



Cold Lake Marine Band Radio Policy

POLICY NUMBER: XXX-XX-XX

Approval Date:

Revise Date:

Motion Number:

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City runs the Cold Lake Marina seasonally and has installed a Marine Band radio for communications with the boating public and the Marina office.

The intent of this policy is to provide guidance for staff in the processes for using the Marine radio at the Marina.

2.0 Purpose

- 2.1 To outline what the Marine radio will be used for;
- 2.2 To provide Administration with the level of expectations for training.

3.0 Policy Statement

The Marins staff will follow the guidelines set out in this policy

4.0 Managerial Guidelines

4.1 Definitions

- 4.1.1 “Marine Radio” is a two way communication radio that uses the Marine Band for the purposes of exchange of messages and emergency communications.
- 4.1.2 “Radio Training” will be staff training conducted by a certified operator

4.2 The Marina installed a radio for the purpose of communicating with boats on Cold Lake when necessary. Reasons for communication include:

- 4.2.1 Maintain the safe, orderly and efficient movement of Marine traffic, like confirming the wait time to access the boat launch and haul-out
- 4.2.2 TO assist in the resolution of emergencies on the water

4.3 The expectation is not to have staff use the radio for weather alerts.

4.4 Training for operations of the marina radio is as follows:

- 4.4.1 Marina summer, term, and supervising staff will participate in a 2 day course annually
- 4.4.2 Training will include proper standards are used when using the radio
- 4.4.3 The City will run public courses to bring awareness to the public about the safety and important of having a radio on their boat and how to properly use it.

5.0 References

6.0 Persons Affected

City of Cold Lake Staff
Members of the public

7.0 Revision/Review History

Date

Chief Administrative Officer

Date

Mayor