



Protective Services Standing Committee Meeting July 8th, 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. DPA-033-25 Home Occupation Pimâtisiwin Designs
- b. DPA-031-25 Home Occupation Larcon
- c. Briefing Note – 25 Portage Ave Variance Request

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

H. DATE OF NEXT MEETING

I. ADJOURNMENT



Protective Services Standing Committee Meeting June 3rd, 2025

MINUTES

The Protective Services Standing Committee Meeting was held on
Tuesday, June 3rd, 2025 @ 6:30 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, 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
Sham Jayakodige, Acting Director of Corporate 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 acknowledgement of First Nations.

B. DECLARATION OF FINANCIAL INTEREST

C. REVIEW

a. Agenda

Moved by: Cr. Karasiuk

Seconded by: Cr. Cox

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Cr. Cox

Seconded by: Mayor Fergusson

The minutes from the Protective Services Standing Committee Meeting on May 6th, 2025, be adopted as presented.

PASSED

c. Vision and Mission

D. DELEGATIONS

RCMP – Policing Report for the month of May

In May, the RCMP investigated 204 occurrences, which is 50 more than the previous year. Key highlights include:

- 73% decrease in reported drug offenses
- Focused on road safety through targeted enforcement and check stops
- Continued efforts on reconciliation and community engagement
- Increase in certain types of incidents:
 - Break and enters: 15 year-to-date (compared to 19 total last year)
 - Mental health calls: 13 this month
 - Theft and disturbing the peace incidents are up.



Protective Services Standing Committee Meeting June 3rd, 2025

Corporal Doucet noted that the increase in reported crimes might actually be positive, as it indicates more community members are willing to report incidents. They're also working on proactive approaches, such as victim services, referrals, and potential youth engagement programs. The report emphasized a desire to be more community-oriented and less purely reactive in their policing approach.

E. DIRECTOR'S REPORT

a. The Protective Services Director Report for May

Emergency Services responded to 37 calls in May. Key highlights include:

Firefighter Training:

- Continuing 10-month structural firefighter training program
- Firefighters recently completed their first exam

Wildfire Preparedness:

- Working on wildland urban interface program
- Deployed structural protection equipment on a recent wildfire
- Preparing for potential fire scenarios, especially near Fort Fitzgerald

Training and Community Safety:

- Conducted 10 training events in the past month
- Fire smart programming is ongoing
- Completed refresher training for 7 fire smart assessors

Emergency Management:

- Monitoring wildfires in the Portsmouth area
- Working with Alberta and local agencies on fire response
- Preparing water supply and structure protection strategies

IT and Operational Upgrades:

- Completed IT upgrades
- Transitioned to SharePoint for better remote access
- Acquired laptops for improved mobility

The report also touched on community concerns about ATV usage and potential safety education initiatives.

F. ADMINISTRATION

a. Briefing Note – DPA-026-25 Home Occupation Sweetgrass Healing Centre Inc.

Moved by: Cr. Cox

Seconded by: Mayor Fergusson

That DPA-026-25, submitted by Kristielyn Jones, to operate a virtual-based counselling, wellness, consulting, and coaching services - Sweetgrass Healing Centre Inc., from Lot 359, Plan 207, 13 Poppy Cres., Fort Smith, be approved.

PASSED



Protective Services Standing Committee Meeting June 3rd, 2025

b. Briefing Note – DPA-028-25 Home Occupation Smokelicious

Moved by: Cr. Tuckey

Seconded by: Cr. Cox

That DPA-028-25, submitted by Raphael Jeanson-Gelinas, to operate the production of smoked meats, fish and cured meats and sausages, from Lot 306, Plan 207, 25 McDougal Rd, Fort Smith, be approved.

PASSED

c. Briefing Note – DPA-030-25 Home Occupation Rooted Resilience

Moved by: Cr. Cox

Seconded by: Cr. Benwell

That DPA-030-25, submitted by Leah Mercredi, to operate gardening workshops & consulting business, from Lot 20, Plan 14, 56 Pelican St., Fort Smith, be approved.

PASSED

G. OTHER BUSINESS

H. EXCUSING OF COUNCILLORS

I. DATE OF NEXT MEETING

The next Protective Services Standing Committee Meeting will be on July 8th, 2025.

J. ADJOURNMENT

Moved by: Cr. Karasiuk

Seconded by: D/M Keizer

That the meeting be adjourned at 7:41 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.



REPORT TO COUNCIL

Department: Protective Services

Date: July 03, 2025

Subject: Monthly Report

RECOMMENDATION:

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

Fire/EMS Response Activities

Fort Smith Fire/EMS responded to 40 calls in June 2025, including 9 Fire Calls and 31 EMS calls. Call volume across Fire and EMS were at or above the 5-year average.

