



Port Glasgow Trailer Park Committee Agenda

July 31, 2020, 1:00 p.m.

Port Glasgow Trailer Park, Recreation Hall

Documents are available in alternate formats upon request. Please contact the Clerk's Department if you require an alternate format or accessible communication support at 519-785-0560 or by email at jnethercott@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That the Port Glasgow Trailer Park Committee hereby adopt the agenda as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

1

Recommendation:

That the Port Glasgow Trailer Park Committee hereby approves the minutes of the meeting of October 21, 2019 as circulated and printed.

5. Business Arising from the Minutes

6. Updates on Operations

6.1 Changes due to COVID-19

6.2 Facilities

7.	Update on Capital Projects	
7.1	Memorial Park Gates and Carin	4
7.2	Deferred Projects	
8.	Correspondence to Seasonal Campers	5
9.	Financials	6
10.	New Business	
11.	Adjournment	

Recommendation:

That Port Glasgow Trailer Park Committee meeting hereby adjourn at _____
p.m.



Minutes

Port Glasgow Trailer Park Committee

October 21, 2019

1:00 p.m. Council Chambers, West Elgin Municipal Office

Present: R. Leatham, Chair
B. Rowe, Vice Chair
O. Fournie
S. Higginbottom
B. Howell
M. Marsh
J. Reteff

Staff: M. Badura, CAO/Treasurer
M. Fletcher, Administrative Assistant
J. Nethercott, Recording Secretary

1. Call to Order

Mr. Leatham, Chair called the meeting to order at 1:04 p.m.

2. Adoption of Agenda

Moved: B. Howell
Seconded: M. Marsh

That Port Glasgow Trailer Park Committee hereby adopts the agenda as circulated.

Disposition: Carried

3. Disclosure of Pecuniary Interest

None.

4. Adoption of the Minutes

Moved: M. Marsh
Seconded: O. Fournie

That the Port Glasgow Trailer Park Committee adopt the minutes of September 16, 2019 as amended.

Disposition: Carried

5. Business Arising from Minutes

Shelley Higgenbottom inquired about the recovering of the picnic tables in the Dance Hall. Mrs. Higgenbottom stated that seats and tops of tables need to be replaced. Ben Howell suggested getting quotes for this work.

The Committee requested staff to create a form letter for dumping over the bank and create Steve a form for his two warnings.

Moved: J. Reteff
Seconded: O. Fournie

That the Port Glasgow Trailer Park Committee direct that a rule for giving notice to tenants breaking the Rules & Regulations be added to the Rules & Regulations for 2020.

Disposition: Carried

Councillor Rowe requested that a signature line be added at the bottom of the rules that are sent to seasonal campers to confirm they have been read and understood.

6. New Business

6.1. Fees & Charges for 2020

Moved: B. Rowe
Seconded: J. Reteff

That Port Glasgow Trailer Park Committee hereby recommends to West Elgin Council that they exempt seasonal residents from paying for rentals of the dance hall or pavilion and propose that the rental fee for the Rec Hall be lowered from \$50 to \$25.

Disposition: Carried

The Committee requests staff to add a separate line to the Fees & Charges in the amount of \$57 for Electric Cars.

6.2. Requested Capital Projects List

B. Howell stated that the pavilion ceiling and south washroom roof should be the top priorities for capital projects in 2020.

The Committee recommends obtaining 4 washing machines for the laundromat and an increase in the fee for washing at the laundromat to \$3 and leave cost of dryers at \$2 until the units are replaced in the future.

6.3. Memorial Cairn

Committee suggested that the quotes be obtained to fix the Carin and replace the gates in the Memorial Park and be presented to the committee.

6.4. Budget to Actuals

Committee received the 2019 budget to actual report.

7. New Business

Marie Marsh inquired if the committee meetings for 2020 could be returned to the third Friday of the month at 1 pm. Committee agreed to set meetings for this date as much as possible.

8. Adjournment

Moved: J. Reteff
Seconded: O. Fournie

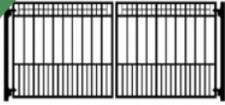
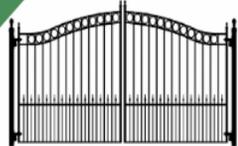
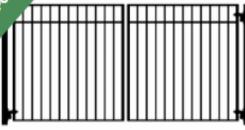
That the Port Glasgow Trailer Park Committee hereby adjourn at 2:33 p.m. to meet again on April 17, 2019 at 1:00 p.m. or at the call of the Chair.

