

THE CORPORATION OF THE
TOWN OF SAUGEEN SHORES

**TOURIST CAMP BY-LAW
127-2008**

A BY-LAW TO MAINTAIN, MANAGE, REGULATE AND CONTROL
TOURIST CAMPS WITHIN THE TOWN OF SAUGEEN SHORES

Town of Saugeen Shores

600 Tomlinson Drive
P.O. Box 820
Port Elgin ON N0H 2C0
Phone: 519-832-2008
Toll Free: 1-866-832-2008
Fax: 519-832-2140

PORT ELGIN TOURIST CAMP

SOUTHAMPTON TOURIST CAMPS #1 - #2 - #3

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NOTES

THE CORPORATION OF THE TOWN OF SAUGEEN SHORES

BY-LAW 127 - 2008

Being a By-law to provide rules and regulations for the Port Elgin and Southampton Municipal Tourist Camps.

WHEREAS Section 8 of the *Municipal Act*, 2001, S.O. 2001, c.25 provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act*, S.O. 2001, c. 25 ("the Municipal Act, 2001"), provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 391(1) of the *Municipal Act*, 2001 S.O. 2001, c. 25 authorizes a municipality to pass by-laws imposing fees or charges on any class of persons, for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipal or local board; and for the use of its property including property under its control;

AND WHEREAS the Council of the Corporation of the Town of Saugeen Shores wishes to enact these provisions for the maintenance and operation of the Port Elgin and Southampton Municipal Tourist Camps.

NOW THEREFORE the Council of the Corporation of the Town of Saugeen Shores enacts as follows:

1.0 Application

Scope of By-law 127-2008 shall apply to the Town of Saugeen Shores, Municipal Tourist Camps as defined in 2.21 and 2.24.

1.01 In conformity with By-law 127-2008, no trailer or structure shall hereafter be placed or erected or altered except in conformity with the provision of this by-law.

1.02 Notwithstanding, any provisions contained in this By-law to the contrary, any trailer, cabana, Florida Room, shed, deck or patio not conforming to the provisions herein, shall be considered legal provided that they are erected or placed on the site in accordance with previous by-laws in existence at the time of them being so erected or placed.

1.03 The Council for the Town of Saugeen Shores may by resolution, from time to time, add, delete and/or amend any rules or regulations as deemed necessary.

2.0 Definitions

For the purpose of interpretation of the By-law the following definitions shall apply:

2.01 “Agreement to Sell Form” means the form that is required to be completed when a camper has decided to sell their trailer.

2.02 “Agreement to Sell” means the package that is purchased from the Tourist Camp Office when a camper decides to sell their trailer. It includes: "For Sale" sign, a detailed listing of particulars and information sheets to be posted on the trailer that is for sale; complete with digital photo taken by the Municipality and an Agreement to Sell Form. For sale information will be listed on the Municipal web site and the Tourist Camp bulletin board.

2.03 “Cabana or Florida Room” means a pre-fabricated structure built of canvas, aluminum, or vinyl, which shall be situated on a platform and shall be attached to one of the longitude sides of a trailer.

SCHEDULE “B”

BY-LAW. 127-2008

PROPOSED SHORT FORM WORDING

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision	COLUMN 3 Set Fines (Includes Costs)
1.	Campground quiet hours 11:00 PM to 9:00 AM	Section 1.2	\$110.00
2.	Campers may only occupy a campsite between May 1 st to October 31 st .	Section 1.5	\$110.00
3.	Remove tree without replacing	Section 1.7	\$110.00
4.	After hour visitors	Section 1.10	\$110.00
5.	Use of leaching pit	Section 1.23	\$110.00
6.	Outside storage of appliance	Section 1.25	\$110.00
7.	20+ year old fridge	Section 1.7(i)	\$110.00
8.	Sites free of garbage and debris	Section 3.2	\$110.00
9.	Seasonal closure of site, outside belongings stored out of sight.	Section 3.4	\$110.00
10.	Improper conduct	Section 4.1	\$110.00
11.	Sites clean and empty of any personal property when vacated.	Section 11.11	\$110.00

12. RIGHT TO EVICT

- 12.1 Failure to meet any of the above criteria will result in the disallowing of the Renewal/Transfer/Continuation of the camping permit
- 12.2 Failure to comply in any of the statements listed in this by-law will result in:
- (i) a first verbal and documented in the Camp Office
 - (ii) second warning will result in a written letter of warning to the camper
 - (iii) third warning will be in writing of an automatic eviction from the Tourist Camp
- 12.3 The Tourist Camp Manager, or designate, has the right to immediately evict a Camper(s) based on extreme and/or unruly circumstances.

