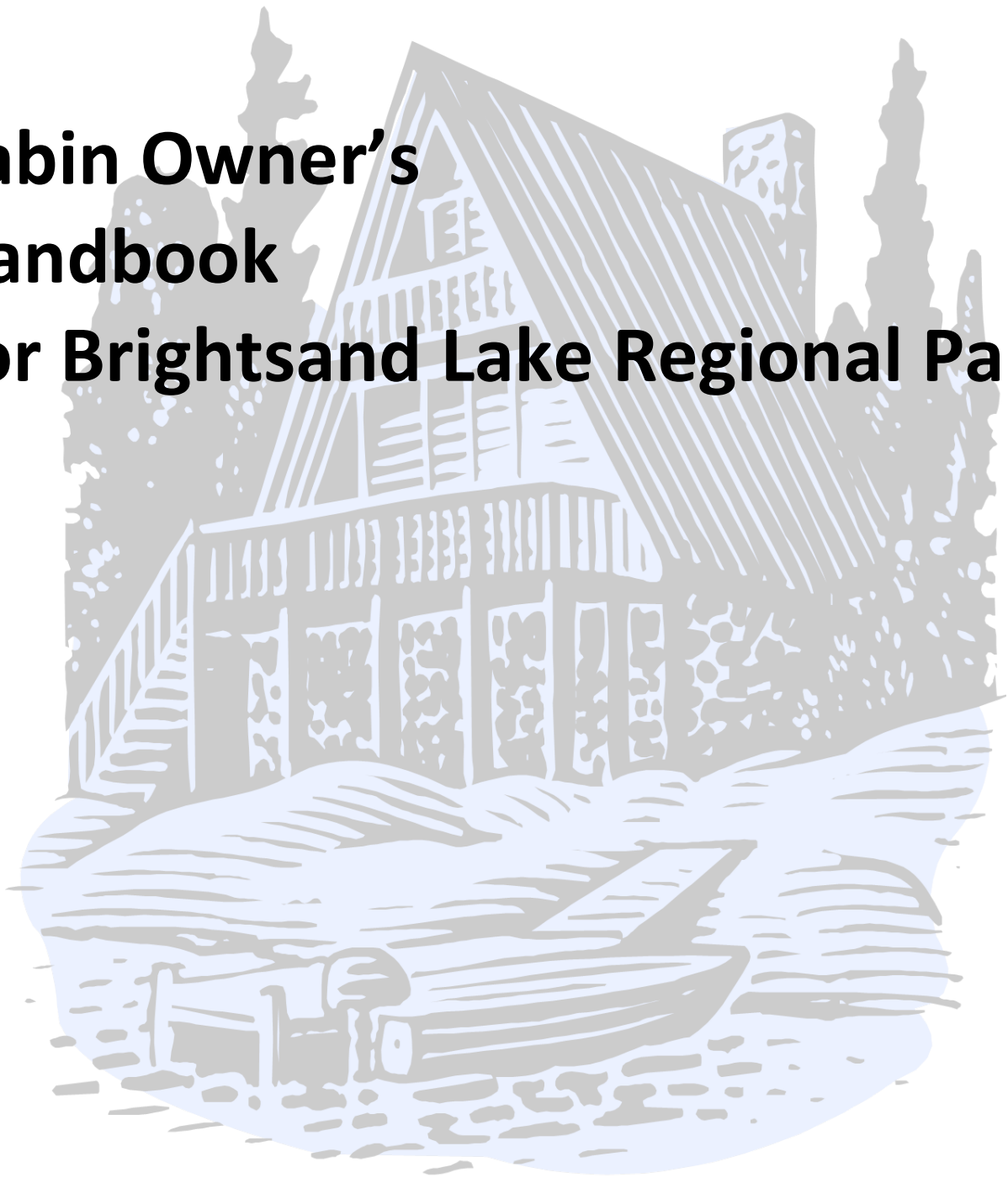


Cabin Owner's Handbook For Brightsand Lake Regional Park



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April 2025



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INTRODUCTION

The Brightsand Lake Regional Park Authority is pleased to introduce you to the “Cabin Owner’s Handbook for Regional Parks”. We hope that you will find it useful in dealing with various activities that affect you as a Cabin Owner in our Regional Park. Our Regional Park provides a recreation area for everyone to enjoy, and the cabin subdivisions are one of the important areas of the park.

