

# Wasagaming Cabin Area Development Policy



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Approved by:

Leanne Cooper, Superintendent

A handwritten signature in blue ink, appearing to read "Leanne Cooper", is written over a horizontal line.

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Parks Canada acknowledges and thanks the Clear Lake Cabin Association board and membership for their participation in the review of this Policy.

# Table of Contents

Table of Contents .....	i
Preamble .....	iii
Part 1 Introduction.....	1
Part 2 Objectives .....	1
Part 3 Indigenous Connections.....	2
Part 4 Application .....	2
Part 5 Authority and Review .....	3
5.1 Authority to Issue Permits .....	3
5.2 Updating of Policy .....	3
Part 6 Permits .....	3
6.1 Development Permits .....	4
6.2 Building Permits .....	4
6.3 Certificates of Completion.....	4
6.4 Development Without a Permit .....	4
6.5 National Construction Codes .....	4
Part 7 Impact Assessment.....	5
Part 8 Development Review Process .....	5
Part 9 Development Provisions .....	7
9.1 Permitted Uses .....	7
9.2 Lot Size .....	7
9.3 Setbacks and Projections .....	7
9.4 Cabin Floor Area and Footprint .....	8
9.5 Foundations .....	9
9.6 Spatial Separation Requirements .....	9
9.7 Cantilevers and Bay Windows.....	9
9.8 Awnings.....	10
9.9 Cabin Height .....	10
9.10 Balconies and Roof Decks .....	10
9.11 Roofs .....	10
9.12 Cabin Appearance and Architecture.....	11
9.13 Front Street Façade .....	12
9.14 Decks.....	13

9.15 Sheds and External Washroom Buildings .....	13
9.16 Water and Sewer.....	15
9.17 Off-Site Construction and Moving Cabins.....	15
9.18 Landscaping and Fences .....	15
9.19 Parking.....	16
9.20 Lighting.....	16
9.21 Air Conditioners .....	16
9.22 Storage in Yards .....	17
9.23 Propane .....	17
9.24 Wood Burning Appliances .....	17
9.25 Additional Provisions.....	17
Part 10 Construction and Contractors .....	18
10.1 Business License .....	18
10.2 Contractor Responsibilities.....	18
10.3 Hours of construction.....	18
10.4 Storage of Construction Items.....	18
Part 11 Non-Conforming Structures and Uses.....	18
Part 12 Assignment of Lease .....	19
Part 13 Definitions .....	20
Appendix A: Process Flowchart.....	22
Appendix B: Required Information.....	23

## Preamble

This Policy is an update from the previous 2015 development guidelines. Updates clarify the development process and incorporate changes in land use management over the past 10 years. The most significant changes are clearer communication of Parks Canada's expectation on cabin aesthetics, the impact assessment process, and ready-to-move structures.

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, 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. Jamboree Hall was designated a Recognized Federal Heritage Building in November 1988 for its demonstration of utilitarian rustic architecture and its role as a community space. With the opening of Wasagaming Campground in 1963-64, the campground 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 530. 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 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 identified three goals to achieve this vision for the Clear Lake Cabin Area:

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. This Policy is meant to provide overall design direction 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, and connection to the natural landscape are strengthened for future generations. Please review the community plan and this Policy before designing additions or new cabins to ensure you incorporate the spirit and intent of the community as well as the regulations and codes.

In addition to the development policies listed within the 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 of this area, everything you do will affect other residents and their enjoyment of our unique and special place.

Note: Terms that are italicized are defined at the end of this document (except for the names of legislation and regulations).

## Part 1 Introduction

Wasagaming is a unique community, serving as a destination, a place of relaxation, a dynamic living illustration of Canada's history, and part of the natural environment. Riding Mountain National Park is located within Treaty 2 Territory and has a long history of Indigenous habitation and use. The modern Townsite must respect and reflect this history. Today, Wasagaming is the hub of visitor activities in the park and the Cabin Area serves as a unique residential community within the Townsite. This Policy prescribes the requirements and process for residential *development* within the Cabin Area of Wasagaming.

While the Cabin Development Design Parameters of the Wasagaming Community Plan are included, other development parameters and restrictions have been added to ensure that development does not negatively impact the natural environment, *cultural resources*, or public enjoyment and safety within the community.

The *National Parks of Canada Land Use Planning Regulations* (the *Regulations*) enables this Policy and requires the superintendent to consider if a project is in the interest of the park prior to approval. The *Regulations* and the Guidelines on the Administration of the Regulations along with the Wasagaming Community Plan are key documents guiding development in the Cabin Area. They should be read in conjunction with this Policy.

## Part 2 Objectives

This Policy is a supplemental document to the Wasagaming Community Plan, developed to meet the following objectives:

- To ensure that cabin *development* conforms to legislative requirements and the Management Plan for Riding Mountain National Park.
- To guide the review of development proposals in a manner that achieves consistency with the Cabin Area Goals and Objectives stated in the Wasagaming Community Plan.
- To add clarity to the Cabin Area Development Design Parameters in the Wasagaming Community Plan.
- To inform current and potential *lessees* of what needs to be considered when planning to construct or expand a cabin or to undertake site alteration on a lot.
- To inform current and potential cabin *lessees* of what information may be requested by Parks Canada to adequately evaluate a development proposal.

## Part 3 Indigenous Connections

Riding Mountain National Park is located in Treaty 2 Territory. At Riding Mountain, Parks Canada works with First Nations from treaties 2, 4, and 1. The park is part of the traditional territory of the Anishinabe, who have cared for the land since long before the park or Canada existed.

The Cabin Area is a site of cultural resources within the park, including its unique position on the landscape and several significant archaeological sites. Many archaeological sites within and around the present-day Cabin Area indicate a long history of Indigenous settlement and use of the area well before the arrival of Europeans to North America.