- 2.04 “Camp Manager” means a person appointed/hired by the Municipality to administer the camp(s) rules and regulations and to generally manage the camp(s).
- 2.05 “Camp(s)” means the Port Elgin Municipal Tourist Camp and the Southampton Municipal Tourist Camp.
- 2.06 “Camper’s List” includes spouse/partner, grandparent, grandchild and children living at home under 21 years of age authorized to enter the camp(s) under a camping permit, be it seasonal or transient.
- 2.07 “Camper” means the name of the person who signs the permit and is authorized to enter the camp(s) under a camping permit, be it seasonal or transient.
- 2.08 “Camping Permit” means a daily, weekly, monthly or seasonal camping permit issued by the Camp Manager or designate authorizing a camper to occupy a campsite.
- 2.09 “Camping Unit” means a trailer as defined in this By-law, but does not include a cabana or Florida Room.
- 2.10 “Campsite” means a parcel of land located in the camp(s) and identified by a campsite number, markers or other suitable means.
- 2.11 “Commission Sale Fee” means the 5% commission fee that is collected by the Municipality based on the sale price of the trailer.
- 2.12 “Council” means the Council of the Town of Saugeen Shores.
- 2.13 “Deck” means a platform constructed of wood above ground level that must be moveable.
- 2.14 “Domestic Pet” means a dog or any other animal that is tamed or domesticated and is kept as a companion or for assistance and is under the control of a human and does not include any type of farm animal.
- 2.15 “Florida Room” has the same meaning as cabana.
- 2.16 “Immediate Family” means a mother, father, sister, brother, child, grandchild or grandparent.

- 2.17 “Mobile Home / Cottage RV Lifestyle” means a dwelling that is designed to be made mobile and constructed to provide a permanent residence for one or more persons but does not include a travel trailer or tent-trailer or trailer otherwise designed. It is defined as CSA code park model standard Z241 and is 12 or 14 feet wide.
- 2.18 “Motor Vehicle” means a motor vehicle as defined by the Highway Traffic Act.
- 2.19 “Municipality” means the Corporation of the Town of Saugeen Shores.
- 2.20 “Patio” means a structure constructed at ground level of patio stones, flag stones or wood materials and must be moveable.
- 2.21 “Port Elgin Municipal Tourist Camp” means the lands owned by the Town of Saugeen Shores being described as 584 Bruce Street, Plan 260, Lot E and F and Part of Lot D (22.24 acres).
- 2.22 “Rates” means the fees adopted by Council as part of the annual budget deliberations for the camping permit fees and any and all fees for use of the camp(s) facilities.
- 2.23 “Season” means the period between May 1st and the next ensuing October 31st in any year.
- 2.24 “Southampton Municipal Tourist Camp” means the land owned by the Town of Saugeen Shores being described as Camp 1 - Lake Street east side consisting of lots 1 to 41, Camp 2 – Lake Street west side, consisting of Lots 42 – 82 and Camp 3 – Huron Street east side, consisting of Lots 101 to 176.
- 2.25 “Storage Shed” means a structure that is used exclusively for the storage of camping equipment and refrigerators.
- 2.26 “Subletting” means allowing the use of someone other than those on the campers list to reside in the trailer with or without a fee.

