

Information Package

First-Come, First-Served
Cottage Lot Program

For additional information and updates,
visit our website at:

<https://www.manitoba.ca/cottageprogram>

For questions, contact the

Public Information Line at:

Winnipeg: 204-945-6784

Toll Free: 1-800-214-6497

Email: cottageprogram@gov.mb.ca



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First-Come, First-Served Cottage Lot Program

1. Introduction

Cottage lots in listed Crown land and Provincial Park subdivisions are being made available for sale or lease under this program in accordance with the rules outlined in this document. Interested applicants are strongly encouraged to visit and inspect the lot that interests them prior to submitting an application.

The listing of available lots can be found on the Economic Development, Investment, Trade and Natural Resources Department Cottage Program website <https://www.manitoba.ca/cottageprogram>. Subdivision information and mapping is also available on the website.

With the exception of the development of roads, hydro, and certain other site-specific improvements, subdivisions are generally provided in their natural state, with future lot clearing and development being the responsibility of the purchaser or lessee.

Take appropriate precautions when visiting a subdivision or inspecting a lot. The Manitoba government is not responsible for any damage to personal property, or loss or injury incurred while accessing and inspecting subdivisions. Some general safety tips:

- Wear appropriate footwear and clothing.
- Be wary of natural hazards such as hanging trees and branches.
- In some instances, construction and/or survey work may be in progress. Keep clear of work crews and construction equipment.
- Do not smoke while visiting sites as there may be brush piles, dead grass, and trees that pose a natural fire hazard. Forests are particularly susceptible to fire during dry periods.

Prior to inspection, applicants may wish to contact the regional Crown Land Management Specialist for details regarding Crown cottage lots or the District Park Supervisor for Provincial Park cottage lots. Specific contact information for subdivisions can be found on the Cottage Program website.

2. Lots Available for Sale and Lease

Cottage lots that have been offered for sale or lease through previous public draws under the Cottage Lot Program but were not selected are being made available on a first come, first served basis.

For a listing of available lots, refer to the document titled **First-Come, First-Served Cottage Lot Program Lot Availability**.

The Manitoba government reserves the right to remove any lots from the First-Come, First-Served Cottage Lot Program at any time for any reason.

3. Eligibility

Eligibility for New First-Come, First-Served Inventory

New inventory added to the First-Come, First-Served Cottage Lot Program are subject to rules for residents and non-residents of Manitoba. Residents of Manitoba only may apply to purchase or lease new inventory for the first 120 days from the Application Acceptance Date specified for Manitoba residents. On the 121st day from the Application Acceptance Date for Manitoba residents, non-residents of Manitoba may apply to lease or purchase any lots listed as available on the Lot Inventory.

Specific Application Acceptance Dates for residents and non-residents of Manitoba will be identified on our website and Lot Inventory Packages for each announcement.

Manitoba Residents

A resident of Manitoba who is 18 years of age or over is eligible to apply to purchase or lease a cottage lot under this program beginning on the Application Acceptance Date specified for residents of Manitoba.

For the purposes of the First-Come, First-Served Cottage Lot Program, the applicant will be classified as a resident of Manitoba if they regularly, normally or customarily live at a residence within the Province of Manitoba.

Non-residents of Manitoba (includes non-residents of Canada)

A non-resident of Manitoba, who is 18 years of age or over is eligible to apply to purchase or lease a cottage lot under this program beginning on the Application Acceptance Date specified for non-residents of Manitoba.

Eligibility for Existing First-Come, First-Served Inventory

Residents and non-residents of Manitoba who are 18 years of age or older are eligible to apply to purchase or lease a cottage lot from existing First-Come, First-Served cottage lot inventory.

Government Employees

Government of Manitoba employees and their immediate families are eligible to apply to purchase or lease a cottage lot under this program subject to such further approvals as may be required under The Crown Lands Act for department employees.

Corporations

Corporations registered in Manitoba, including partnerships, sole proprietorships, associations and not-for-profit organizations are eligible to apply for a cottage lot through the First-Come, First-Served Cottage Lot Program, subject to a condition of sale or lease that the lot shall be used only for single family residential purposes.

4. Application Process

Application Form

The First-Come, First-Served Cottage Lot Program application form for purchase can be found on the Cottage Program website.

