

## APPENDIX C

### NEZAADIKAANG / LAC DES MILLE LACS FIRST NATION

#### APPLICATION AND APPROVAL PROCEDURES OF RESIDENTIAL LOTS

Residential lots will be allocated based on first come first serve concept when there is an inventory of lots available and only when there is a single applicant interested in obtaining a lot. A lottery concept for allocating lots will be used when multiple new lots are added to the inventory such as future residential lots development and/or more than one applicant has been identified for a group of lots.

#### RESIDENTIAL LOT APPLICATION REQUIREMENTS

1. All Band Members, in good standing with LDMLFN who are eighteen (18) years of age and older may be considered for any lot allocation in accordance with the Housing Policy.
2. Applicants will be responsible to submit a completed Application Form for a Residential Lot with the Housing Committee.
3. Applicants must provide a description of the building plans, the cost of construction, an estimate on materials and any other pertinent detail that will help demonstrate their housing plans.
4. Applicant must demonstrate their financial capability.
5. In the event that more than ninety (90) days has passed between the end date of the application period and **the date the lot is to be allocated**, applicants will be required to reconfirm their financial capability prior **to being allocated a lot**.

#### APPLICATION PROCEDURES

1. Band Members who have applied for a residential lot will be responsible for reviewing and familiarizing themselves with the Housing Policy and LDMLFN, all of which are available on the LDMLFN website.
2. Each applicant will be provided with a map of available residential lots.
3. Should an applicant send in more than one application, the latter application received will be considered the active application on file.
4. The Housing Committee shall be responsible for compiling and maintaining the Applications for Residential Lots. This information will be used to develop the Lot Registry.
5. Inaccurate or misleading information may disqualify the Applicant from consideration for a Residential Lot.
6. Upon request, assistance will be provided in completing the Application.
7. The Housing Committee may request additional information and other relevant documents on an as-needed basis. The Housing Committee will never request detailed personal financial information from a member (ie. social insurance number, bank account number, credit card numbers, investment accounts) but can require confirmation of third party financing or other information to ensure that a member's application is completed in full.
8. Once the applicant has been approved the applicant will be notified of their eligibility to **select a lot or** participate in the lottery process.

9. Those band members already occupying a surveyed lot, prior to the implementation of this policy, will be removed from the lot ~~application allocation~~ process but all other requirements and procedures will apply, including the upgrading of existing structures to meet the minimum construction progress guidelines at the end of the two (2) year Certificate of Occupation period. *...moved bullet*

### **ALLOCATION PROCEDURES FOR A SOLE APPLICANT**

1. Applicant must complete an Application Form for Residential Lots.
2. Housing Committee will request that eligible applicants identify their selected lot.
3. Successful applicants who have been assigned a residential lot must sign the Residential Lot Agreement.
4. Successful applicants who have been assigned a residential lot must sign the Essential Service Waiver.
5. Successful applicants will be issued a Certificate of Occupation in accordance with The Indian Lands Registration Manual.
6. A Certificate of Possession will be issued once construction has met the requirements of the Inspection Requirements Checklist.

### **ALLOCATION PROCEDURES FOR LOTTERY**

The Allocation Procedures outlined below have been developed based on fairness and incorporate the fundamental basis of equality identified in the LDMLFN community Lot Allocation Questionnaire.

1. The Housing Committee will announce in writing **or by posting on website** the applicable dates for receiving the required Application Forms for Residential Lots.
2. To be a valid application it must be received by the end of the day on the applicable dates for receiving applications.
3. All eligible applicants will be invited to attend the lottery for residential lots. Attendance at the lottery will be required.
4. A master map will be used to identify the available lots during the lottery process.
5. All **eligible** applicants will write their name on a blank ballot provided by the Housing Committee.
6. All ballots will be placed into a single draw box.
7. Ballots will be drawn one at a time with each successful applicant choosing a single lot of their choice from all available lots. This lot will be assigned to the successful applicant and removed from the remainder of the lottery.
8. Step 5 will continue until all successful applicants have been assigned a lot of their choice or when no further lots remain for allocation.
9. An **eligible** applicant may decline further participation in the lottery in the event they are not interested in the remaining lots.

10. Once all successful applicants have been assigned a lot, they may trade their lot with another lottery winner but they cannot gift their lot to someone who was not included in the lottery. All trades must be conveyed to the Housing Committee.

11. Successful lottery winners who have been assigned a residential lot must sign the Residential Lot Agreement.

12. Successful lottery winners who have been assigned a residential lot must sign the Essential Service Waiver.

13. Successful lottery winners will be issued a Certificate of Occupation in accordance with The Indian Lands Registration Manual.

14. A Certificate of Possession will be issued once construction has met the requirements of the Inspection Requirements Checklist.

### **LIMITATIONS OF LOT ALLOCATION**

1. A residential lot will not be allocated unless it is surveyed in accordance with Canada's Lands Surveyor's requirements.
2. A Certificate of Occupation will not be issued unless the applicant has demonstrated the financial ability to complete building within the two (2) year time limit.
3. A residential lot will not be allocated to a band member who already holds a Certificate of Occupation or Certificate of Possession within the LDMLFN.
4. A Certificate of Possession will not be issued unless the applicant has met the required Inspection Requirements Checklist within the allotted time frame of this policy.

### **KEYS VALUES IN RESIDENTIAL LOTS ALLOCATION**

1. A fair and transparent allocation process accessible to all applicants.
2. Well defined Criteria to select successful applicants.
3. Clear and timely communication with the membership.
4. Responsibility of successful applicants to adhere to the LDMLFN Housing Policy.
5. Responsibility of successful applicants to adhere to the Ontario Building Code as a minimum during any construction on the vacant lot.