



**Protective Services Standing Committee Meeting
May 6, 2025**

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. DELEGATIONS

D. DIRECTOR'S REPORT

- a. Protective Services Director's Report

E. ADMINISTRATION

- a. Briefing Note - DPA-008-25 Home Occupation - Joel Ngeze
- b. Briefing Note - DPA-014-25 Home Occupation - Krystal Brown Ceramics
- c. Briefing Note - DPA-032-24 Variance Request - Carl Raap

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

H. DATE OF NEXT MEETING

I. ADJOURNMENT



Protective Services Standing Committee Meeting April 1st, 2025

MINUTES

The Protective Services Standing Committee Meeting was held on Tuesday, April 1st, 2025 @ 6:30 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Bathe, Cr. Karasiuk, D/M Keizer, Mayor Fergusson, Cr. Tuckey, Cr. Cr. Cox, and Cr. Couvrette

Regrets:

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: Mayor Fergusson

Seconded by: Cr. Tuckey

That the agenda be adopted as amended to add a delegation.

PASSED

b. Minutes

Moved by: Cr. Cox

Seconded by: Cr. Benwell

The minutes from the Protective Services Standing Committee Meeting on March 4th, 2025, be adopted as presented.

PASSED

c. Vision and Values

d. Delegation – Chris Westwell Thebacha Chamber of Commerce

Topic: Local Business Engagement, Supports, Messaging, and Chamber Engagement

Chris Westwell addressed the audience, acknowledging that most attendees were likely familiar with him. He reflected on his past experiences in council and noted the lack of engagement he had wished for during his tenure. He emphasized his intention to foster collaboration between the Chamber of Commerce and local government rather than to criticize anyone. Westwell highlighted the economic hardships facing Fort Smith, including rising costs, business closures, job losses, and reduced government spending, which had severely impacted consumer confidence and local businesses. He noted that the first quarter of 2025 had been the worst he had ever seen for local businesses, with many long-standing establishments struggling to survive.

He discussed systemic economic challenges beyond local control, such as government cutbacks and increasing regulations, which made it difficult for small businesses to compete with large corporations. Despite these difficulties, he stressed the importance of supporting local businesses, adapting to economic realities, and finding ways to retain money and jobs within the community. Westwell urged the town's leadership to champion local businesses, advocate for fair regulations, and work together to create a more resilient local economy. He concluded by reaffirming his belief in Fort Smith's perseverance and the potential for collective efforts to strengthen the business sector and improve the town's economic future.



Protective Services Standing Committee Meeting April 1st, 2025

C. DIRECTOR'S REPORT

a. The Protective Services Director Report for March

Director McNab provided an update on fire and EMS activities, noting a significant structure fire in the community over the past month. He commended the volunteer firefighters for their efforts in containing the fire to the structure and preventing damage to a nearby building. Despite the fire's intensity, property loss was minimal. He mentioned that fire and ambulance responses had been in line with the monthly average.

Additionally, under land and development, Director McNab highlighted five structures in the community that had been affected by large-scale fires and remained in varying states of disrepair. While a fire prevention bylaw requires fire remnants to be cleaned up within 48 hours, this is not always feasible. The town has sent letters to the property owners, requesting that they submit a plan within 30 days for either repair or demolition, along with a development permit. These structures pose health and safety risks to neighbors and could become targets for arson, making timely action essential.

D. ADMINISTRATION

a. Briefing Note – Town-Owned Residential Lots – Public Sale

Moved by: Mayor Fergusson

Seconded by: Cr. Karasiuk

That Council directs Administration to proceed with the sale of three Town-owned lots:

1. Lot 415 Plan 207 – 68 Pine Crescent
2. Lot 1367 Plan 1788 – 57 Caribou Crescent
3. Lot 646 Plan 319 – 27 Whooping Crane Crescent

PASSED

Mayor Fergusson asked whether some of the properties were remediated or if some of those issues were part of what prompted the decision to sell the properties.

Director McNab explained that the property in question, 27 Whooping Crane Crescent, appears to have a structure on it. He clarified that it was a Town-owned lot with a derelict house, which has since been remediated.

In regard to why the Town is selling these lots, Director McNab stated that they are pre-serviced, residentially zoned lots. He noted that the Town has received feedback from community members indicating there is a shortage of available and easily developable lots. Given that the Town relies on tax revenue as a tax-based community, Director McNab felt it would be worthwhile to at least present the sale of these lots as an option for Council's consideration.

Cr. Karasiuk inquired as to what percentage of Town-owned residential lots these 3 lots indicate. Director McNab explained that these 3 lots make up for 100% of town-owned residential lots. Mayor Fergusson inquired about how many lots were still available for purchase in the West Grove area and why they are not selling. Director McNab noted that there were approximately 12 available, but he is not currently able to speak as to why they are not selling.



Protective Services Standing Committee Meeting April 1st, 2025

b. Briefing Note – Urgent Policy Review – Municipal Pelican Management Strategy

Moved by: Mayor Fergusson

Seconded by: Cr. Bathe

That Council direct Administration to:

1. Proceed with the Pelican Traffic Control Initiative
2. Declare a provisional Pelican No-Fly Zone over municipal events pending further review
3. Engage in meaningful dialogue with pelican representatives, pending confirmation that at least one of them speaks English

Note: Early attempts at diplomacy have been unproductive. Pelican representatives arrived 45 minutes late, knocked over a pitcher of water, and then stormed out dramatically when asked to follow the agenda.

Happy April 1st, 2025.

DEFEATED

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

G. DATE OF NEXT MEETING

The next Protective Services Standing Committee Meeting will be on May 6th, 2025.

H. ADJOURNMENT

Moved by: Cr. Karasiuk

Seconded by: D/M Keizer

That the meeting be adjourned at 7:30 pm.

PASSED

Our Vision and Mission

Community Vision

Fort Smith is a vibrant, future-focused community with a small-town feel, where residents enjoy a high quality of life. With efficient services and sustainable land use, the Town actively preserves and enhances its heritage, culture, and natural environment.