The historic connection of the Cabin Area to local Indigenous Nations must be respected. Any form of *development* within Wasagaming must have no negative impact on Indigenous rights. The protection of these rights, and Parks Canada's duty to consult are requirements that extend beyond the scope of this Policy.

## Part 4 Application

This Policy pertains to any activity that is considered to be *development* and is associated with a cabin use. The Wasagaming Community Plan contains a broad definition of development which includes the following:

- The construction, demolition, removal, relocation, expansion, or alteration of a building (including changing the exterior colour or material of a building and structural repairs);
- Interior renovations that involve structural, electrical, or plumbing work;
- A change in the use of any land or building, a change in the intensity of a use on or in any land or building, or any act done that is likely to result in a change of use or change in the intensity of a use on or in any land or building;
- The placement, alteration or removal of utilities;
- The removal of topsoil or excavation;
- The stockpiling of material;
- Placement or construction of an accessory structure like a shed or washroom building;
- The planting or removal of vegetation; and
- Landscaping.

Prior to undertaking any physical change on a cabin lot, *lessees* should contact the Townsite *development officer* to determine if a permit is required and what restrictions may exist.

Conformance with this Policy does not grant relief from the requirements of the National Construction Codes, Parks Canada regulations, or any other federal or provincial regulations.



## Part 5 Authority and Review

### 5.1 Authority to Issue Permits

Through the *Canada National Parks Act*, Parks Canada regulates development to ensure that the built environment does not negatively impact ecological and commemorative integrity. The *Regulations* require permits for a variety of activities such as excavation, construction, and vegetation removal. Section 11(1) of the *Regulations* lists several circumstances under which the superintendent may issue a permit. Projects under consideration for a permit must demonstrate that:

- They conform with the *Regulations*.
- They conform with the management plan, community plan, local development policies, and the lease.
- They do not produce any adverse impacts.

This Policy guides both the design and review of new cabins and structures to ensure such are compatible with their proposed location and are in the interest of the park. While the Policy is comprehensive, it does not exhaust factors that may be considered by the superintendent when making decisions on building permit applications.

This Policy should be read in conjunction with other development regulations and policies, namely:

- *The National Parks of Canada Land Use Planning Regulations*;
- The Guidelines on the Administration of the National Parks of Canada Land Use Planning Regulations;
- The Riding Mountain National Park Management Plan, and;
- The Wasagaming Community Plan.

This document replaces all previous guidelines and policies including the 2015 Cabin Development Guidelines.

### 5.2 Updating of Policy

Updates to this Policy will be made on an as needed basis, and upon the completion of a new Wasagaming Community Plan. The revision process shall include consultation with the Clear Lake Cabin Association. Occasionally minor amendments to the Policy may be made by Parks Canada staff to addresses changes in building code, regulations, or community needs.

## Part 6 Permits

Section 3 of the *Regulations* requires authorization from Parks Canada prior to any *development*. Authorization is given in the form of permits. They are project specific, so no changes or additional work can be done under a permit unless prior approval is obtained from the *development officer*. Several different types of permits exist and are applied for at various stages of a project.

## 6.1 Development Permits

Development permits confirm that a project complies with applicable regulations, plans, land use policies, and is not likely to harm natural or *cultural resources*. Generally, development permits grant the permit-holder permission for the land use and to apply for a building permit if one is required. Preliminary plans, application forms, and a project description are required to apply for a development permit.

Development permits are valid for two years. Extensions to permits may be obtained under the provisions in the *Regulations* and the Administrative Guidelines.

## 6.2 Building Permits

Building permits authorize construction and require the project plans to meet safety codes and Parks Canada policies. In most cases, a development permit must be issued before an applicant can obtain a building permit. Construction plans, detailed drawings, and professional reports are typically required to assess a building permit application. Applications for new buildings or structural alterations require plans stamped by a qualified professional (i.e. engineer or architect).

Building permits are valid for two years. Extensions to permits may be obtained under the provisions in the *Regulations* and the Administrative Guidelines

## 6.3 Certificates of Completion

A certificate of completion closes a permit and confirms all project conditions have been met. Upon completion of a project, applicants must apply for a certificate of completion, submit all relevant inspection reports, and ensure all permit conditions are met. Once Parks Canada is satisfied that the project is complete and compliant, a certificate will be issued.

Under Section 3(2) of the *Regulations*, no individual or organization may occupy a newly erected or installed building until a certificate of completion or occupancy authorization has been issued by the superintendent.

## 6.4 Development Without a Permit

All *development* requires a valid permit signed by the superintendent. Failure to obtain the necessary permits is an offence under the *Canada National Parks Act*. Construction without a permit is subject to fines and / or removal at the *lessees'* expense.

## 6.5 National Construction Codes

All references to the National Construction Codes in this document refer to the most recent versions of the following:

- National Building Code of Canada
- National Fire Code of Canada
- National Plumbing Code of Canada
- Manitoba Building Code
- Manitoba Electrical Code
- National Energy Code of Canada for Buildings

All construction must conform with the National Construction Codes. Any construction issue not specifically addressed in this document will revert to the most recent version of the National Construction Codes. If there is a difference in code requirements between the National codes and the Manitoba codes, the most stringent code shall apply.

## Part 7 Impact Assessment

The *Impact Assessment Act* outlines a process for evaluating the environmental, economic, and social effects of certain projects proposed on federal lands. Parks Canada will not issue a development permit for a proposed project unless the superintendent has determined that the project is not likely to have significant adverse impacts on environmental or *cultural resources*.

Parks Canada staff will determine if a development proposal needs to be reviewed under the *Impact Assessment Act*. Impact assessments are carried out either by, or under, the supervision of Parks Canada staff.

One of the goals of an impact assessment is to advise on what measures can be taken to mitigate any impacts on the natural environment, *cultural resources*, Indigenous rights, and human health and safety. Recommendations regarding such measures often determine building permit conditions.

