

The Corporation of the Township of North Kawartha

Municipal Grant Program – Boat Cleaning Stations

Approval Date: March 15, 2022 **Motion #:** 22-101

Effective Date: March 15, 2022

Review Date: _____

Associated Documents: Municipal Grant – Boat Cleaning Station Application

Background:

The Township's 2019 – 2022 Strategic Plan includes the strategic direction, Environment - Protect and Enhance the Environment. A goal under this direction is to Promote Responsible Environmental Stewardship. In the last couple of years, Council has been approached by lake / cottage associations asking for support of their initiatives in regards to protecting the lakes from invasive species and in particular, boat cleaning. Boat cleaning supports the Canadian Council on Invasive Species, Clean, Drain, Dry campaign which is a call to action that empowers recreational users of aquatic resources to help stop the spread of harmful aquatic invasive species in a number of ways including cleaning, draining and drying watercraft and trailers. It also supports the Ontario's Invasive Species Awareness Program, long-standing education/awareness partnership of the Ontario Federation of Anglers and Hunters (OFAH) & the Ministry of Northern Development, Mines and Natural Resources and Forestry (NDMNRF). Under the Invasive Species Act, new regulations in effect Jan. 1, 2022, all watercraft users, including canoes and kayaks, must take extra steps to reduce the spread of such environmentally damaging species in Ontario waterways.

Purpose

This Municipal Grant Program is designed for the purpose of supporting local lake associations in the pursuit of boat cleaning station solutions for their lakes. The 2019 – 2022 Township of North Kawartha Strategic Plan includes the strategic direction, Environment - Protect and Enhance the Environment. A goal under this direction is to Promote Responsible Environmental Stewardship. Support could be in the form of

letters of support for other grant programs or financial assistance for the initial installation of a boat cleaning solution. This Grant Program will be funded from Future Capital Reserves.

Scope

This grant applies to lakes within the Township's geographical area. There must be properties on the lake owned by North Kawartha ratepayers. This grant is intended as a one-time grant for boat cleaning stations located on land. The association would need to be in a position to purchase the solution, obtain insurance for the solution and maintain ownership and provide maintenance for the life of the solution to qualify for the grant. This program is not available to private businesses. Only one grant is available per Lake Association.

Each applicant is required to provide a presentation outlining their proposal, including total costs. Upon Council approval, the applicant may submit an Application for Municipal Grant – Boat Cleaning Station. As part of the process, property owner(s) permission, all required legislative requirements and permits or approvals and any other document required by the Township must be obtained by the applicant. The Township will reimburse the association for 50 % of the costs of the solution, to a maximum amount of \$ 10,000.00 upon approval of a completed application and provision of paid invoices for the approved solution.

Qualification of Applicant

Only an established Association may apply for the Grant. The Township may ask to see the applicant's financial statements to ensure that funds are available for the applicant's 50% of the solution.

This grant applies to lakes within the Township's geographical area that include property owners in North Kawartha.

Deputation to Council for Approval

The Association shall prepare a presentation for Council to be delivered at a Council meeting as a Deputation (<https://www.northkawartha.ca/delegation/>), with a written report, which outlines the details of their solution including but not limited to location,

installation, maintenance, insurance, as well as the total costs. This should include when and where the solution will be placed and who owns the property. The solution must be approved by motion of Council prior to proceeding with the formal application process.

