

**Hamlet of Broughton Island
By-Law No. 104**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE MUNICIPALITY OF BROUGHTON ISLAND IN THE NORTHWEST TERRITORIES TO AMEND BY-LAW NO. 70 CONTAINING THE LAND ADMINISTRATION BY-LAW PURSUANT TO THE HAMLET ACT, R.S.N.W.T., 1988, c. H-1, s. 132.2

As the Council of the Municipal Corporation of the Municipality of Broughton Island has adopt a land administration by-law in accordance to the Hamlet Act, and

As the Council has reviewed that land administration by-law and decided to change lease rate section to reflect current conditions,

NOW THEREFORE, THE MUNICIPAL CORPORATION OF THE MUNICIPALITY OF BROUGHTON ISLAND, at duly assembled meeting, enacts as follows:

1. The land Administration by-law no. 70 is amended by:
 - a) deleting the whole of Section 26 and replacing it with the following:

LEASE RATES

1. **New Leases**

- a) **For new leases on new lots, Council shall issue equity leases, which permit the accumulation of value.**
- b) **Where equity leases are required for new lots, 7% of the lot price must be paid at the time of signing of the equity lease and the remainder must be paid within 120 days of the signing of the lease.**

or

Where equity leases are required for new lots, 10% of the lot price must be paid at the time of signing of the equity lease and the remainder of the lot price shall be in equal annual payment, over period not to exceed 12 years from the commencement date of the equity lease agreement.

- c) **Annual lease rates thereafter shall be One (\$ 1.00) dollar.**
- d) **Where any portion of the rental is unpaid for more than 30 days, late payment fee of 1.5% per month shall be required.**
- e) **If the lease is surrendered, all rental paid by the Lessee shall be refunded except for the amount equal to 3% of the lot price.**

- f) Council may vary the lease rate for dispositions of land to non-profit organizations.
- g) Council shall allow 50% discount of the lot price to senior citizens.


2. **CONVERSIONS OF EXISTING LEASES TO EQUITY LEASES**

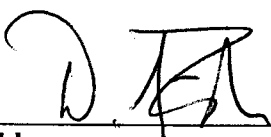
- a) Council shall allow the conversion of standard lease to equity leases.
- b) The lot price, shall be determined by the Replacement Cost and may be adjusted by:
 - i) applying discount factor of 3% per year (being inflation factor), back to the year the lot was constructed;
 - ii) applying site-specific factors;
 - iii) deducting all previous payments made.
- c) No interest shall be charged for any existing lease which is converted to an equity lease.
- d) The initial payment of 7% of the lot price, the remaining 93% of the lot price shall be made in equal annual payments over a period not to exceed 12 years from the commencement date of the equity lease agreement, after which annual payment for the lease shall be One (\$ 1.00) per year.
- e) Notwithstanding (d) above, payment of the balance of the lot price may be made at any time.

2. By-Law 70 , containing the Land Administration By-Law is hereby amended.

3. This By-Law shall come into effect on the date of its' third reading.

READ a first time this 9 day of October, 1997 A.D.


Gamailee Nookiguak
D/Mayor


Don Pickle
Senior Administrative Officer

After due notice and a public hearing,
READ a second time this 13 day of November, 1997 A.D.

Lootie Toomasie
Lootie Toomasie
Mayor

Don Pickle
Don Pickle
Senior Administrative Officer

APPROVED by the Minister of Municipal and Community Affairs this 23 day of February, 1998 A.D.

Minister
Minister
Municipal and Community Affairs

READ a third time and finally passed this 19 day of March, 1998 A.D.

Lootie Toomasie
Lootie Toomasie
Mayor

Henry v Brown
~~Don Pickle~~ Henry v Brown SAO
Senior Administrative Officer



Hamlet of Broughton Island, NT.

By-Law Number 70

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

As the Council of the Municipal Corporation of the Hamlet of Broughton Island 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 MUNICIPAL CORPORATION OF THE HAMLET OF BROUGHTON ISLAND, at a duly assembled meeting, enacts as follows:

SHORT TITLE

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

INTERPRETATION

2. IN THIS BY-LAW:

- a) "Council" means the Council of the Municipal Corporation of the Hamlet of Broughton Island;
- b) "Development Cost" means the cost directly incurred by the Municipality in developing land, including but not limited to, the cost 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 survey;
 - 9) land acquisitions and disposal costs;

- 10) Financing charges, including interest, for any loans incurred in developing the land;
- c) "Disposal" 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) "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 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 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 Broughton Island, which is represented by the Senior Administrative Officer or his or her designate, except when decisions of Council are required;
- k) "New Lots" means vacant lots which are developed after the date of this By-law;
- l) "Off Site Levy" means a surcharge made (at the time of lease execution) by the Municipality to the lessee of municipal land to assist in the payment of all or part of the capital costs of new or expanded

(3)

infrastructure, including land, such infrastructures being located outside the land being leased, but not of direct, though not exclusive, benefit to the lessee;

- m) "Replacement Cost" means the estimated development cost for a parcel of land, updated to the current year, representing the costs to develop a similar lot and incorporation of any site-specific factors;
- n) "Site-Specific Factors" means 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;

and in 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 land by the Municipality.

