Prince Albert
National Park

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Cottage Developmnet Guidelines 2026

Parks Canada Parcs Canada

Canada

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Prince Albert National Park
Cottage Development Guidelines 2026

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1. Introduction, Definitions, Related Documents, and General Overview

Introduction

These Cottage Development Guidelines (these "**Guidelines**") are intended to help guide development in the visitor centre of Waskesiu, the Lakeview Resort Subdivision and the Clare Beach Subdivision, located in Prince Albert National Park of Canada, excluding the whole of Blocks 11 to 23, as shown on plan No. 93824 filed in the Canada Lands Surveys Records at Ottawa, a copy of which has been deposited in the Saskatchewan Land Surveys Directory under No. 10194287 (the "**Park**").

Definitions

Terms used in these Guidelines that are defined in the National Parks of Canada Land Use Planning Regulations (the "**Regulations**") will have the same meaning in these Guidelines as in the Regulations. In addition, the following initially capitalized terms shall, when used in these Guidelines, have the meanings ascribed below:

1) "**Accessory Building**" means a building on a Cottage Lot that does not form part of the Cottage and, for greater certainty, includes sheds and open wall structures with an enclosed, fixed roof (including a Gazebo or carport).
2) "**Act**" means the *Canada National Parks Act.*
3) "**Cottage**" means a residential building located on a Cottage Lot used for, or designed for use as, living accommodations or that has facilities for sleeping, cooking, eating and sanitation.
4) "**Cottage Area**" means that portion of the Park comprising, collectively:
    a. Lakeview Subdivision #1,
    b. Lakeview Subdivision #2,
    c. Lakeview Subdivision #3,
    d. Prospect Point Range #1,
    e. Prospect Point Range #2,
    f. Prospect Point Range #3, and
    g. Lot 23 at Clare Beach.
5) "**Cottage Lot**" means a Parcel located in the Cottage Area.
6) "**Covered Patio**" means the portion of a Patio covered by a permanent roof structure.
7) "**Deck**" means an open Structure made of approved deck materials attached to or abutting the Cottage that is connected to and raised above the ground and is ancillary to the uses of the Cottage.
8) "**Develop**" means to construct, install, alter, move, remove, reconstruct, structurally repair, enlarge, demolish, or make an addition to, a Cottage, Roofed Terrace, Roofed Porch, Deck, Accessory Building, fence or other Structure, or to excavate the ground, dump fill, materially alter the grade of the land or surface drainage patterns, landscape an area with non-living materials such as paving stones or make alterations to such landscaping, and "**Development**" has a similar meaning.

9) *"**erect**"* includes to construct, excavate ground for a foundation, lay a foundation or remove or change the location or orientation of a Cottage, Roofed Terrace, Roofed Porch, Deck, Accessory Building, or any part thereof.
10) *"**Floor Area**"* means:
    a. for purposes of a Cottage, the total habitable space within the Cottage measured between the interior faces of walls for each habitable Storey of the Cottage (and, pursuant to the subsection 26(2) of the Regulations, must also include the total habitable space of any Roofed Porches and Roofed Terraces), and
    b. for purposes of an Accessory Building, the total horizontal area within the Accessory Building measured between the interior faces of walls.
11) *"**Front Lot Line**"* means:
    a. in the case of an interior Cottage Lot, an imaginary line drawn between the front lot corner survey posts that usually corresponds with the line delineating the public road right-of-way, and
    b. in the case of a corner Cottage Lot:
        i. with equal frontage, the front boundary line of the Cottage Lot, and
        ii. with unequal frontage, the boundary line of the Cottage Lot along the narrowest street frontage of the Cottage Lot,

    in each case as designated by the Superintendent.
12) *"**Front Yard**"* means, unless otherwise expressly provided in these Guidelines, that area of a Cottage Lot that fronts on the public road right-of-way on which the majority of Cottages have vehicular access and is usually the narrowest portion of the lot fronting on the road and includes an area of land extending across the full width of the lot and back from the Front Lot Line to a Cottage.
13) *"**Front Yard Setback**"* means the minimum perpendicular distance from the Front Lot Line to a Cottage, clear of projections.
14) *"**Height**"* means the vertical distance of a building measured from the lowest level of the surrounding grade to:
    a. the parapet, in the case of an existing flat roof,
    b. the Deck line, in the case of a mansard roof, or
    c. the mean height level between eaves and ridge, in the case of a gable, hip or gambrel roof.
15) "**Illegal Developments**" has the meaning ascribed in Section 9 of these Guidelines.
16) *"**Land Use Agreement**"* means a lease or licence of occupation, a grant, letters patent for public lands or any agreement between a person and His Majesty in right of Canada in respect of the use of land or a condominium unit in a park.
17) *"**Leaseholder**"* means a lessee of a Cottage Lot pursuant to a Land Use Agreement.
18) *"**National Building Code**"* or "**NBC**" means the requirements set out in any building, fire, plumbing, electrical or energy code that applies in the Province of Saskatchewan or that is published by the National Research Council of Canada or by the Canadian Standards Association, as amended from time to time.
19) *"**One-half Storey**"* means a Storey that is under a roof and has at least two top wall plates located not more than 0.6 m above the floor of the Storey.

