



Land Application Manual

On-the-Land Facilities

Issue Date

December 15 2025

Proposal Call

The City is accepting land applications for off-grid facilities that support land-based programming. Applications are accepted bi-annually on a fixed schedule.

City Representative

Maiya Twerdin, Planning and Development Clerk

1 Overview

This Land Application Manual is for non-profit organizations that offer land-based programming and are interested in leasing municipal land for an On-the-Land Facility. It explains how to apply for a 10-year standard lease on lands that Council has identified as suitable for these facilities and outlines the steps from proposal through to Development Permit.

The process and criteria described here are guided by the City's Planning and Lands frameworks, including the Planning Act, the City of Iqaluit General Plan, the Zoning By-law, and the Land Administration By-law. The goal is to support accessible, community-serving land-based programming while stewarding Nuna in a thoughtful and coordinated way.

2 What Is an On-the-Land Facility?

An On-the-Land Facility is a small, permanent or semi-permanent structure that supports land-based programming such as outdoor recreation, traditional activities, cultural camps, and similar community-serving uses. These facilities are typically located close to town with road or trail access so that participants of all ages and abilities can safely reach the site.

In the Zoning By-law, On-the-Land Facilities are a specific defined use permitted in appropriate Nuna / Open Area zones, with a maximum building height of 5 metres and a maximum gross floor area of 100 square metres. They are distinct from recreational cabins because they are held by non-profit organizations, typically tied to funded programming, and intended to provide a broader community benefit rather than private recreational use.

3 Eligible Applicants and Uses

Eligible applicants are registered non-profit organizations that provide a community benefit in Iqaluit through land-based programming. To be eligible to apply under this Manual, an applicant must meet all of the following criteria:

1. Be a registered non-profit organization in good standing.
2. Provide programming or services that deliver a clear community benefit (for example, cultural, educational, wellness, or recreation outcomes).
3. Offer land-based programming or related services that fit the definition of an On-the-Land Facility in the Zoning By-law.
4. Propose a use that is permitted or conditionally permitted in the applicable Nuna / Open Area zone.
5. Have no property tax, utility, lease, or other accounts with the City that are in significant arrears or otherwise not in good standing.
6. Be able to demonstrate basic organizational capacity to manage the site safely and in accordance with City by-laws and lease conditions.

4 Available Land

Council has identified four general “hubs” or nodes on Nuna / Open Area lands, called Inventory Areas A, B, C and D, where On-the-Land Facilities may be appropriate. See our web map using the link below. These hubs are located close to town, near existing community trails, away from the watershed, and outside areas expected to be needed for other future development or resource extraction. Within each Inventory Area, there is flexibility in where individual facility plots can be located.

Applying within one of these Inventory Areas does not guarantee approval, but it means the proposal is within an area that Council has generally endorsed for this type of use. Each site will still be reviewed on a case-by-case basis for safety, environmental protection, trail connections, and compatibility with surrounding Nuna. By inventorying these areas in advance, the City can support land-based programming while protecting the peace, calmness, and natural character of Nuna by managing where facilities are clustered and how they relate to one another.

[Web Map: On-the-Land Facility Areas ↗](#)

5 Apply for Land: The Step-by-Step Process

5.1 Step 1 – Prepare Your Proposal

Begin by choosing a preferred location within Inventory Areas A, B, C, or D using the City’s web map. When selecting a site, consider access from town, existing community ATV or walking trails, watershed protection boundaries, terrain and slope, and how your use will fit with surrounding Nuna.

The online application form will prompt the following information, so prepare it ahead of time:

1. Organization information: legal name, mailing address, primary contact, proof of non-profit status, and a brief description of your mandate and programs.
2. Confirmation of good standing: a statement that you have no significant arrears or unresolved compliance issues with the City, and that the organization is in good standing with relevant registries.
3. Location of interest: a sketch or annotated map showing your preferred facility area within an Inventory Area, approximate plot size, access route, and relationship to existing trails and nearby features.
4. Description of proposed structures and activities: building size (up to 100 m²), height (up to 5 m), type of structure, seasonal or year-round use, anticipated users, and any fuel or storage needs.
5. Zoning compliance: a short explanation of how the proposed use meets the definition of an On-the-Land Facility and fits permitted or conditional uses in the applicable Nuna / Open Area zone.
6. Community benefit and programming: who the facility will serve, the type and frequency of land-based activities, how the facility advances cultural, educational, wellness, or recreational goals, and why the proposed location is important to your programming.

7. Access and servicing concept: how participants will reach the site (road/ATV/trail), where vehicles will park or stage, and a high-level approach to water, waste, and fuel handling that minimizes environmental impact and avoids the watershed.

