Protective Services Standing Committee Meeting
March 4, 2025

AGENDA

A. CALL TO ORDER AND CONFIRMATION OF QUORUM

B. DECLARATION OF FINANCIAL INTEREST

a. Statement of Disclosure Interest

C. REVIEW

a. Agenda
b. Minutes
c. Visions and Values

D. DIRECTOR'S REPORT

a. Protective Services Director's Report

E. ADMINISTRATION

a. Home Occupation: DPA-003-25
b. Home Occupation: DPA-006-25
c. Home Occupation: DPA-007-25
d. Angled Parking on Simpson Street

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

H. DATE OF NEXT MEETING

I. ADJOURNMENT

Protective Services Standing Committee Meeting
February 4th, 2025

MINUTES

The Protective Services Standing Committee Meeting was held on
Tuesday, February 4th, 2025 @ 6:30 pm within the Town Hall Council Chambers.

Present:	Cr. Benwell, Cr. Karasiuk, Cr. Bathe, D/M Keizer, Mayor Fergusson, Cr. Tuckey, Cr. Cox, and Cr. Couvrette
Regrets:	Cr. Heaton
Staff Present:	Tracy Thomas, Senior Administrative Officer Raveena Brown, Executive Secretary Adam McNab, Director of Protective Services

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:30 pm, confirmed quorum and handed the Chair to Cr. Couvrette. Cr. Couvrette read the acknowledgment of First Nations.

B. REVIEW

a. Agenda

Moved by: Cr. Karasiuk
Seconded by: Cr. Bathe

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Mayor Fergusson
Seconded by: Cr. Tuckey

The minutes from the Protective Services Standing Committee Meeting on January 7th, 2025 be adopted as presented.

PASSED

c. Vision and Values – reviewed
d. Declaration of Financial Interest - none

C. DIRECTOR'S REPORT

a. The Protective Services Report for December

Mayor Fergusson praised the reporting style for its clarity and visual breakdown of bylaw enforcement, lands and development, and health and safety. She inquired about Taxi Livery enforcement, confirming if it pertained to operating a taxi without a license, and sought clarification on occupational health and safety, including whether it covered all job-site incidents.

Director McNab acknowledged the feedback, explaining that the report layout had changed while maintaining historical data. He clarified that two Taxi Livery cases were under review to ensure compliance. Regarding health and safety, he noted that while all incidents are reported, they do not always involve employees directly, with many stemming from public interactions at recreational facilities. He emphasized the importance of reporting near misses as a proactive safety measure.

Cr. Karasiuk asked about angle parking enforcement on Simpson Street. Director McNab stated he would bring a briefing note to Council with SAO support, outlining the issue and

potential solutions. He explained that while the area was initially approved for angle parking, the decision was later rescinded, leading to ongoing enforcement challenges.

Cr. Benwell inquired about Taxi Livery permits, which Director McNab explained are required for operating taxis under the bylaw, ensuring consistency with regulations. Mayor Fergusson referenced the Transportation Master Plan's past suggestion to turn Simpson Street into a one-way road to address parking issues. Director McNab agreed, planning to incorporate solutions from the plan into his briefing note.

Cr. Couvrette expressed concern that the Transportation Master Plan was underutilized despite its potential value for active transportation and community planning. SAO Thomas responded that elements of the plan, such as crosswalks and signage, were being implemented as budget allowed.

D. ADMINISTRATION

b. Briefing Note – DPA-001-25 Home Occupation Development Permit – ThatGuy-Tech Solutions

Moved by: Mayor Fergusson
Seconded by: Cr. Bathe

That DPA-001-25, submitted by Wisdom Eji, to operate a personal device repair business, ThatGuy-Tech Solutions, from Lot 1644, Plan 2922, 7-24 Wood Bison Ave., Fort Smith be approved.

PASSED

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

Moved by: Mayor Fergusson
Seconded by: Cr. Karasiuk

That Cr. Heaton be excused from the Protective Services Standing Committee meeting on February 4th, 2025

PASSED

G. DATE OF NEXT MEETING

That next Protective Services Standing Committee Meeting will be on March 4th, 2025.

H. ADJOURNMENT

Moved by: Cr. Karasiuk
Seconded by: Mayor Fergusson

That the meeting be adjourned at 6:48 pm.

PASSED

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.

Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: February 4, 2025
Subject: Home Occupation: DPA-003-25

PURPOSE:

Lida Blesse has submitted a Home Occupation Development Application. This application is for the operation of **Pimâtisiwin Designs** at the following location:

Lot	Block	Plan	Zone	Civic Address
654	NA	319	R1	100 Whipoorwill Cr.
or Certificate of Title:			NA	

BACKGROUND:

This property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring Council approval.

