



Town of Fort Smith
Protective Services Committee
 Tuesday, April 9th, 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

1. Review
 - a. Agenda
 - b. Minutes
 - c. Visions and Values
2. Directors Report
3. Protective Services – March 2024
 - a. Fire Department Statistics
 - b. Ambulance Department Statistics
 - c. Fire/EMS Training Report
 - d. Fire/EMS Graphs
 - e. Land and Development/Bylaw Report
4. Advisory Boards
 - a. Sustainable Development Advisory Board

5. Bylaw/Policy Review and Development
6. Administration
 - a. Briefing Note – 2024 Board of Revision
 - b. Briefing Note – Variance Request
 - c. Briefing Note – DPA-005-24A Home Occupation
 - d. Briefing Note – DPA-006-24 Home Occupation
 - e. Briefing Note – DPA-008-24 Home Occupation

7. Other Business
8. Excusing of Councilors
9. Date of Next Meeting
10. Adjournment

Attached Documents	
 Statement of Disclosure of Interest	
 Protective Services Minutes March 5, 20	 Vision and Values.pdf
 March 2024 Fire Incident Summary.pdf	 EMS Stats March 2024.pdf
 March 2024 Fire and EMS Training.pdf	 March 2024 EMS Graph.pdf
 Land and Bylaw Report - March 2024	
 BN - 2024 BOR.pdf	 BN - Variance Request.pdf
 DPA_005_24_A.pdf	 DPA_006_24.pdf
 DPA_008_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, March 5th, 2024, at 7:00 pm
Town Hall Council Chambers

Chairperson: Cr. Fergusson
Members: Mayor Daniels, Cr. Campbell, Cr. Pischinger, Cr. Beaulieu, Cr. Couvrette
Regrets: D/M Korol, Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer – Microsoft Teams
Katie Reid, Executive Secretary
Guests: Amanda-Brea Watson, Dillon Consulting Limited

1. Call to Order

Mayor Daniels called the meeting to order at 7:05 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 declarations of financial interest.

3. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Protective Services Standing Committee Minutes of February 6th, 2024, were reviewed and adopted at the Regular Meeting of Council on February 20th, 2024.

Cr. Couvrette suggested a proactive approach post after-action review in relaying clear communications to plan for the upcoming wildfire season. He was pleased with the orderly process facilitated in 2023 and suggested using the review to make improvements. Additionally, he suggested that government agencies be encouraged to expand firebreaks for additional community protection and that harvested timber, resulting from the expansion, be utilized. Further, he suggested identifying properties requiring fire smarting and categorizing the properties by fire-risk.

Cr. Couvrette noted that Council had planned for informal discussions with Mackenzie Country during the NWTAC to discuss the development of the Garden River Road, but they were unable to attend. He suggested arranging a meeting with them either in Fort Smith or High Level to discuss the future of the road development.

Administration replied that the after-action review is scheduled for March 13th. She advised that she emailed Council to have a pre-planning session with the MACA facilitator on March 12th and that two responses were received.

Administration reminded Council that there would be a Community learning and consultation session with WBNP and the GNWT regarding fire management at the CRC on March 14th from 6:00pm to 9:00pm.

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

4. Director's Report

Administration provided an update on the Protective Services department and advised that Bylaw Enforcement focused on animal control in February. She noted that with mild temperatures, owners were releasing their dogs which caused an influx in calls. Additionally, she noted that the Bylaw Enforcement Officer attended the Animal Society AGM and has been working on file and equipment organization and management.

5. Protective Services Statistics

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

Cr. Couvrette requested to be updated when the Fire Department undertakes rural wildfire interface training and felt this training is essential to ensure volunteers are properly prepared if called to assist other agencies with wildfire response.

Mayor Daniels asked if Council could provide suggestions for areas requiring fire abatement. Administration advised that there have been multi-year abatement plans in the past and advised that she would inquire to MACA for information to provide a report. Cr. Pischinger would like an update on what areas are planned for abatement. Cr. Campbell asked if the Town is responsible for fire abatement on Town lands. Administration would follow up.

Mayor Daniels requested an update on bodycams for municipal Bylaw Officers. Administration replied that the RCMP had indicated that there were issues with the equipment operating in extreme weather and that procurement is pending a recommended device. Cr. Campbell requested an update on pricing for bodycams. Administration would follow up.

6. Advisory Boards

- a. Sustainable Development Advisory Board – Cr. Couvrette advised that there were no SDAB meetings in February.

7. Administration

- a. Briefing Note DPA-003-24 Wayne Lozier – The briefing note was reviewed. Cr. Campbell advised that he is in favour of approving the home occupation business if bylaws are followed and there are no enforcement issues. Cr. Pischinger suggested approval with consideration of potentially moving to an industrial location in the future and requested bylaw compliance with storage of materials on the residential property. Cr. Campbell noted that a carpentry business may cause enforcement issues with additional vehicles and traffic in the neighbourhood.

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Pischinger

That DPA-003-24, submitted by Wayne Lozier, to operate a home occupation carpentry and general contracting business, Neighbour to Neighbour, from Lot 339, Plan 207, 12 McDougal Road, in Fort Smith be approved.

CARRIED UNANIMOUSLY

- b. Briefing Note DPA-004-24 Robyn Brown – The briefing note was reviewed. Cr. Campbell requested ensuring they are compliant with bylaws for home occupation businesses. Cr. Couvrette thinks there is opportunity for a community development corporation to develop an incubator mall space for businesses to offer services short-term until capacity is gained to move to a commercial location.

