



SUGAR ISLAND RULES AND REGULATIONS

TABLE OF CONTENTS

Forward

Sugar Island Board of Trustees

1. Trustees
2. Authority of Sugar Island Rules and Regulations
3. Cancellation of Annual Encampment
4. Enforcement of Rules and Regulations
5. Reference to dates and family members

General Sugar Island Rules

1. Assumption of Risk
2. Camping
3. Camping Areas
4. Age Requirement
5. Acceptable Campsites
6. Waterfront
7. Garbage
8. Natural Habitat
9. Campfires
10. Fireworks
11. Firefighting Equipment
12. Firearms
13. Motorized Vehicles
14. Pets
15. Construction
16. Latrines
17. Private Storage
18. Trails
19. Hand-Operated Water Systems
20. Use of Lifejackets

Sugar Island Camp Fees

1. Notification
2. Camp Fees
3. Annual Fees
4. Payment During Annual Encampment
5. Payment at times other than during the Annual Encampment

Campsite Management (Ground and Platform)

1. Site Assignment
 - a. Unused Permanent Sites
2. Permanent Sites
 - a. Annual Reservation and Fee
 - b. Permanent Ground Site Eligibility
 - c. Permanent Platform Site Eligibility
 - d. Permanent Site Storage
3. Other Campers

Platform Site Management

1. ACA Property (Ownership).
2. Platform Maintenance
3. Acceptable Platform Sites
4. Platform Availability
5. Platform Assignments
6. Platform Applications
7. New Construction Requirements
8. Specifications

Cabin Use and Management

1. ACA Property (Ownership).
2. New Cabins
3. Modifications
4. Failure to Pay Annual Fee
5. Cabin Furnishings
6. Rules and Regulations
7. Cabin Interior
8. Cabin Maintenance
9. Lighting or other Equipment
10. Occupancy Renewal
11. Cabin Use
12. Relinquishment of Occupancy Rights
13. Original Occupant
14. Immediate Family Members

Addenda – Approved Changes



SUGAR ISLAND RULES AND REGULATIONS

Effective July 1, 2012

FORWARD

The American Canoe Association was created out of an encampment of canoeists at Lake George, and thereafter, for much of its life, these annual encampments brought our scattered members together to enjoy canoeing, its social life, and to administer the affairs of our organization. The early twenty-three national encampments were held in widespread places, most often in St. Lawrence River waters. In 1903, the Sugar Island national encampment became our first and only permanent home; our recreational haven for ACA canoeists who wish to paddle, sail, camp, swim, and fish, in relaxed tranquility for pleasure alone; or who wish to enjoy friendly competition and who desire to see and to learn the state of the art in paddling and sailing. Sugar Island is both a broadening and unifying force for the ACA, for here one can easily fraternize with the experienced in one's favorite brand of canoeing, and both young and old may readily join or bridge into a new activity under the guidance of the experienced.

The privilege of the use of Sugar Island is open to all ACA members and their guests subject to compliance with the Sugar Island Rules and Regulations. ACA members are especially urged to attend the annual encampment in July/August to renew old friendships and to form new ones.

The American Canoe Association owns Sugar Island Camp, which consists of nine adjacent islands, thirty five acres in area, situated in the Canadian channel of the St. Lawrence River near the town of Gananoque, in the Province of Ontario, Canada, a part of the Thousand Islands.

SUGAR ISLAND BOARD OF TRUSTEES

- 1. Trustees.** The operation and maintenance of Sugar Island is the responsibility of the Sugar Island Board of Trustees as stated in the By-Laws of the American Canoe Association, ARTICLE XI, Section 3. Management and Section 4. Property Boards of Trustees. According to the ACA By-Laws, *Article XI, Section 3. Management*: “Each Real Estate Property shall be managed by a separate Trustees Board, operating under the authority of the National Board of Directors and these By-Laws.” *Section 4. Property Board of Trustees*, paragraph d. reads; “In addition to the day-to-day duties, The Trustees shall cooperate with the National Properties Committee in the development and implementation of a budget, programs and policies designed to encourage full utilization of the property and its facilities.”



