



**Protective Services Standing Committee Meeting
June 3, 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. DELEGATIONS

E. DIRECTOR'S REPORT

- a. Protective Services Director's Report

F. ADMINISTRATION

- a. Briefing Note – DPA-026-25 Home Occupation Development Application
Sweetgrass Healing Centre Inc.
- b. Briefing Note – DPA-028-25 Home Occupation Development Application
Smokelicious
- c. Briefing Note – DPA-030-25 Home Occupation Development Application
Rooted Resilience.

G. OTHER BUSINESS

H. EXCUSING OF COUNCILLORS

I. DATE OF NEXT MEETING

J. ADJOURNMENT



Protective Services Standing Committee Meeting May 6th, 2025

MINUTES

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

Present: Cr. Benwell, Cr. Heaton, Cr. Bathe, Cr. Karasiuk, Mayor Fergusson, Cr. Tuckey, Cr. Cr. Cox, and Cr. Couvrette
Regrets: D/M Keizer
Staff Present: Tracy Thomas, Senior Administrative Officer
Shanna Schaefer, Reception (acting recording secretary)
Adam McNab, Director of Protective Services

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:34 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. Cox

Seconded by: Cr. Bathe

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Cr. Karasiuk

Seconded by: Mayor Fergusson

The minutes from the Protective Services Standing Committee Meeting on April 1st, 2025, be adopted as presented.

PASSED

c. Vision and Values

d. Declaration of Financial Interest

C. DELEGATIONS

D. DIRECTOR'S REPORT

a. The Protective Services Director Report for April

Director of Protective Services, Adam McNabb, presented his report covering fire protective services, training sessions, and collaboration with the ECC on FireSmart programming. He highlighted progress in assessing community hazards and plans to pool resources for a more effective fire season response.

He also reported that the Land and Development Officer is actively processing permits and business licenses, by-law enforcement is focused on traffic issues (particularly ATVs) and vehicle safety, and animal control calls have increased with warmer weather. A public meeting is scheduled for May 15, 2025, to discuss emergency response management with the community.



Protective Services Standing Committee Meeting May 6th, 2025

An Emergency Notification System was successfully launched, sending out 1,200 text messages. OHS orientations for staff are underway to improve awareness and coordination with Protective Services.

Mayor Fergusson requested a Public Service Announcement (PSA) to inform the community about fire practices and prevent public concern, also inquiring about fire ban guidelines. McNabb explained that nearby residents will be notified of fire practice activities when possible, but weather conditions may limit advance notice. Partial fire bans may be issued depending on wildfire risks, and burn permits will continue until deemed unsafe.

Council members asked about various issues:

- **Cr. Heaton:** Indigenous lawn burning practices – McNabb confirmed lawn burning is allowed with a burn permit and safe practices.
- **Cr. Karasiuk:** Online access to burn permits – McNabb confirmed they are available online and can be submitted by email.
- **Mayor Fergusson:** PSAs about development and permitting processes – McNabb acknowledged the current focus is on wildfire season, but communications staff are working on it.
- **Mayor Fergusson:** Increased by-law enforcement after hours – McNabb said this is under consideration, with adjustments to shifts being explored.
- **Cr. Cox:** FireSmart initiatives with other institutions – McNabb noted upcoming activities with Aurora College at Gran Detour.

E. ADMINISTRATION

a. Briefing Note – DPA-008-25 Home Occupation Joel Ngeze

Moved by: Cr. Cox

Seconded by: Cr. Tuckey

That DPA-008-25, submitted by Joel Ngeze, to operate a mobile vehicle detailing service, from Lot 22-1, Plan 1439, 18-1 Pigeon Ave., Fort Smith, be approved.

PASSED

No questions; passed unanimously.

b. Briefing Note – DPA-014-25 Home Occupation Krystal Brown Ceramics

Moved by: Cr. Karasiuk

Seconded by: Cr. Bathe

That DPA-014-25, submitted by Krystal Brown, to operate a pottery designing & making studio, and offering private lessons, from **LOT 306, PLAN 207, 25 McDougal Rd.**, Fort Smith be approved.

PASSED

c. Briefing Note – DPA-032-24 Variance Request – Carl Raap

Moved by: Mayor Fergusson

Seconded by: Cr Karasiuk

That the Development Permit Application DPA 032-24, submitted by Carl Raap, be denied as it is in direct contravention of the Town's Zoning Bylaw and Community Plan.

PASSED

- **Mayor Fergusson** raised concerns about increased traffic and crowding at the space.



Protective Services Standing Committee Meeting May 6th, 2025

- **Director McNabb** responded that applications must comply with bylaws and safety regulations, including the National Electrical Code.
- Mayor Fergusson inquired if parking had been discussed with the applicant; McNabb confirmed it had not been discussed specifically but is generally considered during application reviews.
- **Cr. Bathe** raised concerns about parking spaces and sidewalk parking bylaws.
- **Cr. Tuckey** asked about development permit timelines, and McNabb clarified that work typically needs to start within 12 months.

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

Moved by: Cr. Cox

Seconded by: Cr. Bathe

That D/M Keizer be excused from the Protective Services Standing Committee Meeting on May 6th, 2025.

PASSED

H. DATE OF NEXT MEETING

The next Protective Services Standing Committee Meeting will be on June 3rd, 2025.

I. ADJOURNMENT

Moved by: Cr. Karasiuk

Seconded by: Cr. Cox

That the meeting be adjourned at 7:05 pm.

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.