CURRENT SITUATION:

A Home Occupation Business License application has been received that indicates operations including manufacturing and selling of traditional crafts. An operation of this nature will see a minor increase in vehicle and foot traffic with most sales being shipped or delivered. Out door tanning equipment will be used on sight. No construction, or signage shall occur.

The Applicant has been advised of the requirement to comply with:
- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaws
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

CONSIDERATION:

Operating a business of this nature in a residential zone has the potential to create nuisance traffic, noise, and odors contravening the Zoning Bylaw 936 part 8.1 (1).


645
Plan 319
Plan 319
Plan 319
Plan 319
650
Plan 319
651
Plan 319
655
Plan 319
652
Plan 319
654
Plan 319
Recreational
Pricing Tier 1
653
Plan 319
CRES
WHIPOORWILL CRES
WILDERNESS RD
96
Plan 319
1162
Pla
1205
Plan 319
Plan 1588
1204
Plan 1588
597

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: LIDA BLESSE Interest (if not owner): _____
Telephone: 867 872 0610 Email: lida.blesse@gmail.com
Mailing Address: PO BOX 981 FORT SMITH, NT X0E 0P0

Owner Information (if different than applicant): SAME AS ABOVE

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

Property Information:

Civic Address to be Developed: 100 INHIPOORWILL CRESCENT
Zoning: Lot# 0654 Block# Ø Plan# 0319
Lot Width: 30.48 metres Lot Depth: 45.72 metres Lot Area: 1393.55 square metres
Existing Use(s) of Property: HOME AND YARD.
Proposed Use(s) of Property (if applicable): HOME BUSINESS.

Estimated Cost of Project: $ Ø

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:

_____ JANUARY 30, 2025
Applicant's Signature **Date**

SAME AS ABOVE. _____
Owner's Signature (if different than applicant) **Date**

Pd. Rct 264166

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 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: JANUARY 30, 2025	New Application ☑ Renewal ☐	
Name of Applicant: LIDA BLESSE	Name of Business: PIMÂTISIWIN DESIGNS	
Business Street Address: 100 WHIPOORWILL CRESCENT	Legal Address: Lot: 0654 Plan: 0319	Mailing Address: PO BOX 981
Phone Number: 867 872 0610	Fax Number:	Can your business info be put on the Town's website? ☐ Yes ☑ No
Email Address: lida.blesse@gmail.com	Business Website:	

Do you wish to receive email newsletters from the Town regarding Business opportunities? ☐ Yes ☐ No

Type of Business: **RESIDENT**	Type of Business: **NON-RESIDENT**
☐ Commercial	☐ Non-resident
☑ Home Occupation – Includes desk operations	☐ Non-resident Vendor
☐ Commercial in a residential zone – Non-conforming	☐ Charitable Purposes
☐ Hawker/Peddler	
☐ Junior Business	
☐ Charitable Purposes	

☐ Change Fee ☐ Late Fee (if renewal received after February 15) ☐ Reduced resident rate (application after Sept. 1st)

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 will be making/selling traditional crafts. There will be very little foot traffic, as I will be shipping/delivering most items. On-site storage will include craft supplies. On-site will also include traditional hide tanning equipment, such as moose hide frames and large metal tub. NO permanent structures will be constructed at this time.

Date of Commencement (If New or Non-Resident):	Date of Termination (If Non-Resident):	Number of Employees
FEB 15, 2025		Full Time: Part Time:

I, LIDA BLESSE, 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 Ø 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

PIMÂTISIWIN DESIGNS
On Behalf of (Name of Business)

Signature of Development Officer

Date

Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: February 12, 2025
Subject: Home Occupation: DPA-006-25

PURPOSE:

Tonya Hoddinott has submitted a Home Occupation Development Application. This application is for the operation of Co-Create Pluralities at the following location:

Lot	Block	Plan	Zone	Civic Address
1203	NA	1588	R1	111 Wilderness Rd.
or Certificate of Title:			NA	

BACKGROUND:

This property is zoned R1 and a Home Occupation Business is a conditional use in this zone requiring Council approval.

CURRENT SITUATION:

A Home Occupation Business License application has been received that indicates operations including virtual consulting and coaching. An operation of this nature will see no increase in vehicle and foot traffic with the entirety of the business being conducted online. No equipment will be stored on sight. No construction, or signage shall occur.

The Applicant has been advised of the requirement to comply with:
- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaws
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

CONSIDERATION:

Operating a business of this nature in a residential zone has the potential, if operations deviate from intended, to create nuisance traffic, and noise contravening the Zoning Bylaw 936 part 8.1 (1).