20) "**Parcel**" means any land or condominium unit in the Cottage Area that is the subject of a Land Use Agreement.
21) "**Park**" means Prince Albert National Park of Canada.
22) "**Patio**" means an "in ground" or "on ground" area constructed adjacent to a Cottage using approved materials and which is ancillary to the uses of the Cottage (and which, for greater certainty, must comply with Front Yard Setback, Rear Yard Setback, and Side Yard Setback requirements).
23) "**Permit**" for the purposes of these Guidelines, means providing project authorization under section 6 and/or a permit issued under section 11 of the National Parks of Canada Land Use and Planning Regulations.
24) "**Project**" means any work or activity that is prohibited under subsection 3(1) of the National Parks of Canada Land Use and Planning Regulations.
25) "**Rear Lot Line**" means:
    a. in the case of a regular shaped Cottage Lot, the boundary line connecting the rear lot survey pins, and
    b. in the case of an irregular shaped Cottage Lot, an imaginary line drawn parallel to, and at the maximum distance from, the Front Lot Line.
26) "**Rear Yard**" means that area of a lot that extends across the full width of the Cottage Lot between the Cottage or an Accessory Building and the Rear Lot Line.
27) "**Rear Yard Setback**" means the distance measured horizontally from the Rear Lot Line to the nearest part of a Cottage or Accessory Building, clear of projections.
28) "**Regulations**" means the National Parks of Canada Land Use Planning Regulations promulgated pursuant to the Act.
29) "**Roofed Porch**" means a permanently covered Structure attached to and forming part of the Cottage front entrance (or the Cottage rear entrance) as an architectural feature of the Cottage designed to serve as a welcoming space and/or a transition area between indoors and outdoors.
30) "**Roofed Terrace**" means any portion of a Deck and any portion of a Terrace covered by a permanent roof structure.
31) "**Routine Maintenance**" means work or activity carried out only for the purpose of maintaining or repairing a Structure that does not alter the dimensions of the Structure or the colour or finish of the Structure's exterior, or a work or activity that is carried out for the purpose of altering the interior of a Structure, unless it includes a work or activity that, if it were not carried out on public lands, would be subject to the requirements set out in any building, fire, plumbing, electrical or energy code that applies in the Province of Saskatchewan.
32) "**Side Lot Line**" means the boundary line of a lot that connects the front lot corner survey pins to the corresponding rear lot corner survey pins.
33) "**Side Yard**" means that area of a lot between the Side Lot Line and the nearest part of a Cottage or Accessory Building, clear of projections.
34) "**Side Yard Setback**" means the distance measured horizontally from the nearest point of the Side Lot Line toward the nearest part of a Cottage or Accessory Building, clear of projections.

35) *"**Storey**"* means that portion of a Cottage or Accessory Building that comprises the space between the surface of any floor and the surface of the floor next above it or, if there is no floor above it, the space between the floor and the ceiling above it.
36) "**Structure**" means any temporary or permanent physical work, such as any building, facility, Deck, fence, or sign.
37) "**Superintendent**" means the Field Unit Superintendent for the Park, or his or her designate.
38) "**Terrace**" includes: (i) a Deck, and (ii) an open, flat outdoor area constructed adjacent to a Cottage using approved materials and located in very close proximity to (but slightly raised above) the ground.
39) *"**Trailer**"* means a vehicle or portable structure having no foundation other than wheels, jacks or skirtings and constructed to permit occupancy for dwelling purposes or for the carrying of goods.
40) *"**Yard**"* means the land contained within the property lines of a Cottage Lot that is not covered by a building or other Structure.

Related Documents

Other relevant documents that will be of use to Leaseholders, developers, and their respective contractors, are:

- *Canada National Parks Act*
- *National Parks of Canada Land Use Planning Regulations*
- *National Parks of Canada Water and Sewer Regulations*
- *The Waskesiu Community Plan*
- *Prince Albert National Park Facility Appearance Guidelines*
- *Prince Albert National Park Building Moving Directive*
- *Prince Albert National Park Yard Waste Directive*
- *The National Building Code of Canada*
- *The National Parks Lease and Licence of Occupation Regulations*
- *Canadian Standards Association Propane Storage and Handling Code*
- *Prince Albert National Park Snow Removal and Winter Road Maintenance Protocol.*

General Overview

These Guidelines are intended to detail the rules and procedures to Develop a Cottage Lot, including to build or modify a Cottage, Roofed Porch, Roofed Terrace (including a covered Deck), Deck, Accessory Building or other Structure; to outline the design criteria to be used when preparing plans for approval; and to provide procedural requirements for issuance of a lease to new lessees of a Cottage Lot at the time of sale or transfer of the lease or other Land Use Agreement governing the Cottage Lot.

These Guidelines are also intended to help guide future Cottage Development activities and suggest means for implementing such Developments so that Leaseholders and Parks Canada

Agency ("**Parks Canada**"), can assess the degree of conformity that will be obtained when the Development has been completed.

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

2. The National Building Code of Canada

Any reference to the National Building Code of Canada ("**NBC**") shall be interpreted to mean the most current NBC that applies in the Province of Saskatchewan or that is published by the National Research Council of Canada or by the Canadian Standards Association, as amended from time to time, as amended from time to time and in effect.

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

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

3. Leaseholder, Developer & Contractor Responsibilities

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

4. Effective Date and Revisions to these Guidelines

These Guidelines shall be considered to have come into effect on December 4, 2024, regardless of the date they were recommended for approval by The Waskesiu Seasonal Residents Association Inc. and the Waskesiu Community Council or approved by Parks Canada.

Revisions to these Guidelines will be made following, and based upon input derived from, a joint review by Parks Canada, The Waskesiu Seasonal Residents Association Inc., and the Waskesiu Community Council. Any of such stakeholders may request a review of all or any part of these Guidelines. Upon receipt of such a request, in writing, all three stakeholders have agreed to meet and initiate the review within ninety (90) days of such request.

