

COPY

HAMLET OF CORAL HARBOUR, NT  
BY-LAW NUMBER 124

A by-law of the Municipal Corporation of the Hamlet of Coral Harbour in the Northwest Territories to provide for the administration of municipal lands, pursuant to the Hamlets Act, R.S.N.W.T., 1988, C. H-1, s. 132.2.

WHEREAS the Council of the Municipal Corporation of the Hamlet of Coral Harbour deems it to be desirable to establish a uniform process for the disposal of real property owned, leased or otherwise held by the Hamlet;

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE HAMLET OF CORAL HARBOUR, at a duly assembled meeting, enacts as follows:

Short Title

1. This By-law may be cited as the "Land Administration By-law".

Interpretation

2. In this By-law:

- a) "Council" means the Council of the Municipal Corporation of the Hamlet of Coral Harbour;
- b) "development cost" means the costs directly incurred by the Municipality in developing land, including but not limited to the costs of:
- (1) planning and engineering design;
  - (2) project management;
  - (3) road construction;
  - (4) land fill;
  - (5) open spaces;
  - (6) piped water and sewer lines;
  - (7) electrical distribution lines (and poles);
  - (8) legal surveys;
  - (9) land acquisitions and disposal costs;

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(10) financing charges, including interest, for any loans incurred in developing the land;

- c) "disposal of land" means the lease or other disposition of land;
- d) "equity lease" means a lease for which all annual lease payments are credited against the total lot price until such time as the lot price is paid in full;
- e) "lands" means real property owned, leased or otherwise held or acquired by the Municipality;
- f) "lot" means a parcel of land, for which development costs have been incurred and which has been duly described or surveyed for the purpose of acquisition, lease or other disposition;
- g) "lot price" means the valuation of a lot;
- h) "market value" means the value of a parcel of land based on the amount that a willing buyer would pay to a willing seller. This value shall be determined by a professionally qualified land appraiser or by public tender or auction;
- i) "Minister" means the Minister of Municipal and Community Affairs;
- j) "Municipality" means the Municipal Corporation of the Hamlet of Coral Harbour, which is represented by the Senior Administrative Officer or his or her designate, except when decisions of Council are required;

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- k) "new lots" means vacant lots which are developed after the date of this By-law;
- l) "off-site levy" means a surcharge levied by the Municipality to a lessee of municipal lands at the time of lease execution to assist in the payment of all or part of the capital costs of new or expanded infrastructure, including land, such infrastructure being located outside the lands being leased, but of direct, though not exclusive, benefit to the lessee;
- m) "replacement cost" means the estimated development costs for a parcel of land, updated to the current year, representing the costs to develop a similar lot and incorporating site-specific factors;
- n) "site-specific factors" means factors which may be used, where applicable, in adding or subtracting up to twenty-five percent (25%) of the development costs of new lots or the replacement cost for existing developed lots, and which may be composed of:
- (1) size of land parcel;
  - (2) site conditions;
  - (3) desirability of location;
  - (4) adjacent land uses; and
  - (5) proposed land use.

The addition of site-specific factors for new lots shall not result in development costs for the entire subdivision being exceeded.

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Application of the By-law

3. This by-law shall, except as otherwise expressly authorized by the Minister, apply to all acquisitions, leases or other dispositions of land by the Municipality.

Preconditions to Acquisition and Disposal of Land

4. Land speculation will be discouraged.
5. Neither the Municipality nor any authorized representative of the Municipality shall make or enter into any offer, agreement or other arrangement for the purchase, lease or other disposition of lands except by by-law in the form of Appendix A or Appendix B attached hereto, and each such by-law shall contain:
- a) a complete legal description of the lands to be acquired, leased or otherwise disposed of;
  - b) the minimum consideration to be paid for the acquisition, lease or other disposition of the lands; and
  - c) the terms and conditions, if any, upon which the lands shall be acquired, leased or otherwise disposed of.
6. No by-law for the acquisition, lease or other disposition of land, shall be passed pursuant to Sections 132.2(4) or 132.2(5) of the Hamlets Act, until:
- a) it has been established through a search at the appropriate Land Registry Office, that the Municipality may lawfully acquire, lease or otherwise dispose of the lands;
  - b) an inspection of the lands has been conducted to determine:
    - (1) if the lands are occupied;

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- (2) if there are any improvements situated on the lands;
  - (3) if there are any easements affecting the lands; and,
  - (4) such other information as Council may, in its discretion, consider to be relevant;
- c) the Senior Administrative Officer has advised Council as to the value of the lands and any improvements situated thereon and that the proposed use of the lands shall comply with the Zoning By-law or Land Use Plan in effect in the Municipality.