WHIPOORWILL CRES
WILDERNESS RD
653
1200
1201
1202
1203
1204
1205
1737
1742
1741
1747
1746
1745
1748
1756
Plan 319
Plan 1588
Plan 4330
Recreational
Pricing Tier 1

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

Application No. _____

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Tonya Haddinott Interest (if not owner): _____
Telephone: (902)817-0449 Email: co-create@pluralities.net
Mailing Address: 111 Wilderness Rd. Fort Smith, NT. X0E 0P0.

Owner Information (if different than applicant):

Registered Owner's Name: Destiny Mercredi
Telephone: (867)686-8114 Email: _____
Mailing Address: 111 Wilderness Rd. Fort Smith, NT. X0E 0P0.

Property Information:

Civic Address to be Developed: 111 Wilderness Road
Zoning: _____ Lot# 1203 Block# _____ Plan# 1588
or Certificate of Title: _____
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, home business.
Proposed Use(s) of Property (if applicable): _____

Estimated Cost of Project: $ Ø.

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:

_____ Feb. 10/2025.
Applicant's Signature **Date**

_____ Feb. 10/2025
Owner's Signature (if different than applicant) **Date**

Receipt 104374

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
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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: Consulting and coaching business

☐ Business License Number: _____

☑ Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?

☑ Is this Home Occupation incidental and subordinate to the residential use?

☑ Does this Home Occupation preserve the character of the residential use?

☑ Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?

☑ Planned commencement date: February 25/2025

Destiny Mercredi
111 Wilderness Road
Fort Smith, NT
X0E 0P0
(867) 686-8114

February 10, 2025

Tonya Hoddinott
co-create pluralities
111 Wilderness Road
Fort Smith, NT
X0E 0P0

Subject: Permission to Operate Business at 111 Wilderness Road

Dear Tonya Hoddinott,

This letter serves to formally confirm my permission for you to operate your business, co-create pluralities, at the property located at 111 Wilderness Road as of February 25, 2025. Your consulting and coaching business is approved to operate virtually at this residence.

Please note that this permission is contingent upon your compliance with all local zoning laws and regulations.

If you have any questions, please reach out.

Sincerely,

Destiny Mercredi

TOWN OF FORT SMITH BUSINESS LICENSE APPLICATION

In accordance with Bylaw 504, Bylaw 873, and the current Rates and Fees Bylaw.

RECEIVED FEB 12 2025

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: Feb. 10/2025	New Application ☑ Renewal ☐	
Name of Applicant: Tonya Hoddinott	Name of Business: co-create pluralities	
Business Street Address: 111 Wilderness Rd, Fort Smith	Legal Address: Lot: 1203 Plan: 1588	Mailing Address: 111 Wilderness Rd. Fort Smith, NT X0E 0P0
Phone Number: (902) 817-0449	Fax Number:	Can your business info be put on the Town's website? ☐ Yes ☑ No
Email Address: co-create@pluralities.net	Business Website:	

Do you wish to receive email newsletters from the Town regarding Business opportunities? ☑ Yes ☐ No

Type of Business: **RESIDENT**	Type of Business: **NON-RESIDENT**
☐ Commercial	☐ Non-resident
☑ Home Occupation – Includes desk operations 264374	☐ Non-resident Vendor
☐ Commercial in a residential zone – Non-conforming	☐ Charitable Purposes
☐ Hawker/Peddler	
☐ Junior Business	
☐ Charitable Purposes	

☐ Change Fee ☐ Late Fee (if renewal received after February 15) ☐ Reduced resident rate (application after Sept. 1st)

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.)

Consulting and coaching business.
virtual business, no foot traffic, renovations, signs, etc.
all business activities will be completed virtually via my own equipment. topics of services include activism + advocacy, justice, trauma-informed practice, social justice (cross-cultural humility, accessibility, inclusion, belonging, unlearning, 2SLGBTQQIAP+) and systemic disablism.

Date of Commencement (If New or Non-Resident):	Date of Termination (If Non-Resident):	Number of Employees
		Full Time: Ø Part Time: 1

I, Tonya Hoddinott, 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**

Signature of Applicant

co-create pluralities
On Behalf of (Name of Business)

Signature of Development Officer

Feb. 10/2025.
Date

Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: February 25, 2025
Subject: Home Occupation: DPA-007-25

PURPOSE:

Jean Soucy has submitted a Home Occupation Development Application. This application is for the operation of JS Consulting at the following location:

Lot	Block	Plan	Zone	Civic Address
939	NA	1534	R2	6 Wapiti St.
or Certificate of Title:			NA	

BACKGROUND:

This property is zoned R2 and a Home Occupation Business is a conditional use in this zone requiring Council approval.