To meet this mandate, the Sugar Island Board of Trustees (“Trustees”) shall establish and implement (including publication) the Sugar Island Rules and Regulations. The Trustees shall also publish a yearly circular regarding the Annual Encampment and address other issues of importance to the operation of Sugar Island which shall be considered a part of the Sugar Island Rules and Regulations.

- 2. Authority for Sugar Island Rules and Regulations.** The Sugar Island Board of Trustees adopted these rules and regulations for the proper protection of the American Canoe Association’s property and to clearly outline the privileges of ACA members and guests using such property. The Sugar Island Board of Trustees has the sole authority and discretion to change, modify, interpret or eliminate any or all of the Sugar Island Rules and Regulations, under the authority of the American Canoe Association National Board of Directors. The Sugar Island Trustees shall enforce these rules and regulations, and ACA members and their guests are requested to cooperate fully.
- 3. Cancellation of Annual Encampment.** The Board of Trustees shall have the authority to cancel the annual encampment. In any year when the Encampment of the Association is not held at Sugar Island, all regulations relative to campsites, floors, etc., during Encampment shall be non-operative for that year. This includes that the records of occupancy for the retention of campsites at Sugar Island shall be computed only as to Annual Camps held there; but all other restrictions, regulations, and rules relative to the use of Sugar Island at other times than during the Encampment shall remain in effect regardless of where and when the Annual Camp is held.
- 4. Enforcement of Rules and Regulations.** Members and their guests shall comply with all national laws of Canada, the Province of Ontario, and local ordinances. The privilege of the use of Sugar Island by ACA members and their guests is conditioned upon compliance with these rules and regulations. The Board of Trustees shall enforce these rules and regulations and the Board of Trustees reserves the right to refuse use of the island to any member or guest that does not comply with the rules and regulations or to impose penalties for noncompliance.
- 5. References.** When these rules refer to a yearly period, the time shall be between January 1st and December 31st, when referring to the Encampment, the period shall be for the duration of the encampment as set by the Board of Trustees; when referring to the immediate family of members, no relatives are included other than Fathers, Mothers, Spouses, Brothers, Sisters, Sons, and Daughters.

GENERAL SUGAR ISLAND RULES

- 1. Assumption of Risk.** Any members or their guests visiting any island belonging to the Association or camping on Sugar Island do so at their own risk. The American Canoe



Association and the Sugar Island Trustees assume no responsibility for bodily accident or injury or for the loss of personal property. Members are responsible for their guest's compliance with these rules and regulations.

2. **Camping.** All ACA members shall be permitted to camp on Sugar Island at all times subject to the Sugar Island Rules and Regulations. Camping on any of the islands belonging to the Association, except Sugar Island, is prohibited.
3. **Camping Areas.** Camping areas are designated on the map of Sugar Island, which defines three sections: Headquarters, Main Camp, and Cabin Area. Headquarters shall be limited to general Association activities and shall not be used for camps at any time except through special permission of the Sugar Island Trustees. Main Camp, the remainder of the island, shall be available for all general camping at any time. Decked-canoe sailors shall have priority for campsites in the New York Bay area during the encampment.
4. **Age Requirement.** Children under eighteen (18) years of age may camp on Sugar Island only when accompanied by members and camping under their supervision.
5. **Acceptable Campsites.** As far as possible, campsites shall be located at a distance from the shore so as to provide only a filtered view of the campsite from the river and shall be so located as not to unreasonably interfere with the view and convenience of neighboring sites. Campsites must not obstruct or divert the course of existing trails. No new campsite shall be assigned within less than 30 feet of an existing campsite except at the request of the occupant of said existing site.
6. **Waterfront.** No site shall occupy more than fifty feet of waterfront.
7. **Garbage and Trash.** It shall be the responsibility of each ACA member and/or guest to remove all of their garbage and trash from the islands.
8. **Natural Habitat.** All effort should be made to preserve the natural habitat. Standing trees, vegetation or other property on the islands shall not be cut, defaced or injured except for safety, conservation or environmental reasons and then only with the consent of the Trustees.
9. **Campfires.** Campfires shall be built only in safe protected areas, preferably on a stone base and in a fireplace with suitably high walls. Underground root fires are a particular menace and pose a significant danger to the island. Appropriate measures shall be taken to prevent them by fully extinguishing all fires prior to leaving them unattended even for short periods. Only dead limbs and trees on the ground should be used for firewood. There shall be no burning of any materials other than paper or wood. Campfires shall not be left unattended. The Sugar Island Trustees may ban campfires as needed due to weather conditions or for other reasons.
10. **Fireworks.** There shall be no firecrackers or fireworks or any such article of an explosive or pyrotechnic nature allowed on Sugar Island at any time.



