

# Hamlet of Cambridge Bay By-Laws



<b>By-Law Name:</b>	Land Administration By-Law
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<b>By-Law Number:</b>	271
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## Description

A By-law of the Municipal Corporation of the Hamlet of Cambridge Bay in Nunavut, to provide for the administration of municipal lands, pursuant to the Hamlets Act, S.N. 2003, c.3, S.53.5.

## By-Law

WHEREAS the Council of the Municipal Corporation of the Hamlet of Cambridge Bay 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 Cambridge Bay, at a duly assembled meeting, enacts as follows:

### 1. Short Title

This By-Law shall be cited as the "Land Administration By-law".

### 1. Interpretation

In this by-law:

"Acquisition"

means acquiring of land by the municipality;

"Standard Lease"

means a lease which has an annual payment but does not accumulate equity unless converted to an equity lease;

"Council"

means the Council of the Municipal Corporation of the Hamlet of Cambridge Bay;

"Development Costs"

means the costs directly incurred by the municipality in developing land, including, but not limited to, the costs of:

- i. planning and engineering design;
- ii. project management;
- iii. administrative costs;
- iv. road construction;
- v. land fill;

## Hamlet of Cambridge Bay By-Laws

- vi. open spaces for access, drainage, right-of-way, parks, playgrounds or other recreation, or for municipal uses;
- vii. piped water and sewer lines;
- viii. electrical distribution lines (and poles);
- ix. legal surveys;
- x. land acquisition and disposal costs;
- x. financing charges, including interest, for any loans incurred in developing the land;
- xi. provision of any other utility services.

“Disposal”

means the lease, or other disposition of land;

“Equity Lease”

means a lease for which all lease payments are credited against the total lot price until such time as the lot price is paid in full, at which time lease payments are \$1.00 per year;

“First Time Home Owner”

means an individual who has not previously owned a residence in Nunavut within the last five years, whether or not that residence was in Cambridge Bay;

“Land”

means real property owned, leased or otherwise held or acquired by the municipality;

“Lease”

means a contract between the lessor (municipality) and the lessee (person, people, or company) for the right to the use and enjoyment of lands for a specified period of time at a stipulated price;

“Lessee”

means an individual or other legal entity having a lease from the lessor;

“Lessor”

means the municipality which leases land to the lessee;

“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;

“Lot Price”

means the valuation of a lot;

“Minister”

means the Minister of Community Government Services;

“Municipality”

means the Municipal Corporation of the Hamlet of Cambridge Bay, which is represented by the Senior Administrative Officer or his or her designate, except when decisions of Council are required;

“New Lots”

means vacant lots which are available or developed on or after the date of this by-law;

“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 of direct, though not exclusive, benefit to the lessee;

“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 the incorporation of any site-specific factors;

“Senior Administrative Officer”

means the Senior Administrative Officer of the Hamlet of Cambridge Bay or such other person as may be designated, from time to time, to exercise the powers and perform the duties of the Senior Administrative Officer pursuant to this By-Law;

“Site Specific Factors”

means factors which may be used, where applicable, in adding or subtracting up to 25% of the development costs of new lots or the replacement cost for existing developed lots, and which may be composed of:

- i. size of land parcel;
- ii. site conditions;
- iii. desirability of location;
- iv. adjacent land uses; and
- v. proposed land use.

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

## **2. Application of the By-law**

- A) 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.

## **3. Advertising of the Land for Disposal**

- A) Subject to section 3(C), the municipality shall not lease or otherwise dispose of land until it has published a notice of such proposed lease or other disposition:

- a) by delivery of written notice to all postal boxes in the Hamlet; or
- b) by notice posted in five(5) prominent places in the municipality for a period of two weeks.

- B) Each advertisement or notice shall contain:

- a) a sketch, depicting with reasonable accuracy the size and location of the parcel or parcels of the land to be leased or otherwise disposed of;
- b) the minimum consideration for which the land will be leased or otherwise disposed of;
- c) an indication as to the method to be employed in leasing or other wise disposing of lands; or
- d) an indication as to where and when applicants may obtain information and application forms.

