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**Protective Services Standing Committee Meeting  
December 3<sup>rd</sup>, 2024**

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**AGENDA**

**A. CALL TO ORDER AND CONFIRMATION OF QUORUM**

**B. REVIEW**

- a. Agenda
- b. Minutes
- c. Visions and Values
- d. Declaration of Financial Interest

**C. DIRECTOR'S REPORT**

- a. Protective Services Director's Report

**D. ADMINISTRATION**

- a. Briefing Note – Update on Ongoing Land Acquisition Process
- b. DPA-054-24 - Walsh's Heavy Duty Repairs Lts.

**E. OTHER BUSINESS**

**F. EXCUSING OF COUNCILLORS**

**G. DATE OF NEXT MEETING**

**H. ADJOURNMENT**



## Protective Services Standing Committee Meeting October 1<sup>st</sup>, 2024

### MINUTES

The Protective Services Standing Committee Meeting was held on Tuesday, October 1<sup>st</sup>, 2024 @ 7 pm within the Town Hall Council Chambers.

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

#### A. CALL TO ORDER

Mayor Daniels called the meeting to order at 7 pm and handed the Chair to Cr. Couvrette. Cr. Couvrette read the acknowledgment of First Nations.

#### B. DECLARATION OF FINANCIAL INTEREST

None.

#### C. REVIEW

##### a. Agenda

# 24-255

Moved by: D/M Korol  
Seconded by: Cr. Campbell

That the agenda be adopted as presented.

**PASSED UNANIMOUSLY**

##### b. Minutes

# 24-256

Moved by: D/M Korol  
Seconded by: Cr. Pischinger

That the minutes from the Protective Services Standing Committee Meeting on September 3<sup>rd</sup>, 2024, be adopted as presented.

**PASSED UNANIMOUSLY**

##### c. Vision and Values

The Vision and Values were reviewed.

#### D. DIRECTOR'S REPORT

a. The Protective Services Report for September was reviewed.

#### E. ADMINISTRATION

a. Briefing Note – Aurora College Heavy Equipment Operator training grounds berm construction

# 24-257

Moved by: D/M Korol  
Seconded by: Cr. Pischinger

##### RECOMMENDATION

That Council support Aurora College in the placement of a berm along the Highway 5 corridor provided the berm does not impede the view of traffic entering or exiting the property, is allowed to return to a natural state by way of seeding or natural plant self-propagation and is maintained in a sightly state through regular maintenance as needed.

**RECOMMENDATION DEFEATED**



## Protective Services Standing Committee Meeting October 1<sup>st</sup>, 2024

- b. DPA-043-24 Home Occupation Development Permit – Fort Smith Taekwondo Tigers

**# 24-258**

**Moved by: D/M Korol**

**Seconded by: Cr. Campbell**

That DPA-043-24, submitted by Edward Robinson, to operate a home occupation martial arts sports club, Fort Smith Taekwondo Tigers, from Lot 222, Plan 207, 81 Pine Crescent, in Fort Smith be approved.

**PASSED UNANIMOUSLY**

- c. Briefing Note Update on Fire Suppression System Repairs at Fort Smith Centennial Arena

### F. OTHER BUSINESS

- a. Update - Fort Smith Centennial Arena

### G. EXCUSING OF COUNCILLORS

**# 24-259**

**Moved by: D/M Korol**

**Seconded by: Cr. Campbell**

That Cr. Fergusson be excused from the Protective Services Standing Committee meeting on October 1<sup>st</sup>, 2024.

**PASSED UNANIMOUSLY**

### H. DATE OF NEXT MEETING

**# 24-260**

**Moved by: D/M Korol**

**Seconded by: Cr. Campbell**

That next meeting will be determined by incoming Mayor and Council.

**PASSED UNANIMOUSLY**

### I. ADJOURNMENT

**# 24-261**

**Moved by: D/M Korol**

**Seconded by: Cr. Pischinger**

That the meeting be adjourned at 7:27 pm.

**PASSED UNANIMOUSLY**

Minutes adopted this 1<sup>st</sup> day of October 2024.

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Mayor Fred Daniels

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Certified Correct by the  
Senior Administrative Officer Tracy Thomas

# 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.



# REPORT TO COUNCIL

**Department:** Protective Services

**Date:** November 28, 2024

**Subject:** Protective Services Monthly Report

**RECOMMENDATION:**  
**THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE PROTECTIVE SERVICES MONTHLY REPORT FOR SEPTEMBER 2024 AS PRESENTED.**

## Fire/EMS Response Activities

Fort Smith Fire/EMS responded to 61 calls in October/November 2024. 3 Fire Calls and 58 EMS calls. Call volume across both fire and EMS were close to 5-year averages.