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Couvrette

That DPA-004-24, submitted by Robyn Brown, to operate a home occupation food growing and sales business, Early Bird Homestead Ltd., from Lot 797, Plan 490, 71 Tamarac Crescent, in Fort Smith be approved.

CARRIED UNANIMOUSLY

8. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Campbell

Seconded by: Cr. Pischinger

That D/M Korol and Cr. Tuckey be excused from the Protective Services Standing Committee meeting on March 5th, 2024.

CARRIED UNANIMOUSLY

9. Date of Next Meeting

The next Protective Services Standing Committee meeting will be on April 2nd, 2024.

10. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Campbell

That the meeting be adjourned at 7:25 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

Mar 27 24

March 2024 Fire Incident Summary

From Mar 1 24 to Mar 30 24

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Town of Fort Smith					
Mar 9 24	16:05:00 12 Whooping Crane Cr, FORT SMITH	85	2		
24-012	Ambulance Assist				
Mar 25 24	17:00:00 184 Wintergreen St, Town of Fort Smith	45	2		
24-013	Carbon Monoxide Detector Alarm				
<hr/>					
2 incidents for	Town of Fort Smith	2 hrs 10 mins	4		
<hr/>					
		2 hrs 10 mins	4		



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
Mar 27 24

March 2024 Fire and EMS Training

From Mar 1 24 to Mar 31 24

5 sessions printed for these parameters

7 Subjects Covered

7.00 total session hours

73.00 total staff hours

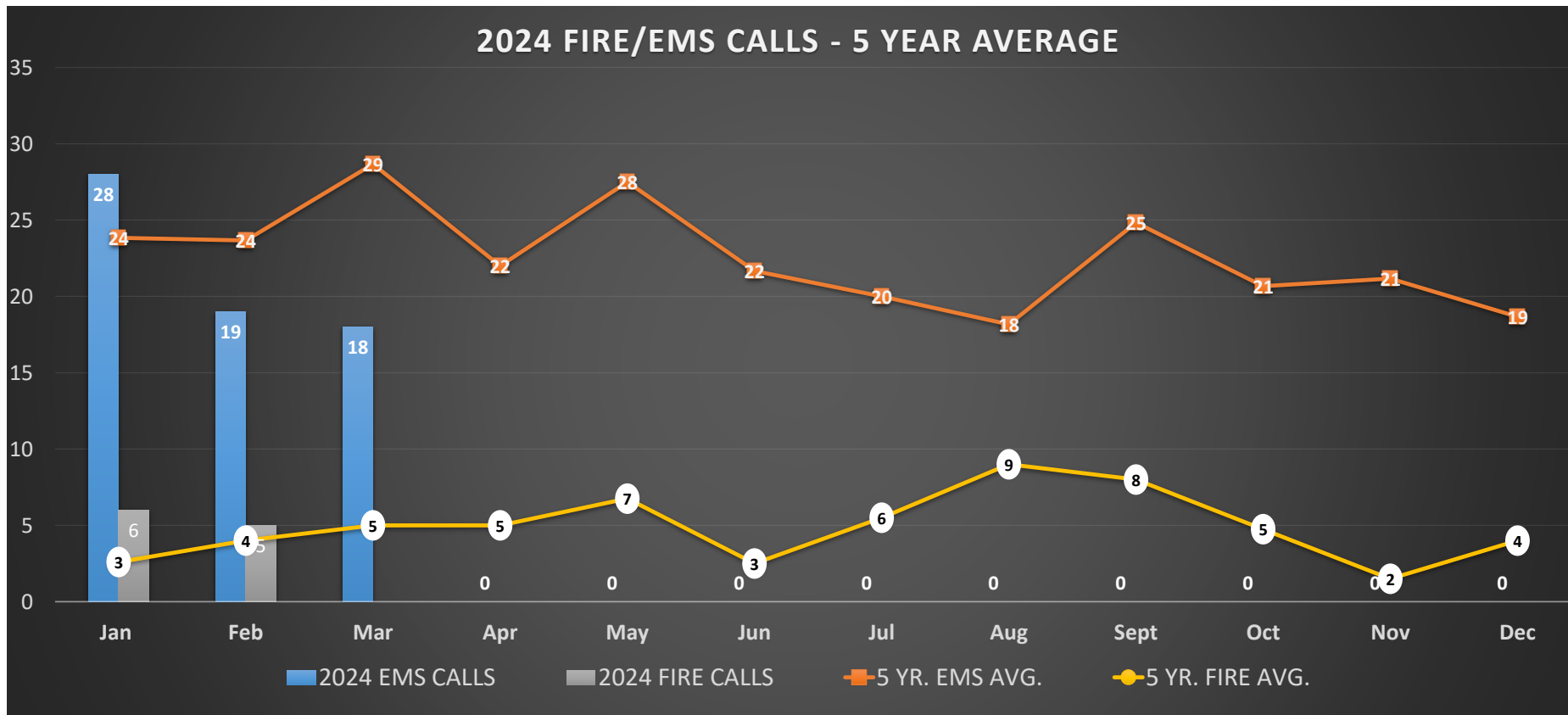
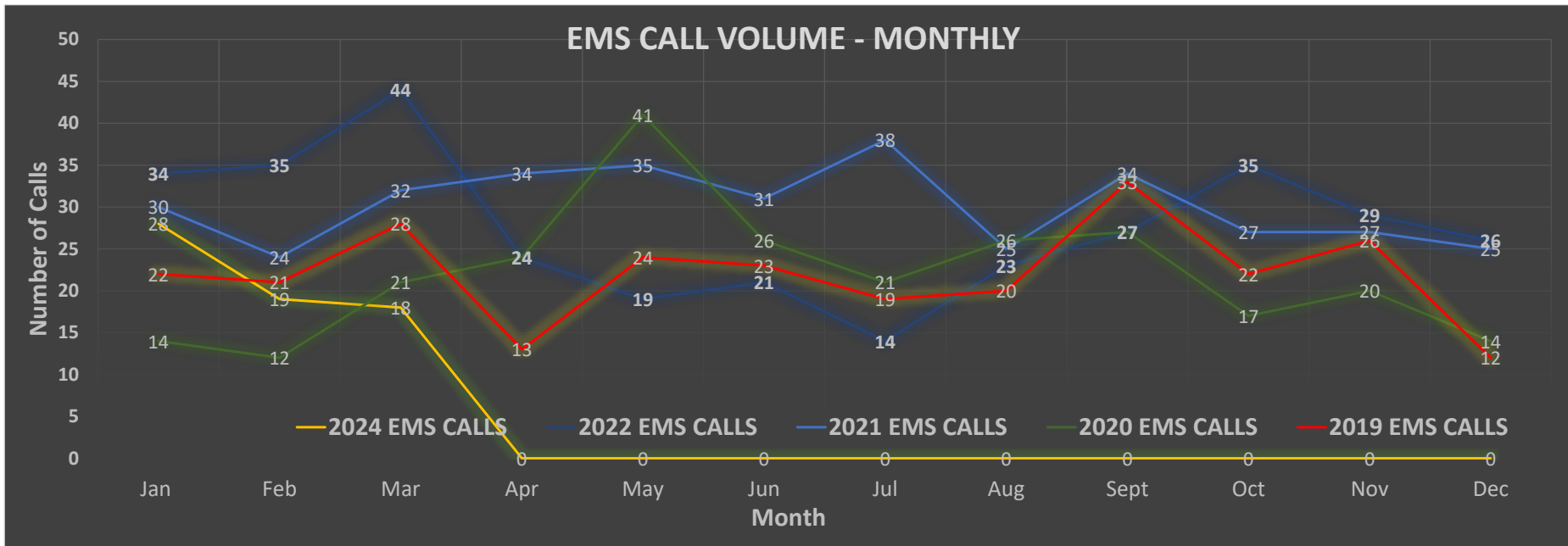
10.60 average attendees