Advertising of Land for Disposal

7. a) Subject to subsection 7(c), the Municipality shall not lease or otherwise dispose of lands until it has published a notice of such proposed lease or other disposition:
- (1) by advertisement for two consecutive weeks in a newspaper having weekly circulation in the Municipality; or,
  - (2) by notice posted in three prominent places in the Municipality for a period of at least two weeks.
- b) Each advertisement or notice shall contain:
- (1) a sketch, drawn to scale, identifying the size and location of the lands to be leased or otherwise disposed of;
  - (2) the minimum consideration for which the lands will be leased or otherwise disposed of;
  - (3) an indication as to the method to be employed in leasing or otherwise disposing of lands; and ...6

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- (4) an indication as to where and when applicants may obtain information and application forms.
- c) Subsections 7 (a) and 7 (b) shall not apply to:
- (1) lands required by the Federal or Territorial Government;
  - (2) lands which can only be of use to an adjoining owner/lessee;
  - (3) additional adjacent lands required for expansion of an owner's/lessee's existing or proposed development; and
  - (4) lands upon which a Municipality owned staff housing unit is located in the event that the Municipality decides to sell off any of its staff housing units.
- d) The Municipality shall readvertise for lease or other disposition, lands for which:
- (1) an application has been made but withdrawn by the applicant after acceptance by the Municipality;
  - (2) a Lease has been granted but terminated prior to the construction of any improvements on the lands; or
  - (3) re-zoning has taken place and the lands remain untenured.

Applications for Land

5. The Municipality shall only accept a written application for land in the form of Appendix C. This form shall contain, but not be limited to;

- a) the legal name of the applicant or applicants;

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- b) the legal description of the land;
  - c) the purpose for which the land is to be used;
  - d) a request, if applicable, for joint tenancy or tenancy-in-common;
  - e) a declaration of residency of the applicant or applicants;
  - f) the signature of the applicant or applicants; and
  - g) a non-refundable application fee \$100.00.
9. The Municipality shall keep a ledger of all lands containing:
- a) a full legal description of the lands;
  - b) the location of the lands within the Hamlet;
  - c) a valuation of the lands for purpose of lease or other disposition;
  - d) the terms and conditions upon which the lands may be leased or otherwise disposed of; and
  - e) an indication of whether the lands have been leased or otherwise disposed of, or whether there is a pending lease or other disposition of the lands.
10. The ledger kept pursuant to Section 9 of this by-law shall be open to inspection by the public at the Municipality office during normal business hours.

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Terms and Conditions of Land Disposals

11. a) The standard term of all lease documents shall be a minimum of 30 years for Residential and Commercial leases.
  - b) The term of leases referred to in subsection 11 (a) may be varied at Council's discretion based on the nature and value of the improvements to be constructed. The term of all other leases will be at Council's discretion.
  - c) Renewal of leases will not be unreasonably withheld.
12. The Municipality, in the leasing or otherwise disposing of new lots for residential purposes, shall ensure that prospective private home owners have preference over lessees who wish to acquire more than one lot at a time, except when lots are required by:
    - a) the Federal or Territorial Government;
    - b) the Northwest Territories Housing Corporation or their clients; or
    - c) the Canada Mortgage and Housing Corporation.
13. The Municipality, in leasing or otherwise disposing of new lots, shall require that commencement of construction of improvements on the lots must occur within one year of the effective date of the lease or the lease may be cancelled at the discretion of the Council. The Municipality shall require that improvements to be constructed on the lots be completed within 24 months of the effective date of the lease or the lease may be cancelled at the discretion of the Council. Subject to Section 14, if construction has not commenced within one year of the effective date of the lease or if construction has not been completed within 24 months of the effective date of the lease, the land may revert back to the Municipality.