- 11. Firefighting Equipment.** The unauthorized use of any fire-fighting or fire protection equipment is prohibited.
- 12. Firearms.** There shall be no firearms allowed on the islands at any time.
- 13. Motorized Vehicles.** No unauthorized motorized vehicle shall be allowed on the islands at any time except that equipment used to maintain the island.
- 14. Pets.** No pets except service animals shall be allowed on the islands at any time.
- 15. Construction.** No member shall be permitted to erect any structure on the islands except as provided for in the rules for the erection and rental of platforms and cabins.
- 16. Latrines.** Suitable latrine facilities shall be provided at such places as the Sugar Island Trustees may designate. Campers on the island shall be responsible for the general upkeep for the latrines in their area during their stay.
- 17. Private Storage.** Storage of the private goods of members in the buildings of the Association is prohibited, except by permission of the Sugar Island Trustees, and upon the payment of a rental charge. Storage on all other sites except cabins is prohibited except by permission of the Trustees.
- 18. Trails.** All main trails shall be established and maintained by the Trustees all lateral trails shall be maintained by the individual sight users. As far as possible, main trails shall lead to the rear of individual camp sites. Private or lateral trails, once established, shall not be changed.
- 19. Hand-Operated Water Pumps.** A hand-operated pump is maintained at headquarters for the use of all campers during the camping season. Hand operated water systems may be installed at individual campsites with the approval of the Sugar Island Trustees. Such pipes must lie close to the ground so as not to form an obstruction, must be below ground if crossing established trails, and must not cross another camp, platform or cabin site. No water system may so extend from the shoreline into the water as to cause an unsightly condition, undue obstruction or danger to proper use of the waters for paddling or boating. No internal combustion-engine-driven pump systems will be approved.
- 20. Use of Lifejackets.** Lifejackets are required to be properly worn when using any Sugar Island boats, kayaks or canoes and while participating in all ACA/Sugar Island events.

SUGAR ISLAND CAMP FEES

- 1. Notification.** All ACA members and guests shall make a reservation with the Camp Registrar before visiting the island at any time.
- 2. Camp Fees.** Any ACA member, each member of their immediate family over twelve years of age and any guest(s) staying overnight at Sugar Island (including ground and platform campers and cabin occupants) at any time shall pay a daily camp fee. The camp fee is a per www.americancanoe.org/SugarIsland



diem rate set by the Trustees each year with a season maximum charge of twenty (20) days for ACA members. Children age twelve years or under accompanied by an ACA member are free.

3. **Annual Fees.** All yearly permanent campsite, platform, cabin fees shall be paid in full by April 1 each year. Cabin and platform holders shall also be required to pay the two-week annual daily-use encampment fee at the time that their annual cabin and platform fees are due. Since the daily-use fees are paid in advance, the individual site holder will be exempt from paying them during the encampment

4. **Payment during Annual Encampment**

- a. **Registration.** All members and visitors shall register with the camp registrar or their designee within twenty-four hours of arrival. The camp registrar or their designee will be available during evening colors to accept camp fee payments. All checks should be made payable to ACA/Sugar Island.
- b. All bills must be paid during your stay but no later than the close of the annual encampment.

5. **Payment at times other than during the Annual Encampment**

- a. All members and their visitors camping on Sugar Island at times other than during the Annual Encampment shall notify the Camp Registrar prior to traveling to the island. They shall pay the appropriate fee published in the Camp Circular, in person or by mail.
- b. Members and their guests shall pay the camping fee published in the Camp Circular each year for each member of their immediate families over twelve years of age, for the privilege of using the island. ACA members staying more than twenty (20) days in one calendar year shall only be required to pay twenty (20) daily-use day fees. Guests are required to pay for all daily-use days regardless of number while visiting the island.
- c. Any ACA member participating in a work party may be exempt from the payment of the daily camp fee at the discretion of the Sugar Island Trustees.
- d. **Temporary Revocable Permit.** Upon payment of camp fees, the Camp Registrar shall issue a temporary revocable permit to the registrant, of which must be produced by the registrant upon request.

