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Riding Mountain National Park of Canada

Cabin Development Guidelines 2015



Townsite of Wasagaming



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Riding Mountain National Park Cabin Development Guidelines 2015

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Preamble

Located within the Townsite of Wasagaming, the Clear Lake Cabin Area was initially laid out in 1930-31 as the Clear Lake Campground. The campground, Wasagaming's first, was expanded several times, and by 1940 contained 565 camping lots. The focal point of the campground was Jamboree Hall, the peeled log and trussed roof 'community shelter' which was built in 1933. With the opening of Wasagaming Campground in 1963-64, the cabin area transitioned to a seasonal cabin area, and up until 1988 the small cabins were required to be moved out of the Park each winter.

The Clear Lake Cabin Area has evolved significantly from its inception in the 1930s. The number of cabin lots now stands at 555. The cabins are now permanent structures, and have individual electrical, water, and sewer connections. No longer a campground, the community has become a subdivision of cabins.

The 2011 Wasagaming Community Plan serves as the long-term vision for the management and direction of development within the Townsite of Wasagaming. This ministerial approved document aims to preserve Wasagaming's "village-like atmosphere into which nature and recreation are integrated." The Community Plan specially identifies three goals to achieve this vision for the Clear Lake Cabin Area. These development goals are:

1. To preserve and promote the family and community based neighbourhood atmosphere that has traditionally characterized the Clear Lake Cabin Area.

2. To recognize and reinforce the uniqueness of the Clear Lake Cabin Area within national parks by maintaining its atmosphere, architectural character and communal aspects and by respecting its history as a campground.

3. To promote and develop an affordable recreation retreat for all people.

Additionally, development in the cabin area should be shaped by the Wasagaming Community Plan's Architectural and Appearance Guidelines. These guidelines are meant to provide overall design guidelines for development, while maintaining the historic continuity and natural beauty of Wasagaming and the Park.

It is important that development is carefully considered in this unique community so that its atmosphere, architectural character, affordability and connection to the natural landscape is strengthened for future generations. Please review these Plans and the enclosed Building Guidelines before designing additions or new cabins to ensure you incorporate the spirit and intent of the community in your plans as well as the regulations and codes.

In addition to the building guidelines listed within this document we encourage cabin owners to practice a 'good neighbour' policy. Please consider your neighbour and other community residents when designing, building and utilizing your cabin. With the high density within this community everything you do will affect other residents and their enjoyment of our unique and special community.

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1. Introduction and General Overview

This document is an amended and restated version of the Riding Mountain National Park Cabin Development Guidelines. It replaces all previous versions including the 2012 Riding Mountain National Park Cabin Development Guidelines.

Other relevant documents that will be of use to leaseholders and developers are:

- The Wasagaming Community Plan;
- The Clear Lake Cabin Area Comprehensive Design Review
- The National Building Code of Canada;
- · The National Parks Lease and Licence of Occupation Regulations;
- · Canadian Standards Association Propane Storage and Handling Code; and
- · Canada National Parks Act.

This document is intended to detail the procedures to apply for a permit to develop a cabin lot, to build or modify a cabin, deck or shed; to outline the design criteria to be used when preparing plans for approval; and to provide procedural requirements for issuance of a lease to new owners of a cabin at the time of sale or transfer.

This document provides guidelines for future cabin development and suggests means for implementing them so that the leaseholder and Riding Mountain National Park (the "Park"), as represented by Parks Canada Agency (Parks Canada), can assess the degree of conformity that will be obtained when the development has been completed.

The Superintendent or her/his representatives shall answer such relevant questions as may be reasonable with respect to this document (these Guidelines) when requested to do so, but shall refrain from assisting in the laying out of any work or from acting in the capacity of an engineering or architectural consultant.

2. The National Building Code of Canada

Any reference to the National Building Code of Canada (NBC) shall be interpreted to mean the most current NBC, as amended from time to time and in effect, and the supplements thereto, that are published by the National Research Council of Canada.