Department: Protective Services

Date: May 30, 2025

Subject: Monthly Report

RECOMMENDATION:

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

Fire/EMS Response Activities

Fort Smith Fire/EMS responded to 37 calls in May 2025, including 8 Fire Calls and 29 EMS calls. Call volume across Fire and EMS were at or above the 5-year average.

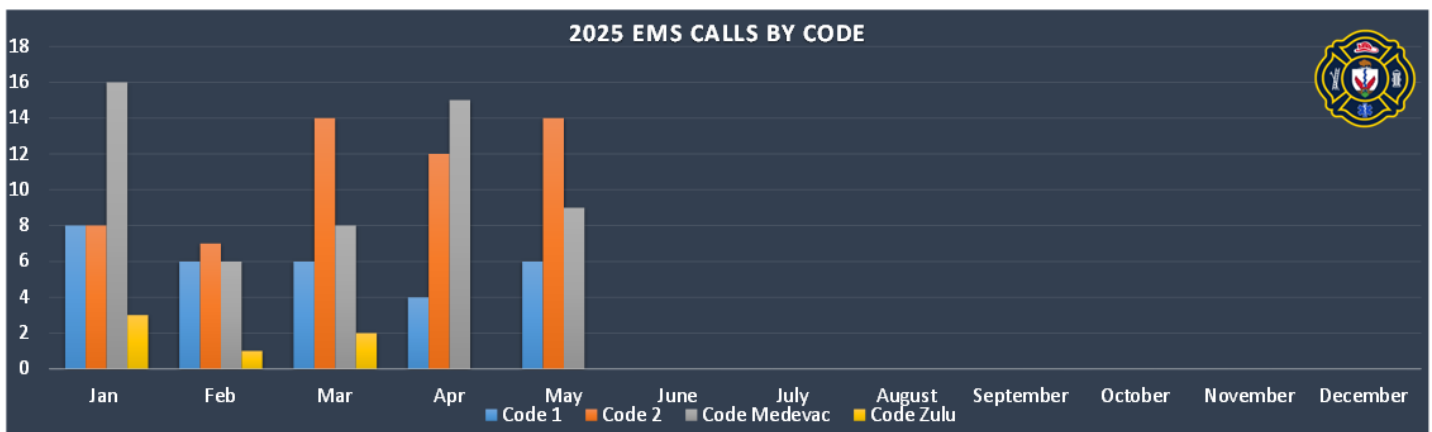
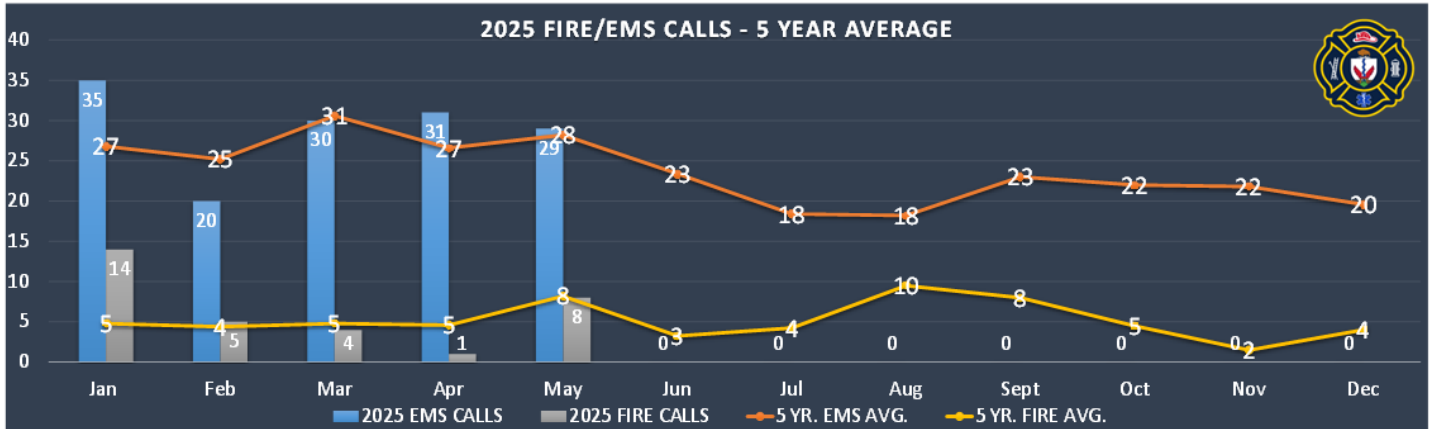
NFPA 1001 Structural Firefighter training continues. The 2025 group just finished their first written exam! They are working hard and doing a great job in the program!

As Vice President of the NWT Fire Chiefs Association, Fire Chief Adam McNab is sitting on a newly formed Wildland Urban Interface Working Group to establish a WUI program and standards for the Northwest Territories in partnership with ECC.

Fire/EMS Training Activities

Fire/EMS conducted 10 training events during May 2025. This training has supported NFPA 1001, FireSmart Assessments, and focused on wildland response.

Wildland Urban Interface (WUI) firefighter training will continue to be a focus into the summer season.



Live Fire Exercises

Prescribed burning within our community is a valuable tool that the Fort Smith Fire Department has used for many years. This year we were limited to only two prescribed burns. Weather conditions rapidly changed from spring to summer, and the risk of uncontrolled fire behavior was too high.

The first burn accomplished adjacent to the Liquor Store was a great success. The team deployed forestry lines, observed wildland fire behavior, employed ignition tactics, and set up some structure protection equipment for training and equipment familiarization. This training event was just in time. Only 4 days later the Fort Smith Fire Department responded to the wildland event East of Axe Handle Hill Park.

