

**HAMLET OF IGLOOLIK, NT.
BY-LAW No. 63**

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

AS the Council of the Municipal Corporation Hamlet of Igloolik 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 HAMLET OF IGLOOLIK, 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 Igloolik;
- b) "development cost" means the costs directly incurred by the Hamlet in developing land, including the costs of:
- 1) planning and engineering design;
 - 2) project management;
 - 3) road construction;
 - 4) land fill;
 - 5) open spaces;
 - 6) electrical distribution lines and poles;
 - 7) leagal survy;
 - 8) land acquisition and disposal costs;
 - 9) financing charges, including interest, for any loans incurred in developing land;
- c) "disposal of land" means the, lease, or other disposition of land
- d) "Municipality" means the Municipal Corporation of the Hamlet of Igloolik, which is represented by the Senior Administrative Officer or his/her designate, except when decisions of Council are required
- e) "Land" 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 have 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 a willing buyer would pay to a willing seller. This value shall be determined by a professional qualified land appraiser or by public tender or auction;
- I) "Minister" means the Minister of Municipal and Community Affairs;
- j) "New Lots" means vacant lots which are developed after the date of this By-law;
- k) "Off Site Levy" means a surcharge made (at the time of lease execution) by the Municipality to the lessee of municipal lands 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 direct, though not exclusive, benefit to the lessee;

- l) "Replacement Cost" means the estimated development cost for a parcel of land, up dated to the current year, representing the costs to develop a similar lot and incorporation of any site specific factors;
- m) "Industrial use" means an area of land which has specific uses for:
- 1) warehouses
 - 2) building contractor & supply outlet
 - 3) manufacturing
 - 4) vehicle sales & service establishment
 - 5) garages
 - 6) assembly facilities
 - 7) workshop
 - 8) fuel retail outlets
 - 9) outdoor storage
 - 10) commercial garage and other uses at the discretion of council
- n) "Commercial use" means an area of land which has specific uses for:
- 1) retail store
 - 2) hotel
 - 3) restaurant
 - 4) personal service establishment
 - 5) bank
 - 6) office
 - 7) fuel retail outlet
 - 8) bakery
 - 9) billard or pinball establishment and other uses at the discretion of council
- o) "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.
- p) "Site-Specific Factors" means factor which may be used, where applicable, in adding or subtracting up to twenty five percent (25%) of the development costs of new lot 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;

and the addition of site specific factors for new lots shall not exceed development cost for the entire subdivision.

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 the lands by the Municipality.

PRECONDITIONS TO ACQUISITIONS 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) and appendix (B) attached hereto, and each such By-law shall contain:
- a) a complete legal description of 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 land;

b) an inspection of the land has been conducted to determine:

- 1) if the lands are occupied
- 2) if there are any improvements situated on the lands;
- 3) if there are 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 improvement situate 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 LAND FOR DISPOSAL

7. a) Subject to subsection 7. c), the Municipality shall not lease lands until it has published a notice of such proposed lease or other disposition:

- (1) by notice posted in three prominent places in the Hamlet for two weeks. and
- (2) by means of local media (i.e. Isuma Production & TV cable)

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 other disposing of lands; and
- (4) an indication as to where and when applicants may obtain application forms.

c) Subsections 7 (a) and 7 (b) shall not apply to:

- (1) Lands required by Federal and Territorial Government;
- (2) lands which can only be used to an adjoining owner/lessee;
- (3) additional adjacent lands required for expansion of an owner's/lessee's existing or proposed development.

8. The Municipality shall re-advertise for lease or other disposition of land for which:

- a) an application has been made but withdrawn by the applicant after acceptance by the Municipality
- b) a lease has been granted but terminated prior to the construction of any improvements on the land; or
- c) re-zoning has taken place and the land remains untenured.

APPLICATIONS FOR LAND

9. 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;
- 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) the signature of the applicant or applicants; and
- f) a refundable application fee.
- g) declaration of residency, if required.

10. 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 Municipality
- 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.