- 11.8 Trailers 20 years or older can be sold on site but must be removed immediately following the sale. No lot goes with any sale, and the lot will be rented to another camper.
- 11.9 Real Estate "For Sale" signs are not permitted in the Camp. Campers who choose to proceed with a real estate agent or private sale must remove their Trailer/Mobile Home or Cottage RV Lifestyle immediately following the sale.
- 11.10 A 5% commission sale fee less the “Agreement to Sell” fee is payable with the sale of any trailers sold through the Camp Office with the said fee payable to the Municipality.
- 11.11 Sites must be clean and empty of any personal property when vacated. A final site inspection will be arranged prior to the departure of the owner.
- 11.12 All new potential campers must be interviewed by the Camp Manager prior to the purchase of a trailer.
- 11.13 Trailers may be sold on site following the purchase of the "Agreement to Sell" Package. The application fee will be paid to the Town of Saugeen Shores prior to the Trailer/Mobile Home or Cottage RV Lifestyle being posted for sale on camp bulletin boards, the website or "For Sale" signs on the trailer.
- 11.14 The transfer of a camping permit will be approved once payment of the 5% commission sale fee has been forwarded in full by the Seller of the Trailer to the Town of Saugeen Shores and providing the seller’s account is in good standing with the Town of Saugeen Shores.
- 11.15 In the opinion of the Camp Manager any trailer may be refused a campsite due to the unsuitable condition of the trailer.

- 11.2 Any current camper wishing to relocate within the park must be placed on the wait list and possess a trailer that is 10 years of age or newer.
- 11.3 Any camper replacing their existing trailer must replace it with a trailer 10 years of age or newer with approval by the Camp Manager or designate and provide a copy of ownership and insurance policy.
- 11.4 For a Trailer to be sold and to remain in the camp it must be 19 years of age or less as long as it is in reasonable condition deemed by the Camp Manager or designate. Mobile Home / Cottage RV Lifestyle models can be 35 years or less.
- 11.5 If a camper wishes to sell their trailer on site an "Agreement to Sell" Package must be purchased from the Camp Office; it will be at this point that the Camp Manager or designate will determine if the trailer can remain in the camp. This form must be handed into the Tourist Camp Office and signed by the seller and the Camp Manager or designate prior to posting any for sale sign or sale negotiations or trailer viewing.
- 11.6 Only approved Town of Saugeen Shores "For Sale" signs can be displayed in any trailer for sale within the camp. These are obtained from the Camp Office following completion and acceptance of the Agreement to Sell Package.
- 11.7 Trailers may be transferred to an immediate family member once only with a Family Transfer Fee. Permission must be obtained by the Camp Manager or designate prior to this family transfer occurring.
- (i) Family Transfer of Trailers may only occur on trailers that are 19 years of age or less
 - (ii) Family Transfer of Cottage RV Lifestyle models can be 35 years or less.

- 2.27 "Trailer Park" means those lands defined as the Port Elgin Municipal Tourist Camp and the Southampton Municipal Tourist Camp.
- 2.28 "Trailer" means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by a motor vehicle, and capable of being used for the living, sleeping or eating accommodations of persons but does not include a mobile home or cottage/RV Lifestyle.
- 2.29 "Visitor" means a person or persons visiting a camp site with the permission of the camper.

3. Rules and Regulations

The Rules and Regulations for all campers and visitors shall be as outlined on Schedule "A" attached.

4. Enforcement

Every person who contravenes any of the provisions of this by-law is guilty of an offence and on conviction is liable to a fine of not more than \$1,000.00 exclusive of costs and possible eviction.

5. By-laws Repealed

That By-law 54-2005 is hereby repealed.

6. Enactment

This By-law shall come into force and take effect upon the final reading thereof.

READ A FIRST AND SECOND and THIRD TIME AND FINALLY PASSED AND SEALED THIS 22ND DAY OF DECEMBER, 2008.

Mike Smith - Mayor

Tracey Edwards – Deputy Clerk

SCHEDULE "A"
BY-LAW 127- 2008

**MUNICIPAL TOURIST CAMP
RULES AND REGULATIONS**

1. SITE INFORMATION FOR CAMPERS

- 1.1 Campfires are allowed subject to being confined in the fire pit or container approved by the Camp Manager, and must be extinguished before retiring or during high winds, or upon the request of the Camp Manager, and must not be left unattended. The provision of the Municipal By-law Number 30-2000 as amended from time to time shall apply to all campfires.
- 1.2 Campground quiet time hours commence daily at 11:00 pm to 9:00 am in respect of other campers.
- 1.3 No campsite shall have stored more than one-half of a face cord of firewood. Wood should be purchased from a local fire wood provider to reduce the chances of contaminated wood circulated within the Tourist Camp.
- 1.4 No camper(s) shall occupy a campsite without first having procured a current valid camping permit.
- 1.5 Trailers / Mobile Home / Cottage RV Lifestyle may only be occupied between May 1st and October 31st in any year.
- 1.6 Tourist Camp's full services will be disconnected November 1st and will not be reinstated until May 1st.
- 1.7 Due to the service locations on each site, trailers are to be placed on campsites under the direction of the Camp Manager. If service locations (water, sewer or electrical) need to be relocated for new

the subject property will become the property of the Municipality.

