

Land is Life

INGRAHAM TRAIL CABIN LOT LEASES

**PUBLIC BALLOT DRAW
INFORMATION PACKAGE**

MAY 1ST, 2015

Government of the Northwest Territories
Department of Lands
Lands Administration – Territorial Lands



Northwest
Territories Lands

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1. OVERVIEW

A public ballot draw for the opportunity to apply for a lease for one of twenty-two (22) surveyed recreational cabin lot leases along the Ingraham Trail will be held on Monday, July 27th, 2015 in Yellowknife.

Information on how to obtain a ballot is included in this package. The ballot draw process includes two steps: a ballot draw on Monday, July 27th, followed by a lot selection meeting on Wednesday, July 29th.

The ballot draw will be open to the public but attendance is not required. Individuals whose ballots are drawn, or their designated proxy named on their ballot application form, are required to attend the lot selection meeting in person on Wednesday, July 29th at 10:00 a.m. in Yellowknife. The lot selection meeting will not be open to the public.

Eligibility to enter the ballot draw:

- 19 years old and older
- Current NWT resident

Fee to enter the ballot draw:

- The non-refundable ballot fee for the 2015 Ingraham Trail Cabin Lot Ballot Draw will be one hundred dollars (\$100.00) plus GST.

The 22 vacant lots are located in six surveyed subdivisions. Two lots are on Reid Lake, seven on Tibbitt Lake, five on Peninsula Lake, one on Pontoon Lake, six on Prelude Lake and one on Madeline Lake.

Additional information on each of the lots, the eligibility rules and the draw process are included as part of this package.

2. IMPORTANT DATES

- Basic lease and lot information released: **Friday, May 1st, 2015**
- Draw Master named and venue for ballot draw announced: **Monday, June 29th, 2015**
- Details on how to get a ballot entry form will be available on **Monday, June 29th, 2015**
- Ballot draw date: **7:00 p.m. Monday, July 27th, 2015**
- Lot selection meeting: **10:00 a.m. Wednesday July 29th, 2015**
- Anticipated approval of lease applications: **September 2015**

3. BASIC INFORMATION

DEFINITIONS

Draw Master – the independent third party retained to facilitate all aspects of the draw process such as, but not limited to, verifying applicant eligibility, issuing ballots, and conducting the draw. The independent 3rd party will ensure the draw process is open, fair and transparent.

Proxy – a person who can select a lot for an applicant should the applicant be unable to attend the lot selection meeting on Wednesday, July 29th, 2015 at 10:00 a.m. If an applicant is not able to attend the lot selection meeting, only their designated proxy will be permitted to select a lot on behalf of the applicant. The proxy must be designated by the applicant on the ballot application form. A person can only be a proxy to one ballot applicant, and can submit their own application as well, provided they meet the eligibility criteria.

3.1 APPLICANT ELIGIBILITY

To enter the ballot draw potential applicants must:

- Be **19 years of age or over** on the day they make their application.
- Be a **current resident** of the Northwest Territories.
- Pay a **non-refundable** ballot fee of one hundred dollars (\$100.00) plus GST.

Important Notes:

- a. Only one (1) ballot entry per individual will be allowed.
- b. It is strongly recommended that applicants list a proxy. A person can be a proxy for one ballot applicant only.
- c. Ballot entries are for individuals only. Ballot entries from companies, corporations, associations and/or organizations will **not** be accepted.
- d. There is no upper limit to the number of ballots the Draw Master can issue, provided the applicants meet the eligibility requirements.

3.2 PROOF OF ELIGIBILITY

Applicants will be required to show proof of age and residency to the Draw Master to have their application processed and be administered a ballot.

Applicants will be required to provide at least one piece of picture identification and documentation such as a NWT driver's licence, NWT health card, a lease or utility bill, or other legally acceptable documents to have their application processed and be administered a ballot. If applying by mail, please enclose a photocopy of the eligibility document(s).

3.3 BALLOT DRAW FEE

The **non-refundable** ballot fee for the 2015 draw will be one hundred dollars (\$100.00) plus GST.

Please note: Applicants whose ballots are drawn and subsequently apply for a lease will also be required to pay an additional \$150.00 lease application fee as well as the 2015-16 annual lease fee for their chosen lot before the lease is issued. More information is in Section 3.9.

3.4 ENTRY DEADLINE

Applicants must ensure their completed ballot draw entry form and fee are received by the Draw Master no later than 4:00 p.m. on **Friday, July 24th, 2015**.

Ballot entry forms submitted or received after that time will not be considered and will be returned to the applicant, with the ballot fee.

Ballot draw entry forms will not be accepted on the day of the draw or at the draw location.

3.5 BALLOT DRAW ENTRY FORMS SUBMISSION

Ballot draw entry forms will be available from the Draw Master or online from the Lands website and they **must** be submitted in-person, by mail or courier directly to the Draw Master and received by the entry deadline specified above.

Important Notes:

- a. Ballot draw entry forms received after 4:00 p.m. on Friday, July 24th, 2015 will not be accepted.
- b. Proof of eligibility must be provided as part of the ballot draw entry process.
- c. Ballot draw entry forms submitted online, by fax, or by e-mail will not be accepted.
- d. Ballot draw entry forms submitted directly to any GNWT office or employee will not be accepted.
- e. Ballots can NOT be assigned or transferred. For any ballot drawn, the applicant name provided on the ballot entry form must be listed on the final lease.
- f. In the event of an applicant's death prior to the draw date, the applicant's ballot draw ticket will be deemed invalid and the ballot draw entry fee will be returned to the applicant's estate.

3.6 THE DRAW PROCESS

- The ballot draw will be held on Monday, July 27th, 2015 in Yellowknife starting at 7:00 p.m. The location of the draw will be announced on Monday, June 29th.
- The draw will be open to the public, however attendance is NOT required. The location of the draw and legal capacity of the hall may limit the number of people allowed to enter.
- Starting at 7:00 p.m. the Draw Master will:
 - Review the draw process
 - Explain how the ballots will be drawn
 - Explain the second draw for lot selection position
 - Explain the required eligibility rules
 - Explain the next steps for an applicant whose ballot is drawn, including the process to select a lot and sign a lease agreement
 - Explain the process should a dispute arise
 - Begin the draw process
- The Draw Master will load all numbered ballots into the draw box. Only members of the Draw Master's firm will be allowed access to the ballots, the draw box or the immediate area where the draw is to be done.
- The Draw Master will load the lot selection position numbers into a second draw box. The lot selection position number is a number from 1 to 22. Position numbers set the order in which ballot holders get to select their lots at the lot selection meeting. For each ballot drawn, the Draw Master will draw a position number that will be attributed to that ballot. The ballot holder that is attributed position number one (1) will be the first to select a lot, followed by position number two (2) and so on until position number 22.
- The Draw Master will pull the first ballot from the draw box and it will be validated by a member of the Draw Master's firm.
- The Draw Master will then draw from a second draw box, a lot selection position for the first ballot holder. Position numbers set the order in which ballot holders get to select their lots at the lot selection meeting. For greater clarity, this means that the holder of the first ballot drawn does not automatically get first pick of lots - their position number for selecting a lot will also be randomly drawn.
- The ballot number and the associated lot selection position will be announced in the hall, and will be posted on the Department of Lands website and provided to the media.

- The above steps will be repeated until 22 ballots have been drawn and verified.
- The Draw Master will then draw an additional 22 ballots as a secondary group should any of the lots not be chosen by the first group of 22 people.

3.7 PUBLISHING OF BALLOT DRAW RESULTS

The results of the ballot draw will be posted on the Department of Lands website www.lands.gov.nt.ca immediately following the conclusion of the draw. Ballots will only be identified by ballot number. Applicants are responsible for knowing their ballot number. The Department of Lands will also post the results at its regional offices on Tuesday, July 28th, 2015.

The Draw Master will make efforts to contact applicants whose ballots are drawn by noon on Tuesday, July 28th using the contact information provided on their ballot application form only. It is the responsibility of the applicant to check if their ballot was drawn.

If any applicant or their designated proxy does not attend the lot selection meeting on Wednesday, July 29th to select a lot, their ballot will be deemed null and void.

Important Note: The applicant must meet eligibility requirements or they will be disqualified.

3.8 LOT SELECTION

Applicants whose ballot is drawn at the ballot draw will be invited to attend the lot selection meeting on **Wednesday, July 29th, 2015**. **Ballot holders or their designated proxy must attend the meeting in person. The venue for the meeting will be communicated with those applicants being asked to attend.** Attendees are required to bring identification so that their identity as the ballot holder or designated proxy can be verified.

At the lot selection meeting, the first group of 22 ballot holders will be given the opportunity to select a lot. Lots will be selected in the random order assigned on the draw date. **Ballot holders will be allotted a maximum of five minutes to select a lot from those that are available when it is their turn.**

In the event any lots remain unselected by the first set of 22 ballot holders on Wednesday, July 29th, 2015, a member of the Draw Master's firm will contact the first person on the secondary list to offer them an opportunity to select any lots not chosen by the first group.

If any applicant or their designated proxy fails to attend the lot selection meeting in person on Wednesday, July 29th to select a lot, his or her ballot will be deemed null and void.

3.9 OBTAINING A LEASE FOR THE SELECTED LOT

STEP ONE: SUBMIT APPLICATION FOR TERRITORIAL LANDS AND APPLICABLE FEE TO THE DEPARTMENT OF LANDS

Once the ballot holder has selected a lot, the applicant named on the ballot must complete an Application for Territorial Lands to apply for the lease for the selected lot. The completed and signed application form along with all applicable fees must be submitted to the Department of Lands by 2:00 p.m. Friday, July 31st, 2015. The applicant can fill out the Application for Territorial Land application form at the lot selection meeting if desired.

- The fee to submit an application for a lease is (\$150.00 plus GST) - certified cheque or bank draft only. This application fee is NON-REFUNDABLE.

Note: any and all outstanding payments due to the Department of Lands must be addressed before an application for a lease can be approved.

If the completed, signed Application for Territorial Lands and the associated fee is not received by the Department of Lands by 2:00 p.m. on Friday, July 31st 2015, the ballot holder forfeits their opportunity to lease the selected lot. The lot will be made available to the first person on the secondary list of ballot holders that was drawn at the Ballot Draw.

IMPORTANT NOTE: The applicant named on the ballot entry form must be named on the Application for Territorial Lands and must sign the Application for Territorial Lands. The applicant can have additional people included on his or her Application for Territorial Lands.

For example if John Smith is the name on the ballot entry form, John Smith's name must be on the Application for Territorial Lands. If John Smith wishes to add other names to the lease application he may do so. However, if he wishes to assign the lease to another person he may do so **ONLY** after the original lease terms and conditions are satisfied.

STEP TWO: SIGN APPROVED LEASE AGREEMENT AND PAY LEASE FEE

Once signed applications for Territorial Land and the applicable application fees are received by the Department of Lands it will take several weeks for the Department to review and process the application. Once this is complete, applicants will be contacted and given a time, date and location to meet with a Department of Lands official to:

- sign their lease agreement;
- pay the appropriate 2015-16 lease fee plus GST – certified cheque or bank draft only – **please be aware the current lease fees are under review**; and
- pay any other required fees.

Note: The applicant must be accompanied by a witness prepared to swear an affidavit before a Commissioner for Oaths or Notary Public when the lease documents are signed.

A sample Application for Territorial Land form and lease agreement will be available for review and downloading from the Department of Lands website.

Applicants are advised to carefully review the terms and conditions of the lease agreement as they will be responsible for compliance. If an applicant does not understand any of the terms and conditions they should seek legal assistance.

3.10 ONCE THE LEASE IS APPROVED

Once the lease application is approved and the lease agreement has been signed applicants will be expected to abide by all lease terms and conditions such as, but not limited to:

- Construct a cabin within three years to the required standards using suitable materials. Failure to construct a suitable cabin within three years may result in lease cancellation.
 - Cabins must be constructed within the bounds of designated lot pins and setbacks, especially any shoreline setbacks.
- Continue to pay the annual lease fees – **please be aware the current lease fees are under review.**
- Pay any subsequent fees as may be required in the future.
- Pay any and all assessed property taxes as set by the GNWT based on leasehold improvement.
- Maintain the site in accordance to all required environmental stewardship requirements such as, but not limited to, fuel storage, solid waste and grey and black water disposal.

Additionally lease holders will be encouraged to follow other practices such as Fire Smart and good neighbour etiquette.

4. LOT INFORMATION

4.1 REPRESENTATIONS AND WARRANTIES

- **The Government of the Northwest Territories makes no warranties or representations, except those stated in the lease agreement.**
 - **The applicant acknowledges reliance solely on the applicant's own knowledge and inspection of a potential lease site, and that the applicant has not received or relied on any representations or warranties made with respect to any potential lease site.**
 - **The applicant acknowledges that the Government of the Northwest Territories makes no representations or warranties to the applicant as to the fitness of any potential lease site for any particular purpose.**
 - **The Government of the Northwest Territories reserves the right to remove any and all lots from the draw process prior to the lot selection meeting for whatever reason it deems appropriate.**
 - **The Government of the Northwest Territories reserves the right to postpone the ballot draw process for any reason it deems appropriate.**
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4.2 LOT LOCATION MAPS, COORDINATES AND RENT (LEASE FEES)

Lot location maps and details on lot coordinates are available online at www.lands.gov.nt.ca to assist with locating and evaluating each lot.

Basic descriptions of each lot are included below, as well as the rent (lease fees) for 2015-16. **Please be aware the current rent (annual lease) fees are under review.**

<p>Lot Number 1007 – Reid Lake East</p> <p>Access: water Approximate size: 0.396 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1000 – Reid Lake</p> <p>Access: water Approximate size: 0.273 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1010 – Tibbitt Lake</p> <p>Access: water Approximate size: 0.480 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1012 – Tibbitt Lake</p> <p>Access: water Approximate size: 0.428 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1025 – Tibbitt Lake</p> <p>Access: water Approximate size: 0.457 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1027 – Tibbitt Lake</p> <p>Access: water Approximate size: 0.424 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1028 – Tibbitt Lake</p> <p>Access: water Approximate size: 0.423 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1029 – Tibbitt Lake</p> <p>Access: water Approximate size: 0.416 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1030– Tibbitt Lake</p> <p>Access: water Approximate size: 0.420 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1020 – Peninsula Lake</p> <p>Access: water Approximate size: 0.509 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>

<p>Lot Number 1018 – Peninsula Lake</p> <p>Access: water Approximate size: 0.454 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1016– Peninsula Lake</p> <p>Access: water Approximate size: 0.438 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1015 – Peninsula Lake</p> <p>Access: water Approximate size: 0.420 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1014 – Peninsula Lake</p> <p>Access: water Approximate size: 0.386 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1001 – Pontoon Lake</p> <p>Access: road Approximate size: 0.455 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1073 – Prelude Lake</p> <p>Access: road Approximate size: 0.260 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1078 – Prelude Lake</p> <p>Access: road Approximate size: 0.265 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1083 – Prelude Lake</p> <p>Access: road Approximate size: 0.298 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 1067 – Prelude Lake</p> <p>Access: water Approximate size: 0.883 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 1069 – Prelude Lake</p> <p>Access: water Approximate size: 0.776 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>
<p>Lot Number 340 – Prelude Lake</p> <p>Access: water Approximate size: 0.429 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>	<p>Lot Number 959 – Madeline Lake</p> <p>Access: road and water Approximate size: 0.380 ha. Lease application fee: \$ 150.00 plus GST 2015-16 annual lease fee: \$ 150.00 plus GST</p>

4.3 TIPS FOR PREPARING FOR LOT SELECTION AND LEASE APPLICATION

Individuals considering entering the draw are strongly advised to visit and view the available lots in advance of the ballot draw so that **if their ballot is drawn at the ballot draw** they know their lot preferences and are prepared to select a lot at the lot selection meeting. Applicants are also strongly advised to review the information provided regarding each lease because access to the lots vary. The Department also advises individuals to review all of the information regarding the rules and requirements provided in this package.

Consider the following:

- Visit and assess the lot(s) of most interest. In so doing, please take appropriate precautions while inspecting any lot as the GNWT is not responsible for any damage to personal property, or loss or injury incurred while accessing and/or inspecting a lot. **All persons inspecting a site do so at their own risk.**
- Make a 'comparison' chart (pros, cons, site characteristics, access, etc.) of the lot(s) of most interest. Are there any lots you are not interested in?
- Envision things such as:
 - The type of cabin desired
 - The ability to build a suitable cabin within three (3) years
 - Where the best building site(s) may be considering the required setbacks
 - How to access the site in the summer and winter
 - How to deal with waste and grey and black water
 - Where to get drinkable water

Rank in order of priority the lot(s) of most interest should your ballot is drawn, and most importantly which lot you would chose if one or more, or all of your top choices have already been taken? For example, would you be willing to take the last lot left if your ballot was drawn and you are assigned the final lot selection position?