



Applicant's Guide

Pause of Collections for Eligible Recreational-Type Lease Holders

On August 28, 2023, with the tabling of the [Response to Motion 77-19\(2\): Review of Territorial Land Lease Policy and Procedures, the Government of the Northwest Territories \(GNWT\)](#) committed to the following:

“Effectively immediately, the GNWT will also pause collections action on any outstanding arrears for lease fees from Indigenous recreational lease holders where their lease is in an area where they also have an asserted or established Aboriginal and/or Treaty right to harvest.”

QUESTION 1

Who is eligible for Pause in Collections?

You may be eligible for the pausing of collection actions if you are an Indigenous person with a recreational-type lease, and your lease is in an area where you have asserted or established Aboriginal and/or Treaty rights to harvest.

QUESTION 2

What is a recreational-type lease?

Recreational-type leases include the following types of leases:

- recreational use lease, including a seasonal use lease
- hunting and fishing lease
- hunting lease
- fishing lease
- traditional use lease
- cabin lease



QUESTION 3

What does this “Pause in Collections” mean?

If you are behind on your lease rent payments that means you are in **arrears**. Arrears means a debt is owed to the GNWT and the GNWT may take collections actions to recover that debt. Note that accounts are sent to a collections agency after 90-days.

To have collections actions paused on an eligible recreational-type lease, an applicant must complete an *Application for the Pause of Collections on Recreational-Type Leases* (form NWT9247) and submit it to a Department of Environment and Climate Change (ECC) Regional Land & Water Office, a Government Services Office, or ECC's Land Management and Administration Office in Yellowknife.

Please note the following:

1. The completed *Application for the Pause of Collections on Recreational-Type Leases* (form NWT9247) must be received by ECC's Land Management and Administration Office by the 15th of the month to have collections paused for the following month (e.g., to have collections paused for the month of October, a NWT9247 form must be received by September 15th)
2. Only lease rent arrears on recreational-type leases are eligible for the pause in collections. Other lease types are **not** eligible for a pause of collections.
3. If a recreational-type lease is jointly held by more than one individual, any individual named on that lease who is eligible for this pause of collections can apply on behalf of all lessees listed on the lease. Another person can only be added to the lease if there is no outstanding debt on the account.
4. One NWT9247 form is required for each recreational-type lease.

Limitations of Program

- A pause of collections does **not** mean that the lease arrears amount is deleted or forgiven. The arrears are still a debt due to the GNWT. There is no interest charged on recreational lease rent arrears.
- Property tax arrears are **not** eligible for the pause of collections.
- You as an applicant are not eligible to assign, renew or surrender your recreational-type lease until the lease arrears are paid in full.

QUESTION 4

What type of information do I need to provide in the NWT9247 Form?

The Application for the Pause of Collections on Recreational-Type Leases (form NWT9247) requires that you, as an applicant, provide the following:

- Your name, address, and contact information
- The Indigenous government or Indigenous organization that you are a member of, or eligible to be a member of, and proof of that membership or eligibility of membership.

An applicant should also provide their recreational lease type, as well as their recreational-type lease number if they know it. If an applicant does not know their recreational lease type nor their lease number, they can still submit a form to ECC.

QUESTION 5

How do I prove my membership or eligibility of membership?

Proof of membership or proof of eligibility of membership can include:

- a membership card or membership certificate for one of the Indigenous governments or Indigenous organizations listed in form NWT9247 or that you have written in the form on the space provided

OR

- a Treaty card or status card that includes the name of the Organization and registration number

OR

- a letter from the Indigenous government or Indigenous organization listed in form NWT9247 or that you have written in the Form on the space provided. A template letter is provided as the last page of the NWT9247 form for the Indigenous government or Indigenous organization to fill out.

For this template letter, please note the following:

- This letter should be signed by the head of the organization (Grand Chief, Local Chief, President, Chairperson, CEO) or from an official authorized to identify members on behalf of the organization (such as an Executive Director, Registrar, or other applicable role).
- If you, the applicant, are the head of your Indigenous government and you are providing a completed template letter as part of your application, please do not sign for yourself. Ask another individual, authorized to sign on behalf of your Indigenous government, to sign for you instead.