CAMPSITE MANAGEMENT (GROUND AND PLATFORM)

1. **Site Assignment.** The Sugar Island Trustees shall manage and assign all available ground and platform campsites including permanent sites throughout the camping season (before, during and after Annual Encampment). The Trustees may delegate the reservation of ground and platform campsites to the Camp Register. Members not having permanent sites may



occupy other sites, or permanent sites of other members not occupied by such members upon assignment by the Camp Registrar.

a. Unused Permanent Sites. Any permanent site that has been reserved for the year and is not to be occupied by the member reserving same can be assigned by the Camp Registrar to someone else.

2. Permanent Sites. An ACA member can apply for assignment of a permanent ground or platform site to the Sugar Island Trustees subject to the eligibility criterion below. Once approved and assigned by the Trustees, the member must pay the annual site fee and can use and occupy the assigned site before, during, and after Annual Encampment, subject to the Sugar Island Rules and Regulations. When the word *permanent* is used herein, it refers to such assignment, and the word *occupant* refers to the ACA member having obtained such assignment.

a. Annual Reservation and Fee.

(1) Annual Reservation. An occupant of a permanent site (ground or platform) may reserve the site each year provided the site has been occupied by the member the prior year. The member occupant must pay the annual permanent site fee by the first of April each year to the American Canoe Association/Sugar Island. A site cannot be reserved by the original occupant for more than two years in succession without occupancy by him unless he has used another site during the encampment.

(2) Annual Fee. The annual permanent ground campsite and platform fees are established each year by the Sugar Island Trustees. The fee is due and payable to the American Canoe Association/Sugar Island by April 1 of each year. Failure to pay this annual fee by the due date will subject the site holder to 10% late fee.

(3) Failure to Pay the Annual Fee. Failure to pay any outstanding balance by July 1 forfeits the member/occupant's right to the site. The forfeited site can be assigned to anyone else for the whole or part of the year. The original occupant cannot demand but may request its use during that year. The Sugar Island Trustees must approve any exceptions to this rule.

b. Permanent Ground Campsite Eligibility. Any person who has been an ACA member for at least three (3) consecutive years who has camped for a minimum of two (2) nights during Annual Encampment for three (3) consecutive years can apply for the assignment of a campsite as the member's permanent campsite by the Sugar Island Trustees. Additional consideration will be given to those members who demonstrate commitment to the betterment and upkeep of the island. Once approved and assigned, the ACA member must pay the annual permanent campsite fee as set by the Sugar Island Trustees to retain the assignment.

c. Permanent Platform Site Eligibility. Any person who has been an ACA member for five (5) consecutive years who has camped for a minimum of two (2) nights during



Annual Encampment for five (5) consecutive years can apply for the assignment of an available existing platform by the Sugar Island Trustees. Additional consideration will be given to those members who demonstrate commitment to the betterment and upkeep of the island. Once approved and assigned, the ACA member must pay the annual platform fee as set by the Sugar Island Trustees to retain the assignment.

- d. Permanent Site Storage.** Storage containers may be allowed at a permanent site upon written approval of a design and size specified by the Sugar Island Trustees.
- 3. Other Campers.** If an ACA member does not have a permanent campsite or platform, the member should contact the Camp Registrar for the availability and assignment of either a non-permanent campsite or platform or a permanent campsite or platform not being used by the occupant. No permanent campsite or platform shall be used by an ACA member other than the occupant without obtaining permission from the Camp Registrar. The Camp Registrar shall contact the permanent site occupant to determine if the site will be available during the requested time period prior to assigning the site. If a member or guest is assigned a permanent site for temporary use, the campers should not move, alter, or mutilate the assigned site in any manner whatsoever. All campers must pay the daily camping fee for the duration of their stay.