Oct-24					
Date	Start Time	Incident/Activity	# of Crew	End Time	Run Number
Oct 30, 2024	19:01	1	2	20:05	286
Oct 29, 2024	11:22	2	2	00:10	285
Oct 29, 2024	22:55	2	2	23:23	284
Oct 29, 2024	10:15	M	2	11:50	283
Oct 24, 2024	23:00	M	2	00:00	282
Oct 24, 2024	21:25	M	2	23:00	281
Oct 24, 2024	07:00	1	2	07:35	280
Oct 23, 2024	13:05	M	2	15:00	279
Oct 19, 2024	06:46	1	2	08:15	278
Oct 18, 2024	23:40	M	3	02:00	277
Oct 18, 2024	13:26	2	2	14:45	276
Oct 18, 2024	09:20	M	2	11:11	275
Oct 17, 2024	18:25	M	2	20:50	274
Oct 16, 2024	21:30	2	2	21:20	273
Oct 15, 2024	12:07	M	2	13:50	272
Oct 14, 2024	04:17	1	2	05:00	271
Oct 14, 2024	03:34	1	2	04:30	270
Oct 13, 2024	20:25	M	2	22:30	269
Oct 12, 2024	10:15	1	3	11:00	268
Oct 12, 2024	04:40	2	2	05:30	267
Oct 10, 2024	17:23	1	2	18:25	266
Oct 10, 2024	11:09	2	2	11:45	265
Oct 6, 2024	02:37	1	2	03:30	264
Oct 5, 2024	12:00	2	2	13:25	263
Oct 4, 2024	23:05	2	2	08:05	262
Oct 4, 2024	16:35	M	2	18:05	261
Oct 3, 2024	23:10	2	2	23:55	260
Oct 3, 2024	22:00	M	2	11:10	259
Oct 3, 2024	11:15	M	2	12:30	258
Oct 2, 2024	17:53	M	2	20:18	257
Sep 30, 2024	03:25	1	2	04:00	253
Sep 28, 2024	00:37	2	2	13:45	251

Type of Call	Oct-24	Year to Date	Last Month
1 = Life threatening incident	9	76	7
2 = non Life threatening incident	9	87	6
Code Medevac = Medevac flight support	13	104	11
z = Transfer of deceased person	1	6	0
<b>Total</b>	<b>32</b>	<b>286</b>	<b>24</b>

Total Estimate Person Hours	217.1	Year to Date:	1036.38
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# REPORT TO COUNCIL

Fort Smith Volunteer Ambulance Monthly Report					
Nov-24					
Date	Start Time	Incident/Activity	# of Crew	End Time	Run Number
2024-Nov-24	11:16	2	2	12:15	310
2024-Nov-28	5:00	1	2	5:50	312
2024-Nov-26	13:50	0:00	3	13:10	311
2024-Nov-20	21:30	1	4	22:20	309
2024-Nov-19	18:30	M	2	20:15	308
2024-Nov-19	15:15	M	2	17:35	307
2024-Nov-19	10:45	M	2	12:30	306
2024-Nov-18	18:19	M	2	20:24	305
2024-Nov-17	21:53	2	3	23:00	304
2024-Nov-16	3:07	2	2	4:10	303
2024-Nov-15	15:59	M	2	17:30	302
2024-Nov-15	10:29	2	1	10:50	301
2024-Nov-14	0:05	2	2	1:40	300
2024-Nov-11	19:40	1	3	20:20	299
2024-Nov-06	17:58	M	2	19:45	296
2024-Nov-08	0:20	2	2	13:45	298
2024-Nov-07	0:14	2	2	13:30	297
2024-Nov-05	16:45	M	3	18:30	295
2024-Nov-05	12:25	M	2	14:00	294
2024-Nov-05	5:41	1	2	7:30	293
2024-Nov-03	22:56	1	2	22:55	292
2024-Nov-03	19:15	2	2	19:40	291
2024-Nov-03	18:34	2	2	19:05	290
2024-Nov-02	22:03	2	2	23:00	289
2024-Nov-02	21:34	2	2	22:03	288
2024-Nov-01	7:27	2	2	8:30	287