QUESTION 6

How do I submit my application?

Submit your completed form to either an ECC Regional Land & Water Office, a Government Services Office, or ECC's Land Management and Administration Office in Yellowknife.

A staff member will:

1. Review the completed NWT9247 form to ensure it appears complete and there are no errors. The staff member can work with you to edit the form, if required.
2. Either
 - (a) View your proof of membership or proof of eligibility of membership document and complete an *Affidavit of Witness Form* that confirms the document was viewed and satisfies the proof of membership or proof of eligibility of membership requirement. Only the *Affidavit of Witness Form* will be kept with the form. Copies of the documents indicated below are not kept as part of the application:
 - membership card or membership certificate, or
 - Treaty, status, or membership card.

OR

(b) Review the supporting letter from an Indigenous government or Indigenous organization (if provided) to ensure it is complete. The letter **will** be kept with the submitted application.

If you are submitting a completed form to a Regional Office or a Government Services Office, they will then forward it to the Land Management and Administration Office in Yellowknife.

QUESTION 7

What happens after I submit my application?

ECC commits to providing support to ensure application requirements are clear to applicants and that applications are processed in a timely manner. ECC staff and Government Services Officers are available to assist you in filling out your application.

Once you submit your application with the required documentation, you can expect the following:

- ECC Land Management and Administration will acknowledge receipt of your application by email or by mail (if you do not have an email address).
- ECC Land Management and Administration will assess the application for completeness, as well as eligibility. They will also confirm your recreational-type lease is located in an area where you have an asserted or established Aboriginal and/or Treaty right to harvest. ECC Land Management and Administration staff may reach out to you, the Applicant, if more information is needed.
- Once the review of an application is complete, ECC Land Management and Administration will notify the applicant by email or by mail (if you do not have an email address), that collections have been paused on the lease.
- Once collections actions are paused, the Applicant will not be required to re-apply for a pause of collections again.

If your application does not meet eligibility requirements you will be informed that collections have not been paused on your recreational lease arrears.

QUESTION 8

What if there is an issue with my application?

If a person submits an application and there is an issue with the completed form, the ECC Land Management and Administration Office will follow up with the Applicant. Such issues could be:

- There is information missing from the form.
- The lease is not a recreational-type lease.
- The lease is located outside of an area where a person has asserted or established Aboriginal and/or Treaty rights to harvest.

The ECC Land Management and Administration Office will follow up with you if your application does not meet eligibility requirements. If eligibility requirements are not met, then collections will not be paused on the lease arrears.

QUESTION 9

Can I email my completed application?

An applicant can only email the completed NWT9247 form if it includes a supporting letter from an Indigenous government or Indigenous organization. Applications may be emailed to LMA-GAT@gov.nt.ca.

Please do **not** send scanned copies of membership cards, membership certificates, Treaty, or status cards with your completed application. Information sent over the internet or by email is not necessarily secure.

If you want to apply using your membership card, membership certificate, Treaty, or status card as a proof of membership, please visit an ECC Regional Office, a Government Services Office or the ECC Land Management and Administration Office located in Yellowknife. A staff member of ECC or a Government Services Officer will then view the documentation of membership and will fill out an *Affidavit of Witness Form*.

Copies of your membership card, membership certificate, Treaty or status card will not be kept with your application.

QUESTION 10

How will the information in the Form I provided be protected?

The information you provide in the NWT90247 Form is required for the purpose of assessing your application. The personal information you provide in this Form is being collected under the authority of Section 40(c)(i) of the *Access to Information and Protection of Privacy Act*. Your personal information is also subject to the protection and disclosure provisions of this *Act*.

If you have any questions about the collection of your personal information please contact Land Management and Administration by phone at 1-855-698-5263, by email at LMA-GAT@gov.nt.ca, or by mail at P.O. Box 1320, Yellowknife, NT X1A 2L9.

QUESTION 11

Who do I talk to if I still have questions?

If you have questions about the Pause of Collections, please contact Land Management and Administration at:

Email: LMA-GAT@gov.nt.ca

Phone: 1-855-698-5263
