



SPECIAL COUNCIL MEETING AGENDA

June 14, 2023, 7:00 pm

Council Chambers

1. CALL TO ORDER

2. COUNCILLOR ABSENCES

3. AGENDA ADDITIONS

4. ADOPTION OF THE AGENDA

5. DISCLOSURE OF CONFLICT OF INTEREST

6. DELEGATIONS

7. REPORTS

8. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

9. DEFERRED BUSINESS AND TABLED ITEMS

10. NEW BUSINESS

- a. Development Permit – Lot 12, Block 2, Plan 318
- b. Water and Sewage subsidy

11. STRATEGIC PLAN REVIEW

12. BYLAWS & POLICIES

- a. Fees and Charges bylaw #2023-145 – 2nd & 3rd reading
- b. Procurement bylaw #2023-149 – 1st, 2nd & 3rd reading
- c. Land Disposal bylaws
 - i. #2022-135b – Lot 3, Block 10, Plan 3982
 - ii. #2022-137b – Lot 5, Block 10, Plan 3982
 - iii. #2022-138b – Lot 7, Block 10, Plan 3982
 - iv. #2022-139b – Lot 8, Block 10, Plan 3982

13. COUNCIL ISSUES & CONCERNS

14. CORRESPONDENCE OUTGOING

15. CORRESPONDENCE & INFORMATION

16. ADJOURNMENT



DEVELOPMENT PERMIT APPLICATION REVIEW

DPA No	2023-1
Received	June 8, 2023
Deemed Complete	June 8, 2023
Subject Land	Lot 12, Block 2, Plan 318 (224 Northern Lights St)
Proposal	Construction of Single Family Dwelling Unit
Date of Review	June 9, 2023
Bylaw	Enterprise Zoning By-law 2017-75
Zone	R-Residential (Section 6.1)

IS THE PROPOSED USE LISTED AS A PERMITTED USE IN THE ZONE?

Yes

IS THE PROPOSED USE LISTED AS A CONDITIONAL USES?

No

REGULATIONS

Residential dimensions

REGULATIONS	BUILDING TYPE		PROPOSAL
	Single Detached	Duplex	
Minimum Site Area	350 m ²	670 m ²	1389 m²
Max. Lot Coverage			1640 ft²/152 m²
- Dwelling	50 %	50 %	11%
- Accessory	12 %	12 %	
Minimum Floor Area	78 m ²	56 m ²	152 m²
Min. Front Yard Setback	4 m	6 m	10 m
Min. Rear Yard Setback	4 m	4 m	23 m
Min. Side Yard Setback	4.5 m	4.5 m	3.2 m
Max. Building Height			
- Dwelling	10.5 m	10.5 m	6.4 m
- Accessory	4.5 m	4.5 m	

FINDINGS

The Proposed Use of a Single Family Dwelling is a permitted use, and most of the setbacks are within range, however one side setback is 1.3 m less than required.

Section 4.7 (2) allows for the relaxation of regulations for side yard setbacks up to 20%, which in this case is 0.9 m. This still leaves the side setback 0.4 m less than required.

DECISIONS

Building permit is required

APPROVAL/REFUSAL

Referred to Development Authority

CONDITIONS

1. A Fire Safety Plan is to be implemented and followed for all hot works.

RECOMMENDATIONS

Approval of the Development Permit



Form 1
Hamlet of Enterprise
Application for Development Permit

Note: This application is prepared pursuant to the Hamlet of Enterprise Zoning Bylaw (In-Principle). 2017-75

PERMISSION FOR DEVELOPMENT

- 1) Each application for a Development Permit **shall** be accompanied by a fee calculated in accordance with the Development Fees Permit Fees in Zoning Bylaw 2017-75 or its successors.
- 2) The Development Officer shall:
 - a) receive, consider and approve applications for a Development Permit for uses listed in Part Six of the Zoning Bylaw which constitute permitted uses in a zone and comply with the minimum standards for that zone;
 - b) receive and refer with their recommendations to Council (acting as the Development Officer) for its consideration and decision, applications for a Development Permit for uses listed in Part Seven of this Bylaw which constitute conditional uses; and
 - c) receive and refer to Council (acting as the Development Officer) at their discretion any application which, in his opinion should be decided by the Council.
- 3) In making a decision, the Development Officer or Council (acting as the Development Officer) may approve the application unconditionally, or impose conditions considered appropriate and not in conflict with this Bylaw, permanently or for a limited period of time, or refuse the application.
- 4) Any proposed development must be consistent with the regulations, provisions and requirements of the Zoning Bylaw.

If you have questions, please contact:
Hamlet Office
Phone: (867)984-3491

Contents:

Part One: Application for Development
Part Two: Supporting Information

**PART ONE:
APPLICATION FOR DEVELOPMENT**

1. Applicant Information:

Applicant Information (Please Print):

Name: David Richards Interest (if not owner): _____
Telephone: 867-875-0121 Email: godshouse@mail.com
Mailing Address: 224 Northern Lights St, Enterprise, NT, X0E 0R1

Owner Information (if different than applicant):

Registered Owner's Name: David Richards
Telephone: _____ Email: _____
Mailing Address: _____
If the applicant is not the registered owner of the property, please submit a letter from the registered owner granting you permission to use the property for the intended use.

2. Location Information:

Address of Property to be Developed: 224 Northern Lights St, Enterprise
Zoning: Res Lot# 12 Block# 2 Plan# 318 or Certificate of Title: _____
Lot Width: 30 metres Lot Depth: 46 metres Lot Area: 1389 square metres
Type of Lot (check one): Street Facing Corner Interior Other
Existing Use(s) of Property: Empty
Proposed Use(s) of Property: Single family dwelling unit
Existing Utilities: Yes
Accessory Uses: _____

3. Other Details

Estimated Cost of the Project: \$95,000.00
Estimated Commencement Date: May 2022 Estimated Completion Date: Dec 2024

PROPOSED DEVELOPMENT(S):

*Check all applicable development(s) and submit the completed, corresponding checklist of supporting information in **Part Two: Supporting Information** with your application.*

1. CONSTRUCTION

2. LAND DEVELOPMENT

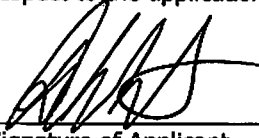
3. HOME OCCUPATION

1. FEES

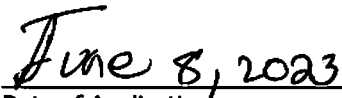
Development Application Fees to be determined in accordance with Part 4, Section 4.7 of the Hamlet of Enterprise Zoning Bylaw.

2. SIGNATURE

I hereby give my consent to allow all authorized persons the right to enter the above land and/or buildings with respect to the application only.



Signature of Applicant



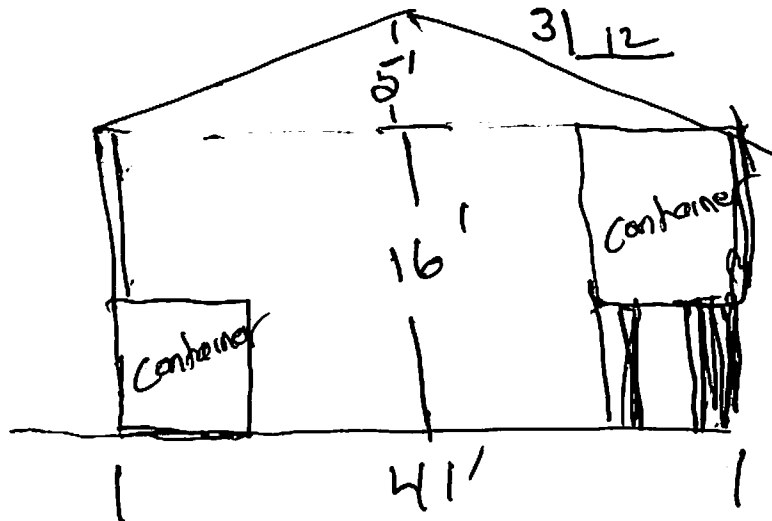
Date of Application

**PART TWO:
SUPPORTING INFORMATION**

1. CONSTRUCTION AND LAND DEVELOPMENT:

- New Construction
- Addition to Existing Building
- Proposed Lot Fill (if applicable): _____
- Site Plan showing (See Example in **Figure 1**):
 - Legal description
 - Site boundaries
 - Building outlines to scale and correctly located on the site
 - Yards (front, rear, and side)
 - Provisions for off-street loading, parking, and access and egress points (if applicable)
 - Provisions for landscaping and drainage (culverts)
 - Proposed signage showing measurements, design and lettering
- Floor plans (minimum 1:100 scale)
- Elevations (minimum 1:100 scale)
- Proof that notification has been given to all Utility Providers (please attach for gas, electrical etc.)
- For industrial uses, proof that the OFM has received and accepted a Safety Plan in conformance with the National Fire Code.
- Development Permit Fees

Please note that the submission of complete construction documents may be a requirement of the Office of the Fire Marshal of the NWT .



