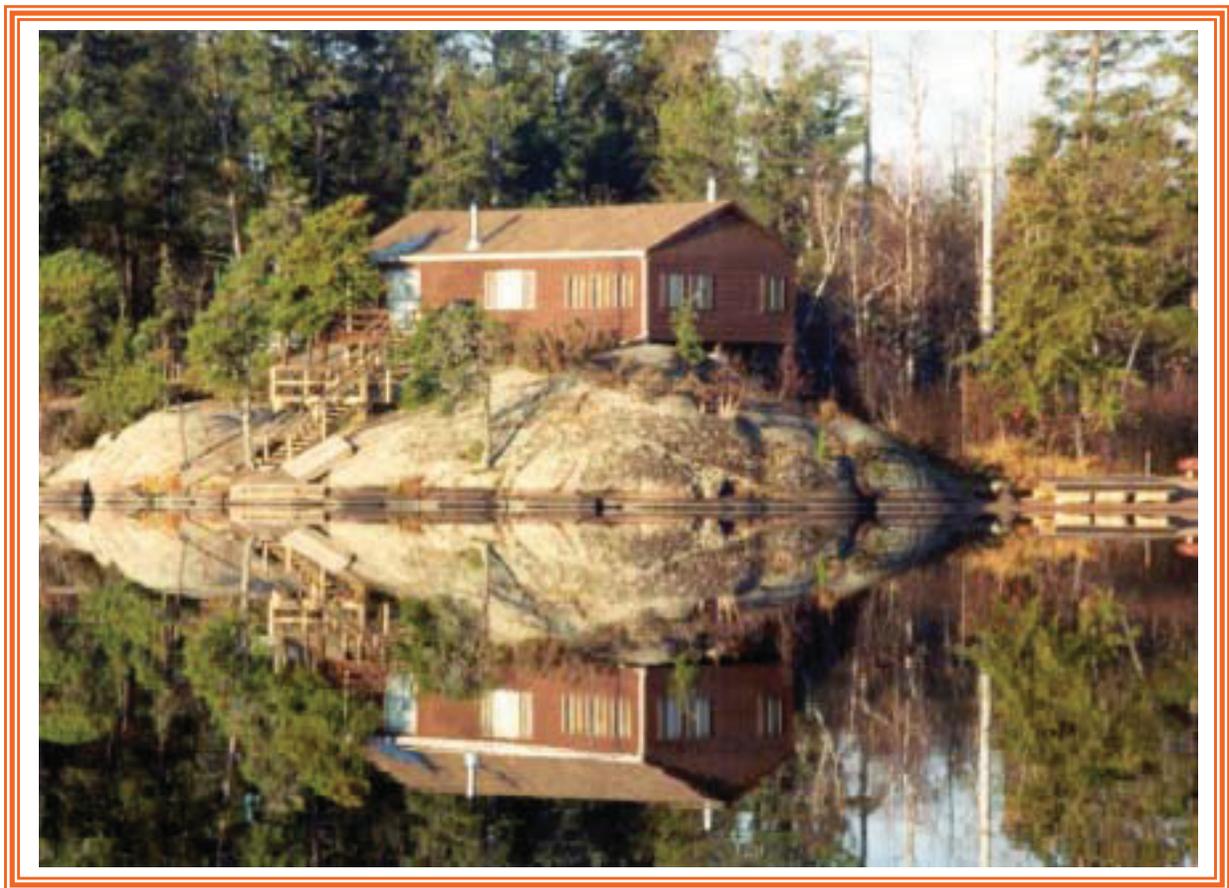


The Cottager's Handbook

for Manitoba Provincial Parks



THIRD EDITION

**Manitoba
Conservation
Parks & Natural Areas**





*I had rather be shut up in a very modest cottage,
with my books, my family and a few old friends,
dining on simple bacon, and letting the world
roll on as it liked, than to occupy the most
splendid post which any human power can give.*

Thomas Jefferson (1743–1826)

Message from Minister

I am pleased to present the third edition of The Cottager’s Handbook which provides important information to our cottagers.

The first edition was published in 1998 after consulting with cottage associations across the province. At that time, Manitoba Conservation amended the guidelines, policies and regulations dealing with cottage development. Most members of associations favoured fewer regulations, but at the same time asked for reasonable limits on development.

Patterns of cottage use have changed substantially over the last decade or so. Increasingly, cottagers have requested more highly developed cottage lots. On average, people are also using their cottages more frequently and for a longer time during the year. Manitoba Conservation’s goal is to meet current needs, as well as future needs. With this in mind, it is important to ensure that cottage development takes place in harmony with the natural world. As the new Minister, I look forward to helping to strike a balance between development and protection within our parks.

Most policies and regulations are now summarized in this handbook. It emphasizes measures that will protect the environment in provincial parks, especially by making sure that private sewage-disposal systems meet the standards necessary to protect water quality in our lakes and rivers.

For your convenience, an electronic copy of this handbook and other useful cottage-related information may also be found at www.manitobaparks.com. I also encourage you to electronically contact my department with cottage-related questions at parkdistricts@gov.mb.ca. I trust the information in this handbook will enhance the time you spend at your cottage in one of our beautiful Provincial Parks.

Hon. Oscar Lathlin
Minister, Conservation

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Leases and Permits

Leases

A 21-year renewable lease in a standard format is available to virtually all cottagers in provincial parks. Besides ensuring tenure on your lot, a lease may be helpful to cottagers who require a long-term loan or mortgage. A copy of a sample lease may be found at www.manitobaparks.com.

Manitoba Conservation suggests that you read your lease to become familiar with your rights and responsibilities.

Obtaining a New Lot

Any future cottager who obtains an undeveloped cottage lot will be issued a lease. The lease will specify the time (usually 24 months) in which the exterior of the cottage must be completed.

The exterior is considered complete when doors, windows, finished exterior siding, and shingles or other roofing material have been installed.

Lots where cottages have been demolished, or otherwise removed must also complete a new cottage with a complete exterior within 24 months.

Undeveloped lots cannot be assigned, except on compassionate grounds (e.g. the death or severe disability of a lessee).

Buying, Selling or Transferring Your Lot

When you sell or transfer your lot, it is up to you, as the vendor, to initiate the process, or authorize your real estate agent or legal representative to do so. Lot sizes are generally fixed and will not be changed. Lots smaller than 15,000 ft² (1395 m²) may be enlarged under some circumstances, at the lot holder's expense. Under no circumstances will the frontage of a lake-front lot be increased beyond 100 ft. (30.5 m).

To assign your cottage lease or permit to someone else who buys your cottage, you should obtain an assignment form from a Manitoba Conservation office. Complete the form and return it with the applicable fee. The overall assignment process can take up to about four weeks.

Before purchasing a cottage, wise buyers will verify:

- that no serious drainage problems exist;
- that all structures, except those permitted to be on the public reserve, are located within the boundaries of the lot, and that the lot has been resurveyed;
- that any structures on the public reserve of a lake-front lot are within the projected lot boundaries; and

- that all existing structures have received all necessary approvals.

Surveying Lots

Manitoba Conservation will not be responsible for finding, or verifying the true location of lot pins. When disputes occur between cottagers relating to lot boundaries, or the location of buildings and other development relative to boundaries, Manitoba Conservation will not address the problem until a legal survey is supplied.

Changing or Adding a Name to a Lease or Permit

Contact Parks and Natural Areas Branch in Winnipeg or your local Manitoba Conservation district office. The required forms will be sent to you, or go to www.manitobaparks.com.

Changing from an Annual Permit to a Lease

If you are currently being annually issued an annual permit to occupy your cottage lot, it is to your advantage to apply for a lease. The annual administration fee charged to permit holders (except for unsurveyed lots in remote locations) does not apply to leaseholders.

Obtain a lease application form from Parks and Natural Areas Branch. When you have completed the form, return it to the Branch with the applicable fee. They will arrange an inspection, as described under "Lease Inspections."

Renewing Your Lease

In all likelihood, you will want to renew your lease after the original term has expired. New 21-year renewable leases are now issued for renewals in all provincial parks. 10-year leases are still issued for lots in the Falcon Creek subdivision (formerly known as the Falcon Lake Staff Trailer Village).

Generally, Parks and Natural Areas Branch notifies you six months before your lease expires, but it is your responsibility to apply for a new lease. The Branch will inspect your lot and mail you forms to be completed.

Vacation Home Permits

Some cottagers owning cottages on unsurveyed lots in remote areas are authorized to occupy their lot by means of an annual permit. The vast majority of other cottagers have signed a lease in order to occupy their lot. An annual fee is charged to those cottagers eligible for a lease, who have not yet applied for one.

Lease and Permit Inspections

When you apply for a lease, your lot will be inspected to confirm that:

- Your lot is free and clear of brush and flammable materials.
- There appear to be no problems with your cottage and other buildings concerning allowable development or condition of repair.
- Your lot is well maintained and not run down, with materials stored in an orderly manner. The accumulation or storage of building materials, machinery, boats, unlicensed vehicles, furnishings and similar articles is not allowed, unless approved by an Officer.
- Your sewage disposal system is working properly.

If your lot needs work, Manitoba Conservation will draw up a letter of commitment requiring you to complete the work within a specified time. You will need to return the letter, with your signature as the lot holder, before your lease application can be considered.

When your lot passes the inspection, a lease will be drawn up and sent to you for signature.

After you have signed and returned it, the Director of Parks and Natural Areas or his designate will endorse it.

The lease will be validated when you have paid the fees and signing is complete

Chief Place of Residence Levy

All cottagers must fill out a Chief Place of Residence Declaration Form. Those cottagers maintaining a chief place of residence in a provincial park are subject to an annual fee. This applies to private landowners, as well as to lease and permit holders. It is the cottager's responsibility to notify Manitoba Conservation, if their status of using their cottage as a chief place of residence changes. Many cottagers' leases require cottagers to obtain prior permission of the Crown to use their cottage as a chief place of residence. Parks and Natural Areas Branch considers the process of completing a declaration form and paying the required annual fee to be the equivalent of obtaining permission.

In the past, people living in provincial parks have not been charged any education fees or assessed school taxes. Through payment of the Chief Place of Residence Levy, people living in provincial parks will help to offset provincial education costs.

In order for the levy to apply:

You must live in a building situated on Crown land or privately owned land in a provincial park in Manitoba.

The building is defined to be your chief place of residence if during the year (April 1 - March 31), it is where you, in the settled routine of your life, regularly, normally or customarily reside.

Where the owner or occupier of a building is a corporation, the building is deemed to be the corporation's chief place of residence if, in the settled routine of his or her life, any shareholder of the corporation regularly, normally or customarily lives there.

Where a building is the chief place of residence for more than one person, only one levy is payable.

If a question arises about whether a building is someone's chief place of residence, the Minister of Conservation is responsible for deciding the question. In making his decision, the Minister will take into account all relevant factors. The Minister may consider the following (and other) factors:

1. the length of time spent at the building during the year;
2. whether you have a residence outside a provincial park in Manitoba;
3. whether you maintain Manitoba hospital and medical insurance coverage;
4. your residence for income tax purposes;

5. the jurisdictional location of your personal property and social ties; and

6. the residence of your spouse and dependents.

Fires

Except for the period from November 15 to April 1, you must obtain a Burning Permit from your district office. You are liable and responsible for any fire originating on your premises, and must keep your lot free of brush and other debris that may constitute a fire hazard.

In wooded districts, Manitoba Conservation is responsible for fighting forest fires, but has no capability to fight structural fires. In some areas, a volunteer or municipal authority with fire-fighting responsibilities may provide additional services.

Find out who is responsible in your area and post their phone numbers, with other emergency numbers, in a conspicuous place as you would at home.

Flammable Materials.

You are responsible for storing flammable materials safely, based on regulations under *The Environment Act* and other acts.

Land Rental

An annual land rental fee is charged to each leased or permitted cottage. The fee is currently based upon the 1981 appraised value of the cottager's "raw land".

Manitoba Conservation will be conducting a pilot project to re-appraise the "raw land" of cottage lots in selected small subdivisions in 2002, and will be working towards re-appraising all lots after that time.