- 10.2 The Municipality reserves the sole right to revoke a seasonal camping permit as a result of violations of camp rules as outlined in Schedule 'A'.
- 10.3 The Town of Saugeen Shores reserves the right not to renew any seasonal camping permit without cause. In the event that a permit is not renewed the camper will remove all of their property and personal belongings off the site within 30 days after notification.
- 10.4 The Town of Saugeen Shores may at any time require that a site be cleared of a camper's property within 30 days of notification.
- 10.5 Subletting is strictly prohibited and will result in immediate eviction of the unauthorized tenant and revoking of the permit.
- 10.6 A Camper(s) who for any reason voluntarily surrenders prior to July 31st a season camping permit during their contract, will be charged a transient monthly rate for their occupancy to date that will equate to no less than half of a seasonal rate. The camper will vacate site immediately and remove all property.
- 10.7 No refund of seasonal camping permit fees will be granted for occupancy beyond July 31st in any year.
- 10.8 A refund of weekly or monthly transient camping fees may be granted at the discretion of the Camp Manager, or designate.
- 11. SALE OF TRAILERS AND TRANSFER FEES**
- 11.1 New seasonal campers obtaining a trailer site must be in possession of a trailer 10 years of age or newer and provide a copy of ownership and insurance policy.

9. FEES FOR TRANSIENT CAMPING

- 9.1 Daily, weekly or monthly camping permits shall expire at 11:00 am on the day of checkout.
- 9.2 Daily, weekly or monthly camping permits may be extended depending on the availability of a campsite upon application to the Camp Manager before 11:00 am on the day before check out.

10. FEES FOR SEASONAL CAMPING AND RIGHT TO EVICT

- 10.1 Seasonal camping permits are subject to the following payment provisions
 - (i) Full Season Permit Camping Fees are due and payable on or before May 1st. If not paid on or before May 1st a penalty shall be added. That penalty will be effective from May 1st at the rate of 5%.
 - (ii) Failure to pay seasonal permit camping fees by May 31st will result in the cancellation of your seasonal camping permit and the issuance of an eviction notice. Campers may not occupy a site until all fees have been paid.
 - (iii) From when an eviction notice is served, the Municipality reserves the right, following a 14 day waiting period, to remove any Trailer/Mobile Home/Cottage RV Lifestyle, Cabana, Florida Room, storage shed or other equipment from the campsite at the expense of the camper(s). The subject property will be placed in a holding area for a maximum of thirty days at a rate of \$10.00 per day, plus the cost of removal. It will be released to the camper upon payment of any outstanding fees, removal charges and holding storage rates. The Municipality shall not be held liable for any loss or damage whatsoever caused by the lawful removal of subject property from a campsite. If the owner fails to pick up the subject property within thirty days from the 14 day waiting period from the holding area, then

or existing trailers, it will be at the expense of the camper. If a camper wishes a tree removed then it will be at the camper's expense. Campers must replace this tree with another tree. Placement as well as size and type of tree to be at the sole discretion of the Camp Manager or designate.

- 1.8 Visitors staying overnight must register at the camp office upon arrival.
- 1.9 Before camper(s) occupy a campsite, all fees must be paid in full and camper(s) must be registered at the camp office.
- 1.10 No visitors are allowed to enter the camp after 10:00 pm. Any visitors on site prior to 10:00 pm must vacate the premises by 12:00 midnight.
- 1.11 The Camper must notify the Camp Manager of a person or persons staying at their site in their absence. Persons staying must be listed on their campers list.
- 1.12 20 km speed limit throughout the camp(s) must be observed for the safety of everyone. All campers are requested to pay close attention when approaching playground areas.
- 1.13 Only one motor vehicle shall be permitted on a campsite. All vehicles must be parked off any park roadways at all times. Visitors must park vehicles at the Trailer Park entrance or outside the perimeter of the camp if parking is not available on site.
- 1.14 Boats, boat trailers and related equipment are not allowed to be stored on campsites. Excluding kayaks and canoes, in which case only one kayak or canoe shall be permitted per site.
- 1.15 Boats located in the Port Elgin Tourist Camp boat storage area that have received prior approval must be removed prior to 2012.