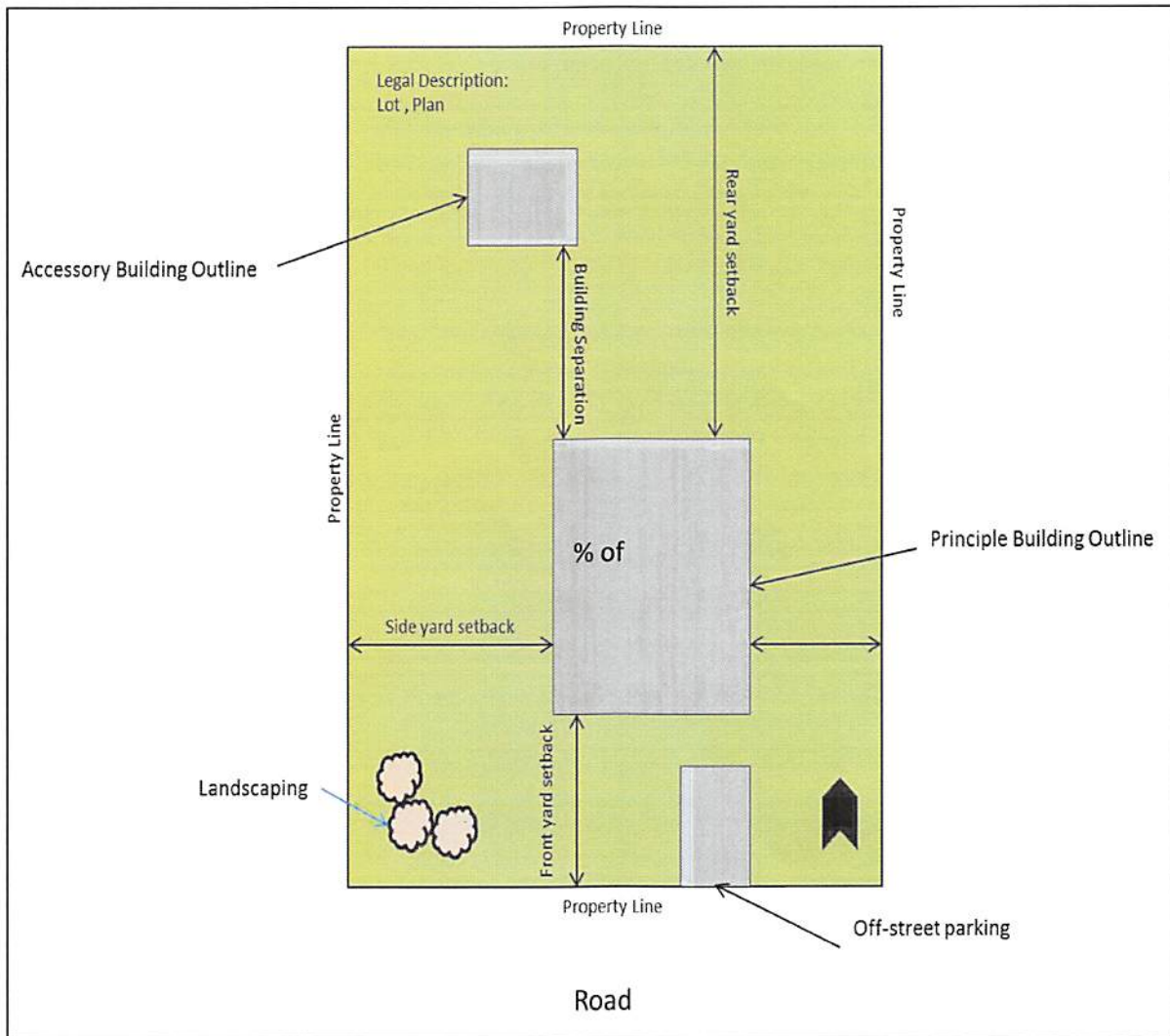


Figure 1: Site Plan Example

2. HOME OCCUPATION

<input type="checkbox"/>	Type of Home Occupation proposed: _____
<input type="checkbox"/>	Business License Number: _____
<input type="checkbox"/>	Have you received conditional use approval for a Home Occupation?
<input type="checkbox"/>	Is this Home Occupation incidental and subordinate to the residential use?
<input type="checkbox"/>	Does this Home Occupation comply with the stipulations provided in Section 7.6 of the Hamlet of Enterprise Zoning Bylaw?
<input type="checkbox"/>	Floor plan showing the portion of the residence to be used for the business (attach)
<input type="checkbox"/>	Description of how this Home Occupation will preserve the character of the residential neighbourhood, and the rights of other residents to quiet enjoyment of the residential neighbourhood: _____ _____
<input type="checkbox"/>	Development Permit Fees



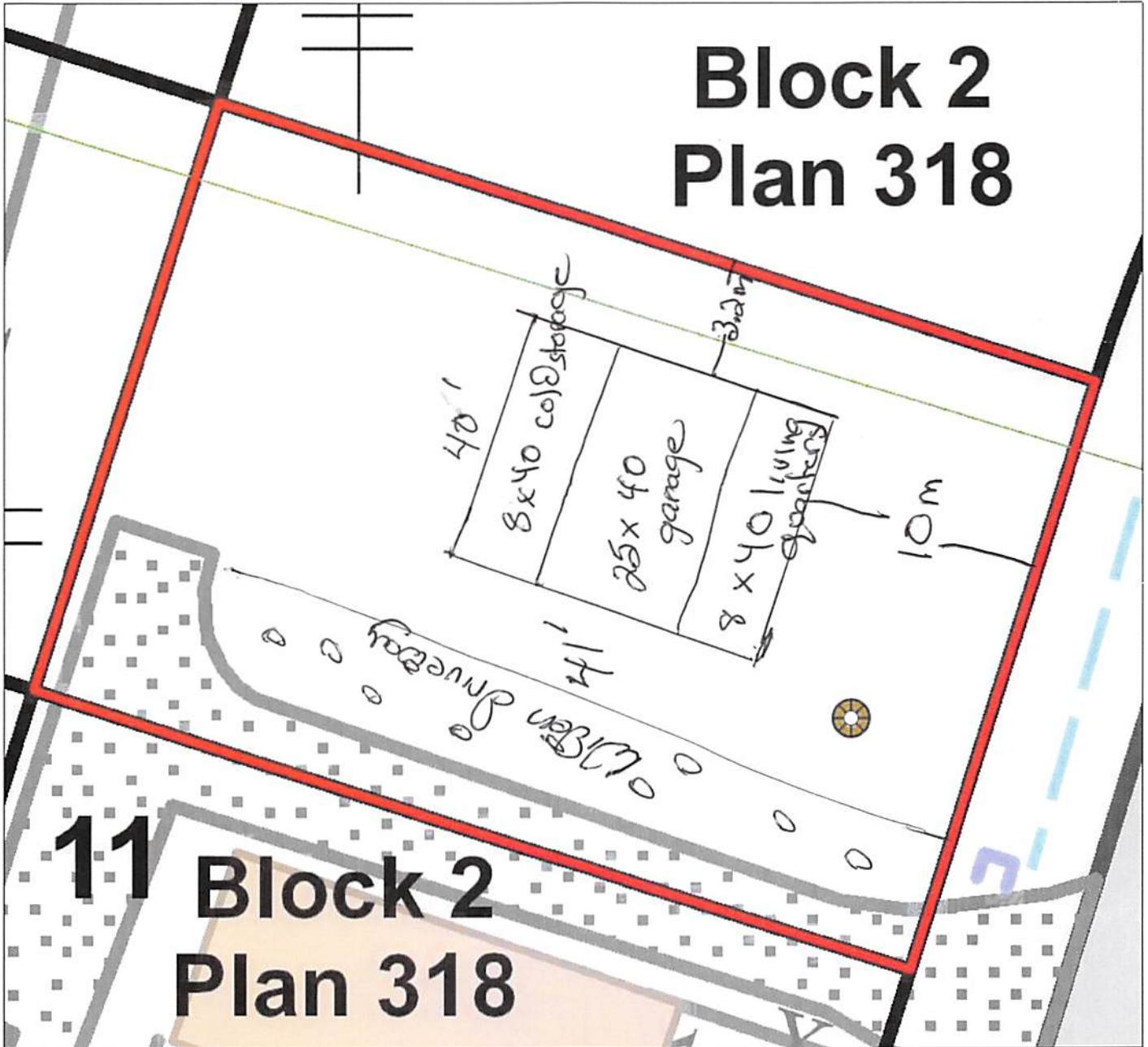
ATLAS

Government of Northwest Territories

224 Northern Lights St
Lot 12, Block 2, Plan 318

1
5
1

Block 2 Plan 318



May 11, 2023

Legend

- Block Land Transfer Boundaries
- Development Areas
- Surveyed Parcels
- Surveyed Easements
- Suspension Order

- Municipal Boundaries
- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surface Land Withdrawal

Scale 1: 282

25 metres

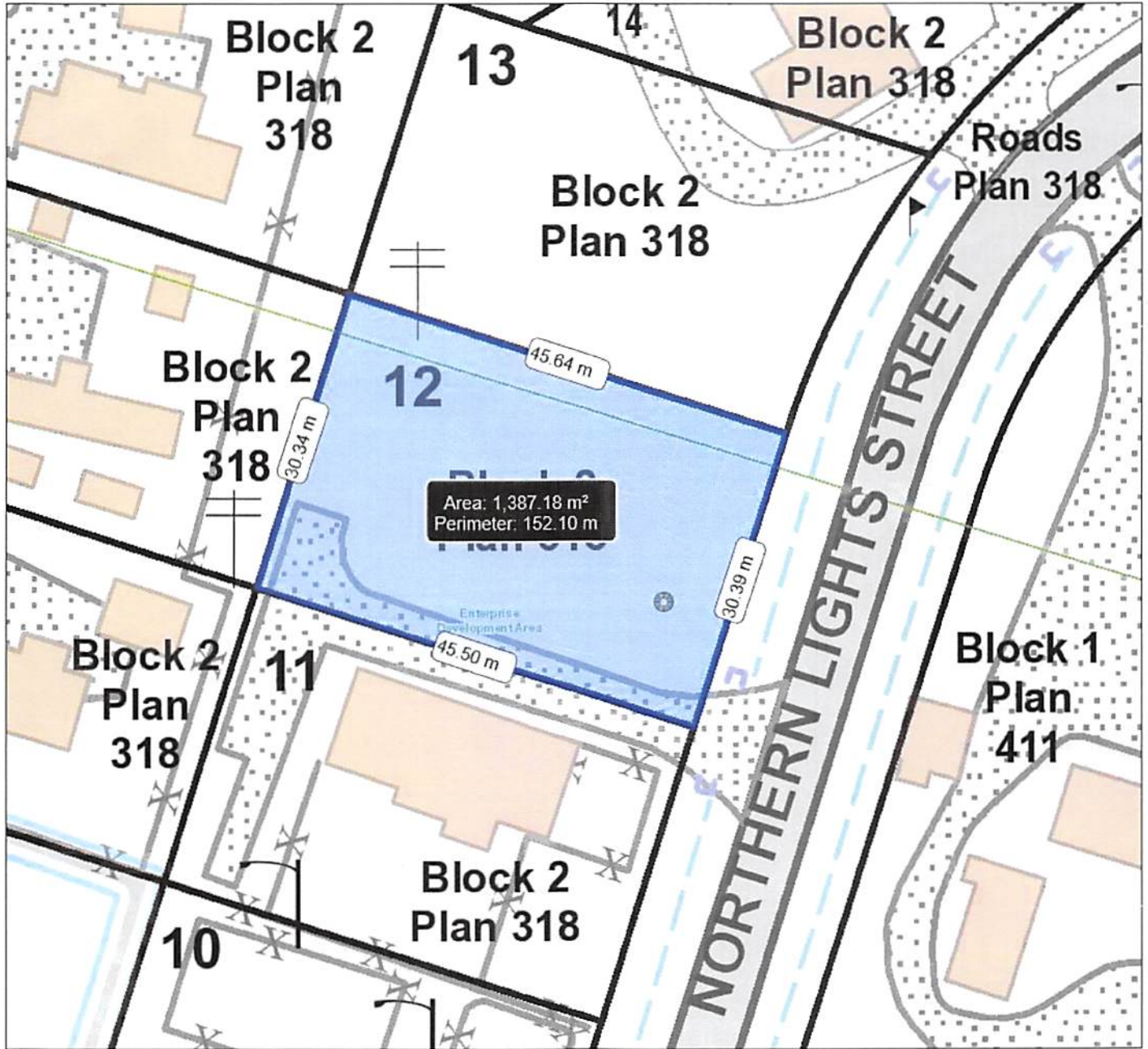
UTM Zone: 11

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Department of Lands.



ATLAS

Government of Northwest Territories



June 7, 2023

Legend

- Block Land Transfer Boundaries
- Development Areas
- Surveyed Parcels
- Surveyed Easements
- Suspension Order

- Municipal Boundaries
- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surface Land Withdrawal

Scale 1: 564

25 metres



UTM Zone: 11

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NEW ITEM

HAMLET OF ENTERPRISE
526 Robin Road
Enterprise, NT, X0E 0R1



REQUEST FOR DECISION

DATE	SUBJECT	PREPARED BY
Jun 12, 2023	Water & sewage subsidy	Blair Porter

RECOMMENDATION

That Council continue the Water & Sewer subsidy for Enterprise residents and businesses.

CONCEPT

Council had made a motion to continue providing the residents of Enterprise the subsidy of 50% which had began during COVID until March 31, 2023.