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14. The Municipality may allow a 12 month extension to either the 12 month construction commencement or the 24 month construction completion terms outlined in Section 13. The criteria to be used by the Municipality in order to grant an extension are as follows:
- a) a written request to have an extension granted must be received by the Municipality not later than 90 days prior to the expiration of the applicable period;
  - b) written explanation for the delay in construction;
  - c) explanation for the incentive to complete construction within the extension period;
  - d) a detailed construction plan outlining how, if a further one year extension is granted, the improvements will be constructed within the allowable timeframe;
  - e) proof that financing, human and other resources necessary for the completion of construction are in place;
  - f) all outstanding debts to the Municipality of the lessee or lessees have been paid; and
  - g) where required by a Zoning By-law, application for a development permit has been made.
15. Every disposal of land shall be in writing.
16. The Municipality shall not lease or otherwise dispose of new lots by auction.
17. The Municipality shall lease lands by one or a combination of the means outlined in subsections 17 (a), 17 (b) and 17 (c). Council will at their own discretion decide which method of disposition will be employed and when the method will be employed.

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- a) On a First-Come-First-Served basis until such time that Council, at its discretion, determines that another means of disposition would be more appropriate;
  - b) Public Draw, where demand indicates that a draw is required, with the provision that Council approved guidelines are a prerequisite to any draw taking place;
  - c) Development Proposal Call, as set out in Section 19;
18. The period of residency of the applicant or applicants to ensure that residency requirements for Residential lots are as follows:
- a) For individuals, any applicant must have been a resident, as defined in the federal Income Tax Act, of Coral Harbour for a continuous period of two years at the time of the application or at some previous time; and
  - b) For any company applying for a residential lot, the company must have had a permanent establishment, in Coral Harbour for at least two years at the time of application;
19. The Municipality shall decide whether, and under what circumstances, formal development proposals or bids will be asked from prospective lessees and may use the proposal call tender system outlined in Appendix D.

Pricing of New Lots

20. The lot price shall be determined by development costs including any allowance for site specific factors.
21. The Municipality shall recover all development costs in the valuation of lands for disposal, subject to section 22.

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22. The Municipality may, when it is unable to lease or otherwise dispose of a lot, reduce the price of the lot below its development cost:
- a) when the lot has not been developed through financing from the Government of the Northwest Territories or a financial institution, or
  - b) when the lot has been developed through financing from the Government of the Northwest Territories or a financial institution and the reduced price is approved by the Minister.

Pricing of Existing Lots

23. The Municipality in leasing or otherwise disposing of existing developed lands shall determine lot price by either of the methods in subsection 23 (a) or 23 (b). The method to be used for each disposition of existing lots will be at the discretion of Council.
- a) replacement cost; or
  - b) the market value as determined by:
    - (i) a qualified land appraiser or assessor; or
    - (ii) a call for bids, by public tender or by auction, in which the advertised minimum price is not less than the replacement cost. This method of pricing cannot be used when the land has improvements on it which are not owned by the Municipality.
24. The Municipality shall, in the leasing of lands, charge rent based on a rate of not more than ten percent (10%) of the lot price a year, unless otherwise authorized by the Minister.

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25. The standard annual lease rates charged for a lot under this by-law will be three percent (3%) of the lot price per annum to a maximum of \$250.00 for Residential. Council, at its discretion, may establish by Resolution the lease rate to be charged for other types of lots or vary the lease rate for dispositions of land to non-profit organizations.
26. The Municipality may permit leases to accumulate value, through the issuance of equity leases, at terms and conditions to be approved by Council.

Off-Site Levies

27. When disposing of land, the Municipality may levy a surcharge to lessee of lands to help pay for all or part of the Municipality's capital cost for all or any of the following:
- a) new or expanded facilities for the storage, transmission, treatment, or supply of water;
  - b) new or expanded facilities for the treatment, movement or disposal of sewage;
  - c) new or expanded storm sewer drainage facilities;
  - d) new or expanded roadways and sidewalks; and
  - e) land required for, or in connection with, any of the facilities described in a), b), c), and d).
28. The Municipality shall not include, as part of any off-site levy, any costs paid for by grants or contributions received from the Government of the Northwest Territories.
29. The Municipality shall clearly identify to the public that any off-site levy is a separate surcharge above the lot price, which is collected together with the lot price.