PRECONDITION TO ACQUISITION AND DISPOSAL OF LAND

4. Land speculations 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 land except by By-law in the form of Appendix ^{and B} A attached hereto, and each such By-law shall

contain:

- a) a complete legal description of the land to be acquired, leased or otherwise disposed of;
 - b) the minimum consideration to be paid for the acquisition, lease or other disposition of land; and,
 - c) the terms and conditions, if any, upon which the land 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 Section 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 land is occupied;
 - 2) if there are any improvements situated on the land;
 - 3) if there are any easements affecting the land; 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 land and any improvements situated thereon and that the proposed use of land shall comply with the Zoning By-law or the Community Plan By-law 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 land 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 two weeks;

b) Each advertisement or notice shall contain:

- 1) a sketch, drawn to scale, identifying the size and location of the land to be leased or otherwise disposed of;
- 2) the minimum consideration for which the land will be leased or otherwise disposed of;
- 3) an indication as to the method to be employed in leasing or otherwise disposing of land; and
- 4) an indication as to where and when applicants may obtain application forms.

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

- 1) land required by the Federal or Territorial Government;
- 2) land which can only be of use to an adjoining owner/lessee;
- 3) additional adjacent land required for expansion of an owners/lessees 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 limited to:

- a) the legal description 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 land containing:

- a) a full legal description of the land;
- b) the location of the land within the Municipality;
- c) a valuation of the land for purpose of lease or other disposition;
- d) the terms and conditions upon which the land may be leased or otherwise disposed of; and
- e) an indication of whether the land have been leased or otherwise disposed of, or whether there is a pending lease or other disposition of

the land.

11. The ledger kept pursuant to Section 9 of this By-law shall be open to inspection by the public at the Municipal Office during normal business hours.

TERMS AND CONDITIONS OF LAND DISPOSALS

- 12.
- a) the standard term of all lease documents shall be:
 - Thirty (30) years for residential land use;
 - Fifty (50) years for commercial use;
 - b) The terms of leases referred to in Section 12 a) may be varied at Councils discretion based on the nature and value of improvements to be constructed;
 - c) the term of all other leases will be at Councils discretion.
13. The Municipality, in the 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 and 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 twelve (12) months of the effective date of lease and improvements must be completed 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 Section 16 if construction is not completed within twenty-four (24) 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 the delay in construction; and
- b) written plan to complete construction within the extension period;
- c) proof of financing;
- d) development permit application;
- e) there are 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 a combination of the following means:

- a) ballot draw;
- b) development proposal call;
- c) First-come-first-serve basis;

and that Council shall decide, at its discretion, as to which means will 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 process.
20. The Municipality shall, when disposing of land through means of a ballot draw, give preference to prospective lessees by sorting ballots into the following categories:
 - Category One - first time homeowners 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 lessee 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 land for disposal.
24. The Municipality may, when it is unable to lease or otherwise dispose of a lot, reduce the price of the lot below it's 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 land evaluation is approved by the Minister.

PRICING OF EXISTING LOTS

25. The Municipality, in leasing existing developed land 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 calling for bids, (by public tender or auction) in which the advertised minimum price is not less than the replacement cost.

LEASE RATES

26. Lease rates:
- a) The annual lease rental shall be as follows:
 - 1) Residential: 5 percent (5%) of lot price per annum
 - 2) Commercial: 10 percent (10%) of lot price per annum
 - 3) Industrial 10 percent (10%) of lot price per annum
 - 4) Other land uses: as decided by council
 - b) Council may vary the lease rate 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 land 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).