The NBC establishes national minimum standards primarily for health and safety. If there are any omissions in these Guidelines, the NBC will be the guiding document. It is acknowledged by Parks Canada that the NBC allows for achievement of compliance through the use of alternative solutions that will achieve at least the minimum level of performance required by the NBC, as defined by the objectives and functional statements for each section of the NBC. It is also acknowledged that building regulations in a national park may exceed the minimum standards of the NBC in response to requirements of the Park.

In addition to the NBC standard, it is necessary to establish specific requirements relating to building aesthetics within the context of the Wasagaming community, and to establish a standard of workmanship. The *Canada National Parks Act* requires the Superintendent to utilize input from both public consultation and Parks Canada building professionals in defining regulations governing construction in a national park. Parks Canada, in administering construction within the Wasagaming Townsite, as per the *Canada National Parks Act*, is required to carefully consider issues relating to fire prevention, firefighting, protection of property, and the protection of the public.

3. Construction in the Clear Lake Cabin Area

Construction in the Clear Lake Campground will be confined to 10:00 – 18:00 (10:00 a.m. to 6:00 p.m.) midnight June 30th until Midnight September 1st, all other time there is no time restriction.

Any construction issue that is not specifically addressed in this document will revert to the National Building Code that is enforced at the time.

4. Contractor Responsibilities

The responsibility is on the cabin owner and contractor to build according to the plans which have been affixed with the professional seal of a structural engineer licensed to practice in the Province of Manitoba and that also has Parks Canada approval. Parks Canada approval conveys: *"This approval is for ascertaining conformance with the design concept and for general arrangement only, and shall not relieve the developer, consultant and contractor of their responsibility for detailed design and construction or for errors or omissions in the working drawings. The developer is responsible for conformation and correlation of dimensions at job site and for meeting all requirements of the Park Superintendent"*

5. Revisions to these Guidelines

Revisions to these Guidelines will be made following, and based upon input derived from, a joint review by Parks Canada and the Clear Lake Cabin Association, following public consultation with their membership, within ninety (90) days following the earliest of the following three dates:

- i) January 1, 2025;
- ii) completion of a State of the Community report in preparation for a new Community Plan; and
- iii) the date upon which a new (replacement) edition of the NBC is released by the National Research Council of Canada to incorporate required changes.

If, prior to the release of a new (replacement) edition of the NBC, any future amendments to the NBC have, or appear to have, a significant impact on the health and/or safety standards applicable to cabins and/or cabin development in the Wasagaming Townsite, representatives of Parks Canada, and the Clear Lake Cabin Association will meet to review these Guidelines and to determine whether amendments to these Guidelines (or use of alternative solutions in accordance with the revised NBC) should be considered and/or implemented.

6. Permit Requirements

All appropriate permits must be obtained from the Park's Townsite office prior to any construction commencing or cabin being removed in the cabin area

All development and building permit applications should be submitted by mail to:

Townsite Development Officer Riding Mountain National Park Box 299 Onanole, MB R0J 1N0

Or delivered to the Administration Building, Monday to Friday.



7. Permit Process

Leaseholders intending on removing a cabin or constructing new cabins, cabin additions, cabin relocations, decks, sheds, new foundations or connecting to the water and sewer system will be required to obtain permits and provide reports as noted below:

a) Building Permit

The leaseholder will submit to the Park's Townsite staff:

- 1. Building Permit Application
- 2. One copy of Construction Drawings stamped by a structural engineer licensed in Manitoba
- 3. One copy of the proposed site plan
- 4. Written description of the potential effects that the project may have on the environment, and the identification of mitigating measures to minimize or eliminated any negative environmental impacts.
- Payment of \$5.00 per \$1,000.00 of total project cost and any other applicable development or processing fee.
- 6. Plans must reflect and construction must follow the current NBC, the *National Fire Code*, the *National Plumbing Code*, the *Canadian Electrical Code*, the *Canada National Parks Act* and these Guidelines.