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30. The Municipality shall place all off-site levy revenues in a separate account to be used for the purposes set out in Section 27.

Land Development Reserve Account

31. The Municipality shall open and maintain a separate financial account in which all revenue obtained from the leasing or otherwise disposing of lands will be placed.
32. The Municipality shall, in regards to the account identified in section 31:
- a) establish clear procedures for the management and operation of the account; and
  - b) use all expenditures from the account for the sole purpose of acquiring and/or developing land by the Municipality, unless written approval by the Minister is obtained for other types of expenditures.

Private Sector Development of Lands

33. The Municipality shall encourage the utilization of the private sector in the development of lands only if:
- a) the Municipality has prepared a cost estimate of the project as if it were to develop the land; and
  - b) the private sector can develop the land such that the lot price is the same as, or less than, the Municipality would charge under its estimate in subsection 33 (a).
34. If in the opinion of the Municipality, the private sector can develop the lands in a cost-effective manner as outlined in section 33, the Municipality shall call for proposals.
35. The Municipality, in disposing of vacant lands to a private developer, shall:

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- a) do so by way of a Lease to which a subdivision agreement may be attached;
- b) require the developer to establish a land disposal procedure that is consistent with this by-law;
- c) require the developer to provide a list of the prices of the lots to be developed;
- d) specify, in the Lease, the standards to which the land must be developed; and
- e) Specify in the Lease, that in cases of non-compliance with regard to subsections 35(a), 35(b) or 35(c), the Lease will be cancelled.

Easements

36. The Municipality may, in the public interest, establish easements through, under or over any portion of the land for any public utility purpose, but the said easement shall not interfere with the rights granted to the lessee or any improvements made by the lessee on the lands.

Lease Assignments (Transfers)

37. Annual lease rental owing to the Municipality and any taxes owing to the Government of the Northwest Territories must be paid in full prior to the assignment of a lot. The lessee must provide proof of ownership. Assignment of lease will not be allowed when the improvements to the land have not been completed as per the original lease agreement.

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Lease Surrenders

38. Annual lease rental owing to the Municipality and any property taxes owing to the Government of the Northwest Territories must be paid in full prior to the surrender of a lease. The lessee must remove all improvements from the land and return the lot to its original state which is satisfactory to the Municipality. The lessee must deliver up to the Municipality the duplicate leasehold title where one exists.

Cancellation of Lease

39. If the Municipality cancels a lease due to non-compliance with any terms and conditions of a lease:

a) Where there is a debt owed to the Municipality, the Municipality may seek an order to retain the right to any improvements upon the leased lands;

b) Where there is no debt owing to the Municipality, the lessee shall remove any improvements and restore the site within 30 days, failing which the Municipality may seek an order allowing for the removal of the improvements;

c) Where the duplicate leasehold title for the lands has not been surrendered in accordance with the Land Titles Act, the Municipality shall seek an order cancelling the leasehold title.

Quarries

40. a) The Municipality may issue quarry permits, subject to the development of a schedule of fees to be charged prior to the issuing of any quarry permits, for the temporary use of a quarry site.

b) The Municipality may, by way of Council Resolution, establish a quarry fee to cover the costs as follows:

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- permit fees;
  - restoration of existing quarry pits after it has been completely used up;
  - road maintenance fees;
  - future quarry development fees; and
  - operating and administration fees.
- c) The quarry fees to be charged in subsection 40 (b) are based on the cost of developing; operating and administration; maintenance and subsequent restoration of quarries.
41. The Municipality shall open and maintain a separate financial account in which all quarry fees collected will be placed.
42. The Municipality shall, in regards to the account identified in section 41, establish clear procedures for the management and operation of the account.
43. The Municipality shall only accept a written application for a quarry permit in the form of Appendix E. This form shall contain, but not be limited to:
- a) the legal name of the applicant or applicants;
  - b) a description of the type of material to be removed from the quarry;
  - c) the quantity of each type of material to be removed from the quarry;
  - d) the purpose for which the material is to be used;
  - e) the signature of the applicant or applicants; and

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- f) a non-refundable permit fee \$100.00.

