



# Prince Township Marina Policy Handbook

## 2022 Boating Season May 15 - Oct. 15

Marina Master:

Marina Office: (705) 779-2992

Off Season contact: Municipal Office at (705) 779-2992 or via email to [adminassist@princetwp.ca](mailto:adminassist@princetwp.ca)



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## MARINA MISSION STATEMENT

- To develop and manage the Marina area comprising of leased land, water lots and Municipal lands and facilities located adjacent to the Marina
- To conduct activities pursuant to the provisions and regulations contained in the Agreement negotiated between the Township of Prince and Federal Government and to adhere to all applicable Federal, Provincial and Municipal legislation and directives
- To honour our commitment to the Ministry of Fisheries and Oceans (DFO) by managing the marina in a manner aligned with its mandates, policies, and regulations
- To conduct all activities in a business-like and professional manner
- To promote, foster and manage the Marina facilities in such a way as to make the Marina area a friendly and enjoyable destination for both boaters and tourists who wish to come Prince Township
- To conduct activities to maintain the long-range protection of the environment and fish habitat found in the Marina area

## INTRODUCTION

This booklet was established for the operation of the Gros Cap Marina on how best to develop and operate the facility and for the use of the boaters that berth at this marina and any other individuals who have an interest in the operation and management of the facility.

Copies of this Handbook will be distributed to all Contract Holders who have a Seasonal Berthing Contract with the Township of Prince. Additional copies will be available at the Township Office.

It should be noted that the policies printed in this Handbook become effective as of the date of printing. If Council makes any amendments to the existing policies after the printing date, the amended policy will take precedence over that which is printed in this publication.

To facilitate the most cost-effective operation of the marina, slip assignments are ultimately at the discretion of the Township of Prince municipal office.

## Contract Holder Environmental Commitment

*I/We commit my/our guests, crew, and myself/ourselves:*

1. To keep all refuse and garbage of any kind on board the boat until we can place it in the waste containers on shore.
2. To separate all recyclables and place them in the appropriate containers.
3. To separate hazardous wastes, including oils and antifreeze, unwanted paints, solvents and cleaners, batteries, old unusable fuel and used oil filters and dispose of them in accordance with Marina guidelines or take all such wastes to an appropriate hazardous waste collection site.
4. To take all necessary steps to avoid spilling fuel, oil or any chemicals or cleaners whatsoever into the water, to refrain from pumping oil contaminated bilge water overboard and to be guided by instructions from the attendant when at the gas and/or pump-out dock and, when in the Marina, to use only the designated fueling facility to fill my/our boat.
5. To use the onshore washroom facilities, whenever practical, if the boat is at the dock.
6. To refrain from pumping grey or black water overboard while on the water.

## The Clean Marine Policy

1. This Marina understands and recognizes the vital importance of maintaining a clean natural environment.
2. In accepting and adopting those best management principles and operating practices that are appropriate to its operation, this Marina commits itself to the best of its ability to:
  - eliminate the release of contaminants to the water, both directly and indirectly
  - minimize the release of pollutants to the atmosphere
  - avoid contamination of the ground
  - adopt waste reduction, reuse, and recycling strategies
  - optimize energy and water conservation
  - promote good environmental practices to all parties
3. Abide by and, where possible, exceed the requirements of all relevant legislation.
4. Marina management will introduce sound environmental practices into every aspect of our operation. We will train our employees to understand and implement these practices.
5. The philosophy of this Policy Handbook will be integrated into the contract between the Marina and our Contract Holders.
6. All suppliers and subcontractors will be made aware of the intent of this Policy and will be encouraged to adopt the same good practices where appropriate.
7. The Marina also commits itself to an ongoing program of self-evaluation. We will strive to continually upgrade and improve our environmental performance.

## Environmental Hazard Policy

In the event an activity takes place that presents a hazard to the environment of the Marina area, the following procedure shall be used as a guideline to deal with the occurrence.

1. As soon as it is possible, the person who notices the activity shall notify an employee of the Township of Prince.
2. The Municipal Staff shall notify the appropriate agencies. Note: If necessary, the Ontario Provincial Police will be notified.
3. If the resources available to the Marina staff are not sufficient to contain and deal with the occurrence, then the following Municipal Departments and outside agencies shall be called for assistance:
  - NBP Public Works Department.
  - NBP Fire and Emergency Services.
  - Parks Canada
  - Canadian Coast Guard Station
  - Other resources as suggested by the Ministry of the Environment & Climate Change
4. At the completion of dealing with the occurrence, the affected area is to be restored to a condition that is as close to the original as possible.