0.00 total Instructor hours

0 Officer Meeting sessions

5 Joint Training sessions

0 Special Train sessions



REPORT TO COUNCIL

Department:	Protective Services	Date: March 22, 2024
Subject:	Protective Services Monthly Report	

RECOMMENDATION:

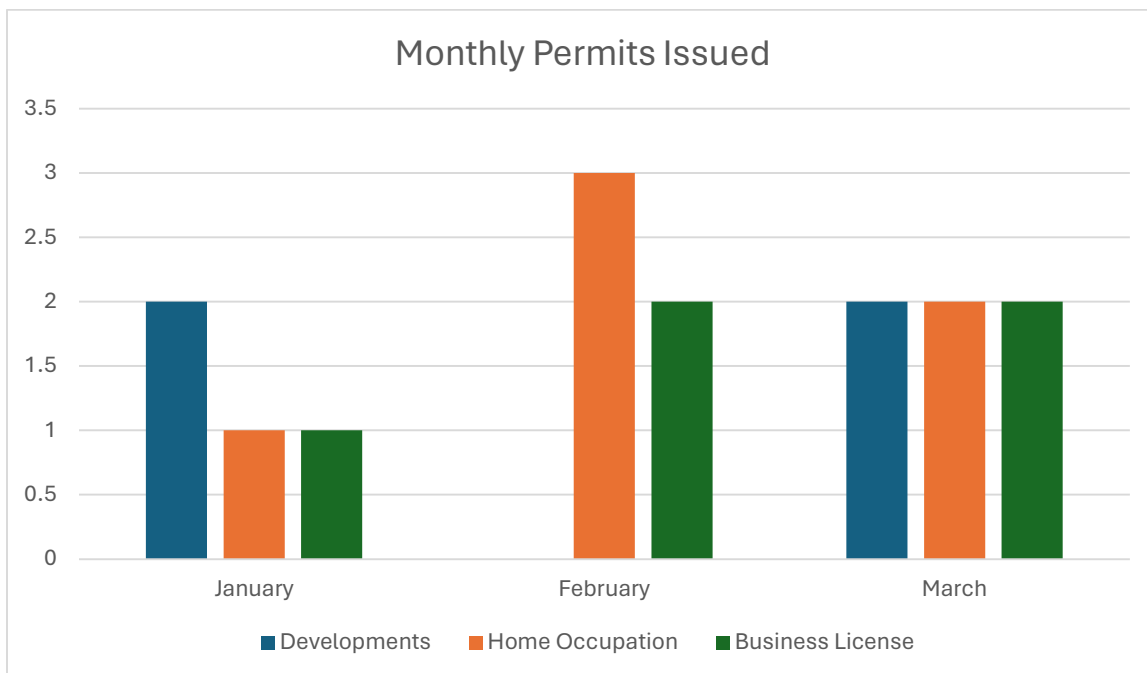
THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE PROTECTIVE SERVICES MONTHLY REPORT FOR MARCH 2024 AS PRESENTED.

