



# Information Package

First-Come, First-Served  
Cottage Lot Program

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For additional information and updates,  
visit our website at:  
[www.ManitobaParks.com](http://www.ManitobaParks.com)

For questions, contact the  
Public Information Line at:  
Winnipeg: 204-945-8872  
Email: [parkdistricts@gov.mb.ca](mailto:parkdistricts@gov.mb.ca)



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# **First-Come, First-Served Cottage Lot Program**

## **1. Introduction**

Cottage lots in listed Provincial Park subdivisions are being made available for 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 Environment and Climate Change, Manitoba Provincial Parks Cottage Program website at [www.ManitobaParks.com](http://www.ManitobaParks.com) . Subdivision information and mapping is also available on this 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 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 the District Park Supervisor for Provincial Park cottage lots. Specific contact information for subdivisions can be found on the Manitoba Parks Cottage Program website.

## **2. Lots Available for Lease**

Cottage lots that have been offered for 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.

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 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 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 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 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 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 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 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 a new lease can be found on the Manitoba Provincial Parks 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 wishing to make changes 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 lease a cottage lot from existing First-Come, First-Served inventory.

### **Mail-in Applications**

Applications are to be mailed or delivered to:

The Real Estate Services Branch  
308-25 Tupper Street North  
Portage La Prairie, MB R1N 3K1

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 lease agreement ready for signature.

### **Application Fees**

An application must be accompanied with full payment of the required application fee of **\$52.50 (\$50+GST)** as well as the full payment of the required Lot Development Fee of \$1,500.00 (no GST). Payment options for the fees include cash, 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 payments are accepted at 308-25 Tupper Street North, Portage La Prairie, Manitoba.

Application fees are non-refundable. If you apply for a lot, but do not complete the 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 and lot development fee not received.
- Not the original signed application form (facsimile and photocopies are not permitted).
- Delivered to any office other than The Real Estate Services Branch, 308-25 Tupper Street North, Portage La Prairie, MB R1N 3K1.
- 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(s) for rejection.

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

## **5. Agreements**

### **Provincial Park Lease Agreement**

A successful applicant will be required to enter into a cottage lot lease agreement and pay the one-time lot development fee.

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 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.

### **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

Anyone wishing to assign a lease 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 Real Estate Services Branch  
308-25 Tupper Street North  
Portage La Prairie, MB R1N 3K1

Provincial Park assignment application forms are available on the Manitoba Provincial Parks Cottage Program website at [www.ManitobaParks.com](http://www.ManitobaParks.com) and are subject to a fee of \$40.00 under the Provincial Parks Fee Regulation.

## **7. Taxes**

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

## **8. Construction of Cottages**

It is a condition of the Lease Agreement 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.

Construction of cottages and vacation homes in Provincial Parks must comply with **The Cottager's Handbook and Development Guidelines** available at: [www.ManitobaParks.com](http://www.ManitobaParks.com)

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.

## **9. Representations and Warranties**

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

The province makes no warranties or representations, except those stated in the 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.

## **10. 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.

## **11. Contact Information**

For detailed information on site locations, rules and guidelines, applications, agreements and copies of the "Cottager's Handbook", visit: [www.ManitobaParks.com](http://www.ManitobaParks.com)

For questions, contact the Manitoba Parks public information line at:

Telephone: 1-204-945-8872

Email: [parkdistricts@gov.mb.ca](mailto:parkdistricts@gov.mb.ca)



Real Estate Services Branch  
308-25 Tupper Street North  
Portage La Prairie, MB R1N 3K1

## 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.

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## Important Links

Environment and Climate Change

**Parks Branch – Cottage Program** – [www.ManitobaParks.com](http://www.ManitobaParks.com)

Labour and Immigration – Inspection and Technical Services

**Building Permits and Inspections** - [https://www.gov.mb.ca/labour/its/bldg\\_codes/permits\\_and\\_inspections.html](https://www.gov.mb.ca/labour/its/bldg_codes/permits_and_inspections.html)

Public Service Delivery

**Real Estate Services Branch** - <https://resd.ca/>