To ensure that these Guidelines remain both relevant and clear, these Guidelines shall be automatically reviewed by the stakeholders within ninety (90) days following the earliest of the following dates:

i) December 31, 2028;
ii) the ten (10) year anniversary of the foregoing date (and on each subsequent ten (10) year anniversary thereafter); and
iii) the date upon which a new (replacement) edition of the NBC is released by the National Research Council of Canada.

If, prior to the release of a new (replacement) edition of the NBC, any future amendments to the NBC have, or appear to have, a significant impact on the health and/or safety standards applicable to Cottages and/or development in the Cottage Areas, representatives of Parks Canada, The Waskesiu Seasonal Residents Association Inc. and the Waskesiu Community Council will meet to review these Guidelines and to determine whether amendments to these Guidelines (or use of alternative solutions in accordance with the revised NBC) should be considered and/or implemented.

5. Permit Requirements

All appropriate Permits must be obtained from Parks Canada's townsite office located at the Visitor Centre (the "**Park Townsite Office**") prior to any construction or other Development commencing in the Cottage Area.

All Development, building, and other Permit applications should be submitted by email to waskesiuadmin@pc.gc.ca or delivered by mail to:

Townsite Development Office
Prince Albert National Park
Box 100
Waskesiu Lake, Saskatchewan S0J 2Y0

or hand delivered to the Park Townsite Office Monday to Friday 8:00 am to 12:00 pm and 12:30 pm to 4:00 pm.

6. Building Moving Directive

The *Prince Albert National Park Building Moving Directive (2010)*, as such directive may be amended from time to time, provides direction when moving private buildings within the Park and applies to all private buildings which will be moved into, out of, and within the Park. Leaseholders, developers, and their respective contractors must comply with the Prince Albert National Park Building Moving Directive, and a "Building Moving Permit" is required for all buildings moving into, out of, or within the Park.

Should snow removal by Parks Canada be required in relation to moving any building or Development, it will be at the Leaseholder's expense as per the Prince Albert National Park Snow Removal and Winter Road Maintenance Protocol. The Park requires two weeks (14 days) notice to accommodate snow removal requests.

Other building moving restrictions may apply. Please contact the Park Townsite Office to obtain a copy of the *Prince Albert National Park Building Moving Directive.*

7. Painting, Siding or Shingle/Roof Replacement

If a Leaseholder is re-siding, re-shingling, or re-roofing their Cottage, Roofed Porch, Roofed Terrace, or Accessory Building, or staining, or painting their Cottage, Roofed Porch, Roofed Terrace, or Accessory Building in a colour or with materials that are different from the materials or colours which were approved in the most recent Permit for the Cottage, Roofed Porch, Roofed Terrace, or Accessory Building, as applicable, a building permit is required. For clarity, Routine Maintenance of any Developments that were previously approved by Parks Canada in writing do not require a Permit.

Note: Roof materials shall be Class A rated in accordance with UL 790 (ASTM E 108) Standard Test Methods for Fire Tests of Roof Coverings.

8. Building Permit Term & Expiration

Permits will be issued in the manner, and for the term, contemplated in the Regulations and the interpretive guidelines in effect pursuant to such Regulations. All Permits, except for 'Certificates of Completion', will be issued with an expiry date. Work or activity authorized by the Permit cannot be performed after the expiration date.

Permit holders must apply for a Permit extension before a Permit expires. If work is unfinished after a Permit has expired, a new Permit application and approval is required before any remaining work can be completed. Alternatively, the Permit holder may choose not to complete the remaining work and request a certificate of completion.

If, after a Permit has expired, the project does not pass required inspections or is considered unsafe, a new Permit will be required, and the work must be completed before the property can be occupied. However, if the property creates a potential risk to heritage resources, other properties or the public, the Leaseholder may be in violation of other regulations under the Canada National Parks Act and must take action, as directed by the Superintendent (or their representative) to make mitigate risks, as soon as possible.

9. Development without a Permit (Illegal Development)

All Cottage Development within the Park requires a valid Permit issued by the Superintendent. Any Project undertaken without a valid Permit is considered an illegal development ("**Illegal Development**"). Illegal Developments within the Cottage Area will require correction by restoring the property to the condition of the most recent approved plans for the property or be made to meet the requirements of these Guidelines, the Act, and the Regulations by means of a retroactive Development Permit application (Note: retroactive applications may or may not be approved).

Until such time that the Illegal Development has been corrected, no new development applications will be considered. Further, no administrative changes to a Cottage lease (including but not limited to assignments of lease, lease surrenders, or mortgages) will be considered or processed by Parks Canada until all Illegal Developments in relation to the Cottage and the Cottage Lot have been removed or corrected.

10. Cottage Area Guidelines

A. Property Survey Pins

- All Cottage Lots are marked by 4 property survey pins.
- Park Townsite Office staff will locate property survey pins upon request by a Leaseholder.
- New and existing developments must enable the Park Townsite Office staff to continue to locate property survey pins. Leaseholders, developers, and their contractors must refrain from covering property survey pins with any items including, but not limited to, retaining walls, rocks, dividers, and borders. It is illegal to remove or tamper with property survey pins.
- If property survey pins cannot be located in relation to a Cottage Lot, it is the responsibility of the Leaseholder to have the property re-surveyed to verify building envelope and setback requirements.
- Park Townsite Office staff will also locate Cottage Lot property survey pins as part of the setback verification report for Development purposes.