Parks Canada will endeavor to begin an impact assessment review as soon as a complete development permit application submission is made. However, timelines for the issuance of a permit may be extended where an impact assessment is required.

## Part 8 Development Review Process

Generally, the review, approval, and implementation of a cabin *development* project will follow the below process, as outlined by the Guidelines on the Administration of the National Parks of Canada Land Use Planning Regulations. Refer to Appendix A for a flowchart depicting this process.

1. Proponents should contact the *development officer* to discuss a project and their ideas prior to applying. The *development officer* can provide information on if the intended use and scale of the development is permitted, what information should accompany an application, and what issues must be addressed by the design of the project. A (non-exhaustive) list of information that is typically required during the review of a cabin development proposal is included in Appendix B.
2. The applicant submits a complete development permit application along with preliminary plans, a completed project description form, and other necessary information. Only *lessees* can apply for development on their leased lot unless written authorization is granted by the *lessee* for another individual to act on their behalf.

3. The permit fee is calculated by the *development officer* and an invoice is provided to the applicant. The applicant must pay the fee for the review of the application to continue.
4. Feedback is provided to the applicant outlining required modifications, requests for additional information, or clarification of details following a review and / or site visit by staff.
5. If necessary, the project will be subjected to a review under the *Impact Assessment Act* for potential impacts to natural and *cultural resources* (see Part 7 for more information).
6. Once the impact assessment (if required) is complete, and the design and scope of a project align with all relevant regulations, plans, and policies, a development permit is issued.
7. The applicant submits a complete building permit application along with detailed construction plans, permit fees and any other necessary technical studies or reports. Parks Canada may require certain plans or reports to be prepared and stamped by a qualified professional (e.g. professional engineer).
8. The application is reviewed for consistency with the development permit and ensures that applicable construction codes have been applied by the designer. If needed, feedback is provided to the applicant outlining required modifications, requests for additional information, or clarification of details. However, it is recommended that unstamped, preliminary drawings are provided with the initial building permit submission in case revisions are needed.
9. Once the review is complete and the project meets all applicable criteria, a building permit is issued.
10. During construction the project is monitored for compliance with permit conditions and the approved plans. Periodic inspection by Parks Canada staff may occur as necessary. At all times the *lessee* remains responsible for ensuring construction meets all necessary codes and the permit conditions.
11. Once construction is complete the applicant submits a certificate of completion application including final inspection reports as outlined by the permit conditions. Examples include Manitoba Hydro approvals, engineering reports, and land surveys.
12. Once all inspections are complete, associated reports are provided, and any deficiencies have been addressed, the certificate of completion is issued. This authorizes the building or land for occupation or use as stated on the issued permits and closes the permits. Occupancy may be granted prior to issuing a certificate of completion if the proponent can demonstrate that the structure is fit for human occupancy.

Final building reports and inspections as outlined in the permit conditions must be submitted once the construction is complete to apply for a certificate of completion and occupancy authorization. Reports may include a Letter of Assurance signed by the engineer or architect that stamped the original plans and confirms the building was completed according to the NBC and park policies. Inspections may include a Manitoba Hydro Inspection Certificate, WETT Certificates, propane inspections, and a final site visit from Parks Canada. New structures, additions, building relocations, and hardscaping require an updated Staking and Building Location Certificate (land survey) prepared by a qualified Canada Lands Surveyor.

Occupancy may be granted prior to issuing a certificate of completion if the *lessee* can demonstrate the structure is fit for human occupancy. This usually requires a Letter of Assurance and Manitoba Hydro Certificate, at minimum. Permits will not be closed, until all required reports, surveys and inspections are submitted and approved by Parks Canada and a certificate of completion issued. The leaseholder is responsible for all inspections and reports.

Acceptance of an application does not in any way constitute a guarantee of approval. Issuance of a development permit constitutes "approval in principle" and does not constitute permission to proceed to construction or implementation. No *development* may take place until a development permit, and in most instances a building permit, has been issued.

## Part 9 Development Provisions

This section outlines the areas Parks Canada staff consider when evaluating a development application. Applicants should ensure that their applications meet the basic criteria outlined in this section.

### 9.1 Permitted Uses

1. Only cabin uses in accordance with the Cabin Area zoning outlined in the Wasagaming Community Plan will be permitted. All uses must align with their respective lease.

### 9.2 Lot Size

1. Lots within the Cabin Area are approximately 7.62 metres by 13.1 metres (25 ft by 43 ft). Some lots vary in size, please confirm with a *development officer* prior to construction.
2. All cabin lots are marked by legal survey pins demarking the lot line. Parks Canada staff can locate survey pins for leaseholders upon request. New and existing development must not impair access to survey pins. It is illegal to remove or tamper with survey pins.

### 9.3 Setbacks and Projections

1. All structures within cabin lots shall adhere to the following setbacks:
  - a) A *front yard* of not less than 2.44 metres (8 ft).
  - b) A *side yard* of not less than 1.21 metres (4ft) on both sides.
  - c) A *rear yard* of 0 metres (0 ft) is permitted. However, no steps, overhangs, eaves, hydro meter, or other projections are allowed beyond the rear lot line.

2. Cabins and/or accessory structures can be built to the rear lot line (0 setback) on the first floor provided no overhang, eave, or any other projection encroaches over the lot line.
3. The entirety of the second storey wall must maintain a 0.91 metres (3 ft) setback from the rear lot line. Second storey eaves and cantilevers may project to within 0.3 metres (1 ft) of the rear lot line.