No other forms or modifications to the approved forms will be accepted. New inventory added to the First-Come, First-Served Cottage Lot Program are subject to additional application rules. Specific Application Acceptance Dates will be identified on Cottage Program website and Lot Inventory Packages for each announcement.

Once an applicant selects a lot the decision is final and changes will not be accepted. Applicants will be required to cancel their current application and re-apply.

Application process for existing first-come, first-served inventory

After new First-Come, First-Served inventory has been made available to Manitoba residents for 120 days, the lots will be considered existing First-Come, First-Served inventory.

Applicants who are 18 years of age or older are eligible to apply to purchase or lease a cottage lot from existing First-Come, First-Served inventory.

Mail-in Applications

Applications are to be mailed or delivered to:

The Cashier's Office
Rm. 118 - 1181 Portage Ave
Winnipeg, Manitoba R3G 0T3

Applications will not be accepted at any other government office. Applications submitted by facsimile transmission (fax) or electronic mail (email) will not be accepted.

Mail-in applications will be date stamped for the following day and will be processed before 8:30 a.m. of the date stamped. In the event two mail-in applications are received on the same day for the same lot, the successful applicant shall be determined through the random computerized draw process administered by the Department.

Representative Selecting on Behalf of the Applicant

If a representative is making the lot selection on behalf of the applicant, through the First-Come, First-Served Cottage Lot Program, the representative must present:

- valid identification
- written authorization from the applicant authorizing the representative to select a lot on behalf of the applicant (authorization form for delegation of authority)
- photocopy of the applicant's valid identification (identifying date of birth, Manitoba address, and signature)

Notification

Successful applicants will be notified by letter with confirmation of lot selected, instruction on how to proceed and a sale agreement.

Application Fees

An application must be accompanied with full payment of the required application fee of \$100.00 plus GST. Payment options for the application fee include cash, debit card, credit card (Visa and MasterCard), personal cheque, certified cheque, bank draft or money order. Cheques, bank drafts and money orders are to be made payable to the Minister of Finance, Manitoba.

In person, credit cards, cash and debit cards are accepted at Rm. 118 - 1181 Portage Ave, Winnipeg. Credit card transactions are not permitted by phone, mail, facsimile, or online.

Application fees are non-refundable. If you apply for a lot, but do not complete the purchase or lease, you will forfeit the application fee.

Rejection of Applications

It is the responsibility of the applicant to read and understand the information package and ensure all information is completed on the submitted application.

Applications will be rejected for the following reasons:

- Form is differing from the Real Estate Services Branch application form.
- Illegible or required information is missing or incomplete.
- Application is not signed.
- Does not meet published eligibility guidelines.
- Required application fee not received.
- Not the original signed application form (facsimile and photocopies are not permitted).
- Delivered to any office other than Environment and Climate Change – Client Information Unit, Rm. 118 - 1181 Portage Ave Winnipeg, Manitoba R3G 0T3.
- Payment cheque is returned by the applicant's bank (ex. non-sufficient funds).
- Upon request by the Manitoba government, the applicant failed to provide supporting documentation for eligibility requirements.

Rejected applications will be returned by mail with a notice detailing reason for rejection.

The Manitoba government is not responsible for any applications that are lost, misdirected, illegible, and incomplete or delayed for any reason.

5. Agreements

Crown Land Sale Agreement

A valid purchase and sale of Crown land will only occur upon the Minister or other government official responsible for execution of agreements, or their designate, affixing their signature to the Conditional Sale Agreement and the delivery of such fully executed Agreement to the successful applicant.

The successful applicant is required to enter into a written Conditional Sale Agreement with the province of Manitoba and pay the balance of the established lot price and any other required occupation, service or administrative fee within 30 days from the date of the notice from the province. The lot prices are firm and are non-negotiable. Subject to the government's sole discretion, all terms and conditions of the Conditional Sale Agreement are non-negotiable.

Failure to pay the purchase price and any other required occupation, service or administrative fee by the payment date indicated in the Sales Journal from Manitoba may result in cancellation of all rights and privileges to the lot. The deadline for payment will be clearly indicated in the correspondence.

