 Notwithstanding section 2.10, consideration of legitimate and documented unforeseen circumstance(s) that prevent a renter from meeting the requirement in section 2.10 may be considered, including but not limited to:
- 2.11.1 Major mechanical failure or damage that renders the Vessel of Record inoperable;
 - 2.11.2 Personal medical emergencies or injury;
 - 2.11.3 Family crisis or bereavement;
 - 2.11.4 Military deployment or other job-related relocation;
 - 2.11.5 Acts of nature or environmental conditions that significantly impact mooring or boating safety.
- 2.12 At the discretion of the City, failure to meet the requirement in section 2.10 may result in the User of the Yearly Slip Rental being provided notice of termination of the current year's Marina Berth Rental Contract and forfeiture of the assigned Slip for future years.
- 2.13 If a Yearly Slip Rental User is not intending to, or does not, meet the requirement in section 2.10 of this policy, it is the responsibility of the User to provide notice to the City as soon as reasonably possible and if applicable, provide in writing an explanation with supporting documentation requesting an exemption of the requirement. Requests will be reviewed on a case-by-case basis with City's decision being provided to the Yearly Slip Rental User.
- 2.14 Renters will receive a key fob for the pier that they are assigned to, there is no key fob for Breakwater Slips. One (1) key fob is included in the rental. Additional key fobs must be purchased for \$10 + GST and can be purchased at the Marina during operational hours. Key fobs are assigned to each renter and can be de-activated if deemed necessary.

SECTION 3.0 CANCELLATIONS AND REFUNDS

- 3.1 All cancellations must be provided in writing or electronic format. A cancellation is not considered confirmed unless the contact person has received confirmation that the City has received the request.
- 3.2 All yearly or seasonal cancellations will be prorated and for the purpose of calculating refunds, the number of days the City will use May 15th to September 30th. Yearly users who cancel their Slip for any reason during one boating season will be forfeiting future yearly rights to that Slip.
- 3.3 The City will cancel a booking should there be a breach of this policy, its conditions, rules or regulations, or if the City is of the opinion that the facilities are not being used for the purposes requested.
- 3.4 The City reserves the right to cancel bookings for special City events and/or maintenance (example could be for the moorage of a search and rescue Vessel during an air show). In such instances the City will refund any fees paid for the cancelled facility allocation.
- 3.5 In the event of a City initiated cancellation, the users will be contacted as soon as possible and informed of the cancellation through verbal, written, or electronic means.
- 3.6 The City assumes no liability for cancelled allocations.

SECTION 4.0 USER REQUIREMENTS

- 4.1 All users require the following in order for their allocation to be confirmed:
- 4.1.1 Payment in full.
 - 4.1.2 Name, address, phone number.
 - 4.1.3 Length, year and make/model of the Vessel being moored.

- 4.1.4 Signed rental contract.
- 4.1.5 Proof of insurance – must be listed as primary (cannot be added as an additionally insured).
- 4.1.6 All paperwork must be in the name of the Yearly Slip User.

SECTION 5.0 WAITLIST

- 5.1 With demand for Slips exceeding supply, all users wishing to receive yearly Slip rental privileges must do so via the wait list. The wait list process includes:
 - 5.1.1 Payment in full of a \$100 deposit.
 - 5.1.2 Completed wait list application form.
 - 5.1.3 Once a space is available for the user, the entire deposit is applied to the first year's moorage fee.
 - 5.1.4 Should the applicant withdraw from the wait list prior to being allocated a Slip, the wait list deposit will be refunded less a \$50 administrative fee.
 - 5.1.5 In the event that the Vessel of Record is owned jointly, the partnership must be declared and the names of the partners recorded at the time of application. If the partnership were to terminate, the partners must agree in writing on which individual will remain on the wait list. Should the partners fail to come to an agreement on who will remain on the wait list, the space will be forfeited and the deposit will be refunded less \$50 for an administration fee.
 - 5.1.6 Applicants are responsible for providing written notice to Marina Management with respect to current contact information.
 - 5.1.7 Each season, beginning on April 16th, users from the top of the wait list will begin to be allocated to spaces where available.
 - 5.1.8 Slip allocations will be made based on availability for the size of boat. If the first person on the waiting list has a Vessel that is improperly sized for the first available Slip, and if no other adjustments can be made to Vessel allocation in the Marina to accommodate the size, the next Vessel on the wait list will be allocated. The user with the Vessel that is improperly sized will remain at the top of the wait list for future spaces.
 - 5.1.9 Marina Management will make every effort to contact wait list users when vacant spaces are available. The steps taken to contact the wait list member will include:
 - 5.1.9.1 Telephone Communication;
 - 5.1.9.2 Electronic Mail;
 - 5.1.9.3 Written Communication if unreachable by telephone or electronic mail.
 - 5.1.10 If these attempts to contact the user fail within 15 days of the postmarked date of the letter, the next person on the wait list will be contacted and the user who was unsuccessfully contacted will remain in the queue as the next person on the wait list for future Slips.
 - 5.1.11 If the user is not prepared to accept a Slip allocation for any reason, they will be placed at the bottom of the waiting list at no additional fee or may request that they are refunded their wait list deposit less \$50 for an administration fee.
 - 5.1.12 When an applicant accepts a Slip allocation from the wait list, they will be required to provide all necessary documentation including proof of ownership and proof of insurance on the Vessel of Record along with payment in full for the current boating season. If the user does not currently own a Vessel, they will be granted one season to purchase one. They must complete a contract indicating "No Boat", and pay for a 20' Slip for the current year. If they do not have a Vessel by April 16th of the following season, they will forfeit their Slip.