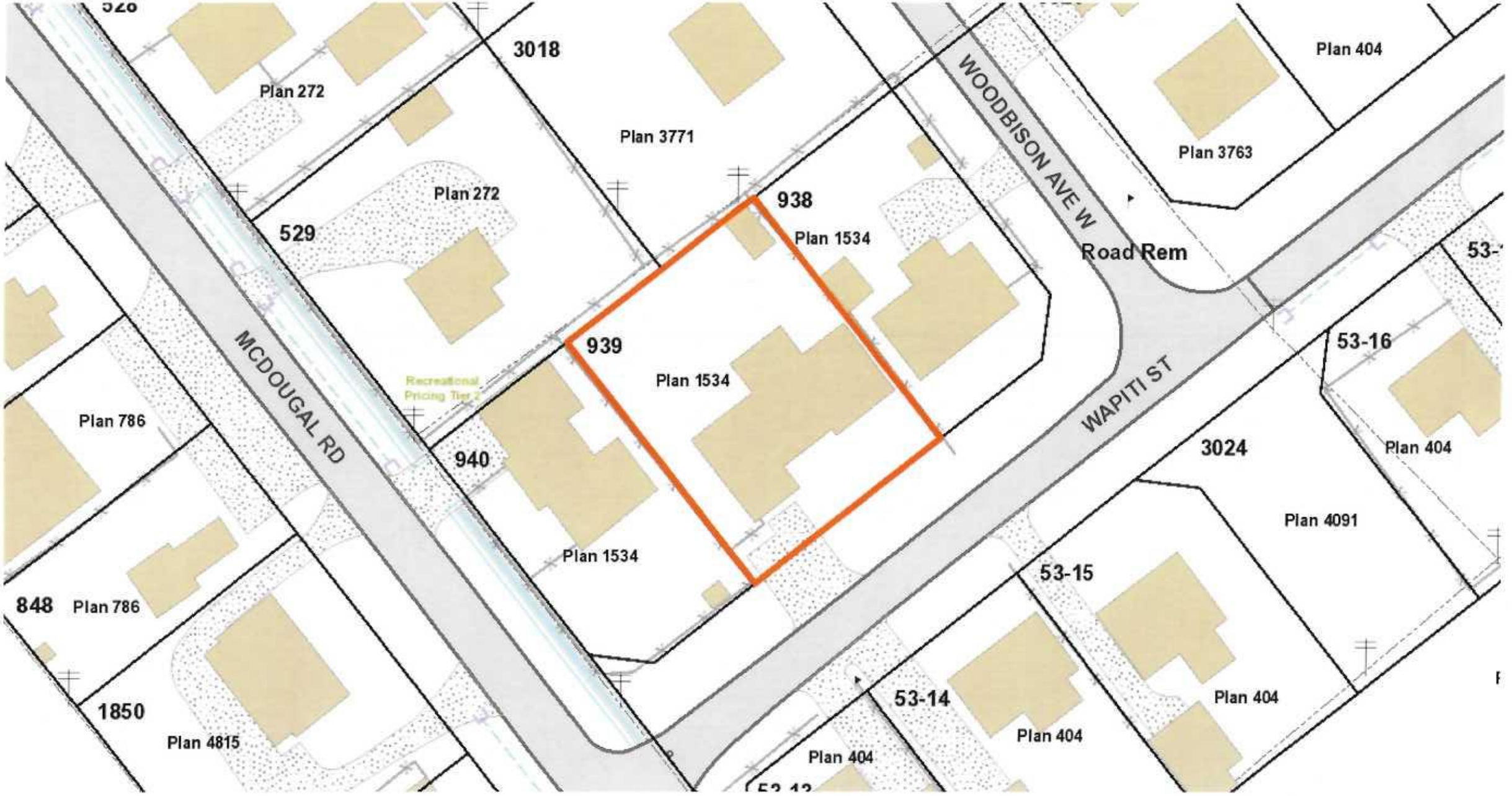
CURRENT SITUATION:

A Home Occupation Business License application has been received that indicates operations including virtual consulting and coaching. An operation of this nature could see an increase in vehicle and foot traffic. No equipment will be stored on sight. No construction, or signage shall occur.

The Applicant has been advised of the requirement to comply with:
- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaws
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

CONSIDERATION:

Operating a business of this nature in a residential zone has the potential, if operations deviate from intended, to create nuisance traffic, and noise contravening the Zoning Bylaw 936 part 8.1 (1).