The applicant may be subject to the following fees:

- | | |
|-----------------------------|-------------------------|
| a) Purchase Price and GST | |
| b) Lands Application | \$100.00 (includes GST) |
| c) License of Occupation | \$10.20 (plus GST) |
| d) Purchase Agreement | \$200.00 (plus GST) |
| e) Legal Description/Titles | \$100.00 (plus GST) |
| f) Transfer Document | \$50.00 (plus GST) |

Provincial Park Lease Agreement

A successful applicant will be required to enter into a cottage lot lease agreement and pay the balance of the one-time lot development fee within 30 days of the date of notice from the Manitoba government.

Annual land rental and service fee for the first year is pro-rated from the date the application is approved to March 31st and are prescribed by the Park Fees Regulation (M.R. 148/96) under The Provincial Parks Act.

Subject to the province's sole discretion, all terms and conditions of the Lease Agreement are non-negotiable. Failure to pay the lot development fee and any other required land rental or service fees by the payment due date indicated in the letter from the Manitoba government may result in cancellation of all rights and privileges to the lot and the application fee for the lot will be forfeited. The deadline for payment will be clearly indicated in the correspondence.

6. Assignments

Applications

In the case of the death of an applicant, the applicant's estate may continue the application process.

Provincial Park Lot Lease Agreements

The Provincial Parks Lease Agreement may not be assigned until the cottage or vacation home is constructed to the lock-up stage, except:

- a) where an assignment is necessary to arrange financing, or
- b) in the case of death of the lessee, the lessee's estate may continue

Crown Land Lot Sale Agreements

The Crown Lands Conditional Sale Agreement may not be assigned except:

- a) where an assignment is necessary to arrange financing, or
- b) where a purchaser wants to add a person for estate planning purposes, and the person to be added meets the eligibility criteria of the First-Come, First-Served Cottage Lot Program Rules, or
- c) in the case of death of the purchaser, the purchaser's estate may continue

Anyone wishing to assign a lease or sale agreement in accordance with the above criteria must complete an Application for Assignment or Application for Assignment for Collateral Purposes Only and submit the completed application to:

The Cashier's Office
Rm. 118 – 1181 Portage Avenue
Winnipeg, MB R3G 0T3

Crown Land assignment application forms are available on the Real Estate Services Branch website: www.resd.ca/downloads/webforms/LPForms.aspx and are subject to a fee of \$50.00 plus GST under The Crown Land Fee Regulation.

Provincial Park assignment application forms are available on the Real Estate Services Branch website www.resd.ca/downloads/webforms/ParkForms.aspx and are subject to a fee of \$40.00 plus GST under the Provincial Parks Fee Regulation.

7. Taxes

Where applicable, the successful applicant is responsible for the payment of any municipal realty taxes, GST, assessments and charges for the land commencing on the date of the Agreement, and for any land transfer tax relating to the transfer of the lot.

Note: Manitoba Land Titles Office will have fees (Land Transfer Tax) related to the registration of the transfer document. Further details related to their fees can be obtained by contacting the Land Titles Office directly.

Phone (toll-free): 1-844-737-5684

Email: clientservice@teranet.ca

If the cottage subdivision is located within a Rural Municipality, the applicant will be responsible for payment of annual municipal taxes.

If the cottage subdivision is located outside of Rural Municipality, there may be taxes or service fees assessed through Municipal and Northern Relations – Northern Affairs Division.

For more information, contact: IRNRCottages@gov.mb.ca

8. Construction of Cottages

The development time frame requirement is waived for the Crown land lots offered for sale through the First-Come, First-Served Cottage Lot Program. See section 9.0 - Title Transfer for more information.

It is a condition of the Lease Agreement (Parks) that the applicant must construct a cottage and complete the exterior of the cottage to “lock-up stage” within two years.

The date will be set out in the Lease Agreement indicating when the two-year time frame begins. A cottage is considered complete to lock-up stage when doors, windows, finished exterior siding, and shingles or other roofing material have been installed.

Provincial Parks

Construction of cottages and vacation homes in Provincial Parks must comply with **The Cottager’s Handbook** available at: <https://www.manitoba.ca/sd/parks/park-facilities-and-services/cottaging/index.html>

Individual lots offered for lease may not be combined or amalgamated with adjacent lots for the purposes of creating a joint or double lot. One suitable cottage or vacation home is required on each lot.