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!

The Department has started conducting assessments and is continuing to schedule more. This week we did a refresher course for all the assessors in preparation for the summer season.

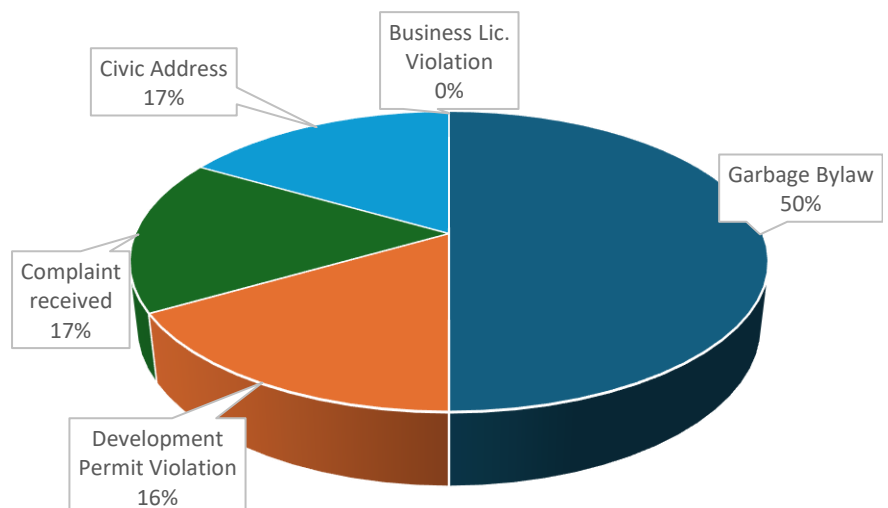
Land & Development Summary

Lands and Development Officer Nick Carbery has been busy processing development permits and business licenses. At this time of year, we see a lot of new applications and work with people on completing outstanding permits.

As Protective Services has built capacity and become more sophisticated, we have been able to better implement legislation including our Business Licensing and Zoning Bylaw. To ensure public safety, fire safety inspections of food preparation establishments will be conducted. Requirements of the National Fire Code of Canada related to commercial cooking operations will be upheld through these Fire Department "Company Inspections".

Lands Enforcement Activity

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



REPORT TO COUNCIL

Licensing Report

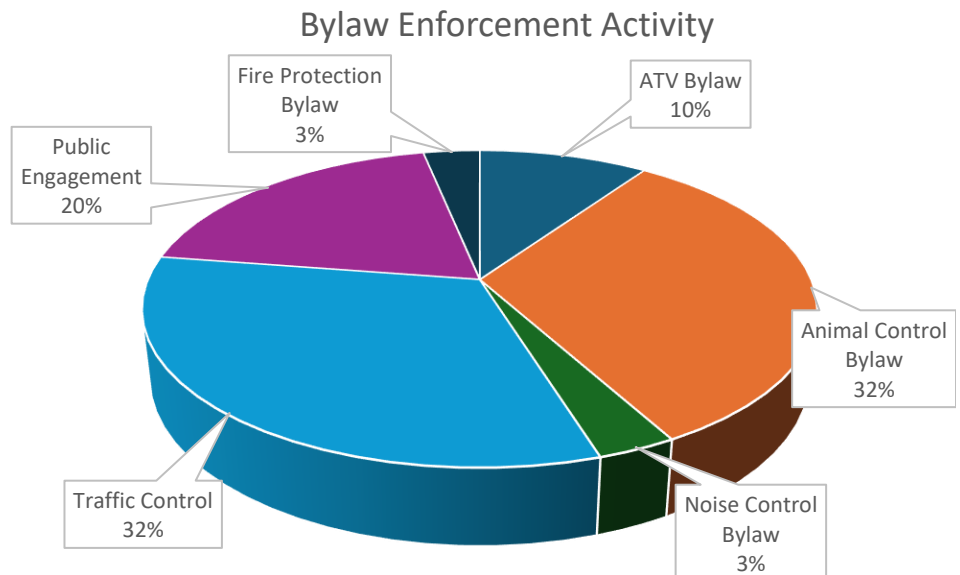
Business License Holder	Number	Address	Notes
Burt Buckley	140	104 28th St Hay River	Sale of fish
Yves St-Cyr	141	51 Pelican St	Home improvement
Wyatt Scheller	142	79 Riverview Dr	tool sales
John P Cumming	143	378 Calder Ave	Snow removal services
Brandon Kikoak	144	338 Calder Avenue	Artist management, promotion, studio construction
Michelle McNeill	145	Highway 5	Plumbing, drain cleaning, heating, private sewage
Orkin Canada	146	4415 97 St.	Pest control services
Anna Kikoak	147	338 Calder Avenue	Restaurant full service and catering
Caleb W. Derksen	148	59 Portage Ave.	Haircutting
Marilyn Taylor	149	936 Mackenzie Hwy	Mechanical contracting
Russell Pozdnikoff	150	407-4727 46 St	furnace and duct cleaning
Tom Wasylshyn	151	177 Wintergreen	Mobile steam and pressure wash services
Molly McAllister	152	195 McDougal Rd	Mharmacy and retail
Development Permit Holder	Number	Address	Notes
Darren Linaker	DPA-015-25	56 Tamarac Cr.	Construction
SRFN	DPA-016-25	19 Chief Squirrel Ave.	Construction
SRFN	DPA-017-25	21 Chief Squirrel Ave.	Construction
SRFN	DPA-018-25	17 Chief Squirrel Ave.	Construction
SRFN	DPA-019-25	23 Chief Squirrel Ave.	Construction
SRFN	DPA-020-25	25 Chief Squirrel Ave.	Construction
SRFN	DPA-021-25	27 Chief Squirrel Ave.	Construction
SRFN	DPA-022-25	L: 3125 P: 91552	Sign
SRFN	DPA-023-25	L: 3149 P: 91552	Sign
Nsixty	DPA-024-25	101 King St.	Excavation
Craig MacPherson	DPA-025-25	20 Pine Cr.	Excavation
Kristielyn Jones	DPA-026-25	13 Poppy Cr.	Home Occupation
Katherine Lepine	DPA-027-25	18 Dickens	Construction
Raphael	DPA-028-25	25 McDougal Rd.	Home Occupation
Leonard Desjarlais	DPA-029-25	6 St. Mary's St.	Construction
Leah Mercredi	DPA-030-25	56 Pelican St.	Home Occupation
Dog Tag Holder	Number	Address	Notes
Sheri Beamish	17	177 Wintergreen	One Time
Sheryl & Gavin Olvera	18	10 S. S. Sparrow Drive	One Time
Jeff & Laura Schwanzenberger	19	5 St. Alphonse Dr.	One Time
Jeff & Laura Schwanzenberger	20	5 St. Alphonse Dr.	One Time
lisa mya fraser	21	52 caribou cres	One Time
RICHARD & KIMBERLY MAWN	22	43 PINE CRESCENT	One Time
jay & venessa cochrane	23	48 timber cr	One Time
jay & venessa cochrane	24	48 timber cr	One Time

