














Town of Fort Smith
Protective Services Committee
 Tuesday, March 5th, 2024, at 7:00 pm
 Town Hall Council Chambers

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
5. Directors Report
6. Protective Services
 - a. Fire Department Statistics – February 2024
 - b. Ambulance Department Statistics – February 2024
 - c. Fire/EMS Training Report – February 2024
 - d. Fire/EMS Graphs – February 2024
 - e. Land and Development Report – February 2024
 - f. Bylaw Report – February 2024
7. Advisory Boards
 - a. Sustainable Development Advisory Board
8. Bylaw/Policy Review and Development
9. Administration
 - a. Briefing Note DPA-003-24 Home Occupation Business – Wayne Lozier
 - b. Briefing Note DPA-004-24 Home Occupation Business – Robyn Brown
10. Other Business
11. Excusing of Councilors
12. Date of Next Meeting
13. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Protective Services Minutes February 6,	 Vision and Values.pdf
 Fire Statistics Febuary 2024.pdf	 EMS Stats Febuary 2024.pdf
 Fire and EMS Training Febuary 20	 EMS Graph Febuary 2024.pdf
 Lands Report - February 2024.pdf	 Bylaw Report - February 2024.pdf
 Briefing Note DPA-003-24.pdf	 Briefing Note DPA-004-24.pdf



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or _____

Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest: Personal

 Pecuniary

Conflict of Interest:

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____

Date: _____



Town of Fort Smith
Protective Services Standing Committee
Tuesday, February 6th, 2024 at 7:19 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members: Mayor Daniels, D/M Korol, Cr. Pischinger, Cr. Couvrette
Regrets: Cr. Campbell, Cr. Beaulieu, Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer
Katie Reid, Executive Secretary

1. Call to Order

Mayor Daniels called the meeting to order at 7:19 pm and handed the Chair to Cr. Fergusson.

Cr. Fergusson read the acknowledgement of First Nations.

2. Declaration of Financial Interest

- a. Statement of Disclosure of Interest – There were no disclosures of financial interest.

3. Review

- a. Agenda –The agenda was reviewed. Cr. Couvrette requested adding discussion on an after-action review and report of the 2023 wildfire season. Mayor Daniels requested adding discussion on the road to Fort Chipewyan, Alberta.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the agenda be adopted as amended to include discussion on an after-action review and report of the 2023 wildfire season and discussion on the road to Fort Chipewyan, Alberta. CARRIED UNANIMOUSLY

- b. Minutes – The Protective Services Standing Committee Minutes of January 9th, 2024, were reviewed and adopted at the Regular Meeting of Council on January 30th, 2024.

- c. Vision and Values – The Vision and Values were reviewed.

4. Protective Services Statistics

- a. Fire Department Statistics January 2024 – The Fire Department Statistics were reviewed.
- b. Ambulance Department Statistics January 2024 – The Ambulance Department Statistics were reviewed.
- c. Fire/EMS Training Report January 2024 – The Fire/EMS Training Report was reviewed.
- d. Fire/EMS Graphs January 2024 – The Fire/EMS Graphs were reviewed.
- e. Land and Development Report January 2024 – The Land and Development Report was reviewed.
- f. Bylaw Report January 2024 – The Bylaw Report was reviewed.

D/M Korol commended the Protective Services department for their response efforts in January 2024.

5. Advisory Boards

a. Sustainable Development Advisory Board

- i. SDAB Minutes January 4th, 2024 – The SDAB minutes were reviewed. Cr. Couvrette advised that SDAB members wanted clarification on the roles and responsibilities of the board and felt they wanted to be more active in participating and providing advise to Council on project related work. He noted that they have updated their policy to clarify roles and responsibilities and recommended it be reviewed by the other advisory boards.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the Draft SDAB Policy be brought to the other advisory boards for review.

CARRIED UNANIMOUSLY

- ii. SDAB Minutes January 29th, 2024 – The SDAB minutes were reviewed. Cr. Couvrette advised that SDAB discussed the recent Housing Needs Assessment and discussed working on an action plan for implementing the recommendations from the study. Cr. Couvrette was hopeful that the Town’s CMHC funding application would be approved and lead to project related work in conjunction with the Community Plan and Zoning Bylaw review. He noted that the board wants to ensure Conibear Park Advisory Board work and the Energy Plan are considered in the review process.

6. Other Business

- a. After-Action Review of the 2023 Wildfire Season – Cr. Couvrette does not want to see the review delayed in consideration of the upcoming wildfire season in May and to ensure time for proper planning and preparation. He felt the response was well organized and went smoothly but felt it was critical the review be completed as soon as possible. Administration would follow up on timing.