Development Time Frame Extension Requests

Failure of the applicant to construct a cottage or vacation home to lock-up stage prior to the deadline may result in the termination of the Lease Agreement. However, a lessee may apply for an extension of the development time frame if there were valid extenuating circumstances that occurred that prevented completion of construction to lock-up stage. The granting of an extension is at the sole discretion of the Manitoba government.

Crown Lands

The construction of cottages and vacation homes must comply with all applicable legislation, regulations, building standards and zoning by-laws that can be obtained from the local Rural Municipality office, Municipal and Northern Relations – Northern Affairs Division or the Office of Labour and Immigration – Inspection and Technical Services Division.

The sale of lots is for the purposes of the development of a cottage only. The purchaser shall construct the cottage in accordance with the applicable Rural Municipalities building time restrictions, if any. The purchaser also agrees not to park a trailer, travel trailer, fifth wheel, or erect a tent on the lot for use as a cottage.

Individual lots offered for sale or lease may not be combined or amalgamated with adjacent lots for the purposes of creating a joint or double lot. One suitable cottage or vacation home is required on each lot.

If the lot falls within a Rural Municipality, the purchaser may provide a site plan, with a Building Permit Application to the local municipal office.

If the lot falls within Municipal and Northern Relations - Northern Affairs Division jurisdiction, the purchaser may provide a site plan, with a Building Permit Application to Labour and Immigration – Inspection and Technical Services for further review.

The site plan should show approximate dimensions of the building(s), location on the lot and distances in relation to lot boundaries. The purchaser will be notified if the site plan is approved or if changes are required.

All debris is to be managed appropriately to eliminate fire hazards and not create a nuisance to adjacent lot owners. Disposal of lot debris may vary depending upon your subdivision and time of year. Contact your local municipal office or Economic Development, Investment, Trade and Natural Resources office to determine if burning is allowed or where debris can be hauled.

9. Title Transfer

Upon entering into a Conditional Sale Agreement for the purchase of a lot and payment of the lot price and associated fees, the purchaser's lawyer will be issued a Transfer Document. The lawyer can file the Property Registry Application to the Land Titles Office to register title in the name of the purchaser.

10. Lot Pricing

Lots in the First-Come, First-Served Cottage Lot Program are based on current appraised values as determined by an accredited Manitoba appraiser or other method of fair market valuation as determined by the Minister at the time they are placed in the First-Come, First-Served Cottage Lot Program.

Lot prices are not negotiable.

11. Representations and Warranties

The acceptance of an application by the province of Manitoba does not constitute a binding Agreement for the sale or lease of the Crown lot.

The province makes no warranties or representations, except those stated in the Conditional Sale Agreement or Lease Agreement, and the applicant acknowledges reliance solely on the applicant's own knowledge and inspection of the Crown land and that the applicant has not received or relied on any representations or warranties made with respect to the Crown land.

In particular, the applicant acknowledges that the province of Manitoba makes no representations or warranties to the applicant as to the fitness of any of the Crown land for any particular purpose.

12. Revisions to Printed Package

The province has made every effort to ensure the information provided is accurate and complete. If errors are discovered after publication of the handouts and website, the website will be corrected and a notice of correction will be placed on the home page of the website.

Applicants are encouraged to visit the website on a regular basis to keep well informed of any changes.

13. Contact Information

For detailed information on site locations, rules and guidelines, applications, agreements and copies of the "Cottager's Handbook", visit: www.manitoba.ca/conservation/cottaging/index.html

For additional information:

Call 204-945-6784 (Winnipeg), or 1-800-214-6497 (toll free)

For announcements, visit our Cottage Lot Program home page:

Website: www.manitoba.ca/cottageprogram

Email inquiries can be sent to: cottageprogram@gov.mb.ca



Economic Development, Investment, Trade and
Natural Resources
Lands and Planning Branch
Box 25, 14 Fultz Cres
Winnipeg, Manitoba, Canada R3Y 0L6

**Delegation Of Authority –
Authorized Representative**
First-Come, First-Served Cottage Lot Program

I, _____ am giving the following individual authorization to select and place a deposit on a lot on my behalf through the First-Come, First-Served program.