Bylaw Enforcement Summary

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. We are receiving many complaints about the illegal operation of motor vehicles by minors. Minors are behaving erratically, speeding, stunting, and running from law enforcement on public roadways. Bylaw is partnering with RCMP to address this issue. Motor Vehicle Act fines that may total over \$2,500.00 will be issued. Motor vehicles including dirt bikes, quads, side by sides, minibikes, and any other gas-powered vehicles that are enforceable under the ATV Bylaw may be seized as well.

The Speed trailer is being moved to areas of concern brought forward by residents. Speeding and aggressive acceleration of vehicles has been a concern throughout Pine Cres. and Calder Ave. This behavior often occurs outside of business hours and well into the night. With many children out, we have a zero-tolerance policy for this kind of behavior. Residents have requested speed bumps be considered.

ATV Bylaw	3
Animal Control Bylaw	10
Noise Control Bylaw	1
Traffic Control	10
Public Engagement	6
Fire Protection Bylaw	1
Taxi Livery	0
TOTAL	31



Emergency Management

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.

The Town of Fort Smith Emergency Management Plan and notification system have been put to the test! A great response effort was seen at the first wildfire of the year. An operational After-Action Review was conducted in partnership with ECC and Parks Canada to identify gaps, improve inter-agency cooperation, and better utilize communication tools.

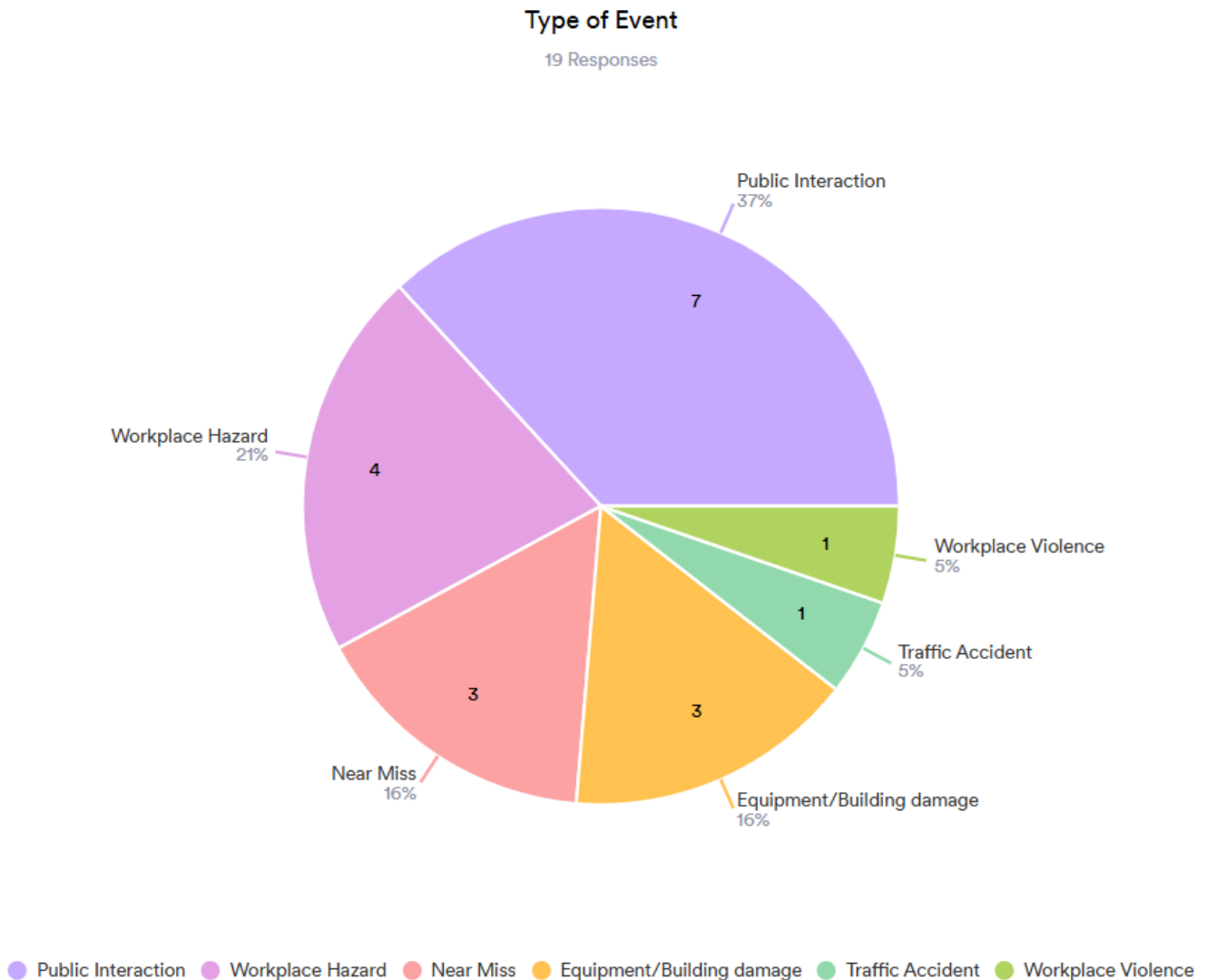
The fire weather conditions have been high to extreme for the past month. Major wind events, higher than season temperatures, and extremely low humidity have increased risk. The Town implemented a Fire Restriction on May 23rd and moved to a Complete Fire Ban on May 27th. The Fire Ban aligned with ITI Parks and Campgrounds doing the same. The Fort Smith Metis requested that their campgrounds at Thebacha be included in the messaging.

