NATIONAL ABORIGINAL LANDS MANAGERS ASSOCIATION (NALMA) LAND USE PLANNING FUNDING INITIATIVE	2027-2028	

Application Form

CATEGORY

4

Zoning By-law & Development Review

Up to $100,000 | 1 to 2 years

Category 4 funding is for communities with an approved Land Use Plan. A Land Use Plan is a policy, not a law. Without a Zoning By-law (Indian Act, Section 81(1)(g)) it cannot be enforced. Without a Development Review Policy and Procedure, decisions are not consistent or written down. You need both. This project should leave you with both in place.

This form asks who will do the work and how. You do not need to do the work before you apply.

Before you apply for a Zoning By-law, check that it is the right tool for you (Practical Applications Toolkit: Is a LUP Enough?, Table 12 (3.4.1)). Not sure? Contact NALMA.

Eligibility is determined by your First Nations land regime; i.e. Indian Act, RLEMP, Self Government, Land Code/FNLMA.

Eligible: First Nations operating under the Indian Act or RLEMP, as well as First Nations with an *__inactive__ Land Code can apply. Self governing First Nations with self government agreements may be eligible on a case-by-case basis, please contact NALMA early in the application process for an eligibility check. If you are unsure if your First Nation is eligible to apply, please do not hesitate to contact us at lup@nalma.ca .

Ineligible: First Nations developing or actively administering a Land Code as these First Nations may receive funding from the FNLM Resource Centre.

*Inactive means that no contribution agreement with Canada was started, or the Land Code was voted inactive.

Category 4 Required Deliverables

1. A Planning Team is set up.
2. A Zoning By-law is scoped, drafted, reviewed by a lawyer and the community. (Skip if you already have one.)
3. A Development Review Policy and Procedure is made: current practice is reviewed, a decision-making framework and policy are drafted, and forms, checklists and procedures are prepared. (Skip if you already have one.)
4. Lands Office staff are trained, and a plan for checking compliance and settling disputes is made.
5. Chief, Council, departments and the community are involved from start to finish.

Part 1: About Your Community

Community name:	
Mailing address:	
Lead Project Contact — name:	
Position title:	
The Lead Contact is:	☐ A First Nation employee ☐ Lands staff assigned to the First Nation by a tribal council or shared service *Lead Contact cannot be a consultant.*
Lead Contact — PLMCP status:	☐ Certified ☐ Enrolled ☐ Not enrolled
E-mail:	
Telephone:	
Secondary Contact — name:	
Position title:	
Secondary Contact — PLMCP status:	☐ Certified ☐ Enrolled ☐ Not enrolled
E-mail:	
Telephone:	

Land regime:	☐ Indian Act ☐ RLEMP ☐ Land Code (inactive) ☐ Other: _____
Year your Land Use Plan was approved:	
What will this project include? (You need both a Zoning By-law and a Development Review process to put a Land Use Plan into action.)	☐ Both ☐ Zoning By-law only — we already have Development Review ☐ Development Review only — we already have a Zoning By-law
If you already have one, briefly describe it:	
Has your community received NALMA LUP funding before?	☐ Yes ☐ No ☐ In progress
Is a NALMA funding project active now?	☐ Yes ☐ No (You cannot sign a new agreement until the active one is closed.)

Part 2: Your Project

Answer each question by telling us who will do the work and how.

A — The Planning Team and Your Need

Deliverable 1 — Planning Team

Who will be on the Planning Team? What will each person do?

Most teams have a First Nation project leader (often the Lands Manager), Lands Office and other department staff, and planning and legal professionals. Identify what work First Nation staff will do and what work consultants will do. Identify who will administer the by-law and review process after it is in place.

Need and Readiness

Why does your community need these tools now? How does this project connect to your approved Land Use Plan?

Describe your development pressures and how building and development decisions are made today.

(Practical Applications Toolkit: Is a LUP Enough?, Table 12 (3.4.1))

B — Zoning By-law (skip if you already have one)

Deliverable 2 — Scope and Draft By-law

How will the Planning Team decide the scope of the Zoning By-law and write it, including zones, permitted uses and maps?

How will the project be managed and how will it be designed to fit your community's size and capacity.

(Practical Applications Toolkit: Indian Act By-law Powers (3.4.2), Zoning By-laws, Tool #12 (3.4.3))

Deliverable 3 — Legal Review, Community Input and Passing the By-law

Describe how will the draft by-law get legal review and community input?

(Practical Applications Toolkit: Get Legal Advice, Tip #1; Enacting the By-law, Tip #3; Publishing the By-law, Tip #6 (3.4.2))

C — Development Review Policy and Procedure (skip if you already have one)

Deliverable 4 — Current Practice and Decision-Making

How will the Planning Team review how development and building approvals work today, and design a decision-making framework?

(Practical Applications Toolkit: Development Process (4.3), Decision-Making Authority Framework, Table 14 (3.5))

Deliverable 5 — Policy, Forms and Procedures

How will the Planning Team write the Development Review Policy?

Tell us who writes the policy (roles, timelines, decision authority, conflict of interest) and who makes the tools. Say how a review process scaled to project size will fit your community.

(Practical Applications Toolkit: Project Assessment Framework, Figure 10 (4.3); Tools #1–6 (4.4))

D — Engagement, Training and Compliance (everyone completes this)

Deliverable 6 — Engagement

How will the Planning Team involve Chief, Council, departments and the community in the development of the new tools?

Tell us who will be involved (such as housing, public works and economic development) and how they will help shape their review roles.

(Practical Applications Toolkit: Collaboration (4.4.4), Community Engagement (4.4.5))

Deliverable 7 — Training, Compliance and Disputes

How will Lands Office staff be trained? How will compliance be monitored and evaluated?

Tell us who will do the training and who will be responsible for compliance and monitoring.

(Practical Applications Toolkit: Compliance Monitoring (4.5.1), Dispute Resolution (4.5.2), Enforcement/Table 17 (4.5.3))

Risks and Capacity **What could prevent this project from finishing? How will the Planning Team deal with each risk?** Think about staff time, how long legal review takes, Council availability, and your ability to run and enforce the tools afterward.

Part 3: Work Plan and Budget

Provide a work plan and budget for your Category 4 project. Include the deliverables for the work you are doing. You can ask for up to $100,000. Plan for 1 to 2 years.

Planning and legal professionals are eligible costs. See LUP Toolkit Tool #5 (Work Plan and Budget Templates).

What will be done	Who is responsible	When	Cost ($)

What will be done	Who is responsible	When	Cost ($)
Total funding requested			**$**

Part 4: Documents to Send With This Form

- A signed Band Council Resolution (BCR) from Chief and Council. It must approve this application and name this project (Category 4 — project title).
- A separate Project Proposal. Use the Project Proposal Guidelines for Category 4.
- A copy of your approved Land Use Plan (or a link to it).

> A Letter of Support is not enough for Category 4. You must submit a BCR.

Part 5: Certification

I certify that:

- The information in this application is correct to the best of my knowledge.
- The First Nation is in principle ready to sign a funding agreement with NALMA.
- I am authorized to sign this application on behalf of the First Nation.

Name of signing officer:	
Title / position:	
Date submitted:	
Signature:	

Send your completed application by e-mail to lup@nalma.ca by 11:59 pm on the closing date of the Call for Proposals.

Words used in this form: BCR = Band Council Resolution; GIS = Geographic Information System (digital maps and map data); LUP = Land Use Plan; RLEMP = Reserve Land and Environment Management Program; PLMCP = NALMA's Professional Lands Management Certification Program; FNLM = First Nations Land Management.