Full Name of Authorized Representative:

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Because I am unable to attend, find attached a copy of proof of age, Manitoba address, and signature with my identification (such as both parts of Manitoba Driver's License, or Manitoba Health Card) for your records.

Print Name

Signature

Date

/copy of identification attached

Note: This letter and a copy of identification should accompany the Authorized Representative when purchasing a lot through the First-Come, First-Served program. It is not necessary to notify Economic Development, Investment, Trade and Natural Resources in advance that a Representative will be attending on your behalf.

Frequently Asked Questions

First-Come, First-Served Cottage Lot Program

1. What dates should I be aware of? (for new inventory only)

When new inventory is added to the First-Come, First-Served Cottage Lot Program, specific Application Acceptance Dates will be identified on our website and Lot Inventory Packages for each announcement.

The Application Acceptance Date specified for residents of Manitoba is the date on which the Department will begin to accept applications. For the initial two weeks, beginning on the Application Acceptance Date specified for residents of Manitoba, applicants or their authorized representatives must apply in person at Environment and Climate Change – Client Information Unit, Rm. 118 - 1181 Portage Ave Winnipeg. No mail-in applications will be considered during this period.

After the initial two weeks, applications can be mailed or delivered to the address below. Applications submitted by facsimile transmission (fax) or electronic mail (e-mail) will not be accepted.

The Cashier's Office
Rm. 118 - 1181 Portage Ave
Winnipeg, Manitoba R3G 0T3

The Department will begin to accept applications from non-residents on the Application Acceptance Date specified for non-residents.

Note: Applications will not be accepted at any other government offices.

2. On what grounds will an application be rejected?

Applications will be rejected and will not be accepted for the First-Come, First-Served Cottage Lot Program if:

- are on a form other than the official RESB Application Form
- are illegible or any areas of the application are not fully completed
- application is not signed
- do not meet published eligibility guidelines
- are not accompanied by the required application fee
- are not the original signed application form (facsimile and photocopies are not permitted)
- are delivered or mailed to any office other than the Environment and Climate Change – Client Information Unit head office located at Rm. 118 - 1181 Portage Ave, Winnipeg
- application fee cheque is returned by your bank (ex: non-sufficient funds)
- upon request of the Manitoba government the applicant failed to provide supporting documentation in relation to eligibility requirements

3. What are my payment options for the \$100.00 (plus GST) application fee?

Payment options for First-Come, First-Served cottage lot application fee include cash, debit card, credit card (Visa and MasterCard), personal cheque, certified cheque, bank draft or money order. Cheques, bank drafts and money orders are to be made payable to the Minister of Finance, Manitoba. Credit cards, cash, and debit cards are accepted only in person at 1181 Portage Avenue, Winnipeg. Credit card transactions are not permitted by phone, mail, facsimile, or online.

4. How many lots can I purchase or lease through the First-Come, First-Served Cottage Lot Program?

To provide every Manitoban a fair opportunity to apply for new First-Come, First-Served inventory, an applicant may apply to purchase or lease one lot only for the first 30 days from the Application Acceptance Date specified for residents of Manitoba. Following the initial 30 days, there will be no limit on the number of lots an eligible applicant can apply to purchase or lease, subject to availability.

There is no limit on the number of lots from existing First-Come, First-Served inventory that an eligible applicant can apply to purchase or lease, subject to availability.

5. If I am not a resident of Manitoba, can I purchase or lease a lot through the First Come First Served Cottage Lot Program?

If you are applying for new inventory added to the First-Come First-Served Cottage Lot Program and you are not a resident of Manitoba, you must wait 120 days from the Application Acceptance Date specified for residents of Manitoba. On the 121st day, the First-Come, First-Served Cottage Lot Program will open to all non-residents of Manitoba, including non-residents of Canada. This date is referred to as the Application Acceptance Date for non-residents.

If you are applying for existing First-Come, First-Served Cottage Lot Program inventory, residents and non-residents of Manitoba are eligible to apply for a lot through the program at any time.

6. Is a corporation able to purchase or lease a lot through the First-Come, First-Served Cottage Lot Program?

A corporation can apply to purchase or lease a lot through the First-Come, First-Served Cottage Lot Program if it is a valid corporation authorized to carry on business in Manitoba.