5.2 Step 2 – Submit During a Seasonal Intake

There are two intake periods each year: proposals received by May 1 are considered prior to the summer season, and proposals received by December 1 are considered prior to the winter season. Proposals received after a cut-off date will be moved to the next intake.

Submit your proposal online at plan.iqaluit.ca. Staff will review submissions for completeness and eligibility and compile a report with recommendations for the Planning and Development Committee of the Whole.

5.3 Step 3 – Committee Review and Applicant Presentation

Eligible proposals will be presented to the Planning and Development Committee of the Whole. Staff will summarize the proposed location, structures, programming, community benefit, and zoning compliance for each application.

Your organization may be invited to attend the Committee meeting to give a brief presentation and answer questions. This is an opportunity to explain why the chosen location is important, how your programming will operate, and how you will protect the surrounding Nuna and respect other users in the area.

5.4 Step 4 – Sign Your Lease

If Committee recommends your application for approval, Council will need to approve the Land Disposal By-law and sketch lease. If all approved, the City will offer your organization a standard lease for signature. For On-the-Land Facilities, the lease will typically:

1. Use a standard lease structure with a 10-year term.
2. Set an annual lease rental based on a standard per-square-metre land value, with an annual charge generally between 1.5% and 3.5% of the total parcel value for non-profit lessees (see pricing in section 6).
3. Describe permitted uses, construction timelines, environmental and stewardship requirements, and any other conditions. Review these conditions carefully before signing.

5.5 Step 5 – Apply for a Development Permit

Once the lease is signed, you must obtain a Development Permit before constructing any buildings or structures. The Development Permit application will include:

1. A completed application form and the applicable fee.
2. A site plan showing lot boundaries, building footprint, setbacks, access routes, trails, drainage patterns, fuel and tank locations, and waste management areas.
3. Elevation drawings showing building height, gap under the building if raised, and exterior materials.

4. A floor plan showing the interior layout and total gross floor area (up to 100 m²).

In some cases, additional information such as drainage, environmental, or access details may be requested. The Development Officer will review your application to ensure it complies with the Zoning By-law, the General Plan, and the conditions in your lease. Construction can only begin once the Development Permit has been approved and issued.

6 Lease Terms and Pricing

On-the-Land Facilities are generally leased using a standard lease with a 10-year term. This approach lowers up-front costs for non-profit organizations while allowing the City to retain equity in the land and manage long-term use in line with community plans. Renewal or extension of the lease at the end of the term is not automatic and will depend on Council policy, performance under the lease, and compliance with City by-laws.

Annual lease rental is calculated as a percentage of the parcel’s land value, typically between 1.5% and 3.5% of the total lot value for non-profit lessees, using standard per-square-metre land values. Exact rent, term, and conditions will be confirmed in your lease and the associated Land Disposal By-law. More remote locations will be offered a lower rate.

Pricing table:

	LAND VALUE	REMOTE LOCATIONS (1.5%)	ROAD ADJACENT (3.5%)
Pricing	\$20/m ²	\$300	\$700
Standard Lot (600 m²)	\$12,000	\$180/year	\$420/year

7 Terms and Conditions

1. Submitting an application under this Manual does not guarantee that land will be offered; Council may approve, modify, or reject any proposal at its sole discretion.
2. Council may refuse to proceed with land disposal or may cancel or amend a Land Disposal By-law or lease offer, without obligation to any applicant or lessee.
3. The City does not certify that any location is safe, stable, environmentally sound, or suitable for development; applicants and lessees are responsible for their own due diligence, design, and risk management.
4. The City is not responsible for building, upgrading, or maintaining access roads, trails, or parking areas to individual facilities.
5. The City does not guarantee continued trail access to facilities applied for under this Manual.
6. The City may terminate a lease if there is non-compliance with by-laws, lease conditions, or approved use, or if the use becomes incompatible with surrounding land uses or public safety.

7. The City reserves the right to inspect facility sites, enforce by-laws, and require corrective actions within a specified timeframe.
8. Facility holders are expected to respect other lessees and users in the Inventory Areas, including noise, shared access, scheduling of large events, and general conduct on the land.
9. By entering into a lease, the lessee agrees to indemnify the City against claims arising from their use and development of the site, except where caused by the City's own negligence or willful misconduct.
10. The identification of Inventory Areas A, B, C, and D does not mean that all lands within these areas are owned or controlled by the City; once a preferred site is selected, the City will first verify that it has the legal authority to dispose of that specific parcel before any land disposal recommendation is presented to Council.