Cr. Couvrette was pleased to see a recent Cabin Radio article where several MLA’s supported the call for an independent public inquiry. Cr. Fergusson seen the report on Global News as well.

- b. Road to Fort Chipewyan, Alberta – Mayor Daniels and leadership received independent invitations to attend meetings in Fort Chipewyan. He hopes to work together on the development of a road south and to develop an MOU.

7. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Pischinger

Seconded by: Cr. Couvrette

That Cr. Campbell, Cr. Tuckey, and Cr. Beaulieu excused from the Protective Services Standing Committee meeting on February 6th, 2024.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on March 5th, 2024.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Pischinger

Seconded by: Cr. Couvrette

That the meeting be adjourned at 7:36 pm.

CARRIED UNANIMOUSLY

Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town’s operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Page 1 of 1

Date
Feb 28 24

Incident Summary From Feb 1 24 to Feb 28 24

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Town of Fort Smith					
Feb 2 24 24-007	11:17:00 10 Wapiti St, FORT SMITH Chimney Fire	73	14		
Feb 11 24 24-008	18:27:00 7 Pine Cr, Hazardous Material/Spill	12	11		
Feb 17 24 24-009	17:55:00 26 Pine Cr, FORT SMITH False Alarm (Good Intent)	15	12		
Feb 20 24 24-010	16:54:00 8 Mercredi Av, FORT SMITH False Alarm (Good Intent)	2	8		
Feb 28 24 24-011	07:04:00 108 King Street (Rec Centre), FORT SMITH False Alarm (Good Intent)	41	9		
5 incidents for Town of Fort Smith		2 hrs 23 mins	54		
		2 hrs 23 mins	54		