Disposition: Carried

Richard Leatham, Chair

Jana Nethercott, Recording Secretary

Selection of Gates

 <p>POPULAR (IN STOCK)</p> <p>ARROW</p> <p>MORE DETAILS</p>	 <p>POPULAR (IN STOCK)</p> <p>ATHENA</p> <p>MORE DETAILS</p>	 <p>POPULAR (IN STOCK)</p> <p>CONCORD</p> <p>MORE DETAILS</p>	 <p>POPULAR (IN STOCK)</p> <p>HYDE PARK</p> <p>MORE DETAILS</p>
 <p>POPULAR (IN STOCK)</p> <p>SONOMA</p> <p>MORE DETAILS</p>	 <p>POPULAR (IN STOCK)</p> <p>STRASBOURG</p> <p>MORE DETAILS</p>	 <p>POPULAR (IN STOCK)</p> <p>TELLURIDE</p> <p>MORE DETAILS</p>	



The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

August 3, 2020

Dear Port Glasgow Trailer Park Residents;

Re: Refund of fees and final day of the 2020 season

Due to the pandemic restricting access to the Port Glasgow Trailer Park, a refund of two (2) week's pro rated Seasonal Fee will be processed for seasonal campers, except those who had access to the trailer park as of May 1. These cheques will be mailed to the mailing address on file in early October, if you have moved or changed your mailing address, please let the Municipal Office know by calling 519-785-0560.

As per West Elgin Zoning By-law 2015-36, Port Glasgow trailer park will be closed for the season at 1:00 p.m. on **Saturday October 31, 2020** and all utilities will be shut off. There will be no access to the trailer park after this closing date, even if the park is your only Ontario residence. If the border does remain closed, you will need to seek alternative living arrangements until May 1, 2021.

Sincerely,

Municipality of West Elgin

Port Glasgow Trailer Park

Income Statement

As of July 29, 2020

Revenue	<u>2020 Forecast</u>	<u>2020 Actuals</u>	<u>2020 Budget</u>
01-7620-6378 FSC - MISCELLANEOUS	- 127.70	- 127.70	- 400.00
01-7620-6410 PGTP - BOOTH RENTAL	-	-	- 750.00
01-7620-6411 PGTP - CAMP FEES SEASONAL	- 233,976.00	- 251,066.00	- 254,048.00
01-7620-6412 FSC - CAMP FEES-TRANSIENT	- 7,500.00	- 3,806.00	- 18,000.00
01-7620-6413 FSC - LAUNDROMAT	- 1,500.00	- 450.00	- 4,000.00
Operating Expenses			
01-7620-7300 GARBAGE COLLECTION	5,676.29	1,974.36	7,000.00
01-7620-7400 WAGES	43,567.07	16,871.38	45,900.00
01-7620-7401 CPP EXPENSE	2,614.02	965.31	2,295.00
01-7620-7402 EI EXPENSE	871.34	416.90	1,193.40
01-7620-7403 EHT EXPENSE	871.34	384.79	1,055.70
01-7620-7404 WSIB	1,307.01	562.40	1,698.30
01-7620-7415 TRAINING	-	-	300.00
01-7620-7430 WAGES TRANSFER IN	192.55	192.55	-
01-7620-7441 MEMBERSHIPS & DUES - TODS	1,526.40	1,526.40	1,300.00
01-7620-7442 MILEAGE	-	-	150.00
01-7620-7452 BOOT & CLOTHING ALLOWANCE	150.00	76.11	500.00
01-7620-7500 HYDRO	50,000.00	13,150.16	57,000.00
01-7620-7501 GAS	500.00	346.76	500.00
01-7620-7502 WATER	4,000.00	408.16	4,000.00
01-7620-7503 SEWAGE EXPENSE	10,000.00	2,509.41	18,000.00
01-7620-7510 INSURANCE	12,479.40	12,479.40	12,479.40
01-7620-7511 PROPERTY TAXES	4,284.00	2,089.00	4,284.00
01-7620-7515 Building Repair & Maintenance	10,000.00	2,495.37	15,000.00
01-7620-7516 JANITORIAL	1,000.00	-	1,000.00
01-7620-7520 GROUNDS MAINTENANCE	15,000.00	1,708.25	20,000.00
01-7620-7529 ADMINISTRATION EXPENSE	2,000.00	-	2,000.00
01-7620-7531 CONTRACTS & AGREEMENTS	700.00	-	600.00
01-7620-7601 PHONE & INTERNET	1,000.00	468.16	1,000.00
01-7620-7611 EQUIPMENT MAINTENANCE	5,000.00	1,165.74	5,000.00
01-7620-7613 EQUIPMENT PURCHASE	2,000.00	172.97	10,800.00
01-7620-7650 OFFICE SUPPLIES	530.79	279.02	500.00
01-7620-7651 POSTAGE & COURIER	500.00	-	500.00
01-7620-7652 ADVERTISING	100.00	-	100.00
01-7620-7660 OTHER SUPPLIES	500.00	102.29	500.00
01-7620-7701 FUEL EXP	1,000.00	322.78	1,000.00
01-7620-7900 TRANSFER TO RESERVES	733.49	-	-
01-7620-7901 TRANSFER FROM RESERVES	-	-	- 151,457.80
Capital			
01-7620-8001 CAPITAL - Consult & Engineering for Septic System	20,000.00	8,387.56	180,000.00
01-7620-8002 CAPITAL - WAR MONUMENT & GATES	25,000.00	-	15,000.00
01-7620-8004 CAPITAL - PAVILLION CEILING	20,000.00	1,926.99	18,000.00
	-\$ 0.00	-\$184,467.48	\$ -