REPORT TO COUNCIL

Occupational Health and Safety

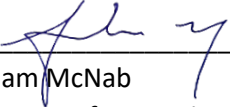
The Town Occupational Health and Safety program online app continues to be updated, allowing employees to access the most current safety information from any job site at any time. The Joint Occupational Health and Safety Committee met last week, and the next meeting is scheduled for June 26, 2025.

Below are the May 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 has completed upgrades to the EMS laptop used for response reporting and has received and implemented 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 scope of work has been created, Maskwa has been chosen as the project manager, and a full quote based on scope of work is being created for Council review.
5. **New Fire Hall RFP** – A document has been created and is under review. A preferred site location has been identified across from the Fort Smith Health Center. This land is currently owned by House NWT. Discussions are ongoing for a potential land swap. Once options have been identified, a briefing not will be brought before Council.
6. **Fire Training grounds** – The GNWT Lands department is being engaged for an update on land transfer process for the new site.
7. **Replacement Ambulance** – Specifications for a replacement ambulance have been drafted. As there are only 3 potential suppliers in Canada, invitational tenders will be provided to each.



Adam McNab
Director of Protective Services



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: May 26, 2025
Subject: Home Occupation: DPA-026-25

PURPOSE:

Kristielyn Jones has submitted a Home Occupation Development Application. This application is for the operation of Sweetgrass Healing Centre Inc. at the following location:

Lot	Block	Plan	Zone	Civic Address
359	NA	207	R1	13 Poppy Cre.
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:

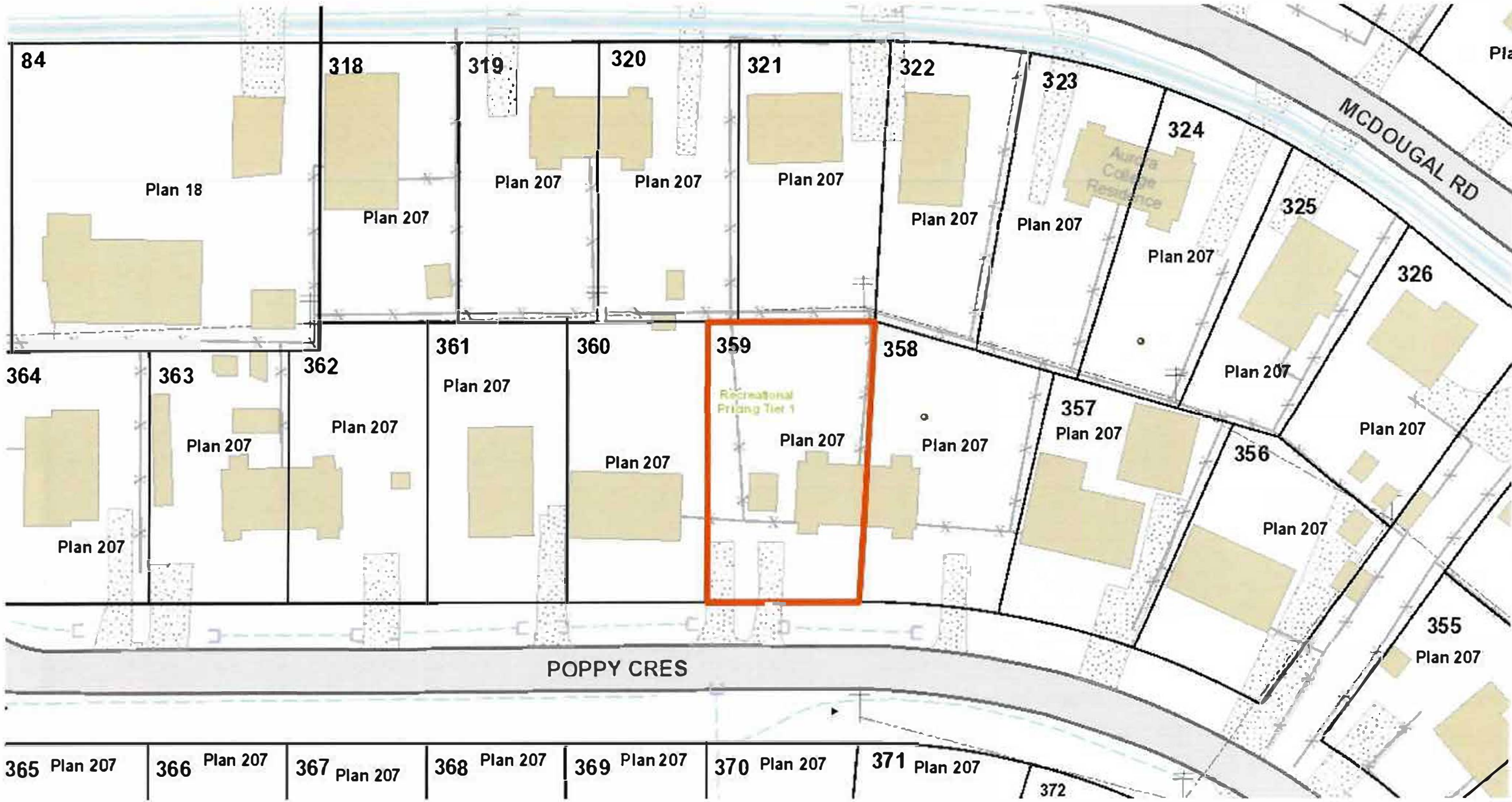
A Home Occupation Business License application has been received that indicates operations including virtual & mobile consulting and coaching. An operation of this nature will see minimal increase in vehicle and foot traffic. No equipment will be stored on sight. No construction, or signage shall occur.