Type of Call	Nov-24	Year to Date	Last Month
Code 1 = Life treating incident	5	81	9
Code 2 = non Life threatening incident	13	100	9
Code Medevac = Medevac flight support	8	112	13
Code Zulu = Transfer of deceased person	0	6	1
<b>Total</b>	<b>26</b>	<b>312</b>	<b>32</b>

Total Estimate Person Hours	230.6	Year to Date:	1266.966667
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# REPORT TO COUNCIL



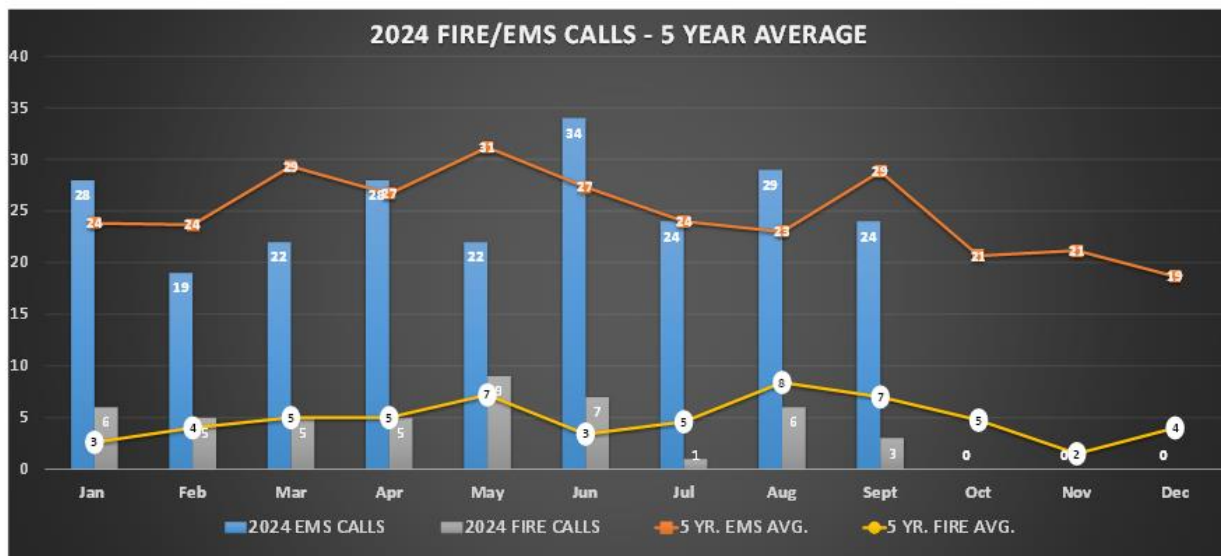
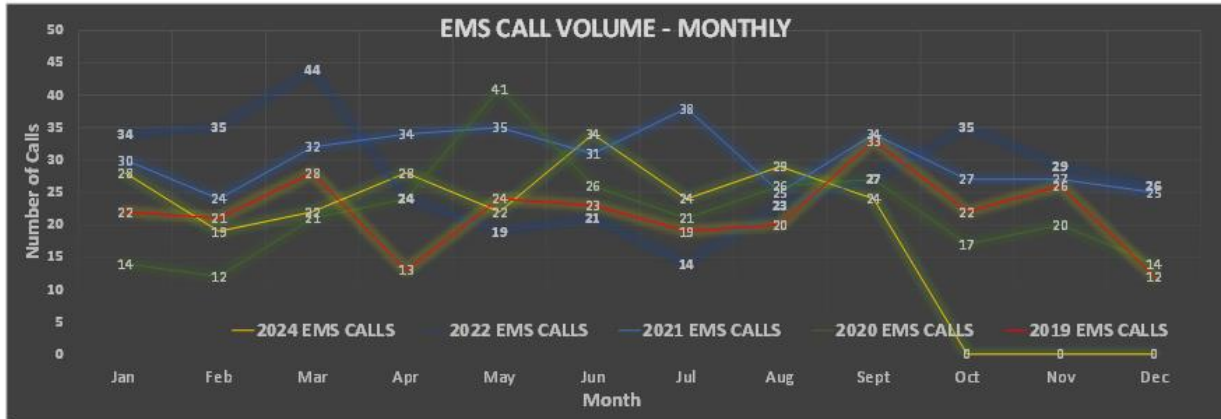
**Town Of Fort Smith Protective Services**  
 Box 147 - 174 Mcdougal Road Fort Smith NT  
 Fort Smith NT X0E 0P0  
 PH : 867-872-2674

