

Schedule B 2026 to the PGTP Licence 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. Licensees 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. Licensees shall follow all Municipal rules for the appropriate disposal of waste and recycling;
4. Littering is 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 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 Fee Schedule;
7. Licensees 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 Licensees, 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 Licensees, 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 Schedule, 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.

Fish

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

Licensing a Site

18. The camping season runs from May 1st to October 31st 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. Licensees are allowed to own one (1) trailer on each seasonal site, and only one (1) seasonal site may be licensed to each Licensee;
20. The Municipality reserves the right to evict any person - including an occupant, guest, or invitee - for improper conduct. Licensees 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 Licensee shall properly 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 a vacant lot become available, it may be advertised by the Park Supervisor on park bulletin boards. Licensees 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. Trailer owners must notify the municipality of their intention to sell and provide documentation to confirm the age of the trailer (VIN and/or insurance forms). New owners may continue on the lot

- on which the trailer is located only if the trailer is within the acceptable age restrictions (see item 24 - transfer age restrictions);
- d) It shall be the current owner's responsibility to notify the municipality of a change in ownership;

24. A transfer fee as per the Port Glasgow Trailer Park Fee Schedule shall be payable to the Municipality for moving from one lot to another, or for transfer of the Licence to another person, where such transfer is permitted by the Municipality;

- a) Age restriction for transfer of Licence/ transfer of lot:
- i. Travel Trailer must not be older than 10 years of age;
 - ii. Cottage/ Park Model style trailer must not be older than 20 years of age.
- b) Site Restitution Deposit are not transferable to new owners.

25. Subletting of an assigned site is prohibited;

26. Parking will be expanded to include utility trailers as of the 2025 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;

Insurance Certificates

27. All trailer owners must provide the municipal office with a current insurance/liability certificate for their trailer;

28. Proof of insurance must be provided for golf carts.

29. Upon renewal of the insurance policy, the trailer owner must provide the municipal office with the current certificate.

30. It is the responsibility of the trailer owner to obtain the certificate from the insurance company and forward to the municipality.

31. If the trailer is being stored over the winter at the park, liability insurance must remain in effect for that period also.

Maintenance of Lots

32. Assigned sites are to be maintained by the Licensee 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 Port Glasgow Trailer Park Fee Schedule;

33. Municipal Property Standards By-Law 2018-70 applies within the park boundaries and must be adhered to;

Noise

34. Unnecessary and unreasonable noise is prohibited within PGTP at all times;

35. 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 prohibited;

36. Fines for noise disruptions are as follows:

- a) Verbal warnings will be issued for the first offence;
- b) A \$50.00 fine may be imposed for the second offence;
- c) A \$150.00 fine may be imposed for every subsequent offence;

- d) Eviction from park may be issued for continuous contravention of this rule.
37. Fireworks are not permitted within PGTP. No firearms – including BB, pellet, or CO2 guns – are permitted in the park;

Pets

38. Subject to the provisions of any Municipal or Provincial law, Licensees are permitted a maximum of two (2) domestic pets per lot within PGTP. Any pets must be leashed when outside of any trailer. Licensees 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

39. Lotteries/raffles are prohibited within PGTP;
40. 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 as set by the West Elgin Fee Charges by-law may apply;
41. Metal detectors are prohibited within PGTP;

Renovations/Alterations/Construction

42. Minor construction – e.g. decks, sheds, or add-a-room structures – is only permitted with the prior written consent of the Park Supervisor. Contact the Municipal Office at 519-785-0560, for further information.
- a) Construction is prohibited between 8:00 pm and 8:00 am. on any given day;
 - b) Any construction work shall be permitted in May, June, September, and October between 8:00 am and 8:00 pm.;
 - c) 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).
 - d) Prior to any construction, please contact the Chief Building Official (CBO) at the Municipal Office; and
 - e) Any structure has a height limit of no higher than 9' 6".
 - f) Building permits are required for any building or structure exceeding 10 square metres (107 square feet) in area.
 - g) The maximum size of unattached structures shall not exceed 10 square metres (107 square feet).
 - h) Decks and sheds may be framed with conventional and/or composite materials and limited to sizes as authorized by Park Manager.
 - i) Sunrooms and add-a-rooms shall be pre-engineered prefabricated construction assembled on site and limited to sizes as authorized by Park Manager.
 - j) Repairs to roofs of existing trailers shall be limited to the same basic materials as originally constructed. No new structural roofs shall be permitted.
 - k) Building permit applications are available at the municipal office at 22413 Hoskins Line. All required plans are to accompany such applications.
 - l) Contact the Chief Building Official (CBO), at the Municipal Office, prior to the installation of Park Model trailers.
43. The Licensee shall be and forever remain the owner of any and all such constructed additions on the Licensee's site and must remove such constructions upon demand or termination of the lease;

44. The Licensee is prohibited from altering any municipal property, including the trimming of trees, within PGTP. No nails or screws shall be put into trees;
45. Decorative posts and ornaments shall not obstruct any roadways or sightlines within PGTP;

Tents

46. 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

47. 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;
48. Public intoxication, foul language, and other conduct disturbing the peace within PGTP is prohibited;
49. Smoking is only permitted on the Licensee's assigned site in PGTP. Licensees, occupants, guests, and invitees must comply with all signage posted in the Park;
50. Provincial and Federal Laws regarding the use of cannabis still apply within PGTP. Licensees, occupants, guests, and invitees are only permitted to use cannabis within any trailer on any assigned site;

Visitors

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

Warnings

52. The Park Supervisor has the authority to issue warnings for violations of any of the above rules. For minor infractions, failure to comply with a first warning will result in a second warning. A third infraction may result in the termination of the seasonal licence agreement and the removal of your trailer from the park. Major infractions may result in immediate termination of the seasonal licence.