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).





DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Kristielyn Jones Interest (if not owner): Tenant
 Telephone: 867-688-8390 Email: contact@sweetgrasshealing.net
 Mailing Address: PO Box 1 Fort Smith, NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: George Peterson
 Telephone: 867-872-0900 Email: ravenforestfarm@gmail.com
 Mailing Address: _____

Property Information:

Civic Address to be Developed: 13 Poppy Crescent
 Zoning: _____ Lot# _____ Block# _____ Plan# _____
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
 Existing Use(s) of Property: Residential
 Proposed Use(s) of Property (if applicable): Home-based Business Virtual Operations

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:

Kristielyn Jones
 Applicant's Signature

5/16/25
 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 03/20/2025		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Kristielyn Jones		Name of Business Sweetgrass Healing Centre Inc.	
Business Street Address 13 Poppy Crescent		Legal Address Lot: Plan:	Mailing Address NA
Phone Number 867-688-8390		Fax Number	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address contact@sweetgrasshealing.net		Business Website: www.sweetgrasshealing.net	
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>			
Virtual-based counselling, wellness, consulting and coaching services. Will offer services in-person at client sites and events for emotional support services, consulting services, and wellness services.			
Date of Commencement (If New or Non-Resident): 05/16/25		Date of Termination (If Non-Resident):	Number of Employees Full Time: <u>1</u> Part Time: _____

I, Kristielyn Jones, 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**

Kristielyn Jones
Signature of Applicant

Sweetgrass Healing Centre Inc.
On Behalf of (Name of Business)

Signature of Development Officer

Date

March 23 2025

To Whom it May Concern

I am the owner of 13 Poppy Crescent in Fort Smith. Kristielyn Jones will be renting this residence from me beginning in April 2025. I have no problem with Kristielyn operating a small business from this residence during her tenancy.

Please contact me directly if you have any questions or concerns related to this.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Peterson".

George Peterson
867-872-0990
Email: ravenforestfarm@gmail.com



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: May 26, 2025
Subject: Home Occupation: DPA-028-25

PURPOSE:

Raphael Jeeanssonne-Gelinas has submitted a Home Occupation Development Application. This application is for the operation of Smokelicious 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:

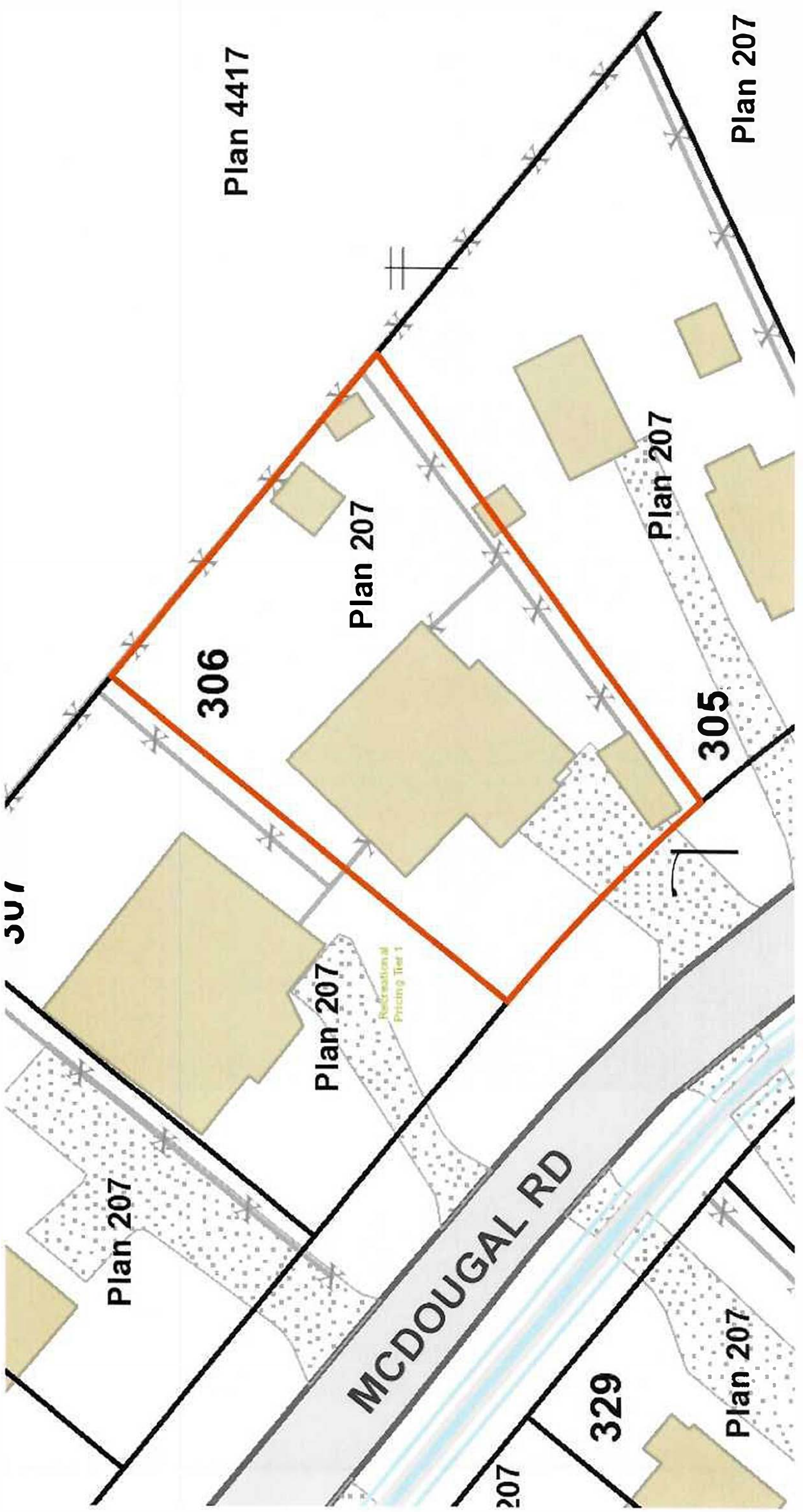
A Home Occupation Business License application has been received that indicates operations including manufacturing and selling of smoked & cured meats. An operation of this nature will see an increase in vehicle and foot traffic and involve the use of a smoker. Equipment will be stored on sight. No construction, 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 to create nuisance traffic, smoke, and noise contravening the Zoning Bylaw 936 part 8.1 (1).





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: Raphaël Jeansonne-Géling Interest (if not owner): _____
 Telephone: 819-913-8313 Email: saemal1@hotmail.com
 Mailing Address: po 1411, 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: 25 dth gaut od
 Zoning: Residential Lot# _____ Block# _____ Plan# _____
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
 Existing Use(s) of Property: Residential house / home occupation
 Proposed Use(s) of Property (if applicable): second business as home occupation

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

5/5/25

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. _____

4. PROPOSED RELOCATION

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

- Planned Date of Move: _____

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

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

5. PROPOSED DEMOLITION

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

6. PROPOSED SIGN

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



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

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

Date of Application 05/04/2025		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Raphaël Jeansonne-Gélinas		Name of Business Smokélicious	
Business Street Address 25 Mcdougal rd		Legal Address Lot: Plan:	Mailing Address po 1411
Phone Number 819-913-8313		Fax Number	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address saemal1@hotmail.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>			
The business is making smoked meat, smoked fish and cured meat and sausages. The target production is to smoke two or three times per month for the different markets in town. I also plan to sell directly to client, the traffic at the house should be minimal. No modification to the house will be required.			
Date of Commencement (If New or Non-Resident): 07/01/25		Date of Termination (If Non-Resident):	
		Number of Employees Full Time: Part Time: 1	

I, Raphaël J. Gélinas, 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

Smokélicious
 On Behalf of (Name of Business)

 Signature of Development Officer

 Date



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: May 26, 2025
Subject: Home Occupation: DPA-030-25

PURPOSE:

Leah Mercredi has submitted a Home Occupation Development Application. This application is for the operation of Rooted Resilience at the following location:

Lot	Block	Plan	Zone	Civic Address
20	NA	14	R2	56 Pelican 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 gardening consulting and guidance. An operation of this nature could see an increase in vehicle and foot traffic if operations deviate from the intended. 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).