Land Use Permits

44. The Municipality may issue land use permits, for the temporary use of land, in accordance with Appendix F. An application for land use permits should contain the information shown in attached Appendix G. The Municipality may, by way of Council Resolution, establish a land use permit fee.
45. Any environmental impacts of the proposed use must be addressed by the applicant to the satisfaction of the Municipality prior to the issuance of a permit.

By-Law Administration

46. Council may by resolution adopt standard forms of agreement for the administration of land and the Municipality may make minor changes not affecting the intent of these forms of agreement as may be necessary for such administration.

Appendices

47. The following appendices shall form part of this by-law:
- Appendix A - Sample Acquisition By-law
  - Appendix B - Sample Disposal By-law
  - Appendix C - Sample Lease Application Form
  - Appendix D - Guidelines for Proposal Calls
  - Appendix E - Sample Quarry Permit Application Form
  - Appendix F - Land Use Operations
  - Appendix G - Application for Land Use Permit
48. Minor changes to the Appendices can be made by way of Council Resolution without amending this by-law provided that the revisions do not alter the intent of this by-law.

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Read a first time this 13th day of October, 1995 A.D.

*Louis R. [Signature]*  
Mayor

*Louis M. [Signature]*  
Senior Administrative Officer

Read a second time this 20th day of December, 1995 A.D.

*Louis R. [Signature]*  
Mayor

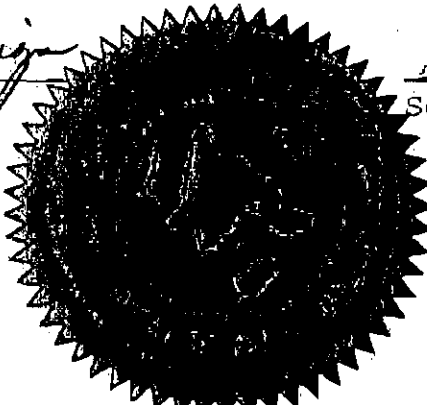
*Louis M. [Signature]*  
Senior Administrative Officer

Approved by the Minister of Municipal and Community Affairs this  
15 day of January, 1996 A.D.

*[Signature]*  
MINISTER OF MUNICIPAL AND  
COMMUNITY AFFAIRS

Read a third time and finally adopted this 6<sup>TH</sup> day of FEBRUARY  
1996 A.D.

*[Signature]*  
Mayor



*Louis M. [Signature]*  
Senior Administrative Officer

Hamlet of Coral Harbour  
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APPENDICES

- APPENDIX "A" : Sample Acquisition By-law
- APPENDIX "B" : Sample Disposal By-law
- APPENDIX "C" : Sample Lease Application Form
- APPENDIX "D" : Guidelines for Proposal Calls
- APPENDIX "E" : Sample Quarry Permit Application Form
- APPENDIX "F" : Land Use Operations
- APPENDIX "G" : Application for Land Use Permit

APPENDIX "A"

(Sample Acquisition By-law)  
HAMLET OF CORAL HARBOUR, NT  
BY-LAW NUMBER 124

A By-law of the Municipal Corporation of the Hamlet of Coral Harbour in the Northwest Territories to acquire real property, pursuant to the Hamlets Act, R.S.N.W.T., 1988, c. H-1, s. 132.2.

WHEREAS the Council of the Hamlet of Coral Harbour deems it to be in the public interest to acquire the land described hereunder;

NOW THEREFORE, THE COUNCIL OF THE HAMLET OF CORAL HARBOUR, in a duly assembled meeting, enacts as follows:

1. The Mayor and the Senior Administrative Officer are hereby authorized on behalf of the Hamlet of Coral Harbour to acquire from \_\_\_\_\_ for the sum of \_\_\_\_\_ (\$) the land described hereunder:

The whole of Lot ( ) in the Hamlet of Coral Harbour, in the Northwest Territories according to a plan of survey filed in the Land Titles Office for the Northwest Territories under number .