Lands & Development Summary

This month’s focus has been evenly split between processing incoming development permit applications & business licenses, continuing with the town’s property tax assessments and review, and reviewing the department’s budget for equipment, training, and supplies. During the winter months development permits are focused mainly on Home Occupations and business licenses. Property tax season will be coming to a close in early to mid April with the meeting of the Board of Revision. The department’s budget is being reviewed to accommodate new training for all officers, proper uniforms and safety equipment including body cameras. The department will also be joining many Alberta enforcement departments as members of AMEA to pool resources and gain access to new training opportunities.

Development Permits

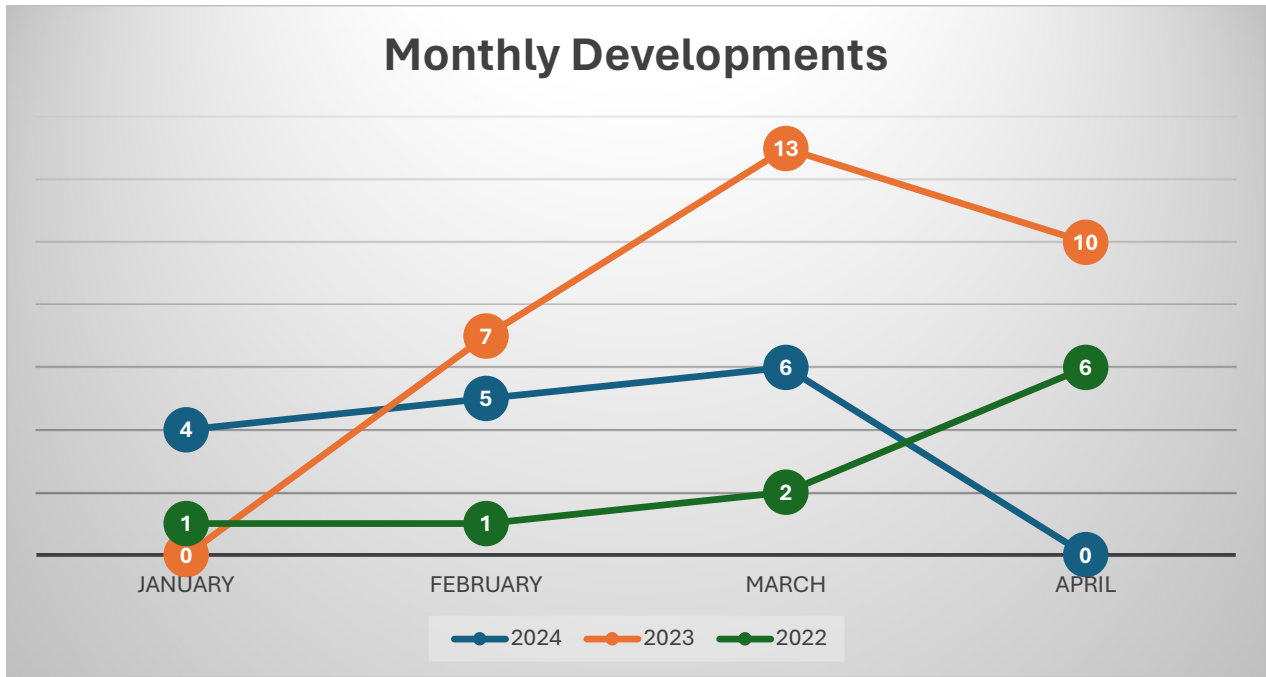
- Updated monthly totals as follow:



REPORT TO COUNCIL

- The following permits were issued for the month of March.

March 07, 2024	DPA-005-24-A	27 Wren Cr.	Counselling/Coaching
March 07, 2024	DPA-005-24-B	27 Wren Cr.	Studio Addition
March 07, 2024	BL-052	27 Wren Cr.	Counselling/Coaching
March 22, 2024	DPA-006-24	429 Calder Ave.	Plumbing & Heating
March 13, 2024	Variance	57 Highway 5	Caretakers' unit addition



REPORT TO COUNCIL

Bylaw Summery

This month has had a strong focus of administrative and clerical duties. We are currently lining up possible training opportunities for the near future in alignment with our budget and are working towards a well-trained department. The bylaw vehicle is in the shop at Aurora Ford – we are getting an update on March 27th. Next month my plans are to focus on MV infractions as drivers tend to have a heavy foot in the warming months.

Enforcement

Traffic Bylaw

Backing up vehicle unsafely 2

Total Infractions for Traffic Bylaw: 2

Animal Control Bylaw

3.1 Unlicensed Dog 3

5.1 Dog at large 4

8.2 Dog bite provoked 1

Total Infractions for Animal Control Bylaw: 8

Zoning Bylaw

3.7 Development Permit – Construction 2

8.1 Development Permit - Home Occupation 2

Total Infractions for Zoning Bylaw: 4

Public Engagement

School Presentation 1

Total Infractions for Public Engagement: 1

Business License Bylaw

General Provisions 2

Total Infractions for Business License Bylaw: 2

Total Infractions: 17



BRIEFING NOTE

To: Corporate Services Standing Committee

Date: April 9, 2024

Subject: 2024 Board of Revision

Purpose

The Property Taxation and Assessment Act requires the annual appointment of members to sit on the Board of Revision to hear property assessment appeals received from property owners. The Board of Revision is held to finalize the certified assessment role in preparation of property taxation in April.

Background

Legislation requires the appointment by resolution of Council, a minimum of three members, and that the majority may not be Council members. The Chairperson and Board Members are paid a meeting honourarium in accordance with legislation by motion of Council and a \$100 honouraria has historically been paid to each appointed member.