Road

PENGUIN DR

670

Plan 358

671

20 REM

Plan 358

1260

Plan 1647

Plan 14

1261

Plan 1647

674

Plan 358

PELICAN ST

Road

PARTRIDGE AVE

Plan 4741

Plan 220

Plan 220

1847

Plan 4793

11

Plan 220

12

Plan 22

17

Plan 299

16

Plan 299

15

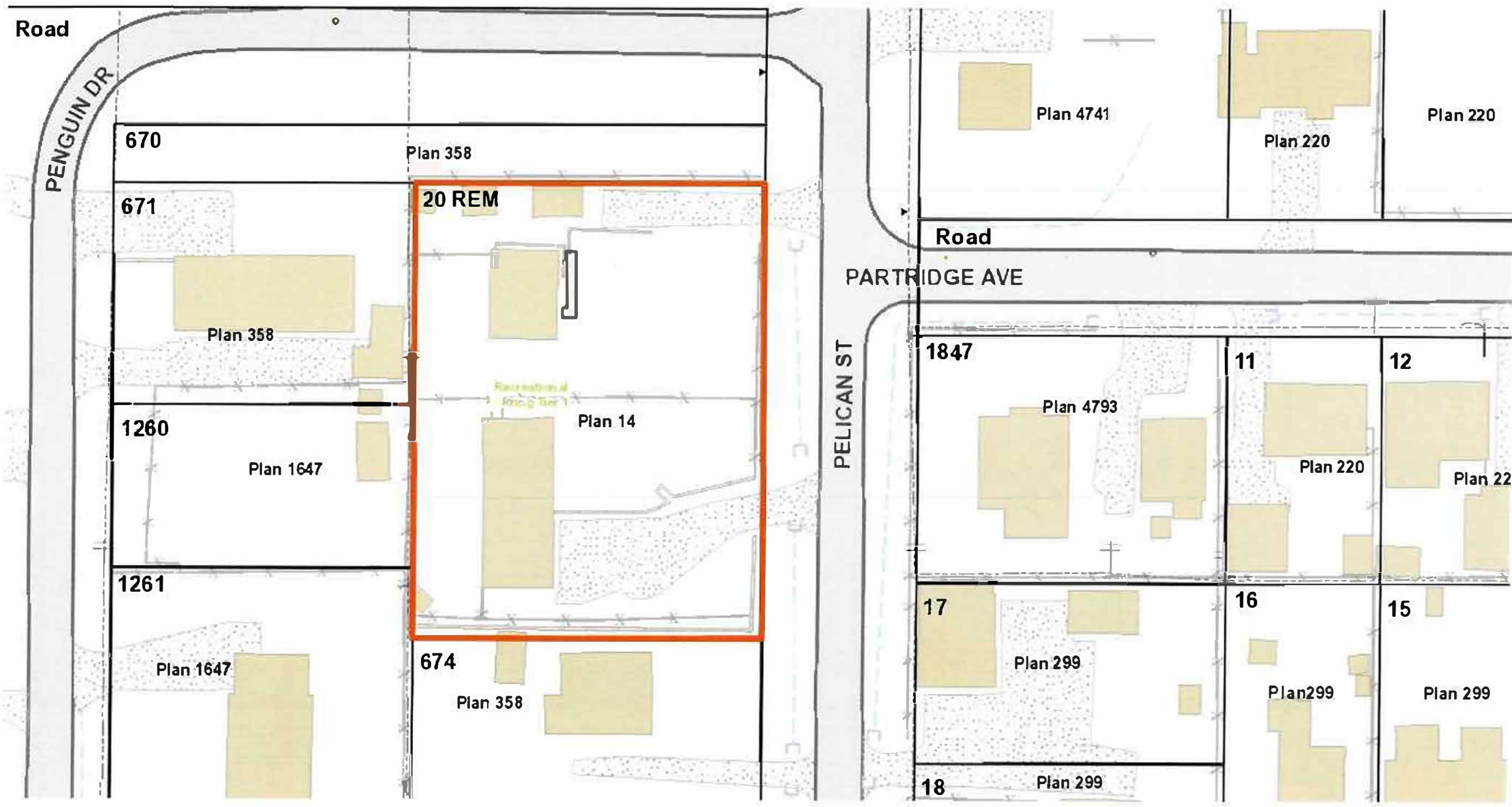
Plan 299

18

Plan 299

Plan 299

Plan 299





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: Rene Mercredi Interest (if not owner): _____
 Telephone: 867-621-0041 Email: lean_ren_n@nwt.com
 Mailing Address: Box 762 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: 56 Pelican Street
 Zoning: Residential Lot# 20 Block# _____ Plan# 14
 Lot Width: 150 metres Lot Depth: 225 metres Lot Area: 3135.4776 square metres
 Existing Use(s) of Property: Residential
 Proposed Use(s) of Property (if applicable): Residential and Home Business

Estimated Cost of Project: \$ 0

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

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

SIGNATURE:

_____	_____
Applicant's Signature	Date
<u>Rene Mercredi</u> <small>Digitally signed by Rene Mercredi Date: 2025.05.21 09:05:49 -06'00'</small>	<u>5/21/25</u>
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: 0 Length: 0 Height: 0 Area: 0

- 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: NA
- Length (metres) NA Width (metres) NA Depth (metres) NA
- 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 05/09/2025		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Leah Mercredi		Name of Business Rooted Resilience	
Business Street Address 56 Pelican Street		Legal Address Lot: 20 Plan: 14	Mailing Address box 762
Phone Number 867-872-0717		Fax Number	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address rootedresiliencefortsmith@gmail.com		Business Website:	
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>			
-Gardening Workshops & Consulting:** Hands-on training and personalized guidance. -Proposal Writing Services:** Supporting organizations seeking funding for food security projects. -No foot traffic. No vehicle traffic -Monday to Friday: 8:30am - 5:00pm -No signs installed -No construction. Most business will be online			
-events held offsite			
Date of Commencement (if New or Non-Resident): May 12, 2025	Date of Termination (if Non-Resident):	Number of Employees Full Time: 1 Part Time:	

I, Leah Mercredi, 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**

Leah Mercredi
Digitally signed by Leah Mercredi
 Date: 2025.05.21 06:38:03 -06'00'

Signature of Applicant

Rooted Resilience
 On Behalf of (Name of Business)

On Behalf of (Name of Business)

Signature of Development Officer

Date