- C) Sub-sections 3(A) and 3(B) shall not apply to:

- a) lands required by the Federal or Territorial Governments;
- b) lands which can only be of use to an adjoining owner/lessee; or
- c) additional adjacent lands required for expansion of an owner's/lessee's existing or proposed development.

- D) The municipality shall re-advertise for lease or other disposition of lands for which:

- a) an application has been made but withdrawn by the applicant after the acceptance by the municipality;
- b) lease has been granted but terminated or surrendered prior to the construction of any improvements on the lands; or
- c) re-zoning has taken place and the lands remain untenured;
- d) lands have been returned to the municipality by forfeiture; or
- e) land has been returned to the municipality by cancellation or surrender of lease as per Sections 11 & 12

## **4. Preconditions to Acquisition and Disposal of Lands**

- A) Land speculation will be discouraged.

- B) 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 A, Appendix B or Appendix C attached hereto, and each such by-law shall contain:

## Hamlet of Cambridge Bay By-Laws

- 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 the lands; and
  - c) the terms and conditions, if any, upon which the land shall be acquired, leased or otherwise disposed of.
- C) No by-law for the acquisition, lease or other disposition of land shall be passed pursuant to section 53.5 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:
    - i) if the lands are occupied;
    - ii) if there are any improvements situated on the lands;
    - iii) if there are any easements affecting the lands; and
    - iv) such other information as Council may, in its discretion, consider to be relevant;
  - c) the Senior Administrative Officer(SAO) 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 in effect in the municipality, and the Planning Act.
- D) The municipality shall keep a ledger/inventory of all lands, containing:
- a) a full legal description of the lands;
  - b) the location of the lands within the municipality;
  - c) the terms and conditions and valuation upon which the lands may be leased or otherwise disposed of; and
  - d) 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 land.
- E) The ledger/inventory kept pursuant to Section 4D of this by-law shall be open to inspection by the public at the Municipal office during normal business hours.

### 5. Terms and Conditions of Land Disposals

- A) For new leases, the municipality shall issue only equity leases
- B) The municipality, in leasing or otherwise disposing of land for residential purposes, shall ensure that prospective private home owners have preference over land applicants who wish to acquire more than one lot at a time, except when lots are required by:
- a) The Federal or Territorial Governments;
  - b) The Nunavut Housing Corporation or their clients;
  - c) The Canada Mortgage and Housing Corporation; or
  - d) The Municipality.

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- C) Every disposal of land shall be in writing and leases shall be executed in accordance with the Land Titles Act and this by-law.
- D) The Municipality, in leasing or otherwise disposing of land, shall require that commencement of construction must begin within twelve (12) months and construction shall be completed within twenty-four (24) months of the effective date of the lease. Subject to Section 5E, if construction is not undertaken as outlined in this Section, the lease may be cancelled.
- E) The Municipality may allow a maximum extension of twelve (12) months to either term outlined in section 5(D). 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 approved financing;
  - d) Development Permit application;
  - e) no outstanding debts to the municipality.
- F) The municipality shall dispose of land by one or a combination of the following means:
  - a) ballot draw as per Appendix "G";
  - b) Development Proposal Call, as per Appendix "H"
  - c) first come, first served basis;
- G) Council shall decide at its discretion, as to which means will be employed to the disposal of land, as per section 5(F).
- H) Prior to disposing of land through 5(F)(a) or 5(F)(b), Council shall, by resolution, at a duly assembled meeting decide and provide public notice of which method shall be used.
- I) The municipality shall, when disposing of land through means of a ballot draw, give preference to prospective applicants as outlined in Appendix "G"

## 6. Pricing of Existing Lots

A) The municipality in leasing existing developed lands shall determine lot price by replacement cost at new lot pricing.