Page 1 of 1

Date  
Nov 28 24

**Incident Summary**  
**From Oct 1 24 to Nov 30 24**

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Oct 18 24	41 Breynt Street (Hospital), FORT SMITH	110	2		
24-049	<b>Ambulance Assist</b>				
Oct 24 24 08:26:00	14 Caribou Ct, FORT SMITH	20	10		
24-048	<b>False Alarm (Good Intent)</b>				
Nov 21 24 10:35:00	97 Conibear Crescent -P.W. Kaiser School, FORT SMITH	17	11		
24-050	<b>False Alarm (Good Intent)</b>				
3 incidents for Town of Fort Smith		2 hrs 27 mins	23		
		2 hrs 27 mins	23		



# REPORT TO COUNCIL

## Fire/EMS Training Activities

Fire/EMS has conducted 35 training events over the last two months.

We are excited to have three fully certified in-house EMR trainers! Tom Colucci, Deputy EMS Chief, and Adam McNab, Fire Chief, completed their Co-Teaching alongside Officer Saskia VanMourik. We can now provide Emergency Medical Responder training to members in a flexible, tailored approach that meets the needs of our volunteers and community members.

During the EMR co-teach our department welcomed nine

To better support professional firefighter training, Fire Chief Adam McNab went to Hay River to complete the NFPA 1041 Level 2 Fire Training course. Having in-house NFPA 1041 certified members means the Fort Smith Fire Department can train and evaluate the NFPA 1001 fundamental firefighter skills program locally!



### 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  
Nov 28 24

#### Summary - Totals Only From Oct 1 24 to Nov 30 24

**35 sessions printed for these parameters**  
**12 Subjects Covered**  
**108.50 total session hours**  
**1254.50 total staff hours**  
**10.20 average attendees**  
**0.00 total Instructor hours**  
**0 Officer Meeting sessions**  
**35 Joint Training sessions**  
**0 Special Train sessions**