RELEVANT DOCUMENTATION

N/A

OPTIONS

1. Continue the 50% subsidy, until such time as determined by Council.
2. Terminate the subsidy, effective immediately.

PREFERRED OPTION: #1

NEW ITEM

HAMLET OF ENTERPRISE

BYLAW # 2023-145

“FEES AND CHARGES BYLAW”

Approved: xx
Motion: #2023-xx

**HAMLET OF ENTERPRISE
FEES AND CHARGES BYLAW 2023-145**

A bylaw of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to consolidate and otherwise establish the fees and charges payable for the Hamlet’s products, programs, services, public utilities, infrastructure, and facilities.

WHEREAS pursuant to Section 74(e) of the *Hamlets Act, S.N.W.T. 2003, c. 22*, as amended, whereby the Hamlet may, by bylaw, establish fees or other charges for products, programs, services, public utilities, infrastructure, and facilities provided or done by the hamlet or for the use of property under the ownership, direction, management, or control of the Hamlet;

WHEREAS pursuant to Section 74(f) of the *Hamlets Act*, whereby the Hamlet may, by bylaw, provide for a system of licenses, permits, or approvals including establishing fees that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue and establishing higher fees for non-residents; and

WHEREAS Council deems it expedient and wishes to both consolidate and update the various fees and charges to be collected by the Hamlet of Enterprise;

NOW THEREFORE, the Council of the Hamlet of Enterprise, at a duly assembled meeting, hereby enacts as follows:

1. TITLE

This Bylaw shall be cited as the “**Fees and Charges Bylaw**”.

2. DEFINITIONS

“**Hamlet**” means the Hamlet of Enterprise.

“**SAO**” means the Senior Administrative Officer of the Hamlet of Enterprise.

3. APPLICATION

a. The Hamlet hereby establishes and imposes fees for the provision of services, programs, and the use of its property as specified in Schedule “A” to this Bylaw.

b. The Hamlet may impose the fees and charges set out in Schedule “A”:

- i. At the time the transaction is initiated;
 - ii. When the service captured by the fee or charge is received; or
 - iii. Upon the date specified on any invoice issued by the Hamlet in accordance with this Bylaw.
- c. Where applicable, federal, territorial, or other taxes will be added to the fees and charges set out in Schedule “A” to this Bylaw.

4. COLLECTION

- a. The fees and charges imposed on a person pursuant to this Bylaw constitute a debt owing to the Hamlet. The Hamlet may actively pursue the collection of outstanding monies in accordance with Hamlet bylaws and policies.
- b. No request by any person for a program or service as described in Schedule “A” will be processed or provided unless and until the person requesting the program or service has paid the applicable fee or charge in the prescribed amount set out in Schedule “A”, or the SAO has granted permission for the service, program or use of Hamlet property to be provided in advance of an invoice being issued, or has waived the fee in whole or in part.
- c. Section 4.a. does not apply to public utilities, including but not limited to water and sewage services, or solid waste removal, for which invoicing will be done on a monthly basis for the previous month’s services in accordance with the applicable bylaw.
- d. The SAO may prescribe terms and conditions for billing customers and payment plans that do not otherwise contradict the provisions of the *Hamlets Act*, this Bylaw, or the Hamlet’s policies.

5. SEVERABILITY

The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

6. REPEAL

The bylaws set out in Schedule “B” are hereby amended as described in that Schedule.

7. EFFECTIVE DATE

This bylaw shall come into force and take effect upon receiving third reading.

8. READINGS

Read a First time this **24th** day of **January, 2023**.

Read a Second time this ____ day of _____, 2023.

Read a Third and Final time this ____ day of _____, 2023.

Michael St. Amour
Mayor

Blair Porter
Senior Administrative Officer

As per Section 77(1)(d) of the Hamlets Act, I hereby certify that this bylaw has been made in accordance with the requirements of Hamlets Act and the bylaws of the Municipal Corporation of Hamlet of Enterprise.

Certified this ____ day of _____, 2022.

Blair Porter
Senior Administrative Officer

Schedule "A"

HAMLET OF ENTERPRISE SCHEDULE "A" TO FEES AND CHARGES BYLAW

Program or Service	Fee	GST	Total	Per
WATER/SEWAGE SERVICES				
Fees				
Economic rate	\$ 0.07968	\$ -	\$ 0.07968	litre
Residential & Non-profit				
Potable Water	\$ 0.01330	\$ -	\$ 0.01330	litre
Sewer Waste	\$ 0.00781	\$ -	\$ 0.00781	litre
Government				
Potable Water	\$ 0.07990	\$ -	\$ 0.07990	litre
Sewer Waste	\$ 0.00910	\$ -	\$ 0.00910	litre
Commercial/Industrial				
Potable Water - First 10%	\$ 0.01330	\$ -	\$ 0.01330	litre
Potable Water - Balance 90%	\$ 0.00781	\$ -	\$ 0.00781	litre
Sewer Waste - First 10%	\$ 0.03253	\$ -	\$ 0.03253	litre
Sewer Waste - Balance 90%	\$ 0.00440	\$ -	\$ 0.00440	litre
Camps				
Water & Sewer	\$ 0.07990	\$ -	\$ 0.07990	litre
Services				
Application for service	\$ 50.00	\$ -	\$ 50.00	application
Application for service - temporary	\$ 75.00	\$ -	\$ 75.00	application
Resold water	Rates prescribed above plus 15%			
Bulk water supplied and delivered	\$ 0.07990	\$ -	\$ 0.07990	litre
	Actual cost			callout
Minimum monthly charge	\$ 10.00	\$ -	\$ 10.00	month
Late payment charges	2% per month			
Callout fee - insufficient access	\$ 125.00	\$ -	\$ 125.00	callout
Unscheduled trucked service fee	Actual cost			callout
SOLID WASTE SERVICES				
Fees				
Callout fee	\$ 125.00	\$ -	\$ 125.00	callout
TIPPING FEES				
Truck size				
Resident - household	no charge			
1 ton	\$ 10.00	\$ -	\$ 10.00	load
Single axle dump truck/trailer	\$ 20.00	\$ -	\$ 20.00	load
Tandem axle body job dump truck	\$ 50.00	\$ -	\$ 50.00	load
Trailer end dump truck	\$ 75.00	\$ -	\$ 75.00	load
Appliances	\$ 25.00	\$ -	\$ 25.00	appliance
Solid Waste pickup	\$ 25.00	\$ -	\$ 25.00	container
Vehicle body (delivered)	\$ 50.00	\$ -	\$ 50.00	vehicle
Vehicle body (pickup)	\$ 250.00	\$ -	\$ 250.00	vehicle
Enclosed trailer	\$ 500.00	\$ -	\$ 500.00	load
DEVELOPMENT FEES				
RESIDENTIAL				
Cost of project or contract price				
Less than \$2,000	\$ 15.00	\$ -	\$ 15.00	project
\$2,000 to \$4,999	\$ 50.00	\$ -	\$ 50.00	project

**HAMLET OF ENTERPRISE
SCHEDULE "A" TO FEES AND CHARGES BYLAW**

Program or Service	Fee	GST	Total	Per
\$5,000 to \$9,999	\$ 75.00	\$ -	\$ 75.00	project
\$10,000 to \$24,999	\$ 150.00	\$ -	\$ 150.00	project
\$25,000 to \$49,999	\$ 250.00	\$ -	\$ 250.00	project
Over \$50,000	\$ 500.00	\$ -	\$ 500.00	project
COMMERCIAL/INDUSTRIAL				
Cost of project or contract price				
Less than \$10,000	\$ 75.00	\$ -	\$ 75.00	project
\$10,000 to \$29,999	\$ 300.00	\$ -	\$ 300.00	project
\$30,000 to \$49,999	\$ 600.00	\$ -	\$ 600.00	project
\$50,000 to \$99,999	\$ 1,200.00	\$ -	\$ 1,200.00	project
\$100,000 to \$499,999	\$ 2,400.00	\$ -	\$ 2,400.00	project
\$500,000 to \$999,999	\$ 4,800.00	\$ -	\$ 4,800.00	project
Over \$1,000,000	\$ 7,200.00	\$ -	\$ 7,200.00	project
OTHER				
Application to Amend Bylaw	\$ 100.00	\$ -	\$ 100.00	application
BUSINESS LICENSE				
Fees				
Resident business	\$ 50.00	\$ -	\$ 50.00	license
Non-Resident Business	\$ 50.00	\$ -	\$ 50.00	license
Peddler license	\$ 75.00	\$ -	\$ 75.00	license
Registered Charitable Organizations	no charge			
ANIMAL CONTROL				
Fees				
Shelter - Enterprise	\$ 20.00	\$ -	\$ 20.00	day
Shelter - Hay River	Actual costs			
RENTALS				
Fees				
Buildings				
Council Chambers				
Residents	no charge			
Non-Residents	\$ 200.00	\$ 10.00	\$ 210.00	day
Commercial	\$ 350.00	\$ 17.50	\$ 367.50	day
Government	\$ 500.00	\$ 25.00	\$ 525.00	day
Community Hall				
Residents	no charge			
Non-Residents	\$ 200.00	\$ 10.00	\$ 210.00	day
Commercial	\$ 350.00	\$ 17.50	\$ 367.50	day
Government	\$ 500.00	\$ 25.00	\$ 525.00	day
Community Hall - ball diamond				
Residents	no charge			
Non-Residents	\$ 200.00	\$ 10.00	\$ 210.00	day
Commercial	\$ 350.00	\$ 17.50	\$ 367.50	day
Government	\$ 500.00	\$ 25.00	\$ 525.00	day
6-bay yard (enclosed fence)				
Commercial	\$ 200.00	\$ 10.00	\$ 210.00	day
Government	\$ 250.00	\$ 12.50	\$ 262.50	day

**HAMLET OF ENTERPRISE
SCHEDULE "A" TO FEES AND CHARGES BYLAW**

Program or Service	Fee	GST	Total	Per
Seacans - 20'				
Commercial	\$ 50.00	\$ 2.50	\$ 52.50	day
Government	\$ 75.00	\$ 3.75	\$ 78.75	day
Equipment (including operator)				
Loader	\$ 200.00	\$ 10.00	\$ 210.00	hour
Dozer	\$ 215.00	\$ 10.75	\$ 225.75	hour
Grader	\$ 225.00	\$ 11.25	\$ 236.25	hour
Dump truck	\$ 190.00	\$ 9.50	\$ 199.50	hour
Garbage truck	\$ 200.00	\$ 10.00	\$ 210.00	hour
Water truck	\$ 200.00	\$ 10.00	\$ 210.00	hour
Sprinkler trailer	\$ 200.00	\$ 10.00	\$ 210.00	hour
RECREATION SERVICES				
Fees				
Fitness center - membership				
Residents/RCMP officers	no charge			
Non-Residents	\$ 25.00	\$ 1.25	\$ 26.25	month
Non-Residents daily fee	\$ 10.00	\$ 0.50	\$ 10.50	occurrence
Equipment				
Hockey equipment	TBD			
Soccer equipment	TBD			
Music equipment	TBD			



Refer to: L.I. Randa
Direct Line: 780.497.4832
E-mail: lranda@brownleelaw.com
Our File No.: 77216-0058

June 7, 2023

Via Email: sao@enterprise-nt.ca

Hamlet of Enterprise
526 Robin Road
Enterprise, NT X0E 0R1

Attention: Blair Porter, Senior Administrative Officer

Dear Sir:

Re: Review of Fees and Charges Bylaw

We have completed our review of the Hamlet of Enterprise's (the "Hamlet") Fees and Charges Bylaw #2023-145 and have attached a revised copy for your consideration. The attached draft contains comments directed at specific sections and revisions to the Bylaw.