PLATFORM SITE MANAGEMENT

- 1. ACA Property (Ownership).** All platforms shall be the property of the American Canoe Association, and the only rights of the tenants shall be to occupy the same in accordance with these Rules and Regulations. From the date of adoption of these Sugar Island Rules and Regulations, all current and future platform site occupants will sign an agreement acknowledging such.
- 2. Platform Maintenance.** The permanent occupant of a platform is responsible for the maintenance of upkeep of the platform. All platforms must be maintained in a safe condition. The Trustees have the right to request and require platform occupants to make repairs as needed to maintain a safe environment.
 - a. Paint or Stain.** As of October 1, 2007, all platforms, if painted or stained, must be a dark green or brown color.
 - b. Tarps.** As of October 1, 2007, all tarps and coverings on platforms must be either dark green, dark brown or camouflage in color.
- 3. Acceptable Platform Sites.** Platform sites shall be restricted to those areas unsuitable for ground camping and shall be approved by the Sugar Island Board of Trustees.



4. **Platform Availability.** When an existing platform becomes available, the Sugar Island Trustees should publicize the availability at least two months prior to the award of the site on available medias.
5. **Platform Assignments.** Assignment of a permanent platform site (new or existing) shall be made by the Sugar Island Trustees. The Trustees shall consider the years of ACA membership, service to the ACA and paddlesports, service to Sugar Island, and such other criteria as the Sugar Island Trustees shall deem appropriate.
6. **Platform Applications.** Applications for an existing platform or to construct a new platform shall be made to the Sugar Island Board of Trustees in writing. The application shall state the site desired and be accompanied by a refundable payment of one year's platform fee. The deposit shall be refunded if the application is not approved. If award is made after September 1, the payment made will be credited to the following year's platform fee.
7. **New Construction Requirements.** The Sugar Island Trustees must approve the location and general plans for a new platform before construction commences. The intent of the construction rules regarding location and size of platforms is to prevent their indiscriminate and inconsiderate location and to prohibit the erection of platforms of unusual height or design. Prior to beginning construction, if a licensed contractor is to be used, that licensed contractor must provide proof of insurance to the Board of Trustees.
 - a. **View from River.** No floors, frames or structures shall be permitted which are unsightly or unduly prominent from land or water
 - b. **Variations.** The Sugar Island Trustees may give consent to slight variations of platform rules where site conditions are such as to require certain changes.
8. **Specifications.** No single platform shall be more than twenty-four (24) feet long and sixteen (16) feet wide on the same level. No floor shall be more than four feet above the ground on the waterfront side. The platform, if painted or stained, must be painted or stained a dark green or brown color within one year of construction.

CABIN USE AND MANAGEMENT

1. **ACA Property (Ownership).** All cabins shall be the property of the American Canoe Association, and the only rights of the tenants shall be to occupy the same in accordance with these rules, terms, and agreements. From the date of adoption of these Sugar Island Rules and Regulations, all current and future cabin site occupants will sign an agreement acknowledging such.
2. **New Cabins.** No new cabins shall be built or Sugar Island except to rebuild or replace any cabin damaged or destroyed by fire, lightning, wind or other perils.



- 3. Modifications.** No modifications or new construction shall be made to existing cabins without the prior written approval of the Sugar Island Trustees.

 - a.** No platforms, tents, flies or other camping equipment may be erected or installed on a cabin site.
 - b.** Docks and stairways may be allowed upon approval of design and location by the Trustees.
 - c.** All cabins shall be 20 feet by 20 feet in dimension and of the same existing exterior design, construction, and finish, following the plan prescribed by the Trustees. All cabins must be built by a carpenter or contractor approved by the Trustees. The interior layout and finish shall be left to the tenant provided approval is received. This means that the building of each cabin will be under the control of and supervised by the Association to make certain that definite specifications and codes are followed and that proper materials will be used and that good standard construction will be done.
- 4. Failure to Pay Annual Fee.** The occupant of a cabin shall pay the annual cabin fee as well as the annual encampment daily-use fee whether or not the occupant occupies the cabin. If the assigned occupant fails to pay the fees by April 1 of each year, the Sugar Island Trustees shall have the right to rent the cabin for such year to another ACA member and to hold the tenant liable for any loss sustained.
- 5. Cabin Furnishings.** The occupant may store his equipment and furnishings in his/her cabin, but neither the American Canoe Association nor the Sugar Island Trustees shall at any time be responsible or liable for the loss of, damage to, or destruction of any personal property or equipment of the occupant or other person contained in the cabin or upon the cabin site, or for damage to or destruction of interior fixtures or equipment. No equipment or furnishings shall be stored or used within the cabin or the immediate areas of the cabin that would violate any law or requirement of the ACA or island's insurer. All equipment, such as a refrigerator, used in a cabin must be installed and vented according to manufacturer specifications and Canadian regulations. Permanently installed heating devices are prohibited.
- 6. Rules and Regulations.** Cabin occupants and guests shall be subject to all rules and regulations of the ACA and Sugar Island Board of Trustees governing property and privileges, including annual cabin and camp dues and other charges, except as otherwise provided in these rules.
- 7. Cabin Interior.** Interior walls of cabins shall not be covered with paneling, dry-wall planking, or any other type of wall covering. This does not apply to dividers/partitions. This requirement is intended to preserve the inherent rustic nature of a summer cottage. Dormers shall not be allowed.