Permissions, Permits, Legislative Requirements

- Permission from the land owner(s) to place the solution on their property must be provided with the application (eg. Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR) 1-800-667-1940 also called Crown land).
- If the Township owns the property, an encroachment agreement may be required.
- Contact the County of Peterborough, Public Works, Corridor Control and issuance of permits, John Ward, JWard@ptbocounty.ca if the solution is to be located near a County road allowance.
- If the solution is located within the Crowe Valley Conservation Authority (CVCA) watershed (Chandos Ward of the Township), CVCA should be contacted prior to installation to ensure that the solution is able to be placed in the intended location and permits may be required. Crowe Valley Conservation Authority has in effect the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations (Ontario Regulation 159/06) made under the Conservation Authorities Act. This regulation prevents or restricts development and site alterations near water and wetlands to protect the public from flooding, erosion and other hazards. Required approval may be in the form of a permit. The applicant is responsible for any CVCA fees but may include the fees in their total cost. CVCA contact information, Phone: 613-472-3137 | Email: info@crowevalley.com
- A building permit may be required depending on the type of solution (the solution itself, the base, any roof structure etc...). Applicants should contact the Chief Building Official at the Township, t.toms@northkawartha.ca or 705-656-5182 to inquire if a permit is required. The applicant is responsible for any building permit fees but may include the fee as part of the total cost.

- If the location is within the Kawartha Highlands Provincial Park, Ontario Parks must be consulted. Applicants must contact the Park Superintendent, Paul Smith, paul.smith4@ontario.ca , 613-332-3940 x-255.
- The solution must be located where it does not interfere with ingress / egress to the lake. Emergency vehicles must have full access at all times.

Use of Municipal Property / Encroachment Agreement

If the solution is to be located on municipal property, the applicant must seek permission to use the property during their deputation and Council must include permission to use the property as part of the approval motion. The motion number will be included on the application. Township staff will consult regarding the specific location of the solution on the property. If required, the applicant must enter into an encroachment agreement with the Township. If this is the case, as this meets the environmental goals of the Township, the encroachment fee as well as the legal fee for registration of the executed encroachment agreement on title will be waived as part of the approval of this policy and the application and further that the waived fee will not be considered as part of the total cost.

Liability Insurance

If the solution is approved to be located on municipal property, proof of liability insurance must be provided to the Township in the amount of \$ 5,000,000, naming the Township of North Kawartha as “an additional” insured.

Maintenance

Maintenance will be the responsibility of the applicant. The solution must be maintained in good and safe condition. The applicant will provide a description of the maintenance costs and maintenance plan as part of their Deputation to Council. Ongoing maintenance costs, including winterization and any damages (eg. vandalism or hazards of nature), will be the responsibility of the applicant.

Garbage / Recycling

The applicant will make arrangements to control garbage and recycling and prevent littering at the boat cleaning station site. If the solution is located on municipal property, arrangements must be discussed with Township staff.

Inspection

The applicant is responsible for regular inspections to identify any hazards and to ensure the safety of the solution. If the solution is located on municipal property, Township staff may inspect the solution, if it fits within scheduled inspections of the property. Township staff may inspect the boat cleaning station prior to reimbursement.

Volunteers & Education

The applicant should provide volunteers to attend the station and to instruct the users on the proper use of the solution and to promote education on invasive species including the risk that they pose to the lakes.

Signage

Signage regarding invasive species or the boat cleaning station must be placed at the location of the solution and must indicate the owner of the solution and contact information for the owner for citizens to report any issues or concerns.

Acknowledgement of the Township on signage and literature is required. A copy of the draft signage displaying the Township's logo must be provided to the Township for approval, prior to purchase and installation.

Application Process and Grant Payment

After the applicant's deputation to Council, if approved by motion, the applicant must complete the Municipal Grant – Boat Cleaning Station Application. The Application must be submitted to the Clerk for processing and circulation as appropriate. Once the solution is installed, the applicant submits the paid invoices / receipts to the Clerk in order to be reimbursed for an amount of 50 % of the total cost of the solution, up to a maximum of \$ 10,000 per approved application. Township staff may inspect the boat cleaning station prior to reimbursement. Payment of the grant amount will be paid to the applicant, as soon as possible but no later than 30 days from completion.

Applicant's Commitment

The boat cleaning station will stay in place for a minimum of two seasons after installation.

attach.

Municipal Grant – Boat Cleaning Station Application

Authorization for Representation Form