Park Districts Service Fees

What services are included in the Park Districts Service Fees?

- Water supply, sewage disposal, garbage handling and maintenance of roads maintained by Manitoba Conservation.
- Emergency services, neighborhood watch programs, docking facilities for remote cottages and street lighting.
- Capital improvements, administrative and other costs incurred in a park district.

You pay only for the services that are available to you; if a service is not available, you are not charged for it. The new fees do not include costs for such services as interpretive programs, problem wildlife control, campground and day use programs, wildfire detection and suppression, and public recreational facilities.

Reviewing Park Districts Costs and Budgets

You have an opportunity to review the level and cost of services provided to you on an annual basis. Manitoba Conservation has established committees, composed of cottage association members and operators, to review park district services and costs within larger districts.

In smaller districts, meetings are held with local cottage organizations and businesses. They have reviewed costs from previous years, and budgets for the coming year, paying special attention to capital improvement projects. In many cases projects have been added, deleted or amended, based on advice that has been received. However, some projects are necessary to maintain minimum safety, environmental or park standards.

On February 1 each year, Manitoba Conservation sends every cottager an information sheet showing in some detail how the service fee for each cottage or business is calculated. For further details, two financial statements, the "Park Districts Annual Summary of Costs" (the annual operating costs for each park district) and the Park Districts "Annual Budget" (which outlines the costs expected for the coming year) are also available. You can pick up copies at local Manitoba Conservation offices and at the offices of Parks and Natural Areas Branch.

Cottagers may then comment about the level and cost of "municipal-like" services they receive. After all comments are received, the Minister reviews the budgets, including levels and costs of services, and establishes service fees for the year.

Bills are sent annually to cover the period from April 1 to March 31 the next year. These bills include a service fee, land rental fee and (in some cases) a Chief Place of Residence Levy and fees for miscellaneous structures on the public reserve such as docks and boat houses. They are sent by October 1. Manitoba Conservation changed the annual billing date from May 1 to October 1 several years ago.

Cottage-Based Businesses

Businesses being run from cottages are present within most provincial park cottage subdivisions. A few businesses have occasionally caused conflicts with nearby cottages. Generally, however, they have been welcomed by their neighbours, and have provided valuable services to fellow cottagers.

Manitoba Conservation now requires existing cottage-based businesses to register, and has established a process that future such businesses must follow before becoming established. All businesses that have not already done so **MUST** submit a registration form, available from Parks and Natural Areas Branch, to a Manitoba Conservation office. There is no registration fee!

Anyone who receives remuneration for providing goods or services to others, and conducts some of the activities associated with providing those goods and services at a vacation home lot, is considered to be running a business at that vacation home lot, and must register.

Any cottager wishing to begin or register a business needs to obtain:

- the written support of the local cottage association,
- the written support of all immediate neighbours who may be impacted, and
- written authorization from Manitoba Conservation, through the local Natural Resource Officer.

The Director of Parks and Natural Areas Branch may then authorize the business to operate.

Cottage Insurance

Have you wondered about what is a reasonable amount of liability insurance to carry on the insurance policy covering your cottage? Manitoba Conservation has seen some large liability claims come forward in recent years, and we advise cottagers to consider a minimum of \$2 million of general liability insurance. At the very least, you should be carrying \$1 million. If the worst happens and someone suffers a severe injury at your cottage, by carrying sufficient liability insurance you will be protected from the financial consequences.

Any cottager signing a new lease will find that the new standard cottager's lease now requires a minimum of \$1 million of liability insurance. We strongly recommend you discuss your insurance requirements with a licensed insurance broker to

ensure you have adequate liability insurance for boats, snowmobiles or other equipment you may use at your cottage.

A Message from Manitoba Hydro

Manitoba Hydro has requested that a message should be passed along to cottagers about providing power to pump houses and other structures along the lake shore. This especially applies to back tier cottagers who may have lengthy cables leading to their pump houses.

Some cottagers have installed these cables using indoor wiring, simply laid across the ground. The Manitoba electrical code requires specific outdoor wiring products to be used, and they should generally be buried and sufficiently protected, or otherwise made to comply with the code. Cottagers should consult their local Manitoba Hydro office to obtain further information.

Inspectors may be conducting inspections in areas where improper installations may exist. Unsafe installation, especially near water could easily result in a severe accident, or even a fatality. Manitoba Hydro thanks you in advance for your co-operation in this matter.

Another note: Manitoba Hydro conducts hydro line maintenance at various times of the year that may involve tree removal, pruning etc. to protect hydro lines from falling trees or overgrown lines

Garbage

The issue of garbage handling is becoming more and more important to cottagers! Service fee increases may continue because of changes in garbage management. But some of these increases could be reduced if everyone contributed to wise garbage management.

Recycling

Where recycling programs exist, take advantage of them. A large proportion of the “raw” garbage now produced could be recycled. When depositing your garbage at a disposal ground, separate it as instructed at the site. If this is not done, costly separation of garbage is often required.

Old Appliances, etc.

Many cottagers have seen others disposing of old appliances, mattresses, furniture, etc. at garbage cages. Derelict cars and old refrigerators have even been left at disposal grounds. The costs of dealing with such items are high and add to everyone’s fee. Collecting and transporting such garbage is expensive.

Scrap Metal, Brush

Take your scrap metal and large pieces of debris to the appropriate garbage dump in your area. It is also important to take your brush to a local

brush dump. In some areas, cottagers have piled brush along local roads or in other areas close to cottages. Manitoba Conservation must then haul it away, and add the cost to service fees. If necessary, ask at your district office for instructions on disposing of such materials, and of domestic garbage where central containers are not provided.

New garbage standards

Some current disposal grounds no longer meet today’s environmental standards. Manitoba Conservation has established new transfer stations and disposal grounds in some areas, and is in the process of establishing more in some other areas. Garbage is in some cases hauled longer distances to approved central disposal grounds.

Transfer Stations

New transfer stations and disposal grounds can cost more than \$100,000 to build, and sometimes require a full-time operator. Less garbage means less hauling and tipping fees, which in turn means lower service fees for cottagers under the Park Districts system. Please do your share!

In districts where major changes in garbage handling may take place, Manitoba Conservation will consult with representatives of cottagers and operators to

discuss the details of the changes being considered.

“Tear-down”

construction material.

When an older cottage is torn down, or when an alteration to your cottage produces a large amount of mixed material, such as asphalt, old lumber, drywall, concrete, etc., you must obtain a Work Permit that will specify how to handle and dispose of all the old material. You are also responsible for obtaining such a permit if you have hired a contractor to do the work for you.

In some areas, you or your contractor may be limited as to the amount of “tear-down” material that is allowed in the local transfer station or disposal grounds. You may have to arrange for hauling and disposing of the material at an alternate site outside a provincial park.

Winter Roads, Ice Clearing

Anyone wishing to create a winter road, or otherwise clear snow from an ice-covered waterbody must first obtain a Work permit from the local Manitoba Conservation district office.

Developing Your Lot

Site Plan Permit

A **Site Plan Permit**, available from Manitoba Conservation, is needed to construct a new building, alter or add to an existing building or structure, or create a driveway or other development in a provincial park. You must also obtain a **Building Permit** from Manitoba Labour (see page 27).

Permit Expiry

After you obtain a Site Plan Permit, erection or construction of a building, structure or work must begin within six months of the date of the permit and be completed within 12 months of that date. Authorization for construction expires after those time periods.

Special Areas

Special development guidelines apply to areas such as Grand Beach Provincial Park, the Hecla Historic Village, and the Falcon Creek Subdivision (formerly known as the Falcon Lake Staff Trailer Village. (see page 16 & 17).

Note: all building areas referred to in this handbook are calculated using the outside dimensions of the building plus, where eaves exceed a width of 2 feet, that area under the excessive portion of the eaves.

Lot Development Conditions

One Vacation Home

Only one vacation home is allowed per lot (except the Hecla Historic Village).

Minimum Size

The minimum size for a vacation home is 480 square feet (45 m²).

Guest House

One accessory building may be used as a guest house or for sleeping accommodations. The maximum size (roofed area) of such a building, including all sleeping, habitable and storage area cannot exceed 480 ft² (45 m²), and can be on only one level. Open or screened porches, or other attached roofed areas are also included in determining the size of a guest house, and count toward the maximum allowed size. These guidelines also apply to guest houses built as second storeys of boat houses, garages or other structures.

Buildings on Public Reserve

Where buildings are permitted on the public reserve, the aggregate maximum size of all those buildings located on the public reserve area in front of a lake front lot is 600 ft² (56 m²) on one level.

"Footprint", Maximum Development

The maximum aggregate size (the "footprint") of the vacation home and all accessory buildings on a lot, including buildings on the adjacent Crown reserve is 20 per cent of the total area of the lot, up to a maximum of 3,000 ft² (278 m²) on one level. The maximum development on all levels, including the basement, main floor and second storey of the main cottage, and all floors of any accessory buildings, is 6,000 ft² (557 m²).

Maximum Development for Northern subdivisions

In Paint Lake, Baker's Narrows and Clearwater Lake Provincial Parks, the maximum development on all levels is 9,000 ft² (837 m²) for vacation homes having both a basement and a second storey.

"Footprint" for "Rustic Subdivisions"

The maximum aggregate size (the "footprint") may be set at amounts lower than 3,000 ft² for a few smaller more rustic cottage subdivisions, where a large majority of cottage owners request such a change. Lower maximums are being considered at publication time for Max Lake, Long Lake, Florence and Nora Lakes, Beaver Creek, and Zed Lake.

Two Storeys

Two storeys are the maximum for any part of a vacation home or accessory building. No sun decks, towers, or other significant structures are allowed on the roof of a second storey.

Basements & Two Storeys

Either a basement or a second storey, but not both, is allowed where site conditions are suitable. Basements AND second storeys are allowed in Paint Lake, Bakers Narrows, and Clearwater Lake Provincial Parks only.

Basements - Definition

In order for a storey of a cottage to be considered a basement, it must not protrude more than an average of 3 ft. (91 cm) above the surrounding natural grade, and no part of it can protrude more than 5 ft. (152 cm) above the natural grade at any given point. If all of this storey has a ceiling height less than 5½ feet (1.65 m), it is considered a crawl space, not a basement.

Two Storeys - Definition

Similarly, any area in a second storey with a ceiling height higher than 5 ½ feet (1.65 m) counts as developed area. No more than 480 ft² (45 m²) of the second storey of a garage may exceed 5 ½ feet (1.65 m) in height.

Decks

If you are constructing a stand-alone deck or an accessory building of less than 108 ft² (10 m²), you do not need a Building Permit from Manitoba Labour, but you must obtain a Site Plan Permit.

"Temporary" Structures

"Temporary" structures made of canvas, fabric and other similar material, often used as sheds or garages, will only be permitted if all affected neighbours provide written support to install such a structure.

A Site Plan Permit is necessary. Manitoba Labour requires that the structural framing for this type of structure must be manufactured from non-combustible material such as metal, and structures must be manufactured and anchored according to manufacturer's specifications. The size of the structure is counted in determining the maximum development allowed on a lot. No temporary structures larger than 500 ft² (46.5 m²) will be permitted.

Blasting

Only in exceptional circumstances will blasting using explosives be permitted to substantially modify building sites on cottage lots. Cottagers are expected to design cottages and other developments that conform to the topography of their lot.

Hot Tubs/Jacuzzis/Hydro Spas

You may have a hot tub or Jacuzzi/hydro spa of maximum eight-person capacity. If water depth exceeds 24 in. (60 cm), Manitoba Labour requires the installation to comply with Part 10 of the Manitoba Building Code.

Also permitted are children's wading pools with a diameter not greater than 8 ft. (2.5 m) and a water depth not greater than 24 in. (60 cm).

Lot holders/property owners assume all risks and liabilities for installing, maintaining and operating these facilities.

Note that waste water from hot tubs, Jacuzzis and hydro spas must be disposed of in an approved manner.

Swimming Pools

Swimming pools are not permitted.