7. I am unable to make the trip to Winnipeg to apply in person. Am I able to mail an application?

Applications for new First-Come, First-Served inventory are only accepted in-person at 1181 Portage Avenue, Winnipeg, for the first two weeks from the Application Acceptance Date specified for residents of Manitoba. An authorized representative may select a lot on your behalf if the Application Form, Authorization Form, application fee and proper identification are provided.

Mail-in applications will be accepted following the initial two weeks from the Application Acceptance Date specified for residents of Manitoba and for existing First-Come, First-Served inventory. Mail-in applications will be accepted at:

The Cashier's Office
Rm. 118 - 1181 Portage Ave
Winnipeg, Manitoba R3G 0T3

8. What information am I required to provide when purchasing or leasing a lot?

Applications for new First-Come, First-Served inventory are only accepted in-person for the first two weeks from the Application Acceptance Date specified for residents of Manitoba. The applicant (or authorized representative) must be present to select a lot. The applicant (or authorized representative) must present proof of identity and eligibility (valid photo or other identification that identifies your date of birth, Manitoba address, and signature). If a representative will be attending on your behalf, see question 9.

If you are mailing in your application after the initial two week period, or mailing an application for existing First-Come, First-Served inventory, you must include a photocopy of proof of identity and eligibility (valid photo or other identification that identifies your date of birth, Manitoba address, and signature).

9. Am I able to purchase or lease a lot on someone's behalf?

Yes, you may act as a representative to select a lot on someone's behalf however you must:

- provide valid identification
- present written authorization from the applicant authorizing the representative to select a lot on behalf of the applicant (use the attached authorization form for delegation of authority)
- provide a photocopy of the applicant's valid identification (that identifies applicants date of birth, Manitoba address and signature)

10. Will there always be an initial two-week period where applications are only accepted in person and there is a limit on the number of lots one person is able to apply to purchase or lease?

The stated rules apply to new inventory added to the First-Come, First-Served Cottage Lot Program. The rules and process will be reviewed prior to releasing any new lots on a first come, first served basis in the future.

Existing inventory in the First-Come, First-Served Cottage Lot Program are not subject to the special rules for the first two weeks and there is no limit on the number of existing lots that an eligible individual can apply to purchase or lease.

11. How do I know which lots are available in which subdivisions through the First Come First Served program?

All lots available for sale or lease will be listed on Cottage Program website or in the document titled First-Come, First-Served Cottage Lot Program Lot Availability. The information is also available at Department offices throughout the province.

12. How often will the website be updated with a listing of available lots?

The website will be updated at the end of the business day to provide a current listing of available lots each morning.

13. Can the Crown Lands Conditional Sale Agreement be assigned to more than one individual?

The Crown Lands Conditional Sale Agreement may not be assigned except:

- where an assignment is necessary to arrange financing
- where a purchaser wants to add a person for estate planning purposes, and the person to be added meets the eligibility criteria of the First-Come, First-Served Cottage Lot Program Rules, or

- in the case of death of the purchaser, the purchaser's estate may continue.

14. How do I withdraw from the process, and will I be refunded my \$100.00 (plus GST) application fee?

If you select a lot, and do not follow through with the purchase or lease, you will forfeit your \$100.00 (plus GST) application fee.

15. If I have chosen a lot in a previous cottage lot draw and select an adjacent lot through the First Come First Served program, can I treat the two lots as one and develop a vacation home?

If you have selected a lot within a Provincial Park, you will be responsible for two separate lease agreements and will not be allowed to combine them into one lot. You will also be required to construct a vacation home on each lot within the respective two-year period.

If you have selected a Crown lot (outside of a Provincial Park), the construction of cottages and vacation homes must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local rural municipality office, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services for more information.

16. What happens to cottage lots that have been sold through the First-Come, First-Served process but later become available?

They will be returned to the First-Come, First-Served inventory and will immediately become available for purchase or lease.

17. If I was successful in previous cottage lot draws, can I apply to purchase or lease a cottage lot through the First-Come, First-Served Cottage Lot Program?