At the Port Elgin Tourist Camp if a boat is sold it may not be replaced with a different boat and if a trailer is sold, the boat allocation site will not go with the sale of the trailer.

- 1.16 Domestic pets must be kept tied at all times and must be on a leash while being walked. Owners of domestic pets are required to clean up after pets. Reasonable care must be taken with all pets as to not disturb the residents of the Camp. Pets may not be left unattended outside of trailers.
- 1.17 Picnic tables shall not be removed from any site.
- 1.18 The Town of Saugeen Shores is not responsible for the loss or damage to any Trailers / Mobile Home / Cottage RV Lifestyle or personal property. It is the responsibility of the trailer owner to maintain insurance coverage on their property. Proof of insurance is required when contract is renewed.
- 1.19 Lawn or garage sales of one item or a collection of items are prohibited within the camp(s).
- 1.20 The Camp Manager reserves the right to gain access onto any campsite at a reasonable time for the purposes of inspection or maintenance.
- 1.21 The Camp Manager will attempt to deal with complaints promptly. All complaints must be submitted in writing and signed.
- 1.22 All buildings and washrooms are for the use and convenience of the campers and shall be kept in a clean and tidy manner. Children are not to play in any building or washroom.
- 1.23 No leaching pits are permitted for the disposal of grey water. All toilet, human body waste and grey water must be disposed of in the municipal sewer sanitary system.

Exceptions to this rule will be at the sole discretion of the Camp Manager, or designate, and will only be considered if the lot size warrants such action.

- 6.4 The Roof of any Trailer/Mobile Home/Cottage RV Lifestyle, Cabana, Florida Room or shed must be vinyl, rubber or pre-fabricated.
- 6.5 No structure or addition can to be added to a Trailer/Mobile Home/Cottage RV Lifestyle or site except for prefabricated structures designed to be attached to a Trailer / Mobile Home / Cottage RV Lifestyle. (Such an addition is subject to the approval of the Camp Manager, or designate, prior to installation).

7. TAXATION

- 7.1 In addition to the camping permit fee payable to the Town of Saugeen Shores, trailers that meet the permanency test established by the Municipal Property Assessment Corporation (MPAC) to determine the accessibility of units in campgrounds, shall be subject to municipal taxation according to Provincial Regulation and taxes are payable directly by the owner to the Municipality.

8. FEES AND RATES

- 8.1 User fees shall be established by the Council as part of the annual budget deliberations and may include fees and rates for camping permits and any other fees and/or rates.
- 8.2 A surcharge per second fridge (any size fridge) will be applied to each campsite. Camp Manager or designate has the jurisdiction to inspect sites for second fridges at any time.

5. SIGNAGE

The only signage of any kind permitted on a camp site (with the exception of a "For Sale" sign approved by the Tourist Camp Manager) will include the site number and the name of the camper.

6. CAMPSITE ADDITIONS/ALTERATIONS/LOT COVERAGE

6.1 The Camp Manager must approve any alteration or modification to a campsite including tree trimming. Campers requesting tree trimmings are to complete the form located in the Camp Manager's office. If a camper wishes a tree removed then it will be at the camper's expense. Campers must replace this tree with another tree. Placement as well as size and type of tree to be at the sole discretion of the Camp Manager or designate.

6.2 Only the following items are permitted on each site. An application and site plan must be submitted to the Camp Manager or designate for approval prior to placement on the site:

- (i) one trailer or Mobile Home/Cottage/RV Lifestyle
- (ii) one cabana or Florida Room
- (iii) one prefabricated storage shed (vinyl or metal only)
- (iv) deck, fence, hedge
- (v) one dining tent
- (vi) one motor vehicle
- (vii) one canoe or kayak

No other structures or parking are permitted. The placement or alteration of any item on a campsite is subject to tourist camp site plan approval. The authorizing permit for alterations to a site must be posted on site until the alterations are complete.