Council Vision

The Town of Fort Smith is a thriving, well-managed local government where proactive stewardship ensures the long-term sustainability of our publicly owned assets. We are committed to sound governance, responsible planning, and delivering services that meet the needs of our residents at reasonable levels.

With a strong organizational culture and a collaborative approach, we foster positive relationships with neighboring First Nations and Metis communities and work together toward shared prosperity. By supporting local economic opportunities, accessible services, and a good quality of life, we create a community where seniors can retire with dignity, young people can build a future, and all residents can feel a sense of belonging and possibility.

Mission

The Town of Fort Smith provides a broad range of essential and valued services that support our community's well-being, both now and for future generations. Through responsible resource management and responsive delivery service, we create a well-functioning and forward-looking community that enriches the lives of all who call Fort Smith home.



RECOMMENDATION:
THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE PROTECTIVE SERVICES MONTHLY REPORT FOR APRIL 2025 AS PRESENTED.

Fire/EMS Response Activities

Fort Smith Fire/EMS responded to 36 calls in April 2025, including 2 Fire Calls and 34 EMS calls. Call volume across fire and EMS were at or below the 5-year average.

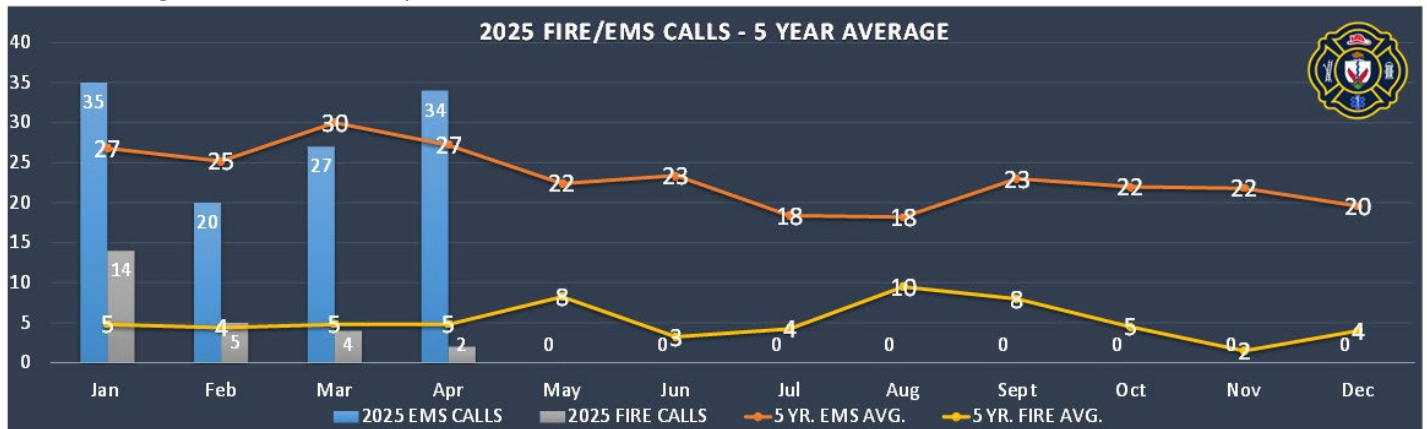
Access to the Wounded Warriors peer support program will start in the fall as peer support in-person training is being considered in conjunction with the annual Fire Chiefs Association conference.

Seven members of the Fort Smith Fire/EMS Department were able to attend workshop and training events in the first ever territory wide Wildfire R Workshop! Some of our members were presenting in their work capacity while others were there to network, gain broader wildfire context, and take part in wildfire cross training activities.

Fire/EMS Training Activities

Fire/EMS conducted seven training events during April 2025. NFPA 1001 professional firefighter training continues as our volunteers work hard to perfect new skills for structural firefighting!

Wildland Urban Interface (WUI) firefighter training will be a primary focus over the next month as we transition into the summer season. This training will involve the use and deployment of structure protection equipment, inter-agency response with ECC wildland crews, and live fire prescribed burning throughout the community.