2. The noted land shall be acquired for Municipal purposes.

Read a first time this        day of        , 199    A.D.

_____	_____
Mayor	Senior Administrative Officer

Read a second time this        day of        , 199    A.D.

_____	_____
Mayor	Senior Administrative Officer

Read a third time and finally adopted this        day of        , 199  
A.D.

_____	_____
Mayor	Senior Administrative Officer

APPENDIX "B"

(SAMPLE DISPOSAL BY-LAW)

HAMLET OF CORAL HARBOUR, NT

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A By-law of the Municipal Corporation of the Hamlet of Coral Harbour in the Northwest Territories to dispose of real property, pursuant to the Hamlets Act, R.S.N.W.T., 1988, C. H-1, s. 132.2.

WHEREAS the Council of the Hamlet of Coral Harbour deems it to be in the public interest to lease the land described hereunder;

NOW THEREFORE, THE COUNCIL OF THE HAMLET OF CORAL HARBOUR, in a duly assembled meeting, enacts as follows:

1. The whole of Lot ( ) in the Hamlet of Coral Harbour, in the Northwest Territories according to a plan of survey filed in the Land Titles Office for the Northwest Territories under number , which is owned by the Hamlet under Certificate of Title number , be leased to as joint tenants and not as tenants in common (or tenants in common and not as joint tenants), both of the Hamlet of Coral Harbour.
2. The Mayor and the Senior Administrative Officer are hereby authorized on behalf of the Hamlet of Coral Harbour to execute the lease agreement "Schedule A", attached to and forming part of this by-law, conveying the lot to the said lessee.

Read a first time this day of , 199 A.D.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Senior Administrative Officer

Read a second time this day of , 199 A.D.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Senior Administrative Officer

Read a third time and finally adopted this day of , 199 A.D.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Senior Administrative Officer

APPENDIX "C"

(sample application form)

HAMLET OF CORAL HARBOUR, NT

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APPLICATION FOR LAND IN THE HAMLET OF CORAL HARBOUR  
PART 1

1. Mr. Ms. \_\_\_\_\_ Age 19+yes \_\_\_ no \_\_\_  
Mrs. Miss \_\_\_\_\_  
(circle one) (Surname of Applicant) (First Name of Applicant)  
Address \_\_\_\_\_

(Applicants Full Mailing Address  
including community name & postal code)

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Occupation \_\_\_\_\_ Employed by \_\_\_\_\_  
(Applicant's Job Title, Trade, Business, etc.)

Mr. Ms. \_\_\_\_\_ Age 19+Yes \_\_\_ No \_\_\_  
Mrs. Miss \_\_\_\_\_  
(circle one) (Surname of Applicant's Spouse)  
(First and Other Names of Spouse)

Occupation \_\_\_\_\_ Employed by \_\_\_\_\_  
(Spouse's Job Title, Trade, Business, etc.)

Mr. Ms. \_\_\_\_\_  
Mrs. Miss \_\_\_\_\_  
(circle one) (List the Full Name of the Contact Person for this  
Application if different than the applicant, or if the applicant is  
a business etc.)

Address \_\_\_\_\_ Phone# \_\_\_\_\_  
(contact person's full mailing address  
if different than applicant's)

2. The Undersigned hereby make application to lease the land  
described as follows:

\_\_\_\_\_  
\_\_\_\_\_

APPENDIX "C"

(sample application form)

HAMLET OF CORAL HARBOUR, NT

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(If the land you are applying for is surveyed, list its lot number, block or group number, and LTO number as shown on the lands map. If the land you are applying for is unsurveyed: list its proposed lot number and the names of the development area or describe the dimensions, size and location of the land and attach a copy of a portion of the respective lands map showing the location of the land outlined in red.)

If there is more than one applicant do you wish Joint Tenancy \_\_\_ or Tenants-in-Common \_\_\_?