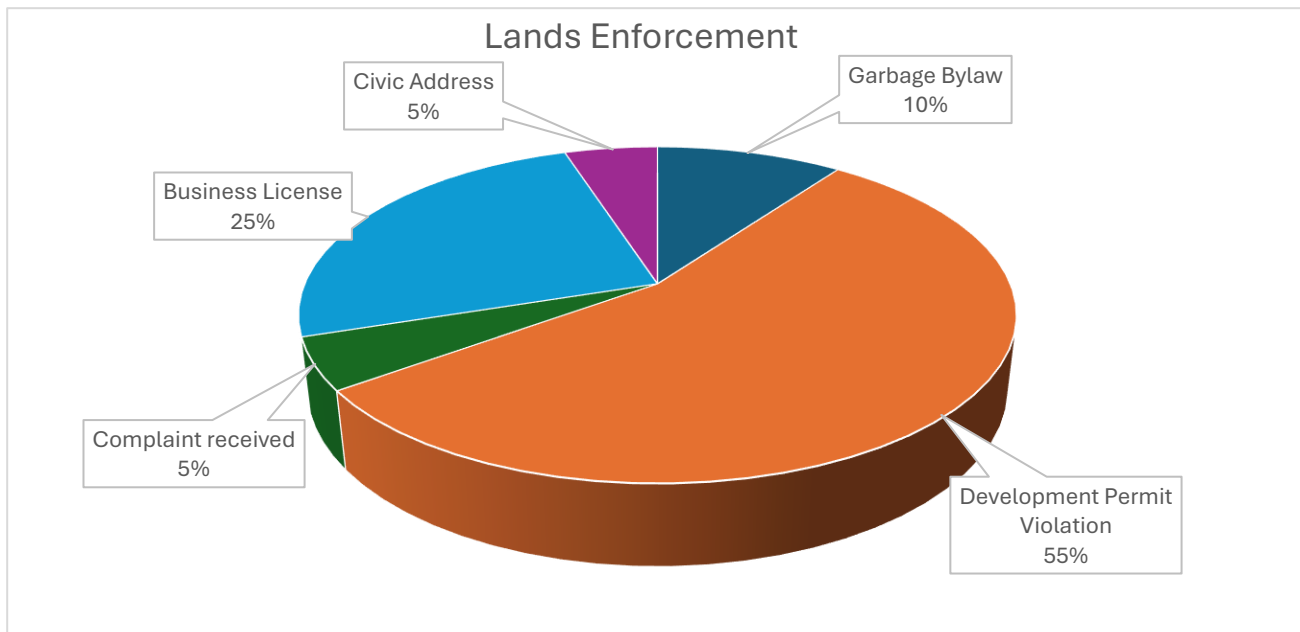
# REPORT TO COUNCIL

## Lands & Development Summary

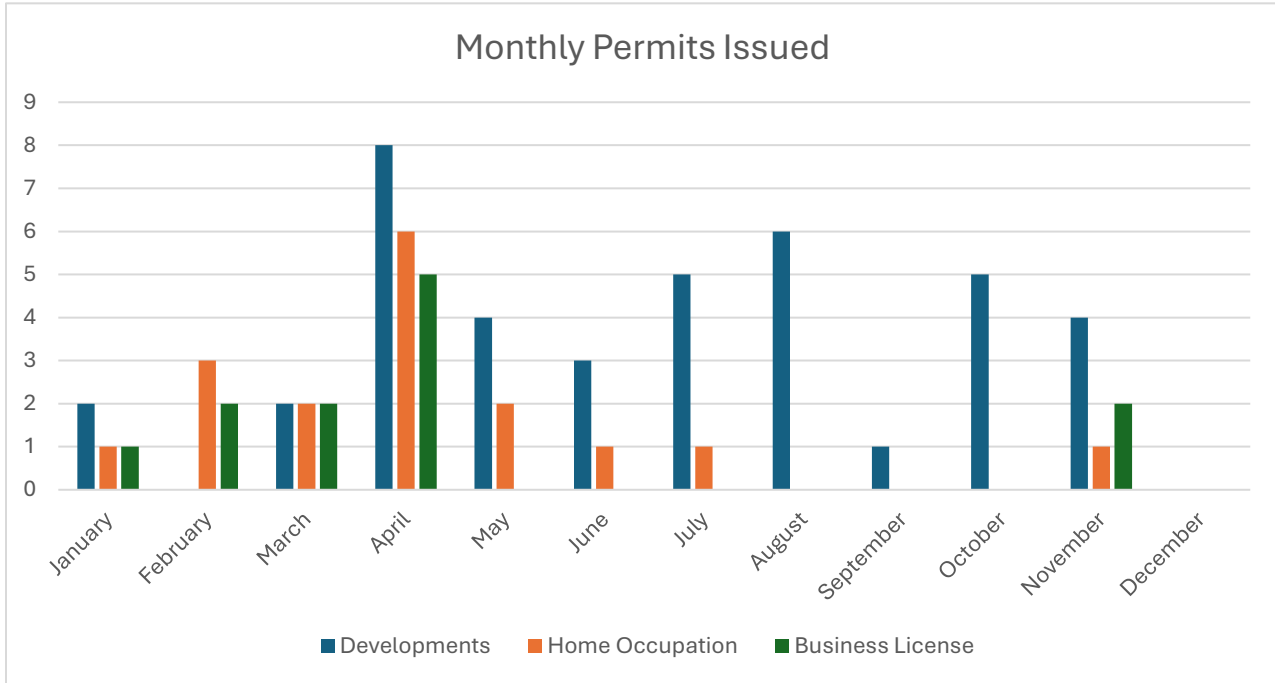
The Town of Fort Smith is in the process of updating the Community Plan and Zoning Bylaw through a third-party contractor. The existing zoning bylaw continues to be in force and is governing actions taken to control zoning and land development.

The Land and Development Officer is working with landholders to cease unapproved land use on public lands. This work is part of ongoing efforts to mitigate combustibles in developed areas and reduce risk exposure to the Town of Fort Smith caused by untenured use of public lands.

Garbage Bylaw	2
Development Permit Violation	11
Complaint received	1
Business License	5
Civic Address	1
Development Permits Issued	0
Unightly Land	0
<b>TOTAL</b>	<b>9</b>