Town Of Fort Smith Protective Services

Box 147 - 174 Mcdougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

Page 1 of 1

Date
Feb 28 24

Summary - Totals Only From Feb 1 24 to Feb 29 24

4 sessions printed for these parameters

2 Subjects Covered

7.00 total session hours

80.00 total staff hours

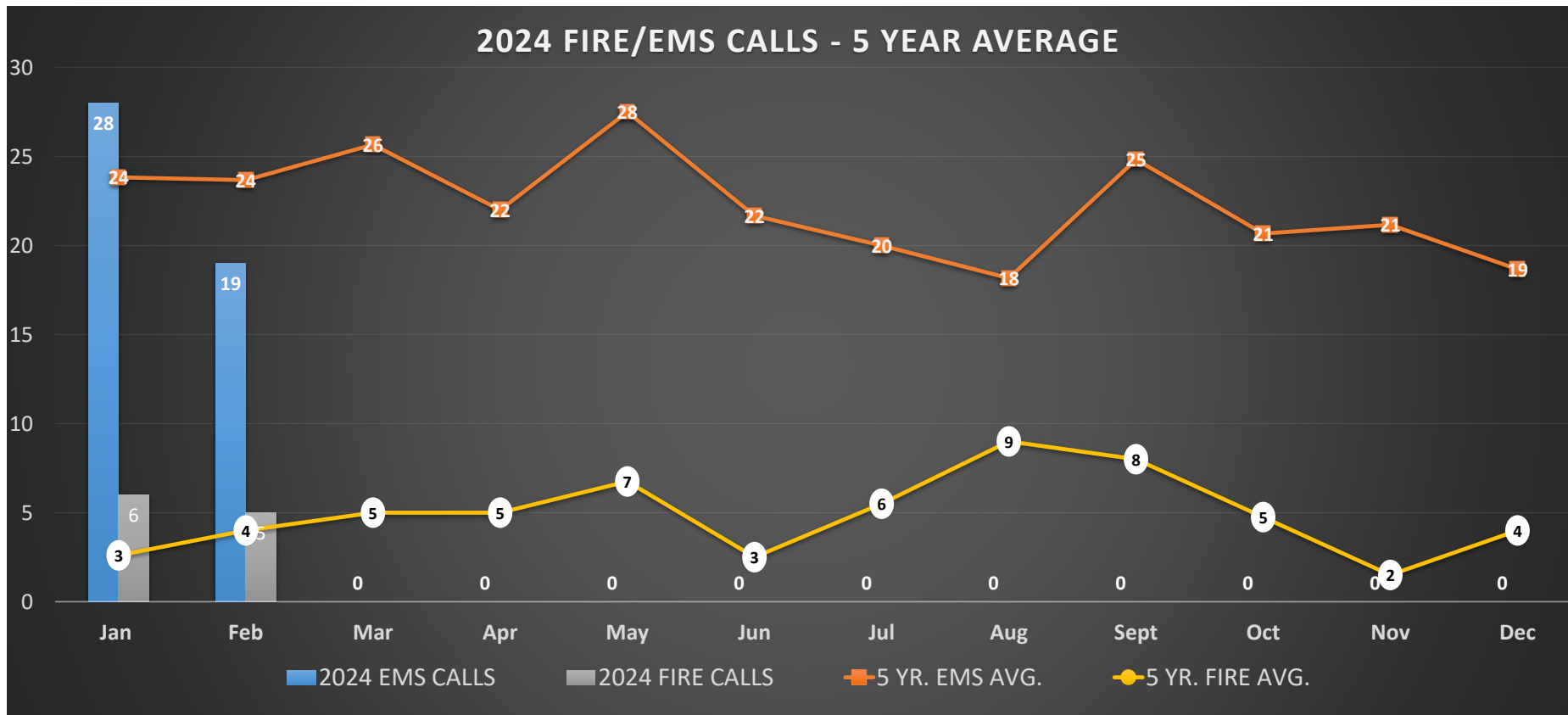
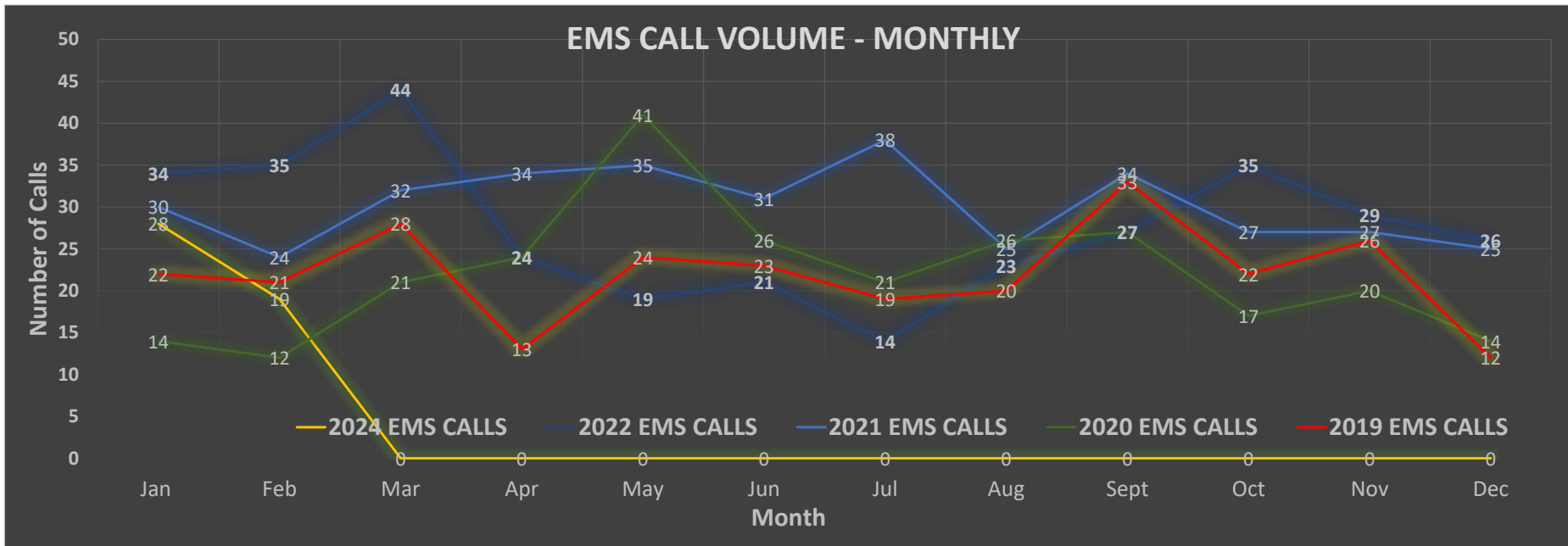
10.50 average attendees

0.00 total Instructor hours

0 Officer Meeting sessions

3 Joint Training sessions

1 Special Train sessions



Town of Fort Smith - Lands and Bylaw Enforcement

174 McDougal Rd
Town of Fort Smith NT X0E 0P0
PH : 867-872-8400

Date
Feb 28 24

Bylaw Infractions From Feb 1 24 to Feb 29 24

Garbage By-Law

3. Every householder shallf keep good order and repair and condition 1
their premises

Total Infractions for Garbage By-Law: 1

Zoning Bylaw

8.1 Development Permit - Home Occupation 4

Total Infractions for Zoning Bylaw: 4

Civic Address Bylaw

(3) Address must be shown on the front of the building, measure not less
than three inches in height, and be seen clearly from the roadway. (7)
Voluntary fine of \$50.00