11. The ledger kept pursuant to section 10 of this By-law shall be open to inspection by the public in the Municipal office during normal business hours.

TERMS AND CONDITIONS OF LAND DISPOSAL

12. a) The standard term of all lease documents shall be;
- (1) 30 years for residential use;
 - (2) 50 years for commercial use;
 - (3) 50 years for industrial use;
 - (4) 50 years for non profit organizations
- b) The terms of leases referred to in Section 12.a may be varied at Council's discretion based on the nature and value of improvements to be constructed.
- c) The term of all other leases will be at Council's discretion.
13. The Municipality, in leasing or otherwise disposing of new lots for residential purposes, shall ensure that prospective private home owners have preference over buyers 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.
14. Every disposal of land shall be in writing.
15. The Municipality, in leasing or otherwise disposing of new lots, shall require that commencement of construction must begin within 12 months of the effective date of the lease and improvements must be completed on the lots within twenty-four (24) months of the date of the agreement. The Municipality may cancel a lease for failure to complete construction of the building or other improvements within the time required. Subject to Subsection 16 if construction is not completed in twenty four months, the land may revert back to the Municipality.
16. The Municipality may allow a maximum extension of twelve (12) months to either term outlined in Section 15. The following may be required prior to consideration by Council
- a) Written explanation for delay in construction; and
 - b) Written plan to complete construction within the extension period;
 - c) proof of approved financing;
 - d) development permit application;
 - e) that there be no outstanding debts to the municipality
17. The Municipality shall not lease or otherwise dispose of new lots by auction.
18. The Municipality shall lease land by one or combination of the following means
- a) ballot draw;
 - b) Development proposal call, as set out in Section 21;
 - c) First-come-first-serve basis;
- and that Council shall decide, at its discretion, as to which means shall be employed to lease land.
19. Prior to disposing of land through means of a ballot draw, Council shall, by resolution establish guidelines for such a process.
20. The Municipality shall, when disposing of **residential** land through means of a ballot draw, give preference to prospective lessees by sorting ballots into the following categories:
- Category One** - first time home owners residing in the municipality for more than Five (5) years.
Category Two - persons residing in the municipality for more than Two (2) years.
Category Three - all others
21. 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

22. The lot price for any new lots shall be determined by development cost including any allowance for site specific factors.
23. The Municipality shall recover development costs in the valuation of lands for disposal, subject to Section 24.
24. 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 valuation is approved by the Minister.

PRICING OF EXISTING LOTS

25. The Municipality in leasing existing developed lands shall determine lot price by either of the following:
 - a) replacement cost; or
 - b) the market value as determined by
 - (1) a qualified land appraiser or assessor; or
 - (2) a call for bids, (by public tender or auction) in which the advertised minimum price is not less than the replacement cost.

LEASE RATES

26. a) The annual lease rental shall be as follows:
 - (1) Residential: 3 percent of lot price per annum.
 - (2) Commercial: 5 percent of lot price per annum.
 - (3) Industrial: 5 percent of lot price per annum.
 - (4) other land uses: as decided by council
 - b) Council may vary the lease rates for dispositions of land to non-profit organizations.
27. 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

28. When disposing of land the Municipality may levy a surcharge to a 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 facilities described in a, b, c, and d.
29. The Municipality shall not include, as part of any off site levy, any costs paid for by grants or contribution received from the Government of the Northwest Territories.
30. 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.
31. The Municipality shall place all off site levy revenues in a separate account, to be used for the purposes set out in Section 28.

LAND DEVELOPMENT RESERVE ACCOUNT

32. The Municipality shall open and maintain a separate financial account in which all revenue obtained from leasing or otherwise disposing of lands, including off-site-levies, will be placed.

33. The Municipality shall, in regards to the account identified in Section 32;
- a) establish clear procedures for the management and operation of the account;
 - 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

34. 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 a.).
35. If in the opinion of the Municipality, the private sector can develop the lands in a cost-effective manner as outlined in section 34, the Municipality shall call for proposals.