- 8. Cabin Maintenance.** Each cabin occupant shall provide, at his/her own expense, for interior decoration and for repairs. Each cabin occupant shall keep his/her cabin site clean and orderly and free from refuse and debris. Exterior and structural repairs and outside painting, when reasonably required, will be done by the occupant at the occupant's expense. Cabins held by the ACA and Sugar Island Trustees for seasonal rental shall be maintained by the ACA and Sugar Island Trustees.
- 9. Lighting or other Equipment.** No lighting system or other equipment, which is noisy, may be installed.
- 10. Occupancy Renewal.** A cabin occupant shall retain occupancy rights to the cabin so long as the occupant:
- a. Occupies the cabin for a period of at least three nights during the Annual Encampment at least once every two (2) years
 - b. Remains a member in good standing of the Association and complies with the ACA and Sugar Island Rules and Regulations relating to such occupancy.
- 11. Cabin Use.**
- a. All the privileges of an occupant in the occupancy and use of a cabin under the rules shall be enjoyed by the members of the occupant's immediate family.
 - b. The occupant shall not permit the cabin to be occupied by any non-ACA member, unless accompanied by a member.
 - c. An occupant may not sub-rent or sublease his/her cabin at any time.
 - d. An occupant may permit an ACA member in good standing to use his/her cabin, but the occupant member must either notify the Camp Registrar of such permissible use or provide written and signed permission plainly stating dates of such "guest occupancy" to the "guest occupant." The "guest occupant" must exhibit such written permission to the Sugar Island Trustees or designee upon request.
- 12. Relinquishment of Occupancy Rights.** If at any time a cabin tenant decides to relinquish his/her rights to further occupancy, the cabin tenant must notify the Sugar Island Board of Trustees in writing of his/her intention to relinquish. Such rights shall then revert back to the Sugar Island Board of Trustees.
- 13. Original Occupant.** In case the original or first occupant of the cabin does not wish to continue occupancy of the cabin, or upon the original occupant's death, another member of the occupant's immediate family, who is a member of the Association, may be designated as the new occupant. Application for such designation shall be made to the Sugar Island Trustees by the original occupant or, in the case of the occupant's death, by his executor within ninety (90) days of death. Upon approval of



the Sugar Island Trustees, the designee may be assigned as the occupant of the cabin subject to the ACA and Sugar Island Rules and Regulations. The right to pass occupancy rights to a member of the occupant’s immediate family only applies to the original or first occupant of the cabin. The second generation/family member cannot pass the cabin occupancy to another family member upon his/her death or desire to relinquish such occupancy. Upon the death of the second generation family member, the rights to the occupancy shall revert back to the control of the Sugar Island Trustees.

14. Immediate Family Members. When referring to the immediate families of members, no relatives are included other than Fathers, Mothers, Spouses, Brothers, Sisters, Sons, and Daughters.

ADDENDA: Approved Changes to the Sugar Island Rules and Regulations

<u>Date of Change</u>	<u>Rules & Regulations Document Change</u>	<u>Approved By:</u>
Spring 2012	Creation of document	Sugar Island Trustees
June 27, 2012	Initial version of document voted upon	Executive Committee - ACA Board