In addition, we have set out in this letter a few general comments for the Hamlet's consideration.

First, the wording set out in sections 74(e) and 74(f) of the *Hamlets Act* is such that "a bylaw may ... establish fees or other charges..." Currently, the Hamlet has included the schedule of fees and charges that are to be set in accordance with Bylaw in Schedule "A" to the Hamlet's Fees and Charges Policy #2023-01. Given the wording of the *Hamlets Act*, the fees and charges cannot be set by the Policy and must be passed by bylaw. Accordingly, the Hamlet should include the current Policy Schedule "A" as a schedule to the Bylaw.

As a result, if the Hamlet wishes to revise the fees and charges set out in the Bylaw it will be required to do so by amendment to the bylaw in accordance with the *Hamlets Act*.

Second, the current Schedule "A" to the Policy includes penalties and fines that are to be issued to persons who have contravened certain Hamlet bylaws including the Fire Protection Bylaw, Animal Control Bylaw, Business License Bylaw and Zoning Bylaw. While there is nothing preventing the Hamlet from maintaining this approach, we would recommend that the fines and penalties for bylaw offences be contained within the bylaw that establishes the offence (i.e. the home bylaw). This approach allows for a person charged under a bylaw to more easily understand the relationship between the offence and penalty. In addition, it is likely that the bylaw offence fines and penalties will not require updating as frequently as the Hamlet's fees and charges would, which is a benefit of having all those amounts set out in a fees and charges bylaw.

At this time, we have included a number of amendments to the other bylaws to properly reference the new fees and charges bylaw, including the offences provisions. However, if the Hamlet decides to move the penalties and fines to the home bylaws then some of the amendment provisions in this bylaw might not be necessary. If the Hamlet decides to leave the offence fines and penalties in the Fees and Charges Bylaw, the title of the Bylaw should be amended to include "fines" as to better allow persons to identify what fines or penalties that may or have been imposed against them. Further changes may also be required to the current draft of the Bylaw to reflect the Hamlet's decision in this matter.

We have not revised the Zoning Bylaw that the Hamlet currently has under review, but have included the relevant amendments in Schedule B of the Fees and Charges Bylaw to ensure there is proper references. In that regard, we note that Schedule A of the Fees and Charges Bylaw only includes the development permits for the Zoning Bylaw and does not include any requisite fees for applications for amendments to the Zoning Bylaw or penalties and fines for contraventions of the Zoning Bylaw. As such, Schedule A should be revised to incorporate these amounts.

We also note that there are certain application and services identified in the Water/Sewer Operating Bylaw and the Solid Waste Bylaw that do not have a fee identified in Schedule A of the Bylaw. The Hamlet should also consider adding fees for administrative services like photocopying of records.

With respect to Schedule A of this draft Bylaw, the specific fees and charges have just incorporated the current policy. We have not made or recommended any changes to the actual fees and charges as this would be a business decision of the Hamlet related to revenue general and cost recovery.

We trust the above to be of assistance. If you have any questions or concerns, or would like us to make any revisions to the enclosed Bylaw, please do not hesitate to contact the writer directly.

Sincerely,

BROWNLEE LLP

PER:



LORNE I. RANDA

LIR/JMW

Enclosure: Draft Fees and Charges Bylaw #2023-145

NEW ITEM

HAMLET OF ENTERPRISE

BYLAW # 2023-149

“PROCUREMENT BYLAW”

Approved: xx
Motion: #2023-xx

**HAMLET OF ENTERPRISE
PROCUREMENT BYLAW 2023-149**

A bylaw of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to establish procedures for the making of contracts for and on behalf of the Hamlet.

WHEREAS pursuant to the *Hamlet's Act, SNWT 2003, c 22, sections 54 and 72(1)(j)*, the Hamlet has the power to enter into contracts for a municipal purpose and the procedure for the making of contracts for and on behalf of the Hamlet must be set out in a bylaw; and

WHEREAS Council wishes to provide direction and guiding principles for the procurement of goods and services by or behalf of the Hamlet;

NOW THEREFORE BE IT RESOLVED that the Council of the Hamlet of Enterprise, at a duly assembled meeting, enact as follows:

1) SHORT TITLE

1.1 This bylaw may be sited as the "Procurement Bylaw."

2) DEFINITIONS

2.1 In this bylaw:

- a) "**As and When**" — means a form developed by the Hamlet of Enterprise that outlines the services a local business offers, and is willing to provide to the Hamlet of Enterprise on an "As and When" needed basis, and the cost of those services to the Hamlet;
- b) "**Bid**" – means a tender, proposal, quotation, an offer or submission received from a Vendor in respect of an Invitation to Tender, Request for Proposal, Request for Quotes, or other form of solicitation;
- c) "**Business License**" — means a certificate issued by the Hamlet of Enterprise that approves business to be conducted within the Hamlet's corporate boundaries;
- d) "**CETA**" – means The Canada-European Union Comprehensive Economic Trade Agreement;
- e) "**CFTA**" — means The Canadian Free Trade Agreement;

- f) **"Construction"** - means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications for the Procurement;
- g) **"Contract"** - means a written, signed agreement for the procurement of goods, services or construction from a vendor, which may be evidenced by an agreement executed by the vendor and the Hamlet or a purchase order issued by the Hamlet to the vendor, whether agreed to by way of:
 - i. Direct Purchase (DP);
 - ii. Request for Quotes (RFQ);
 - iii. Request for Proposals (RFP); or
 - iv. Invitation to Tender (ITT).
- h) **"Council"** — means the Council of the Hamlet of Enterprise;
- i) **"Council Resolution"** — means a decision made by the Hamlet of Enterprise Council, during a duly called Council Meeting that is documented with a resolution number;
- j) **"Direct Purchase (DP)"** — means acquiring a good, service or construction through a private invitation without posting a public advertisement;
- k) **"Emergency"** — means an unforeseeable situation of urgency in which a delay in the Procurement of certain Goods and/or Services could jeopardize the operations of the Hamlet, cause the Hamlet to violate a binding law or order or risk injury or damage to persons or property;
- l) **"Goods"** — means things that are made to be sold [including the costs of installing, operating, maintaining or manufacturing such things] and includes supplies, materials, raw materials, products, equipment, and other physical object of every kind and description;
- m) **"Hamlet"** — means the Hamlet of Enterprise;
- n) **"Invitation to Tender (ITT)"** — means a solicitation, made by public advertisement or private invitation, for Tenders in respect to a proposed contract;

- o) **"Local Business"** — means a Vendor, which has established a permanent office or location of operation within the Hamlet's corporate boundaries that holds a valid Business License;
- p) **"Local Newspaper"** — means the Hay River Hub and/or the News North newspapers;
- q) **"Procurement"** — means the acquisition, by or on behalf of the Hamlet, by any means, including by purchase, rental, lease or conditional sale, of Goods and/or Services, but does not include:
 - i. any form of government assistance such as grants, loans, equity infusion, guarantee or fiscal incentives; or
 - ii. government provisions of Goods and/or Services to persons or other government organization.
- r) **"Procurement Value"** — means the estimated total financial commitment resulting from a Procurement (G.S.T. excluded) taking into account all forms of remuneration including premiums, fees, commissions and interest, and the total values of options if the Procurement provides for the possibility of options;
- s) **"Proposal"** — means a written offer to provide Goods or Services, or a combination of these, that is submitted in response to a Request for Proposals;
- t) **"Request for Proposals (RFP)"** — means a solicitation, made by public advertisement or private invitation, of proposals in respect to a proposed contract;
- u) **"Request for Quotes (RFQ)"** — means a solicitation, made by private invitation, for quotes in respect of the cost of a proposed Good, Service or Construction;
- v) **"Responsive"** — means, in respect of a Bid, conforming in all material respects to the Tender or the request for proposals;
- w) **"Senior Administrative Officer (SAO)"** — means the Senior Administrative Officer for the Hamlet of Enterprise in the Northwest Territories;
- x) **"Services"** — means all services to be supplied, including Construction and consulting;
- y) **"Tender"** — means an offer to sell or provide Goods, Services, or a combination of these, that is submitted in response to an Invitation to Tender;
- z) **"Vendor"** — means a person carrying on the business of providing Goods, Services and includes an individual, firm, partnership or proprietorship, supplier, contract, architect, consultant, bidder, or proponent.

3) APPLICATION

- 3.1 This Bylaw applies to Procurement undertaken by, or on behalf of, the Hamlet.
- 3.2 For greater certainty, this Bylaw does not apply to the acquisition of land by the Hamlet.
- 3.3 In the event that a Procurement is determined by the Hamlet to be subject to the CFTA or the CETA on the basis that the Procurement Value exceeds the relevant thresholds established in those agreements, and no exceptions to the application of those agreements applies in the circumstances:
 - a) the relevant provisions of the CFTA or the CETA, as applicable, shall apply to the Procurement in question; and
 - b) any provision of this Bylaw that is inconsistent with an applicable provision of the CFTA or the CETA shall be of no force and effect to the extent of the inconsistency.
- 3.4 For greater clarity, the Local Hire provisions of this Bylaw do not apply where the Hamlet determines that the Procurement is subject to the CFTA or the CETA.
- 3.5 Where the Hamlet determines that the Procurement is subject to the CFTA or CETA, the Hamlet must advertise the Procurement as required by the applicable agreement.

4) PROCUREMENT AUTHORITY

- 4.1 Hamlet Council is responsible for adopting the budget and approving projects through the operating budget and capital plan. Approval of the budget constitutes approval for the Hamlet administration to proceed with the Procurement, including the subsequent award of contracts in accordance with this Bylaw, provided the Procurement Value falls within the applicable limit under this section. Where a Procurement has been approved in either the annual operating budget or annual capital plan, but the Procurement Value is greater than the Procurement authority for the SAO under this Bylaw, approval of the Procurement and the award of contracts must be done by Council.
- 4.2 Unless Council has delegated the authority for the award of a contract, by resolution, to the SAO or other municipal official, the Council will award all contracts in a duly assembled Council meeting or a Special Council meeting.
- 4.3 The SAO is authorized to award contracts in accordance with this Bylaw where the Procurement Value is less than \$50,000 and the Procurement of the Good or Service was within the approved annual operating budget or the approved annual capital plan.
- 4.4 In the event of an Emergency, the SAO may, without prior Council approval, expend funds necessary to address the Emergency, and such expenditure may exceed the sum specified in section 4.5. If an Emergency expenditure is made pursuant to this section, the SAO shall report the expenditure to Council as soon as possible after it has occurred.