B. Front Yard Setback

- A Front Yard Setback shall be provided of not less than 6.0 m (19.7') in depth by the full width of the Cottage Lot to provide a landscape area.
- No Cottage, Accessory Building, Deck, cantilever, satellite dish, ground unit air conditioner, storage unit, or other unapproved Structure, development or construction shall be permitted within the Front Yard Setback, subject to any approved variances.
- As a general rule, in most of the Cottage Area the "**Front Yard**" means that area of a Cottage Lot that fronts on the public road right-of-way on which the majority of Cottages have vehicular access and is usually the narrowest portion of the lot fronting on the road and includes an area of land extending across the full width of the lot and back from the front lot line to a Cottage. There are certain Cottage Lots that are exceptions to the foregoing general rule, however, being those Cottage Lots described in Appendix 1 attached to these Guidelines.

C. Side Yard Setback

- A Side Yard Setback of not less than 2m (6.5') shall be provided from the Side Lot Line for a Side Yard that is not abutting a street.
- A Side Yard Setback of not less than 5m (16.4') shall be provided from the Side Lot Line for a Side Yard that is abutting a street.
- In-ground walkways (paving stones, interlocking bricks or other approved materials of approved dimensions) may be constructed in the Side Yard Setback, at least 1m (3.25') from property line.
- No Cottage, cantilever, Deck, Accessory Building, steps, plastic storage units, ground unit air conditioner, or other unapproved Structure, development or construction is permitted in the Side Yard Setback, subject to any approved variances.
- Satellite dishes may project into the required Side Yard Setback.
- Wheelchair ramps are not permitted in the Side Yard Setback, subject to any approved variances.

D. Rear Yard Setback

- A Rear Yard Setback shall be provided of not less than 8.0 m (26.3') in depth by the full width of the Cottage Lot, subject to any approved variances.

E. Parking Stall Requirements

- No person shall:
    - replace an existing Cottage with a new Cottage,
    - construct a new Cottage on a Cottage Lot where no Cottage was present before,
    - materially change the Cottage Lot landscaping and/or the orientation of the existing Structures on a Cottage Lot, or
    - create a new room or addition that could reasonably be used as a bedroom, office or den, or
    - increase the total Floor Area of an existing Cottage unless 85% or more of the increased Floor Area is attributable to the addition of, or the expansion of any existing:
        - shared living space (such as, but not limited to, a living room, kitchen, or bathroom), and/or
        - laundry space, utility room, mechanical room, or dedicated closet space, and/or
        - a Covered Patio, Roofed Porch, or Roofed Terrace,

without providing on the Cottage Lot up to two (2) off-street automobile parking stalls in such locations as shall be approved by the Superintendent.

When the Superintendent is considering any request for approval of variance to the parking stall requirements in relation to any Cottage Lot, the Superintendent shall, without limitation, take into consideration the following factors: (1) the special layout and terrain of the Cottage Lot, (2) the aesthetic compatibility of such parking stalls, (3) the potential impacts on natural and cultural resources in the Park, and (4) the cost to the Leaseholder of constructing such parking stalls.

- **Additional Parking Stall Guidelines**
    - Notwithstanding anything provided in these Guidelines, no off-street automobile parking stalls shall be provided within a Front Yard or within a Side Yard abutting a street unless, in the opinion of the Superintendent,

the special layout and terrain of the Cottage Lot does not allow a reasonable alternative.

- Unless otherwise determined by the Superintendent, each off-street parking stall shall measure not less than 2.74 m (9.0') wide x 6.09 m (20') long.
- All Development proposals must clearly identify how they will meet the parking stall requirements set forth in these Guidelines or include an application for variance that clearly indicates why a variance regarding the parking stall requirements is justified.
- Under no circumstance is natural vegetation in green space areas to be removed or disturbed for parking outside Cottage Lots.
- Parking stall finishes may be gravel, shale, paving stones or interlocking bricks or other acceptable materials of acceptable dimensions.
- Unacceptable materials for parking stalls include poured concrete, asphalt, or any other nonporous material or brightly coloured finished products.
- If the Leaseholder or developer chooses to use interlocking bricks as a parking stall material, the portion of the total parking stall area covered shall be at least 2.74 m x 6.09 m (9' x 20'), and each paving stone or interlocking brick used for any parking stall shall have a minimum thickness of 60mm and not exceed a length of 305 mm (12"), width of 153.5 mm (6") and thickness of 100mm (4").
- A base filter fabric is allowed to be used underneath approved porous driveway finishes.
- Designated parking stalls must be finished in such a way as to permit vehicle access to the entire area. Where neighbouring Cottage Lot parking stalls are adjacent to one another, no obstruction between these parking areas will be permitted.
- Tent-style or portable garages and/or vehicle shelters are not permitted anywhere on a Cottage Lot or in the Cottage Areas.

- **"Keep the Rubber Off the Road" Policy in the Cottage Areas**
  - To help mitigate perceived congestion in the Cottage Areas during the summer months – especially to ensure good emergency vehicle access and to promote safety – Parks Canada, the Waskesiu Seasonal Residents Association, and the Waskesiu Community Council agree to support the application of the "*Keep the Rubber off the Road*" policy in the Cottage Areas starting in August of 2026.

11. Site Preparation

Clean fill material (soil) and gravel may be used to prepare the Cottage Lot. When building up the Cottage Lot to prepare for the placement of a Cottage, changes to the site:

- Must not negatively affect neighbouring properties in terms of building heights;
- Must not negatively affect neighbouring properties due to runoff/drainage patterns; and
- Must not negatively interfere with neighbouring properties parking stall use.

12. Cottage Construction Information

A. Cottage Floor Area

- Unless a greater Floor Area is permitted by the Regulations, Cottage developments will be permitted to develop to a maximum Floor Area of 130m^2 (1399 ft^2) provided, however, Floor Area development of a Cottage will only be permitted to the extent that the other requirements in these Guidelines have been fully adhered to (including, without limitation, parking stall requirements, Height restrictions, and all of the Side Yard Setback, Front Yard Setback, and Rear Yard Setback requirements).