"Swimming pool" means an artificially constructed basin lined with concrete, fibreglass, vinyl or like material that persons can swim, wade or dive in, with a water depth greater than 24 inches (60 centimetres).

Satellite Dishes and Television Antennas

Satellite dishes and television antennas must be placed where they will have the least impact on the natural environment and your neighbours.

Modular Homes, RTM's

Modular homes may be permitted if they are placed on a foundation that complies with the Manitoba Building Code (see page 27). They must also be designed to resemble a traditional residence when finished, rather than a mobile home.

Ready-to-move (RTM) homes may also be permitted, provided they can be moved to a vacation home lot without excessive removal of trees and other vegetation. A Site Plan Permit and a Building Permit are necessary

Remote Wood Heating Units

Wood-fired (or pellet) heating units or boilers, located away from the main residence, with underground piping to transmit heat to a residence, have become popular in some rural areas in recent years.

These units often produce an excess of smoke from low chimneys, and can adversely affect neighbours. They are not permitted in provincial park cottage subdivisions.

Mobile Homes, Vehicles on Lots

You must not occupy, park or erect on your lot any mobile home, travel trailer or other movable piece of equipment for use as a vacation home or other accommodation, except on the Bower Lake mobile home lots and in the Falcon Creek subdivision. Unregistered vehicles may not be stored on a vacation home lot.

"Grandfathering"

Many developments in older cottage subdivisions do not conform to today's guidelines. In many cases these developments pre-dated the existence of published guidelines.

At the discretion of Manitoba Conservation, non-conforming developments that pre-date 1996 may be allowed to remain. This is reviewed on a case-by-case basis where the development creates significant problems for neighbours.

Insecticides/Herbicides

You must have a permit to use chemicals for controlling insects or vegetation (other than domestic products for small-scale household or garden use).

Commercial insecticide or herbicide applicators also need a permit. Permits are available from the Director of Parks and Natural Areas Branch.

Tree Removal

Removing Trees from Your Lot

You may remove trees on your lot without first obtaining a Site Plan Permit. However, in some districts, a Work Permit is necessary from your local district office. In any case, you should be considerate of your neighbours before removing any trees, other than dead trees from buffer zones around the edge of your lot.

Note: you may not use the side buffer zones on your lot for storage of vehicles, or any other items

Removing Trees from the Public Reserve

You must obtain a permit from your Manitoba Conservation district office if you want to remove trees that are not on your lot, but are *on the public reserve*, or have any other concerns.

Trees Used for Commercial Purposes

You must obtain the necessary permits from your local Manitoba Conservation district office before having trees removed from your lot, if the wood will be used for commercial purposes.

Variations

If an owner or occupier of a lot applies, Manitoba Conservation may vary any of the requirements for cottage development.

Some of the maximum development sizes listed in this publication may be increased by 5% if you have the written support of your neighbours.

The Minister may appoint persons to act as an advisory committee with respect to variations and issues pertaining to cottage development.

The Whiteshell Advisory Board has been appointed to act as an advisory committee for matters relating to cottaging in the Whiteshell. The Board is asked to consider matters dealing with development related to cottage lots, where interpretation of the existing guidelines is not clear-cut.

Buffer Zones & Variations For Buffer Zones

Buffer strips are important to provide privacy on your cottage lot and to minimize the disturbance that one neighbour might cause another.

The following information summarizes how variations will be issued for construction or development in buffer zones on cottage lots and on public reserve areas in front of lake-front cottage lots in provincial parks, except in Grand Beach Provincial Park and the Hecla Historic Village Area.

Construction or development includes buildings, structures, and any permanent development such as decks or docks, for which Site Plan Permits and Building Permits are normally issued. Driveways are also included, although the only permit normally needed is a Work Permit from the local district office.

Building eaves that are no more than 2 feet wide are not considered when determining whether construction is located within a buffer, or on the public reserve behind, or in front of a lot. Any portion of an eave greater than 2 feet in width is considered. Similarly, only concrete footings that project more than 1 foot above grade level or more than 2 feet past the outside wall are considered. Development does not include wood-piles or other obviously non-permanent features, for which permits are normally not necessary.

On lots that are at least 90 feet wide, buffer zones are defined to be 15 feet wide on each side of the lot. On lots less than 90 feet wide, side buffer zones are 10 feet wide. Buffer zones on the front and back of cottage lots are 15 feet wide. No construction or permanent development is permitted within buffer zones unless a variance is obtained as outlined below.

Side Buffers

For lots at least 90 feet wide, the local Natural Resource Officer may grant a variance on-site to a lot holder, to reduce the side buffer from 15 feet to no less than 10 feet. No formal variance form is usually necessary, and no fee is necessary. On lots less than 90 feet wide, there are no provisions for the local officer to reduce the side buffer on-site.

For a side buffer to be reduced from 10 feet to no less than 5 feet, a lot holder must formally apply for a variance, and must pay the fee, currently set at \$50 (+ \$3.50 GST). The lot holder must obtain the written support of the local officer and the immediate neighbour on the affected side.

Where the lot is adjacent to a parcel of crown reserve, permission must still be obtained if the reserve is a relatively narrow public area or lane (less than 20 feet wide), or if the nearest neighbour could, in the opinion of the local officer, be affected by the proposed new development.

If there are no nearby neighbours on that side, then only the permission of the local officer need be obtained. Variances to reduce a side buffer to less than 10 feet will not be issued where a neighbouring lot is vacant and available to the general public.

Manitoba Conservation will not consider reducing a side buffer to less than 5 feet without a lot holder first obtaining a recommendation to do so from a local variance committee. No development will be considered on adjacent lots or on the public reserve on either side of the lot.

Front and Rear Buffers

For lake-front lots, the front of the lot and the front buffer is generally considered to be the buffer on that end of the lot facing the lake. For back tier lots, the front buffer is generally considered to be that end of the lot facing the access or block road.

Natural Resource Officers will normally grant on-site variances to reduce front, rear or side buffers from 15 feet to no less than 10 feet. Front and rear buffers may be reduced to 0 feet (no buffer) by formally applying for a variance (and paying the \$50 + \$3.50 fee) and obtaining the written support of both neighbours and any other affected parties.

A variance, and neighbours' and other affected parties' written support, is also necessary for construction of decks (whether or not they may be attached to the cottage) on the public reserve in front of lake front lots.

When dealing with front buffers, other affected parties may include other lake front lot holders who are visually impacted; when dealing with rear buffers, other affected parties may include any back tier lot holders who may be nearby.

Where, in the opinion of the local officer, neighbours are not impacted, written support of the neighbours may be waived for development in front or rear buffers, or for decks on the public reserve.

With the exception of specific structures which are allowed to be built on the public reserve in front of lake-front cottages (docks, boat houses, pump houses, decks and stairs, gazebos, small sheds) no development will be allowed on

the public reserve in front of or to the rear of a lot. However, driveways will be allowed where authorized by a Work Permit issued by the local officer.

Where lot holders propose to build a garage with the doors facing the access or block road in the buffer adjacent to the road, the garage doors should be built no closer than 15 feet to the road surface, regardless of where in the buffer the garage may be located. This stipulation will reduce problems associated with entering roadways from the garage, opening garage doors close to the road, and parking vehicles close to the road.

In addition, rear buffers will not be reduced to 0 feet where lot lines are very close to the access or block road. As a general rule, structures or other development should not be located closer than 10 feet to a road.

Multiple Variances

When an application is received to obtain variances for more than one buffer at a time, each variance will be considered separately and independently. For example, no additional conditions or fees will be required if a lot holder simultaneously applies for variances in the side and front buffer at the same time.

Only one \$50 (+\$3.50 GST) fee will be required if the lot holder applies for the multiple variances at one time and no additional inspections are required by the local officer.

Miscellaneous

The above guidelines for buffer zones and variances apply equally to development on the public reserve in front of lake-front lots, using the projected side lot lines.

Where the projected lot lines are not parallel and approximately perpendicular to the lake shore, the local Natural Resource Officer will make a case-by-case judgement to best apply the guidelines.

Similarly, where unusual lot configurations make the above guidelines difficult to apply, officers will make case-by case judgements to best apply the guidelines.

Exceptions to all of these guidelines will not normally be granted, and in any event will not be considered, without a lot holder first obtaining a written recommendation of support from a local variance committee.

You may wish to use the following sample letter if you apply for a variance, and need the support of your neighbours:

LETTER OF SUPPORT

Applicant: Please have your neighbour(s) complete this ***Letter of Support*** and attach it to your variance application for your proposed building and/or reduction of a buffer strip:

I/We _____ of Block _____ Lot _____

Plan _____ Lake _____ have no concerns regarding the proposed construction located at Block _____ Lot _____ Lake _____

Please provide a brief description of the proposed work (e.g. construction of boathouse 5 feet from the lot line, oversized total development on the lot is 3100 ft², etc.):

SIGNATURE(S) _____

Working near

Water (including building docks and boat houses)

As a cottage owner you should have received information in the past from the Government of Canada, Department of Fisheries and Oceans. In order to safeguard and protect fish habitat, this agency wishes to review any applications for activities in any provincial park that may occur below the normal high water mark of a waterbody.

Cottagers and others in provincial parks who plan to build or renovate a boat-house, dock or other structure, or who want to make changes to their shoreline, such as adding fill, cobble, rip-rap, etc., will still need a Work Permit, and a Site Plan Permit for new construction from Manitoba Conservation.

Manitoba Conservation will only issue permits when satisfied that conditions acceptable to the Department of Fisheries and Oceans have been met.

Nature never wears a mean appearance. Neither does the wisest man extort her secret, and lose his curiosity by finding out all her perfection. Nature never became a toy to a wise spirit.

Ralph Waldo Emerson (1803–1882)

Shoreline Changes

Lakefront lot holders are not permitted to do work, including minor work, on the shoreline to add fill or rip-rap, create beaches or storage basins for boats, etc. unless approvals are first obtained from Fisheries & Oceans, Canada. If approval is obtained, you must then obtain a Work Permit from your Manitoba Conservation district office before you conduct such work.

Groynes & Breakwaters

No further construction or repairs of groynes or breakwaters, whether made of natural or man-made material will be allowed in front of vacation home lots in provincial parks.

Aquatic Vegetation Control.

Any use of chemicals or other products to control water plants must first be approved by Manitoba Conservation, Environment Division. Please contact your local environment officer.

Submerged Heat Exchangers

Technology has recently become available to submerge heat exchange piping in a water body, and cool or heat a nearby residence. The piping is filled with a variety of media.

If the piping is not a navigation, swimming, or other safety hazard, and if the medium used is not a water quality hazard, a permit may be issued to install such devices. Permission may also be required from Fisheries and Oceans, Canada.



Wells

If you plan to install a well, choose a location where water quality will not be affected. Install it away from your sewage disposal system and your neighbours, a marsh, a drainage route-and even the lake. Wells are not permitted in subdivisions where a central water system is present.

See the Sewage Disposal section of this booklet for required distances from sewage disposal systems. Note that to install a well, you must obtain a special permit and approval of the location from your Manitoba Conservation district office.

Water Lines

If you are a back-tier cottager, and propose to run water lines from the lake to your cottage lot across the public reserve or road right-of- way, you must obtain a special permit and approval of the location from your Manitoba Conservation district office.

Swim Platforms

You must obtain a permit before installing a swim platform in front of your cottage. Only qualified lake-front cottagers may obtain such a permit. A "swim platform" means any structure, not attached to the shore, placed in the water.

The final approving authority for swimming platforms is the Canadian Coast Guard, Fisheries and Oceans Canada. Before seeking Canadian Coast Guard approval, cottagers within a provincial park must first apply for a Crown Land Permit from Manitoba Conservation. Anyone wanting to install or re-install a swimming platform must complete such an application, and a site plan describing the location and size of the swimming platform.

Swimming platforms can be a potential hazard to boaters, and can also lead to water-based accidents for children or other swimmers. Permits for swimming platforms require a minimum of \$2 million of general liability insurance. Please contact Parks and Natural Areas Branch or your local Manitoba Conservation district or regional office for more information.

