



Department of Community Services
Colchester Harbour Seasonal Slip and Waitlist Process

Re: Colchester Harbour Seasonal Slip and Waitlist Process

The Town of Essex has invested in the Colchester Harbour and the surrounding area to promote tourism and this has caused an influx of requests for additional seasonal berthage at the Harbour. As we are not able to accommodate all requests for people to place their boats in the Harbour, below is the formal process that will be in place for those looking for seasonal berthage.

The following process and instructions are effective as of March 5, 2021

1. An online fillable form has been created for seasonal berthage requests and all individuals interested in a seasonal berthage slip. Staff will be direct those requesting a seasonal berthage to the online link to complete the form. If an individual does not have access to the online link, staff will print out a hardcopy for them to complete.
2. Slip assignments will be offered to the previous year's permit holders first. After the annual seasonal deadline to return their request for upcoming season has passed, previous slip owners will be offered the chance to move into available locations. If multiple current slip holders are interested in the same available location, that location will be awarded by seniority, or at the Town's discretion.
3. If a seasonal boater cannot use their slip for the upcoming season and want to retain that spot, they **must** pay in full and the Town of Essex can rent this slip as a monthly or transient slip. The slip holder will receive a credit to their account for the following year at 50% of fees **collected from that specific slip**. The wait list will still be used to prioritize the person who will receive the slip to see if anyone is interested in a monthly/transient rental. If the person is interested, the monthly renter must sign a letter of understanding stating they realize this rental is for the current season and they must go back on waitlist next season if seasonal boater returns. If they do not want to rent monthly/transient they will still remain in their position on the waitlist.
4. In February, Facility Staff will contact individuals on the waitlist in numerical order to see if they are still interested in a slip at the Colchester Harbour following this process:
 - a. If the person on the waitlist is not interested in a slip for the upcoming season but wants to remain on list, they will go to the bottom of waitlist as they were offered their opportunity;
 - b. If the person is offered a slip and they say "no" they will be removed from list;
 - c. If there is a legitimate reason a person cannot use the slip for the upcoming season (i.e. US residents cannot cross the border due to COVID) they will not lose their slip or their spot on the waitlist. They will be skipped over but maintain their position on the waitlist;
 - d. If the Requester is interested in a slip for the upcoming season they will be emailed a list of the available locations and they can pick from those that are available;



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- e. If any Requestors, whether new or a renewal, do not pay or submit their documents by the stated deadlines, an email from the Facility Clerk or a phone call and message will be left. If that fails, a verbal notification from the Harbour Manager will be attempted, followed by a written notification. If we do not hear from the Requestor at this point and payment or documentation is not submitted, the process will be terminated and the person will lose their renewal opportunity and spot on the wait list.

Should you have any questions or concerns regarding this process, please contact the Town at 519-776-7336 ext. 1301 or the Assistant Manager, Parks and Facilities at 519-776—7336 ext. 1326.