- Any habitable area of a Cottage with a ceiling height, including a basement or crawl space, greater than 2m (6.56 ft) will be included in the Floor Area calculation.

- For greater certainty, any basement or crawl space that is less than 2 m (6.56ft) in height, shall not be included in the Floor Area calculation of a Cottage.

- In accordance with the subsection 26(2) of the Regulations, the Floor Area must be measured between the interior faces of the walls for each habitable Storey of the building and must include the Floor Area of any Roofed Porches and Roofed Terraces (including covered Decks that have a permanent roof structure attached to the Cottage).

- Roofed Terraces (including covered Decks) or Covered Patios that have a permanent roof structure separate from the Cottage or attached to an Accessory Building are not to be included in the total Floor Area calculation for the Cottage.

- For greater certainty, the Floor Area of Roofed Terraces (including covered Decks) or of Covered Patios that have a permanent roof structure that is separate from the Cottage or attached to an Accessory Building shall be included in the calculation for the total Floor Area of Accessory Buildings.

- Retractable privacy screens or netting may be installed from the permanent roof structure over a Roofed Porch, Roofed Terrace, or a Covered Patio

provided they are a manufactured type, CSA-approved and in approved colours only.

- Absent a permanent roof structure extending from the Cottage or Accessory Building over a Deck, Terrace, or Patio, retractable awnings, privacy screens or netting may also be installed over or within a Deck, Terrace, or Patio area and the affected area will not be included in the Floor Area calculation for the Cottage or an Accessory Building, provided they are a manufactured type, CSA-approved and in approved colours only.

- In addition, a soffit, eave or cantilever overhang extending from the Cottage or Accessory Building over a Deck, Terrace, or Patio equal to or less than 762 mm (30 inches) will not require the covered portion of the Deck, Terrace, or Patio to be included in the Floor Area calculation of the Cottage or Accessory Building.

- The Floor Area of a Cottage must be within a single structure.

B. Cottage and Exterior Wall Height

- Maximum Cottage Height shall not exceed one and one-half (1.5) Stories or 6m (19.69 ft), whichever is the lesser.

- In the case of sloped Cottage Lots, from the Front Lot Line to the Rear Lot Line, the lowest level of grade will be determined as the average between the low and high side of the Cottage Lot.

C. Bay Windows

- Bay windows cannot compromise Side Yard Setbacks or project into parking stalls.

D. Roof Profiles

- A variety of roof styles and shapes will be considered for approval. Harmony with the surrounding landscape and with surrounding buildings will be considered when Parks Canada is approving new Cottage roof styles, shapes, and designs.

E. Roof Profiles for Additions

- An addition must match the existing roof profile in style and slope.
- Low slope roofs will not be allowed on the front of the Cottage.
- Dormer, gable end or hip roof matching the existing style is acceptable.
- Shed styled roofs will be allowed if they match and continue the slope of the existing roof and are not gable end.
- Eaves must match the existing eaves, fascia, and trim board line.

F. Interior Wall and Ceiling Finishes

- Open stud construction is not permitted in Cottages.
- Interior wall and ceiling finishes that meet the requirements of the NBC are required.

G. Wood Burning or Propane Appliances

- All wood burning and propane appliances and their installations must be CSA-approved and installed in accordance with the manufacturer's CSA approved requirements.
- Chimneys for wood burning appliances shall contain spark arresters.
- Leaseholders are responsible for constructing and maintaining wood burning fixtures, chimneys, and appliances in a safe manner.
- Carbon monoxide alarms are required when wood burning appliances and/or propane appliances (including stoves and heaters) are installed.
- Outdoor fireplaces that utilize the full chimney of the Cottage that extends the required height above the Cottage roof will be allowed.
- Outdoor fireplaces shall comply with the NBC, including the non-combustible hearth standards of NBC 9.22.5.1 (Hearth Extension).
- A properly functioning (2.2 kg (5.0 lb.) or larger) ABC multipurpose fire extinguisher shall be located within the Cottage at a location that is readily accessible.

H. Cottage Skirting

- Cottage skirting is intended to protect the exposed sub-floor, utilities and structural elements from weather, pests and animals, and to prevent the buildup of deleterious material under Cottages on raised foundations.
- Skirting shall be installed around the full Cottage perimeter except where it adjoins a Deck area, or the Cottage is resting on solid concrete or wood foundation. Skirting shall be of a material that is compatible with the Cottage siding.
- Skirting is to be vented.

I. Foundations and Basements

- Permanent foundations are permitted.
- Applications for a permanent foundation must be approved and stamped by a structural engineer currently licensed to practice in the Province of Saskatchewan.
- Concrete or pressure treated pads are acceptable. These must be capable of carrying the structural loads of the building.
- Full basements are generally not permitted. For greater certainty, where the natural slope of the Cottage Lot would permit the development of a walk out basement, a walk out basement having a height greater than 2m (6.56') is permitted but the area thereof shall be included in the Floor Area calculation of the Cottage.
- Maximum height of stem walls or crawl spaces is 2m (6.56').
- Foundation walls above grade must be finished with parging, stone veneer, a siding material suitable for ground contact, or be skirted.

J. Water

- Water saving fixtures are required for all plumbing fixtures.
- Leaseholders are responsible for the installation, maintenance and repairs of water service lines connected to their Cottage Lot beginning at the surveyed property line of their Cottage Lot or beginning at the inground curb stop valve connection to the main supply line, whichever is closest to their Cottage.
- New or replacement service connection lines shall be Municipal polyethylene (PE) tubing that meets the CSA B137.1 standard.