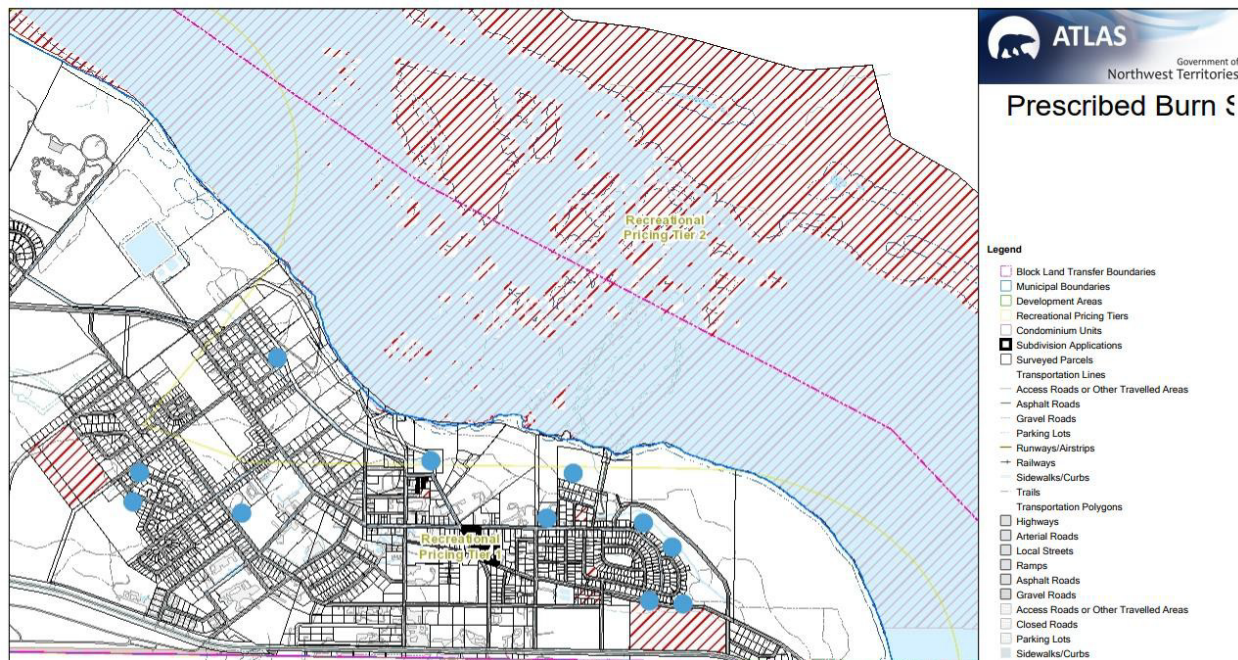


Live Fire Exercises

Prescribed burning within our community is a valuable tool that the Fort Smith Fire Department has used for many years. This program will continue with plans to expand its use when safe and appropriate to do so. This year we will be engaging private industry partners to ensure water supply and wildland equipment in the community works together. Controlled fire on the landscape serves to:

1. Reduce hazards by burning built-up dry fuels on our own terms with responders controlling it.
2. Clean and clear areas to improve vegetation health with low financial impact.
3. Provide the Fire Department with surface fire and wildland firefighting experience.
4. Create an opportunity for inter-agency cooperation, training, and response planning with ECC and other partner agencies.

The map below shows proposed burn sites. Many have been done before. Some will be new locations. Prior to any burns occurring, our department will enact our Standard Operating Guidelines including public notification and landowner engagement. Fire activities will be led by trained ignition specialists in line with prescribed burning best practices.



FireSmart Programming

Protective Services has 7 trained FireSmart assessors and two Local FireSmart Representatives! With this internal capacity the department is ready to get out and support community members in doing their part to make our community more resilient to fire spread from wildfires or structure fires alike!

This program has been proven to save homes, reduce risk, and empower residents to be a part of the solution! **90% of homes that are FireSmart survive wildfires – while as many as 96% of non FireSmart homes may be lost!**

With almost 50 residents signed up through the ECC and town booths at the trade show we are off to an impressive start! The Protective Services page on the town website has been updated and now includes and sign-up sheet!

REPORT TO COUNCIL

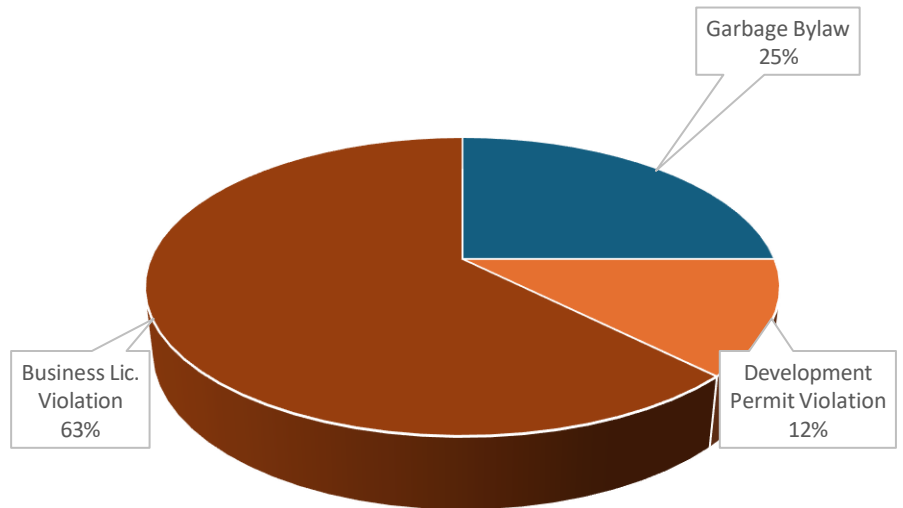
Land & Development Summary

Lands and Development Officer Nick Carbery has been busy spending half his time in class this month. He has successfully completed an Arc GIS intro course with Aurora College! This will provide him with the capacity to create and update mapping resources for the Town of Fort Smith!

Nick also attended the Wildfire Preparedness workshop to gain valuable insight into how land use and planning can impact Fire Resilience.

Lands Enforcement Activity

Garbage Bylaw	2
Dev. Permit Violation	1
Complaint received	0
Business Lic. Violations	3
Civic Address	0
Unightly Land	0
Water and Sewer Bylaw	0
Public Engagement	0
TOTAL	6



Licensing Report

<u>Business License Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Suze Paulette	139	Smiths Landing Reserve	Carpentry & Construction
<u>Development Permit Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Robert A. Daniels	DPA-009-25	10 Cassette Cr.	Construction
Jeremy Beamish	DPA-010-25	5 Wrigley Dr.	Construction
Ng Marcial	DPA-011-25	24 Caribou Cr.	Home Occupation
Dempsey Foote	DPA-012-25	10 Radium king Dr.	Home Occupation
Christopher Freund	DPA-013-25	293 McDougal Rd.	Demolition
Krystal Brown	DPA-014-25	25 McDougal Rd.	Home Occupation
<u>Dog Tag Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Jonah Mitchell	11	33 Pine Cr.	One Time
Mike / Ann Keizer	12	98 McDougal Rd.	One Time
Kimberly Woods	14	28 Tamarac Cr.	One Time
FSAS	15	38 York Cr.	One Time
Tim Nadary	16	36 Raven St.	One Time