Total Infractions for Civic Address Bylaw: 1

Public Engagement

General 2

Total Infractions for Public Engagement: 2

Business License Bylaw

General Provisions 3

Total Infractions for Business License Bylaw: 3

Total Infractions: 11

Town of Fort Smith - Lands and Bylaw Enforcement

174 McDougal Rd
Town of Fort Smith NT X0E 0P0
PH : 867-872-8400

Date
Feb 28 24

Bylaw Infractions From Feb 1 24 to Feb 29 24

Traffic Bylaw

35 Park vehicle in no parking zone	2
27 (B) Fail to obey yield sign	1

Total Infractions for Traffic Bylaw: 3

Animal Control Bylaw

5.1 No owner shall allow their dog to run at large	8
--	---

Total Infractions for Animal Control Bylaw: 8

Zoning Bylaw

General Complaint	1
-------------------	---

Total Infractions for Zoning Bylaw: 1

Public Engagement

Inter-agency Event	3
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Total Infractions for Public Engagement: 3

Total Infractions: 15



BRIEFING NOTE

TO: Mayor and Council

DATE: February 16, 2024

SUBJECT: DPA-003-24

PURPOSE:

Wayne Lozier has submitted a Home Occupation Development Application. This application is for operation of Neighbour to Neighbour at the following location:

Lot	Block	Plan	Zone	Civic Address
339	N/A	207	R1	12 McDougal Rd.
or Certificate of Title:			N/A	

BACKGROUND:

The Property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A DPA application has been received that indicates operations include Office work, bookkeeping, answering phones, and computer work for a general contracting business. The scope of the business will include carpentry, contracting, renovations, and repairs. there will be no additional foot or vehicle traffic related to the operation of the business and no external storage of equipment or materials, signs, construction, or other exterior alterations to the property.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

Please see the attached map showing the location of the lot.

Approval Considerations

A home occupation is conditional in this zone. An operation of this type has the potential to cause enforcement issues with the unsightly lands bylaw 855 (l) (ii) construction and or industrial equipment in a residential setting and bylaw 873 to amend the business license bylaw 7 (k) (n) (q) quiet enjoyment, display and storage of goods and, compatibility with a residential setting.

