

# NATIONAL CAPITAL COMMISSION COMMISSION DE LA CAPITALE NATIONALE

## APPLICATION FOR AN AGRICULTURAL LEASE IN CANADA'S CAPITAL GREENBELT

Sustainable agriculture integrates environmental stewardship, economic profitability and social responsibility. The National Capital Commission's (NCC) Strategy for Sustainable Agriculture emphasizes three objectives: defining the right types of farms for the Greenbelt, promoting a diversified agriculture, and encouraging innovative marketing approaches and value-added activities. Greenbelt farming takes place in a suburban setting, and the proximity to the city brings opportunities and challenges. Will your farm benefit from the local or regional market? How will your farm business activities fit and integrate with Canada's Capital Region? This form is the basis for the selection of proponents applying for an agricultural lease. The objective is to match the appropriate farmer with the appropriate farm and contribute to the successful development of agriculture in the Greenbelt. Successful applicants will need to demonstrate proof of financial means, and consent to a verification of their credit rating.

If the space provided is not sufficient to answer the questions, please continue your answer on a separate piece of paper.

### Section A: Identification of Proponent and Farm Choice

#### 1. Name and Contact Information of the Proponent(s)

Provide full identification of the person(s) and legal entity responsible for this application.

Name of the proponent(s)	
Name of the business (if applicable)	
Contact person	
Address	
City, province, postal code	
Telephone	
Email	
Fax	

How did you hear about this opportunity?  NCC Website  Social Media  Other

#### 2. Identification of Farm Choice

Please indicate the address of the property for which you are submitting the proposal. A second and third choice can also be suggested. If we are unable to provide you with your first choice, your second or third choice may be offered to you. However, the application form must be based on the first choice only.

Rank	Property address
First choice	
Second choice	
Third choice	

## Section B: Farming Project Description

### 3. Main Agricultural Activities Proposed

Provide a short description of the main agricultural activities that will be undertaken at the property.

### 4. Project Description, Concept and Vision

Describe your proposed farming enterprise in more detail, and explain your vision of how the enterprise will develop over the short term (i.e. the next five years):

*What type of agricultural management practices (conventional, organic, etc.) do you plan to use? What type of crops will be grown and what kind of livestock will you raise? Define the extent in terms of area and herd size. When will each part of the project be implemented?*

Describe your plans over the medium term (i.e. the next 6 to 10 years).

Describe your plans over the long term (i.e. the next 11 to 20 years).

Best management practices (i.e. crop and soil management, fertilizer and manure management, pest management, water management, and conservation of natural areas) are required for

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Greenbelt farms in order to protect and preserve the long-term viability of NCC farmlands. How will you adhere to them? How will you minimize the potential for conflict with urban neighbours who are often unfamiliar with farming practices?