Regional Parks were created by agreements between contributing municipalities and Saskatchewan Environment. The agreement details are included in an Order in Council passed through the legislature.

Regional Park Authority members are volunteers. Members are derived from two methods:

1. appointments by contributing municipalities; and
2. appointed or elected from an organization that has an agreement for such with the Regional Park Authority (such as a Cabin Owner’s Association, service clubs, etc.).

The Regional Park Authority is a body corporate. The Authority is entrusted with the care of the park and the Authority is responsible for the operation of the park.

The governing legislature for Regional Park Authorities is *The Saskatchewan Regional Parks Act, 2013* and the *Regional Park Regulations, 2015*. The Regional Park Authority must meet all regulatory requirements of Sask. Health, Sask. Environment and any other regulatory bodies that impact operations at the park.

Each Regional Park Authority sets all fees for their individual park, with the exception of the Regional Park Season Pass. The fee for the Season Pass is set by majority vote at the Saskatchewan Regional Parks Association Annual General Meeting held each spring. Each Regional Park Authority operates their own park as determined by the rules and regulations that have been set by the Authority.

Regional Park Authorities hold an Annual General Meeting for their stakeholders. This is a meeting of the Authority that is open to the public. In this meeting, the Authority will present the past year’s financial statement, reports on the past year’s operations and activities, budget planning for the current fiscal year, adopt any amendments to their constitution, set the banking facility for the Authority and the signing authorities for the current year. At this meeting, all resolutions to be considered are moved and voted on only by members of the Authority. The Authority also conducts a discussion period for the future plans of the park. Any suggestions or questions from the stakeholders are noted down and discussed at the regular meetings of the Authority.

Regional Park Season Passes, or a Regional Park Day Pass is required for entry into the park. As a cabin owner who chose to make their summer home at this regional park, you will be happy to know that all funds from the sale of these passes and all other fees remain at this park. Your visitors will be required to have a pass of their choice on their vehicle in order to get to your cabin. Please make sure that they are aware of this the first time you invite them out to your summer get-a-way.

Sources of information contained in this Handbook:

- **Cabin Owner’s Handbook for Saskatchewan Provincial Parks and Recreation Sites**
- **Saskatchewan Environment**
- **Department of Fisheries and Oceans**
- **Regional Park Bylaw 2013**

CABIN LOT LEASES

Anyone building or buying a Cabin on park land requires a lease for the land upon which the Cabin sits. Our Cabin lot leases are 30-year renewable leases, that began in 2020 and are due to be renewed in 2050. Contact the park office for availability of leases and the application for a lease process. The park office will let you know what requirements are necessary to acquire a lease. This would include a plot plan showing the boundaries of the Cabin lot, information prescribed in the Building Regulations and other information.

Renewal of a Lease

During the year that the lease expires, the Park Authority will forward a renewal agreement for a term of 30 years. The lease is normally renewable provided that all terms and condition of the lease are being met.

Change in Ownership of the Cabin

If you wish to sell your Cabin or transfer it to someone else, a Request for Assignment of Lease (transfer) is required. This form is available on our website: brightsandlake.org or by contacting the park office for a copy of the assignment form.

Some of the requirements to transfer the lease include:

- Confirmation that the actual use of land is as specified in the lease.
- All fees have been paid.
- No unauthorized building or boundary encroachments have been made.
- Lease agreement.
- Request for assignments has been fully completed (sale price and actual value price must be provided); and
- Registration fee

Generally, a lease will not be transferred if development has not been completed; however, there may be exceptions on a case-by-case basis.

Dual Lessees

When a Cabin lease is to be issued in two names, their type of tenancy must be identified. They can be joint tenants where upon the death of one tenant, the lease is transferred to the surviving joint tenant by completing the proper documents or tenants in common where upon the death of one tenant, their position of the lease will be handled through their estate or in accordance with *The Intestate Succession Act*. The transfer involving tenants in common will be handled by a Request for Assignment of Lease with all fees applicable.