29. The Municipality shall not include, as part of any off site levy, a cost paid for by grants or contributions received from the Government of 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~~ ^{the account} outlined in *Section 32* 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 for which ^{all} ~~both~~ revenues are obtained from leasing or otherwise disposing of land, 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 operating 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 LAND

34. The Municipality shall encourage the utilization of the private sector in the development of land 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 land in a cost effective manner as outlined in Section 34, the Municipality shall call for proposals.
36. The Municipality, in disposing of vacant land to a private developer, shall:
- a) do so by the way of a lease to which a subdivision agreement may be attached;
 - b) require the developer to establish a land disposal procedure that is consistant with this by-law;
 - c) require the developer to provide a list of the ^{Lot} ~~sale~~ price 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 case of non-performance with regards to 36 a), 36 b) or 36 c) as above, the lease shall be cancelled.

EASEMENTS

37. 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 rights, granted to the lessee or any improvements made by the lessee on the land.

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 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 Northwest Territories must be paid in full;
 - c) the lessee must remove all improvements from the land and return

the lot in a state satisfactory to the Municipality;

- d) the lessee must deliver up to the Municipality the duplicate leasehold title where one exist;

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 land;
- b) where there is no debt owed to the Municipality, the lessee shall remove any improvements and restore the site within 90 days, failing which the Municipality may seek an order allowing for the removal of the improvements; and
- c) where the duplicate leasehold title for land has not been surrendered in accordance with the Land Titles Act, the Municipality shall seek an order cancelling the leasehold title.

QUARRIES

41.

- a) the Municipality may issue quarry permits for the temporary use of quarry site.
Application for quarry permit shall be in a form of Appendix "E".
- b) prior to the issuance of a quarry permit, the Municipality shall, by Council's resolution, establish quarry fees and any exemptions to such fees;
- c) fees established under Section 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.

LAND USE PERMITS

42.

- a) the Municipality may issue land use permits, for temporary use of land;
- b) the temporary land uses for which a permit is required are set out in Appendix "F";
- c) application for a land use permit shall be in the form of appendix "G".
- d) 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

43. Council may, by resolution, adopt standard forms of agreements for the administration of land. The Municipality can make alterations, provided they do not change the intent of these forms of agreement as may necessary for such administration purposes.

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 14 day of MARCH, 19 96

Gamaila Nookignak

Mayor

D. F. F.

Senior Administrative Officer

After a due notice and public hearing read a second time this 7 day of June, 19 96

S. D. N. D. N. T.

Mayor

D. F. F.

Senior Administrative Officer

Approved by the Minister of the Municipal and Community Affairs

this 21 day of August, 19 96

Shirley Thompson

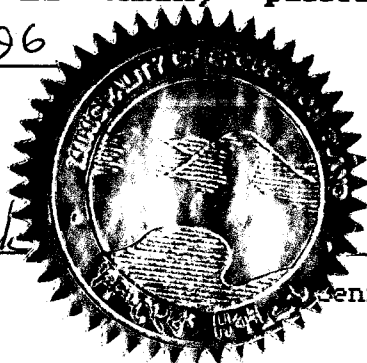
Minister

Municipal and Community Affairs

Read a third time and finally passed this 15 day of October, 19 96

Gamaila Nookignak

Mayor



D. F. F.

Senior Administrative Officer

APPENDIX "A"

HAMLET OF BROUGHTON ISLAND, N. T.

BY-LAW NUMBER ____

A by-law of the Municipal Corporation of the Hamlet of Broughton Island 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 Broughton Island deems it to be in the public interest to acquire the land described hereunder;

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF BROUGHTON ISLAND, at duly assembled meeting, enacts as follows:

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

Lot _____ (____) in the Hamlet of Broughton Island in the Northwest Territories according to the plan of survey filed in the Land Titles Office for the Northwest Territories under number _____.

2. That the said land shall be acquired 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 "B"

HAMLET OF BROUGHTON ISLAND, N.T.

BY-LAW NUMBER _____

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

WHEREAS, the Council of the Hamlet of Broughton Island deems it to be in the public interest to dispose of the land described hereunder;

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF BROUGHTON ISLAND, at duly assembled meeting enacts as follows:

1. That the whole of lot _____ (_____) in the Hamlet of Broughton Island in the Northwest Territories according to the 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.
2. The Mayor and the Senior Administrative Officer are hereby authorized on behalf of the Hamlet of Broughton Island to execute a lease agreement for those lots described in Schedule "A", attached to and forming part of this by-law.

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"
HAMLET OF BROUGHTON ISLAND, N. T.
APPLICATION FOR LAND

PART 1

1. MR. MS. MRS. MISS _____ AGE 19+ YES [] NO [] (CIRCLE ONE)
[SURNAME, FIRST AND OTHER NAMES]

ADDRESS _____ POSTAL CODE _____
[APPLICANT'S FULL MAILING ADDRESS COMMUNITY NAME AND POSTAL CODE]

HOME TELEPHONE NUMBER () _____ WORK TELEPHONE NUMBER () _____

OCCUPATION: _____ EMPLOYED BY: _____
[APPLICANT'S JOB TITLE, TRADE, BUSINESS ETC.]