2023 Board of Revision members included Cr. Kevin Campbell, Denise Yuhas, John Gray, and Mary Ellen Piche. All members of the public have expressed interest in reappointment and there is currently enough membership as per legislation. However at Council's behest, a call for expression of interest could be advertised for new or additional members but would likely delay the meeting due to the appointment process by motion.

The Board of Revision usually occurs in February/March and a motion is required annually to appoint the board. Due to the GNWT assessment notices going out late this year and the assessment appeal deadline of April 22nd, the 2024 Board of Revision is anticipated to be held in May pending the GNWT Assessors availability to hold the meeting.

As per legislation, the board is not limited to only one Councillor board member but states that the board majority may not be Council members and an additional Councillor be appointed as back-up.

Recommendation

That Councillor _____ be appointed to the 2024 Board of Revision on behalf of Council: and

Further, that _____ be appointed from the general public to the 2024 Board of Revision: and

That the Chairperson and Board members will be paid \$100 per day in accordance with legislation.



BRIEFING NOTE

TO: Mayor and Council

DATE: March 13, 2024

SUBJECT: Variance Request

PURPOSE:

Colter Freund has submitted variance Application. This variance is for the expansion of CPOW Productions Ltd. Caretakers' unit at the following location:

Lot	Block	Plan	Zone	Civic Address
1767	NA	4325	GC	57 Highway 5
or Certificate of Title:				NA

BACKGROUND:

The Property is zoned GC and a variance is a conditional use in this zone requiring council approval.

ANALYSIS:

A variance application has been received asking for an exception to Bylaw 936 - 7.6 (10). The request is to allow the caretaker's unit to be expanded beyond the 80 square meters maximum floor area laid out in the Zoning bylaw. As per the drawing submitted the expansion would not increase the building footprint but rather extend the second floor. Including both floors area the unit currently sits at 125 square meters with the request being for an additional 60 square meters. This would put the unit at a maximum of 185 square meters though the owner states they may not need all of the allowed space.

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

Approval Considerations

A variance of this nature could set a precedence leading to possible increased residential uses in commercial and industrial zones.