Collateral for Mortgaging Purposes

Using your Cabin as collateral for a loan or mortgaging purposes is allowed.

Permanent Residency

With approval of the park board, lessees may reside at their Cabin year-round by submitting in writing your request with the signature of all lessee's names.

Fees Affecting Cabin Lessees

All Regional Park Cabin Owners pay fees on an annual basis. The lease fee period corresponds with the yearly lease term which is from January 1st to December 31st of the current year. Payment is due by June 1st of the current year. If payment is not received by June 1st, a penalty of \$100.00 plus 2% per month of the annual rental amount. Lease fee invoices are usually sent out in early April.

To ensure that the invoices arrive in a timely fashion, each Cabin Owner should make sure that any changes to the lease contact person, address or telephone number are forwarded to the park office.

Development and Building within the Park

Brightsand Lake Regional Park Authority has the authority to prohibit the commencement of any construction, erection, placement, renovation, addition, etc. of any building unless that person is authorized by way of a building permit. Any requests for a permit for such things as a stairway or dock, etc., will need to be issued from the park office. Brightsand Lake Regional Park issues building permits upon approval of a development permit. Forms are available on our website: brightsandlake.org.

Why Do I need Building Inspections?

Building inspections are a required part of the building permit process as they aid in ensuring that projects conform to key requirements of the National Building Code. Often problems that arise or questions that may come up can be dealt with in the field with the building inspector involved in that job. Inspections are meant to aid the lessee and builder in ensuring that all key elements of the National Building Code are met.

Note: Approval and issuance of a Building Permit does not absolve the applicant of obtaining other permits and approvals that may be required according to other municipal, provincial, and federal government legislation.

Can I start work now and get a Building Permit later?

The answer here is NO. There are too many variables that need to be checked prior to construction.

Zoning Bylaws and Official Community Planning Bylaws are available at the main office or online at: brightsandlake.org

CLEAN AND SAFE ENVIRONMENT

All Cabin Owners are expected to maintain the land, buildings and other structures associated with the Cabin in a clean and satisfactory state. The Park Authority may take necessary action to ensure that any unsafe or unsightly conditions are corrected.

EXCAVATIONS

The Park Authority requires prior written consent to make an excavation on all park land including land leased to Cabin Owners. Appropriate warning signs and protection of the excavation, such as with temporary fencing, are required to prevent it from becoming dangerous to individuals, animals, or property.

GARBAGE DISPOSAL

Solid waste disposal services are available to Cabin Owners through various means, with options to the different seasons. These services ensure convenient and efficient waste management throughout the year, accommodating seasonal variations in park activity and accessibility.

Regional Land Fills – R.M. of Mervin. No. 499

Cabin Owners are asked to dispose of their appliances, barbecues, outdoor furniture, construction, and renovation materials, etc. at the R.M. of Mervin No. 499 Transfer Site. During the off season (September 16 to May 14), Cabin Owners will be required to transport household garbage to the Transfer Site. Information about location and hours of operation are available at the Park Main Office.

Peak Season – May 15 to September 15

Cabin Owners may utilize the Park's communal bins for disposal of household garbage only. This includes general waste, such as food scraps, packaging, and everyday trash. Please refrain from disposing of large items, hazardous materials, construction debris, or any non-household waste in the Park's bins. If you have large or specialized items to dispose of, please contact the Park Main Office for proper disposal details. Where applicable, we encourage owners to separate recyclables from general waste to help support our commitment to sustainability. Please use designated recycling bins for paper, plastics, and glass. For hygiene and aesthetic purposes, please ensure the bin lid is securely closed after disposal. Overflowing bins or improper use can result in additional cleanup costs. Please ensure your garbage is bagged properly before placing it in the bins to avoid spills and pests. If you encounter any problems with the bins (e.g. damage or overfull), advise the Park Main Office immediately. Your cooperation in maintaining a clean and organized environment is greatly appreciated.