The Municipality, in disposing of vacant lands to a private developer, shall:

- 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 provide a list of the lot 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 for non-performance with regard to 36(a), 36 (b), or 36 (c) above the lease will be canceled.

EASEMENTS

37. the Municipality may, in the public's interest, establish easements through, under or over any portion of the land for any public utility purposes, 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)

38. Assignments may be granted subject to the following:
- a) annual lease rental owing to the Municipality must be paid in full;
 - b) any taxes owing to the Government of the Northwest Territories must be paid in full;
 - c) proof of ownership of improvements;
 - d) satisfactory completion of improvement

LEASE SURRENDERS

39. Surrenders may be granted subject to the following:
- a) Annual lease rental owing to the Municipality must be paid in full;
 - b) any taxes owing to the Government of the Northwest Territories must be paid in full;
 - c) The lessee must remove all improvements from the land and return the lot in state satisfactory to the Municipality;
 - d) The lessee must deliver up to the Municipality the duplicate leasehold title where one exists.

CANCELLATION OF LEASE

40. 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 90 days, failing which Municipality may seek an order allowing for the removal of the improvements and
 - 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 canceling the leasehold title.

QUARRIES

41. a) The Municipality may issue quarry permit for the temporary use of a quarry site. Application for a quarry permit shall be in the form of Appendix "E".
- b) Prior to the issuance of a quarry permit, the Municipality shall, by Council resolution, establish quarry fees and any exemptions to such fees:
- c) Fees established under 41(b) shall reflect the cost of development, operation, maintenance, administration and restoration of quarries;
- d) All quarry fees shall be placed in a separate financial account.
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LAND USE PERMITS


- 42. a) The Municipality may issue land use permits, for the temporary use of land.
- b) The temporary land uses for which a permit is required are set out in Appendix "F"
- c) Application for land use shall be in the form of Appendix "G".
- d) Any environmental impact 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

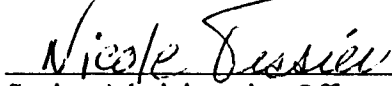
- 43. Council may by resolution adopt standard forms of agreement for the administration of the land and the Municipality may make minor changes not affecting the intent of these forms of agreement as may be necessary for such administration.
- 44. The following appendices shall form part of this By-law
 - APPENDIX "A" Land Acquisition By-law
 - APPENDIX "B" Land Disposal By-law (Lease)
 - APPENDIX "C" Land Application Form
 - APPENDIX "D" Guidelines for Proposal Calls
 - APPENDIX "E" Quarry Application Form
 - APPENDIX "F" Land Use Operations
 - APPENDIX "G" Application for Land Use Permit
- 45. Minor changes to the appendices of this By-law can be made by Council, without amending this By-law provided the changes to the Appendices do not alter the intent of this By-law.

Read a first time this 30 day of April

, 1996 A.D.



Mayor



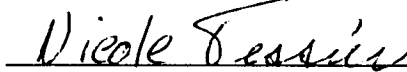
Senior Administrative Officer

Read a second time this 2 day of June

, 1996 A.D.



Mayor




Senior Administrative Officer

Approved by the Minister of Municipal and Community Affairs this 23 day of June, 1996 AD




MINISTER
MUNICIPAL AND COMMUNITY AFFAIRS

Read a third time and finally passed this 7 day of October, 1996 A.D.



Mayor



Senior Administrative Officer

APPENDIX "A"
ACQUISITION BY-LAW
HAMLET OF IGLOOLIK, NT.
BY-LAW NUMBER

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

AS the Council of the Hamlet of Igloolik deems it to be in the public interest to acquire the land described hereunder;

NOW THEREFORE, THE COUNCIL OF THE HAMLET OF IGLOOLIK, at a duly assembled meeting , enacts as follows:

1. The Mayor and the Senior Administrative Officer are hereby authorized on behalf of the Hamlet of Igloolik to purchase from the Commissioner of the Northwest Territories for the sum of (\$) the land described below:

Lot () in the Hamlet of Igloolik in the Northwest Territories according to a plan of survey filed in the Land Titles Office for the Northwest Territories under number

2. That the said land shall be used for Municipal purposes.

Read a first time this day of , 19

Mayor

Senior Administrative Officer

Read a second time this day of , 19

Mayor

Senior Administrative Officer

Read a third time and finally passed this day of , 19

Mayor

Senior Administrative Officer

APPENDIX "C"

APPLICATION FOR LAND IN THE HAMLET OF IGLOOLIK

1. MR. MS. MRS. MISS _____ AGE 19+ YES ___ NO ___
(CIRCLE ONE) [SURNAME OF APPLICANT FIRST & OTHER NAMES OF APPLICANT]

APPLICANTS FULL MAILING ADDRESS:

PHONE: HOME () _____ - _____ WORK () _____ - _____

OCCUPATION _____ EMPLOYED BY _____
[APPLICANTS JOB TITLE, TRADE, BUSINESS ETC.]

MR. MS. MRS. MISS _____ AGE 19+ YES ___ NO ___
(CIRCLE ONE) [NAME OF APPLICANTS SPOUSE]

OCCUPATION _____ EMPLOYED BY _____
[JOB TITLE, TRADE, BUSINESS ETC.]

ADDRESS: _____ PHONE# () _____ - _____
[CONTACT PERSON'S FULL MAILING ADDRESS IF DIFFERENT THAN APPLICANT]

2. THE UNDERSIGNED HEREBY MAKE APPLICATION TO LEASE THE LAND DESCRIBED FOLLOWS:

LOT _____ PLAN _____, PROVISIONAL LOT _____ OR SKETCH NO. SK- _____

[IF THE LAND YOU ARE APPLYING FOR IS SURVEYED, LIST ITS LOT NUMBER L.T.O. NUMBER AS SHOWN ON THE LANDS MAP. IF THE LAND YOU ARE APPLYING FOR IS UNSURVEYED, LIST ITS PROPOSED LOT NUMBER AND THE NAME 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 ___ (CHECK ONE)
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 THE IMPROVEMENTS: _____
[IF EXISTING IMPROVEMENTS ARE TO REMAIN ON THE LAND YOU ARE APPLYING FOR PLEASE ATTACH YOUR PROOF OF OWNERSHIP]

5. THE UNDERSIGN AGREE TO CONSTRUCT THE FOLLOWING IMPROVEMENTS:

_____ THE ESTIMATED VALUE OF THESE IMPROVEMENTS IS \$ _____ AND WILL REQUIRE APPROXIMATELY _____ MONTHS TO COMPLETE.

6. THE UNDERSIGN UNDERSTAND THAT FAILURE TO COMPLY WITH ANY TERMS AND CONDITIONS OF THE LEASE WILL BE GROUNDS FOR CANCELLATION OF THE SAID INSTRUMENT.

7. THE UNDERSIGN 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 UNDERSIGN CERTIFY THAT THE INFORMATION I/WE HAVE GIVEN IN THIS APPLICATION IS TRUE AND CORRECT.
9. THE CONSTRUCTION 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 ACCURATELY TO SCALE ALL FLOOR PLANS, HEATING AND FIRE SAFETY SYSTEM AND THE MATERIALS TO BE USED IN CONSTRUCTION. IT WILL ALSO BE THE APPLICANTS 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.
- THIS APPLICATION WILL NOT BE CONSIDERED UNLESS ACCOMPANIED BY A DEPOSIT OF _____ (\$ _____) DOLLARS AND PLOT PLAN OF PROPOSED IMPROVEMENTS.
12. THE SUBMISSION OF THIS APPLICATION AND PAYMENT OF THE (\$ _____) DEPOSIT DO NOT THEMSELVES CONVEY ANY RIGHT TO LAND.
13. IF THIS APPLICATION IS REFUSED THE DEPOSIT WILL BE REFUNDED. IF A LEASE OR AGREEMENT IS APPROVED BUT NOT EXECUTED BY THE APPLICANT, THE DEPOSIT IS FORFEITED; IF EXECUTED, THE FULL AMOUNT OF THE DEPOSIT GOES TOWARD THE FIRST PAYMENT, THE REMAINDER IF ANY, TO BE PAID WHEN THE DOCUMENT IS EXECUTED.
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 MATERIALS;
 - B) THE RIGHTS OF THE RECORDED HOLDER OF MINERAL CLAIMS AND ANY OTHER CLAIMS OR PERMIT EFFECTING THE LAND;
 - C) THE RIGHT TO ENTER UPON, WORK AND REMOVE ANY ROCK OUTCROP REQUIRED FOR PUBLIC PURPOSES;
 - D) SUCH RIGHT OR RIGHT 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 OF 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.