- No Accessory Building, Deck or landscaping improvement shall be placed in a manner that restricts access to the inground curb stop box.
- The Leaseholder is responsible for the cost of any improvements removed by Parks Canada to facilitate access to the curb stop box.
- Parks Canada recommends that a water shut off valve be installed at the Cottage so that it is easily accessible without accessing the curb stop valve or having to crawl underneath a Cottage, Accessory Building or Deck.
- To prevent damage to the service line or curb stop valve, Parks Canada recommends that Leaseholders drain, and blow dry, their water service connection line at the end of each season.

K. Sewer

- "As built" drawings of sewer and water line locations are required.
- Leaseholders are responsible for the installation, maintenance and repairs of sewer service lines connected to their Cottage Lot beginning at the surveyed property line.
- The Park's requirement for sewer pipes is SDR 28 PVC with rubber gasket connections.
- No glued connections are allowed.

Note: Sewer Connections from the Cottage to the sanitary sewer main must be inspected by Parks Canada prior to backfilling. Leaseholders must contact the Park Utility Supervisor at panpassets@pc.gc.ca to schedule an inspection.

- Sump pumps are permitted for removal of excess surface water from or affecting Cottage foundations provided that the resulting flow is not discharged into the sanitary sewer system or onto neighboring properties.

- The Park requires that check valves be installed on the Leaseholder's sewer service line as a backup prevention measure.

- All plumbing work must comply with NBC specifications.

13. Deck Construction

A. Decks

- All Deck construction must comply with current NBC requirements.
- Deck construction must comply with all Front Yard Setback, Side Yard Setback, and Rear Yard Setback requirements.
- A Deck is considered to be part of the Cottage for the purpose of measuring setbacks but is not considered an Accessory Building.
- Built in Deck benches that are part of the guardrail are permitted. The bench and guardrail must meet NBC requirements for railings.
- Deck areas should be constructed to avoid damage to the root zone of adjacent trees (i.e., to the extent of branch spread of the tree).
- Leaseholders, developers, and their contractors must avoid excavation, filling, compaction, or construction directly within the root zone; cantilevered construction from beyond the root zone to within the branch spread/root zone is acceptable.
- Wheelchair ramps that meet the NBC barrier free requirements will not be considered part of the allowable Deck size. Wheelchair ramps will be evaluated on a case-by-case basis. Encroachments may be approved (but not in the Side Yard Setback area) on a temporary basis. Wheelchair ramps must be removed when no longer required, or upon sale of the Cottage or assignment of the Cottage Lot lease or Land Use Agreement.
- All Decks and guardrails shall comply with current NBC requirements.
- Decks measuring 0.6 m (2.0') or more above ground level must have guardrails.
- Deck and guardrail material shall be indicated on building plans for approval.
- Decks that are unnecessarily elevated to allow covered storage areas below the Deck will not be permitted.
- Deck guardrails are to be a minimum height of 0.91 m (36") and a maximum height of 1.09 m (42").

B. Deck Skirting

- Deck skirting is intended to protect the exposed sub-floor, utilities, and structural elements from weather, pests and animals and to prevent the buildup of deleterious materials under the Cottage or Deck.
- Deck skirting shall be installed around the full perimeter on any Deck less than 1.2m (4') in height.
- Where Deck skirting is not required, the full perimeter of a Cottage shall be enclosed with skirting or a solid foundation wall. All skirting shall be vented.

14. Accessory Buildings

- The total Floor Area in aggregate of all Accessory Buildings on a Cottage Lot shall not exceed 37m^2 (398 ft^2).
- The floor area of Terraces, Decks, or Patios covered with a permanent roof structure that is separate from the Cottage or attached to an Accessory Building, shall be included in the calculation for the total Floor Area of Accessory Buildings.
- Accessory Building location varies in relation to the Cottage, but shall comply with the following requirements:
  - i) The Accessory Building distance from the Cottage shall be no less than 1.22m (4.0ft).
  - ii) The Accessory Building shall be 1m (3.4') from lot lines if it is in that portion of a Side Yard Setback or Rear Yard Setback that does not abut on a street, or 5m (16.4') from the lot lines if it is in that portion of a Side Yard Setback or Rear Yard Setback that abuts on a street.
  - iv) The Accessory Building shall not be in the Front Yard.
- Maximum Accessory Building floor height shall be equal to or less than the floor height of the Cottage or Deck, where achievable.
- The maximum height of the Accessory Building walls shall not exceed 3m (9.8ft).
- Accessory Buildings may have a permanent slab foundation.
- Walls of Accessory Buildings are to be a minimum of 5 mm x 102 mm (2" x 4") construction.
- The aesthetic appearance of the Accessory Building shall be compatible with the Cottage and the natural characteristics of the Park.

- Accessory Building development shall not adversely affect the characteristics of the surrounding area.
- No Accessory Building shall be used for sleeping or living accommodation.
- For greater certainty, an Accessory Building may be used for household laundry and related equipment, however open stud construction may not be used in any portion of any Accessory Building housing any laundry facilities.

15. Acceptable Exterior Finishes and Colours for Cottages and Accessory Buildings

A. Colour

Exterior finishes and roof colours are to be in harmony with the natural surroundings and with adjacent buildings. Generally, earth tone colours should be used. The use of accent (bright) colours for windows, doors and door trim is acceptable provided they are used in small quantities.

The following guidelines are to be used by Leaseholders:

- Consider the effect of the colour scheme on neighbouring buildings.
- Treat wood siding with stains which give a subtle muted colour rather than with paint.
- Use colours sympathetic to the material they protect (e.g., wood stain in soft browns).
- Try to use materials that have natural integral colour.