Bylaw Enforcement Summary

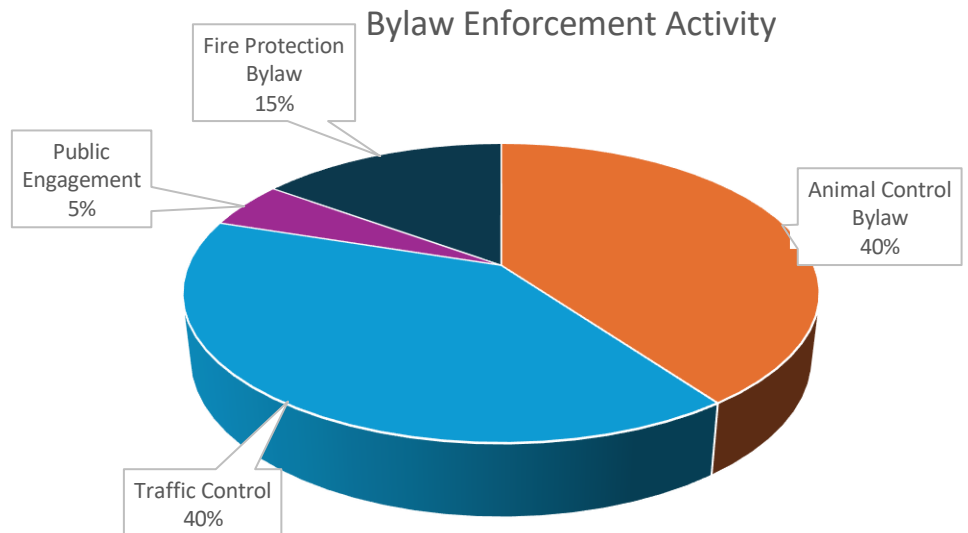
Increased presence in high-risk areas like school zones and patrolling neighborhoods has increased enforcement activities. Animal neglect during cold weather has been a significant challenge as well.

With the weather improving, traffic control and ATV bylaw compliance becomes a focus. More unregistered minors are seen on roadways and traffic safety violations like speeding increase at this time of year.

Dane also attended the Wildfire Preparedness workshop to gain valuable insight into how enforcement of local legislation can impact Fire Resilience.

The Speed trailer is back out with its first deployment to the school zone. You will see it moving around town throughout the season!

ATV Bylaw	0
Animal Control Bylaw	8
Noise Control Bylaw	0
Traffic Control	8
Public Engagement	1
Fire Protection Bylaw	3
Taxi Livery	0
TOTAL	20



Emergency Management

The Emergency Management Plan is updated for the 2025 wildfire season. Emergency Management media is being updated and posted to the Protective Services Facebook page and at the Community and Recreation Center. Rec staff have been provided with a “cheat sheet” of EMO information to help people along with printed resources to give out.

The new plan will be further communicated through mail drops, posters, social media, the town website, etc. Director McNab will be holding an informal information session in May for residents to come ask questions and get more information. The Fort Smith Emergency Notification System will also be tested as a part of education and preparation.

Tenders are being drafted to begin work on FireSmart vegetation management. Work will include the maintenance of existing breaks as well as the removal of vegetation in areas identified by the Community Wildfire Protection Plan.

Director McNab, SAO Thomas, and four volunteer Fire/EMS members attended an excellent wildfire workshop in Yellowknife in April. These events provided important networking and training opportunities to support community wildfire preparedness and response efforts as mentioned above.