### B) Standard Lease Rates

a) The Standard lease rate per lot or portion of a lot shall be as follows:

i) Residential:

- (1) \$667 per year for lots up to 900 square metres, or;
- (2) \$0.75 per square metre calculated on area over 900 square metres, with a minimum rate of \$667 per year;

ii) Commercial & Community Use:

- (1) \$800.00 per year for lots up to 900 square metres, or;
- (2) \$0.90 per square metre calculated on area over 900 square metres, a minimum rate of \$800.00 per year shall be charged.

iii) Industrial

- (1) \$1000.00 per year for lots up to 900 square metres, or;
- (2) \$1.15 per square metre calculated on area over 900 square metres, a minimum rate of \$1000.00 per year shall be charged.

iv) Other land uses: as decided by Council;

b) The standard lease rates will be reviewed annually, with the lessee being notified of any changes to the standard lease rate a minimum of ninety (90) Days before the five year anniversary date of the standard lease.

C) The term of all standard lease documents shall be 30 years

D) The term of leases referred to in Section 6(C) may be varied at Council's discretion based on the nature and value of improvements to be constructed.

## 7. Pricing of New Lots

A) The municipality shall recover development costs in the valuation of lands for disposal subject to Section 7(B).

B) 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 Nunavut or a financial institution; or
- b) when the lot has been developed through financing from the Government of the Nunavut or a financial institution and the reduced land valuation is approved by the Minister.

**C) Equity Lease Rates**

- a) The lot price for new lots shall be determined by development cost including any allowance for site specific factors.
- b) Where an equity lease is issued, 15% of the lot price must be paid at the time of signing. The remainder must be paid in equal annual installments within the following time frame:
  - i) Government (Including NHC) as Lessee: Paid in Full at signing.
  - ii) Businesses as the Lessee: No more than Three (3) years after the date of signing.
  - iii) Individual Lessees: No more than Five (5) years after the date of signing.
- c) After all the equity lease payments are paid in full, the lease rate shall be \$1.00 per year.
- d) Where any portion of the rental is unpaid more than 30 days, a late payment fee of 2% per month shall be charged.
- e) The term for all Equity Leases will be 30 years.
- f) If it is determined in the next Land Referendum (*Nunavut Land Claims Agreement Article 14.8.4*) that the restriction on the municipality being able to sell its municipal lands is no longer in effect, and if Council Approves the sale, fully paid equity leases will be converted to fee simple title.
- g) If the lease is surrendered, all rental paid by the lessee shall be refunded except for:
  - i) the amount equal to rental paid as if it was a standard lease for the time leased, and;
  - ii) An administrative cost of 10% of the total rental.

**8. Application for Land**

- A) The municipality shall only accept a written application for land in the form of Appendix D.
- B) The municipality shall only accept an application for land provided that the applicant or applicants have no outstanding debts to the municipality.
- C) After an application has been received, the Hamlet will reply within a reasonable time period, giving the status of the application approved, rejected or requiring more information.
- D) If the application is approved, the refundable application fee shall be applied to the total rental.
- E) Once the lease is approved, the applicant has Thirty (30) days to sign the lease and pay all required fees or the application may be declared refused and the application fee forfeited.

**9. Converting Existing Standard Leases to Equity Leases**



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- A) The municipality shall allow conversion of existing standard leases to equity leases;
- B) The lot price, as determined by Section 7(C)(a), shall be adjusted by:
  - a) applying a discount factor of 3% per year back to the estimated replacement cost in current years dollars, back to the year the lot was developed (or 1996, whichever comes first), or;
  - b) deducting all previous payments made by the current lessee
  - c) In no instance shall the adjustment be more than 75 % of the lot price as determined by section 9(B).
- C) Interest on overdue payments shall not be credited to the discount pursuant to section 9(D), but shall none the less remain due and payable.
- D) Where an existing standard lease is converted to an equity lease, 15% of the lot price as determined by section 9B shall be made on execution of the equity lease and the remaining amount must be paid in equal annual payments within a period not exceeding 15 years from the date the equity lease is commenced, after which the annual lease rate shall be \$1.00.
- E) Notwithstanding 9(D), payment of the balance of the lot price may be made at any time.
- F) Any lessee having an equity lease that has been paid in full, shall continue to enjoy quiet rights to the land, for as long as annual payments of one dollar (\$1.00) continue to be paid, subject to the terms and conditions of the lease.
- G) Notwithstanding section 9F, any equity lease may be cancelled by the municipality, as set out in Section 12, and revert back to the municipality if the lessee has been deemed to be in non-compliance with any terms and conditions outlined in the lease.