Note: Leaseholders, developers, and their respective contractors must submit a sample of materials and colours (paint, siding, shingles) with the Permit application for approval by the Superintendent/Park Townsite Office.

B. Materials

- Roof materials shall be Class A rated in accordance with UL 790 (ASTM E 108) Standard Test Methods for Fire Tests of Roof Coverings. Material product information (manufacturer and style) and colour selections shall be submitted to the Park Townsite Office for approval prior to purchasing or installation.
- Fascia trim and soffit shall be materials that meet or exceed the requirements of the NBC.

- Siding shall be of materials that meet or exceed the requirements of the NBC. Leaseholders shall submit material product information (manufacturer and style) and colour selections, or material samples to the Park's Townsite office for approval prior to purchasing or installation.
- Stone – acceptable materials include field stone, cultured stone, or river rock for accent purposes.
- Windows and skylights - shall be materials that meet or exceed the requirements of the NBC.
- Decks and railings - acceptable materials include processed wood, engineered composite materials, and aluminum and composite railings, in approved colours.
- Patios, Terraces (excluding Decks), and parking stalls - paving stones, interlocking brick, and other acceptable materials that permit drainage of acceptable dimensions loosely bedded in sand may be used.
- Landscaping materials shall be natural materials including lawns, flowerbeds, trees, shrubs, gravel, shale, and woodchips. Trees, shrubs, raised flowerbeds may not encroach into Side Yard Setbacks or any designated parking stall.
- Landscaping features should be compatible with natural drainage and not direct drainage that will negatively affect neighboring properties.

16. Landscape Development

The Park Townsite Office has complete copies of guidelines for suggested plant species. Landscaping in a natural park setting is important to:

- assist in integrating the development with the natural setting;
- improve the overall appearance of the development;
- provide appropriate shade and wind protection;
- provide a natural screen for visual privacy from adjacent properties; and
- minimize disruption to the movement of surface water.

Comprehensive landscaping and drainage plans will be required as part of all building permit submissions for new Cottage developments or other Projects that involve landscape alteration.

The use of invasive plants that have the potential to spread throughout the Park is prohibited.

For disposal of yard waste, Leaseholders should refer to the *Prince Albert National Park Yard Waste Directive* available at the Park Townsite Office.

Except as permitted by the Regulations, a Tree Removal Permit is required to remove or delimb any tree or shrub on leasehold property. Tree Removal Permit applications can be obtained/submitted at the Park Townsite Office.

Space within Prince Albert National Park may be available for the disposal of trees, brush, and dirt. A disposal site for yard waste is currently located on the bypass road connecting Highway 264 with Highway 263. Contact the Parks Canada's development office at wasksiuadmin@pc.gc.ca or the Asset Management Office at panpassets@pc.gc.ca or the Park Townsite Office during business hours to determine if space is available for timber and other overburden materials.

17. Propane Storage Tanks

- Propane tanks are limited to a maximum size of 420 litres. The tank size and location must be identified on the Cottage Lot site plan for approval. Tanks must not encroach on any parking stall or any of the setback requirements. Tanks must be installed according to the Canadian Standards Association Propane Storage and Handling Code.
- Propane appliances must be installed according to the Canadian Standards Association Natural Gas and Propane Installation Code.
- The use of standard 20 lb tanks (i.e., barbecue tanks) on Cottage Lots is not restricted by these Guidelines.

  Note: Due to vehicle weight restrictions in the Cottage Area, propane supply trucks will be permitted to access the Cottage areas from the period of December 1 to March 31. Should snow removal be required, it will be at the Leaseholder's expense. The Park requires 14 days notice to accommodate snow removal requests.

18. Solar Power

- Applications for the use of solar power will be evaluated on a case-by-case basis.
- Net Metering (supplying power back to the grid), rather than storage in batteries, is the preferred installation.
- All solar power units located in a Structure are required to have the ability to turn off the solar power from the outside of the Structure.

- Wind power is not permitted in the Cottage Area due to potential noise, and aesthetic and safety issues associated with wind generators and the required towers.

19. Fences and Hedges

- No person shall, on a Cottage Lot, construct a fence or cultivate a species of hedge not approved by Parks Canada or that is incompatible with the natural characteristics of the Park.
- Fences erected on a Cottage Lot shall not be more than one and one-half metres above grade in height and shall not be spiked or barbed so as to be a potential danger to people or animals.

20. Mobile or Temporary Accommodation

- No person shall use, or permit the use of, a Trailer, recreational vehicle, motor home, camper-truck, or tent on a Cottage Lot for the purpose of a temporary or permanent residence.
- No person shall use, or permit the use of, or erect a tent on a Cottage Lot for the purpose of a temporary or permanent residence.

21. Swimming Pools & Hot Tubs

- No person shall construct or install a swimming pool on a Cottage Lot.
- Hot tubs are permitted with a maximum sidewall length of 2.44 m (8') on any side.
- Decks and/or foundations supporting hot tubs must be professionally designed and certified.

22. Miscellaneous Items

- All Cottages shall have the civic address displayed so it is visible from the street.
- Satellite dishes must be located within the boundaries of the Cottage Lot.
- No person shall use their Cottage parking stall(s) as a permanent or long term (over 3 weeks) parking area for any type of non-functioning vehicle. Doing so may be deemed a nuisance by the Superintendent and the vehicle will have to be removed from the Park.

- Rainwater must be collected and discharged appropriately, so as not to negatively affect neighbouring properties.
- Dispersion of rainwater must be included in landscaping and drainage plans.