Sewage Installation Permits

An installation permit and registration with Manitoba Conservation, Environment Division are required before any work is carried out on a private sewage disposal system. Application forms are available at Parks and Natural Areas Branch in Winnipeg, or at your local Manitoba Conservation district office. See "Planning and Installing a Sewage Disposal System" for further information.

Cottage Addresses

Manitoba Conservation strongly recommends displaying your address (a lot and block number in most cases) at your cottage. This can be very important if an emergency services vehicle is trying to find your cottage. Posting an address also makes it much easier for service staff and other visitors to find your cottage location.

Building on Public Reserve

Allowable structures

On lakefront lots, the following accessory buildings are allowed on the public reserve: a boat-house, storage shed, pump-house, sauna, gazebo or roofed boat slip.

Maximum Development

The aggregate floor area of all buildings located on the public reserve in front of your lot cannot exceed 600 ft² (56 m²) on one level. Docks, decks and second storeys are not included in this calculation.

Note: these structures on the public reserve are generally subject to an annual fee.

Building Location

Accessory buildings on the public reserve must be located within the projected lot lines on the public reserve area in front of your lot (or the area designated by Manitoba Conservation for some irregularly shaped lots).

Boathouse Roofs

You can use the roof of a flat-roofed single-storey boathouse as a completely open sundeck with a perimeter protective guard, provided your cottage lot is designated lakefront.

However, you must apply for a variance and obtain the support of your neighbours for such a sundeck.

Hecla/Grindstone

No accessory buildings, except gazebos and pump-houses, are allowed on the public reserve in Hecla/Grindstone Provincial Park. Further restrictions apply in the Hecla Historic Village. Boathouses are not allowed in Hecla/Grindstone Provincial Park.

Two Storey Boathouses

In Whiteshell and Moose Lake Provincial Parks, in some circumstances you may build a second storey on a boathouse. Any habitable space cannot exceed 480 ft² (45 m²). In order to do this, you must obtain the approval of your neighbours in writing and apply for a variance. The second storey is not included in the 600 ft² (56 m²) maximum development allowed on the public reserve.

No Boathouse Plumbing

No plumbing fixtures and sewage disposal facilities are permitted in a boathouse. No habitable space may exist on the public reserve, except as a second storey on a boat-house, as outlined above.

Boathouses for Back-tier Cottages

If you have a back-tier cottage, you can build a boathouse only in a location designated as a special area for boathouses, such as a boathouse channel, if a site is available and you meet the criteria.

Boathouses for Lake-front Cottage

If you have a remote or lakefront cottage, you may build a boathouse only on your lot or on the public reserve in front of your lot.

Docks for Back-tier, Remote Cottages

If you have a back-tier or remote cottage, you may be able to construct a dock in a designated area. In some districts, you may have to share your dock with another back-tier cottager or a group of back-tier cottagers. These docks or any other structure belonging to a back tier cottager must display the block and lot number of the owner.

Site Plan Permit Needed

A Site Plan Permit is necessary to construct any of these public reserve structures.

Use of the Public Reserve in Front of Lake-front Cottages

In general, the public reserve in front of a lakefront cottage is recognized as being primarily for the use of the cottage owner, but:

Rectangular Lots

In the case of approximately rectangular lots, where one side of the lot is approximately parallel to the lake shore, the public reserve on which the cottager has primary use is that area enclosed by projecting the lot lines to intersect the shore.

Non-Rectangular Lots

For non-rectangular lots, the length of lake shore to which the cottager has primary use generally shall not exceed the width of the lot.

Converging Lot Lines

For non-rectangular lots where the lot lines converge to provide little or no shoreline for the primary use of the cottager, or where only one lot line intersects the shore, site-specific interpretation of the primary-use area will be made by Manitoba Conservation staff.

Guidelines for Use

Where an area is recognized as being primarily for the use of a lakefront cottager, the following guidelines apply:

1. Other people may walk across the area while reasonably and conveniently on their way to another destination.
2. Boats may land on the area only under unusual or emergency circumstances.
3. Other people may not sunbathe, fish, loiter, etc.
4. Only the lakefront cottager may be permitted to construct any infrastructure (docks, boathouses, pump-houses, etc.) on that part of the public reserve.

Docks

Before you install a dock in front of your cottage, or on any other site where a dock may be allowed, you must first contact Manitoba Conservation to obtain the necessary permits and have the location approved.

The same applies if you are constructing waterfront decking, or replacing or enlarging a dock. But you can make repairs to the decking, or surface of a dock without approval - provided the repairs do not change the size or location of the dock.

Although detailed construction plans are not required for docks, your plans must show:

- location of the dock in relation to your side buffer strips
- width, length and other key dimensions
- general construction features (e.g., wood decking, and stringers supported on rock-filled timber cribbing).

You are fully responsible for the structural adequacy and safety of the dock.

If you have a back-tier or remote cottage, the location of your dock is subject to the same restrictions as the location of a boathouse.

Only wooden pole docks are allowed in the Hecla Village. Only wooden pole docks and other removable docks are allowed elsewhere on Hecla Island. Written support must be obtained from affected neighbours if the removable dock can be viewed from the neighbour's lot.

Dock sites are subject to annual rental fees.

Public Lanes

In general, the only development allowed on public lanes that currently exist between adjacent cottage lots will be the construction of minor structures such as pump houses, under the authority of a Site Plan Permit.

In the past, docks, boathouses or other such larger structures built in these areas have led to many conflicts between cottagers.

Privately Built Roads on Public Reserve

An owner or occupier of Crown land within a provincial park who wishes to build and maintain a private road on Crown reserve (other than short driveways leading to a single cottage) shall:

Application

Complete an application for permit and a plot plan indicating the exact location of the proposed road.

Work Permit

Upon approval, obtain a Work Permit from the local Manitoba Conservation district office.

Timing

Indicate the timing of the proposed construction and the construction methods to be used on the road.

Other Park Users

Not allow the road to adversely affect other park users.

Appeals by Others

If the proposed road construction may affect other park users in the immediate vicinity, inform those people potentially affected of the proposal and provide an opportunity to appeal the decision. This appeal may be heard by a board appointed by the Minister. The Minister or his designate will make the final decision.

Road Agreement

If the applicant is more than one cottager, submit a Road Agreement at the time of application, signed by all members of the group, and the name of a contact person. (Manitoba Conservation assumes no responsibility for liability associated with a privately built road.)

Gates

Only in special circumstances and only with written permission, in the form of a contract or Road Agreement signed by the Crown, may the permittee of a private road place a gate on the road or otherwise

prevent use of the road by the general public.

Other Traffic

Under normal circumstances, other traffic and other cottagers may use a privately built road across Crown land, and no compensation will be provided to the former road users and builders.

Licence

Note: a licence issued by Manitoba Conservation, Environment Division may be necessary in order to construct a road.

Boathouses prohibited in some areas

Boathouses and similar buildings are not permitted on the public reserve in Hecla/Grindstone and Clearwater Provincial Parks. Allowable lake-front building development for a lake shore lot is limited to one pump-house or equipment storage shed with a floor area of no more than 64 ft² (5.9 m²).

Docks for Back-tier and Remote Cottages

Criteria

If you have a back-tier or remote cottage, you may be permitted to build a dock in a designated area. In some districts, you may have to share your dock with another back-tier cottage or a group of back-tier cottagers. Whenever possible, existing docks will be allowed to remain.

Conditions

All existing docks permitted to back-tier or remote cottages must be part of the sale of the cottage or be forfeited. Applicants must be the owner/occupier of a lot on the same lake for which they are applying for a permit.

Only one permit (slip) will be permitted per cottage. If there is not sufficient Crown reserve in a particular area to permit individual dock sites, any new applications meeting the criteria will be required to share an existing site.

Every cottager maintaining a boat slip at a shared dock site must apply and pay annual fees. One person per shared dock is to be appointed as a contact person. The contact person is to ensure that the structure and appearance of the dock are properly maintained and kept in a safe condition.

The contact person is to supply Manitoba Conservation, annually, a list of all slip holders at their shared dock site.

Manitoba Conservation may determine the length and specific location of the dock. The dock should be removed as much as practical from projected lines of nearby lots.

A boat slip must be part of the sale of the cottage with which the slip is associated, or be forfeited.

You must submit an application for permit, a site plan and a sketch indicating how the dock will be constructed to Parks and Natural Areas Branch in Winnipeg. The local Natural Resources Officer will do a site-location approval before any permit is issued.

A dock must be constructed on site within one year of the date of the permit. These docks or any other structure belonging to a back tier cottager must display the block and lot number of the permittee.

All rights to occupy a dock site will be cancelled if the holder fails to comply with this policy or any applicable Acts and regulations, or if the site was obtained by misrepresentation of any facts.

Boathouses for Back-tier and Remote Cottages

Criteria

No new sites, other than in approved boathouse channels, will be allocated for back-tier or remote cottagers to construct a boathouse. All existing boathouses will be allowed to remain.

Conditions

All existing boathouses permitted to back-tier or remote cottages must be part of the sale of the cottage or be forfeited.

If you have a back-tier cottage, you may be able to build a boathouse in a location designated as a special area for boathouses, such as a boathouse channel, if a site is available.

If you have a remote cottage, you may build a boathouse only on your lot or on the public reserve in front of your lot.

Every boathouse site is to be identified with the permittee's lot and block number.

The permittee is to ensure that the structure and appearance of the boathouse are maintained and kept in a safe condition.

Grand Beach Provincial Park

The guidelines for Grand Beach have been amended to establish acceptable maximum exterior dimensions for cottages in Grand Beach, allowing cottagers to have one and a half storey cottages with a usable upper level. Some limitations on exterior cottage size are necessary to recognize the relatively small lot sizes, the high density nature of the Grand Beach cottage subdivision, and the population increase that will result in the subdivision from the construction of larger cottages.

1. Minimum vacation home size/2 exit doors:

The minimum allowable floor area of a vacation home at Grand Beach is 320 ft² (29.7 m²). At least two exit doors out of the cottage at different locations are recommended.

2. Maximum building coverage:

The total floor area of a vacation home (single-storey or 1 ½-storey units), including all roofed porches and lofts (**but not including un-roofed decks and patios**), may be 30 per cent of the total area of the lot to a maximum of 922 ft² (85.7 m²) (this applies only to lots with a gross area of 3,075 ft² (285.7 m²) or more).

30' x 75' lot	-	30% of 2,250 ft ²	=	675 ft ² (62.7 m ²)
33' x 75' lot	-	30% of 2,475 ft ²	=	742 ft ² (68.9m ²)
38' x 75' lot	-	30% of 2,850 ft ²	=	855 ft ² (79.4 m ²)
41' x 75' lot	-	30% of 3,075 ft ²	=	922 ft ² (85.7 m ²)
33' x 100' lot	-	maximum size	=	922 ft ² (85.7 m ²)

Furthermore:

- (a) The outside stud line (i.e., the outer edge of exterior 2 x 4 wall framing) or outer edge of a deck or loft platform shall be used in calculating total floor area.
- (b) All ground areas covered by a roof shall be included in floor area calculations, except for normal eaves and overhangs up to 2 ft. (61 cm) wide.

3. Outbuildings:

The maximum outbuilding coverage per lot is 80 ft² (7.4 m²) and is limited to one single storey storage shed, with the maximum side-wall height not exceeding 8 ft. (2.4 m) above existing grade level. This accessory building is not used in calculating the maximum aggregate size of development on the lot. However, this allotment cannot be used to increase the allowable vacation home size. Two-level outbuildings are not permitted. The provision of a toilet and washroom facilities as part of the storage shed is permissible if all other requirements, including those under *The Environment Act*, are met.

4. Patios:

Patio and deck sizes are no longer restricted (provided they are not roofed).

Grand Beach Provincial Park (continued)

5. 1½-storey units

- (a) The maximum allowable height of the main floor, measured from the top of the main floor to the top of the floor of the second storey is 10 feet (3.05 m).
- (b) The maximum allowable height of the second floor, if present, measured from the top of the second floor to the exterior peak of the roof is 12 feet (3.66 m).
- (c) The maximum allowable roof pitch is 12:12. At least 2 opposing sides of the roof must be “pitched”, and the base of the pitched roof sides must be immediately next to the second storey floor joists.
- (d) A maximum of 2 dormers are allowed, each with a maximum exterior width of 7 feet (2.13 m).