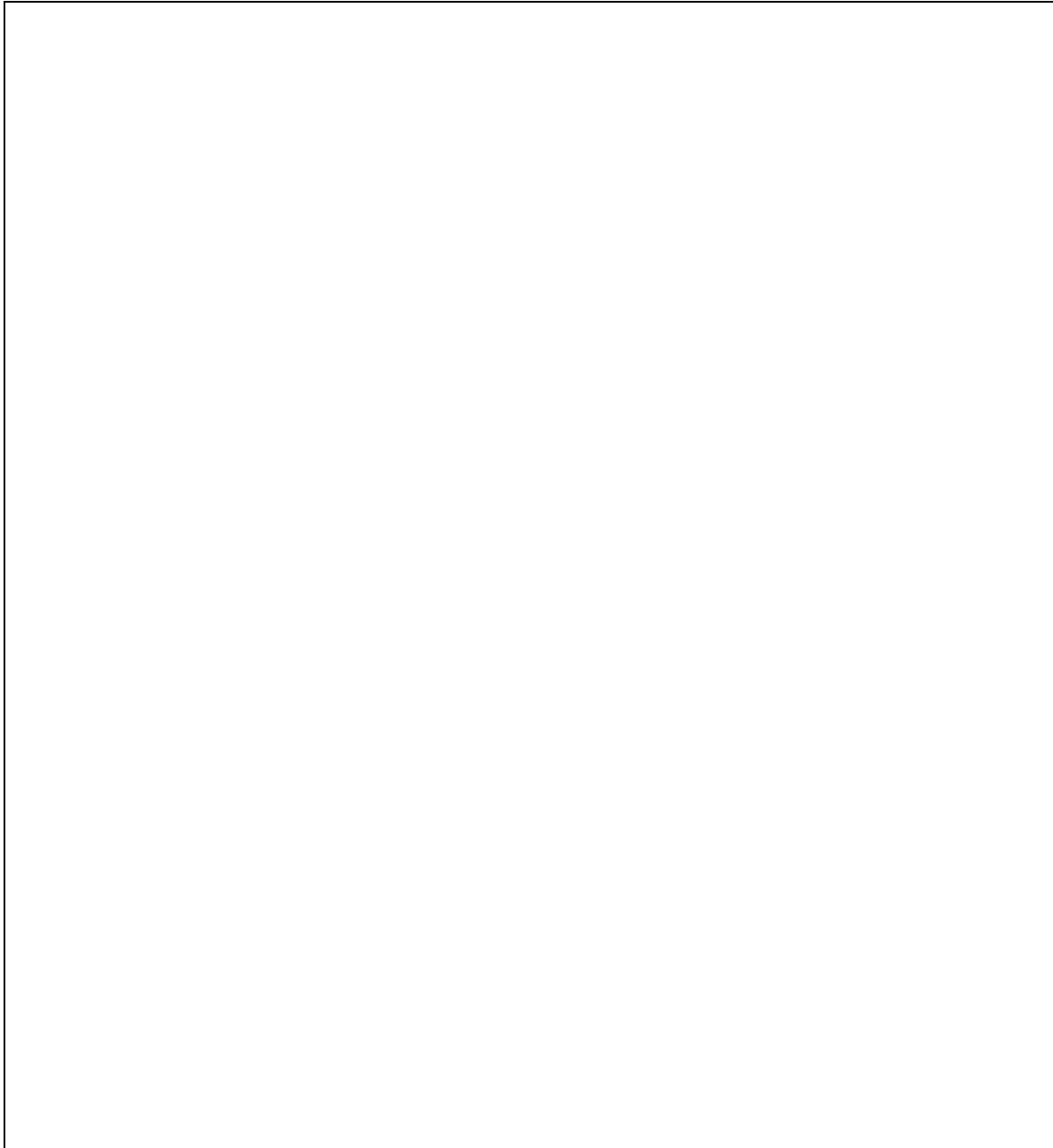
**5. Marketing Strategy**

Describe your marketing plan in detail. What opportunities has your market research revealed? Which type of market are you aiming at, and how do you plan to connect with it? Are you interested in processing in order to offer value-added products? How do you plan to sell your products? Will you engage in activities such as agri-tourism?

## 6. Site Plan

Using the aerial photo included in the farm description sheet (showing field boundaries, existing buildings, creeks and forested areas), include a map of the property showing how each parcel of land will be used in both the short and the long term. Include the following information:

- the type of crops and livestock you plan to have and their location on the property;
- a legend indicating when each parcel of land will be developed;
- the intended use of existing buildings;
- any plans for new buildings, as well as their intended use and location.



## Section C: Skills, Knowledge and Additional Resources

### 7. Qualifications for the Project

Briefly describe your qualifications. Emphasize the knowledge, experience, training and skills required to implement your project. Demonstrate your knowledge of the various regulations and farming best practices. Include Farm Business Registration number through Agricorp.

\*Please note that all proponents are required to register for a Farm Business Registration number through Agricorp within a year to be eligible for tenancy. More information about the application process can be found under “Additional Useful Information for Proponents.”

## 8. Additional Resources

### Human resources

Will you engage additional human resources to assist on the farm (e.g. family, employees, interns, volunteers, advisors)? Do you plan mentorship or partnership to complement your current knowledge and experience? Outline your plans for continuous learning and skills enhancement.

### Material resources

Describe the other resources available to you, such as equipment, livestock, seed stock and so on. Are you, or do you plan on becoming, a member of a marketing, purchasing, equipment-sharing or other cooperative group? Do you have access to networks that can assist you?

**9. Letter of Reference**

Include one letter of reference from past employers, mentors, or industry associates attesting to your capabilities to undertake this business venture.