Table 1: Cabin Area Setbacks

Setback	Metres	Feet
Front	2.44	8
Side	1.21	4
Rear	0	0

4. No projections or structures are allowed within the required *front yard* setback except for the following:
  - a) Steps or a landing, may project no more than 1.21 metres (4 ft). Projecting steps must be no wider than 1.21 metres (4 ft). *Decks* may not project into the setback.
  - b) Eaves or roof overhangs may project no more than 0.61 metres from the cabin wall.
  - c) Cantilevers and bay windows may project no further than the roof overhang or 0.61 m, whichever is less.
  - d) Second floor balconies may project no further than the roof overhang or 0.61 metres (2 ft), whichever is less.
5. No projections are allowed within the required *side yard* setbacks except for the following:
  - a) Open elements such as *decks*, steps, and landings which may project up to the lot line. Access to a *deck*, steps, or landing must not rely on access to an adjoining lot or create a safety hazard.
  - b) Eaves or roof overhangs projecting no more than 0.61 metres (2 ft).
  - c) Cantilevers and bay windows may project no more than 0.30 metres (1 ft). A minimum side yard of 0.91 metres (3ft) from the projection must remain.
  - d) Wall mounted air conditioners that meet CSA noise standards may project no more than 0.61 metres (2 ft). Placement of air conditioners must not adversely impact neighbouring lots as determined by Parks Canada.

#### 9.4 Cabin Floor Area and Footprint

1. The maximum footprint of the cabin will not exceed 47.6 square metres (512 sq. ft.). The length and width of the cabin shall not exceed 9.75 metres (32 ft) and 4.88 metres (16 ft) respectively.
2. Total floor area of a cabin shall not exceed 71.34 square metres (768 sq ft). This includes all living areas, loft spaces, cantilevers, roofed areas, and screened structures. The floor area of a cabin must be contained within a single structure.

3. In situations of steep grading, unusual tree location, or irregular lot shape a variance may be permitted by Parks Canada to allow the 47.56 square metres (512 sq ft) footprint to be applied in different dimensions provided all setbacks are maintained.
4. Storage sheds are not included within cabin floor area. Sheds may be attached or detached to a maximum of 4.5 square metres (48 sq ft). See Part 9.15 for more detail.

## 9.5 Foundations

1. Pad and post footings are acceptable foundation systems. Concrete pads should meet the size requirements below:
  - a) 60.96 cm by 60.96 cm by 20.32 cm (24 in by 24 in by 8 in) for new builds and second storey additions.
  - b) 45.72 cm by 45.72 cm by 15.24 cm (18 in by 18 in by 6 in) for ground floor additions or relocations.
2. Alternative foundation systems (i.e. poured concrete piles or screw piles) may be approved if a qualified professional can demonstrate the system meets all requirements of the National Building Code. All new foundations require drawings stamped by professional engineer licensed in the province of Manitoba.
3. Basements and crawl spaces are not permitted in the Cabin Area.
4. Due to vehicle weight restrictions in the Cabin Area, cement trucks will not be permitted. 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. Any damage to roadways by contractors or lessees due to construction must be remediated by the contractor and leaseholder.

## 9.6 Spatial Separation Requirements

1. Stamped building plans from an engineer or architect must clearly indicate how the design of a building complies with the spatial separation and exposure protection requirements of the National Building Code with respect to buildings located on adjacent properties.
2. Calculations demonstrating how the structure meets the permitted percentage of unprotected openings at the given the limiting distance may also be required.

## 9.7 Cantilevers and Bay Windows

1. Any portion of the cabin that extends beyond the permitted 4.88 metres by 9.75 metres (16 ft by 32 ft) footprint or beyond the main floor plate is considered a cantilever and is included in the floor area of the cabin. All cantilevers and bay windows must be a minimum of 0.46 metres (18 in) above the floor joist on the exterior of the cabin as well as the interior.

2. Cantilevers will be permitted in the rear yard but must maintain a minimum of a 0.31 metre (1') setback from the rear property line.

## 9.8 Awnings

1. Canopies and awnings are considered combustible projections under the National Building Code and must meet the applicable flame-resistance and limiting distance requirements in the code. They are not permitted within *side yard* setbacks and are only permitted within *front yards* and *rear yards* if a *lessee* demonstrates that the canopy or awning complies with the National Building Code.
2. Freestanding signage is not permitted on lots within the Cabin Area.

## 9.9 Cabin Height

1. Cabin height above grade shall be no more than 0.46 metres (18 in). Height above grade is measured from the ground to the bottom of the main floor joists of a cabin. In case of a sloped lot, height above grade shall be measured as follows:
  - a) Where the lot slopes from one *side yard* to another *side yard*, height above grade is measured either corner of the front elevation of the cabin.
  - b) Where the lot slopes from front to rear, height above grade is measured from the midpoint of either side elevation of the cabin.
2. The total height of cabins shall not exceed 6.1 metres (20 ft) from the top of the main floor joists to the highest point of the roof.

## 9.10 Balconies and Roof Decks

1. Second floor balconies shall not exceed the roof overhang or 0.61 metres (2 ft) from the cabin wall, whichever is less. Balconies shall be centered on the building façade and may only be placed on the front or rear of a cabin. Balcony railings shall conform to the rustic architectural style of Riding Mountain National Park.
2. Raised decks higher than 0.61 metres (2 ft) above the main floor joists will not be permitted. This includes roof decks that substantially overlap the cabin footprint.

## 9.11 Roofs

1. All cabin roofs shall incorporate a gable pitch with a slope of at least 6/12 facing the front street. Alternatively, A-frame rooflines are permitted in the Cabin Area in accordance with the Wasagaming Architectural Guidelines.
2. Metal roofs shall include ice guards.



## 9.12 Cabin Appearance and Architecture

For requirements concerning building aesthetics, refer to the Architectural and Appearance Guidelines of the Wasagaming Community Plan and the Wasagaming Architectural Guidelines.