SECTION 6.0 SUBLEASING

- 6.1 Slip holders who wish to sublease their Slip must notify the City or its agent as to when their Slip will be vacant. A Subleasing form outlining the agreed upon timeframe for Subleasing must be signed and dated by the yearly Slip holder. Once the Slip has been subleased, the Slip holder may not modify the approved dates.

- 6.2 In accordance with section 2.10 of this policy, Yearly Slip Rental Users are not permitted to sublease their assigned Slip for more than 50% of the days from opening date to the Closing Date of the Marina, without prior written consent of the City.
- 6.3 Boat Owners that are interested in Subleasing Marina Slips must notify the City or its designate and will be placed on a Subleasing waitlist. The necessary boat information must be provided to ensure appropriate Subleasing Slip allocations. The Subleasing Waitlist is only valid for one boating season. Names will be collected starting April 1 of each year.
- 6.4 Availability for Subleasing Slips will be on a three-day (minimum) or four-week (maximum) increment. Boat owners that are interested in more than the four-week maximum must return to the bottom of the waitlist for the next available Slip.
- 6.5 Fees for the Subleasing of Slips will be based on sublease fees outlined in the Recreation User Fee Policy No. 197-RC-16. Subleasing revenue will be split 50/50 between the Slip holder and the City. The Slip holder's portion will be credited to their account to be used towards the following years annual Slip fees. The credit is only applied if the Slip is subleased for the period it was vacated. There is no guarantee that all vacated boat Slips can be filled by boat owners interested in casual Slips. Slips will be filled based on the order the vacancies are received and the size of the Slip.
- 6.6 The Slip owner remains responsible to pay their Yearly Slip fee prior to the boating season regardless of their anticipated absence in that season. The maximum amount to be credited to the Slip holder's account may not exceed 75% of the yearly Marina Slip fee paid for that Slip.
- 6.7 Credits accumulated for Subleasing of a Slip must be used in the next boating season or will be cleared by the City of Cold Lake.
- 6.8 Subleases are not permitted to place their Vessel in the Slip prior to 8:00 AM on the first day of their sublease. They must check in with Marina staff upon arrival. All required documentation – including proof of insurance, a signed contract, and full payment – must be submitted and approved before the Vessel may be placed in the Slip.
- 6.9 Subleases will receive a key fob for the pier that they are assigned to, there is no key fob for Breakwater Slips. One (1) key fob is included in the sublease and is to be returned at the end of the sublease term. Additional key fobs must be purchased for \$10 + GST and can be purchased at the Marina during operational hours. Key fobs are assigned to each renter and can be de-activated if deemed necessary.

SECTION 7.0 OPTIMUM UTILIZATION OF SLIPS

- 7.1 Vessels may be moved by the City of Cold Lake for the purposes of protecting life or property; to accommodate Marina repairs, improvements, maintenance, construction or emergencies and when necessary to manage unapproved use of the facility with or without advance notice to or consent of Vessel owner.
- 7.2 Slip allocations are based on boat sizes. Depending on the sizes of the Vessels each year, adjustments to Slip allocations may be needed to most efficiently utilize Marina space.
- 7.3 Breakwater spaces will be reserved for large Vessels including pontoon boats. Allocation of large boats may include Breakwater moorage as the sole option.
- 7.4 All Slips are property of the City of Cold Lake. Marina users will be assigned spaces which may or may not be the space provided in previous boating seasons.

- 7.5 The City reserves the right to limit boat sizes should it become necessary in order to ensure the optimum utilization of Slips and to ensure the safe and effective movement of Vessels within the Marina.