Yes, applicants who entered previous Cottage Lot Draws are eligible to apply under the First-Come, First-Served Cottage Lot Program, whether or not they were successful in previous draws, provided they still meet the eligibility criteria.

18. If I am an employee of the Government of Manitoba, immediate family member of a Government of Manitoba employee or an officer under The Crowns Lands Act, can I apply for a cottage lot through the First-Come, First-Served Cottage Lot Program?

Yes, you can apply for a cottage lot if you are:

- an employee, immediate family member of a Government of Manitoba employee or officer mentioned above and
- have completed the Applicant Declaration section located on the application form, or have indicated that you are an employee or an immediate family member of an employee (definitions provided on the application form).

19. What costs will I incur if I select a cottage lot in a Provincial Park?

The successful applicant will be required to sign a cottage lot lease application form and pay the balance of the one-time lot development fee within 30 days of the date of notice from the Department of Environment and Climate Change. The annual land rental and service fee for the first year is pro-rated from the date the application is approved to March 31st and are prescribed by the Park Fees Regulation (M.R. 148/96) under The Provincial Parks Act. Subject to the sole discretion of the Manitoba government, all terms and conditions of the Lease Agreement are non-negotiable.

Failure to pay the development fee and any other required occupation, service or administrative fee by the payment date indicated in the notice from the province may result in cancellation of all rights and privileges to the lot and the payment for the lot will be forfeited.

20. What cost will I incur if I select a cottage lot on Crown land?

See the Frequently Asked Questions – Constructing a Cottage on Crown Land (Not within a Provincial Park) for further details.

21. If I have entered into a Conditional Sale Agreement (Crown lands) for a lot, may I withdraw any time and receive a refund of the purchase price?

No, when you enter into the Conditional Sales Agreement, you are agreeing to the terms and conditions therein. Some of those conditions being:

- The cottage will conform to the specified minimum standards.
- You agree to purchase the land for a specified sum including Administration fees.

Further, in accordance with the Sale Agreement, there is no provision for you to withdraw and receive a refund of the purchase price. The Sale Agreement states that the province may terminate the Agreement if the purchaser fails to comply with any term or condition; or if any attempt is made to offer for sale or to sell the land prior to closing date; or if the purchaser becomes bankrupt or insolvent.

22. What are the guidelines I must follow to construct a cottage?

The development time frame requirement is waived for the Crown lots offered for sale through the First-Come, First-Served Cottage Lot Program.

It is a condition of the lease agreements that the successful applicant must construct a cottage and complete the exterior of the cottage to “lock-up stage” within two years. The date the two-year time frame begins will be indicated in the lease or sale agreement. In subdivisions where road construction has not been completed, a separate notice will be sent at a later date once the road is completed. The two-year time frame will then begin as of the date of that notice.

The exterior shall be considered complete and at “lock-up stage” when doors, windows, finished exterior siding, and shingles or other roofing material have been installed.

Construction of cottages in Provincial Parks must comply with **The Cottager’s Handbook**, available at: <https://www.manitoba.ca/sd/parks/park-facilities-and-services/cottaging/index.html>.

Construction of cottages outside of provincial parks (all lots offered for sale on Crown land) must comply with all applicable legislation, regulations, building standards and zoning by-laws which can be obtained from the local rural municipality office or the Office of Labour and Immigration – Inspection and Technical Services. See the Frequently Asked Questions – Constructing a Cottage on Crown Land for further information.

If requested in writing prior to the construction deadline, a lessee may be granted an extension of the time to construct if extenuating circumstances exist that prevented completion of construction to lock-up stage. The granting of an extension is at the sole discretion of the province.

Frequently Asked Questions

Constructing a Cottage on Crown Land (Outside of a Provincial Park)

1. What approvals do I need to build on lots outside of rural municipalities?

You must provide a site plan with your Building Permit Application to the Office of Labour and Immigration – Inspection and Technical Services Division and you will then be notified of approval or changes required.

2. What do we do with the debris created by lot clearing work?

All debris is to be managed appropriately to eliminate fire hazards and not create a nuisance to adjacent lot owners. Disposal of lot debris may vary depending upon your subdivision and time of year. Contact your local Municipality or Economic Development, Investment, Trade and Natural Resources office to determine if burning is allowed or where debris can be hauled.