SIGNATURE OF APPLICANT DATE _____ DATE
SIGNATURE OF CO-APPLICANT

APPENDIX "D"

PROPOSAL CALL / TENDER SYSTEM

This system is usually employed for lease or other disposition of commercial and industrial 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 Municipality 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 Municipality will announce the successful application;
- c) the criteria to be employed by the Municipality in selecting the successful application;
- d) a request for document or information which will be required by the Municipality support of applications (estimated costs of construction, drawings, specifications, etc.)
- e) a request for any deposit that is required;
- f) the terms and conditions of the 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 Municipality to guarantee the completion of the construction of improvements.

APPENDIX "E"

APPLICATION FOR QUARRY PERMIT

FULL NAME: _____
(SURNAME) (FIRST NAME)

ADDRESS: _____
(P.O. BOX) (COMMUNITY) (POSTAL CODE)

OCCUPATION: _____

Does hereby apply for a quarry permit for the purposes of taking _____ cubic meters of _____ (type of material) from the lands indicated on a sketch or describe as follows:

be used for (details of project, location, etc.) _____

Method used to transport quarry material. _____

Are you using a subcontractor to quarry the material for you? Yes ___ No ___

If yes please indicate the name of the subcontractor. _____

Permit Fee:.....	Flat Rate:	\$
Royalties:.....	cubic meter:	\$
Restoration Fee	cubic meter:	\$
Road maintenance Fee	cubic meter:	\$
Quarry Administration Fee	cubic meter:	\$ _____

TOTAL FEES DUE: \$ _____

Date: _____

Signature of Applicant _____

APPENDIX "F"

LAND USE OPERATIONS

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 4500 kgs. (10000 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 for moving earth or clearing land. (excluding quarrying)
4. The use of any power driven machinery for earth drilling purposes, the operating weight of which exceeds 450 kgs. (1000 lbs.).
5. The establishment of any campsite that is to be used in excess of 50 man days. (Summer Camps)
6. The leveling, grading, clearing or cutting of any line trail or right-of-way exceeding two meters in width (6 feet).
7. The establishment of any petroleum cache in excess of 1300 litres (300 gallons).
8. Any other use where the municipality deems it necessary.

APPENDIX "G"

APPLICATION FOR LAND USE PERMIT

1. APPLICANT:

FULL NAME: _____
(SURNAME) (FIRST NAME)

2. ADDRESS:

(P.O. BOX) (COMMUNITY) (POSTAL CODE)

ADDRESS OF HEAD OFFICE: _____

3. LOCATION AND DESCRIPTION OF OPERATION:

- a) Attach a description and proposed techniques
- Attach map and sketch of area

4. EQUIPMENT: (Type, size and purpose)

5. FUEL:

a) Type, volume, method of storage containment _____

b) Method of emptying and filling containers _____

6. METHOD OF WASTE DISPOSAL:

Arrangements planned for disposal of garbage, sanitary waste and debris)

7. CONTRACTORS AND FUNCTIONS:

8. TIME SCHEDULE:

a) Start _____
b) Completion _____

NAME AND ADDRESS OF FIELD SUPERVISOR:

9. NUMBER OF EMPLOYEES: _____

10. AREA USED:

(hectares) _____

Signature Title Date