Note: No maximum square footage exists for the interior size of the second storey of a 1½ storey vacation home, provided the exterior size of the building conforms to the specifications listed above.

For complex designs, where the application of these guidelines is not clear-cut, case by case interpretations will be made by Manitoba Conservation so as to be consistent with the intent and principles of these guidelines. The overall cottage volume of a complex design should not exceed that usually allowed by the above guidelines.

6. Crawl spaces and basements

- (a) The maximum allowable crawl space (pony wall) height from the average existing natural grade level to the bottom of the main floor joists is 3 feet (.91 m), or 4 feet (1.22 m) to the top of the joists.
- (b) No basements may be built, or excavation may take place, except minimal excavation on sloped sites where the volume of built-up material is at least equal to the volume of excavated material; or in situations where the original height of the grade is restored with alternate material (e.g. if top soil and organic material is removed beneath the building).
- (c) Installation of sump pumps will normally not be allowed and will require special approval if they are needed in unusual circumstances.

7. Fences

- (a) Fences must be located no closer than 12 ft. (3.7 m) from the surveyed front lot line.
- (b) The maximum allowable fence height in front of or beside a cottage is 4 feet (1.22 m).
- (c) The maximum allowable fence height allowed on the side of a lot behind a cottage, or along the back of a lot is 6 feet (1.83 m).

8. Cottage location and side-yard limitations:

- (a) All development, including decks, landings, stairs, roof overhangs, etc., shall be within lot boundaries and as set out below.

(b) When a cottage is placed on a lot, it must be aligned visually with the rest of the cottages on the street in question, and must be within the range of 18-25 ft. (5.5-7.6 m) from the front lot line, unless otherwise specified by Manitoba Conservation. Any variation owing to natural features or existing circumstances shall be at the discretion of the Director of Parks and Natural Areas Branch.

Grand Beach Provincial Park (continued)

8. Cottage location and side-yard limitations (continued):

- (c) Decks must be located no closer than 12 ft. (3.7 m) from the surveyed front lot line.
- (d) A new cottage or cottage addition shall be located so that no exterior sidewall is closer than 4 ft. (1.2 m) to the adjacent side lot line of a neighbouring lot. This is in keeping with fire safety measures as specified in the Manitoba Building Code.

9. Sidewall window and screened area limitations:

(a) Manitoba Building Code requirements that apply to new construction regulate the allowable total window and screened opening area in a cottage sidewall according to the distance of the sidewall from the adjacent side lot line of a neighbouring lot. This distance is referred to below as the “side yard width.”

(b) The total area of windows and screened openings in a cottage sidewall that faces an adjacent neighbouring lot should not exceed the areas outlined in the following table. The maximum allowable total areas of windows and screened opening are expressed as percentages of the total areas of the sidewalls in which the openings occur.

(c)	Side yard width - 4 ft.	(1.2 m)	8% of total sidewall area
	Side yard width - 5 ft.	(1.5 m)	9% of total sidewall area
	Side yard width - 6 ft.	(1.8 m)	11% of total sidewall area
	Side yard width - 7 ft.	(2.1 m)	13% of total sidewall area
	Side yard width - 8 ft.	(2.4 m)	17% of total sidewall area
	Side yard width - 9 ft.	(2.7 m)	21% of total sidewall area
	Side yard width - 10 ft.	(3.0 m)	25% of total sidewall area

Note: As a general guide in calculating window and adjacent sidewall areas for common cottage designs:

- I. window measurements are taken from the inside of the window frames (i.e., inside of jamb/sill)
- II. sidewall length measurements is the total outside length of the wall, and sidewall height measurement is from the bottom of the exterior wall (ground level if crawl spaces is sheathed) to the finished ceiling height inside.

- (d) The lot holder is responsible for ensuring that construction meets these requirements.

Hecla Historic Village Area

Special design guidelines for this area can be found in a separate publication, the “Hecla Historic Lands Design Guidelines”, that is available from Parks and Natural Areas Branch offices in Winnipeg.

Falcon Creek Subdivision (formerly known as the Falcon Staff Trailer Village)

Special guidelines also apply to the Falcon Creek Subdivision, and are available from Parks and Natural Areas Branch offices in Winnipeg.

Preparing Your Drawings - The Plot Plan

Before constructing a new building or adding to an existing one, you need:

- two copies of a signed and dated plot plan (the plot plan form shown on the following page is available from Manitoba Conservation for this purpose),
- three copies of your building plans,
- a Building Permit application form from Manitoba Labour.

A Site Plan Permit can then be issued to you.

Plot plans

The main purpose of a plot plan is to show the size of the proposed new construction and its position on the lot, including distance from the surveyed lot boundaries, and its relationship to existing development.

Your plot plan must show your lot and adjacent shoreline reserve (if applicable), as well as:

All existing buildings.

Your plot plan should show all existing buildings, including structures on the public reserve along the shoreline. Label the buildings and structures, and show how far they are from your side, front and rear lot boundaries. Indicate any buildings to be demolished as part of a redevelopment project.

Proposed new construction.

Label and give dimensions of any proposed new construction, and show how far it is from your side, front and rear lot lines. Be sure to indicate if any of the existing buildings or new construction have a basement or second storey.

Sewage disposal facilities.

Label any existing or proposed sewage disposal facilities. Show how far they are from the lot lines and buildings. See “Planning and Installing a Sewage Disposal System” for further details.

Other lot development features.

Show other lot development features pertinent to your proposal, such as driveways, drainage channels, trees, wells and large rock outcrops.

Signature and date.

You or your contractor must sign and date the plot plan as part of the location agreement included in the Site Plan Permit application. It acknowledges your commitment and responsibility to build at the location shown on the plot plan.



Sample Site Plan Permit Application Form

Replaces pages 27 to 32 of "The Cottager's Handbook for Manitoba Provincial Parks", Third Edition, distributed by Manitoba Conservation

Planning and Installing an Onsite Wastewater Management System

- All systems must conform to *The Provincial Parks Act*, *The Environment Act* and associated regulations.
- Holding tanks or approved alternative onsite wastewater management systems will be required where the existing system is not functioning according to set standards and regulations.
- Where vacation home upgrading significantly increases overall wastewater generation, the system must be replaced by an approved system as specified in *Manitoba Regulation 83/2003, Onsite Wastewater Management Systems Regulation*.
- All onsite wastewater management systems are subject to random inspections.
- Registration with Manitoba Conservation, Environmental Programs, is required before any work is carried out on an onsite wastewater management system. Registration forms are available at your local Manitoba Conservation district office.

What method of onsite wastewater management can you use? When are holding tanks mandatory? What size of septic tank or disposal field do you need? When and how can you utilize a greywater pit? This section covers these and other questions you may have about planning and installing an onsite wastewater management system or upgrading your existing one. It applies to all cottages throughout the provincial park system.

To check whether your system is subject to special requirements, see Specific Locations.

Environmental Protection

If your present system is not causing any environmental or public health problems, you don't have to change it. If your system has failed or is defective, you must repair it or replace it with an approved system that meets the requirements of the current regulation.

You may also have to change the system if:

- more wastewater is generated as a result of cottage upgrading;
- you switch from seasonal to permanent residence; or
- your system was inadequate to begin with.

Special Locations

If your cottage is in one of the locations listed below, special conditions apply to your onsite wastewater management system.

- **Grand Beach Provincial Park and Hecla North Shore** – wastewater disposal fields and greywater pits are not permitted.
- **Hecla/Grindstone Provincial Park** – wastewater disposal fields are not permitted (except for the 5-acre (2.1 ha) lots in and around the Hecla Village area).
- **Falcon Lake Block D and K Plan 8208, Falcon Creek subdivision** – your cottage must be connected to the municipal piped system.
- **Clearwater Lake Park, Paint Lake Park, Bakers Narrows Park and Bower Lake within Turtle Mountain Park** – wastewater disposal fields are not permitted in these locations, which are designated "sensitive areas" under the Regulation, unless approved by the director.

Definitions

aerobic treatment unit – a watertight receptacle in which wastewater is brought into contact with air to cause aerobic digestion of the sewage (note: these units must conform to *NSF Standard 40 for Individual Aerobic Wastewater Treatment Plants* and bear a valid stamp or mark indicating certification)

composting toilet system – a self-contained system which employs the process of biological degradation, in which organic material is converted into a compost-like substance through the action of micro-organisms (note: these systems must conform to *NSF Standard 41 for Wastewater Recycling/Reuse and Water Conservation Devices* and bear a valid stamp or mark indicating certification)

disposal field – a system of pipes laid in a shallow excavation or trench filled with graded stone or a system of wastewater effluent chambers laid in a shallow excavation or trench where either pipe or chamber system is covered with topsoil for the treatment and disposal of wastewater effluent

graded stone – durable, insoluble, decay-resistant and washed rock or stone ranging in diameter from one to 7.6 cm (0.4 to 3")

greywater – liquid waste from a dwelling or other building produced by bathing, laundering, or food preparation activities or from drainage associated with these sources and specifically excluding sewage and septage

greywater pit – an excavation filled with graded stone and covered with topsoil for the disposal of greywater (note: can only be used for a building not served by a water system under pressure)

holding tank - a watertight receptacle designed to retain sewage, wastewater, greywater or wastewater effluent (note: these units must conform to CSA B66-00 for *Prefabricated Septic Tanks and Sewage Holding Tanks* and bear a valid stamp or mark indicating certification)

low water use closet – a toilet that uses less than 5 L (1 gal.) of water for each flush

onsite wastewater management system – all or part of a treatment system, holding system or management system for sewage, wastewater, greywater, wastewater effluent or septage, including, but not limited to: aerobic treatment unit, composting toilet system, disposal field, greywater pit, holding tank or septic tank

pail privy – an outdoor toilet facility in which the sewage receptacle consists of a removable container

percolation test – a method of measuring the rate at which liquids pass through the soil, generally determined by digging holes and measuring the rate at which water in these holes is absorbed by the soil

pit privy – an outdoor toilet facility in which the sewage receptacle consists of an excavation in the ground

sensitive area - any of the areas set out in schedule H of MR 83/2003

septic tank – a watertight receptacle for the primary treatment of wastewater and the digestion of sludge (note: these units must conform to CSA B66-00 for *Prefabricated Septic Tanks and Sewage Holding Tanks* and bear a valid stamp or mark indicating certification)

sewage – fecal or urinary waste and other human body and toilet waste

vault privy – an outdoor toilet facility in which the sewage receptacle consists of a watertight receptacle designed to retain sewage

wastewater – either greywater or sewage or both

wastewater effluent - wastewater after it has undergone at least one form of physical, chemical or biological treatment

water course – a natural or man-made channel or basin which holds water or through which water flows, including a river, stream, creek, run, rivulet, ditch, lake, pond, slough, reservoir or an intermittent water course

Selecting A System

Whether you are upgrading an old system or starting from scratch, selection of your system depends on site conditions and the type of facilities at your cottage.

Eight methods – you may use any of eight wastewater disposal methods approved by the *Onsite Wastewater Management Systems Regulation*.

The following eight methods are designed to ensure that wastewater will not pollute park lands and water.

1. pit, pail, or vault privy and greywater pit may be acceptable if no pressurized water system is present
2. low water use closet, septic tank (minimum of 680 L or 150 gal.) and disposal field for toilet wastes only, in conjunction with a greywater disposal field
3. low water use closet and holding tank (minimum of 3,400 L or 750 gal.) for all wastes
4. full size system (regular toilet) septic tank (minimum of or 2590 L or 575 gal.) and disposal field
5. holding tank for all sewage and greywater (minimum size 4,500 L or 1,000 gal.)
6. combination holding tank for all sewage and a disposal field for greywater
7. aerobic treatment unit and disposal field (25% reduction in size of disposal field is allowed)
8. non-water carried toilet system, such as composting or incineration, and greywater pit if no pressurized water system

The septic tank and disposal field method may not be a workable solution for your lot due to setback distances from buildings, wells, watercourses, embankments and property lines. Also poor soil conditions can eliminate the disposal field option.