1. These aesthetic requirements can be summarized as:
  - a) New buildings must clearly align with the historic architectural theme of Wasagaming through the incorporation of multiple local historic *motifs*. This includes the incorporation of a symmetrical gable having a pitch of at least 6/12.
  - b) Buildings situated at the intersection of two public roads must include an inviting façade with historic *motifs* on all exterior walls that face a roadway.
  - c) Dominant exterior colours should be muted and blend in with that of the surrounding built form and natural environment. See the colour palate below for acceptable colours.
  - d) Building materials should reflect the historic construction practices of the park.
  - e) Highly reflective or shiny materials are not acceptable.
  - f) Large areas of glass are unacceptable. Walls should have no more than 45% of their surface consist of glazing.
  - g) Windows measuring 1.82 metres by 1.82 metres (6 ft by 6 ft) or larger shall be subdivided into smaller areas.
2. **Exterior colours, materials, and finishes require the approval of Parks Canada prior to installation.** This includes all roofing material, cladding, doors, windows, deck material, and lighting. Cabin colour and material should blend with the natural setting of Wasagaming. Building materials should reflect the use of historic materials and the rustic cabin style within Riding Mountain National Park. Table 2 summarizes some of the acceptable and unacceptable building materials within the park.

Table 2: Building Materials for the Rustic Style

Building Segment	Desired Materials	Unacceptable Materials
<b>Exterior roof</b>	Asphalt shingles in reds, browns, or greys Dark coloured metals Slate tiles	Highly reflective or colourful metals Cedar shakes (unless fire-resistant) Spanish or Mediterranean tiles
<b>Exterior wall cladding</b>	Composite or hardboard siding Cedar, pine, or fir siding Cut stone or brick Stucco	Artificial stone or brick Concrete blocks Glass blocks Metal siding Vinyl Siding
<b>Building materials</b>	Full or half log construction Natural stone Textured concrete	Uncoated aluminum Galvanized metal Highly reflective glass Large glass areas

3. Color is a crucial part of cabin aesthetics. Exterior colours should be subdued and allow the building to blend with the natural environment and historic character of Riding Mountain. Figure 1 illustrates the Wasagaming colour palette that should be consulted when planning exterior materials.

### 9.13 Front Street Façade

1. Any cabin wall greater than 2.44 metres (8 ft) in height and facing the *front yard* must contain two or more of the following visual elements:
  - a) A variation in siding material.
  - b) A feature window(s).
  - c) A gable.
  - d) A variation in the plane of the wall.
2. Any second storey wall located behind the front gable must be set back at least 0.91 metres (3 ft) from the front wall.
3. All cabins must display their civic address in a prominent location, visible from the public street.



Figure 1: The approved colour palette for Wasagaming with HEX colour codes.

## 9.14 Decks

1. *Decks* may be adjacent to any cabin wall and should be as close to ground level as possible. No *deck* shall be more than 0.61 metres (2 ft) above the main floor joists.
2. All *decks* must adhere to setbacks described in Part 9.3 and must not be enclosed by a roof or walls. Covered *decks* may be allowed if the subject lot has sufficient available floor area, as discussed in Part 9.4.
3. Within the setbacks prescribed by Part 9.3 rear *decks* are permitted to have privacy walls on up to two sides. The privacy walls must: be no higher than 1.82 metres (6 ft) above the deck surface, be aesthetically compatible with the rustic character of the cabin area and be appropriately treated with fire retardant.
4. Front yard decks and decks extending into the setbacks prescribed by Part 9.3 shall have no walls, roofs, or other means of enclosure, other than guardrails.
5. Access to *decks* or steps to a cabin must be oriented in manner than does not require access via an adjacent property, block access to the water mains, or create a safety hazard.
6. *Decks* greater than 0.61 metres (2 ft) above grade must have a guardrail per the National Building Code. Guardrails must be at least 0.91 metres (36 in) high and should be no more than 1.07 metres (42 in) high. Fences or privacy screens are not permitted on decks (unless within setback and align with Part 9.14.13) and can not be integrated into required guards.
7. *Decks* and their foundations must minimize impacts to the roots of nearby trees as much as possible.
8. Materials for *decks* and guardrails require approval by Parks Canada prior to construction. Peeled log and wooden railings are preferred. Railings should be constructed of wood, with limited use of metals and glass. If glass is used in a railing or required guards, it shall incorporate other high-quality rustic materials such as wood and stone. Metal and glass railings are not encouraged and must meet historic character design standards.

## 9.15 Sheds and External Washroom Buildings

1. Allowable accessory structures in the Cabin Area are limited to storage sheds and external washroom buildings. All sheds and washroom buildings must meet setbacks as outlined in Part 9.3. Sheds may be free standing or attached to the cabin. Total aggregate storage shed area cannot exceed 4.5 square metres (48 sq ft).
2. Materials and designs of accessory structures must not detract from the rustic character of the cabin area. Accessory structures should be constructed of durable, high-quality

materials. Their construction and design should match and compliment the main cabin. Plastic and metal materials are strongly discouraged unless photos/renderings are provided demonstrating that the shed will contribute positively to the character of the area.