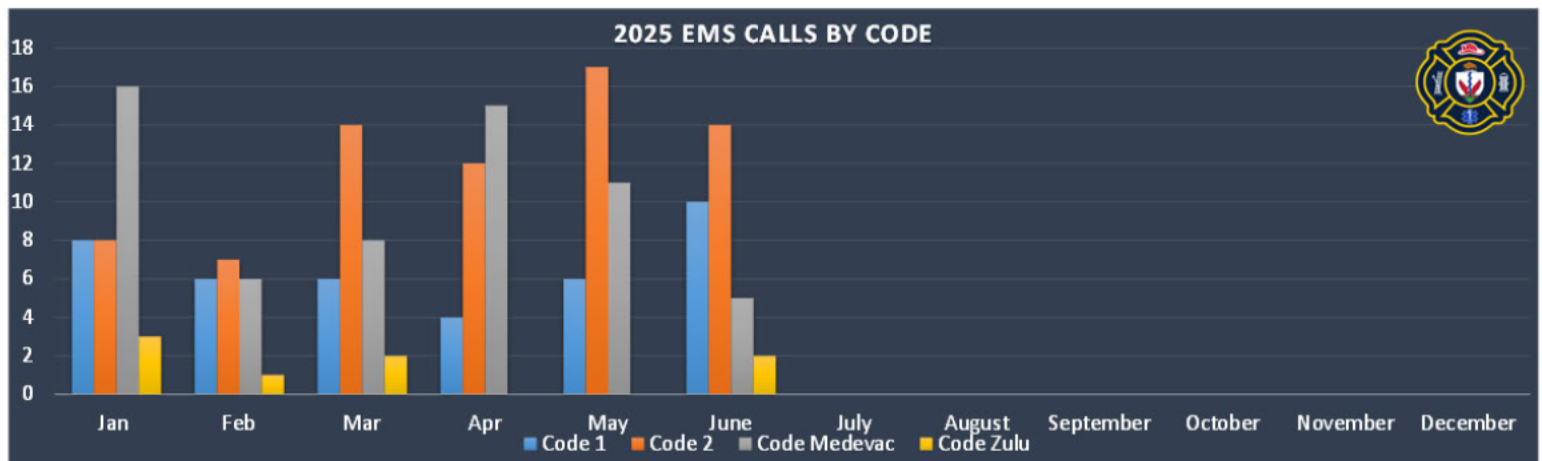
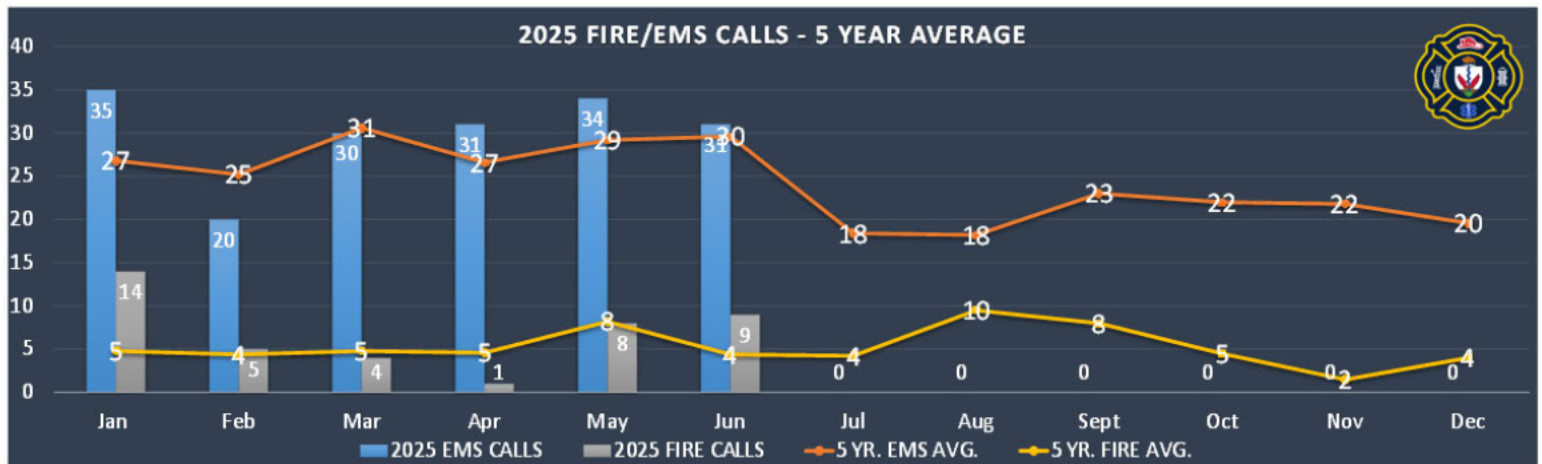
NFPA 1001 Structural Firefighter training continues. The 2025 group just finished their second written exam! They are working hard and doing a great job in the program!

The dissolution of the GNWT School of Community Government and cuts to the Fire Training Fund have created uncertainty around fire training in the territory. Fire chiefs are now under pressure to deliver training in-house, which offers flexibility but also highlights the need for additional paid support, as volunteer officers alone cannot meet the required training standards.

Fire/EMS Training Activities

Fire/EMS conducted 12 training events during June 2025. This training has supported NFPA 1001, FireSmart Assessments, and focused on wildland response.