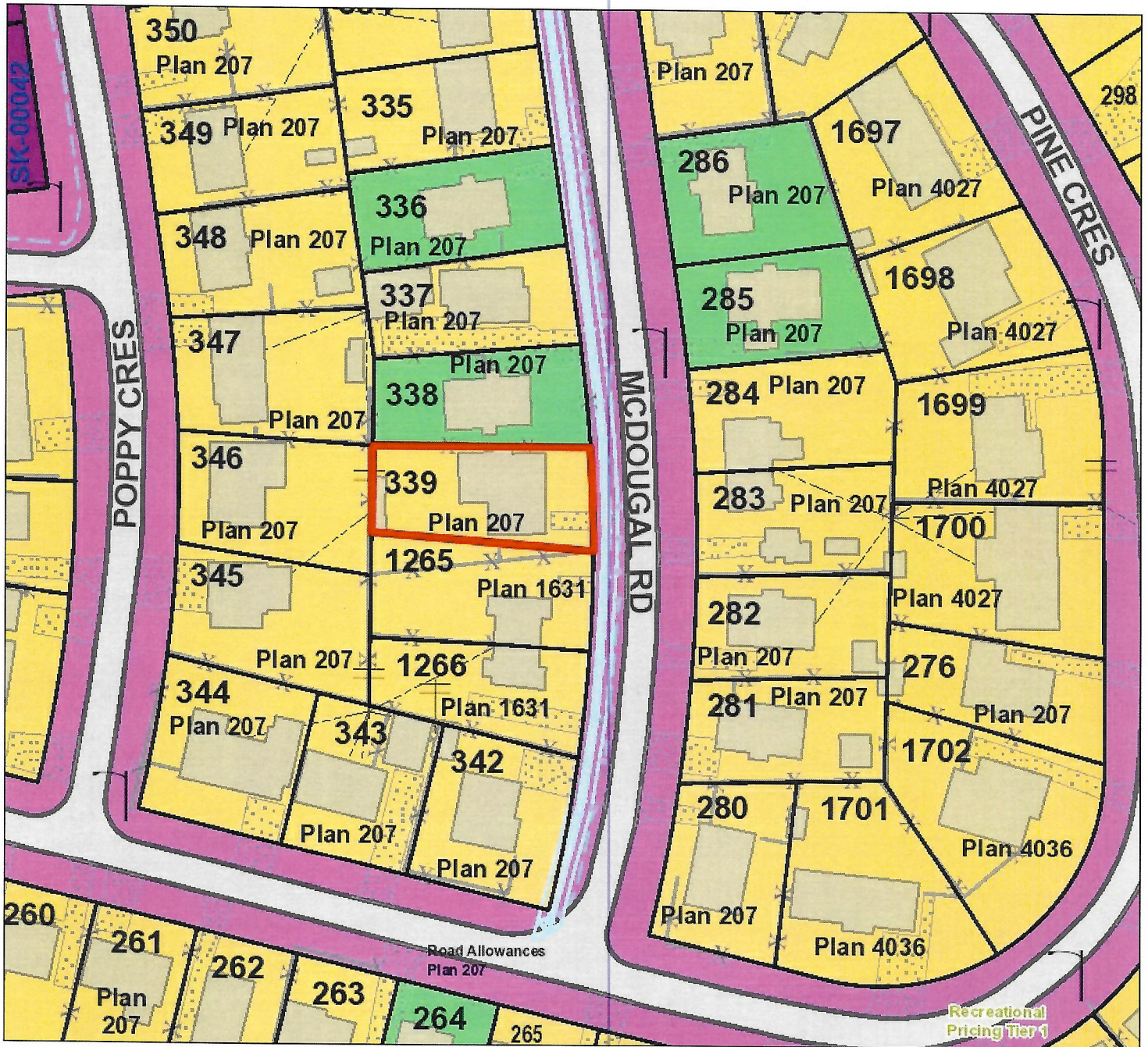
Respectfully Submitted,


Development Officer



ATLAS

Government of Northwest Territories



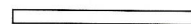
February 27, 2024

Legend

- Block Land Transfer Boundaries
- Development Areas
- Condominium Units
- Building Footprints
- Antennas
- Hydrants
- Manhole Covers
- Poles
- Satellite Dishes
- Towers
- Bridges, Culverts
- Fences, Gates, Guide Rails
- Guard Rails
- Municipal Boundaries
- Recreational Pricing Tiers
- Surveyed Parcels
- Structure Points
- Bridges, Culverts
- Lights
- Markers
- Power Poles
- Signs
- Structure Lines
- Docks, Retaining Walls, Ramps
- Gates
- Delineator (Subsurface)

Scale 1: 1,000

25 metres



UTM Zone: 12

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THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 for additional information.

Date of Application FEB. 13, 2024		New Application <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>
Name of Applicant Wayne Lozier		Name of Business Wayne Lozier c/a Neighbour to Neighbour	
Business Street Address 12 McDougal Rd		Legal Address	Mailing Address Box 1526, Fort Smith, NT X0E0
Phone Number 587-888-2139	Lot: N/A	Plan:	Do you wish to have your Business information placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to receive email newsletters from the Town regarding Business, Funding and Economic Development updates? (Yes/No) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Web Page Address N/A	
Email Address wayne.lozier@hotmail.com		Type of Business: NON-RESIDENT	
Type of Business: RESIDENT <input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794)) \$100.00 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) Includes telephone/desk operation \$100.00 <input type="checkbox"/> Commercial allowed in residential zone (non-conforming) \$150.00 <input type="checkbox"/> Hawker/Peddler \$150.00 <input type="checkbox"/> Junior Business \$1.00 <input type="checkbox"/> Charitable Purposes no charge		<input type="checkbox"/> Non-resident \$350.00 <input type="checkbox"/> Non-resident Vendor \$50.00 per weekend or up to 2 day event <input type="checkbox"/> Charitable Purposes no charge	
Please Note: Resident business applications after September 1 st will cost one half the regular price		<input type="checkbox"/> Change Fee for any license \$50.00 <input type="checkbox"/> Late Fee (if renewal received after February 15) \$38.50	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION Carpentry, Contracting, General Contracting Residential Renovations & repair			
Date of Commencement (If New or Non-Resident): Feb. 19, 2024	Date of Termination (If Non-Resident):	Number of Employees Full Time: 0 Part Time: 0	

I, Wayne Lozier, hereby make application for a license in accordance with the particulars as above stated and certify that the number of persons employed in the said business will be 01 (or _____ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