SECTION 8.0 USE OF RECREATIONAL SLIPS

- 8.1 Users must not conduct any commercial operation or business from a recreational Marina berth rental.

**SCHEDULE “C”
COMMERCIAL MARINA BERTH RENTAL PROCEDURES**

The specifications indicated below shall apply to all Slips, designated by the City as a Commercial Slip.

SECTION 1.0 RENTAL FEES

- 1.1 Commercial Marina Slip Users must be registered and pay fees in accordance with the Recreation User Fee Policy No. 197-RC-16:
 - 1.1.1 Marina Slip Fee;
 - 1.1.2 Launch pass;
 - 1.1.3 Slip maintenance fee.
- 1.2 All fees must be paid in full prior to receiving access to the Slip designated to the user.

SECTION 2.0 YEARLY SLIP RENTALS

- 2.1 The City may at the City’s sole discretion, designate one (1) or more Marina Slips a Commercial Slip.
- 2.2 The deadline date to apply for a new Commercial Slip Rental is 12:00 noon on April 1.
- 2.3 Communication between the City and Marina Slip User will be electronic through email.
- 2.4 Renewal letters will be emailed out to the user who held an annual Commercial Slip Rental in the previous year by January 20th.
- 2.5 The deadlines for response by recipients of a renewal letter shall be:
 - 2.13.1 April 1st – Deadline to respond, with valid insurance, completed contract, and payment in full, to confirm Slip use for that year;
 - 2.13.2 April 15th – Grace period deadline to respond, with valid insurance, completed contract, and payment in full plus additional 15% surcharge, to confirm Slip use for that year;
 - 2.13.3 After April 15th, the annual Slip rental will be forfeited, and released to the first person on the waiting list.
- 2.6 Yearly commercial user Slip allocations could change on a year to year basis. Commercial Slip allocations are based on all Vessels using the Marina and will adjust as boat sizes change.
- 2.7 Yearly Commercial Slips are allocated based on the Vessel of Record. If a User intends on purchasing a new Vessel, they must receive written confirmation that the Marina Management can properly facilitate a Vessel change. Failure to receive written confirmation may result in the forfeiture of a Yearly Slip.
- 2.8 If a User is granted confirmation that a new Vessel can be properly allocated by Marina Management, this confirmation does not guarantee that the Vessel will be allocated to the same Slip as the previous year.
- 2.9 Commercial Slips do not transfer with the sale of a Vessel. When an individual is leaving the Marina and is selling their Vessel, they are also giving up their Slip. The Slip does not get sold with the Vessel.
- 2.10 Commercial Slip Rentals require payment in full to be made at the time of booking. Spaces will not be reserved prior to receiving payment in full.

- 2.11 Users who secure a Slip in consecutive years may not be allocated the same Slip as previous years.
- 2.12 Commercial Slips are non-transferable to anyone (including family members).
- 2.13 If a User sells his/her commercial business the User must advise the City immediately and the contract for commercial Marina berth rental will be held in abeyance till:
 - 2.13.1 The City has received documentation of the execution of sale of the commercial business; and
 - 2.13.2 The new owner of the commercial business indicates, in writing, to the City that the purchased commercial business continues operations in keeping with this Policy and any obligations made with the City.
- 2.14 The renter is responsible to provide updated insurance before the expiry date. There will be a \$10.00 surcharge to the renter which shall be imposed each and every day until renewed insurance is received by the City.
- 2.15 Renters will receive a key fob for the pier that they are assigned to, there is no key fob for Breakwater Slips. One (1) key fob is included in the rental. Additional key fobs must be purchased for \$10 + GST and can be purchased at the Marina during operational hours. Key fobs are assigned to each renter and can be de-activated if deemed necessary.

SECTION 3.0 CANCELLATIONS AND REFUNDS

- 3.1 All cancellations must be provided in writing or electronic format. A cancellation is not considered confirmed unless the contact person has received confirmation that the City has received the request.
- 3.2 All cancellations will be prorated and for the purpose of calculating refunds, the number of days the City will use May 15th to September 30th.
- 3.3 All Users must provide the City written notice of cancellation one week prior to the first date of the booking. All cancellations made after this date will be charged regular moorage rates.
- 3.4 The City will cancel a booking should there be a breach of this Policy, its conditions, rules or regulations, or if the City is of the opinion that the facilities are not being used for the purposes requested.
- 3.5 The City reserves the right to cancel bookings for special City events and/or maintenance (example could be for the moorage of a search and rescue Vessel during an air show). In such instances the City will refund any fees paid for the cancelled facility allocation.
- 3.6 In the event of a City initiated cancellation, the Users will be contacted as soon as possible and informed of the cancellation through verbal, written, or electronic means.
- 3.7 The City assumes no liability for cancelled allocations.