### 10. Lease Assignments/Transfers/Amendments/Mortgage Consents

- A) Assignments/Transfers/Amendments/Mortgage Consents may be consented to subject to the following:
  - a) standard lease rental, equity lease payments outstanding, and any other accounts receivable owing to the municipality by the original lessee and the new lessee must be paid in full;
  - b) any taxes owing to the Government of the Nunavut must be paid in full;
  - c) proof of ownership of improvements;
  - d) satisfactory completion of improvements;
  - e) provision of the duplicate original of lease if available or completion of a statutory declaration of loss form;
  - f) paying a non-refundable fee as set out in Appendix E.

### 11. Lease Surrenders

- A) The Municipality may accept a surrender of lease, at the discretion of the Municipality, with terms and conditions as the municipality requires.

- B) The terms in section 11A may include, but are not limited to:
- a) additional documentation;
  - b) non-refundable fee as set out in Appendix "G" shall be paid;
  - c) all outstanding debts to the municipality shall be paid in full;
  - d) any taxes owing to the Government of Nunavut shall be paid in full;
  - e) estimated site restoration cost;
  - f) costs of analysis, which may include environmental analysis

## **12. Cancellation of Lease**

- A) 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 a court 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 120 days, failing which the municipality may seek a court order to retain the right to any improvement upon the leased lands;
  - c) where the leasehold title for the lands has not been surrendered in accordance with the Land Titles Act, the municipality shall seek a court order cancelling the leasehold title.
- B) The municipality may give notice of intention to proceed to cancel the lease by way of registered mail, and/or hand delivered.
- C) The municipality is under no obligation to keep the mailing address of the lessee current, it is the lessee's responsibility to update the municipality as to their latest address.
- D) Rent payable under a lease shall continue to be charged, until the expiry of the appeal period in respect to the Order in Court terminating the lease.
- E) The cancellation of a lease in no way restricts the municipality's right to collect outstanding debts owed by the lessee.

### **13. Off Site Levies**

- A) When disposing of land the municipality may levy a surcharge to a lessee 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 storage, treatment, movement or disposal of sewage;
  - c) new or expanded storm sewer drainage facilities;
  - d) new or expanded roadways and sidewalks;
  - e) new playground; and
  - f) land required for, or in connection with, any of the facilities described in (a), (b), (c) & (d).
- B) The municipality shall not include, as part of any off-site levy, any costs paid for by grants or contributions received from any Federal or Territorial Government or donating agency.
- C) The municipality shall clearly identify to the public that any off-site levy is a separate surcharge above the lease rental which is collected at the time of lease execution.
- D) The municipality shall place all off-site levy revenues in a separate account to be used for the purpose set out in Section 13(A)

### **14. Easement**

- A) 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.

### **15. Private Sector Development of Lands**

- A) 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 section 15(a).
- B) If, in the opinion of the municipality, the private sector can develop lands in a cost-effective manner as outlined in section 15A, the municipality shall call for proposals.
- C) The municipality, in disposing of vacant lands 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 consistent with this By-law;
- c) require the developer to dispose of the lots to the public at a price no greater than the municipality would charge, and 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 the case for non-performance with regard to 15C (a), (b) or (c) above, the lease will be cancelled by the municipality as per Section 12.

#### **16. Land Use Permits**

- A) The municipality may issue land use permits for the temporary use of land. The temporary land uses for which a permit is required are set out in Appendix "F";
- B) Application for a land use permit shall be in the form of Appendix "F";
- C) 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.

#### **17. Quarry Permits**

- A) Upon signing a Quarry Administration agreement with the Commissioner of Nunavut, and/or upon a Quarry being surveyed and fee simple title being raised in the name of the municipality, the municipality may upon receipt of a quarry application, issue quarry permits for the use of a quarry site.
- B) Prior to the issuance of a quarry permit for a surveyed Quarry in the name of the Municipality, the municipality shall, by by-law, establish any applicable quarry fees and any exemptions to such fees.
- C) Fees established under Section 17B shall reflect the cost of development, operation, maintenance, administration and restoration of quarries.
- D) All quarry fees(excluding royalties) collected shall be placed into a separate financial account.
- E) The Municipality shall, in regards to the account Identified in Section 17D:
  - a) Use all expenditures from the account for the sole purpose of quarry development, operation, maintenance, administration and restoration; and
  - b) Not allow the account to be underfunded at any time.

## 18. Land Development Reserve Account

- A) 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.
- B) The municipality shall, in regards to the account identified in Section 18(A):
  - 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 Hamlet, unless written approval by the Minister is obtained for other types of expenditures.
  - c) Not allow the account to be underfunded at anytime

## 19. By-Law Administration

- A) 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.
- B) The Hamlet shall charge a fee as set out in Appendix E that is based on staff time taken and Hamlet materials and equipment used.

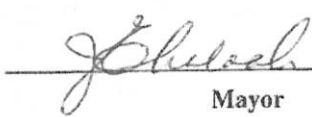
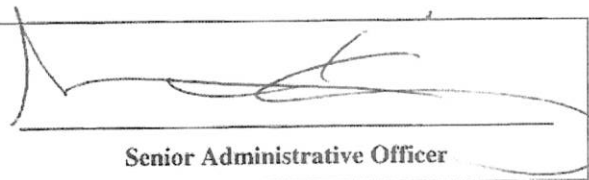
- C) The following appendices shall form part of this By-law:

Appendix "A"	Land Acquisition By-law
Appendix "B"	Land Disposal By-law (Lease)
Appendix "C"	Land Lease By-law
Appendix "D"	Land Application Form
Appendix "E"	Land Administration Fees
Appendix "F"	Application for Land Use Permit
Appendix "G"	Ballot Draw Procedures
Appendix "H"	Proposal Call/Tender System

- D) 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.
- E) This By-Law hereby repeals the Land Administration By-Law #226 and #254

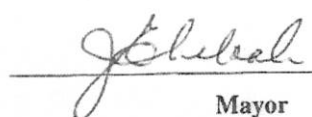
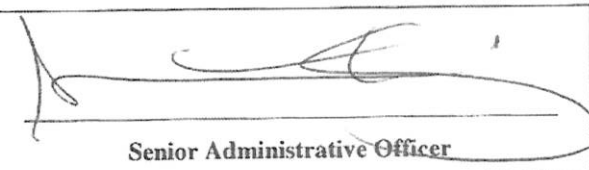
Hamlet of Cambridge Bay By-Laws

Date of First Reading	(Day) 08	(Month) 09	(Year) 2014
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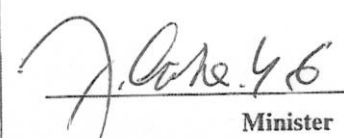
 Mayor	 Senior Administrative Officer
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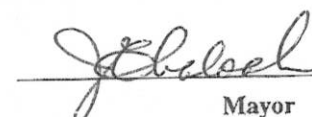
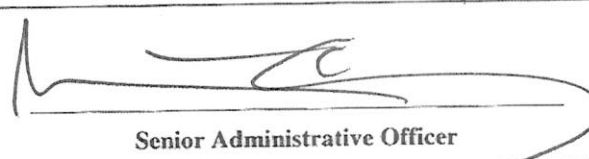
Date of Second Reading	(Day) 27	(Month) 10	(Year) 2014
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 Mayor	 Senior Administrative Officer
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Approved by the Minister of Community and Government Services	(Day)	(Month)	(Year)
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 Minister
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Date of Third Reading and Passed	(Day) 28	(Month) 09	(Year) 2015
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 Mayor	 Senior Administrative Officer
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## APPENDICES

The following appendices shall form part of this By-law:

All agreements for the acquisition or disposition of land made pursuant to this By-law shall conform to the applicable precedent form of agreement subject to such modifications as the circumstances may require and Council may approve.