*** Note: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca**

Signature of Applicant
Wayne Lozier

On Behalf of (Name of Business)
Neighbour to Neighbour (Pending)

License Approved: [Signature]
Signature of SAO or Development Officer

Date: Feb 15/2024

Business Licensing Bylaw 504

Please note: Licenses are not transferable



TOWN OF FORT SMITH
 Post Office Box 147, Northwest Territories, X0E 0P0
 Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. OPA-003-201

DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Wayne Lozier Interest (if not owner): _____
 Telephone: 587 888 2139 Email: wagnetozier@hotmail.com
 Mailing Address: Box 1526, Fort Smith, NT, X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: _____
 Telephone: _____ Email: _____
 Mailing Address: _____

Property Information:

Civic Address to be Developed: 12 McDougal Rd
 Zoning: R1 Lot# 339 Block# ✓ Plan# 207
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
 Existing Use(s) of Property: Residential
 Proposed Use(s) of Property (if applicable): place a desk & create an office

Estimated Cost of Project: \$ 0

Each application for a Development Permit **shall** be accompanied by a fee calculated in accordance with the current consolidated rates and fees bylaw.

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

Wayne Lozier
 Applicant's Signature

Feb 13/24
 Date

 Owner's Signature (if different than applicant)

 Date



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION 2. EXCAVATION 3. HOME OCCUPATION
- 4. RELOCATION 5. DEMOLITION 6. SIGN

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: _____ Length: _____ Height: _____ Area: _____

- 1 set of site plans showing:
 - Building outlines; - Legal description - Provisions for landscaping and drainage
 - Yards/Setbacks (front, rear, and side) - Provisions for off-street loading, parking, and property access
- 1 set of floor plans (minimum 1:100 scale)
- 1 set of elevations (minimum 1:100 scale)
- 1 set of sections (minimum 1:100 scale)
- Estimated commencement date _____
- Estimated completion date _____
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)

2. PROPOSED EXCAVATION

- 1 set of plans for the location of the excavation
- Plans for excess fill: _____
- Length (metres) _____ Width (metres) _____ Depth (metres) _____
- Planned Excavation Start Date _____
- Planned Excavation Completion Date _____

3. HOME OCCUPATION

- Business License Application Completed and Fees Paid.
- Business License and Zoning Bylaws reviewed to ensure the Home Occupation is suitable for a residential zone.
- A complete description of the business is submitted for review by the Development Officer.



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

4. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings the applicant is responsible for:

1. Bylaw 936 Part 6.1 (7)
2. Securing a permit to construct on the destination property if applicable.
3. Alerting NorthwesTel Inc., NWT Power Corporation, the GNWT Department of Highways, and RCMP of the move.
4. Any damages which may occur as a result of this relocation.

5. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____
- Disposal Methods: _____
- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____

6. PROPOSED SIGN

- Site Plan showing the location of the sign.
- 1 set of drawings to scale, showing:
 - Sign location - Dimensions (Height, Width, and Thickness)
 - Size of letters - Projection from the building face
 - Height above average ground level at the building face
 - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: _____
- Planned Installation Date: _____



BRIEFING NOTE

TO: Mayor and Council

DATE: February 20, 2024

SUBJECT: DPA-004-24

PURPOSE:

Robyn Brown has submitted a Home Occupation Development Application. This application is for operation of Early Bird Homestead Ltd. at the following location:

Lot	Block	Plan	Zone	Civic Address
797	N/A	490	RMH	71 Tamarac Cr.
or Certificate of Title:				N/A

BACKGROUND:

The Property is zoned RMH and a Home Occupation Business is a conditional use in this zone requiring council approval.

ANALYSIS:

A Home Occupation Business License application has been received that indicates operations include running an onsite kitchen, growing & harvesting small plants or herbs, deliveries, and sales of baked goods. There will be no external storage of equipment or materials, signs, construction, or other exterior alterations to the property. There will be an increase to foot and vehicle traffic to accommodate the sale and delivery of goods.

The Applicant has been advised of the requirement to comply with:

- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaw
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

Please see the attached map showing the location of the lot.

Approval Considerations

A home occupation is conditional in this zone. An operation of this type has the potential to cause enforcement issues with the Zoning Bylaw 936 8.1 (1) interfering with the rights of other residents to quiet enjoyment of a residential neighbourhood.

