



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2023-06-22

Subject: Port Glasgow Trailer Park Site Changes

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes; and

That West Elgin Council supports staff recommendation to suspend use of transient sites T17 and T18 at the Port Glasgow Trailer Park for the reasons outlined within this report.

Purpose:

The purpose of this report is to provide Council with information regarding transient site changes under review at the Port Glasgow Trailer Park.

Background:

Port Glasgow Trailer Park currently has 24 transient sites available for booking, in addition to the approx. 164 seasonal sites which are all utilized. The 24 transient sites can be broken down into the following categories (as shown on the attached map) –

- 2 – Tent sites
- 19 – Trailer sites with water and hydro connections
- 3 – Trailer sites with water, hydro and sewer connections

The following concerns have been raised with the location and use of transient sites T17 and T18, located on the corner of Gladstone Street and the food booth/dance hall access street.

1. Trailers placed on these two sites can partially block access to seasonal sites 77, 79 and 81, which also have a row of trailers directly behind them. While the map shows a significant gap between the transient and seasonal sites involved, large trailers placed on sites T17 and T18 can leave very little space and would be the only situation in the park where a row of trailers are blocked by additional trailers both front and back. This creates privacy concerns and access issues for residents who would find themselves having trailers in close proximity on all 4 sides.
2. This is the first intersection within the park and all traffic passes by this corner. Large trailers placed directly adjacent to the street edge limit visibility for traffic approaching this intersection.
3. Typical lots have service connections located at the rear, whereas these two sites have connections at the front of the lot next to the street. This can lead to necessary repositioning of the trailer and/or the inability to utilize all service connections when staying on these sites.
4. Based on the overall number of trailers vs. parking sites within the PGTP, vehicle parking for residents and guests is limited. This necessitates rules such as no utility trailers being allowed

in the park and designated, pay per use, boat trailer parking. There is currently no parking allowed along the east side of the access street due to the occasional use of site T17 and T18, which further reduces the number of parking spaces available.

The Manager of Operations met on site with park staff and reviewed the following concerns. It was determined that these two sites were used a total of 8 times in 2022, with booking lengths ranging from 2 days to 4 weeks, and typically during the long weekends in July, August, and September. Other than Labour Day weekend, there were always open transient sites within the park which could have been utilized instead. The only advantage with T17 and T18 comes when someone books for a longer stay and would like the ability to connect to sewer. There were two stays in 2022 that fell into this category, one at 3 weeks and one at 4 weeks. This could be mitigated by use of the third sewer site (if available), occasional trips to the dump station, or use of a sewage cart during the stay.

After discussion surrounding the pros & cons of utilizing these two transient sites, staff determined it would make the most sense to suspend use for camping purposes and return the grass area in question to open parking for visitors and residents. Hydro, water, and sewer connections will be incorporated into a small flower bed area and left intact for staff use and specialty functions. This will eliminate privacy/access concerns (sites 77, 79, and 81), improve visibility around the main intersection, increase parking availability and provide a more aesthetically pleasing entrance into the park.

Financial Implications:

As stated previously in this report, the two transient sites in question were used 8 times in 2022 for a total of 76 days. Given the rate of a fully serviced site with water, hydro, & sewer is worth \$5.00/day more than a site with water and hydro only, there will be a slight decrease in revenue by taking these 2 sites out of use. Using 2022 data, this would equate to a loss of approximately \$350.00 to \$400.00 over the course of the season, however, staff feel the benefits still outweigh the loss revenue in this case.

Respectfully submitted by,

Lee Gosnell
Manager of Operations & Community Services

Report Approval Details

Document Title:	Port Glasgow Trailer Park Site Changes - 2023-20-Operations Community Services.docx
Attachments:	- Final Map.pdf
Final Approval Date:	Jun 19, 2023

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuc