



BALLOT DRAW PROCEDURES

CITY OF IQALUIT

ADMINISTRATION

The Ballot Draw will be administered by the Chief Administrative Officer who will resolve any disputes.

ELIGIBILITY

1. **ALL** applicants must be of majority (has attained the age of 19 years). Proof of age may be required.
2. **NO** applicant will be given approval to transfer or assign their ballot or their application.

DEFINITION

“First Time Homeowner(s) – category 1” means applicant or the Spouse/Common Law Spouse of the applicant who does not or has not previously owned a home in the City of Iqaluit, and, does not presently lease land in the City of Iqaluit for the purpose of building a home. Applicants in this category must be residents of Iqaluit for at least 2 years from the date of the draw.

“First Time Homeowner(s) – category 2” means applicant or the Spouse/Common Law Spouse of the applicant who does not or has not previously owned a home in the City of Iqaluit, and, does not presently lease land in the City of Iqaluit for the purpose of building a home.

PROCEDURES

1. An **Application for Land** must be submitted to the City to be eligible for the ballot draw.
2. Only ONE (1) application is allowed per First Time Homeowner(s).
3. Applicants **must be present** at the time of the draw. If an applicant is unable to attend the day of the draw, he or she must provide a Letter of Proxy or Legal Power of Attorney for the party that will be present on their behalf. A person may only be represented once, by proxy or in person. A party may only represent one applicant.
4. On the date of the draw, the draw will be conducted in stages by the following categories:
First Time Homeowner(s) - Category 1 – Eligibility – First Time Homeowners (residents of Iqaluit for at least 2 years from the date of the draw). Proof of residence may be required.
First Time Homeowner(s) - Category 2 – Eligibility – First Time Homeowners (residents of Iqaluit for less than 2 years from the date of the draw). Proof of residence may be required.
Category 3 – Eligibility - All others
5. The ballot draw will proceed as follows:
 - A) **Category 1** draw will commence **first**; and
 - 1) the first person whose name is drawn will have first choice of a lot; and
 - 2) the second person whose name is drawn will have the next choice; and
 - 3) the draw will continue in this manner until all Category 1 ballots have been pulled or until all lots have been selected. If there are lots remaining, then proceed to the Category 2 draw.

- B) **Category 2** draw will commence; and,
 - 1) the first person whose name is drawn will have the next choice;
 - 2) the draw will continue in this manner until all Category 2 ballots have been pulled or until all lots have been selected. If there are lots remaining, then proceed to the Category 3 draw.
 - C) **Category 3** draw will commence; and,
 - 1) the first person whose name is drawn will have the next choice;
 - 2) the draw will continue in this manner until all Category 3 ballots have been pulled or until all lots have been selected.
6. In the event that there are more than 10 eligible applicants, the City will draw 3 names which will be put on a waiting list. In the event that the successful ballot drawer does not enter into a lease within the prescribed time frame, the City will offer the land to the subsequent ballot.

CONDITIONS AND REQUIREMENTS

- 1) Applicants are required to submit with their **Application for Land** a \$300.00 non-refundable fee to be paid to the City by cash, major credit card, certified cheque or money order.
- 2) Lots are leased on a “AS IS” basis. It is the responsibility of the Lessee to check the zoning of the land, location of services, and the City accepts no responsibility for soil conditions or the location of bedrock on the lots.
- 3) Within fifteen (15) working days following the close of the ballot draw successful ballot holders are required to pay by cash, major credit card, certified cheque, or a money order a non-refundable deposit equaling 10% of the Lot Price, plus the first quarterly land lease payment. If the deposit and payment is not received in the specific time frame, the successful ballot holder relinquishes any and all first rights to the lot and it will then be available for disposal by the City.
- 4) The successful ballot holder is required to enter into a land lease with the City for the selected lot.
- 5) The annual land lease fee will be at a rate prescribed in By-law No. 365, being the Land Administration By-law.

LOTS

It is the responsibility of the Lessee to locate property pins and boundaries and to site any and all improvements within the said boundaries in compliance with all City By-laws.

CONSTRUCTION

It is the responsibility of the lessee to acquire all permits prior to any construction taking place. Applications shall be made to the Development Officer for a Development Permit as soon as is practical following the signing of the lease. Pursuant to the lease, the Lessee must commence construction within 12 months of the lease and will have twenty-four (24) months to complete construction after the effective date of the lease. If development is not completed to building occupancy stage within twenty-four (24) months, then the lease is subject to cancellation.

All building constructions are subject to the National Building Code, Electrical Codes, National Fire Codes, and all applicable by-laws of the City of Iqaluit. The Lessee must also comply with all requirements under the Water and Sewer By-law for water supply and sewage disposal hook-ups.

I/We have read and fully understand the above procedures. We wish to have our name(s) included in the Ballot Draw.

Print name

Signature

Print name

Signature

Commissioner of Oath

Date