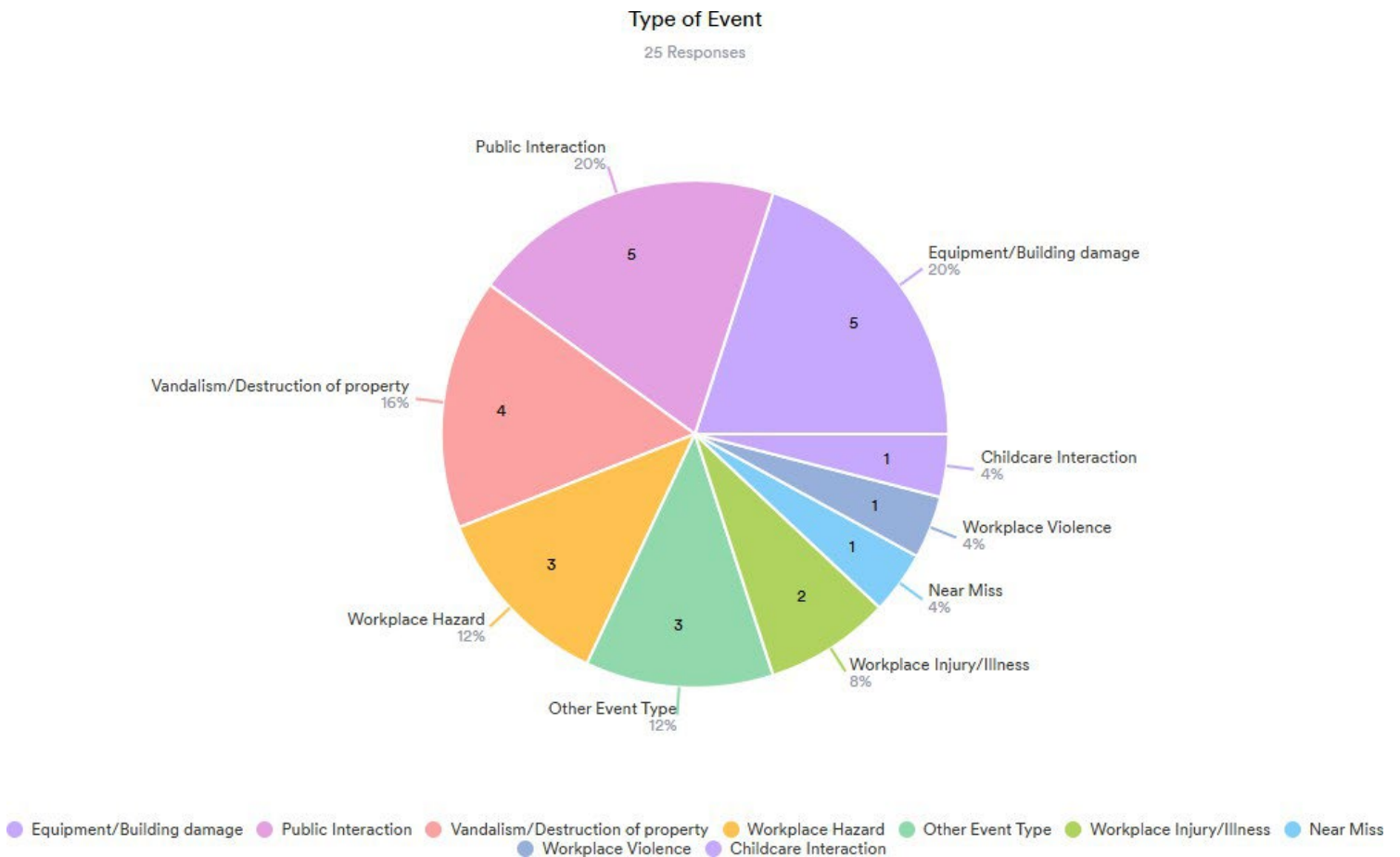
REPORT TO COUNCIL

Occupational Health and Safety

The Town Occupational Health and Safety program online app continues to be updated, allowing employees to access the most current safety information from any job site at any time. The Joint Occupational Health and Safety Committee will be meeting in early May.

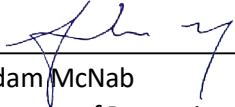
With the in-person OHS orientation training complete we now see excellent engagement in the standardized reporting system. Employees in all departments across the organization are doing pre-work toolbox talks, inspecting equipment before going to work, and reporting safety concerns. Great work team!

Below are the April 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.



Capital Projects Update

1. **IT Upgrades** – Protective Services computers have been fully upgraded and all files are now backed up to the Town of Fort Smith SharePoint. Orientation is being provided to staff on proper IT processes and file management practices.
2. **IT Evergreen** – Protective Services is upgrading the EMS laptop used for response reporting and purchasing a laptop for the Director to maintain business continuity and IT access when not in the office.
3. **Emergency Equipment Evergreen** – Equipment including SCBA tanks and structural firefighting hose has been identified for replacement and ordered.
4. **Fire Hall retrofit** – A potential project manager has been engaged and the quoting process is underway.
5. **New Fire Hall RFP** – A document has been created and is under review. Site location work is ongoing.
6. **Fire Training grounds** – The GNWT Lands department is being engaged for an update on land transfer process for the new site.



Adam McNab
Director of Protective Services



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: April 28, 2025
Subject: Home Occupation: DPA-008-25

PURPOSE:

Joel Ngeze has submitted a Home Occupation Development Application. This application is for the operation of a mobile vehicle detailing service at the following location:

Lot	Block	Plan	Zone	Civic Address
22-1	NA	1439	R2	18-1 Pigeon Ave.
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 mobile vehicle detailing services. If the applicant deviates from their proposed business model an operation of this nature could see an increase in vehicle and foot traffic. 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).