3. The land will be used for Residential \_\_\_  
Commercial \_\_\_  
Industrial \_\_\_  
Other \_\_\_

If "other", please specify: \_\_\_\_\_  
\_\_\_\_\_

4. Are there any buildings or improvements on the land now?  
Yes \_\_\_ No \_\_\_

If yes, will these improvements be removed?  
Yes \_\_\_ No \_\_\_

Existing Improvements have a value of \$ \_\_\_\_\_, and are described as follows: \_\_\_\_\_  
\_\_\_\_\_

Name of Owner of Existing Improvements \_\_\_\_\_

(If existing improvements are to remain on the land you are applying for please attach your proof of ownership)

5. The undersigned agree to construct the following improvements: \_\_\_\_\_  
\_\_\_\_\_

The estimated value of these improvements is \$ \_\_\_\_\_, and will require approximately \_\_\_ months to complete.

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APPENDIX "C"

(sample application form)

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6. The undersigned understand that failure to comply with any terms and conditions of the lease will be grounds for cancellation of the said instrument.
7. The undersigned certify that I/We have read and understood the terms and conditions listed on this form and am in complete agreement with them.
8. The undersigned certify that the information I/We have given in this application is true and correct.
9. The construction of buildings and improvements must conform to local by-laws and building standards.
10. If there are buildings and/or other improvements proposed by the applicants, he must, on his own responsibility, submit to the Territorial Fire Marshall's Office a plot plan showing location of all present and proposed buildings and improvements concerning the said land, and also such drawings and specifications as will indicate accurately to scale all floor plans, heating and fire safety systems and the materials to be used in construction. It will also be the applicant's responsibility to furnish the same information to the local Council or public health authorities if deemed necessary by them on which to base their recommendation.
11. This application will not be considered unless accompanied by a non-refundable land administration fee of one hundred dollars (\$100.00) and plot plan of proposed improvements.
12. The submission of this application and payment of the one hundred dollars (\$100.00) fee do not in themselves convey any right to land.
13. The first year's annual lease rental is due when the document is executed.

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(sample application form)

APPENDIX "C"

HAMLET OF CORAL HARBOUR, NT

BY-LAW NUMBER 124

14. All rights to Municipal Land exclude the following:

- a) All mines and all minerals whether solid, liquid, or gaseous which may be found to exist within, upon, or under the land together with the full powers to work the same and for that purpose to enter upon, use and occupy the land or so much thereof and to such an extent as may be necessary for the effectual working and extracting of the said minerals;
- b) The rights of the recorded holders of mineral claims and any other claims or permits affecting the land;
- c) The right to enter upon, work and remove any rock outcrop required for public purposes;
- d) Such right or rights of way and of entry as may be required under the regulations in force in connection with construction, maintenance and use of works for conveyance or water for use in mining operations; and
- e) The right to enter upon the land for the purpose of installing and maintaining any public utility.

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Signature of Applicant      Date      Signature of Co-Applicant      Date

APPENDIX "D"

PROPOSAL CALL / TENDER SYSTEM

HAMLET OF CORAL HARBOUR, NT

BY-LAW NUMBER 124

This system is usually employed for the lease or other disposition of commercial and industrial lots, although it may also be used in the lease or other disposition of other types of lots, and takes the following form:

A set price is established for such lots and applicants submit with their applications a proposal which sets out the types of improvements that the applicant proposes to construct or make on the lots and an indication as to the type of business, industry or undertaking which the applicant proposes to conduct on the lots. The successful applicant is usually determined by the Hamlet on the basis of the best proposal submitted.

The advertisement printed in connection with the Proposal Call should include, in addition to those items identified in the Land Administration By-law, the following:

- a) the last date and time for the submission of applications;
- b) the time, date, and place at which the Hamlet will announce the successful application;
- c) the criteria to be employed by the Hamlet in selecting the successful application;
- d) a request for documents or information which will be required by the Hamlet in support of applications (estimated costs of construction, drawings, specifications, etc.)
- e) a request for any fee that is required;
- f) the terms and conditions of any Lease which the successful applicant will be required to enter into;
- g) building standards which must be employed in the construction of improvements; and
- h) the amounts of any bonds that the successful applicant may be required to pay the Hamlet to guarantee the completion of the construction of improvements.