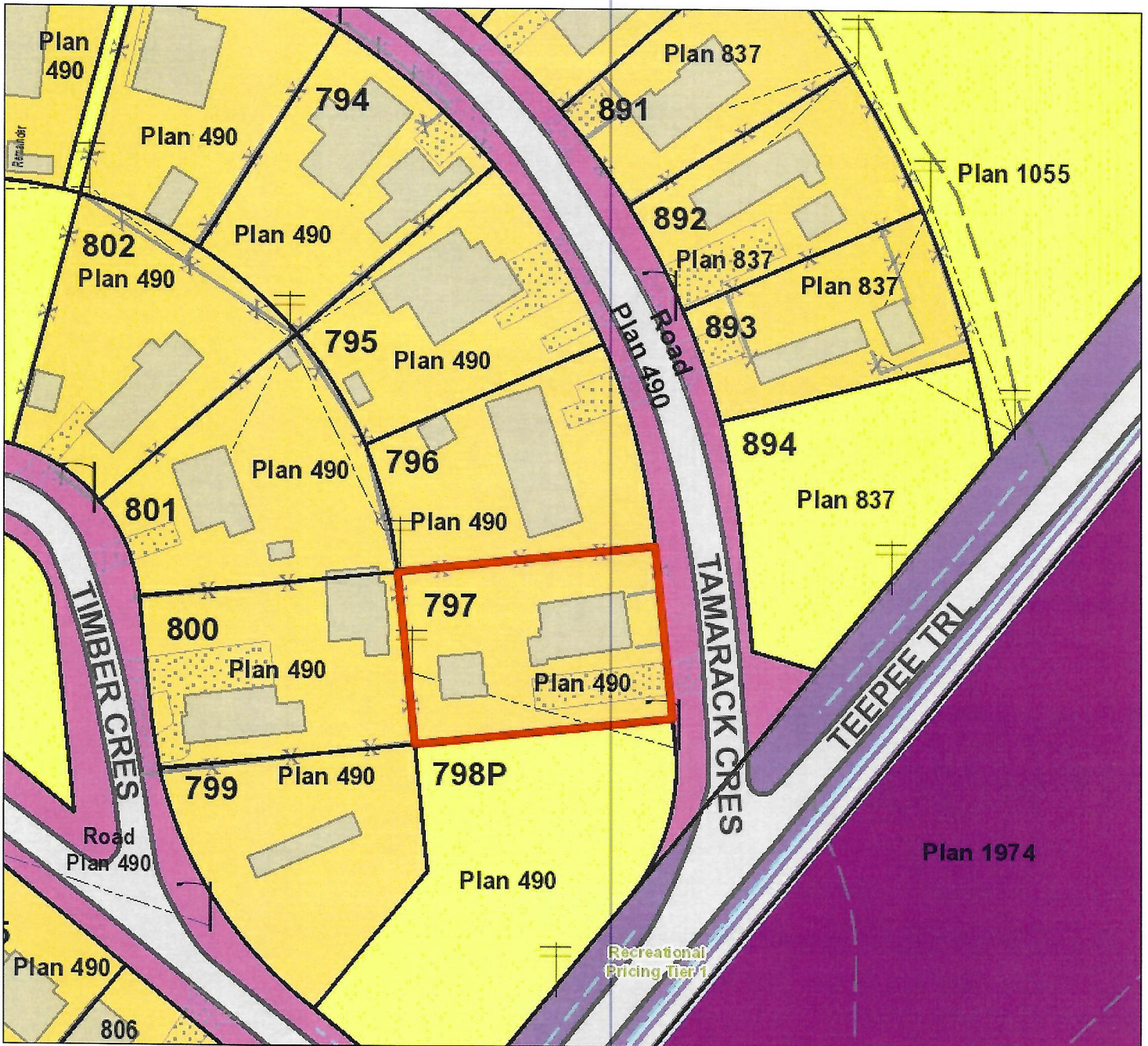
Respectfully Submitted,


Development Officer



ATLAS

Government of Northwest Territories



February 27, 2024

Legend

- Block Land Transfer Boundaries
- Development Areas
- Condominium Units
- Building Footprints
- Antennas
- Hydrants
- Manhole Covers
- Poles
- Satellite Dishes
- Towers
- Bridges, Culverts
- Fences, Gates, Guide Rails
- Guard Rails
- Municipal Boundaries
- Recreational Pricing Tiers
- Surveyed Parcels
- Structure Points
- Bridges, Culverts
- Lights
- Markers
- Power Poles
- Signs
- Structure Lines
- Docks, Retaining Walls, Ramps
- Gates
- Delineae (Subsurface)

Scale 1: 1,000

25 metres



UTM Zone: 12

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THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867)872-8400 for additional information.