Appendix "A"	:	Sample Land Acquisition By-law
Appendix "B"	:	Sample Land Disposal By-law (Lease)
Appendix "C"	:	Sample Land Lease By-law
Appendix "D"	:	Sample Land Application Form
Appendix "E"	:	Land Administration Fees
Appendix "F"	:	Application for Land Use Permit
Appendix "G"	:	Ballot Draw Procedures
Appendix "H"	:	Proposal Call/Tender System





**Hamlet of Cambridge Bay NU.**

**Schedule B**

**Sample Land Disposal By-law (Lease)**

A By-law of the Municipal Corporation of the Hamlet of Cambridge Bay in the Nunavut to dispose of real property, pursuant to the Hamlets Act, R.S.N.W.T., 1988, c.H-1, as amended by S.Nu. 2003, C-3, s.53.5.

WHEREAS the Municipal Corporation of the Hamlet of Cambridge Bay, in a duly assembled meeting, enacts as follows:

1. All those Lots identified on Schedule "A" attached hereto, be leased in accordance with the Land Administration by-laws in the Hamlet of Cambridge Bay, in Nunavut according to a plan of survey filed in the Land Titles Office for the Nunavut under numbers identified on Schedule "A".
2. The Mayor and the Senior Administrative Officer are hereby authorized on behalf of the Hamlet of Cambridge Bay to execute lease agreements in accordance with the Land Administration By-Laws in the Hamlet of Cambridge Bay for the lots described in order to convey a listed lot to a lessee.

Read a first time this      day of      , 200   A.D.

Mayor      Senior Administrative Officer

Read a second time this      day of      , 200   A.D.

Mayor      Senior Administrative Officer

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

Mayor      Senior Administrative Officer

## Hamlet of Cambridge Bay NU.

### Schedule C

#### Sample Land Lease By-law

A By-law of the Municipal Corporation of the Hamlet of Cambridge Bay in the Nunavut to acquire real property, pursuant to the Hamlets Act, R.S.N.W.T., 1988, c.H-1, as amended by S. Nu. 2003, C-3, s.53.5.

WHEREAS the Municipal Corporation of the Hamlet of Cambridge Bay deems it to be in the public interest to lease the land described hereunder;

NOW THEREFORE, the Municipal Corporation of the Hamlet of Cambridge Bay, in a duly assembled meeting, enacts as follows:

1. The whole of Lot ( ) in the Hamlet of Cambridge Bay in the Nunavut according to a plan of survey filed in the Land Titles Office for the Nunavut under number, be leased from \_\_\_\_\_.
2. The Mayor and the Senior Administrative Officer are hereby authorized on behalf of the Hamlet of Cambridge Bay to execute the lease agreement "Schedule A," attached to and forming part of this By-law, conveying the lot to the Hamlet of Cambridge Bay.

Read a first time this      day of      , 200 A.D.

Mayor      Senior Administrative Officer

Read a second time this      day of      , 200 A.D.