SEWAGE

The Park Authority has a bylaw in effect for disposal of human effluent. It is required that a Cabin Owner acquire prior written consent from both the Park Authority and the Saskatchewan Health Authority to install a septic tank or sewage system including pump-out toilet facilities. An application will include:

- Detailed drawings of the proposed installations
- Evidence satisfactory to the park authority that the applicant is competent to make the proposed installation
- Plans for construction and operation of the proposed installation of the septic tank or sewage system that have been approved by the Regional Health District or the Park Authority as the case may require.

All grey water, etc. must be disposed of into a septic tank. The Park Authority may impose any terms and conditions on consent that it considers appropriate. No person shall fail to comply with any terms or conditions imposed on a consent.

WATER WORKS

A Cabin Owner must receive prior written consent of the Park Authority with respect to any installation within the park to take water from any stream, lake, or underground water. An application for consent is to include:

- Detailed drawings of the proposed installation.
- Evidence satisfactory that the water supply to be obtained is satisfactory for the purpose stated by the applicant, that the applicant is competent to make the proposed installation, and that the construction and operation of the proposed installation have been approved by the Department of Health and/or the Saskatchewan Watershed Authority as the case may require.

Please contact the Park Main Office for further information if required.

FIREWORKS

Public fireworks displays require a Fireworks Permit from the Park Authority. A permit for public fireworks displays shall only be issued to person(s) holding a valid Fireworks Supervisor – Level I or II card issued by Natural Resources Canada. Applicants with Fireworks Supervisor accreditation from other jurisdictions shall not receive a permit until the Park Authority is satisfied that the applicant is properly trained and qualified. The applicant for a permit for a fireworks display shall procure and provide the Park Authority at least seven (7) days prior to the scheduled date of the display, a Certificate of Insurance which shall name the Park Authority as insured under the applicant's insurance policy. The Insurance Certificate shall indicate that the Applicant has at least one million dollars (\$1,000,000) of public liability insurance.

FIRE PREVENTION

Park Authorities have fire action plans in place. Many parks also have structured fire agreements in place with adjacent communities. Contact the Park Main Office for more information.

Cabin lessees are expected to take precautions to ensure that campfires can be kept under control, that reasonable steps are taken to keep a campfire from spreading and that they do not leave a campfire unattended. The Cabin lessee may not have an open fire other than a campfire without the express written approval of the Park Operations Manager. Note that all open fires may be restricted during certain times of the year.

TREE REMOVAL

Any Cabin lessee wishing to remove trees from a leased Cabin lot must contact the Park Operations Manager for approval prior to removing any trees. Although the park itself is not responsible for removal of a tree on a Cabin lot. On public reserve or parkland areas outside your leased lot boundary where a tree may pose a danger, park staff will remove it. Please notify the Park Operations Manager if you think a tree adjacent to your lot poses danger.

FIREWOOD

Firewood is not supplied for Cabin lessees. The Park Main Office may be able to help you with names of suppliers in the area. You must be vigilant about NOT bringing elm firewood into the park.

WILDLIFE PEST CONTROL

Cabin Owners are required to discuss any pest control activities with the Park Operations Manager. Park staff will take the necessary action to prevent wildlife from damaging property or reducing the chance of harming park patrons.

STORAGE OF PERSONAL PROPERTY

Regional Park Property is NOT to be used as storage for your personal property. Please remove all boat lifts, vehicles, trailers, and recreational trailers, etc. from such property. You have a lot to use for such things. If you need space for seasonal (Winter) use send a request to the Park Authority for approval.