Date of Application February 6 / 2024		New Application <input checked="" type="checkbox"/>		Renewal <input checked="" type="checkbox"/>	
Name of Applicant Robyn Brown		Name of Business Early Bird Homestead Ltd.			
Business Street Address 71 Tamarac Crescent		Legal Address Lot: 797 Plan: 490		Mailing Address P.O. Box 1081	
Phone Number (867) 621-2025		Fax Number N/A		Do you wish to have your Business information placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you wish to receive email newsletters from the Town regarding Business, Funding and Economic Development updates? Yes/No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Email Address earlybirdhomestead@gmail.com			Web Page Address earlybirdhomestead.ca		
Type of Business: RESIDENT <input type="checkbox"/> Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794)) \$100.00 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) \$100.00 <small>Includes telephone/desk operation</small> <input type="checkbox"/> Commercial allowed in residential zone (non-conforming) \$150.00 <input type="checkbox"/> Hawker/Peddler \$150.00 <input type="checkbox"/> Junior Business \$1.00 <input type="checkbox"/> Charitable Purposes no charge			Type of Business: NON-RESIDENT <input type="checkbox"/> Non-resident \$350.00 <input type="checkbox"/> Non-resident Vendor \$50.00 per weekend or up to 2 day event <input type="checkbox"/> Charitable Purposes no charge		
Please Note: Resident business applications after September 1 st will cost one half the regular price					
<input type="checkbox"/> Change Fee for any license \$50.00		<input type="checkbox"/> Late Fee (if renewal received after February 15) \$38.50			
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION					



TOWN OF FORT SMITH
 Post Office Box 147, Northwest Territories, X0E 0P0
 Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. DDA-004-24

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Robyn Brown Interest (if not owner): owner
 Telephone: (867) 621-2025 Email: rdbrown258@gmail.com
 Mailing Address: P.O. Box 1081

Owner Information (if different than applicant):

Registered Owner's Name: _____
 Telephone: _____ Email: _____
 Mailing Address: _____

Property Information:

Civic Address to be Developed: 71 Tamarac Crescent
 Zoning: _____ Lot# 797 Block# _____ Plan# 490
 or Certificate of Title: 86690
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: Residential
 Proposed Use(s) of Property (if applicable): Home Food business

Estimated Cost of Project: \$ 0

I hereby make application under the provisions of the Town of Fort Smith Zoning Bylaw 936 for a Development Permit, in accordance with the plans and supporting information submitted herewith and which form a part of this application.

SIGNATURE:

Robyn Brown
 Applicant's Signature

February 15 / 2024
 Date

 Owner's Signature (if different than applicant)

 Date



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

Check all applicable development(s) and submit the completed, corresponding checklist of required items with your application.

- 1. CONSTRUCTION
- 2. EXCAVATION
- 3. RELOCATION
- 4. DEMOLITION
- 5. SIGN
- 6. HOME OCCUPATION

1. CONSTRUCTION:

Proposed Building Dimensions:

Width: _____ Length: _____ Height: _____ Area: _____

- 2 sets of site plans showing:
 - Building outlines;
 - Legal description
 - Yards/Setbacks (front, rear, and side)
 - Provisions for off-street loading, parking, and access and egress points (if applicable)
 - Provisions for landscaping and drainage
- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date _____
- Estimated completion date _____
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

2. PROPOSED EXCAVATION

- Length (in metres) _____
- Width (in metres) _____
- Depth (in metres) _____
- Planned Excavation Start Date _____
- Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: _____
- From: Lot# _____ Block# _____ Plan# _____
- To: Lot# _____ Block# _____ Plan# _____
- Proposed Route: _____

- Planned Date of Move: _____

The following **CONDITIONS** apply to the relocation of buildings:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: _____
- Demolition Methods to be used: _____

- Planned Demolition Start Date: _____
- Planned Demolition Finish Date: _____



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. _____

5. PROPOSED SIGN

- Site Plan showing location of sign
- 2 sets of drawings to scale, showing:
 - Sign location
 - Dimensions (Height, Width, and Thickness)
 - Size of letters
 - Projection from building face
 - Height above average ground level at the building face
 - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: _____
- Installation Contractor: _____
- Business License Number: _____
- Planned Installation Date: _____

6. HOME OCCUPATION

- Type of Home Occupation proposed: Home Food business
- Business License Number: _____
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? YES.
- Is this Home Occupation incidental and subordinate to the residential use? YES.
- Does this Home Occupation preserve the character of the residential use? YES.
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? YES.
- Planned commencement date: AS soon as possible