n 298

n 298

22-2

22-1

20

19

18

23

Plan 298

Plan 1439

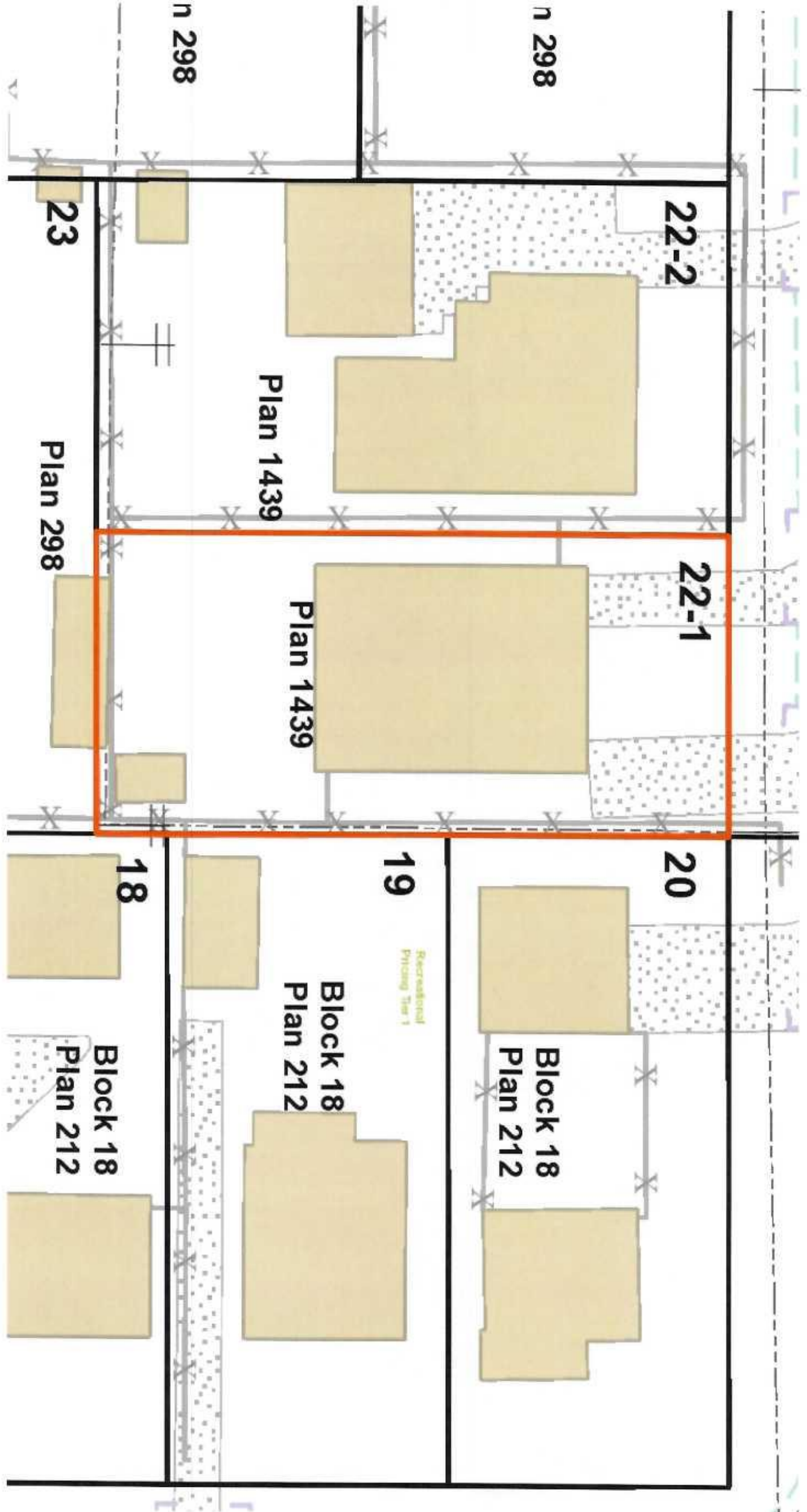
Plan 1439

Block 18
Plan 212

Block 18
Plan 212

Block 18
Plan 212

Recreational
Pricing Tier 1





FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: JOEL NGEZE Interest (if not owner): _____
 Telephone: 867-688-6880 Email: joengeze@gmail.com
 Mailing Address: 18 PIGEON-AVENUE

Owner Information (if different than applicant):

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

Property Information:

Civic Address to be Developed: 1-18 Pigeon Avenue OXE OPO
 Zoning: _____ Lot# _____ Block# _____ Plan# _____
 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: _____
 Proposed Use(s) of Property (if applicable): _____

Estimated Cost of Project: \$ _____

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 06 / 2025
 Date

 Owner's Signature (if different than applicant)

 Date



TOWN OF FORT SMITH

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

Application No. _____

REQUIRED ITEMS

PROPOSED DEVELOPMENT(S):

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

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

1. CONSTRUCTION:

Proposed Building Dimensions:

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

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



TOWN OF FORT SMITH

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

Application No. _____

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: Cleaning service
- 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: _____



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

RECEIVED
 FEB 04 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 01/28/2025		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Joel Ngeze		Name of Business NA	
Business Street Address 18 Pigeon Ave., Fort Smith, NT X0E 0P0		Legal Address Lot: Plan:	Mailing Address General Delivery
Phone Number 867-688-6880		Fax Number NA	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address joengeze@gmail.com		Business Website: NA	
Do you wish to receive email newsletters from the Town regarding Business opportunities? <input 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:			
<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>			
My business will offer automotive detailing at the customer's property. I will not have customers vehicles on my property or visiting my home, There will be no increased traffic on my residential street. My residence will be used for bookkeeping and paperwork only.			
Date of Commencement (If New or Non-Resident): 02/01/25		Date of Termination (If Non-Resident):	Number of Employees Full Time: 1 Part Time:

264254

I, Joel Ngeze, 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**

Joel Ngeze
 Signature of Applicant

NA
 On Behalf of (Name of Business)

 Signature of Development Officer

 Date

Joel Ngeze
#1-18 Pigeon Ave
Fort Smith, NT X0E0P0
(867)-688-6880



The Town of Fort Smith
174 McDougal Road
Fort Smith, NT X0E0P0
(867)-872-8400

February 20, 2025

To Whom it May Concern:

My name is Joel Ngeze and I have been a resident of Fort Smith, NT since October 2024. I have been working with the Fort Smith RCMP Dispatch as a custodian worker. I am writing to introduce my small business idea, which I believe will benefit the community.

I am proposing a mobile vehicle cleaning and detailing service, specifically for RCMP employees in Fort Smith. The business will provide both exterior and interior cleaning at the client's location, offering a convenient and time-saving solution. This way, clients will not have to visit my office or work area.

With over five years of experience in custodial and cleaning services, I have developed strong attention to detail and a commitment to maintain high cleanliness standards. My background includes work with trusted companies across Alberta, and I hold certifications such as WHMIS, First Aid/CPR, and other safety training to ensure a safe and professional service. Additionally, my experience as a janitor and guard with the RCMP has reinforced my ability to operate in secure and professional environments.

I am confident that this business will provide a high-quality, reliable, and efficient cleaning service to the Fort Smith community. I appreciate your time and consideration and would love the opportunity to discuss this further. Please feel free to reach out to me at 867-688-6880 or joengeze@gmail.com with any questions or concerns.

Sincerely,

Joel Ngeze

To whom it may concern,

Joel Ngeze currently resides at 18-1 Pigeon Ave,
Fort Smith NT. He has resided here since October
2024.

If you have any questions, please feel free to
contact me through phone, Cell: 867-688-4976.

Isabelle Menacho





Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: April 30, 2025
Subject: Home Occupation: DPA-014-25

PURPOSE:

Krystal Brown has submitted a Home Occupation Development Application. This application is for the operation of Krystal Brown Ceramics at the following location:

Lot	Block	Plan	Zone	Civic Address
306	NA	207	R1	25 McDougal 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:

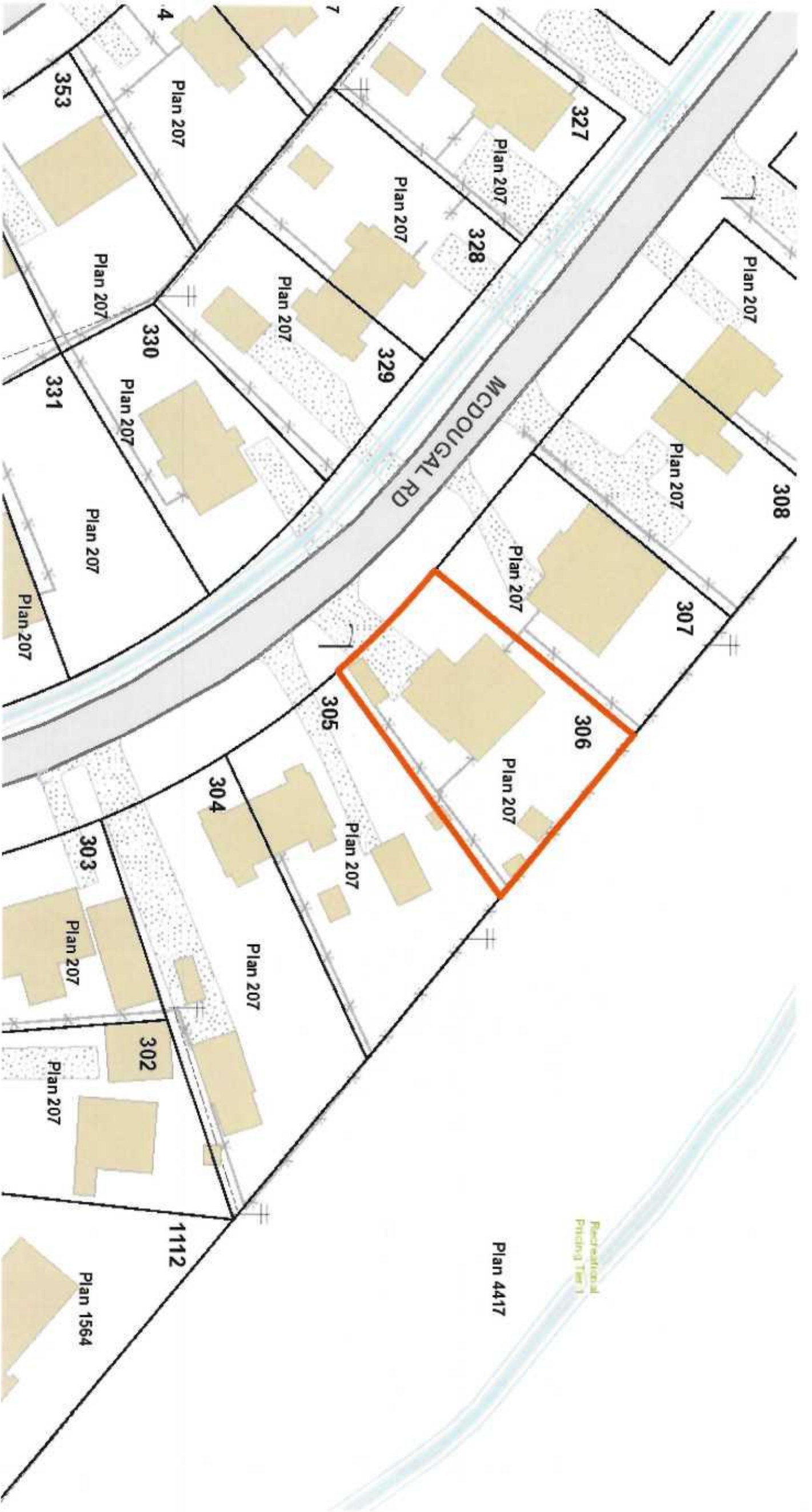
A Home Occupation Business License application has been received that indicates operations including designing & making ceramics, coordinating & Advertising classes, and offering private lessons. An operation of this nature will see an increase in vehicle and foot traffic. Equipment may be stored on 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 to create nuisance traffic, and noise contravening the Zoning Bylaw 936 part 8.1 (1).





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 23 April 2025		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Krystal Braun		Name of Business Krystal Braun Ceramics	
Business Street Address 25 McDougall Road		Legal Address Lot: 306 Plan: 207	Mailing Address PO Box 1411
Phone Number 867-686-1780		Fax Number	Can your business info be put on the Town's website? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address Krystal Braun Ceramics@gmail.com		Business Website:	
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:			
<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>			
Designing and making ceramics; coordinating/advertising classes at in collaboration with local organizations; offering private lessons for individuals			
Date of Commencement (If New or Non-Resident): May 31st, 2025		Date of Termination (If Non-Resident):	
		Number of Employees: Full Time: Part Time: 1	

I, Krystal Braun, 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

Krystal Braun Ceramics
 On Behalf of (Name of Business)

 Signature of Development Officer

 Date



Government of Northwest Territories / Gouvernement des Territoires du Nord-Ouest

PARTNERSHIP AND BUSINESS NAMES ACT

LOI SUR LES SOCIÉTÉS EN NOM COLLECTIF ET LES RAISONS SOCIALES

CERTIFICATE OF REGISTRATION

CERTIFICAT D'ENREGISTREMENT

I HEREBY CERTIFY THAT

JE CERTIFIE PAR LA PRÉSENTE QUE

KRYSTAL BROWN CERAMICS

is this day registered as a business name under the *Partnership and Business Names Act* of the Northwest Territories

est ce jour enregistré comme nom commercial en vertu de la *Loi sur les sociétés en nom collectif et les raisons sociales* des Territoires du Nord-Ouest

This Registration expires on **2029-01-23** unless renewed prior to expiry.

Cet enregistrement expire le **2029-01-23** à moins d'être renouvelé avant l'expiration.

Date of Registration
Date d'enregistrement

2025-01-23



FOR REGISTRAR OF CORPORATIONS
REGISTRAIRE DES SOCIÉTÉS PAR ACTIONS



FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Krystal Braun Interest (if not owner): _____
 Telephone: 867-686-1780 Email: KrystalBrownCeramics@gmail.com
 Mailing Address: PO Box 1411, Fort Smith, NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: Raphael Jeansonne Gelinas
 Telephone: 819-913-8313 Email: Saemal1@hotmail.com
 Mailing Address: PO Box 1411

Property Information:

Civic Address to be Developed: 25 McDougall Road
 Zoning: _____ Lot# 306 Block# _____ Plan# 207
 or Certificate of Title: _____
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: 78066 square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: Residential
 Proposed Use(s) of Property (if applicable): Home business

Estimated Cost of Project: \$ 8000 - electrical panel upgrade - current panel is not to code.