6.3 Campsite coverage shall be restricted to Five Hundred (500 square feet) exclusive of motor vehicle and decks. For the purposes of this section the square footage of a trailer shall be calculated excluding the rear bumper and towing tongue.

1.24 Transient bookings will be accepted from May 1st until October 31st of each year. Bookings can be accepted up to one year in advance.

1.25 No appliance shall be stored outside. Any appliances that you wish to store in a shed must have prior approval by the Camp Manager or designate.

- 1.26
- (i) Any refrigerator 20 years or older must be removed from the Camp.
 - (ii) A surcharge will apply to any existing second refrigerator at each Trailer/Mobile Home/Cottage RV Lifestyle.
 - (iii) All refrigerators must be secured either with a lock or in a shed.
 - (iv) Any existing outdoor refrigerators presently on site have until 2012 to be re-located inside a secure shed.

- 1.27
- (i) All outdoor decorative lights must be solar powered by 2012.
 - (ii) All existing exterior lights must be converted to Energy Star qualified lighting products.

1.28 Fireworks are prohibited in all areas of the Port Elgin Tourist and Southampton Tourist Camp which includes the Ball Diamond Area as per By-Law.

2. STORAGE SHEDS

2.1 Only one storage shed allowed per campsite.

2.2 All new sheds:

- (i) Must be pre-approved by the Camp Manager or designate prior to purchasing.
- (ii) Must not exceed 100 square feet.
- (iii) Must be a prefabricated shed and shall be metal or vinyl.

- 2.3 Existing sheds:
- (i) That are over-sized and/or wooden will have to be removed when the current camper gives up rental of the lot concerned.
 - (ii) The Camp Manager or designate reserves the right to have any shed removed or improved that in the opinion of Camp Manager or designate feels that it detracts from the overall appearance of the camp.
 - (iii) Sites with two sheds must have the second shed removed by 2012.

3. CAMPSITE TIDINESS

- 3.1 Camper(s) are required to keep their campsite tidy and neatly groomed. Trailers / Mobile Home / Cottage RV Lifestyle on site are to be well maintained and must be capable of being moved at any given time.
- 3.2 Untidy and messy campsites will not be tolerated. All sites must be free of garbage and debris.
- 3.3 It is the responsibility of the camper to ensure that grass is cut on a regular basis and hedges are trimmed on their respective campsite.
- 3.4 The Municipality requests upon closure of your campsite in the fall that all lawn furniture, bikes, BBQs, lawnmowers etc. be placed inside your Trailer, Mobile Home/Cottage RV Lifestyle or shed. Refrigerators and sheds must be padlocked, and clean up of all area is mandatory.
- 3.5 The Municipality will not be responsible for any damages to Trailers/Mobile Home / Cottage RV Lifestyle.

- 3.6 The Municipality recommends coverage of all windows at your Trailer/ Mobile Home/Cottage RV Lifestyle during the winter season.
- 3.7 All trailers must have the under portion of their trailer skirted or boarded to prevent unwanted nuisances such as skunks, raccoons etc. In the situation of a rodent entering under a Trailer/Mobile Home/Cottage RV Lifestyle that does not have a skirt on it, the camper will be charged for its removal. Lattice square openings may not be larger than one inch.
- 3.8 All campers shall have their garbage contained inside their trailer, or if left outside, it must be in an enclosed container secured properly to prevent unwanted nuisances such as skunks, raccoon etc.
- 3.9 Garbage will be collected ONCE per week in both camps on a designated day as per the "Pay As You Throw" By-law.

4. GENERAL CONDUCT

- 4.1 Courtesy and consideration for all campers and local residents will be exercised when playing music, using televisions, singing, and hosting or attending parties. Improper conduct that is disturbing or objectionable to other campers will not be tolerated.
- 4.2 Courtesy and consideration for all municipal staff will be exercised at all times. Foul language or derogatory comments are not acceptable and will not be tolerated.
- 4.3 Campers are responsible for their visitors' actions.