3. Shed doors can be located to face any lot line however where a shed door immediately faces a side lot line it must be designed to not swing outward (i.e. sliding or overhead opening doors).
4. Attached sheds must conform to the following:
  - a) A layer of 5/8" type X drywall must separate the shed from the cabin. The drywall must be continuously taped and mudded on all walls and ceilings of the shed which abut the cabin.
  - b) Access may be provided for an attached shed from a *side yard*, provided all setbacks are met and the shed is located in the rear portion of the lot.
  - c) Access to an attached shed can only be from the exterior of the cabin.
5. Attached sheds may be built in two (2) distinct structures on one lot, if they align with all other requirements.
6. Any shed located on the front wall of a cabin must visually tie into the façade and appear as if it is part of the cabin (e.g. rustic windows, trim, roofing materials etc.). Lessees should avoid placing a shed on the front wall if possible, however this can be allowed if the *development officer* is satisfied that the location is justified after alternate locations have been considered.
7. Detached sheds must conform to the following:
  - a) Located within the *rear yard*.
  - b) At least 0.61 metres (2 ft) from the main cabin while remaining on lot.
  - c) If less than 0.61 metres (2 ft) from the cabin, a layer of 5/8" type X drywall must separate the shed from the cabin. The drywall must be continuously taped and mudded on all walls of the shed which abut the cabin. The drywall must extend from the underside of the floor to the peak of the roof.
8. Only one (1) detached shed is permitted per lot. Sheds are limited to a maximum of 4.45 square metres (48 sq ft). Maximum dimensions for a detached shed are 1.82 metres by 2.44 metres (6 ft by 8 ft).
9. External washroom buildings are limited to one (1) per lot to a maximum of 4.45 square metres (48 sq ft). An external washroom building contributes to a cabin's total floor area and must follow the same conditions as detached sheds.

## 9.16 Water and Sewer

1. Water and sewer connections are available, by permit, for all cabins in the Cabin Area. Access to the main water box must be maintained. Water saving fixtures are recommended for all washroom installations.
2. Hot water tanks must be installed following the manufacturers' direction and should be located within the main footprint of the cabin. Hot water tanks may not be installed in detached sheds.
3. Outdoor showers are not permitted on lots.

## 9.17 Off-Site Construction and Moving Cabins

1. It is strongly encouraged to construct all permitted buildings on-site. Moving structures in or out of the Cabin Area is not guaranteed. There are several portions of the Cabin Area where RTMs are not feasible due to roadway widths and height limitations. Trees and vegetation will not be trimmed or limbed to facilitate building moves. RTMs must conform to all other Parks Canada standards including appearance requirements.
2. Any structure built off-site and transported into Wasagaming (or transported out of Wasagaming) is subject to additional approvals including, but not limited to:
  - a) Building inspection reports from the authority having jurisdiction where the cabin was constructed;
  - b) Manitoba Hydro Certificate;
  - c) The route into or out of Riding Mountain National Park;
  - d) Traffic management and safety provisions; and
  - e) The day and time of the move.
3. Generally, no buildings are permitted to be transported out of, or into Riding Mountain National Park between the May long weekend and the September long weekend (inclusive).
4. Parks Canada has the authority to prohibit off-site construction in specific instances where negative impacts cannot be mitigated.

## 9.18 Landscaping and Fences

1. *Landscaping* is generally not permitted on cabin lots due to the size. Retention of vegetation is a priority. **Any alteration to the surface of a lot requires prior approval from Parks Canada.** Leaseholders must demonstrate that proposed *landscaping* will not create negative impacts to aesthetics, drainage, or natural or *cultural resources*. Any vegetation on lot should align with FireSmart principles. No landscaping beyond the limits of a leased lot is permitted.
2. Materials that impede the growth of natural vegetation are generally prohibited. Impermeable surfaces such as pavement or patio stones, and undesirable materials such

as crushed stone, artificial turf, or gravel are to be minimized in favour of natural vegetation. The use and retention of appropriate vegetation<sup>1</sup> is to be maximized. Existing trees, shrubs, plants and topsoil should be protected to the greatest extent during the construction process and be retained as part of the on-site landscaping of the site. Removal of mature trees should be limited.

3. All drainage from eaves and downspouts will direct water towards *front yards* and *rear yards*. Drainage from individual lots should minimize impacts to neighbouring lots
4. Fences are not permitted within the Cabin Area.

#### 9.19 Parking

1. All vehicle and boat parking must be contained on lot. The *front yard* is designated as the parking space for each cabin. If the cabin has a *laneway* with vehicle access to the *rear yard*, one parking stall behind the cabin, on lot, may be established. Additional parking is provided in parking lots within Wasagaming.
2. Boat parking must occur on-lot or in designated boat parking areas.
3. Under no circumstances is natural vegetation or green space to be removed or disturbed to provide parking.

#### 9.20 Lighting

1. Lighting must be dark-sky friendly and not negatively impact the natural environment or adjacent properties while providing adequate wayfinding and improving site safety.
2. The location of proposed exterior light fixtures must be shown on sites plans and building elevation drawings. All lighting must be affixed to the cabin.

#### 9.21 Air Conditioners

1. Ground unit air conditions are permitted only within the *rear yard*.
2. Wall mount units are permitted on any cabin wall however the exact placement of the air conditioner is subject to approval from the *development officer*.
3. Lessees should avoid placing an air conditioner on the front wall if possible, however this can be allowed if the *development officer* is satisfied that the location is justified after alternate locations have been considered.

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<sup>1</sup> The “appropriateness” of vegetation on any particular cabin lot is determined by a number of factors including, but not limited to: safety, the need for sightlines, the need for screening, wildlife considerations, future conflict with utilities, wildfire resistance, and being native to Wasagaming.

4. All air conditioning units must be in compliance with CSA noise level limits.

#### 9.22 Storage in Yards

1. All storage should be confined to the *rear yard*. No storage is permitted in the *front yard*. Only regular garden equipment, furniture, and other incidental items may be stored on lot. Any trailers and boats stored on the lot must be under 6 metres (19.68 ft) in length. All items must be stored in a manner that does not detract from the appearance of the Cabin Area and does not interfere with the use and enjoyment of neighbouring lots.
2. Recreational vehicles, motor homes, campers, travel trailers, or tents shall not be stored in the cabin area. Portable garages or vehicle shelters are not permitted.
3. Satellite dishes shall be no more than 0.91 metres (36 in) in diameter and located within setbacks in an unobtrusive location that does not obstruct views or sightlines.
4. No storage or development may occur off-lot. All property of leaseholders shall be stored within the leased lot.