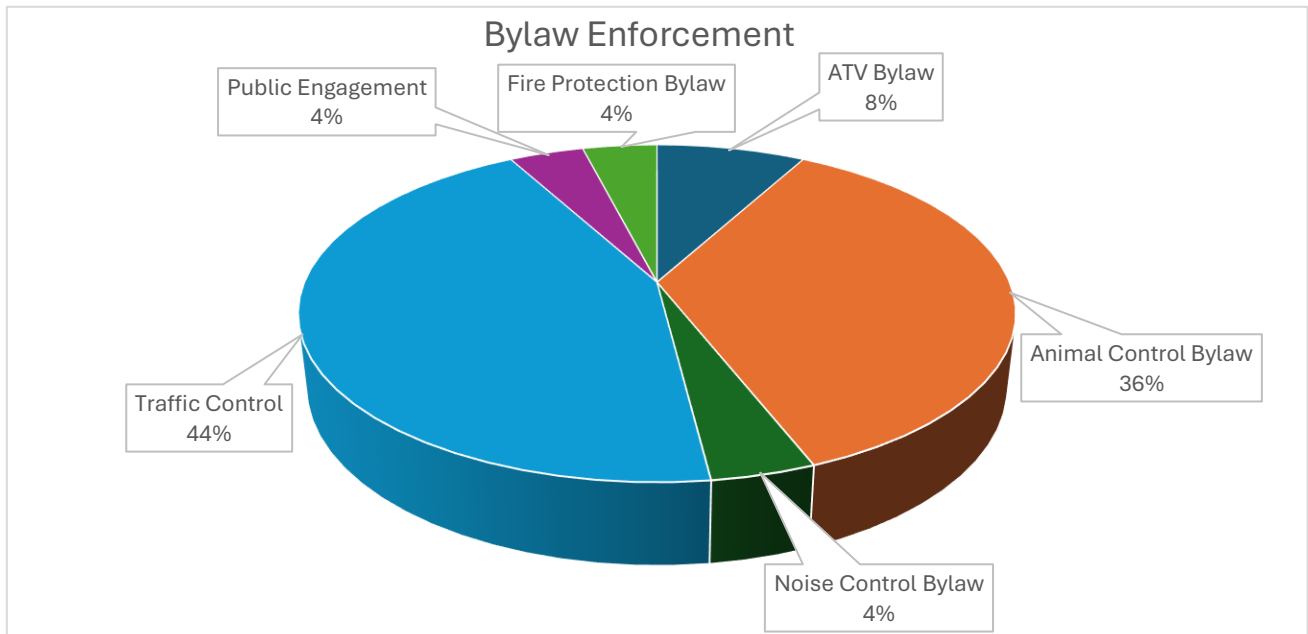
# REPORT TO COUNCIL



DPA-045-24	2024-10-22	25 Portage Ave.	Construction
DPA-046-24	2024-10-22	12 Cassette Cr.	Construction
DPA-047-24	2024-10-22	606 Calder Ave.	Construction
DPA-048-24	2024-10-22	Hwy 5	Excavation
DPA-049-24	2024-10-22	203 McDougal Rd.	Relocation
DPA-050-24	2024-11-05	28 Whitford Rd.	Excavation
DPA-051-24	2024-11-05	28 Whitford Rd.	Construction
DPA-052-24	2024-11-05	200 McDougal Rd.	Excavation
DPA-053-24	2024-11-01	312 Calder	Construction
DPA-054-24	2024-11-07	21 SS. Distributor Dr.	Home Occupation
24-359	Nov 13, 2024	95 Portage Ave	Business Lic
24-379	Nov 17, 2024	21 Distributor	Business Lic
24-391	Nov 22, 2024	Highway 5	Business relocation

## Bylaw Enforcement Summary

ATV Bylaw	2
Animal Control Bylaw	9
Noise Control Bylaw	1
Traffic Control	11
Public Engagement	1
Fire Protection Bylaw	1
<b>TOTAL</b>	<b>25</b>



## Emergency Management

The Town continues to provide staff fire safety and emergency preparedness training opportunities while reviewing and improving emergency preparedness documents, equipment, and supplies.

The Town of Fort Smith conducted a tabletop exercise and Emergency Operations Center course with MACA to test the efficacy of existing plans. Over the coming months, the latest revision of the Emergency Management Plan will be reviewed against lessons learned this year through response efforts and training events.