See Special Locations earlier in this section to determine if you are subject to special restrictions.

Holding tanks – in some situations a holding tank may be the best solution for handling wastewater. Holding tanks are mandatory for all sewage and greywater if your lot is accessible by road and if any of the following conditions apply:

- your lot is in an area that has been designated a sensitive area by MR 83/2003; and
- site evaluation determines a disposal field cannot meet the requirements of Schedule A or B in MR 83/2003

Alternatives to Water Carried Toilet Systems

There are a number of alternatives to standard flush toilets. The use of composting toilets, chemical toilets and privies are permitted in certain areas, however these alternatives have some limitations. Be sure to research your alternative to make sure this type of system will be suitable for your needs.

Composting Toilets - allow organic material to decompose in the presence of air. When fully composted, the residue material is an inoffensive, earth-like substance that can be used for fertilizer.

Chemical Toilets – often a bucket with a seat. The chemical part is a small amount of solution poured into the bucket before use. Waste from chemical toilets must be emptied into a common or public sewer or an approved facility.

Outside Toilet Facilities - outside toilet facilities are permitted, as long as the outside toilet facility is of sound construction, weatherproof, fly proof, vented, sanitary and in good repair. Outdoor toilet facilities include pit, vault, and pail privies.

Pit Privies must be at least:

- 6 m (20 ft) from a habitable building;
- 15 m (50 ft) to drilled water well;
- 30 m (100 ft) to a spring or water well other than water well described above;
- 30 m (100 ft) to the normal high water level of a watercourse;
- 3 m (10 ft) to any property boundary; or
- 1 m (3.25 ft) from the bottom of the pit to the bedrock or normal high water table.

Vault and Pail Privies must be at least:

- 6 m (20 ft) from a habitable building;
- 3 m (10 ft) to any property boundary;
- 8 m (26 ft) to a well; or
- 15 m (50 ft) to the normal high water level of a watercourse.

Getting the most out of your Onsite Wastewater Management System

A septic tank and disposal field is an efficient system if it is properly installed and maintained regularly.

Septic Tank Maintenance

The septic tank is designed to dispose of all wastewater from the home, however there are some points to keep in mind to reduce potential problems.

- Wise water management is necessary. All septic systems have limitations and water conservation should be practiced.
- Do not discharge water from weeping tiles and water conditioners into the disposal system. The additional water may overtax the system.
- Do not use excessive quantities of bleaching and cleaning compounds. These may reduce the effectiveness of the digestion chamber by destroying bacteria.
- Inspect and have the tank pumped out regularly. Unless absolutely necessary, do not clean the tank during the winter months.
- There should be no need to use starters, bacterial feeds, or cleaners. All the bacteria needed to operate the tank are already contained in the sewage entering the system.

Disposal Field Maintenance

Some things to keep in mind for improved operation of your disposal field:

- Keep all traffic off the disposal field.
- Insulate the tank, field and lines with a blanket of straw about 30 cm deep, especially in the first winter of operation.
- Remove large deciduous trees near the field as their roots may block proper drainage.
- Do not plant trees or locate playground equipment, sheds, or other structures on the disposal field.
- Investigate any signs of saturation or leakage and reduce water usage to allow the field to dry out.

Remember: It is an offence to discharge sewage, greywater or wastewater effluent into or onto ground except in compliance with the Regulation. If your disposal field is failing you should take action to remediate the situation or you may face prosecution.

GREYWATER DISPOSAL

Greywater is all domestic wastewater from a dwelling and includes bathing, laundering, or food preparation activities and specifically excludes sewage or septage.

A greywater field can be constructed in conjunction with the use of a holding tank providing that all the soil conditions and setback requirements can be met. (refer to set back distances for disposal fields). The holding tank is used for the collection of the sewage and the greywater field is used to dispose of the greywater. In certain instances when disposing greywater from a permanent home it may be necessary to install a septic tank to intercept solids and provide limited primary treatment to prevent clogging of the field. In some cases a greywater treatment tank (340 L/75 gal) may be of sufficient size to provide adequate pre-treatment. The type of tank or pretreatment required will be dependent upon the volume of wastewater generated and whether the dwelling is used seasonally or permanently.

A greywater field must be constructed to the same design criteria and to at least 75% of the size of a standard disposal field for that location.

Greywater Pits

Greywater pits are only permitted where a building is not serviced by water under pressure.

A greywater pit is nothing more than a covered hole in the ground filled with stone. It is used to collect small amounts of greywater and disperse it into the surrounding soil.

Greywater pits should not be:

- under the building;
- closer than 15 m (50 ft) to a drilled water well equipped with a casing to a depth of not less than 6 m (20 ft) below ground level;
- closer than 30 m (100 ft) to a spring or water well;
- closer than 30 m (100 ft) to the normal high water level of a watercourse;
- unless otherwise approved closer than 3 m (10 ft) to any property boundary; or
- in an area where the soil depth, measured from the bottom of the pit, is less than 1 m (3.25 ft) from the bottom of the pit to bedrock or normal high water table.

Working on the System

Whether you want to renovate, repair, expand your system or install a new one, you will need to get several preliminaries out of the way. This includes completing paperwork, marking boundaries, conducting percolation tests, and arranging inspections before you start any pick and shovel work on the system.

You cannot begin installation until you have completed and submitted the Manitoba Conservation application to register form. If your proposed system is not approved, you are welcome to discuss alternatives with the inspecting officer.

In special circumstances, you may require the services of a professional engineer. Manitoba Conservation will advise you.

Here is a typical sequence of activities:

The Form

Obtain the application to register form from Manitoba Conservation.

You and/or your contractor must complete the following work before the form is submitted.

- Mark the corners of your lot with coloured ribbon or stakes.
- Mark any property boundaries that are close to the proposed onsite wastewater management system. This is critical, as property boundary setback distances must be met.
- Stake out the area you propose to use for your system – holding tank, greywater disposal field or septic field.

You and /or your contractor can now complete the form and return it to Manitoba Conservation. When your form is received, it will be reviewed to determine if the proposed system meets all regulatory requirements. An inspection may be arranged to confirm that the location of your system is consistent with your plot plan. You do not have to be present for the inspection.

Holding Tanks

If you are installing a holding tank, you must send Manitoba Conservation your completed application to register form. Manitoba Conservation will check the location of your holding tank.

If the location and your proposed installation meet the requirements of the regulation, you or your contractor will be given authorization to proceed with the installation of your holding tank.

Contact you're inspecting Officer at least 48 hours in advance of installing the tank to obtain authorization to proceed.

Pit, Pail or Vault Privy

If you are installing any of these facilities you are not required to fill out a registration form. However, you must ensure your privy meets the appropriate setback distances.

Septic Tanks and Disposal Fields

If you are proposing to install a septic tank and disposal field or a greywater disposal field you must determine the following:

- ensure that your property is of sufficient size to accommodate the septic tank and disposal field
- determine the type and absorption properties of soil in the proposed location of the disposal field
- determine the size of field required

If the size of your lot is sufficient and the location proves satisfactory, you may be required to conduct a soils analysis or percolation test. The soils analysis/percolation test will assist in determining the suitability of the soil to absorb the wastewater effluent and will determine the type and size of disposal field to be installed. Soils analysis must be done by an accredited laboratory. The percolation test must be done in accordance with Schedule D of MR 83/2003. It is advisable to have a certified installer or engineer conduct the percolation test, as proper tools are required.

Based on the findings from the soils analysis or percolation test, your contractor can determine the type and size of disposal field required.

Complete and forward the application to register form to Manitoba Conservation.

If the location and your proposed installation meet the requirements of the regulation, you or your contractor will be given authorization to proceed with the installation of your septic tank and disposal field.

Contact your inspecting Officer at least 48 hours in advance of installing the system to arrange for an inspection and authorization to cover.

STANDARDS FOR ONSITE WASTEWATER MANAGEMENT SYSTEMS

SEPTIC TANKS must:

1. Bear a valid stamp or mark indicating CSA certification
2. Be constructed of concrete, fiberglass, polyethylene or other approved material
3. Have at least two compartments, each with a minimum capacity, as follows:
 - 1st compartment 140% of total daily sewage flow or 2250 L (500 gal), whichever is greater
 - 2nd compartment 20% of total daily sewage flow or 340 L (75 gal), whichever is greater
4. Be a **minimum** of:
 - 1 m (3.25 ft) from building
 - 3 m (10 ft) from property boundary
 - 8 m (26 ft) from well
 - 15 m (50 ft) from water course, excluding a ditch
 - 8 m (26 ft) from cut or embankment
 - 3 m (10 ft) from swimming pool
 - 3 m (10 ft) from water cistern

Where low water use closets are used, septic tanks must:

1. Have a minimum working capacity of 680 litres (150 gallons)
2. Be increased in capacity by 30% for each low water use closet in excess of one
3. Only receive sewage from low water use closets.

TRENCH-TYPE FIELDS - PERFORATED PIPE:

1. Depth of soil between the field base and the bedrock or normal high water table must be 1 m (3.25 ft) or greater
2. Soil percolation rate must be between 47.2 min/cm (120 min/inch) and 24 sec/cm (1 min/inch)
3. Must be a minimum of:
 - 6 m (20 ft) from building without basement or cellar
 - 11 m (36 ft) from building with basement or cellar
 - 30 m (100 ft) from water course, excluding a ditch
 - 15 m (50 ft) from cut or embankment
 - 8 m (26 ft) from swimming pool
 - 8 m (26 ft) from water service pipe
 - 15 m (50 ft) from drilled well
 - 30 m (100 ft) from other well or spring
 - 8 m (26 ft) from property boundary
 - 3 m (10 ft) from property boundary where low water use closets are used.

TRENCH-TYPE FIELDS - EFFLUENT CHAMBERS:

1. Depth of soil between the field base and the bedrock or normal high water table must be 1 m (3.25 ft) or greater
2. Soil percolation rate must be between 47.2 min/cm (120 min/inch) and 24 sec/cm (1 min/inch)

3. Must be a **minimum** of:

6 m (20 ft)	from	building without basement or cellar
11 m (36ft)	from	building with basement or cellar
30 m (100 ft)	from	water course, excluding a ditch
15 m (50 ft)	from	cut or embankment
8 m (26 ft)	from	swimming pool
8 m (26 ft)	from	water service pipe
15 m (50 ft)	from	drilled well
30 m (100 ft)	from	other well or spring
8 m (26 ft)	from	property boundary
3 m (10 ft)	from	property boundary where low water use closets are used.

TOTAL AREA FIELDS:

1. Depth of soil between the field base and the bedrock or normal high water table must be 1 m (3.25 ft) or greater
2. Soil percolation rate must be between 23.6 min/cm (60 min/inch) and 24 sec/cm (1 min/inch)
3. Perforated distribution pipe must be equally distributed over the total area of the field
4. Must be a minimum of:

6 m (20 ft)	from	building without basement or cellar
11 m (36 ft)	from	building with basement or cellar
30 m (100 ft)	from	water course, excluding a ditch
15 m (50 ft)	from	cut or embankment
8 m (26 ft)	from	swimming pool
8 m (26 ft)	from	water service pipe
15 m (50 ft)	from	drilled well
30 m (100 ft)	from	other well or spring
8 m (26 ft)	from	property boundary
3 m (10 ft)	from	property boundary where low water use closets are used.

HOLDING TANKS must:

1. Bear a valid stamp or mark indicating CSA certification
2. Be constructed of concrete, fiberglass, polyethylene or other approved material
3. Have a minimum total capacity of 4545 litres (1000 gallons) or 3400 litres (750 gallons) if all the water closets in a building are low water use closets.
4. Be a minimum of:

1 m (3.25 ft)	from	building
3 m (10 ft)	from	property boundary
8 m (26 ft)	from	well
15 m (50 ft)	from	watercourse, excluding a ditch
8 m (26 ft)	from	cut or embankment
3 m (10 ft)	from	swimming pool
3 m (10 ft)	from	water cistern

Sullage Pits

A sullage pit is nothing more than a covered hole in the ground, filled with stones. It is used to collect small amounts of grey water and disperse it into the surrounding soil.