## **Waiting List Policy**

To be placed on the Waiting List, a prospective Contract Holder must submit his or her name to the Municipal Office.

A person's name will be placed on the Waiting List as of the date and time of the request. When a name is placed on the list, the size of slip required for the prospective Contract Holder's boat shall also be recorded.

The Municipal staff shall allocate the available slip to the person with the highest ranking and appropriate boat size for the available slip on the Waiting List. If the first person declines the available slip, it will be offered to the next person on the Waiting List with the appropriate boat size for the available slip.



## **Policy for Insurance Coverage**

The Township of Prince shall carry General Liability, Personal Property and Accident for Employees insurance for the Marina.

All recreational and commercial boaters must maintain in force a policy of General Liability and Marine Liability (or Protection & Indemnity including Hull & Machinery).

## **Seasonal Wharfage Policy**

### **Recreational and Commercial**

1. All slip allocations shall be the responsibility of the Township of Prince
2. The recreational and commercial wharfage rates will be based on a per foot charge set each year by the Township of Prince.
3. To determine the appropriate wharfage fee, the total length will be rounded up to the nearest foot. This total length is the actual space required for the vessel and includes items such as bow pulpits, bowsprits, davits, outboard motors, and swim platforms.
4. If the contract is to be with co-owners of the specific vessel, proof of co-owned registration must be supplied to the Township of Prince.
5. The recreational or commercial Contract Holder listed in the contract may not sublet the slip for use by another boater.
6. Charcoal barbeques are not permitted on docks or boats within the harbour due to liability concerns.
7. If the owner changes the specific boat listed in the contract during the contract year, then the recreational or commercial wharfage fee will be adjusted to reflect the new boat size and the number of seasonal days remaining in the contract period. Any change in boat size must be approved by the Municipal staff in advance, in writing.
8. Slip assignments are at the full discretion of the Township of Prince. No Contract Holder is guaranteed the same slip year to year.
9. Berthing agreements are to be filled in online on the Marina page of the Township website and the Certificate of Insurance uploaded.
10. Cradles and mast equipment must be removed the same day as haul in. Any cradles or masts left after the haul in day will be charged a fee for storage for each day they are left on site.
11. A written request must be submitted to the Township of Prince municipal office for any request of movement within the Harbour. This would be due to increased size of the boat or dock preference.
12. Any boat parked in the Harbour in a space that has not been pre-assigned, and/or without permission from the Township of Prince, will be removed or charged the appropriate transient fee on a per day basis.
13. The Contract Holder acknowledges he/she is using the berthing facilities at his/her own risk and Her Majesty the Queen in Right of Canada, as represented by the Department of Fisheries and Oceans - Small Craft Harbours Branch, Transport

Canada and the Township of Prince will not be liable for injury, damage or loss to persons or property arising in connection with the use of the said property.

14. In the event of reconstruction, repairs or other improvements to the wharf or wharf property, the Contract Holder shall, upon notice in writing from the Department of Fisheries Oceans and/or Transport Canada and/or the Township of Prince, remove his/her boat from the wharf as directed at the expense of the Contract Holder.
15. The Contract Holder is not to install or permit anything to be left on any dock, including tenders and dinghies, without permission from the Township of Prince.
16. The contract may be terminated at any time upon 15 days' written notice from the Township of Prince with or without reason.
17. No refunds for slip cancellations due to repairs and/or damages occurring to the Contract Holder's boat during the regular boating season will be given.
18. The Township of Prince reserves the right to use the preferred berth for transients when the Contract Holder's vessel is away. The Contract Holder must notify the Prince Township Office of expected dates of absence from his/her slip, if for more than one day. This helps to keep costs down and so the harbour can run as efficient and cost effective as possible.
19. To facilitate the most cost-effective operation of the harbour, slip assignments are at the full discretion of the Municipal Staff. You are not guaranteed the same slip each year. The Township of Prince reserves the right to reallocate berthing.
20. The Contract Holder is responsible for forwarding a change of address and/or telephone number and/or any other relevant contact information to the Prince Township Office.

## 2022 Harbour Fee Schedule

**Seasonal Launch Fee \$50**

**Daily Launch Fee \$4.00**

**Seasonal Dockage Fee \$18/foot**

**Daily Dockage Fee \$1.70/foot**

Payments can be made in person at the Prince Township office located at 3042 Second Line W or online by e-transfer to [deputyclerk@twp.prince.on.ca](mailto:deputyclerk@twp.prince.on.ca) with the password marina. All forms, contracts and proof of insurance can be submitted in person or online at [www.princetownship.ca](http://www.princetownship.ca)