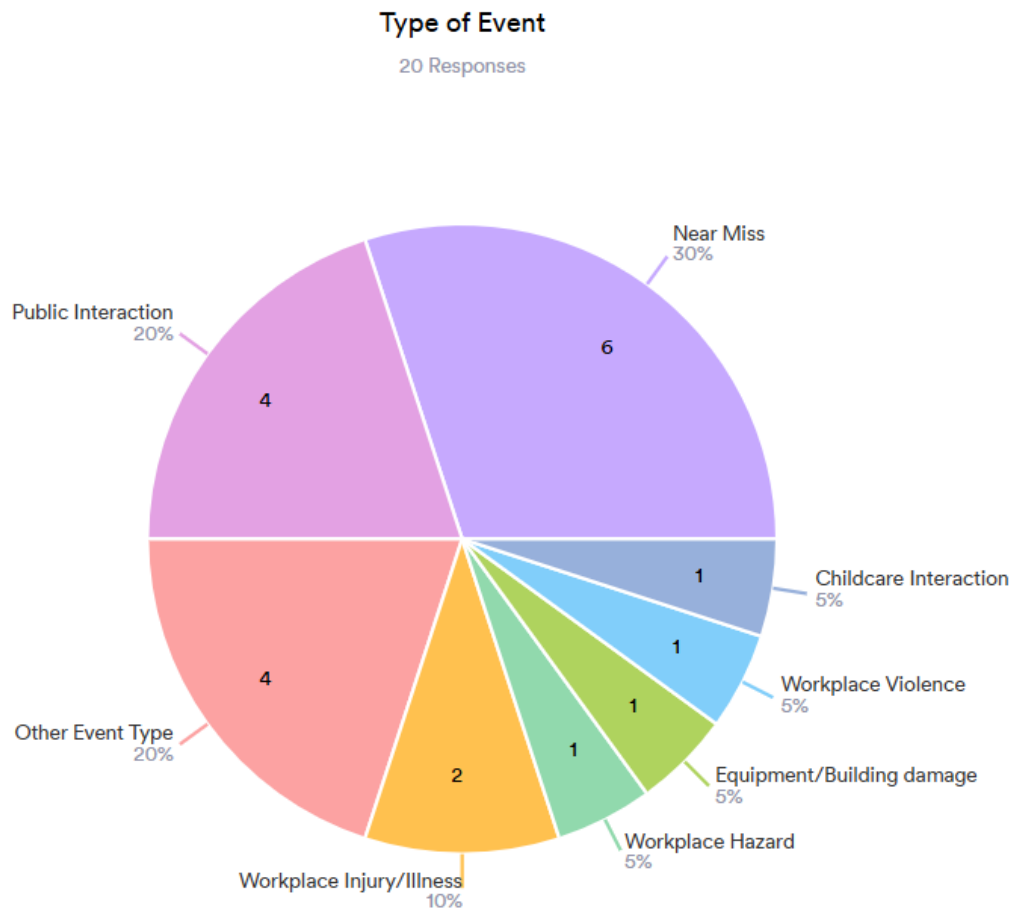
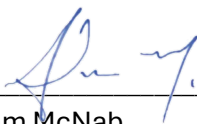
The Community Wildfire Protection Plan was reviewed over the last two months with input from local stakeholders including Smiths Landing First Nation, Salt River First Nation, The Fort Smith Metis Council, and ECC. A final plan revision is being drafted by ECC. Priority vegetation management projects have been identified to guide the use of FireSmart funding the Town of Fort Smith has secured.

# REPORT TO COUNCIL

## Occupational Health and Safety

The Town Occupational Health and Safety program comprises employee training, worksite inspections, hazard and risk assessments, employee reporting, and employer follow-ups. An online app allows employees to access the program from any job site at any time. The Joint Occupational Health and Safety Committee met in November. Employee training opportunities are being provided to support the safety program.

Below are the combined October and November OHS incident reporting statistics. This chart shows the incidents' relative volume and the reported categories. All incident reports are forwarded to respective Directors for review and follow-up. The increase in “Near Miss” reporting has shown team members are taking a proactive approach to reporting. This will lead to safety solutions before a negative outcome.

Adam McNab  
Director of Protective Services



## Briefing Note

**To:** Mayor and Council  
**From:** Protective Services  
**Date:** December 3<sup>rd</sup>, 2024  
**Subject:** Update on Ongoing Land Acquisition Process

### PURPOSE:

To provide Council with an update on the ongoing process of acquiring fee-simple title to untenured commissioners' lands within municipal boundaries from the GNWT Environment and Climate Change (ECC) Lands Department.

### BACKGROUND:

In 2022, The Town of Fort Smith identified the need to begin acquiring untenured commissioners' lands within municipal boundaries that were not included in the land claims withdrawal as lands of interest. This initiative aligns with the Town's strategic priorities to ensure land availability for future urban development and community benefit.

### CURRENT SITUATION:

- All applications submitted by the Town are under review by GNWT ECC Lands.
- Applications are in various stages of the approval process.
- As part of the process, the GNWT ECC Lands Department is consulting with local Indigenous and Métis stakeholders to ensure all relevant parties are involved.
- Once consultations are complete, each approved land transfer will be brought before the Mayor and Council for review.
- Council will then consider the acquisition of each parcel and, if agreeable, pass an acquisition bylaw to finalize the transfer.