i. Construction Drawings

Construction drawings must include the following information:

- Site Plan drawn to scale with the North arrow identified, cabin address, street name, size of lot, size and location of existing buildings, if applicable, size and location of proposed building, shed or deck in relation to property lines, vegetation to be removed and planted, setbacks and parking.
- Structural Plans size, material and location of all columns, beams, joists, headers, load-bearing walls, studs, rafters, trusses, masonry walls and related structural details.
- Foundation Plan showing size and location of beams and supports. The stamp of a structural engineer, currently licensed to practice in Manitoba, is required on the foundation plans.
- Floor Plan size and location of the interior and exterior walls, exits, fire separations, doors (including door swings), stairs, windows, electrical and plumbing, chimney/fireplace location

indicating clearance to combustibles and built-in furnishings.

 Elevations - view of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors, windows.

NOTE: The stamp of a structural engineer licensed to practice in Manitoba, following guidelines applicable to Manitoba, is required on all structural elements of the cabin plans. A structural engineer is not required on the site, deck or shed plan.

b) Inspection Reports

Once the building permit has been approved and construction/modification has commenced, the following reports, permits and inspections will be required prior to construction and post construction occupancy.

- New Construction and Additions A Setback and Site Preparation Verification is required before cabin construction or cabin placement commences. This inspection is conducted by the Park's Townsite staff to confirm that all setbacks are met and that site preparation and fill levels are in accordance with approved plans. Townsite staff will locate the property pins for the lot. It is the responsibility of the leaseholder to mark the property lines prior to this inspection using string lines. Please call the Park's Townsite office to make arrangements for this inspection. A copy of the approved setback verification report will be provided to the leaseholder.
- 2. A Final Building Report must be submitted once the cabin is complete and any shed or deck are in place (i.e. the project is completed). In the case of new construction or two (2) and second storey additions, reports include A Letter of Assurance signed by the engineer that stamped the original plans and confirms building was completed according the NBC and the CLCG Building Guidelines and a Hydro Inspection Certificate. In the case of renovations or single story additions inspection reports from Manitoba Hydro are required prior to use of the new/renovated space.

8. Building Permit Term Length

Building permits for all projects are valid for one year from the date of issue. If the project is not completed within one year, the leaseholder may apply for a one-year extension at no cost. Riding Mountain National Park reserves the right to charge the original building permit fee again for developments requiring permit extensions beyond the two-year timeframe.

9. Development without a Permit (Illegal Development)

All development within a national park requires a valid building permit issued by the Park. Any new development, new construction, reconstruction, or structural repair undertaken without a building permit is considered an illegal development. Illegal developments will be required to be removed, or be made to meet the requirements of these Guidelines. No development applications will be considered until the illegal development is removed or corrected. Further, no administrative changes to a cabin lease (including but not limited to assignments of lease, lease surrenders, mortgages) will be considered or processed by Parks Canada until all illegal developments in relation to the cabin or the cabin site have been removed or corrected.

For clarity, routine maintenance and repairs of previously approved (i.e. by Parks Canada) developments do not require a development or building permit.



10. Area Guidelines

A. Lot Sizes

Lots in the cabin area are approximately 25 ft. by 43 ft.

B. Property Pins

- 1. All cabin lots are marked by 4 property pins. The Park's Townsite staff will locate property pins. New and existing developments must enable the Park's Townsite staff to locate property pins. Please refrain from covering property pins with items including, but not limited to, retaining walls, gravel, rocks, dividers and borders. It is illegal to remove or tamper with property pins.
- 2. The Park's Townsite staff will locate lot property pins as part of the setback verification for development purposes.