MR. MS. MRS. MISS _____ AGE 19+ YES [] NO [] (CIRCLE ONE)
[SURNAME, FIRST AND OTHER NAMES OF SPOUSE]

OCCUPATION: _____ EMPLOYED BY: _____
[SPOUSE'S JOB TITLE, TRADE, BUSINESS ETC.]

MR. MS. MRS. MISS _____
[FULL NAME OF THE CONTACT PERSON FOR THIS APPLICATION IF DIFFERENT THAN THE APPLICANT, OR IF THE APPLICANT IS A BUSINESS ETC.]

ADDRESS _____ POSTAL CODE _____
[CONTACT PERSON'S FULL MAILING ADDRESS IF DIFFERENT THAN APPLICANT'S]

2. THE UNDERSIGED HEREBY MAKE APPLICATION TO **LEASE** THE LAND DESCRIBED AS FOLLOWS:

[IF THE LAND YOU ARE APPLYING FOR IS SURVEYED, LIST ITS LOT NUMBER, BLOCK OR GROUP NUMBER AND LTO NUMBER AS SHOWN ON THE LAND MAP. IF THE LAND YOU ARE APPLYING FOR IS UNSURVEYED, LIST THE PROPOSED LOT NUMBER AND THE NAMES OF THE DEVELOPMENT AREA OR DESCRIBED THE DIMENSIONS, SIZE AND LOCATIONS OF THE LAND AND ATTACH A COPY OF A PORTION OF THE REPECTIVE LAND MAP SHOWING THE LOCATION OF THE LAND OUTLINED IN RED.]

(2)

IF THERE IS MORE THAN ONE APPLICANTS DO YOU WISH
JOINT TENACY 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

EXISTING IMPROVEMENTS HAVE A VALUE OF \$ _____ AND ARE DESCRIBED AS FOLLOWS:

NAME OF OWNERS OF THE EXISTING IMPROVEMENTS: _____

[IF THE EXISTING IMPROVEMENTS ARE TO REMAIN ON THE LAND YOU ARE APPLYING FOR PLEASE ATTACH 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.

6. THE UNDERSIGNED CERTIFY THAT FAILURE TO COMPLY WITH ANY TERMS AND CONDITIONS OF THE LEASE (OR AGREEMENT FOR SALE) 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 APPLICANT, HE/SHE MUST ON HIS/HER 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.

APPENDIX "D"

**GUIDELINES FOR PROPOSAL CALL
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 type 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 documents or information which will be required by the Municipality in support of applications (estimated cost 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 amount of any bonds that successful applicant may be required to pay the Municipality to guarantee the completion of the construction of improvements.

APPENDIX "K"

HAMLET OF BROUGHTON ISLAND, N. T.

APPLICATION FOR QUARRY PERMIT

1. Name in full: _____
2. Address: _____
3. Occupation: _____

4. 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 described as follows:

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

5. Method used to transport quarry materials:

6. Do you have a subcontractor to quarry the material for you?

YES [] NO []

If yes, please indicate the name of the subcontractor.

7. Permit fee:	Flat rate:	\$	50.00
Royalties:	25¢ per cubic/meter:	\$	_____
Restoration fee:	50¢ per cubic/meter:	\$	_____
Road Maintenance fee:	25¢ per cubic/meter:	\$	_____
Quarry Administration fee:	50¢ per 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 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. Use of self propelled power driven machine 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.
6. The levelling, grading, clearing or cutting of any line trail or right-of-way exceeding two metres (6 ft.) in width.
7. The establishment of any petroleum cache in excess of 1300 litres (300 gallons).
8. Any other use where the Municipality deems necessary.

APPENDIX "G"

HAMLET OF BROUGHTON ISLAND, N. T.
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 map and sketch of area
5. **Equipment:** Type, Size and Purpose

6. **Fuel:**
 - a) Type, Volume, Method of Storage Containmentment_____
7. **Method of Waste Disposal:**
Arrangements Planned for Disposal of Garbage, Sanitary Waste and Debris:

8. **Contractors and Functions:**

9. **Time Schedule:**
 - a) Start: _____
 - b) Completion: _____
10. **Name and Address of Field Supervisor:**

11. **Number of Employees:** _____
12. **Area Used: (Hectares)** _____

Signature

Title

Date