You are allowed only one sullage pit on your lot - if your situation qualifies for its use. No part of it can be located inside a buffer strip.

Sullage pits can handle water from sinks, baths and showers.

They are not meant to handle water from clothes washers, hot tubs, jacuzzis, hydro spas, or children's wading pools. The large amounts of water from these sources could cause the pit to overflow and defeat its purpose.

Sullage pits are designed to dispose of waste-water that is free of solids and thus does not require septic-tank treatment.

If you have a septic tank and field that serve a full size system (4 fixtures), you cannot use a sullage pit.

Sullage pits are to be used during the open water season only. Absorption is blocked in winter when the ground is frozen.

They are suitable where quantities of grey water are low - less than 50 gallons a day.

For example, you might be able to use one to serve a cottage with four occupants, a kitchen sink, and one hand-basin. A second example would be a cottage with two occupants, a shower, kitchen sink, and one hand-basin.

The size of the pit depends on the type of soil. The minimum allowed depth is 2 feet; the maximum allowed depth is 4 feet:

For example, for a standard three bedroom cottage:

- on sand with gravel, a 64 ft³ pit is necessary (e.g.: 4 ft x 4 ft x 4 ft or 5.7 ft x 5.7 ft x 2 ft);
- on silty sand to clayey silt, a 144 ft³ pit is necessary;
- on clay, a 324 ft³ pit is necessary.

Certain types of clay may be impervious and not suitable for a sullage pit.

To get the most out of a sullage pit, keep waste particles from going down the drain. They can clog the pit, reducing the infiltration rate.

You cannot install a sullage pit under a building. It must be at least 10 feet (3 metres) from any building and the lot line. The space between the building and the pit should be unobstructed.

A sullage pit should be at least: 50 feet (15 metres) from the nearest well

- 100 feet (30 metres) from the nearest spring or shallow well
- 100 feet (30 metres) from the nearest watercourse.

Your site must have a layer of suitable soil (see illustration) and cover a large enough area to meet setback requirements for the safe disposal of sullage. The soil must be deep enough so that the bottom of the pit sits at least 1 metre (3 feet) above the water table or bedrock.

The best soil is sandy. It falls into clods that crumble easily. Soil that is dense, hard and dry, dull gray, or mottled is apt to be nonabsorbent. Inspect the soil on your lot by turning up spades full at several locations. When you have found a site that seems suitable, dig a test hole and arrange for an inspection through Parks and Natural Areas Branch.

Working on the System

Whether you want to renovate, repair, or expand your system, or install a new one, you will need to get several preliminaries out of the way - completing paperwork, marking boundaries, digging test holes, arranging inspections - before you start any pick and shovel work on the system.

You cannot begin installation until you have an Installation Permit from Manitoba Conservation. If your proposed system doesn't pass an inspection, you are welcome to discuss alternatives with the inspecting officer.

In special circumstances, you may require the services of a professional engineer. Manitoba Conservation will advise you.

Here is a typical sequence of activities:

The Forms.

Obtain the following forms from Manitoba Conservation:

- Application for Installation
- Manitoba Conservation, Environment Division Registration Form

These forms are available from Manitoba Conservation district offices and Parks and Natural Areas Branch in Winnipeg.

Complete the following work before you submit the forms.

- Mark the corners of your lot with coloured ribbon or stakes.
- Mark any property boundaries that are close to the proposed sewage system. This is critical. The Natural Resource Officer will check to make sure all setbacks have been met.
- Stake out the area you propose to use for your system - septic field, sillage pit, holding tank.

Complete the forms and return them to the Manitoba Conservation district office or Parks & Natural Areas Branch in Winnipeg. When your forms are received, an inspection will be arranged to inspect your lot to confirm that the location of your system agrees with your plot plan. You don't have to be on-site for the inspection.

Holding Tanks.

If you are installing a holding tank, you must send Manitoba Conservation your completed Application for Installation and Manitoba Conservation, Environment Division Registration forms. Manitoba Conservation will check the location of your holding tank.

If the location and your proposed installation meet the requirements of the Environment Act, you will be issued an Installation permit and an Acknowledging Receipt for the Manitoba Conservation, Environment Division Registration Form for a Private Sewage Disposal System.

Check with your Inspecting Officer before you go ahead and install the tank. That's all there is to it.

Pit, Pail, or Vault Privy.

Complete the Application for Installation form and return it to Manitoba Conservation. Staff will check the location. If it is satisfactory, you will receive an Installation Permit.

Septic Tanks, Fields, and Sillage Pits.

If you are proposing to install any of these facilities, make arrangements with Manitoba Conservation to check the location(s) you have selected for your facilities.

If the location proves satisfactory, you can go ahead and dig test holes.

For a septic field, dig two test holes in the proposed field, about 20 feet (6.1 m) apart, to a depth of 6 feet (1.8 m) or bedrock or the water table.

For a sillage pit, dig one hole in the area for the pit to a depth of 7 feet (2.1 m) or to bedrock or the water table. Holes can be dug with a post-hole auger or similar tool.

Once you have dug the test holes, make arrangements with Manitoba Conservation for an inspection. (Flag or cover the holes to make sure someone doesn't fall into them.)

Manitoba Conservation will inspect the holes to make sure that there is enough overburden - soil, sand, gravel above bedrock, or the water table - to accommodate the system you are proposing to install. They will also establish the soil type which determines the size of the septic field or sillage pit.

If soil conditions and site location are acceptable - or can be made acceptable - complete and forward the necessary forms to Manitoba Conservation.

STANDARDS FOR SEPTIC TANKS AND DISPOSAL FIELDS SERVING DWELLINGS
SCHEDULE A (Clause 9(a))
 (from Manitoba Regulation 95/88R)*

SEPTIC TANKS

Septic tanks servicing dwellings shall

- (a) be watertight;
- (b) have at least two compartments;
- (c) be of concrete or fibreglass construction or other approved materials;
- (d) if prefabricated, shall bear a valid stamp or mark indicating certification by The Canadian Standards Association (Standard B66 or latest revised edition);
- (e) have access holes extending to or above the ground surface;
- (f) have childproof covers;
- (g) be set back at least the distance indicated, from the following:
 - (i) Building 1.0 m
 - (ii) Property Boundary 3.0 m
 - (iii) Wells 8.0 m
 - (iv) Surface Water 15.0 m
 - (v) Cut or Embankment 8.0 m
 - (vi) Swimming Pool 3.0 m
 - (vii) Cistern 3.0 m
 - (h) have a minimum working capacity of
 - (i) 2,250 litres for a sedimentation chamber; and
 - (ii) 340 litres for a control chamber

DISPOSAL FIELDS

Disposal fields servicing dwellings shall

- (a) not be located in areas where the depth of available overburden is less than 1 m from the base of the field to bedrock or high water table;
- (b) be set back at least the distance indicated as measured to the nearest part of the disposal field that receives the sewage effluent, from the following:
 - (i) Building - no basement or cellar 6 m
 - (ii) Building with basement or cellar 11 m
 - (iii) Surface Water 30 m
 - (iv) Cut or Embankment 15 m
 - (v) Swimming Pool 8 m
 - (vi) Water Service Pipes 8 m
 - (vii) Well (drilled and cased to a min. of 6 m below ground level) 15 m
 - (viii) Other Wells and Springs 30 m
 - (ix) Property Boundary 8 m

- (c) where trench-type disposal fields are used, have dimensions as follows:
 - (i) Minimum trench width 40 cm
 - (ii) Minimum trench depth 60 cm
 - (iii) Maximum trench depth 90 cm
 - (iv) Minimum diameter of the perforated pipe 10 cm
 - (v) Minimum thickness of graded media above perforated pipe 5 cm
 - (vi) Minimum thickness of graded media below perforated pipe 25 cm
 - (vii) Minimum distance between trenches (pipe to pipe) 2 m
 - (viii) Maximum length of each pipe lateral 18 m
 - (ix) Minimum height of soil cover over graded media 30 cm
- (d) where trench fields are used, have distribution pipe of the following minimum lengths:
 - Sand with Gravel 55 m
 - Silty Sand to Clayey Silt 70 m
 - Clay 80 m

The length of distribution pipe shall be increased by 10% for each bedroom exceeding three.
- (e) where total area fields are used, dimensions as follows:
 - (i) Minimum diameter of the perforated pipe 10 cm
 - (ii) Thickness is graded media below perforated pipe 45 cm to 50 cm
 - (iii) Minimum thickness of media above perforated pipe 15 cm
 - (iv) Minimum total length of perforated pipe 18 m
 - (v) Minimum thickness of soil cover over media 30 cm
 - (vi) Maximum depth of excavation 1 m
- (f) where total area fields are used, have a minimum volume of graded media as follows:
 - Sand with Gravel 30 m³
 - Silty Sand to Clayey Silt 40 m³
 - Clay 60 m³

The volume of graded media shall be increased by 10% for each bedroom exceeding four.

Cottage & Country Fire Safety

✓ Checklist / Safety Precautions

HOME CONSTRUCTION ✓

- Build home on most level portion of lot.
- Fire resistant materials should be used for exteriors and roofs.
- Avoid cedar shakes and shingles or treat them with fire retardant.
- Screen eaves, attic and floor openings to avoid accumulation of flammable material.
- Screen the chimney and stove pipe.
- Remove site preparation debris.

EXISTING HOME PROTECTION ✓

- Do exterior home inspection at least once a year before summer.
- Reduce surrounding wildfire fuels, such as rotting logs, branches, brush and other flammable materials to a distance of three metres from cottage.
- Remove highly flammable plants immediately beside the house, especially on the down-side or side most exposed to prevailing winds.
- Remove nearby heavy ground vegetation and stumps.
- Remove overhanging tree limbs to a height of 1.5 metres from the ground.
- Space and thin coniferous trees so they are not within two metres of each other.
- When planting trees utilize deciduous or broad leaf trees as they are less flammable than coniferous species.

- Maintain a fuel-free area around home. A large green lawn is ideal.
- Clean any moss and needles from roof and gutters.
- Clean chimneys and stove pipes, check their screens.
- Do not stack firewood against the house.
- Keep storage areas clean and tidy, never allow rags or newspapers to accumulate.
- Store all flammable fuels in clearly marked CSA approved containers in a common area away from the cottage.
- Any fire pits, barbeques or smoke houses should be placed on bare mineral soil or rock at least three metres from any buildings or trees.

WILDFIRE SAFETY PRECAUTIONS ✓

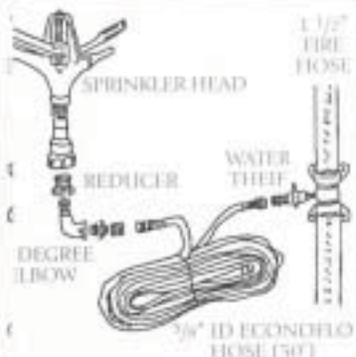
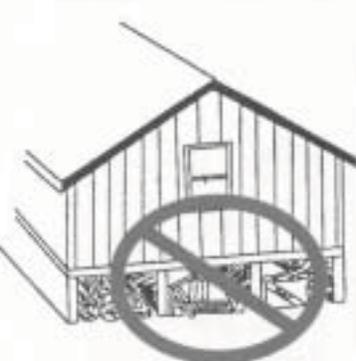
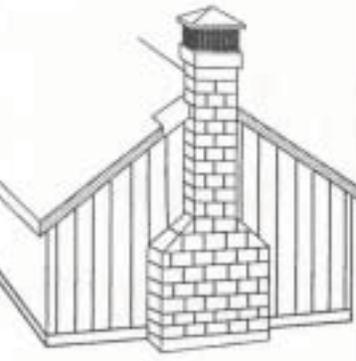
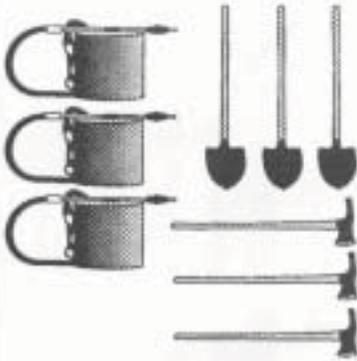
- Develop control plans with family and neighbours.
- Establish a neighbourhood fire cache.
- Have adequately placed water supply.
- Have a fully pressurized fire extinguisher in an accessible location.
- Pre-connect garden hose with nozzle and sprinkler system to access all structural exteriors, including the roof.
- For a non-pressured water system have a large barrel of water and 10-litre pail.
- Know all escape routes in your area.
- Identify existing areas where a helicopter could land in the event

of an emergency. (i.e. beach, parking lot, intersections, roadways, etc.)