**APPENDIX "E"**

(sample application for quarry permit)  
HAMLET OF CORAL HARBOUR, NT  
BY-LAW NUMBER 124

APPLICATION FOR QUARRY PERMIT IN THE HAMLET OF CORAL HARBOUR  
PART 1

1. Mr.Ms. \_\_\_\_\_ Age 19+yes\_\_\_no\_\_\_  
Mrs.Miss \_\_\_\_\_  
(circle one) (Surname of Applicant) (First Name of Applicant)  
Address \_\_\_\_\_

(Applicants Full Mailing Address  
including community name & postal code)

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Occupation \_\_\_\_\_ Employed by \_\_\_\_\_  
(Applicant's Job Title, Trade, Business, etc.)

Mr.Ms. \_\_\_\_\_ Age 19+Yes\_\_\_No\_\_\_  
Mrs.Miss \_\_\_\_\_  
(circle one) (Surname of Applicant's Spouse)  
(First and Other Names of Spouse)

Occupation \_\_\_\_\_ Employed by \_\_\_\_\_  
(Spouse's Job Title, Trade, Business, etc.)

Mr.Ms. \_\_\_\_\_  
Mrs.Miss \_\_\_\_\_  
(circle one) (List the Full Name of the Contact Person for this  
Application if different than the applicant, or if the applicant is  
a business etc.)

Address \_\_\_\_\_ Phone# \_\_\_\_\_  
(contact person's full mailing address  
if different than applicant's)

2. The Undersigned hereby make application to extract  
Cubic Metres  
To Be  
Extracted \_\_\_\_\_ Description of Material to be Extracted  
a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

...2

Page 2

APPENDIX "E"

(sample application for quarry permit)

HAMLET OF CORAL HARBOUR, NT

BY-LAW NUMBER 124

3. The material will be used for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Enclosed is a cheque or money order for (\$ ) in payment of all quarry fees.

\_\_\_\_\_  
Signature of Applicant      Date      Signature of Co-Applicant      Date

APPENDIX "F"

Land Use Operations

HAMLET OF CORAL HARBOUR, NT

BY-LAW NUMBER 124

Operations for which a land use permit is required include:

- 1) The use of any form of explosive;
- 2) The use, except on public roads or trails maintained wholly or in part by public funds, of any vehicle that exceeds 4,500 Kgs. (10,000 lbs.) net vehicle weight, or the use of any vehicle of any weight that exerts pressure on the ground in excess of 35 Kpa (5 lbs. per square inch);
- 3) The use of any self propelled power driven machine for moving earth or clearing land;
- 4) The use of any power driven machinery for earth drilling purposes, the operating weight of which exceeds 450 Kgs (1,000 lbs.);
- 5) The establishment of any campsite that is to be used in excess of 50 man days;
- 6) The levelling, grading, clearing or cutting of any line trail or right-of-way exceeding two metres (6 feet) in width;
- 7) The establishment of any petroleum cache in excess of 1,300 litres (300 gallons)

APPENDIX "G"

(sample application for land use permit)  
HAMLET OF CORAL HARBOUR, NT  
BY-LAW NUMBER 124

Application for Land Use Permit

1. Applicant \_\_\_\_\_
  2. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  3. Address of Head Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Location and Description of Operation:
    - a) Attach a description and proposed techniques;
    - b) Attach a map and sketch of area
  5. Equipment - Type, size and purpose  
\_\_\_\_\_
  6. Fuel
    - a) Type, volume, method of storage containment;  
\_\_\_\_\_
    - b) Method of emptying and filling containers  
\_\_\_\_\_
  7. Method of Waste Disposal  
Arrangements planned for disposal of garbage, sanitary waste  
and debris.  
\_\_\_\_\_
  8. Contractors & Functions \_\_\_\_\_
  9. Time Schedule  
Start: \_\_\_\_\_  
Completion: \_\_\_\_\_
  10. Name and Address of Field Supervisor \_\_\_\_\_
  11. Number of Employees \_\_\_\_\_
  12. Area Used (Hectares)  
\_\_\_\_\_
- \_\_\_\_\_  
Signature Title Date

OFFICE USE