C. Front Yard

- 1. A front yard setback shall be provided of not less than 2.43 m (8.0') in depth by the full width of the lot to provide a landscape area and space for parking.
- 2. No cabin, deck, shed, storage unit or unapproved development or construction shall be permitted within the front yard setback
- 3. The following items are permitted to encroach into the front yard setback:
 - cantilevers that meet the cantilever and bay window requirements of this document;
 - ii) roof overhangs (eaves) of not more than 0.60 m (2.0');
 - iii) steps or landings to cabin entrance doors to a maximum size of 1.21 m x 1.21 m (4.0' x 4.0'): and
 - iv) second floor balconies not to exceed overhang or 0.60 m (2'0")

D. Side Yard

- A side yard setback of not less than 1.21 m (4.0') shall be provided from the side property lines.
- 2. No portable cabin, deck, shed, steps or other structure will be constructed within the side yard setback with the exception of the deck.
- 3. Ground unit air conditioners are not permitted in the side yard or front yard set back. Wall mount units are allowed on any cabin wall. All air conditioning units must be in compliance with CSA noise level limits.

E. Rear Yard

1. Cabins can be constructed with a 0 setback at the rear with no overhang, cantilever, eave or meter encroaching on Parks property.

F. Parking

- 1. Cabin occupants are to park on their lots. The front yard provides parking space for one or two vehicles.
- 2. The front yard will remain as natural as possible, for example, avoiding concrete blocks, gravel, or pavement. Hard surfacing such as paving stones, crushed rock or wood chips may be permited by the approval of the Development Officer where natural ground cover does not survive.
- 3. Where access to the rear portion of the lot is possible, one parking stall behind the cabin, on the lot, may be established. Additional parking for vehicles and boats is available in parking lots.
- 4. Under no circumstances is natural vegetation in green space areas to be removed or disturbed to provide parking or recreational areas.
- 5. The parking lots to the east and west of Clear Lake Cabin Area are to be used whenever possible for visitor and boat parking, etc.

11. Cabin Construction Information

A. Main Floor Area

- 1. The maximum footprint of the cabin will not exceed 4.8 m x 9.7 m (16' x 32'), 47.6 sq. m. (512 sq. ft.) in total
- 2. The maximum footprint of the storage shed is 48 square feet which may attached to the cabin for a total main floor dimension of 16' x 35'
- 3. The main floor area must be within a single structure. The dimensions for calculating gross main floor area shall be from the outside face of studs to outside face of studs, including all cantilevers.
- 4. In the situation of steep grading, irregular lot or placement of trees, a variance shall be permitted by the Development Officer to allow the 47 sq. m. (512 sq. ft.) area to be applied in a suitable dimension so long as it does not exceed the setbacks.
- 5. Maximum total square footage for an cabin is 768 sq. ft. including all living area, loft spaces, cantilever areas, roofed and or screened structures and landings

B. Main Floor Height

- 1. The maximum main floor height shall be 0.49 m (1'6") from the highest existing grade level to the bottom of the floor joist at:
 - i) either corner of the front elevation where the lot slopes from side to side; or
 - ii) the midpoint of either side elevation of cabin length where the lot slopes from front to back.

C. Cabin Height

1. Maximum cabin height shall not exceed two stories 6.09 m (20') from the top of the main floor joists to the highest point of the roof sheathing.

D. Balconies and Roof Decks

- 1. Raised decks, or platforms higher than 0.61 m (2.0') above the main floor joists will not be allowed, i.e. no roof decks or roof patios are permitted.
- 2. Second floor balconies, subject to all other guidelines, will be permitted, not to exceed roof overhang or 0.60 (2'0") whichever is lesser.

E. Cantilevers and Bay Windows

- 1. Any portion of the cabin that extends beyond the permitted 4.8 m x 9.7 m (16' x 32') foot print or main plate if less than allowed maximum footprint, will be considered a cantilever, and **shall be included in the floor area calculations**.
- 2. Cantilevers and bay windows must be a minimum of 0.45 m (1'6") above the floor.
- Cantilevers and bay windows will be permitted in the front yard, but must extend no
 further than roof overhang (eave) or 0.60 (2"0") into the front yard setback
- Cantilevers will be permitted in the side yards, but must extend no further than 0.91
 m (3.0') from the edge of the property line or a maximum of 1 foot into the side yard setback.
- 5. Cantilevers will be permitted in the rear yard, as long as they do not extend beyond the rear property line.