**10. Letter of Support**

If applicable, attach letters of support from partners confirming their collaboration and defining their contribution to the project (in-kind or cash contributions).

**Section D: Finances and Financial Statements**

**11. Financial Resources**

Demonstrate your financial capacity to start up and sustain your farm. Will you use your personal savings, borrowed capital or other sources to finance the start-up, if your proposal is selected?



## 12. Financial Records and Projected Statements

Include the following financial documents:

- balance sheet, showing the beginning financial position of the enterprise;
- projected income and expense statements for the farm for the first five years of operation;
- capital investment budget and proposed schedule of investments over the term of the lease;
- a cash flow projection for the first five years of operation, showing all sources of funds and uses of cash funds within the farm enterprise.

## Section E: The Declaration of the Proponent(s)

I declare, in the name of the applicant, that all the information contained in this present application form is complete and accurate.

Name of proponent(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section F: Application Submission and Additional Information

### Application Submission

The application form should be completed in English or French and sent by regular mail to the address indicated below. Copies of the application will not be returned to the proponent. The proposal must be postmarked / date stamped by the deadline date in order to be considered.

Address: National Capital Commission  
Attn.: Property Administration  
202-40 Elgin Street  
Ottawa ON K1P 1C7

### Information

If you have questions regarding property and leasing, please contact Property Administration by email at [propadmin@ncc-ccn.ca](mailto:propadmin@ncc-ccn.ca).

### Acceptance of Proposals

The NCC reserves the right not to accept any of the proposals submitted, to cancel this offer to lease, and to reissue this offer in its original or revised form. The results and conclusions of the business proposal evaluation process conducted by the NCC are final and without appeal. The

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Canada

NCC reserves the right to negotiate with successful proponents and/or any/all proponents. Proponents must demonstrate satisfactory proof of financial means to enter into a long-term lease agreement. This process will create an inventory of candidates that will be used to find suitable proponents for the properties.

## Evaluation Process

All business proposals submitted will be evaluated using the following criteria and weighting.

Section	Criteria	Weighting
B	Project description, concept and vision; application of best practices and production management; marketing strategy; contribution to sustainable agriculture; map and timetable (minimum 30 points required for consideration)	40 points
C	Skills and knowledge; letter of reference and support; additional resources (minimum 20 points required for further consideration)	30 points
D	Financial resources and financial statements (minimum 20 points required)	30 points

## Additional Useful Information for Proponents

Here is a list of best management practices and programs that may be applicable to your project. This list is not limited to the following examples.

Best management practices and programs	Internet address
Ministry of Agriculture, Food and Rural Affairs, Best Management Practices Series	<a href="http://www.omafra.gov.on.ca/english/environment/bmp/series.htm">http://www.omafra.gov.on.ca/english/environment/bmp/series.htm</a>
Ontario Soil and Crop Improvement Association (OSCIA), Ontario Environmental Farm Plan	<a href="https://www.ontariosoilcrop.org/oscia-programs/workshops-webinars/environmental-farm-plan/">https://www.ontariosoilcrop.org/oscia-programs/workshops-webinars/environmental-farm-plan/</a>
Ministry of Agriculture, Food and Rural Affairs, - The Ontario Food Safety System	<a href="http://www.omafra.gov.on.ca/english/infores/foodsafe/ofsindex.html">http://www.omafra.gov.on.ca/english/infores/foodsafe/ofsindex.html</a>
National Farm Animal Care Council, Codes of Practice for the Care and Handling of Farm Animals	<a href="http://www.nfacc.ca/codes-of-practice">www.nfacc.ca/codes-of-practice</a>
Canadian Organic Growers, Canadian Organic Regulations	<a href="https://old.cog.ca/home/about-organics/what-is-organic/">https://old.cog.ca/home/about-organics/what-is-organic/</a>
Farm Business Registration	<a href="https://www.farmbusreg.com/FBRFactWhoRegE.htm">https://www.farmbusreg.com/FBRFactWhoRegE.htm</a>

To assist you in preparing your proposal, a variety of resources can be found online.

- [www.omafra.gov.on.ca/english/busdev/agbusdev.html](http://www.omafra.gov.on.ca/english/busdev/agbusdev.html)

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