SECTION 4.0 USER REQUIREMENTS

- 4.1 **Commercial Use:** The User must be able to satisfy the City that:
 - 4.1.1 The berth will be used for a commercial tourism water-based business use which is available to the general public;
 - 4.1.2 The commercial water-base business is related to and serving commercial tourism on Cold Lake;

- 4.1.3 One (1) sandwich board sign marketing the commercial Marina operation visible to walking traffic. Sandwich board sign to be located on the break wall for the duration of the Marina season;
 - 4.1.4 The Vessel is clearly marketed for commercial tourism operation; and
 - 4.1.5 Current City of Cold Lake Business License.
- 4.2 All Users require the following in order for their allocation to be confirmed:
- 4.2.1 Payment in full.
 - 4.2.2 Name, address, phone number.
 - 4.2.3 Length, year and make/model of the Vessel being moored.
 - 4.2.4 Signed rental contract.
 - 4.2.5 Proof of insurance which must include at a minimum \$2 million comprehensive general liability coverage and sufficient coverage for the Vessel, plus all additional requirements as determined by the City.
- 4.3 All paperwork must be in the name of the Slip User.
- 4.4 A sign displaying the commercial business located at the Marina and signage on the boat quickly and easily legible for walking traffic promoting Marina tourism business.

SECTION 5.0 WAITLIST

- 5.1 Should demand for commercial Slips exceeding supply, all Users wishing to receive yearly Commercial Slip Rental privileges must do so via commercial waitlist. The commercial waitlist is separate and distinct from the Recreational Marina Berth Rental procedures. The commercial waitlist process includes:
- 5.1.1 Payment in full of a \$100 deposit.
 - 5.1.2 Completed wait list application form.
 - 5.1.3 Once a space is available for the User, the entire deposit is applied to the first year's moorage fee.
 - 5.1.4 Should the applicant withdraw from the wait list prior to being allocated a Slip, the waitlist deposit will be refunded less a \$50 administrative fee.
 - 5.1.5 Applicants are responsible for providing written notice to Marina Management with respect to current contact information.
- 5.2 Commercial Slip allocations will be made based on availability for the size of boat. If the first applicant on the waitlist has a Vessel that is improperly sized for the first available Slip, and if no other adjustments can be made to Vessel allocation in the Marina to accommodate the size, the next Vessel on the wait list will be allocated. The User with the Vessel that is improperly sized will remain at the top of the commercial wait list for future spaces.
- 5.3 If the user is not prepared to accept a Slip allocation for any reason, they will be placed at the bottom of the commercial waitlist at no additional fee or may request that they are refunded their waitlist deposit less \$50 for an administration fee.
- 5.4 When an applicant accepts a Slip allocation from the commercial waitlist, they will be required to provide all necessary documentation including proof of ownership and proof of insurance on the Vessel of Record along with payment in full for the current boating season. If the User does not own a Vessel, they will be granted 30 days to provide satisfactory documentation of ownership or risk forfeiting their Slip allocation.

SECTION 6.0 SUBLEASING

- 6.1 Commercial Slip holders are not permitted to sublease their Commercial Slip.
- 6.2 Should a Slip holder permit any Vessel other than the Vessel the City has authorized to be in the Slip, this may result in termination of the Commercial Slip Rental Agreement.
- 6.3 The Slip owner remains responsible to pay their Slip fee prior to the boating season regardless of their anticipated absence in that season.

SECTION 7.0 OPTIMUM UTILIZATION OF SLIPS

- 7.1 Vessels may be moved by the City of Cold Lake for the purposes of protecting life or property; to accommodate Marina repairs, improvements, maintenance, construction or emergencies and when necessary to manage unapproved use of the facility with or without advance notice to or consent of Vessel owner.
- 7.2 Slip allocations are based on boat sizes. Depending on the sizes of the Vessels each year, adjustments to Slip allocations may be needed to most efficiently utilize Marina space.
- 7.3 Breakwater spaces will be reserved for large Vessels including pontoon boats. Allocation of large boats may include Breakwater moorage as the sole option.
- 7.4 All Slips are property of the City of Cold Lake. Marina Users will be assigned spaces which may or may not be the space provided in previous boating seasons.
- 7.5 The City reserves the right to limit boat sizes should it become necessary in order to ensure the optimum utilization of Slips and to ensure the safe and effective movement of Vessels within the Marina.