BOATS AND BOATING

The Canadian Coast Guard is responsible for the laws and regulations covering all waterways in Canada including lakes and rivers in Saskatchewan's regional parks. The Canadian Coast Guard publishes "The Safe Boating Guide" which outlines minimum required equipment, personal protection equipment, laws governing safe enjoyment of Canadian waters such as operating rules, safe speed, boating restriction regulations (including age restriction), water-skiing and other towing activities and diving operation. Boating regulations require operators of pleasure crafts fitted with a motor and used for recreational purposes to always have proof of competency (Pleasure Craft Operator Card) on board. Proof of competency is obtained by passing a Canadian Coast Guard approved boating test. If you want more detailed information, please contact the Canadian Coast Guard and/or Office of Boating Safety Infoline. You should be aware that no person shall dock, moor or leave a water vessel on park land or on any waters in or adjacent to park land except in an area designated for that purpose. Refer to the following section on shoreland and foreshore land management. It is encouraged that watercraft are not to be used within 25 meters of buoyed beach areas or shorelines except when being launched or brought back to shore.

PERSONAL WATERCRAFT (JET SKIS)

As use of personal watercraft is becoming more prevalent in regional parks, the following guidelines for use of personal watercraft will be applicable to all park users:

- Jet ski use will be permitted where there is already motorized use on a water body, if operators and craft meet federal requirements (refer to Boats and Boating) and are not being used in waters restricted as to types of power of craft.
- As indicated under Boats and Boating, operators of jet skis always require proof of competency (Pleasure Craft Operators Card) on board.
- Unsafe or hazardous jet ski use will not be tolerated.
- Jet skis cannot be used within 25 meters of buoyed beach areas or shorelines except when being launched or brought back to shore.
- Jet skis can only be launched, brought back to shore, beached, or moored at areas designated for this purpose.
- Efforts are being made to educate jet ski operators about the harmful effects that these watercrafts can have on wildlife. Important waterfowl breeding areas should be protected from disturbance by jet skis.

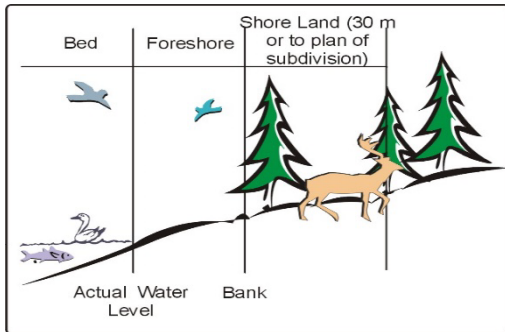
FISH FILLETING

Fish and fish remains are not to be placed in the garbage cans. They should be taken to the fish cleaning area. Fish cleaning is not allowed on any part of the lake shore or nearby except at the building provided for this purpose.

SNOWMOBILE USE

Snowmobiling is a popular winter sport and snowmobile trails are present in many regional parks. As per *The Snowmobile Act*, all snowmobiles must be licensed and operated by a qualified driver as defined by that Act.

SHORELAND AND FORESHORE LAND MANAGEMENT



What is Crown foreshore and shoreland?

Crown foreshore is the land located between the actual water level and the bank (ordinary high-water mark) of lakes, rivers and streams and is administered by the Province of Saskatchewan. Crown shore land is also administered by the province and is the area that lies inland 30 meters from the bank (see insert). Foreshore and shore land will be discussed together and will be identified only as “shore”. The shore area is an important natural

resource as it provides recreational opportunities, important spawning areas for various fish species and can represent areas of fragile ecological balance which must be managed with care.

Can I build on the Crown shore?

Not without approval. In most cases, the shore is public property and may be possible fish spawning areas, both of which require approval before the land can be occupied or modified. Leasing or owning land next to the shore does not provide the lessee or owner with the authority to build boat docks, boathouses, storage lifts, etc. on the shore.

How do I get approval to use the Crown shore?

If you are contemplating any actions with respect to the shoreland or foreshore adjacent to your Cabin leased land, you must contact the park office and you will be provided with the appropriate guidelines, applications and permits that are required. The application for a shoreland/foreshore alteration must be accompanied by a detailed development plan indicating project location, construction details and dimensions and an application fee, if applicable. These applications are reviewed by the park board on an individual basis to ensure development maintains public access to the water body, protects the environment and meets local zoning bylaws and dock placement policies.