4.5 The following Hamlet employees are authorized to award contracts in accordance with this Bylaw provided the Procurement Value of the Good or Service is less than the applicable limit and the Procurement was within the approved annual operating budget or approved annual capital plan:

Employee	Procurement Value
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a. Senior Administrative Officer	up to \$[insert dollar limit (e.g. \$100,000)]
----------------------------------	--

b. [Insert employee title and procurement authority – if applicable]	
--	--

4.6 In the case of a Procurement where the Procurement Value exceeds the amount set out for the SAO, all Procurement documents, purchase orders, and Contracts must be approved by Council. Once approved by Council, the Procurement documents, purchase orders, or Contracts may be signed by the Mayor, SAO, or their authorized designate.

5) PROCUREMENT METHODS

5.1 Subject to the provisions of this Bylaw, the Procurement of Goods or Services by and for the Hamlet from a Vendor, may be acquired by one or more of the following methods:

- a) Direct Purchase;
- b) Request for Quotes;
- c) Request for Proposals; or
- d) Invitation to Tender.

5.2 The selection of the appropriate method of Procurement is to be determined on a case-by-case basis based on the nature of Procurement and needs of the Hamlet. When selecting the appropriate method for Procurement in a given case, the Hamlet must consider the following characteristics of each method as set out in this Bylaw.

6) DIRECT PURCHASE

6.1 Direct Purchase is reserved for low value Procurement and is intended to expedite the acquisition of Goods and Services and reduce administrative costs.

6.2 Direct Purchase may be used where the Procurement Value is less than \$5,000.

6.3 Direct Purchase may be made using petty cash (up to \$500), a purchasing card, or a purchase order.

7) REQUEST FOR QUOTES

- 7.1 A Request for Quotes is appropriate for low to medium value Procurements for known Goods or Services, and where the requirements and technical specifications are known to the Hamlet.
- 7.2 The lowest priced Bid that best meets the specifications will be accepted unless evaluation criteria are used, in which case the highest ranked Bid will be accepted.
- 7.3 All information provided to Vendors is to be identical.
- 7.4 Where the Procurement Value is greater than **\$5,001** and less than **\$10,000:**
- a) Bids may be received by documented telephone call, email or written proposal in response to a Request for Quotes depending on the nature and complexity of the Procurement opportunity;
 - b) A minimum of two (2) quotes shall be obtained and the lowest cost Bid that meets the requirements of the Request for Quotes will be accepted unless evaluation criteria are used, in which case the highest ranked Bid will be accepted; and
 - c) The Hamlet may choose to obtain Bids by invitation and without public advertisement.
- 7.5 Where the Procurement Value is greater than **\$10,001** and less than **\$25,000:**
- a) Bids may be received by documented telephone call, email or written proposal in response to a Request for Quotes depending on the nature and complexity of the Procurement opportunity;
 - b) A minimum of three (3) quotes shall be obtained and the lowest cost Bid that meets the requirements of the Request for Quotes will be accepted unless evaluation criteria are used, in which case the highest ranked Bid will be accepted; and
 - c) The Hamlet may choose to obtain Bids by invitation and without public advertisement.
[Optional: with public advertisement]
- 7.6 Where the Procurement Value is greater than \$25,001 a Request for Quotes may be used subject to the following conditions:
- a) the Request for Quotes is, at a minimum, publicly advertised within the South Slave Region of the Northwest Territories;
 - b) a minimum of three (3) Bids shall be obtained;
 - c) Bids must be received in writing proposal in response to a Request for Quotes depending on the nature and complexity of the Procurement opportunity; and

d) All information provided to Vendors is to be identical.

8) INVITATION TO TENDER

8.1 An Invitation to Tender is:

- a) Commonly used for major Construction projects and higher Procurement Value;
- b) Used when the Hamlet knows what it wants to do and how to do it;
- c) Used primarily when price or cost is the sole award factor, but may also be used when criteria other than price are the deciding factor;
- d) The Invitation to Tender contains detailed requirements and technical specifications; and
- e) Terms and conditions are considered mandatory requirements that must be met.

8.2 Where the Procurement Value is greater than \$25,001, an Invitation to Tender may be used subject to the following conditions:

- a) for Procurement Values greater than \$25,001 and less than \$100,000, the Invitation to Tender is publicly advertised, at a minimum, within the South Slave Region of the Northwest Territories;
- b) for Procurement Values greater than \$100,001 the Invitation to Tender is publicly advertised, at a minimum, within the Northwest Territories;
- c) for Procurement Values that exceed the relevant thresholds of the CFTA or CETA, the Invitation to Tender is publicly advertised in accordance with such tender agreement;
- d) The terms and conditions of the Tender are mandatory requirements that must be met; and
- e) The Invitation to Tender is legally binding as between the Hamlet and Vendors who submit a Tender, in accordance with the terms and conditions attached to the Invitation to Tender.

8.3 The information contained in the Invitation to Tender must include:

- a) A brief description of the Procurement contemplated;
- b) The place where a person may obtain information and Tender documents;
- c) The conditions for obtaining the Tender documents;

- d) The place where Tenders are to be sent;
- e) The date and time limit for submitting Tenders;
- f) The time and place of the opening of the Tenders in the event of a public opening;
- g) If applicable, whether the Invitation to the Tender is subject to the CFTA or CETA; and
- h) Any other information contained in the content of Procurement documents found in Appendix “A” of this Bylaw.

8.4 The lowest priced Tender that meets the terms and conditions of the Invitation to Tender will be accepted unless evaluation criteria are used, in which case the highest ranked Tender that meets the terms and conditions of the Invitation to Tender will be accepted.

9) REQUEST FOR PROPOSALS

9.1 A Request for Proposals is:

- a) Appropriate where a need is identified, but how it will be achieved is unknown at the outset;
- b) Allows Vendors to propose solutions or methods in response to the Request for Proposal;
- c) Specifications are general in nature; and
- d) Vendor selection is based on evaluation criteria other than only price.

9.2 Where the procurement value is greater than \$25,001, a Request for Proposals may be used subject to the following conditions:

- a) for Procurement Values greater than \$25,000 and less than \$100,000 the Request for Proposals is publicly advertised, at a minimum, within the South Slave Region of Northwest Territories;
- b) for Procurement Values greater than \$100,001, the Request for Proposals is publicly advertised, at a minimum, within the Northwest Territories;
- c) for Procurement Values that exceed the relevant thresholds of the CFTA or CETA, the Invitation to Tender is publicly advertised in accordance with such tender agreement;
- d) The Hamlet may negotiate specific terms and conditions of the Contract with the selected Vendor following the close of the Request for Proposals; and

e) The Request for Proposals is not legally binding on either party until a Contract is executed.

9.3 The information contained in the Request for Proposals must include:

- a) A brief description of the Procurement contemplated;
- b) The place where a person may obtain information and Request for Proposals documents;
- c) The conditions for obtaining the Request for Proposals documents;
- d) The place where Proposals are to be sent;
- e) The date and time limit for submitting Proposals;
- f) If applicable, whether the Request for Proposals is subject to the CFTA or CETA; and
- g) for Procurement Values that exceed the relevant thresholds of the CFTA or CETA, the Invitation to Tender is publicly advertised in accordance with such tender agreement.

9.4 The highest ranked proposal according to the chosen evaluation criteria that meets the needs of the Hamlet will be accepted.

10) LOCAL HIRES

10.1 Subject to the provisions of this Bylaw, the Hamlet may give preference to local Goods, Services and Construction, providing the Vendor:

- i. is considered a Local Business as defined by this Bylaw;
- ii. has on file with the Hamlet, a completed "As and When" Form; and
- iii. meets all requirements as outlined in this Bylaw, and as set out in any applicable Request for Quotes, Request for Proposals or Invitations to Tender.

10.2 In making a Procurement decision where the lowest cost Bid is the sole criteria, preference may be given to a Local Business, provided that the price offered by the Local Business is no more than fifteen (15%) percent greater than the price that could be obtained by utilizing the lowest cost Bid from a Vendor other than a Local Business.

10.3 Where Procurement is by way of Invitation to Tender or Request for Proposals, any local preference that is to be considered shall be identified and described in the notice of Invitation to Tender or Request for Proposals provided to Vendors.

11) BID SECURITY

11.1 The Council or where delegated, the SAO, may demand, as part of the Bid, a percentage of the Bid, not to exceed 15%, that may be held against the successful completion of the Procurement.

11.2 The Vendor shall enclose Bid security in accordance with either:

- a) a Bid bond from a company whose bonds are acceptable to the Council. Bonds shall be made payable to the Hamlet; or
- b) a Bid security deposit which must be a certified cheque, bank draft, a bank irrevocable letter of guarantee, or such other Bid security as the Council considers acceptable. The Bid security deposit must be payable to the Hamlet.

11.3 The Bid security deposit may be forfeited at the discretion of the Council if the Vendor refuses to enter into a Contract when called upon to do so.

12) ADVERTISEMENT OF PROCUREMENT

12.1 All Invitation to Tender and Requests for Proposals that are not deemed "Invitation Only" will be made public as set out in the sections of this Bylaw for each Procurement method.

12.2 Public notices for the purposes of soliciting Bids will be advertised as follows:

- a) the Hamlet's Facebook page and website (Hamlet of Enterprise);
- b) local public bulletin boards within the Hamlet;
- c) Local Newspaper;
- d) when applicable, regional newspapers; and
- e) when applicable, electronically on an approved tendering website that is equally accessible to all Northwest Territory or Canadian Vendors.

13) CONFIDENTIALITY

13.1 Pursuant to the *Access to Information and Protection of Privacy Act*, SNWT 1994, c 20, the Hamlet commits to protecting confidential information from unauthorized access, use, and disclosure.

13.2 Unsuccessful Bids are considered confidential information. The Request for Quotes, Invitation to Tender, or Request for Proposals documents must make the confidentiality of Bids clear.

13.3 In the case of Requests for Proposals and Request for Quotes, the public release of information related to unsuccessful Bids is limited to the name of the Vendor.

13.4 In the case of Invitations to Tender, the public release of information related to unsuccessful Tenders is limited to the name of the Vendor and the amount of the Tender.

14) EXCLUSION OF VENDORS OR CONTRACTORS DUE TO POOR PERFORMANCE

14.1 The SAO shall document evidence and keep records where the performance of a Vendor has been unsatisfactory in terms of failure to meet Contract specifications, terms and conditions or health and safety violations.

14.2 Council may prohibit an unsatisfactory Vendor from participating in future procurements for a period of up to three (3) years.

14.3 All decisions of Council must be in the form of a Council Resolution.

15) PUBLIC OPENINGS

15.1 All Tenders received in response to an Invitation to Tender will be subject to public opening if price or cost is the sole award factor and no other evaluation criteria were included in the Invitation to Tender. Where additional evaluation criteria beyond price are set out in the Invitation to Tender, a public opening of the Tenders will not be held.

15.2 The time, location and conditions of the public opening must be made known in advance and must be contained in the Procurement documents provided to potential Vendors.

15.3 Only the name of the Vendor and the total cost or price in the Tender is to be released during a public opening.

15.4 All Vendors are to be instructed that there will be no award at the public opening and all Tenders will be subject to further review and analysis prior to award.

15.5 All other aspects of the Tenders are to remain confidential prior to award.

15.6 At least two employees are required to attend all public openings for the purpose of reading aloud the Tenders received and recording the results.

15.7 Every Tender that is received after the deadline to submit Tenders will not be considered and must be returned unopened to the Vendor who submitted it.