528
3018
Plan 272
Plan 3771
Plan 404
WOODBISON AVE W
Plan 3763
Plan 272
938
Plan 1534
529
Road Rem
53-
939
Plan 1534
MCDOUGAL RD
Recreational
Pricing Tier 2
53-16
WAPITI ST
Plan 786
940
3024
Plan 404
Plan 4091
Plan 1534
53-15
848
Plan 786
Plan 404
1850
Plan 4815
53-14
Plan 404
Plan 404

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: Jean Soucy Interest (if not owner): _____

Telephone: 867-8720487 Email: ezry2@live.ca

Mailing Address: Box 1295 Fort Smith NT X0E0P0

Owner Information (if different than applicant):

Registered Owner's Name: _____

Telephone: _____ Email: _____

Mailing Address: _____

Property Information:

Civic Address to be Developed: 6 wapiti St

Zoning: Residential Lot# 939 Block# _____ Plan# 1534

Lot Width: 31 metres Lot Depth: 39 metres Lot Area: 1209 square metres

Existing Use(s) of Property: Residential

Proposed Use(s) of Property (if applicable): _____

Estimated Cost of Project: $_____

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 **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 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 02/19/2025	New Application ☒ Renewal ☐	
Name of Applicant Jean Soucy	Name of Business JS Consulting	
Business Street Address 6 Wapiti St	Legal Address Lot: 939 Plan: 1534	Mailing Address Box 1295 Ft Smith NT X0E 0P0
Phone Number 867-872-0487	Fax Number	Can your business info be put on the Town's website? ☐ Yes ☐ No
Email Address Ezry2@live.ca	Business Website:	

Do you wish to receive email newsletters from the Town regarding Business opportunities? ■ Yes ☐ No

Type of Business: **RESIDENT**	Type of Business: **NON-RESIDENT**
☐ Commercial	☐ Non-resident
■ Home Occupation – Includes desk operations	☐ Non-resident Vendor
☐ Commercial in a residential zone – Non-conforming	☐ Charitable Purposes
☐ Hawker/Peddler	
☐ Junior Business	
☐ Charitable Purposes	

☐ Change Fee ☐ Late Fee (if renewal received after February 15) ☐ Reduced resident rate (application after Sept. 1st)

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.)

Consulting Services; specializing In Water and Wasterwater Operations

Certified Project Managment

Power Engineering

Building Maintenance

Date of Commencement (If New or Non-Resident):	Date of Termination (If Non-Resident):	Number of Employees
~~02/19/25~~ 05/01/2025		Full Time: Part Time:

I, Jean Soucy, 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**

Signature of Applicant

JS Consulting
On Behalf of (Name of Business)

Signature of Development Officer

Date

Briefing Note

To: Mayor and Council
From: Protective Services
Date: 2025-02-05
Subject: Angled Parking on Simpson St.

PURPOSE:

To seek the Council's direction for on-street parking configuration on Simpson Street to address ongoing safety, operational, and enforcement challenges.

BACKGROUND:

In 2015, the Council approved a request to create on-street parking on Simpson Street. Initially, the approval allowed for angled spaces to accommodate more vehicles. After further consideration, the motion approving angled parking was rescinded, and guidance was given for the administration to work with the adjacent property owner to create a suitable parking plan.

CURRENT SITUATION:

The use of angled parking was allowed to proceed. This parking arrangement has created ongoing parking compliance issues which are not resolved by enforcement alone.

- Vehicles often extend too far into the roadway conflicting with traffic flow.
- Vehicles often extend too far onto the sidewalk obstructing pedestrian pathways.
- Regular complaints are received, predominantly from pedestrians.
- Fort Smith's significant snowfall often obscures painted parking lines, further complicating parking and pedestrian safety.

RECOMMENDATION:

Protective Services has identified three possible recommendations for consideration as follows:

Maintain Angled Parking with Small Car Restrictions:

- Retain the current angled parking configuration.
- Restrict parking to small cars only.
- Maintain Simpson Street as a two-way street.
- Introduce barriers separating the parking stalls from the sidewalk to prevent vehicles from parking over sidewalks.

Convert Simpson Street to One-Way with Angled Parking:

- Change Simpson Street to a one-way southbound street while retaining angled parking, aligning with the recommendations outlined in the Integrated Transportation Master Plan (September 2022).
- Introduce barriers separating the parking stalls from the sidewalk to prevent vehicles from parking over sidewalks.

Change to Parallel Parking:

- Replace angled parking with parallel parking to improve safety and traffic flow.
- Introduce barriers separating the parking stalls from the sidewalk to prevent vehicles from parking over sidewalks.