Mayor      Senior Administrative Officer

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

Mayor

Senior Administrative Officer

## Hamlet of Cambridge Bay NU.

### Schedule D

#### LAND APPLICATION FORM

Applicant: \_\_\_\_\_ Age 19+: Yes \_\_\_ No \_\_\_  
Name of Business or Surname & First name  
(This will be the name your Lease falls under)

Address: \_\_\_\_\_  
(Applicants full address, including community name and postal code)

Phone: Home # \_\_\_\_\_ Work # \_\_\_\_\_ Email: \_\_\_\_\_

#### Co-Applicant (If Applicable)

Co-Applicant: \_\_\_\_\_ Age 19+: Yes \_\_\_ No \_\_\_  
Surname First name  
If there is more than one applicant: (check one)

Joint Tenancy \_\_\_\_\_ Tenancy in Common \_\_\_\_\_

#### Contact Person for Application

If the Applicant is a business, the section is required.  
Same as above: Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Age 19+: Yes \_\_\_ No \_\_\_  
Surname First name

Address: \_\_\_\_\_  
(Applicants full address, including community name and postal code)

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

The undersigned hereby make application to the land described as follows:

Surveyed Land:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Hamlet of Cambridge Bay By-Laws

Street/Civic Address: \_\_\_\_\_

If the land you are applying for is not surveyed by a Certified Land Surveyor, list its proposed lot number and name of the development area, or describe the dimensions and location of the land, and attached a copy of the lands map showing the location of the land outlined in red.

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

The land will be used for: (circle one)

Residential    Commercial    Community Use    Industrial  
Other: (Specify) \_\_\_\_\_

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

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

If existing improvements remain, attach proof of ownership to complete this application. Attached: \_\_\_\_\_

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

Owner of existing Improvements: \_\_\_\_\_

The undersigned agree to construct the following improvements:

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

Estimated Value: \$ \_\_\_\_\_

Requires approximately \_\_\_\_\_ months to complete

**Terms and Conditions:**

If there are buildings and other improvements proposed by the applicant, she/he 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 all 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.

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The submission of this application and payment of the deposit do not in themselves convey any right to land.

If the application is refused, the deposit will not 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 towards the first payment, the remainder, if any, to be paid when the document is executed.

1. All rights to land exclude the following:
  - (a) All mines and 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 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 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

### **Please Initial:**

The undersigned understand the failure to comply with any terms and conditions of the lease will be grounds for cancellation of the said instrument. \_\_\_\_\_

The undersigned certify that I/We have read and understood the terms conditions listed on this form and am/are in complete agreement with them. \_\_\_\_\_

The undersigned understand that the information that I/We have given in this application is true and correct. \_\_\_\_\_

The construction of buildings and improvements will conform to local by-laws and building standards. \_\_\_\_\_

This application will not be considered unless accompanied by a deposit of: \$600 and Plot Plan of Proposed Improvements. \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date:

**Hamlet of Cambridge Bay NU.**

**Schedule E**

**Land Administration Fees**

1.	Application Fee	\$ 600.00/initial
2.	Amendment to Application Fee	\$ 50.00/each time
3.	Transfer/Assignment of Lease Fee*	\$ 250.00/each time
4.	Surrender of Lease Fee*	\$ 250.00/each time
5.	Amendment of Lease Fee*	\$ 150.00/each time
6.	Ballot draw ballot fee	\$ 250.00/each time
7.	Consent to Mortgage Letter Fee	\$ 75.00/each letter
8.	Letters of Compliance Fee	\$ 100.00/each letter
9.	Lease Status Letters	\$ 50.00/each letter
10.	Land Use Permit	\$250/permit
11.	Full size copies of maps (A4 to A2 or equivalent)	\$ 10.00/each
12.	Full size copies of maps (A1 or equivalent)	\$ 25.00/each
13.	Full size copies of maps (A0 or equivalent)	\$ 35.00/each
14.	8 ½" X 14" or 11" copies of maps (B&W)	\$ .50/each
15.	8 ½" X 14" or 11" copies of maps (Colour)	\$ 1.00/each
16.	11" X 17" copies of maps (B&W)	\$ 1.50/each
17.	11" X 17" copies of maps (Colour)	\$ 2.00/each
18.	Copies of Legal Documents(physical or digital)	\$ .25/per page

## Hamlet of Cambridge Bay NU.

### Schedule F

#### Application for Land Use Permit

The Hamlet may issue Land Use Permits for those uses of land that will be short-term (temporary) in nature. A permit may be issued for site investigation, the temporary storage of materials, etc. One of the main concerns when issuing a permit is the environmental impact of the temporary use. A permit will not be used for any undertaking that will be long term or permanent (construction of a building, etc.). All Land Use Permits will outline conditions, restrictions, and expiry date. Any extensions must be brought to the Hamlet Council and will be reviewed for the original purpose only. Any alteration of the original purpose must start over from the application process.