16) AWARD CONSIDERATIONS

16.1 The Council, or if delegated to the SAO or Hamlet employee, may establish an evaluation committee which shall use the evaluation criteria developed in the Request for Quotes, Invitation to Tender, or Request for Proposals. Such a committee cannot include Vendors or their agents but may include the SAO. Appendix “B” sets out an example format for rating Bids.

16.2 For Procurements that do not have evaluation criteria established, the lowest Bid meeting specifications will normally be accepted subject to the specific wording in the Procurement documents and the provisions of this Bylaw. If a Bid other than the low Bid is recommended written justification must be provided to the Council or the SAO prior to award. Normally, the only reasons acceptable for selecting other than the lowest Bid are where:

- a) the lowest Bid does not meet specifications materially;
- b) the Vendor submitting the lowest Bid cannot deliver within the time required;
- c) acceptance of the lowest Bid would result in a higher overall or end cost; and
- d) the Bid meets the criteria for the Local Hire provisions in accordance with this Bylaw.

16.3 Where the recommended Vendor is other than the lowest acceptable Vendor, the award for the Procurement must be approved by the Council or the SAO in writing, as may be applicable. When price is not the sole awarding factor, evaluation and Vendor selection shall be based on evaluation criteria which must be identified and included in the procurement documents provided to potential Vendors. The evaluation criteria shall be assigned weighting for analysis of Bids.

16.4 The SAO or Council may refuse all Bids and not award the contract if there is a justified reason.

17)NOTIFICATION

17.1 The successful Vendor shall be notified by the Hamlet as soon as possible after evaluation and selection of the Procurement. A Contract or purchase order must be issued to confirm the award.

17.2 Upon completion and award of a Procurement by way of Invitation to Tender or Request for Proposals, the unsuccessful Vendors are to be notified that a successful vendor has been selected.

18)CONTIGENCY

18.1 The SAO or a person delegated by Council to manage the Procurement has the authority to issue change orders to a maximum cumulative total of an additional 10% of the Contract, provided there are sufficient funds within the budget approved by Council.

18.2 A change order issued in accordance with section 18.1 may only be issued if the additional funds are required to complete the work set out in the original Procurement and awarded Contract.

18.3 Each change order must be reported to Council.

18.4 Changes above the amount set out in section 18.1 must go to Council for approval.

19) DOCUMENT MANAGEMENT

19.1 The successful Vendor must submit proof of liability insurance, workers' compensation insurance, Business License and vehicle insurance (where applicable) within 14 days following the contract award.

19.2 Records of the Procurement and project shall be kept by the SAO or Hamlet employee delegated to manage the Procurement in accordance with the Hamlet's record retention policy or bylaw. These records may be used to evaluate future projects where the Vendor shows an interest.

20) SOLE SOURCING

20.1 Subject to the provisions of this Bylaw, Procurement without competition may occur only if one or more of the following conditions apply:

- a) Procurements is subject to Direct Purchase;
- b) The Procurement is for an Emergency. Emergency purchases should not be the result of poor planning or incorrect allocation of resources. However, single sourcing an acquisition is appropriate where the lack of immediate action could jeopardize Hamlet operations or the safety or health of the Hamlet's people or property;
- c) Sole sourcing an acquisition where Goods or Services are only available from one Vendor by reason of:
 - i. a statutory or market-based monopoly;
 - ii. scarcity of supply in the market;
 - iii. existence of exclusive rights (i.e. patent, copyright or license); or
 - iv. need to avoid violating warranties or guarantees.

21) REPEAL

21.1 Bylaw No. 2008-12 is hereby repealed.

22) EFFECTIVE DATE

22.1 This bylaw shall come into force and take effect upon receiving third reading.

23) READINGS

Read a First time this ____ day of _____, **2023**.

Read a Second time this ____ day of _____, 2023.

Read a Third and Final time this ____ day of _____, 2023.

Michael St. Amour
Mayor

Blair Porter
Senior Administrative Officer

As per Section 77(1)(d) of the Hamlets Act, I hereby certify that this bylaw has been made in accordance with the requirements of Hamlets Act and the bylaws of the Municipal Corporation of Hamlet of Enterprise.

Certified this ____ day of _____, 2022.

Blair Porter
Senior Administrative Officer

APPENDIX "A"

CONTENT OF PROCUREMENT DOCUMENTS

The following minimum items should be included as they apply.

1. A Project Description (Terms of Reference) including:
 - a) the purpose of the work (a very brief general description of the end product);
 - b) the scope of work (a very brief general statement of the extent of the work);
 - c) the project circumstances (e.g., location constraints, unusual conditions, etc.);
 - d) investigations and examinations to be conducted by the successful proponent;
 - e) relevant policies, standards and requirements (e.g., protocol and confidentiality requirements);
 - f) municipal resources to be made available to the successful proponent (e.g., personnel, support services and information);
 - g) a time schedule for completion of each stage of the work;
 - h) the requirements for progress reporting, interim approval and final acceptance, and financial controls;
 - i) instructions.
2. A description of information to be provided in the Procurement:
 - a) names, qualifications and locations of proposed personnel and their responsibilities in the work of the contract;
 - b) resources to be assigned or made available to the project;
 - c) list of subcontractors and their qualifications and locations;
 - d) proposed methodology or approach to the work of the contract;
 - e) descriptions of relevant work on similar projects and a client list;
 - f) proposed project schedule with comments if varied from the schedule called for;
 - g) hourly personnel rates, estimated total fees and expenses with an explanation;
 - h) head and branch office locations and proposed work performance locations.
3. Required proposal content and manner of evaluation, including:
 - a) a full description of content and format expectations;
 - b) criteria and formulae to be used in evaluating proposals;
 - c) submission acceptance closing time and location; and
 - d) statements of critical project requirements and specifications, e.g., "If the proponent cannot meet stipulated schedule deadlines, it would not be appropriate to submit a proposal."

APPENDIX “B”

EXAMPLE OF RATING SCHEDULE FOR A BID

No.	Rating Criteria	Assigned Weight (A)	Unit Points Awarded (B)	Total Points A x B	Remarks
1	Personnel to be assigned or made available to the project	20			
2	Methodology or approach	15			
3	Past relevant experience	15			
4	Project schedule	10			
5	Fees and expenses as compared to estimate	25			
6	Past performance appraisals	15			
	TOTALS	100		Maximum 1000	

Note: A copy of the Rating Schedule form should be issued and explained within the Procurement documents.

In the event that two or more Bids are evaluated as equal, the final recommendation is based on a further evaluation of the proponents intended use of local hire on a dollar value basis.

1. Assign a weight to each criterion based on its relative importance. The weights and the criteria may vary from contract to contract depending on the nature of the Procurement, except that the price information is always required. Include the assigned weights in the Rating Schedule form issued within the Procurement documents. Every Bid must be evaluated using the same weights.

- Using a separate form for each Bid received; enter a rating score for each criterion in Column B, according to the following code.

Poor	1-3 points
Fair	4-6 points
Good	7-8 points
Excellent	9-10 points

Multiply the individual weights in Column A by the individual scores in Column B and enter the products in Column C. Add these products in Column C and enter the total at the bottom.

- Compare the total scores on each form. The highest total score should indicate the Bid that potentially will provide the best value to the Hamlet.



Refer to: L.I. Randa
Direct Line: 780.497.4832
E-mail: lranda@brownleelaw.com
Our File No.: 77216-0054

June 7, 2023

Via Email: sao@enterprise-nt.ca

Hamlet of Enterprise
526 Robin Road
Enterprise, NT X0E 0R1

Attention: Blair Porter, Senior Administrative Officer

Dear Sir:

Re: Procurement Bylaw

Further to our prior correspondence and discussions, we have prepared, and enclosed for your review, a draft Procurement Bylaw (the “Bylaw”) for the Hamlet of Enterprise (the “Hamlet”).

A. GENERAL COMMENTS

Section 54(2) of the *Hamlets Act* provides that “the procedure for the making of contracts for or on behalf of the hamlet must be set out in a bylaw.” As such, it is our opinion that the Hamlet must establish its procedures and requirements for the procurement of goods and services by bylaw, rather than by a more informal means such as a policy. The enclosed Bylaw is intended to satisfy this legislative requirement.

The Bylaw sets out a proposed framework for procurement of goods and services by the Hamlet. While the procedures and requirements that we have included represent recommended best practices, many aspects of the Bylaw can be revised to reflect different preferences or intentions of the Hamlet. We, therefore, recommend that the Hamlet review the enclosed Bylaw, in detail, to ensure that it is comfortable with what has been proposed. We would be pleased to discuss any revisions that the Hamlet considers necessary.

1. General Approach

In our opinion, the Bylaw should provide high level guidance on the key requirements and processes to be followed. If too much detail on specific processes and contractual requirements is included in the Bylaw itself, this could place the Hamlet in a position where it does not have sufficient flexibility to adapt to the unique circumstances of different procurements. Further, if the provisions in the Bylaw are overly onerous or difficult to administer, the Hamlet could find itself in the position of being in breach of its own Bylaw. As such, we have attempted to strike a balance where sufficient detail is included to provide a useful framework without being unduly prescriptive.

For each procurement, the notices and supporting documents prepared and issued by the Hamlet will have to set out the requirements applicable to that particular procurement in more detail than in the Bylaw itself. We recommend that the Hamlet seek legal assistance in preparing standard procurement documents and contracts that meet all relevant legal requirements and provide necessary protection to the Hamlet. We would be pleased to assist with this if the Hamlet would like.

2. Trade Agreements

Importantly, the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic and Trade Agreement (CETA) (collectively, the “Trade Agreements”) have the potential to apply to certain high value procurements by the Hamlet. These Trade Agreements are intended to ensure open, competitive and fair procurement processes. They establish fairly detailed rules, requirements and procedures that must be followed for procurements to which they apply. Importantly, however, in the case of municipalities in the Northwest Territories, the value that a procurement must reach before these Trade Agreements are triggered is quite high. Specifically, for the CFTA to apply to a procurement, the procurement value must exceed \$300,000 for goods or services and \$7,500,000 for construction. For the CETA to apply, the procurement value must exceed 200,000 SDR (approximately \$372,000 CAD) for goods and services and 5,000,000 SDR (approximately \$9,300,000) for construction. Under the Trade Agreements, these threshold amounts will automatically increase over time in accordance with an established formula. Even if a procurement by the Hamlet exceeds these thresholds, the Trade Agreements include a number of additional exceptions that could render them inapplicable in the circumstances. A key exception that is relevant to the Hamlet provides an ability to deviate from the requirements of the Trade Agreements in order to “promote regional economic development by supporting small enterprises or employment opportunities, without providing undue support to monopolistic activities.” However, reliance on this power to deviate from the Trade Agreement requirements is subject to certain additional restrictions set out in the Trade Agreements. For example, this exception cannot be relied upon if the procurement is funded by the federal government.

The Trade Agreements also do not apply to procurements that are subject to the Northwest Territories Business Incentive Policy (the “BIP”) (including the Northwest Territories Manufactured Products Policy and other directly related programs) or successor programs having similar objectives. However, it is our opinion that procurements by the Hamlet are not subject to the BIP and, therefore, the Hamlet cannot rely on this exception. The BIP and the Manufactured Products Policy both apply to departments of the Government of the Northwest Territories and to certain public agencies identified in a schedule to the BIP. The Hamlet does not fall within these groups and it is, therefore, our opinion that procurements by the Hamlet are not captured by these policies.

