

**Schedule 'B' to 2024 PGTP Lease Agreement:  
Rules and Regulations  
for Port Glasgow Trailer Park**

Appliances/Equipment

1. The use of washing machines within trailers, upon an assigned site, is prohibited. The use of clothes dryers within trailers, upon an assigned site, is permitted subject to prior consent of the Park Supervisor and payment of an additional hydro charge;
2. Extra appliances must be stored within a proper shed structure. Shed structures are not permitted for any other use other than for storage purposes;

Disposal of Garbage & Recycling

3. Lessees shall recycle waste products. Garbage shall be placed in bags and thereafter deposited at designated sites within PGTP. No household garbage or pet waste shall be left in the washroom garbage pails. Lessees shall follow all Municipal rules for the appropriate disposal of waste and recycling;
4. Littering is strictly prohibited;
5. Trash or other waste shall not be thrown over the lake bank, including leaves and compost. All flowerpots shall be left at the recycle center for proper disposal. The burning of leaves is strictly prohibited;

Driving/Parking in the Park

6. Electric cars and electric golf carts will be subjected to additional fees as per Port Glasgow Trailer Park Fees & Charges By-Law;
7. Lessees and guests are responsible for adhering to all posted speed signs. This includes bicycles, motor vehicles, any other motorized vehicles, and electric golf carts operating within PGTP;
8. Motorized vehicles - including motorized bicycles, golf carts, and scooters - may be used within PGTP only if operated by a person licensed to drive upon a highway in the Province of Ontario, and only for the purpose of transportation from one location to another within the facility. No all-terrain vehicles or dirt bikes are allowed;
9. All motorized vehicles shall have operational head and taillights. If the vehicle does not have head or taillights, operation of said vehicle is to cease within PGTP after the streetlights have come on each evening, until daylight on the following day;
10. Bicycles and other muscle-powered vehicles shall not be ridden within PGTP after the streetlights have come on each evening, until daylight on the following day;
11. Washing of vehicles within PGTP is prohibited;
12. Any Lessees, guests, or invitees must avoid cutting through other people's sites;
13. No parking is permitted on vacant sites, including both seasonal and transient sites. PGTP has designated parking spaces for Lessees, guests, and invitees;

14. Boats and other vessels, including trailers, are to be stored in the designated Boat Storage Area only. A fee, in accordance with the Port Glasgow Trailer Park Fees & Charges By-Law, shall be charged for storage. A permit sticker will be issued and must be displayed on the trailer tongue for the duration of the season. ~~This area is for boat/boat trailers only and no vehicles or utility trailers are allowed;~~

#### Fish

15. Fish cleaning outside of any trailer within PGTP is strictly prohibited;

#### Hydro/Lighting

16. Only approved electrical cords are to be used to connect trailers to hydro receptacles. All shed wiring requires a permit from the Electrical Safety Authority, a copy of which must be provided to the Municipal Office;
17. Outdoor lighting and air conditioners must be turned off when trailers are not occupied. Outdoor lighting must be turned off by 11 p.m. each day;

#### Leasing a Site

18. The camping season runs from May 1<sup>st</sup> to October 31<sup>st</sup> of each year. After 1:00 p.m., on the last day of the season, the gate shall be locked;
19. No person shall occupy or make use of any seasonal campsite until all fees have been paid to the Municipality. Lessees are allowed to own one (1) trailer on each seasonal site, and only one (1) seasonal site may be leased by each Lessee;
20. The Municipality reserves the right to evict any person - including an occupant, guest, or invitee - for improper conduct. Lessees are responsible for the conduct of any person(s) using the assigned site;
21. Upon vacating the assigned site at PGTP, at the end of the permitted season, the Lessee shall disconnect all hydro and water connections to his or her trailer;
22. No refunds for a partial year shall be given;
23. Vacant Lots or New Occupancy of Trailers:
- a) Vacant Lots:
    - i) When vacant lots become available, it shall be advertised by the Park Supervisor on all bulletin boards. Lessees may apply to the Municipality. If two or more applications are received, the decision shall be based on length of time in the park;
    - ii) Advertisements for available lots shall be placed on all bulletin boards for a minimum of two weeks, comprising three (3) weekends;
    - iii) If there is a dispute regarding seniority, it is the responsibility of the applicant to produce documentation, i.e. cancelled cheques, receipts, etc.; and
    - iv) If no one in the park is interested in moving, the lots shall be made available to those who have registered an interest with the Municipal Office.
  - b) Interested new occupants must leave their name and phone number with the Municipal Office to obtain a spot on the waiting list;
  - c) Trailer owners are permitted to sell their trailer at fair market value of the unit and accessory buildings. New owners may continue on the lot on which the trailer is located;
  - d) It shall be the current owners responsibility to notify the municipality of a change in ownership;