#### 9.23 Propane

1. Propane tanks connected a structure must be located within the *rear yard* and within setbacks. Tanks are limited to an aggregate total of 45.4 kg.
2. Propane tanks must be installed according to the *CSA Propane Storage and Handling Code*. All propane appliances must be installed according to the *CSA Natural Gas and Propane Installation Code* and must meet the *National Fire Code*.
3. All cabins with propane appliances must have a functioning carbon monoxide alarm installed. Additionally, a 2.2 kg ABC multipurpose fire extinguisher must be located within the cabin.

#### 9.24 Wood Burning Appliances

1. Wood burning appliances (fireplaces and wood stoves) are not permitted in the Cabin Area.

#### 9.25 Additional Provisions

1. The vast majority of development proposals will only need to consider the above provisions. However, unusual, highly complex proposals may require a more in-depth review. The above provisions are not an exhaustive list of all things Parks Canada may consider when deciding to issue a permit.

## Part 10 Construction and Contractors

### 10.1 Business License

All contractors, sub-contractors, and tradespeople involved in any sort of development (defined in Part 4) require a valid Parks Canada Business License.

### 10.2 Contractor Responsibilities

It is the responsibility of the lessee / licensee and their contractor(s) to build according to the plans which have been approved by Parks Canada. Approval of a project and issuance of a permit does not relieve the developer, consultant, contractor, lessee, or licensee of their responsibility for detailed design and construction. The lessee or licensee and their contractor(s) are responsible for ensuring the permitted work meets all requirements of the permit.

### 10.3 Hours of construction

Construction in the Cabin Area will only occur from 10:00 to 18:00 (10:00 a.m. to 6:00 p.m.) between June 30<sup>th</sup> and September 1<sup>st</sup>. Outside of this time period there is no time restrictions on construction unless specified by the *development officer*. The *development officer* may also grant specific relief from the restriction on construction hours in extenuating circumstances.

### 10.4 Storage of Construction Items

Construction equipment, materials or a temporary structure are permitted to be placed on a cabin lot during the term of an active building permit and shall be removed immediately after completion of the construction or cancellation of the permit.

Where construction on a cabin lot is discontinued or completed, or where a permit has expired, all construction equipment, materials and temporary structures on the lot shall immediately be removed by the *lessee*. If not removed by the *lessee* the superintendent may remove the equipment, materials and structures and charge the costs of such removal and reinstatement to the *lessee*.

## Part 11 Non-Conforming Structures and Uses

Any existing structure or use that does not conform to this Policy is permitted to exist provided it was legally established (i.e. received a building permit) shall be deemed as *legal non-conforming* and be permitted to exist provided it does not compromise health, safety, or fire protection standards.

When a *legal non-conforming* structure is substantially rebuilt or the *floor area* is increased it must conform to all current regulations and policies.

If a *legal non-conforming structure* sustains damage (such as caused by fire) and is reconstructed or is renovated to an amount of more than 50% of its value, subsequent redevelopment or reconstruction must conform to this Policy. The burden of proof, regarding the value of the reconstruction or renovation, rest with the *lessee*.



A change of ownership or inheritance does not require a *legal non-conforming structure or use* to come into compliance.

Any *development* or portion of that *development* which does not conform to this Policy and did not receive documented approval shall be deemed an “illegal non-conforming structure or use” and is subject to removal or to be brought into compliance.

*Development* beyond the limits of a leased lot is not a non-conforming use. Parks Canada may require removal or remediation of off-lot development at any time.

## Part 12 Assignment of Lease

The procedure for selling a cabin, to transfer the lease for the lot from a lessee to a purchaser is called an assignment of lease. Please contact the administration office at 204-848-7275 for information on the assignment process or to discuss changes to your lease. Information on the assignment process is available by emailing [RMNPRealty@pc.gc.ca](mailto:RMNPRealty@pc.gc.ca) or on the Riding Mountain National Park website at <https://parks.canada.ca/pn-np/mb/riding/info/urbain-townsite>.

Prior to the assignment of a lease a site inspection is required. The Parks Canada site inspection verifies if the actual condition on the property aligns with park records. Any inconsistencies may need to be rectified to Parks Canada’s satisfaction prior to the assignment. Site inspections may not always be performed due to weather or resources. As such, Parks Canada’s consent to an assignment does not guarantee that a particular lot fully complies with all policies and regulations.

## Part 13 Definitions

**Accessory Building** - a detached building which does not itself accommodate a cabin use of a site.

**Cultural Resource** - a human work, an object, or a place that is determined, on the basis of its heritage value, to be directly associated with an important aspect or aspects of human history and culture. The heritage value of a cultural resource is embodied in tangible and/or intangible character-defining elements

**Deck** – a flat floored unenclosed roofless structure adjoining a building;

**Development** – the removal of topsoil or excavation; erection, alteration, reconstruction, addition or structural repair of a structure; relocation, removal, or demolition of a building; installation of a sign; stockpiling of material; a change of land use or intensity of use; cutting or removal of trees in whole or in part; altering the exterior of a building (repainting or refinishing) to a substantially different colour or finish.

**Development Officer** – the Parks Canada employee responsible for reviewing development and building permit applications.

**Floor Area** – the total horizontal area, measured between the interior faces of the walls for each habitable storey of the building and must include the floor area of any roofed porches and roofed terraces.

**Landscaping** - the modification and enhancement of a site through the use of any or all of the following elements:

- soft landscaping consisting of vegetation such as trees, shrubs, hedges, grass and ground cover;
- hard landscaping consisting of non-vegetative materials such as brick, stone, concrete, tile, and wood; and
- architectural elements consisting of retaining walls, sculpture, sidewalks, pathways and patios.

**Legal Non-Conforming Use/Structure** - Any use, building or structure that does not conform to the requirements of this Policy, but was legally established prior to the date upon which this Policy took effect.