The potential application of the Trade Agreements is significant because if they apply to a procurement by the Hamlet, the Hamlet will be legally obligated to comply with the procurement processes and requirements that they set out. Generally speaking, these Trade Agreements require procurements to proceed by way of an open, public procurement process and, as such, they generally prohibit sole sourcing of contracts or granting preference to local vendors.

Simply put, it is our opinion that in cases where a procurement by the Hamlet exceeds the dollar threshold that triggers application of the Trade Agreements (see above), and no exception set out in the Trade Agreements applies, the Hamlet will be legally required to follow all applicable

procurement procedures set out the Trade Agreements and will generally be unable to follow a process other than the public, open procurement process detailed in the Trade Agreements. It will also generally be unable to provide a preference to local vendors.

However, even if a Trade Agreement applies, the Hamlet may, in some cases, be able to adopt an approach that favours local business by relying on the Trade Agreement provisions that allow deviation from its requirements to “promote regional economic development by supporting small enterprises or employment opportunities, without providing undue support to monopolistic activities.” However, given the restrictions and requirements related to this exception, and the fact specific nature of its application, we recommend that the Hamlet receive legal advice before attempting to rely on this exception to provide a preference to local vendors in a situation where this would otherwise be prohibited by an applicable Trade Agreement.

Importantly, if a procurement falls below the financial thresholds for application of the Trade Agreements (see above), the Hamlet will not be bound by the Trade Agreements. In such a case, the Hamlet will be free to conduct the procurement in a manner that it sees fit, provided that the requirements of its own procurement bylaw are followed. This could, for instance, allow for the granting of local preferences and sole sourcing of contracts in certain cases.

3. Approach to Trade Agreements in Bylaw

One option would be to draft the Bylaw in a manner that fully reflects and complies with all requirements under the Trade Agreements. In our opinion, however, this would be undesirable. Given that most procurement by the Hamlet will presumably not reach the dollar threshold required to trigger the Trade Agreements, and given that the rules in the Trade Agreements are quite onerous and restrictive, it would likely be undesirable for the Hamlet to adopt a bylaw that requires compliance with the Trade Agreements in all cases.

Given this, we have, instead, drafted the Bylaw to include default procedures, rules and requirements that are simpler and provide the Hamlet with greater power and flexibility than the Trade Agreements do. Importantly, however, a result of this approach is that certain provisions of the Bylaw are inconsistent with the much more restrictive Trade Agreements. Examples include provisions allowing for local preferences and closed procurement processes. In order to address this potential inconsistency, we have included Sections 3.3 to 3.5 of the draft Bylaw. These Sections provide, in effect, that if a procurement’s value is high enough that it might trigger application of the Trade Agreements, the Hamlet will determine whether or not the Trade Agreements apply. If the Trade Agreements are found to apply, these Sections provide that the Hamlet will comply with the Trade Agreements, and that any provision of the Bylaw that is inconsistent with a requirement of a Trade Agreement is of no force and effect. In our opinion, this is the best approach in the circumstances, as it allows the Hamlet to utilize more flexible procedures for the vast majority of its procurements, which will not be subject to the Trade Agreements, while still providing a mechanism to deviate from the non-compliant Bylaw provisions in the rare cases that the Trade Agreements are triggered. To be clear, if a Trade Agreement is triggered, and the Hamlet simply follows the procedures in the Bylaw, without making necessary modifications to its processes to ensure compliance with the Trade Agreements, the Hamlet could be in breach of the Trade Agreements. If a procurement has the potential to trigger the Trade Agreements, we strongly recommend that the Hamlet seek specific legal advice on whether or not the procurement is subject to the Trade Agreement, whether any relevant exceptions apply and what specific steps must be taken to ensure compliance with the

Trade Agreements. If you have any concerns with the approach that we have taken to addressing the Trade Agreements, please let us know.

B. THE DRAFT BYLAW

The Bylaw is largely self-explanatory, but we wish to draw your attention to the following, in particular:

- **Part 3 (Application):** This Section includes a number of provisions clarifying the Bylaw's application and interpretation. Section 3.2 clarifies that the Bylaw does not apply to the acquisition of land.
- **Section 3.3 (Trade Agreements):** As discussed above, this Section provides a mechanism for applying the provisions of the Trade Agreements, in lieu of conflicting Bylaw provisions, in the rare cases where those Trade Agreements are triggered.
- **Part 4 – Procurement Authority:** Section 4.2 provides that unless otherwise delegated by resolution, Council will award all contracts. Further, Section 4.3 authorizes the Senior Administrative Officer to award contracts under \$50,000 and which are included in the approved operating or capital budget.

Section 4.5 provides for the delegation of procurement authority to the Senior Administrative Officer and other employees of the Hamlet. There are two basic approaches that can be taken with respect to delegation of procurement authority.

- The first approach, which we have taken in the Bylaw, is to establish maximum dollar limits for procurements by identified employees, including the Senior Administrative Officer. A consequence of this approach is that, if the value of a procurement exceeds the dollar limit of the procurement authority delegated to the Senior Administrative Officer, Council would be responsible for granting final approval of that procurement. For instance, Section 4.6 of the draft Bylaw provides, in effect, that where the procurement value exceeds the limit of the procurement authority granted to the Senior Administrative Officer under Section 4.5, the final selection of a Vendor will be made by Council.
- A second approach would be to draft the Bylaw to grant the Senior Administrative Officer authority to approve any procurement, regardless of its dollar value, provided that the procurement has been approved by Council in the Hamlet's budget or expressly authorized by Council resolution. This second approach provides Council with less oversight over the procurement process than the first, but it also has the potential to streamline the procurement process by eliminating any need for administration to obtain Council approval prior to finalizing a procurement.

We recommend that the Hamlet consider which of these two approaches would be best for it, given its unique circumstances and preferences. If the Hamlet would prefer to adopt the second approach, please let us know and we can revise the Bylaw to provide for this. However, if the Hamlet wishes to adopt the first approach, which is currently contemplated in the Bylaw, it will need to insert, into the spaces provided in Section 4.5, the job titles of any employees, in addition to the Senior Administrative Officer, that are to have procurement authority. It must also insert the dollar limit of the procurement authority

granted to the Senior Administrative Officer and these additional employees. In considering the dollar limits that are included, the Hamlet should be mindful of the fact that the higher the dollar limit of the procurement authority that is granted to the Senior Administrative Officer, the less direct oversight Council will have over the procurement process, but the more streamlined and efficient the process is likely to be. In establishing the relevant dollar values, the Hamlet should be mindful of this and consider what dollar limits will strike the right balance for it, given its circumstances.

As an aside, we note that Section 4.4 allows the Senior Administrative Officer to expend funds without prior Council approval in the case of an emergency, subject to certain requirements. This was previously given to the Mayor the power to spend \$5,000 in an emergency. Instead, we recommend that the Bylaw provide this authority to the Senior Administrative Officer as he or she would be better suited to authorize such expenditures.

- **Parts 6 and 7 – Procurement Process: Direct Purchase and Requests for Quotes:** These Sections are intended to allow for procurement by the more informal means of direct purchase or a request for quotations in cases where the dollar value of the procurement is relatively low. The Hamlet may revise the maximum procurement value for which there may be direct purchases and needs to confirm what method of direct purchases the Hamlet relies upon (e.g. cash, credit cards or purchase orders). It will also have to confirm the range of procurement values for which a request for quotations is to be used. The dollar range should, on the low end, be one dollar greater than the maximum procurement value for direct purchases and should, on the high end, be one dollar less than the procurement value at which formal competition in the form of an invitation to tender or request for proposals is required (discussed below).
- **Parts 8 and 9 – Procurement Process: Invitation to Tender and Requests for Proposals:** These Sections contemplate a more formal procurement process, in the form of an invitation to tender or request for proposals, for higher value procurements. The Hamlet must confirm the procurement value beyond which this more formal process is required. In determining the procurement value thresholds to be included, the Hamlet will have to consider what is best for it, given its circumstances and priorities. For example, if the dollar threshold for triggering a formal invitation to tender or request for proposal is set relatively low, this will mean that a larger proportion of the Hamlet's procurements will be subject to this more formal competitive process. An advantage of this is that formal competition may support the goal of ensuring that the best possible value for the Hamlet is obtained. However, a significant disadvantage is that these formal competitive processes are complex, document intensive, time consuming and resource demanding. If this is a concern for the Hamlet, this will likely weigh in favour of including a relatively higher dollar threshold for formal competitions of the Bylaw. In considering the dollar thresholds to include in these Sections, the Hamlet should be mindful of these competing interests, and of what threshold is likely to strike the right balance for it, given its circumstances. Importantly, though, we recommend that any dollar values that are included in these Sections be less than the minimum thresholds at which the Trade Agreements may be triggered (being \$300,000 for goods and services other than construction and \$7,500,000 for construction).
- **Parts 10 and 16 – Award Considerations:** Section 16 contemplates the development of evaluation criteria for invitations to tender or request for proposals where price is not to be

the sole deciding factor. Sections 10.1 and 10.2 allow preference to be given to local vendors, provided that the local vendor meets the required of having a local business license, have on file a “as and when” form (taken from the Hamlet’s previous Bylaw) and meets the requirements of the procurement and the price offered by the local vendor is no greater than 15% greater than the price that could be obtained by utilizing a non-local vendor. This 15% threshold can be amended or removed if the Hamlet would like. Section 10.3 provides that, in the case of an invitation to tender or request for proposals, any local preference that is to be implemented shall be identified in the notice of the invitation to tender or request for proposals.

- **Part 20 – Single Sourcing:** Section 20 details circumstances in which the Hamlet may obtain goods or services from a single vendor without following a competitive process. If the Hamlet has any concerns with what has been proposed in this regard, please let us know.

We trust the above to be of assistance. If you have any questions or concerns, or would like us to make any revisions to the enclosed Bylaw, please do not hesitate to contact the writer directly.

Sincerely,

BROWNLEE LLP

PER:



LORNE I. RANDA

LIR/JMW

Enclosure: Draft Procurement Bylaw

NEW ITEM



HAMLET OF ENTERPRISE

**BYLAW #2022-135b
LAND DISPOSAL BYLAW
BLOCK 10, PLAN 3982, LOT 3**

*Approved: xx xx, 2022
Motion: 2022-xx*

**HAMLET OF ENTERPRISE
BY-LAW NO. 2022-135b**

Being a By-law of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to Provide Regulations for the Disposal of Land by way of Fee Simple in the Hamlet of Enterprise pursuant to section 57 of the *Hamlets Act*, S.N.W.T.2003, C-22

Whereas the Council for the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories deems it to be in the public interest to dispose of the lands described hereunder, and

Whereas the said parcels of land are not required for municipal purposes, and have been developed for the purpose of disposal to private interests;

Now Therefore be it resolved, that the Council of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories, in session duly assembled, enacts as follows:

1. The whole of **Block 10 (ten), Plan 3982 (thirty nine hundred and eighty two), Lot 3 (three)** in the Hamlet of Enterprise in the Northwest Territories be sold and conveyed in consideration of the sum of **\$52,300 (fifty-two thousand, three hundred) Dollars** cash upon the following terms and conditions:
2. That the Mayor and the Senior Administrative Officer are hereby authorized to execute all such forms or application, deeds, indentures, and other documents as may be necessary to convey the said lots to the said purchaser for fee simple title.
3. That the purchaser is also required to pay the Land Titles Office, the required transfer fees.
4. That the purchaser shall meet the conditions set by Council as outlined in the agreement of sale.
5. That this by-law shall come into effect upon the day of final passage thereof.