F. Wood Burning or Propane Appliances

- 1. Wood burning stoves are not permitted.
- 2. Propane appliances and their installations must be CSA-approved and installed in accordance with the manufacturer's CSA approved requirements.
- 3. Carbon monoxide alarms are required when propane appliances (including stoves and heaters) are installed.
- 4. A 2.2 kg (5.0 lb) ABC multipurpose fire extinguisher shall be located within the cabin at a location that is readily accessible.

G. Foundations

- 1. Poured concrete piles, screw piles and shallow strip footings are permitted.
- 2. Concrete or pressure treated pads are acceptable.
- 3. Concrete pads will be required as per NBC and the Manitoba Amendments for local substrate (soil types). The soil type in the cabin area has been determined to require:
 - 24" x 24" x 8" pads for new builds and second story additions, or;
 - 18" x 18" x 6" pads for cabin relocations and single level additions
- 4. Basements and crawl spaces are not permitted.

Note: Due to vehicle weight restrictions in the cabin area, cement trucks will not be permitted to access the cabin area. Cement trucks may park in appropriate locations on the boat cove road and concrete transported to the building site by smaller equipment such as a skid steer.

H. Water

- 1. Water saving fixtures are recommended for all washroom installations.
- 2. The Park recommends that leaseholders disconnect their cabin water supply from the union in the water box when they close their cabin for the winter. The union may break due to frost. The connection on the cabin side of valve is the leaseholder's responsibility to repair.

The main connection box must be readily accessible to Parks Canada staff.

I. Sewer

1. All plumbing work must comply with National Plumbing Code specifications.

J. Front Street Facade

- 1. Any cabin wall greater than 2.44 m (8.0') in height and facing a front street must contain one or more of the following visual breaks.
 - i) a variation in siding materials
 - ii) a feature window (s)
 - iii) a gable
 - iv) a variation in plane of the wall

- 12. Decks
- 1. Decks moved or altered must conform to these guidelines
- 2. Deck areas should be constructed to avoid damage to the root zone of adjacent trees (i.e. to the extent of branch spread of the tree).
- 3. Decks may be constructed up to the property line in each side yard but must be as low level as possible.
- 4. Raised decks, or platforms higher than 0.61 m (2.0') above the main floor joists will not be allowed, i.e. roof decks or roof patios.
- 5. Deck height on lots with extreme slopes shall be evaluated individually.
- 6. Decks shall have no walls, roofs or other means of enclosure, other than guardrails.
- 7. All decks and guardrails shall comply with current NBC requirements.
- 8. Decks measuring 0.6 m (2.0') above ground level must have guardrails.
- 9. Deck and guardrail material shall be indicated on building plans for approval.
- 10. Deck guardrails are to be a minimum height of 0.91 m (36") and a maximum height of 1.09 m (42").
- 11. Wheelchair ramps that meet the NBC barrier free requirements will be evaluated on a case-by-case basis. Encroachments may be approved by the Development Officer

13. Storage Sheds and External Washroom Buildings

A. Storage Sheds

- 1. Only one per lot and maximum floor area of 4.45 m² (48 ft²).
- 2. Storage shed may be free standing (maximum 6' x 8') or attached to the cabin and must comply with the following:
 - i) the shed shall be no closer than 0.61m (2.0') from the cabin unless it is attached to the cabin with a layer of 5/8" drywall extending from the underside of the floor to the peak of the roof.
 - ii) the shed shall be within lot lines and not compromise setbacks.
 attached sheds must meet NBC for fire separation 5/8 type x drywall must be installed continuously and be mudded and taped on all walls of the shed which abut the cabin.
 - iii) attached sheds must meet NBC for fire separation 5/8" type x drywall must be installed continuously and be mudded and taped on all walls of the shed which abut the cabin.