1. Applicant's Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Location & Description of Operation: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_
  - a) Attach a description and proposed techniques;
  - b) Attach map and sketch of area.
4. Equipment (Type / Size / Purpose)  
\_\_\_\_\_  
\_\_\_\_\_
5. Fuel (Type / Volume / Method of Storage Containment)  
\_\_\_\_\_  
\_\_\_\_\_
6. Method of Waste Disposal: \_\_\_\_\_  
Arrangements planned for disposal of garbage, sanitary waste and debris
7. Contractors and Function: \_\_\_\_\_
8. Time Schedule: Start: \_\_\_\_\_ Completion: \_\_\_\_\_ Number of Days: \_\_\_\_\_
9. Name and Address of Field Supervisor: \_\_\_\_\_  
\_\_\_\_\_
10. Number of Employees: \_\_\_\_\_
11. Area Used (Square Meters / Hectares): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Hamlet of Cambridge Bay NU.

### Schedule G

#### Ballot Draw Procedures

1. Ballot draws shall be administered by the Senior Administrative Officer.
2. All applicants for ballot draws must be at least 19 years of age.
3. No applications for ballot draws will be accepted from companies, groups, or societies.
4. No applicants for ballot draws will be given approval to exchange, transfer or assign their ballot or application.
5. First Time Homeowners are defined as never owning a home in Nunavut prior to the ballot draw. Proof by statutory declaration may be required.
6. Proof of residency may include utility bills or other bills showing the applicant as the payer with a Cambridge Bay address for a period of five or two years as per section 21 of this by-law.
7. Only one ballot per family unit allowed. Family unit is described as all parents, and their children currently residing together.
8. Each ballot application shall include a certified cheque or money order for a non-refundable ballot fee of \$250.00.
9. Lots are leased on an "as is" basis. It is the responsibility of the lessee to deal with soil conditions and provide pads for housing construction to meet development permit requirements.
10. Ballot holders should be present at the time of the ballot draw. Ballot holders may provide a letter of proxy or a power of attorney for a party acting on their behalf during the ballot draw should they not be able to attend.
11. On the date of the ballot draw, the draw will be held in three stages
  - Category 1 – First Time Homeowners five year plus residency
  - Category 2 – First Time Homeowners 2 years to five years residency
  - Category 3 – All Others
12. Each Category applicants will be drawn to determine the order of selections of lots still available.
13. The person whose name is drawn first shall have first selection and so on to the last person drawn.
14. Each lot chosen by the person whose name is drawn shall not be available for following names drawn.
15. Any lots remaining after the ballot draw shall be available on a "first come, first served" basis.
16. Ballot draw selections may not be exchanged, transferred, or assigned.
17. All selections will be subject to all requirements of this by-law, the zoning by-law and development permit requirements.



## **Hamlet of Cambridge Bay NU.**

### **Schedule H**

#### **Proposal Call/Tender System**

This system may be used for the sale, 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:

1. The last date and time for the submission of applications.
2. The time, date and place at which the municipality will announce the successful candidate.
3. The criteria to be employed by the municipality in selecting the successful application.
4. A request for documents or information which will be required by the municipality in support of applications (estimated cost of construction, drawings, specifications, etc.).
5. A request for deposit that is required.
6. The terms and conditions of any agreement for the Sale or Lease which the successful applicant will be required to enter into.
7. Building standards which must be employed in the construction of improvements.
8. 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.