Brightsand Lake Regional Park receives authorization from Water Security Agency for various maintenance activities related to public boat launches, public beaches, and aquatic vegetation removal insofar as the Aquatic Habitat Protection Program is concerned. The maintenance activities performed under the permit are only for existing facilities. Proposed activities within the bed, bank, and boundary of Brightsand Lake not specifically addressed in the permit requires separate submission of an Aquatic Habitat Protection Permit application. The permit stipulates that for the protection of fish and fish habitat, no in-water work is allowed between **April 16 – June 30** of any year.

If your project involves building or modifying a dock, boathouse or boat ramp, the table below will help you determine which additional agencies you should contact. In some instances, you may have to contact more than one agency. Keep in mind that approval from one government agency does not guarantee that you will be able to obtain approval from another agency. Remember, you must obtain all approvals before starting work. Early consultation can save you from designing a project that will not be approved.

| If the dock, boathouse or boat launch proposal..... | Your will need to contact these additional agencies.... |
|---|--|
| May affect boat navigation (if it is longer than most other docks of other Cabins) | DFO – Canadian Coast Guard (CCG) – Navigable Waters Protection Program |
| Is in a public (Crown) water lot and has a foundation or cribs below the average annual high-water mark, or has skirting that blocks water movement | DFO – Habitat Management Your local Conservation Officer |
| Is in a public (Crown) water lot and is floating, or is a cantilever design, or is supported on posts, stilts or poles, and is removed from the water seasonally. | Your local Conservation Officer |
| Is within a flood plain area | Your local Conservation Officer |

The shoreland/foreshore guidelines are:

Proposed improvements must not:

- Interfere with the public’s right of access to and use of the foreshore and shoreland or waterway or be a hazard to navigation or to the public.
- Interrupt the movement of beach material by water along the shoreline or constitute a fence, bulkhead, breakwater, or similar structure.
- Be used for storage of petroleum or toxic substances or constructed of toxic substances other than approved wood preservatives.
- Impede or alter water levels without the approval of the Saskatchewan Water Corporation.
- Be in fish spawning areas, erosion prone or other environmentally sensitive areas or contravene the provisions of *The Fisheries Act (Canada)*.
- Be in areas not specifically designated or agreed to by the Park Authority.
- Proposed improvements must be properly maintained and kept in a safe, clean, and neat condition.
- The permittee must take full responsibility for any legal liability associated with his/her installation. A “no diving” sign or symbol must be prominently displayed at the entrance to or on the decking of any dock.
- The Park Authority will use their discretion to determine whether offshore mooring areas will be designated, and the location of these offshore mooring areas would have to be approved by permit
- The tenure holder will be responsible for liability and maintenance of park foreshore and /or shoreline areas held under lease or permit tenure during the term of the tenure.

- Requirements for legal survey to verify lot boundaries will be at the discretion of the Park Authority. In all cases, the applicant will be responsible for the survey costs.
- Stairways will only be allowed in cases where the land is excessively steep and access to the shoreline would be difficult or where a walking trail could cause erosion, and no central stairway is provided.
- Dock lengths should only be a length that is necessary to ensure sufficient water depth for mooring, except in the case of shared multiple slip structures.
- Docks must be removable piers and must be removed prior to freeze-up and stored on the Cabin lessee's property or in an area approved by the Park Authority.
- Installations placed in or on the water must not make use of metal barrels as part of their structure.
- Minor cleaning for boat storage or as a path to a dock must be approved by the Park Operations Manager.

PET OWNERS

- Pets must be always on leashes. If a pet is found loose, it will be taken to the SPCA in Lloydminster. All costs involved will be the responsibility of the pet owner.
- You must clean-up after your pet. Please bag it and put the waste in the garbage containers. Please respect our visitors and help keep our park clean and pet waste free.
- Absolutely no pets allowed on the beach, in the playground and or mini-golf areas. There are signs posted.
- Pets with aggressive behavior are not allowed in the park.
- Barking dogs will not be tolerated. If your dog is agitated by the squirrels, put them in your cabin until it is acclimatized to the forest around it. When you leave your cabin, put your dog in your cabin or into a kennel. Do not leave your dog unattended outside at your cabin, children may cut through a yard and encounter a dog trying to defend its territory. Dogs tend to bark and howl for their owners when they are left alone. If your dog is howling or barking while you are gone, it is not pleasant for your neighbors. Make sure your dog is inside and comfortable, so that everyone can enjoy their stay too.
- Pet Evictions: If you do not comply with the above stated rules, your pets may be evicted. It will be up to you if you leave with your pets or if the animal is taken out of the park. Pets will be monitored by park staff, but it is difficult for them to spot all potential problems. If you feel that a particular pet is causing a problem, please report it to the Park Operations Manager or the Park Main Office. It will be dealt with in confidence.