23. Informal Dispute Resolution Process

- In the event a dispute arises between a Leaseholder and Parks Canada regarding the interpretation or application of any of the provisions of these Guidelines, upon a written request being made by the Leaseholder to Parks Canada, the Leaseholder and a representative of Parks Canada shall agree to meet in person, by video conference or by teleconference to review and discuss the issue in good faith and exchange additional information as may be of assistance, and may agree to meet again at a later date, to determine if the dispute can be resolved amicably prior to a Leaseholder pursuing more formal review or dispute mechanisms; provided, however, that nothing in this section shall suspend the operation of any time limit to formally request a review of any decision of the Superintendent or Parks Canada under the Regulations, or as may be imposed by any other Act or Regulation.

24. Coming into Force of Guidelines, Prevailing Terms

- These Guidelines are deemed to come into force concurrently with the coming into force of the Regulations.
- In the event of a conflict between the provisions of these Guidelines, on the one hand, and the provisions of the Regulations or of the Act, on the other hand, the provisions of the Act or Regulations shall, as applicable, prevail.

25. Environmental Impact Assessment Requirements

- In accordance with Section 11 (2) of the National Parks of Canada Land Use Planning Regulations and Section 82 of the *Impact Assessment Act* (S.C. 2019, c. 28, s. 1), Parks Canada cannot authorize or permit any Project unless it has been determined that the Project is not likely to cause significant adverse environmental effects. To make this determination, an environmental impact assessment must be completed for all Cottage Projects within Prince Albert National Park. This includes, but is not limited to, construction, installation, modification, replacement, decommissioning, maintenance work requiring a Permit, or abandonment of a building, prefabricated structure, or utility service connection.
- The proponent of a Project (the Leaseholder) is responsible for completing an Impact Assessment project description or checklist (an "**IA Project**

Description/Checklist"). In most cases, this IA Project Description/Checklist will meet the requirements of the *Impact Assessment Act* and Cottage developments will fall within the scope of the Parks Canada Pre-approved Impact Assessment for Routine Projects within the Community of Waskesiu Lake ("Waskesiu PRIA"). However, additional environmental screening may be required for a Project based on the information provided in the IA Project Description/Checklist, in which case the Waskesiu PRIA does not apply and the Project will require a basic or detailed impact assessment.

- Copies of the IA Project Description/Checklist form will be included with the development permit applications and are also available at the Park Townsite Office. A Permit will not be issued for a Project unless a completed and signed IA Project Description/Checklist for that Project has been submitted to the Park Townsite Office.

26. Property Inspections for the purpose of Assignment of Lease (Sale of a Cottage)

A review of the property development file and a physical inspection of the property is required prior to completing a sale of a Cottage (and/or the assignment of the Land Use Agreement governing the Cottage Lot).

- Upon notification of a pending sale and/or assignment of lease, Parks Canada realty and development staff will review the most current approved development plans and conduct a site inspection of the property.

- The purpose of the site inspection is to compare the most current approved plans to the actual conditions on site. Any variations of the property from the approved plans on file will be considered an Illegal Development and must be corrected prior to the assignment of lease being authorized.

- Correcting variations from approved plans can be done by restoring the property to the condition of approved plans or by applying to retroactively permit the variations. Note: retroactive applications may or may not be approved.

For greater certainty, transfers and sales of Cottages (and any related assignments of leases arising therefrom) and changes to lease provisions (including, for example, name changes, mortgages of lease, assignments to joint names or to a surviving joint tenant as a result of death, assignments to Beneficiaries from an Estate) do not trigger any requirements on the part of the existing or new Leaseholder to bring a previously approved Development (including a Cottage, Accessory Building, Roofed Porch, Roofed Terrace, Deck or any other Structure) into compliance with the requirements of these Guidelines, save and except for the correction of Illegal Developments (as defined in Section 9 of these Guidelines).

For changes to leasehold property such as assignment of lease, name changes, mortgages of lease or any other questions concerning lease administration, please contact the Park Townsite Office.

27. Acknowledgements

Parks Canada would like to thank all Waskesiu Community Council members (including Jim Kerby, Rob Phillips and Jennifer Wood) along with members of the Waskesiu Seasonal Residents Association Inc. (namely Paul Pinder, Herb Pinder and Kurt Wintermute) for their efforts in reviewing and revising these Guidelines.

We would also like to acknowledge the individual contributions of Parks Canada staff involved in reviewing and revising these Guidelines, including Gregg Rutten, Scott Nesbitt, and Jennifer Duquette.

1 APPENDICES

APPENDIX 1 – EXCEPTIONS TO FRONT YARD GENERAL RULE

For the following Cottage Lot addresses the "**Front Yard**" is defined as the portion of the Cottage Lot that is closest to Waskesiu Lake:

Civic Address	**Block / Range**	**Lots**
Swan Street	Block 1	*1 to 11*
1400 Swan		1
1408 Swan		2
1416 Swan		3
1424 Swan		4
1432 Swan		5
1440 Swan		6
1448 Swan		7
1456 Swan		8
1462 Swan		9
1470 Swan		10
1478 Swan		11

Robin Street	Block 2	*1 to 10*
1372 Robin		1
1366 Robin		2
1358 Robin		3
1350 Robin		4
1342 Robin		5
1336 Robin		6
1328 Robin		7
1320 Robin		8
1312 Robin		9
1304 Robin		10

Prospect Drive	Range 1	*(2-8, 11-16, 19, 22-24)*
422 Prospect		2
420 Prospect		3
418 Prospect		4
414 Prospect		5 - 6
402 Prospect		11
400 Prospect		12-13
318 Prospect		14
316 Prospect		15
206 Prospect		22 - 24

Larch Street	Range 3	*1 to 4*
112 Larch		1
108 Larch		2
106 Larch		3
100 Larch		4