EVACUATION PLANS ✓

- Develop a standard evacuation route everyone knows.
- Establish an alert system alarm. (boat horn or whistle)
- Have an agreed upon meeting point for family members where they can be accounted for.
- Ensure all family members know the location of the local R.C.M.P. and Conservation Office.
- Review your prized possessions in advance and consider storage in safety deposit boxes.
- Have a list of items to evacuate. (important personal papers, photo albums, etc.)
- Turn off all gas, and non-essential power. (i.e. maintain power to water pump.)
- If you have an independent well, turn the sprinkler system on before leaving.
- If you have a neighbourhood or sub-division sprinkler system, ensure that it is properly maintained and placed to allow Conservation staff to quickly hook it up to an independent water source.

BASIC FIRE SAFETY

 <p>Organize a neighbourhood or subdivision sprinkler system that is compatible with equipment used by Manitoba Conservation as shown above.</p>	 <p>Establish a fuel free area around your cottage by removing or replacing highly flammable vegetation, such as debris and long grass.</p>	 <p>Store firewood away from cottage and ensure all flammables are clearly marked and stored in a separate structure.</p>
 <p>Do not store any fuels or combustible material beneath the cottage floor.</p>	 <p>Screen in underside of the cottage to prevent the accumulation of flammable debris and substances.</p>	 <p>Utilize fire resistant building material for roofs and exterior; avoid readily combustible building materials.</p>
 <p>Have a protective cap and screen to prevent chimney sparks from your cottage.</p>	 <p>Have a water supply, ladder, shovel and pail ready in case a fire occurs.</p>	 <p>Establish a neighbourhood fire cache comprised of shovels, axes, pulaskis, and pails for emergency use.</p>

Were you Wondering About...

Drinking Water. *Drinking untreated water from a lake or a hand well is not safe.* Despite the fact that the water may appear clear, it could contain disease-causing microorganisms. Before drinking lake water or water from hand wells *the water must be disinfected.* This can be accomplished by bringing the water to a rolling boil or adding non-scented household bleach to the water at a rate of 5 ml (1 teaspoon) to 5 litres (1 gallon) and letting it stand for 10 minutes prior to use. Alternatively, seek an alternate drinking water supply such as bottled water or treated water from a public water supply system.

If your cottage is serviced by a private well, the well water should be tested at least once per year for microbiological contamination. The provincial Department of Health will pay 70% of the analytical costs associated with the annual test. You may contact your local Manitoba Conservation Office in Winnipeg, Brandon, Virden, Steinbach, The Pas, Thompson or Selkirk for information on pricing and testing procedures.

Manitoba Conservation Web-site. The Manitoba Conservation (Parks & Natural Areas) web-site can be found at www.manitobaparks.com. You will find there an up-to-date copy of this publication, "The Cottager's Handbook", a copy of the standard 21-year lease issued to cottagers, a list of cottage lots that may be available from Manitoba Conservation, and a variety of forms related to cottage administration (lease assignment, variance application forms, etc.). A variety of other parks-related information about maps, news about up-coming events, camping, our reservation service, is also available, as well as information about Travel Manitoba, fisheries and wildlife management, water management, and more. If you wish to electronically contact Manitoba Conservation with a question about cottaging, please address your enquiry to parkdistricts@gov.mb.ca.

Problem Wildlife. If beavers are causing problems at your cottage by removing too many trees, placing chicken wire or other metal material around the base of trees will usually deter them.

To help prevent problems with bears, never leave garbage, dog food, or food of any kind outdoors or in places where bears can reach it. Manitoba Conservation does not recommend feeding birds or animals from April to October as such activity frequently attracts bears and nuisance animals. Your co-operation in removing these attractants when requested to do so by a Natural Resource Officer is appreciated, and will be beneficial to the long term health of our wildlife populations. Report any problems about bears, beavers or other wildlife problems to your local Manitoba Conservation district office.

Green Ideas

Here are some ideas that we can all apply to safeguard the environment in the park - for ourselves, our children and their children.

- ▲ Follow the three R's of environmental protection: REDUCE, REUSE and RECYCLE.
- ▲ Limit your use of throwaway containers such as plastic soft-drink bottles and foam packaging.
- ▲ Return recyclable products such as cans, bottles and paper to recycling depots.
- ▲ Protect your lake by ensuring that your sewage and refuse are disposed of properly.
- ▲ Where possible, use recycled paper products.
- ▲ Avoid buying aerosol containers for any use, as many still contain CFCs.
- ▲ Use soaps, shampoos and laundry detergents marked 100 per cent phosphate-free, or use biodegradable products.
- ▲ Minimize the use of lawn and garden fertilizers which can speed up weed and algae growth (eutrophication) of your lake, and of pesticides and herbicides which damage other flora and fauna.
- ▲ Remember that some of your household garbage, such as pesticides, paint strippers, solvents, stains, used oil, batteries, bleach and many household cleaners, may be hazardous waste. Dispose of this type of garbage at a toxic waste depot, not at garbage cages, in the park dump or down your drain.
- ▲ Do not litter or dispose of any garbage or other items into water bodies.

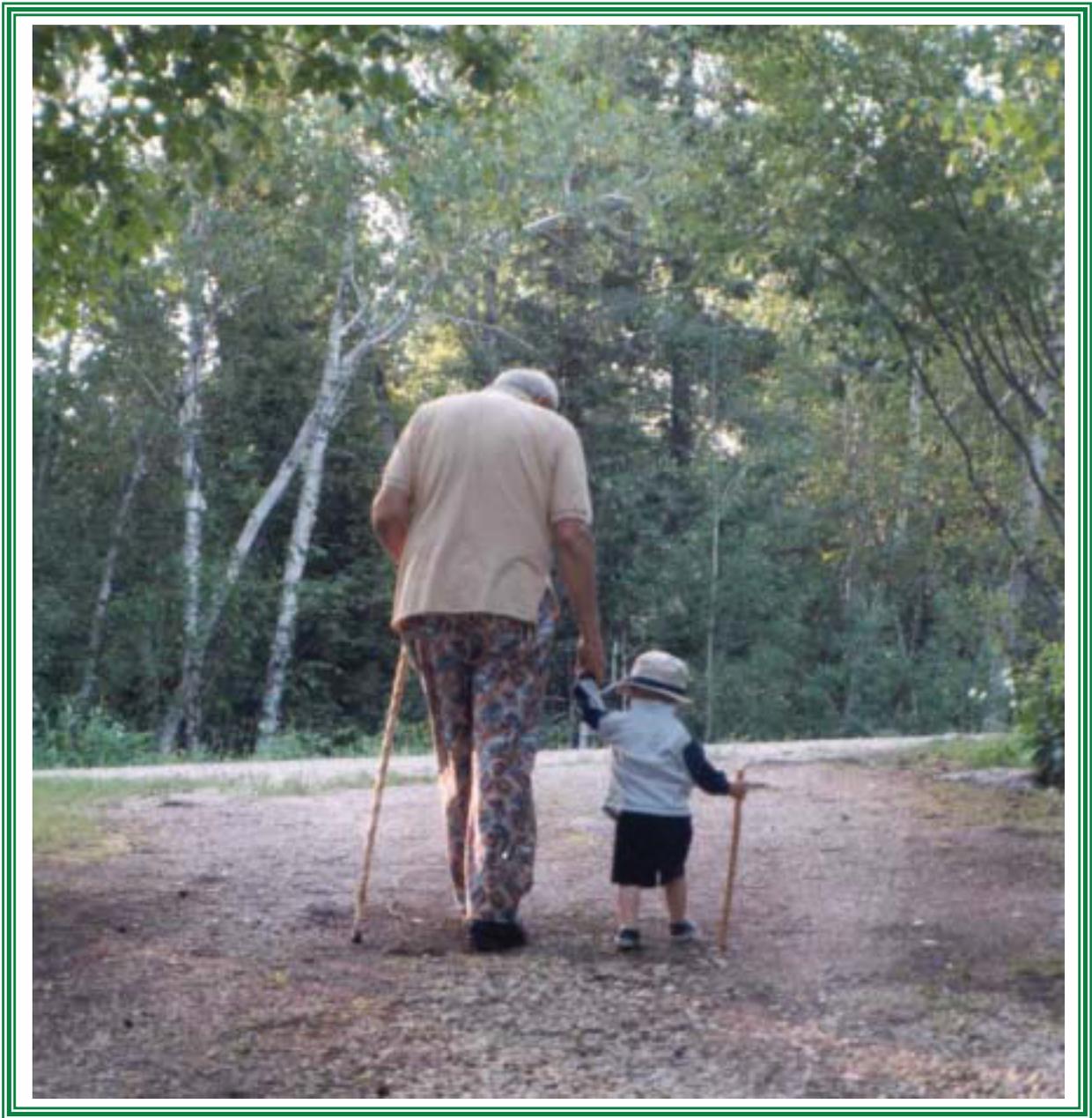
Subdivisions/District Offices

If you need information about your lot dealing with such topics as lot boundaries, public reserve area, concerns about your neighbours, garbage, roads, problem wildlife, enforcement, brush disposal, wildfires, firewood, etc., please contact one of the Manitoba Conservation district offices listed below.

If you need information about matters relating to your lease, permit, fees, invoices, variances, Site Plan Permits, or Building Permits, please contact the Parks and Natural Areas Branch in Winnipeg at 945-4383, 945-6772, or 945-8872 (toll-free at 1-800-282-8069).

For sewage system information only, call the Water Quality Program, West Hawk Lake, at 1-204-349-2247.

Cottage Location	Park Office	Cottage Location	Park Office	Cottage Location	Park Office
Eastern Region		Pointe du Bois Bird Lake Davidson Lake Flanders Lake Booster Lake Poplar Bay (Lac du Bonnet)	Lac du Bonnet (204) 345-1400	Western Region	
Barren Lake Falcon Lake	Falcon Lake (204) 349-2201	Wallace Lake Beresford Lake Long Lake	Bissett (204) 277-5212	Childs Lake	Roblin (204) 937-2181
Caddy Lake Florence Lake Hunt Lake Nason Lake Nora Lake Star Lake Toniata West Hawk Lake	West Hawk Lake (204) 349-2245	Moose Lake	Sprague (204) 437-2348	Wellman Lake Glad Lake	Swan River (204) 734-3429
Brereton Lake Green Lake Jessica Lake Red Rock Lake White Lake Big Whiteshell Lake	Rennie (204) 369-5246	Central Region		Singush Lake	Grandview
Barrier Bay Betula Lake Dorothy Lake Eleanor Lake George Lake Nutimik Lake Otter Falls	Seven Sisters (204) 348-2203	Grand Beach	Grand Beach (204) 754-5040	East Blue Lake	(204) 546-2701
		Hecla Island Beaver Creek Black's Point South Beach North Cliffs Island View North & South	Riverton (204) 378-2945	Max Lake Bower Lake	Boissevain (204) 534-7204
				Northeastern Region	
				Paint Lake	Thompson (204) 677-6640
				Burge Lake Zed Lake	Lynn Lake (204) 356-2413
				Northwestern Region	
				Clearwater Lake	The Pas (204) 627-8287
				Bakers Narrows Park Athapapuskow Lake	Flin Flon (204) 687-1640



*I knew, by the smoke that so gracefully curl'd
Above the green elms, that a cottage was near;
And I said, "If there's peace to be found in the world,
A heart that was humble might hope for it here.*

Thomas Moore (1779–1852)

Manitoba
Conservation
Parks and
Natural Areas