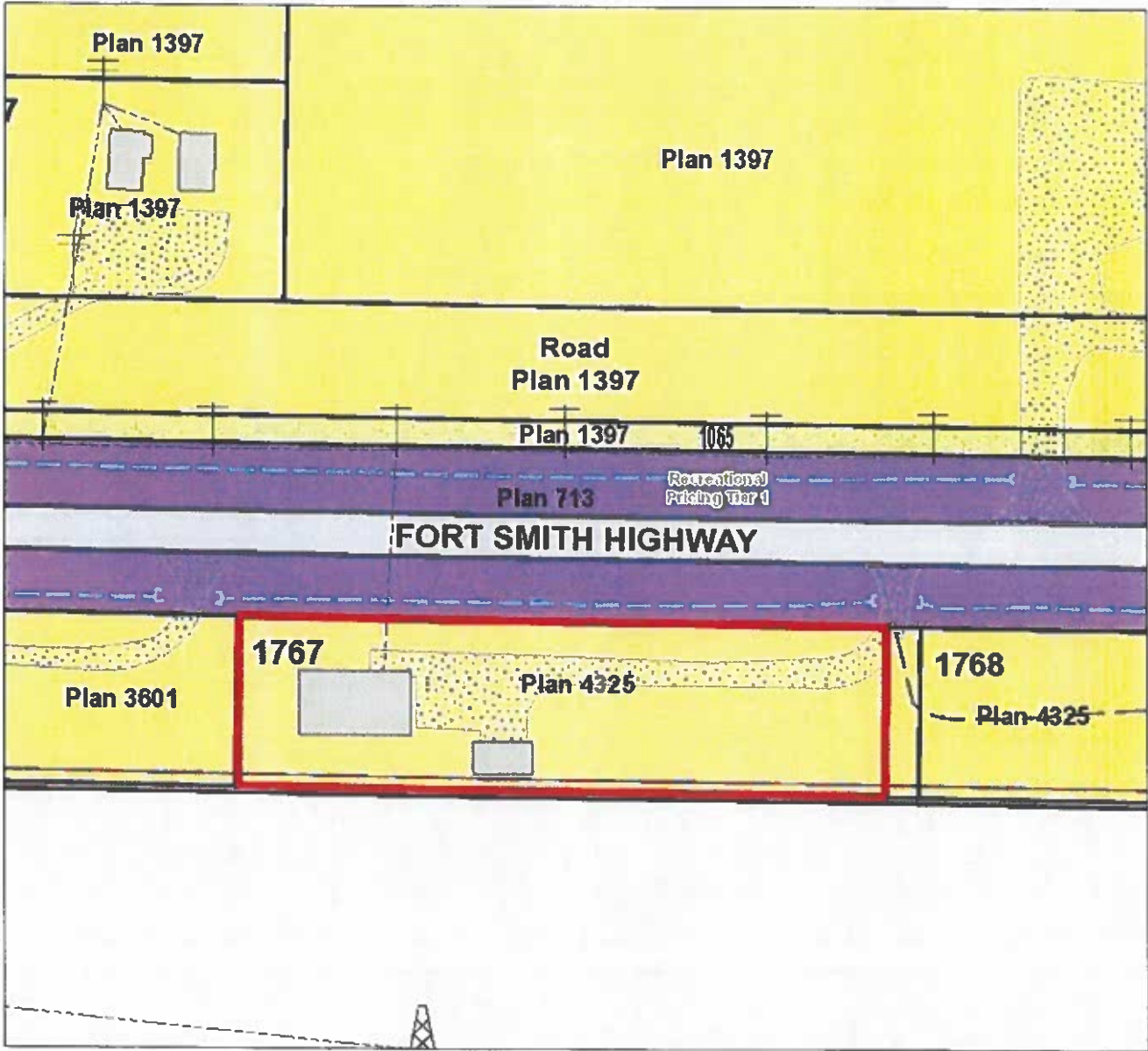
Respectfully Submitted,


Development Officer



ATLAS

Government of Northwest Territories



March 13, 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
- River/Rails

- Municipal Boundaries
- Recreational Pricing Tiers
- Surveyed Parcels
- Structure Points
- Bridges, Culverts
- Lights
- Markers
- Power Poles
- Signs
- Structure Lines
- Docks, Retaining Walls, Ramps
- Gates
- Distances / Curvature

Scale 1: 1,000

25 metres



UTM Zone: 12

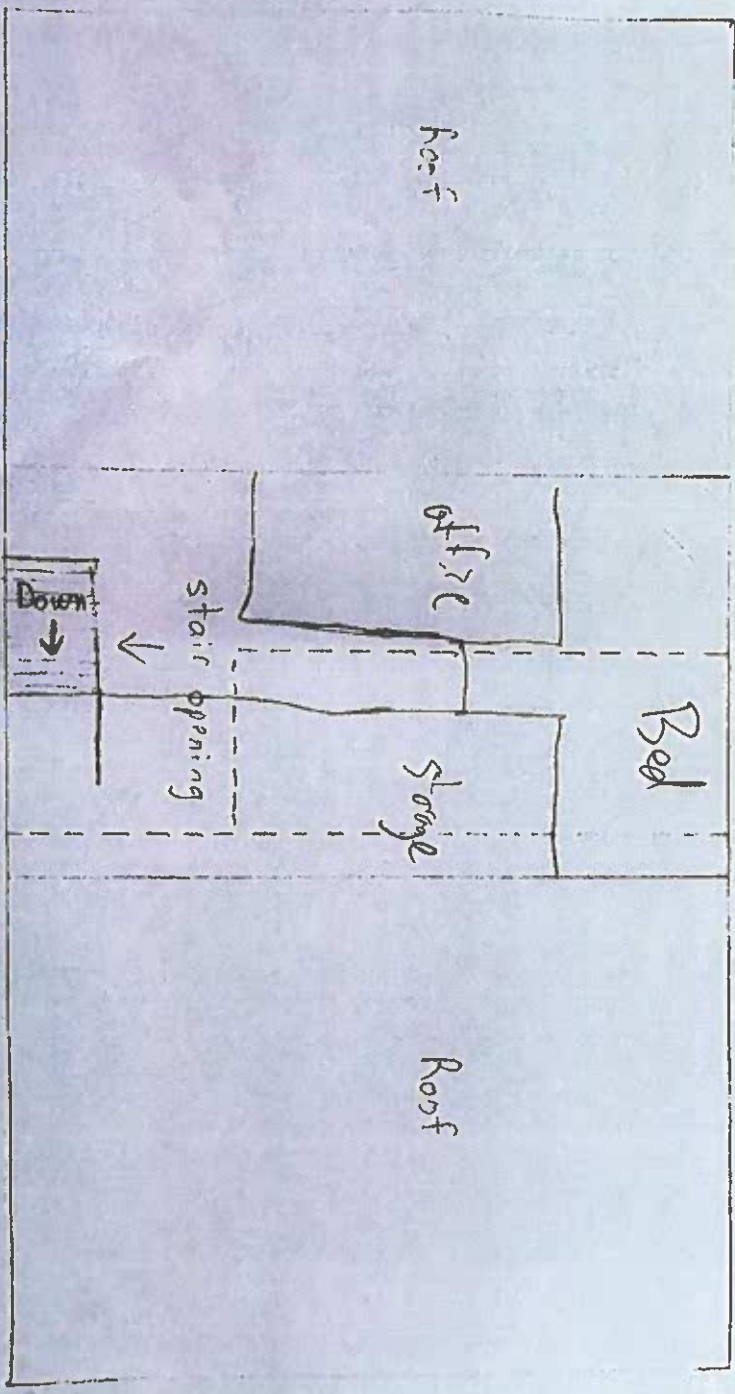
COPYRIGHT Government of the Northwest Territories, Department of Lands.

Lands

From: CPOW Productions Ltd <info@cpow.ca>
Sent: March 26, 2024 8:24 AM
To: Lands
Subject: Re: Variance request

Good morning,

I have attached a blueprint I did of the proposed expansion. This is by far the most extreme of our ideas. We do not really have room to expand the footprint of the house so we were thinking of removing a section of the roof and expanding the second story. The first drawing shows the main floor layout with shop and caretaker's living space. The second drawing shows the existing second story and the third is our proposed addition. Again, this would not expand our footprint but would add roughly 1000 square feet of living space. Let me know if you require any more information. Thank you for considering our request.