Read first time this _____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read second time this ____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read third time this ____ day of _____, 2022.

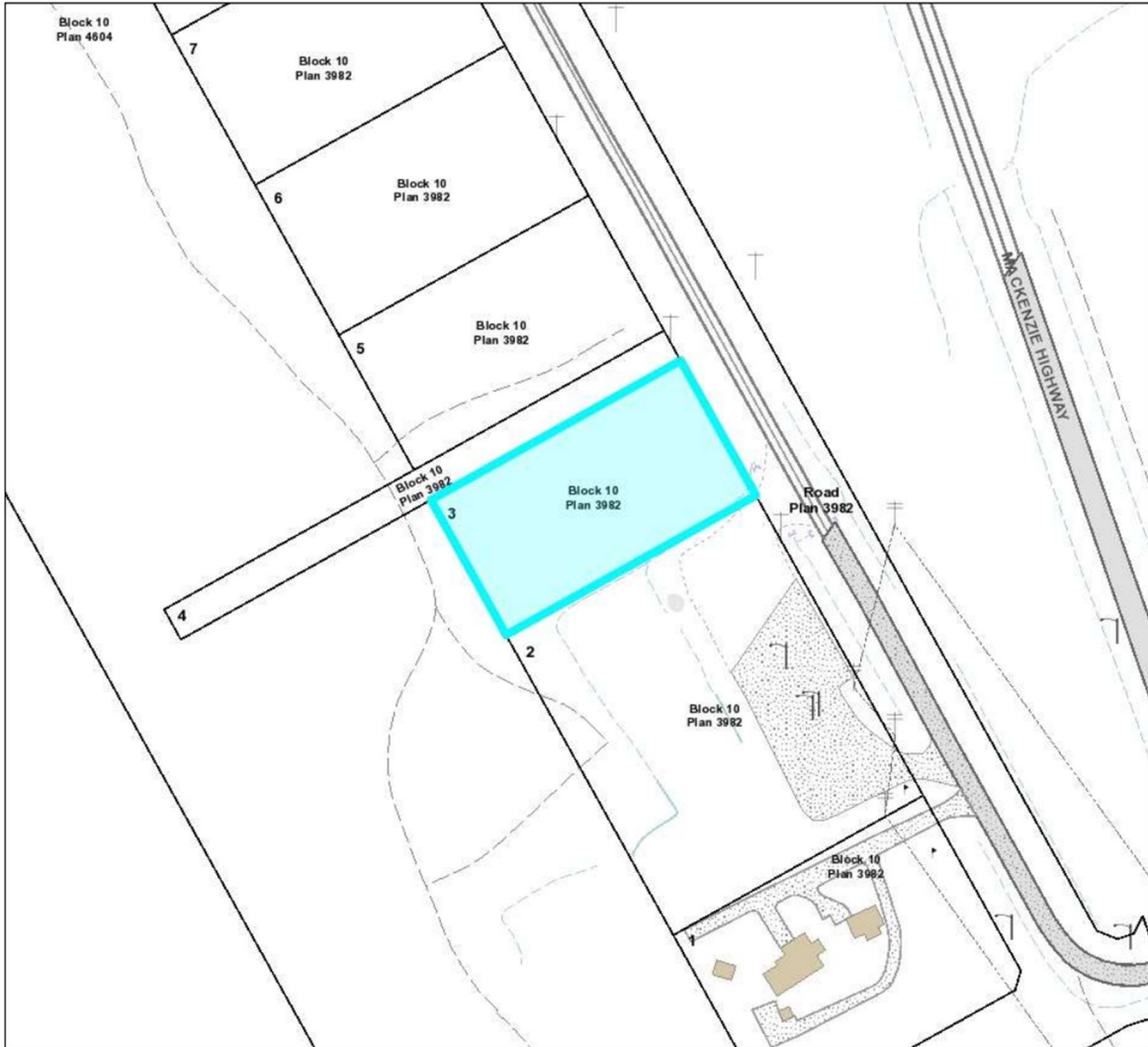
Mayor

Senior Administrative Officer

It is hereby certified that this Bylaw No. 2022-135b has been made with the requirement/s of the Hamlet's Act and the Bylaws of the Hamlet of Enterprise.

Certified this ____ day of _____, 202__

Senior Administrative Officer



April 24, 2022

Legend

- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surveyed Parcels
- Surveyed Easements
- Surface Land Withdrawal

Scale 1: 2,000

50 metres



UTM Zone: 11

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Department of Lands.

NEW ITEM



HAMLET OF ENTERPRISE

**BYLAW #2022-137b
LAND DISPOSAL BYLAW
BLOCK 10, PLAN 3982, LOT 5**

*Approved: xx xx, 2022
Motion: 2022-xx*

**HAMLET OF ENTERPRISE
BY-LAW NO. 2022-137b**

Being a By-law of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to Provide Regulations for the Disposal of Land by way of Fee Simple in the Hamlet of Enterprise pursuant to section 57 of the *Hamlets Act*, S.N.W.T.2003, C-22

Whereas the Council for the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories deems it to be in the public interest to dispose of the lands described hereunder, and

Whereas the said parcels of land are not required for municipal purposes, and have been developed for the purpose of disposal to private interests;

Now Therefore be it resolved, that the Council of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories, in session duly assembled, enacts as follows:

1. The whole of **Block 10 (ten), Plan 3982 (thirty nine hundred and eighty two), Lot 5 (five)** in the Hamlet of Enterprise in the Northwest Territories be sold and conveyed in consideration of the sum of **\$52,300 (fifty-two thousand, three hundred) Dollars** cash upon the following terms and conditions:
2. That the Mayor and the Senior Administrative Officer are hereby authorized to execute all such forms or application, deeds, indentures, and other documents as may be necessary to convey the said lots to the said purchaser for fee simple title.
3. That the purchaser is also required to pay the Land Titles Office, the required transfer fees.
4. That the purchaser shall meet the conditions set by Council as outlined in the agreement of sale.
5. That this by-law shall come into effect upon the day of final passage thereof.

Read first time this _____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read second time this ____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read third time this ____ day of _____, 2022.

Mayor

Senior Administrative Officer

It is hereby certified that this Bylaw No. 2022-137b has been made with the requirement/s of the Hamlet's Act and the Bylaws of the Hamlet of Enterprise.

Certified this ____ day of _____, 202__

Senior Administrative Officer



April 24, 2022

Legend

- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surveyed Parcels
- Surveyed Easements
- Surface Land Withdrawal

Scale 1: 2,000

50 metres



UTM Zone: 11

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Department of Lands.

NEW ITEM



HAMLET OF ENTERPRISE

**BYLAW #2022-138b
LAND DISPOSAL BYLAW
BLOCK 10, PLAN 3982, LOT 7**

*Approved: xx xx, 2022
Motion: 2022-xx*

**HAMLET OF ENTERPRISE
BY-LAW NO. 2022-138b**

Being a By-law of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to Provide Regulations for the Disposal of Land by way of Fee Simple in the Hamlet of Enterprise pursuant to section 57 of the *Hamlets Act*, S.N.W.T.2003, C-22

Whereas the Council for the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories deems it to be in the public interest to dispose of the lands described hereunder, and

Whereas the said parcels of land are not required for municipal purposes, and have been developed for the purpose of disposal to private interests;

Now Therefore be it resolved, that the Council of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories, in session duly assembled, enacts as follows:

1. The whole of **Block 10 (ten), Plan 3982 (thirty nine hundred and eighty two), Lot 7 (seven)** in the Hamlet of Enterprise in the Northwest Territories be sold and conveyed in consideration of the sum of **\$58,100 (fifty-eight thousand, one hundred) Dollars** cash upon the following terms and conditions:
2. That the Mayor and the Senior Administrative Officer are hereby authorized to execute all such forms or application, deeds, indentures, and other documents as may be necessary to convey the said lots to the said purchaser for fee simple title.
3. That the purchaser is also required to pay the Land Titles Office, the required transfer fees.
4. That the purchaser shall meet the conditions set by Council as outlined in the agreement of sale.
5. That this by-law shall come into effect upon the day of final passage thereof.

Read first time this _____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read second time this ____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read third time this ____ day of _____, 2022.

Mayor

Senior Administrative Officer

It is hereby certified that this Bylaw No. 2022-138b has been made with the requirement/s of the Hamlet's Act and the Bylaws of the Hamlet of Enterprise.

Certified this ____ day of _____, 202__

Senior Administrative Officer



Government of Northwest Territories

Lot 7 Block 10 Plan 3982



April 24, 2022

Legend

- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surveyed Parcels
- Surveyed Easements
- Surface Land Withdrawal

Scale 1: 2,000

50 metres



UTM Zone: 11

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NEW ITEM



HAMLET OF ENTERPRISE

**BYLAW #2022-139b
LAND DISPOSAL BYLAW
BLOCK 10, PLAN 3982, LOT 8**

*Approved: xx xx, 2022
Motion: 2022-xx*

**HAMLET OF ENTERPRISE
BY-LAW NO. 2022-139b**

Being a By-law of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to Provide Regulations for the Disposal of Land by way of Fee Simple in the Hamlet of Enterprise pursuant to section 57 of the *Hamlets Act*, S.N.W.T.2003, C-22

Whereas the Council for the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories deems it to be in the public interest to dispose of the lands described hereunder, and

Whereas the said parcels of land are not required for municipal purposes, and have been developed for the purpose of disposal to private interests;

Now Therefore be it resolved, that the Council of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories, in session duly assembled, enacts as follows:

1. The whole of **Block 10 (ten), Plan 3982 (thirty nine hundred and eighty two), Lot 8 (eight)** in the Hamlet of Enterprise in the Northwest Territories be sold and conveyed in consideration of the sum of **\$58,100 (fifty-eight thousand, one hundred) Dollars** cash upon the following terms and conditions:
2. That the Mayor and the Senior Administrative Officer are hereby authorized to execute all such forms or application, deeds, indentures, and other documents as may be necessary to convey the said lots to the said purchaser for fee simple title.
3. That the purchaser is also required to pay the Land Titles Office, the required transfer fees.
4. That the purchaser shall meet the conditions set by Council as outlined in the agreement of sale.
5. That this by-law shall come into effect upon the day of final passage thereof.

Read first time this _____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read second time this ____ day of _____, 2022.

Mayor

Senior Administrative Officer

Read third time this ____ day of _____, 2022.

Mayor

Senior Administrative Officer

It is hereby certified that this Bylaw No. 2022-139b has been made with the requirement/s of the Hamlet's Act and the Bylaws of the Hamlet of Enterprise.

Certified this ____ day of _____, 202__

Senior Administrative Officer



April 24, 2022

Legend

- Condominium Units
- Building Footprints
- Line Approximately 31m from O.H.W.M.
- Surveyed Parcels
- Surveyed Easements
- Surface Land Withdrawal

Scale 1: 2,000

50 metres



UTM Zone: 11

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