3. How do I register my holding tank?

Holding tanks are commonly used for wastewater collection. Holding tanks are normally single compartment tanks that need to be regularly pumped out by a registered sewage hauler.

Onsite wastewater management systems must be registered before construction, modification or replacement. To register your system, you must complete and submit an application to register to your local environment officer. A site plan, indicating the location of the system and the distances to buildings, property boundaries, wells and watercourses must accompany the application. A registration fee must also be paid in full at the time of registration. The fee varies with the type of system registered and is indicated on the application.

4. What types of foundations are acceptable?

All building plans must be submitted to the rural municipality or the Office of Labour and Immigration – Inspection and Technical Services Division and will advise for that particular subdivision.

5. Is there a minimum square footage for the cottage?

The construction of cottages and vacation homes must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local rural municipality office, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services Division for more information.

6. Are multiple stories allowed?

The construction of cottages and vacation homes must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local rural municipality office, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services Division for more information.

7. What types of buildings are allowed on the lot?

The construction of cottages and vacation homes must comply with all applicable legislation, regulations, building standards and zoning by-laws. Check with the local rural municipality office, Municipal and Northern Relations – Northern Affairs Division or Labour and Immigration – Inspection and Technical Services Division for more information.

8. How much of my lot or the Crown Reserve can be cleared to view the lake?

Any clearing of the Crown Reserve will require an application for a Work Permit including details relative to what is planned. Refer to the Municipal Planning Regulations for setback information.

A Work Permit must be obtained from the local Conservation Officer at the local Economic Development, Investment, Trade and Natural Resources District Office prior to any clearing.

9. Are docks, boathouses, etc. allowed?

This will vary from subdivision to subdivision and depend on local municipal policies. Contact the municipality or the regional Crown Land Management Specialist for information on specific subdivisions.

10. Are house trailers or mobile homes acceptable as cottages?

No, mobile homes, travel trailers, garage packages, yurts or other similar non-permanent structures do not meet the requirements for a cottage. All cottages must be permanent, fixed non-portable structures.

11. Can we move an old house or a ready-to-move (RTM) on to the lot?

Municipal restrictions may apply to relocation of previous lived-in homes or RTMs. Contact the rural municipality or the Office of Labour and Immigration – Inspection and Technical Services Division for further information.

12. What costs will I incur if I select a cottage lot on Crown land?

- a. Fees that you may be required to pay include the following:
- b. Application Fee \$100 (plus GST)
- c. Licence of Occupation Fee \$10.20 (plus GST)
- d. Purchase Agreement Fee \$200.00 (plus GST)
- e. Legal Description/Titles Fee = \$100.00 (plus GST)
- f. Transfer Document Fee \$50.00 (plus GST)

Note: There will be fees associated with building permits, Manitoba Hydro and MTS hook-ups. In addition, the Land Titles Office will have fees (Land Transfer Tax) related to the registering of the Transfer document. Further details related to their fees can be obtained by contacting the Land Titles Office at:

Phone (toll-free): 1-844-737-5684

Email: clientservice@teranet.ca

If the cottage subdivision is located within a rural municipality, the applicant will be responsible for payment of annual municipal taxes to the Rural Municipality. If the cottage subdivision is located outside of a Rural Municipality, there may be service fees applied through Municipal and Northern Relations – Northern Affairs Division.

Important Links

Economic Development, Investment, Trade and Natural Resources

Lands and Planning Branch - Cottage Program - <https://www.manitoba.ca/cottageprogram>

Environment and Climate Change

Parks Branch – Cottage Program - <https://www.manitoba.ca/sd/parks/park-facilities-and-services/cottaging/index.html>

Labour and Immigration – Inspection and Technical Services

Building Permits and Inspections - https://www.gov.mb.ca/labour/its/bldg_codes/permits_and_inspections.html

Manitoba Consumer Protection and Government Services

Real Estate Services Branch - <https://resd.ca/downloads/OnlineForms.aspx>

Municipal and Northern Relations

Northern Affairs Division - <https://www.gov.mb.ca/mr/northern/index.html>

Provincial Planning Regulation - <https://www.gov.mb.ca/mr/plups/index.html>

Teranet Manitoba

Land Title Offices - <https://teranetmanitoba.ca/>