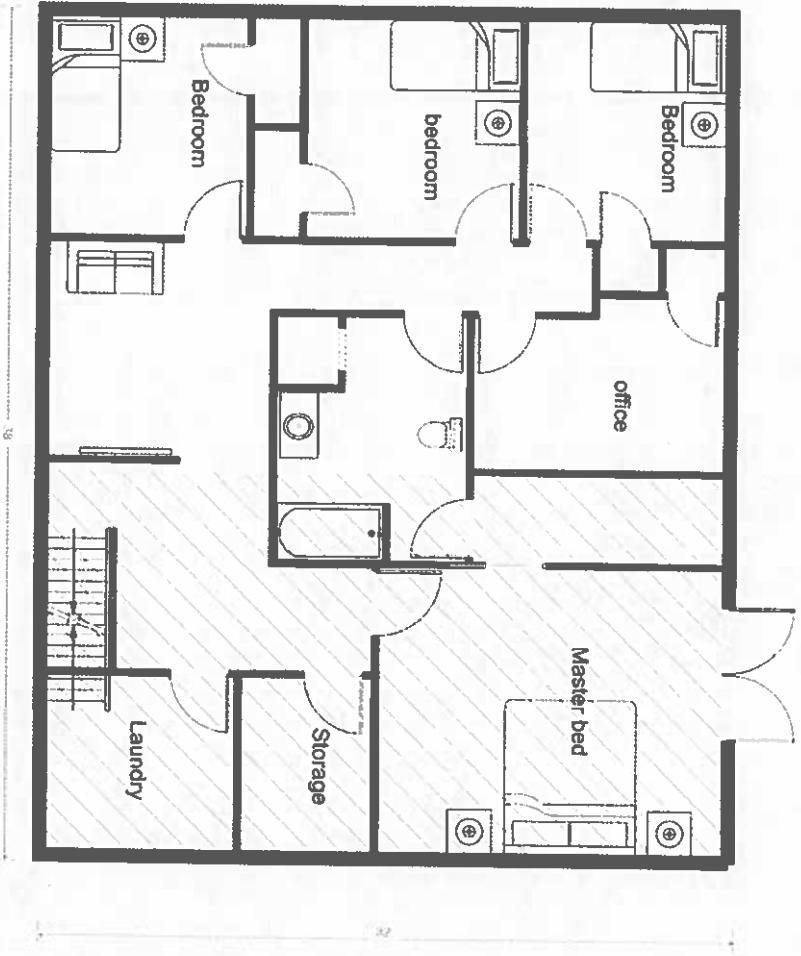
18'

22

--- = bearing wall's etc.
 // // = upper floor



Existing floor space





TOWN OF FORT SMITH

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

DPA Application No. 24-005

DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Jessica Carriere Interest (if not owner):
Telephone: 867-875-7540 Email: jessiecarriereleb@gmail.com
Mailing Address: Box 1015

Owner Information (if different than applicant):

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

Property Information:

Civic Address to be Developed: 27 Wren Cres
Zoning: Lot# 588 Block# Plan# 319
Lot Width: metres Lot Depth: metres Lot Area: square metres
Existing Use(s) of Property: Home
Proposed Use(s) of Property (if applicable): Home based business

Estimated Cost of Project: \$ 40,000.00

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:

Carriere
Applicant's Signature

Feb 23, 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. _____

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: 16ft Length: 16ft Height: 12ft 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 May 1, 2024

Estimated completion date Oct 30, 2024

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.

see attached

Business Description

Soulfull Heart Inc. is a private business offering on site counselling services for individuals. I will also provide on-line counselling, workshops, courses and coaching services. Clients will be on site for approximately 60-90 minute sessions.

Parking will be available within the existing driveway.

There is currently no bathroom in the studio. A bathroom will be added with the addition.



TOWN OF FORT SMITH BUSINESS LICENSE APPLICATION
 In accordance with Bylaw 504, Bylaw 873, and the current Rates and Fees Bylaw.

052

ALL BUSINESSES AFFECTING THE USE OR INTENSITY OF USE OF A PROPERTY PER ZONING BYLAW 936 MUST BE ACCOMPANIED BY A DEVELOPMENT PERMIT APPLICATION.

Date of Application Dec 8, 2023		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Jessica Carriere		Name of Business SoulFull Heart Inc.	
Business Street Address 27 Wren Cres.		Legal Address	Mailing Address P.O. Box 1015
Phone Number 867-875-7540	Lot:	Plan:	Can your business info be put on the Town's website? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Email Address jessie@soulfullheart.com		Business Website:	
Do you wish to receive email newsletters from the Town regarding Business opportunities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Type of Business: RESIDENT <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Home Occupation – Includes desk operations <input type="checkbox"/> Commercial in a residential zone – Non-conforming <input type="checkbox"/> Hawker/Peddler <input type="checkbox"/> Junior Business <input type="checkbox"/> Charitable Purposes		Type of Business: NON-RESIDENT <input type="checkbox"/> Non-resident <input type="checkbox"/> Non-resident Vendor <input type="checkbox"/> Charitable Purposes	
<input type="checkbox"/> Change Fee		<input type="checkbox"/> Late Fee (if renewal received after February 15)	
		<input type="checkbox"/> Reduced resident rate (application after Sept. 1 st)	
ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW			
PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:			
Include what the business does, how much foot and vehicle traffic there will be, what will be stored on-site, what services or products will be offered, what the hours of operation will be, what signs will be installed, what demolition or construction may occur etc. (Being thorough will avoid delays in processing times. Attach a separate letter if necessary.)			
Counselling/Coaching services			
Date of Commencement (If New or Non-Resident): Jan 1, 2024		Date of Termination (If Non-Resident):	Number of Employees Full Time: 1 Part Time:

Jessica Carriere, hereby make an 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 1 (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: If you wish to submit this application via email please send it to reception@fortsmith.ca**