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:

[Signature]
 Applicant's Signature
[Signature]
 Owner's Signature (if different than applicant)
[Signature]

23 April 2025
 Date
APRIL 23 2025
 Date
April 23, 2025



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: Ceramics business - Making pottery and teaching/private lessons
- Business License Number: none - this application must be approved first!
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? Yes
- Is this Home Occupation incidental and subordinate to the residential use? Yes
- Does this Home Occupation preserve the character of the residential use? Yes
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? Yes
- Planned commencement date: May 31st, 2025



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: April 28, 2025
Subject: Variance Request: DPA: 032-24

PURPOSE:

Carl Raap has submitted a variance request for his development DPA-032-24 at this location:

Lot	Block	Plan	Zone	Civic Address
782	NA	490	RMH	11 Tamarac Cr.
or Certificate of Title:			NA	

BACKGROUND:

This property is zoned RMH and having an accessory building in front of the principal building is not permitted in this zone.

CURRENT SITUATION:

The placement of the principal building has been completed with the arrangement of the power lines interfering with the planned placement of the garage behind the residence. The owner is requesting to be allowed to place the garage in front of the residence instead in order to avoid the power lines while maintaining setback requirements.

CONSIDERATION:

This variance request directly contravenes the Zoning Bylaw 936 Section 6.3 (2)

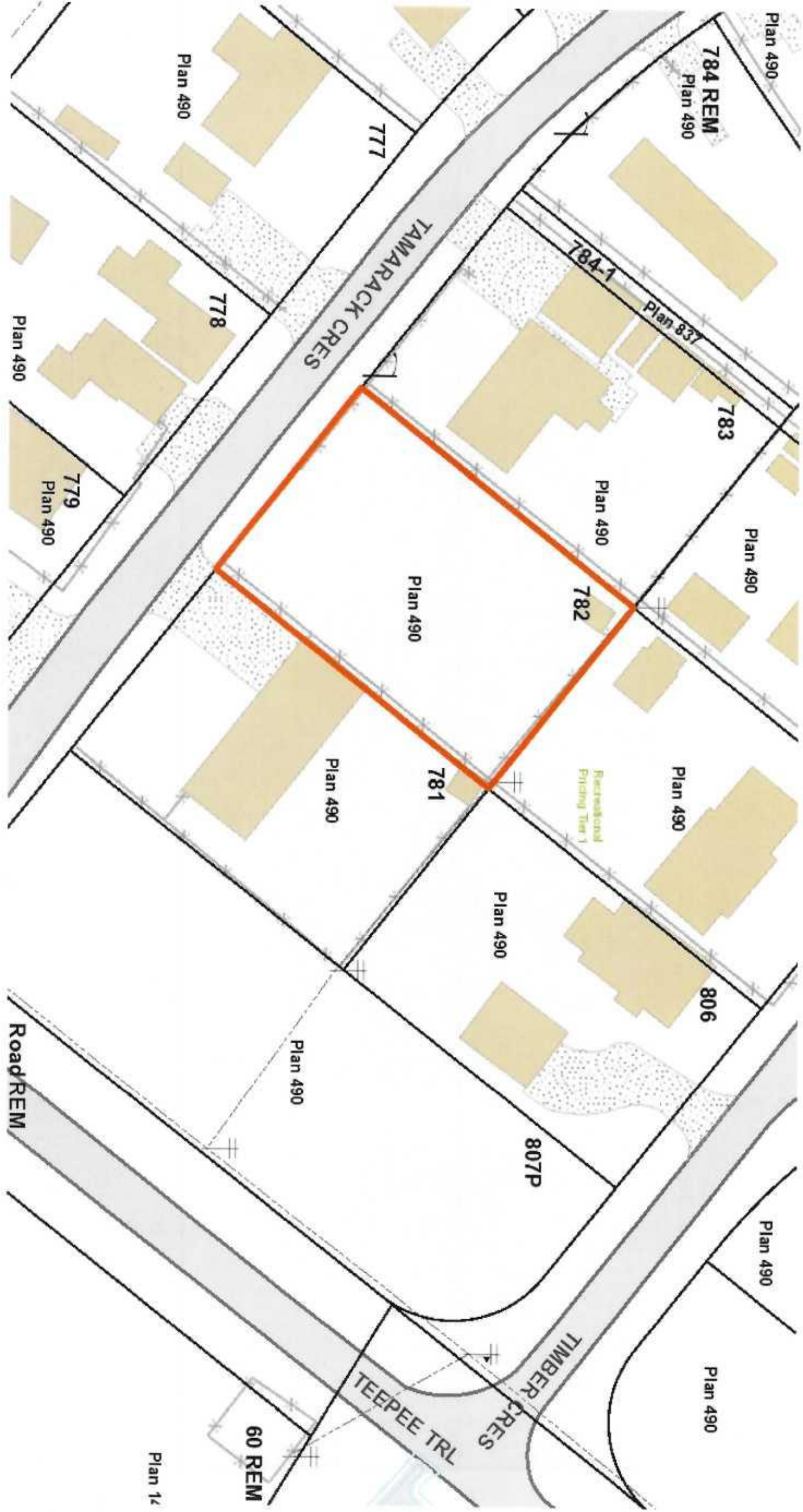
*“Side and Rear Yard provisions for accessory buildings are reduced to not less than 1 metre providing that overhanging eaves shall not be less than 0.6 metres from any lot line and **the accessory structure shall not be in front of the principal building.**”*

Granting a variance of this nature will set a precedent for other developments to request similar variances to contravene the bylaws.

Options to accommodate this development would include the applicant petitioning NTPC to move the power, change it to below ground service, or incorporating the garage into the primary structure.

RECOMMENDATION:

The Lands Department recommends this variance be denied as it would be in direct contravention of our bylaws, community plan, and Councils vision for the community.



Apr 15/2025

NOTES:

Council of Fort Smith

Attached is a new plan for 11 Tamarac Crescent. I would have proceeded with the old drawing however NWPC took the power from a different pole which would be over the garage on the previous drawing. Please consider this new drawing as we can't proceed as the previous drawing would be illegal and not very safety conscience due to overhead wires running over the garage. Thank you.

Carl Raap

Carl Raap

100 ft

shed

Garage
24x27

8x8
Deck

Trailer
20x76

Deck
8x42

Original
DPA-032-24

Street

10/23

100 ft

shed

Deck

Trailer
20x76

Deck

deck
with
steps

Garage

100 ft

100 ft