**Lessee (Leaseholder)** – the party or parties to whom a cabin lot is leased.

**Motif** - structural or decorative designs and repeating patterns found in the construction of buildings.

**Front Yard** - The area between the exterior wall of a cabin and the lot line abutting the road.

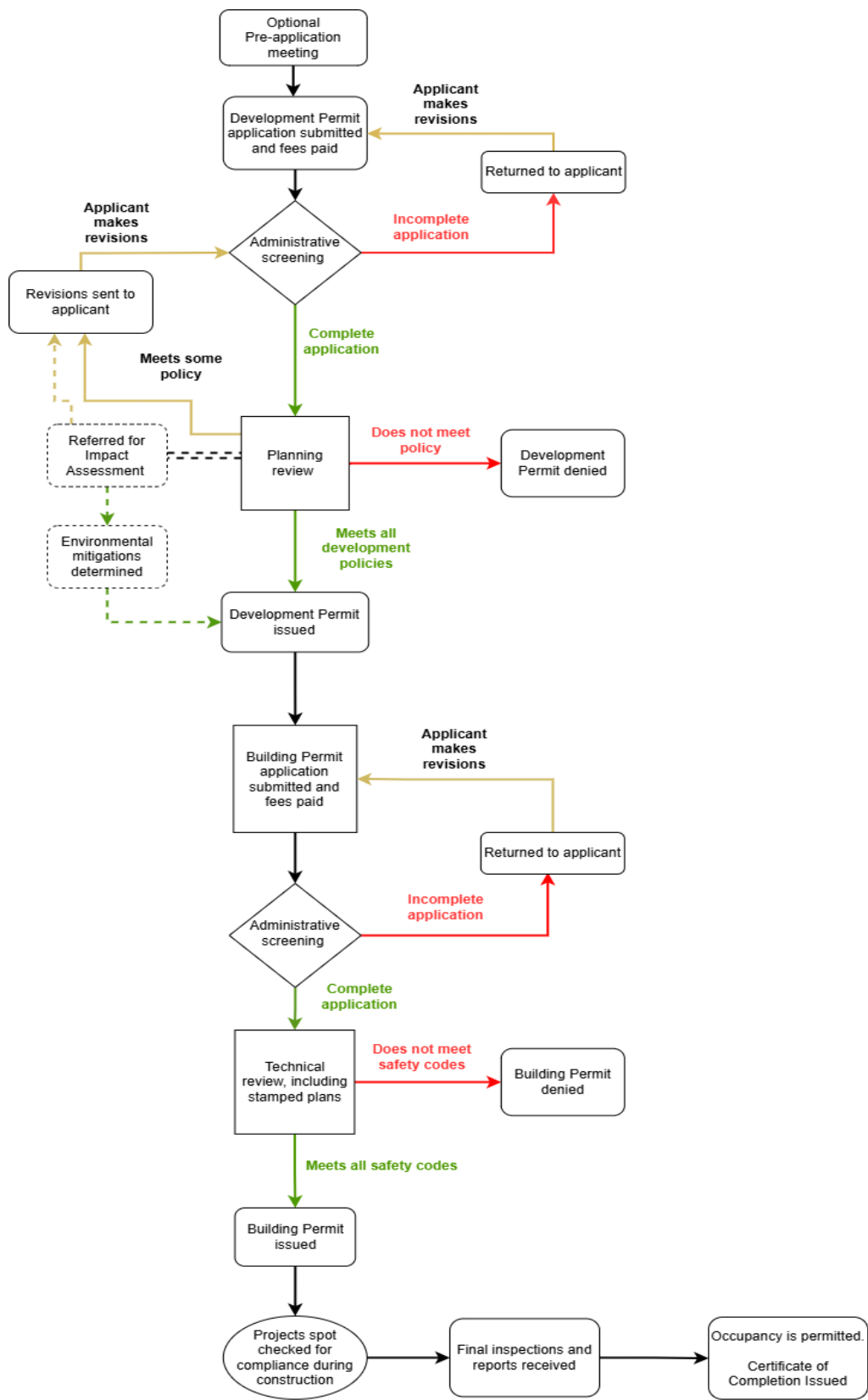
**Rear Yard** - The area between the exterior wall of a structure and the lot line directly opposite to the lot line faced by the building's primary frontage.

**Side Yard** - The area between the exterior wall of a building and the nearest lot line which runs perpendicular to the primary cabin frontage.

**Shed** – An accessory structure used for storage or other uses ancillary to the cabin and does not contain living space.

**Yard** - the land contained within the property lines of a lot that is not covered by a building or other structure

# Appendix A: Process Flowchart



## Appendix B: Required Information

Below is a (non-exhaustive) listing of common information required to evaluate a permit application. The *development officer* may require specific information that is not listed here depending on the nature of the project and site. Please contact the *development officer* to discuss a project prior to applying to understand the information required to apply.

### Development Permit

- Complete permit application form
- Written authorization from land use agreement holder
- Complete project description form
- Narrative letter – A written explanation of the current use of the site, current structures, planned work / changes and how it meets the regulatory requirements and interests of the park
- Site statistics including existing and proposed site coverage, building dimensions, floor areas, and landscaped areas
- Preliminary site plan, including lot boundaries, dimensions of structures, setbacks, north arrow and scale
- Preliminary floors plans / elevations
- Landscaping plans
- Photographs of site and adjacent areas
- Legal land survey

### Building Permit

- Complete permit application form
- Site plan
- Relevant architectural plans such as floor plans, elevations, and foundation plan
- Scaled working drawings (e.g., structural, electrical, plumbing, etc).
- Elevation(s) drawn to scale
- Schedule of materials and colors
- Building renderings
- Legal land survey

An expanded list of potential required submissions is listed in the Guidelines on the Administration of the National Parks of Canada Land Use Planning Regulations. The *development officer* may require documents, reports, or information beyond what is listed here in order to fully assess a project.