Jessica Carriere
 Signature of Applicant

[Signature]
 Signature of Development Officer

SoulFull Heart Inc.
 On Behalf of (Name of Business)

Dec 8, 2023
 Date



BRIEFING NOTE

TO: Mayor and Council

DATE: February 16, 2024

SUBJECT: DPA-006-24

PURPOSE:

William-John McNeill has submitted a Home Occupation Development Application. This application is for operation of River Flows Mechanical at the following location:

Lot	Block	Plan	Zone	Civic Address
1371	N/A	1760	R2	429 Calder Ave.
or Certificate of Title:				N/A

BACKGROUND:

The Property is zoned R2 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 Plumbing and Heating business. The scope of the business will include services, instalations, and repairs of plumbing and heating units. 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



DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: William John McNeil Interest (if not owner): _____
 Telephone: 780-203-0357 Email: RiverFlows2005@gmail.com
 Mailing Address: Box 694 Ft. Smith NT X0E0P0

Owner Information (if different than applicant):

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

Property Information:

Civic Address to be Developed: 429 Calder Ave
 Zoning: _____ Lot# _____ Block# _____ Plan# _____
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
 Existing Use(s) of Property: Residential home
 Proposed Use(s) of Property (if applicable): Ron Plumbing/heating out of garage

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:

Applicant's Signature

March 19/24
 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, N.T.; I
Tina McNeill give my son
William John McNeill permission
to operate a business out of
my home: 429 Calder Ave

Thank you. Tina McNeill
March 19, 2024
867-621-0295.



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 March 19 / 24		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant William John McNeil		Name of Business River Flows Mechanical	
Business Street Address 429 Calder Ave		Legal Address Lot: 1371 Plan: 1760	Mailing Address Box 694
Phone Number 780-203-0357		Fax Number	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 riverflows2005@gmail.com		Web Page Address	
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 Please Note: Resident business applications after September 1 st will cost one half the regular price		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	
<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 Plumbing/heating			
Date of Commencement (If New or Non-Resident): March 19/24	Date of Termination (If Non-Resident):	Number of Employees Full Time: 1 Part Time:	

I, _____, 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 1 (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:

On Behalf of (Name of Business): _____

License Approved:
Signature of SAO or Development Officer

Date: **March, 25/2024**



BRIEFING NOTE

TO: Mayor and Council

DATE: April 4, 2024

SUBJECT: DPA-008-24

PURPOSE:

William-John McNeill has submitted a Home Occupation Development Application. This application is for operation of The Newfie Workshop & Online Sales at the following location:

Lot	Block	Plan	Zone	Civic Address
25	18	212	R2	22 Ptarmigan St.
or Certificate of Title:			N/A	

BACKGROUND:

The Property is zoned R2 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 with general contracting to be done off site. The scope of the business will include general construction, minor house repairs, deck construction, and online clothing sales. there will be minimal 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



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: _____



TOWN OF FORT SMITH BUSINESS LICENSE APPLICATION
In accordance with Bylaw 504, Bylaw 873, and the current Rates and Fees Bylaw.

ALL BUSINESSES AFFECTING THE USE OR INTENSITY OF USE OF A PROPERTY PER ZONING BYLAW 936 MUST BE ACCOMPANIED BY A DEVELOPMENT PERMIT APPLICATION.

Date of Application <i>April 3, 2024</i>		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant <i>Craig/Pam Walsh</i>		Name of Business <i>The Newfie Storkshop & Online Sales</i>	
Business Street Address <i>22 Parmigan / 3 Partridge</i>		Legal Address	Mailing Address <i>Box 115</i>
Phone Number <i>(867) 872-0782</i>	Lot: <i>25</i> Plan: <i>0212</i>	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address <i>CraigWalsh01@gmail.com</i>		Business Website: <i>www.silvericing.com/PamWalsh</i>	
Do you wish to receive email newsletters from the Town regarding Business opportunities?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Business: RESIDENT <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Home Occupation – Includes desk operations <input type="checkbox"/> Commercial in a residential zone – Non-conforming <input type="checkbox"/> Hawker/Peddler <input type="checkbox"/> Junior Business <input type="checkbox"/> Charitable Purposes		Type of Business: NON-RESIDENT <input type="checkbox"/> Non-resident <input type="checkbox"/> Non-resident Vendor <input type="checkbox"/> Charitable Purposes	
<input type="checkbox"/> Change Fee <input type="checkbox"/> Late Fee (if renewal received after February 15)		<input type="checkbox"/> Reduced resident rate (application after Sept. 1 st)	
ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW			
PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:			
Include what the business does, how much foot and vehicle traffic there will be, what will be stored on-site, what services or products will be offered, what the hours of operation will be, what signs will be installed, what demolition or construction may occur etc. (Being thorough will avoid delays in processing times. Attach a separate letter if necessary.)			
<i>- General contracting, minor household repairs, deck</i>			
<i>- online clothing sales</i>			
Date of Commencement (If New or Non-Resident): <i>May 3, 2024</i>		Date of Termination (If Non-Resident):	
		Number of Employees Full Time: <input checked="" type="checkbox"/> Part Time: <input checked="" type="checkbox"/>	

I, *Craig Walsh*, hereby make an 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 *2* (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: If you wish to submit this application via email please send it to reception@fortsmith.ca**

Signature of Applicant

Signature of Development Officer

The Newfie Storkshop & Online Sales
On Behalf of (Name of Business)

April 3 / 2024
Date