### RATIONALE:

1. **Strategic Urban Growth:** Acquiring fee-simple title to these lands enables the Town to secure land stock, ensuring flexibility for future development or disposal as needed for urban growth.
2. **Minimal Financial Impact:** Lands within municipal boundaries can be transferred to the Town at a nominal application fee, offering significant financial savings compared to private entities acquiring the same lands.
3. **Community Benefits:** The ability to administer lands provides opportunities to address community needs, support development initiatives, and contribute to the overall economic and social well-being of Fort Smith.

### RECOMMENDATION:

That Council accepts this briefing note as presented.



## Briefing Note

**To:** Mayor and Council  
**Date:** November 28<sup>th</sup> 2024  
**Subject:** DPA-054-24

### PURPOSE:

Matthew Walsh has submitted a Home Occupation Development Application. This application is for the operation of Walsh's Heavy Duty Repairs Ltd. at the following location:

Lot	Block	Plan	Zone	Civic Address
1817	NA	4403	RC	21 SS. Distributor Dr.
or Certificate of Title:			NA	

### BACKGROUND:

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

### CURRENT SITUATION:

21 SS. Distributor currently is a lot under development with the construction of a garage / shop in progress.

#### ▪ RATIONAL:

A Home Occupation Business License application has been received that indicates operations include mobile mechanical and welding services. This site would be used mainly for equipment storage and maintenance. This development would have an increase in vehicle traffic, equipment noise, and on site storage. 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.

### RECOMMENDATION:

A development of this nature has the potential to create a problem relating to the Noise Bylaw, Zoning Bylaw, and Unsightly Lands Bylaw if the business acts beyond the preposed scope.



Plan 4403

1816

Plan 4403

Plan 4402

Recreational  
Pricing Tier 1

S S DISTRIBUTOR ST

1817



# 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 ACCOMPANIED BY A DEVELOPMENT PERMIT APPLICATION.**

Date of Application <u>Nov 7, 2024</u>		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant <u>Matthew Walsh</u>		Name of Business <u>Walsh's Heavy Duty Repairs Ltd.</u>	
Business Street Address <u>21 125 Deschamps Dr</u>		Legal Address <u>lot 1 P17      Plan 4403</u>	Mailing Address <u>PO box 115      Fort Smith NT      X0E0P0</u>
Phone Number <u>867-872-0406</u>		Fax Number	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <u>WHDRLtd@outlook.com</u>		Business Website <u>N/A</u>	
Do you wish to receive email newsletters from the Town regarding Business opportunities? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Type of Business: RESIDENT</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Home Occupation - Includes desk operations <input checked="" type="checkbox"/> Commercial in a residential zone - Non-conforming <input type="checkbox"/> Hawker/Peddler <input type="checkbox"/> Junior Business <input type="checkbox"/> Charitable Purposes		<b>Type of Business: NON-RESIDENT</b> <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 <sup>st</sup> ) <b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>			
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b> <small>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.)</small> <u>Mobile mechanic business, welding and repairs on heavy equipment and automotive vehicle. We also have a shop to work out on equipment.</u>			
Date of Commencement (if New or Non-Resident) <u>Dec 1, 2024</u>		Date of Termination (if Non-Resident):	
		Number of Employees Full Time: <u>1</u> Part Time: <u>2</u>	

Matthew 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 14 (or 14 person-years) including owner and that this 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

Matthew Walsh

Signature of Applicant

Walsh's Heavy Duty Repairs Ltd.

On Behalf of (Name of Business)

Signature of Development Officer

Date

*Pd  
R262392*



TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Matthew Walsh Interest (if not owner): \_\_\_\_\_  
Telephone: 867-872-0406 Email: WHR.Ltd@outlook.com  
Mailing Address: Sp. box 115 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: 21 Ass. distributor Dr  
Zoning: \_\_\_\_\_ Lot# 1817 Block# \_\_\_\_\_ Plan# 4403  
Lot Width: 120 metres Lot Depth: 105 metres Lot Area: 12,332 square metres  
Existing Use(s) of Property: Country Residential  
Proposed Use(s) of Property (if applicable): Commercial Mechanic Shop

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:

M Walsh  
Applicant's Signature

Nov 7, 2024  
Date

Pd. R262392

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.