ATV AND GOLF CART REGULATIONS

DEFINITIONS:

An All-Terrain Vehicle is any self-propelled vehicle that is designed primarily for the movement of people or goods on unprepared surfaces and has wheels in contact with the ground.

A golf cart means a commercially manufactured, self-propelled vehicle that is originally designed to be used on a golf course for the movement of people and goods on unprepared surfaces and roadways; has

four wheels in contact with the ground; cannot be operated at a speed greater than 24 km/hour on level ground; and has an unladen weight of less than 590 kilograms.

In the Brightsand Lake Regional Park this includes, but is not limited to, quads, motorbikes, mini-bikes, dirt bikes, golf carts, mini-motorized vehicles for children, and all-terrain vehicles. Golf carts transported to and from the golf course and used ONLY on the golf course are exempt. Under no circumstances are go-carts, go-cart style vehicles, pocket bikes/mini-bikes, dirt bikes, or other vehicles modified for ATV use allowed in the park.

- A. All ATVs/Golf Carts must be registered by the Park. Registrants will be asked to provide the name of their insurer and their policy number. All machines must display the license plate as provided by the park. Registration must be done yearly. Owners must provide the park with model, year, serial number and color of their ATV/Golf Cart.
- B. ATVs are to be used on designated trails only. ATVs are not allowed on the boardwalks or prohibited hiking trails.
- C. All ATVs/Golf Carts must abide by Saskatchewan Government Insurance requirements and the Traffic Safety Act and the ATV Act.
- D. Drivers of ATV's/Golf Carts must have a valid driver's license. Individuals of the age of 12 years or more under the age of 16 must be accompanied by a person with a valid driver's license.
- E. Individuals under the age of 12 are forbidden to operate an ATV or golf cart; with or without, a licensed individual.
- F. The operator of and/or any passenger in or on, an all-terrain vehicle that is operated shall wear a helmet and protection for the eyes. (ATV Act, Sec. 18 (1)).
- G. Operators of golf carts that have not been modified from factory specifications are not transporting more passengers than there is factory installed seats and are not capable of reaching speeds more than 15 km will not be required to wear helmets or eye protection. Annual Park Permits are required. Age limit of operators shall apply as per the Saskatchewan ATV Act.
- H. ATVs can be operated in the park from 9:00 am to 1/2 hour before sunset.
- I. There shall be no ATV use within the park boundaries during a fire ban.
- J. Failure to comply with all ATV/Golf Cart rules and regulations could result in Brightsand Lake Regional Park Authority Action as follows:

First Offence: Verbal warning to vehicle owner.

Second Offence: Two-week suspension of permit to operate in the Park.

Third Offence: Permit revoked for the remainder of the season.

GARAGE SALES WITHIN THE PARK

All Cabin Owners must obtain prior approval from the Park Operations Manager before holding a garage sale. A Garage Sale Request Form is required to be submitted at least two (2) weeks in advance of the proposed sale date, including details such as the sale location, dates, and times. The Park Operations Manager will review the request to ensure the event complies with park regulations, minimizes disruptions, and maintains the safety and aesthetic values of the park. Part of the submission is that the Cabin Owner must inform their immediate neighbours about the planned garage sale and submit written consent and/or feedback from neighbours within a reasonable distance) typically within the same street or nearby cabins). Cabin Owner's may hold a garage sale no more than twice per calendar year to ensure

the experience remains enjoyable for all residents and patrons that does not affect the park's overall atmosphere.