B. External Washroom Building

- 1. Only one washroom building is permitted per cabin lot.
- 2. Maximum floor area for the washroom building is 4.45 m² (48 ft²) which will be included in calculation of cabin living space.
- 3. The shed location is flexible in relation to the portable cabin and the deck except for the following:
 - i) no closer than 0.60 m (2.0') from a shed, unless attached with a layer of 5/8's drywall extending from the underside of the floor to the peak of the rood
 - ii) the washroom building shall not compromise setbacks.

14. Landscape Development

For guidelines relating for landscaping and suggested plant species see the Clear Lake Comprehensive Design Review. Landscaping in a natural park setting is important to:

- 1. assist in integrating the development with the natural setting;
- 2. improve the overall appearance of the development;
- 3. provide appropriate shade and wind protection; and
- 4. provide a natural screen for visual privacy from adjacent properties.

Be aware of invasive plants that have the potential to spread throughout the Park (invasive species) and avoid the use of such plants.

15. Propane Storage Tanks

- 1. Propane tanks are limited to a maximum total aggregate capacity not exceeding 100 lb. (45.4 kg).
- 2. Propane tanks must be located within the rear yard, and not encroach setback.
- 3. Tanks must be installed according to the Canadian Standards Association Propane Storage and Handling Code.
- 4. Propane appliances must be installed according to the Canadian Standards Association "Natural Gas and Propane Installation Code".
- 5. Standard 20 lb tanks (i.e. barbecue tanks) are not restricted by these guidelines.

Note: Due to vehicle weight restrictions in the cabin area, propane supply trucks will not be permitted to access the cabin area.

16. Miscellaneous Items

- 1. For emergency purposes, all cabins shall have their civic address displayed so that it is visible from the front street.
- 2. No person shall store, park or use an RV, travel trailer, truck camper, tent, etc. on a cabin lot.
- 3. However, trailers which have been deemed a legal non-conforming structure, will be permitted to exist. They will not be allowed to be replaced when they become uninhabitable.
- 4. No open fires or utilization of outdoor wood-burning fire pits are allowed.
- 5. Fences are not permitted in the cabin area.
- 6. Rainwater must be collected and discharged appropriately, so as not to negatively affect neighbouring properties.
- 7. An owner may store, in the rear yard of their cabin lot, any items normally associated with the enjoyment of a cabin on the condition that such items are stored in a manner that does not detract from the appearance of the cabin lot and does not interfere with the use and enjoyment of the neighboring lots.
- 8. All Lessees are able to connect their cabin to the water and sewer system. Contact the administration office for the permit application and process.

- Road restrictions are in place to prevent damage to roads and lanes. These restrictions prohibit cement trucks and other over weight vehicles. Contractors or movers that damage roads or lanes will be responsible for completing necessary repairs.
- 10. Tent-style or portable garages and/or vehicle shelters are not permitted.
- 11. Non permanent screened shelters are only allowed on cabin lots.
- 12. There will be no off lot development. All property of the leaseholder including sheds, equipment, picnic tables, etc. must be stored on his or her property.

17. Environmental Impact Assessment

All development is subject to the Impact Assessment Act. Copies of Parks Canada National Best Management Practises – Common Activities and mitigations for reducing impacts of building projects are available at the administration office and form part of the permitting process.

18. Assignment of Lease (Sale of a Cabin)

The procedure for the sale of a cabin, to transfer the lease for the property from a lessee to the purchaser, is called an "Assignment of Lease". Please contact the Administration office at 204-848-7275 to discuss any questions or changes to your lease. Information regarding the process for an assignment is available on our website: https://www.pc.gc.ca/en/pn-np/mb/riding

Prior to any assignment a site inspection is required. Parks Canada's site inspections confirm if the actual conditions on the property coincide with Park records. Should there be any differences between the condition of the property and Park records, the differences must be rectified prior to the assignment of lease being approved.

19. Building Permit Applications

Please contact the Administration office at 204-848-7275 for a building permit application.



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