24. A transfer fee of \$125.00 shall be payable to the Municipality for moving from one lot to another, or for transfer of the Lease to another person;
25. All Lessees are responsible for following the Municipality of West Elgin Policy TP-2.1, attached hereto as Schedule 'A';
26. Subletting of an assigned site is prohibited;
27. Parking will be expanded to include utility trailers as a trial for the 2024 season. Boat trailer parking fee will apply to all utility trailers. A permit sticker will be issued and must be displayed on the trailer tongue for the duration of the season;

#### Maintenance of Lots

28. Assigned sites are to be maintained by the Lessee in a neat and tidy condition, including the cutting of grass and maintenance of landscaping. If management is required to cut the grass, a fee shall be charged in accordance with the current Municipality of West Elgin Fees and Charges By-Law ;
29. Municipal Property Standards By-Law 2018-70 applies within the park boundaries and must be adhered to;

#### Noise

30. Unnecessary and unreasonable noise is prohibited within PGTP at all times. Between 11:00 p.m. on any given day and 8:00 a.m. on the next day, any sound disturbing any occupant of PGTP is strictly prohibited;
31. Fireworks are not permitted within PGTP. No firearms – including BB, pellet, or CO2 guns – are permitted in the park;

#### Pets

32. Subject to the provisions of any Municipal or Provincial law, Lessees are permitted a maximum of two (2) domestic pets per lot within PGTP. Any pets must be leashed when outside of any trailer. Lessees are required to pick up and appropriately deposit all waste associated with his/her pet or pets. Any pets showing aggressive behavior or excessive barking may be removed from the park;

#### Recreation/Activities

33. Lotteries/raffles are prohibited within PGTP;
34. Reservations are required for the use of any picnic shelter, bingo hall, or pavilion within PGTP. Please contact the Municipal Office to book any of these facilities. Note that rental fees may apply;
35. Metal detectors are prohibited within PGTP;

#### Renovations/Alterations/New Construction

34. Minor construction - including decks, sheds, or add-a-room structures - are permitted with the prior written consent of the Park Supervisor. Contact the Municipal Office at 519-785-0560, for further information.

- Construction is strictly prohibited between 8:00 pm and 8:00 am. on any given day;
- Any construction work shall be permitted in May, June, September, and October between 8:00 am and 8:00 pm.;
- During July and August, weekend construction is prohibited from 8:00 pm on Friday until 8:00 am the following Monday (where Monday is a statutory holiday, then construction is prohibited from 8:00 pm on Friday to 8:00 am on the following Tuesday);
- Prior to any construction, please contact the Chief Building Official (CBO) at the Municipal Office; and
- Any structure has a height limit of no higher than 9' 6".
- Contact the Chief Building Official (CBO), at the Municipal Office, prior to the installation of Park Model trailers.

35. The Lessee is prohibited from altering any municipal property, including the trimming of trees, within PGTP. No nails or screws shall be put into trees;

36. Decorative posts and ornaments shall not obstruct any roadways or sightlines within PGTP;

### Tents

37. The periodic erection of one tent, and/or one dining shelter is permitted, provided that the said tent/shelter is erected completely within the boundaries of the assigned site;

### Use of Alcohol, Tobacco and Cannabis

40. Consumption of alcoholic beverages is permitted only within a trailer or upon the assigned site at PGTP. Ontario Provincial Legislation regarding underage drinking still applies within the park and shall not be permitted;

41. Public intoxication, foul language, and other conduct disturbing the peace within PGTP is strictly prohibited;

42. Smoking is only permitted on the Lessee's assigned site in PGTP. Lessees, occupants, guests, and invitees must comply with all signage posted in the Park;

43. Provincial and Federal Laws regarding the use of cannabis still apply within PGTP. Lessees, occupants, guests, and invitees are only permitted to use cannabis within any trailer on any assigned site;

### Visitors

44. Visitors are not allowed within PGTP after 11:00 p.m., unless authorized to use a Lessee's trailer when they are absent per the Lease Agreement. Minors (persons under 19 years of age) are not permitted to stay overnight unless accompanied by an adult;

### Warnings

45. The Park Supervisor has the authority to issue warnings for violations of any of the above rules. Failure to comply with the first warning will result in a second warning. A third infraction may result in the termination of the seasonal lease agreement and the removal of your trailer from the Park.