NFPA 1001 training will be the primary focus for the remainder of the summer season.



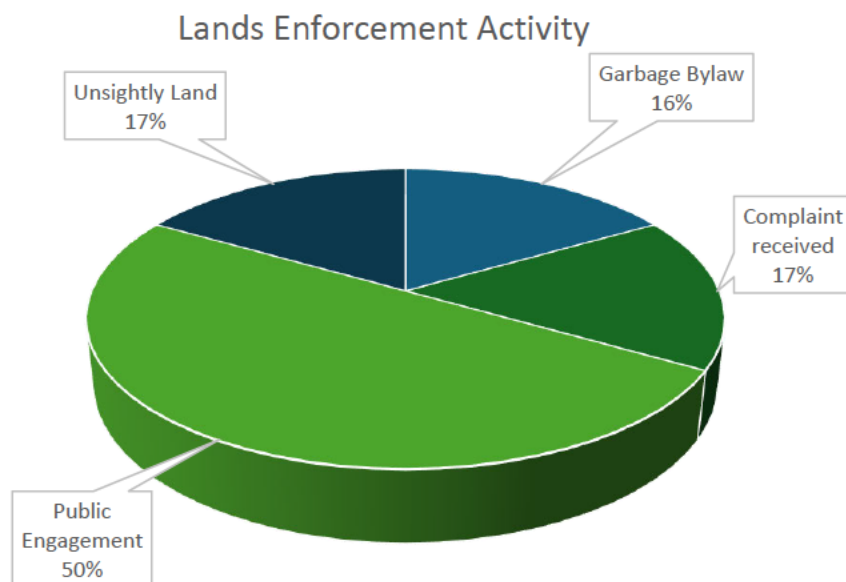
REPORT TO COUNCIL

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.

The number of new enforcement files does not adequately represent the fact that we continue to pursue over 100 open enforcement files.

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



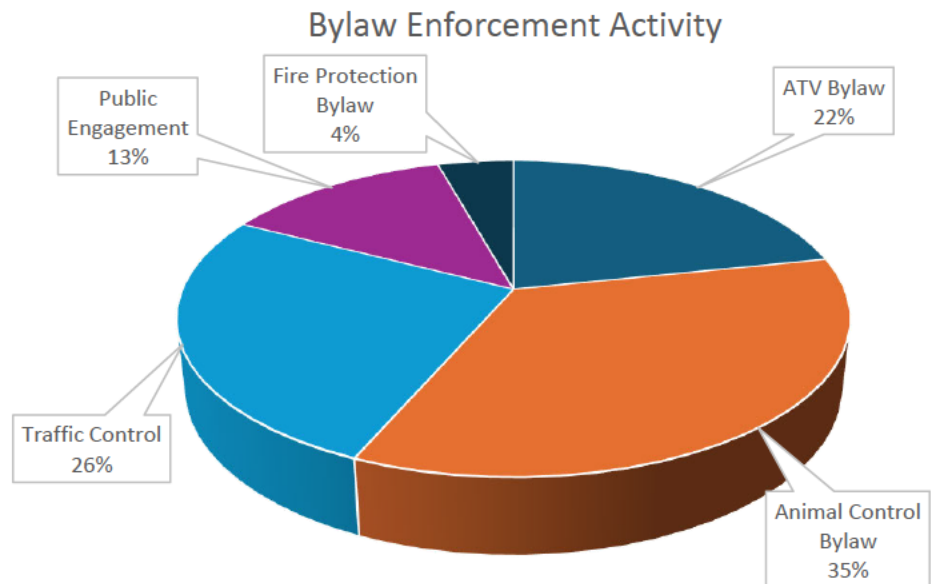
Licensing Report

<u>Business License Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Adelaide Colucci	153	17 Penguin	Baked Goods / Crafts
Theoron Daniels	156	57 Portage	Construction / Repair
Joel Ngeze	160	18 Pigeon	Auto Detailing
<u>Development Permit Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Larry Benwell	DPA-031-25	4 Wren Cr.	Home Occupation
Andrew Grenier	DPA-032-25	60 Field St.	Relocation
<u>Dog Tag Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Tim Nadary	24	36 Raven	One Time
Erika Bell	25	111 Field	One Time
Barry / Rita Bernherdt	26	270 McDougal	One Time
Daniel Scott	27	178 McDougal	One Time
Bobby Bourque	28	21 Whitford	One Time
Dana Jackson	29	36 #2 Woodbison	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 still 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.

ATV Bylaw	5
Animal Control Bylaw	8
Noise Control Bylaw	0
Traffic Control	6
Public Engagement	3
Fire Protection Bylaw	1
Taxi Livery	0
TOTAL	25



Emergency Management

The emergency management plan and associated resources are in place for the remainder of the 2025 wildfire season. Work continues to make improvements as events occur.

The recent downturn in fire weather is a welcome change! We continue to have a fire restriction that allows residents to safely and responsibly enjoy outdoor fires in approved fire pits burning dry seasoned firewood.

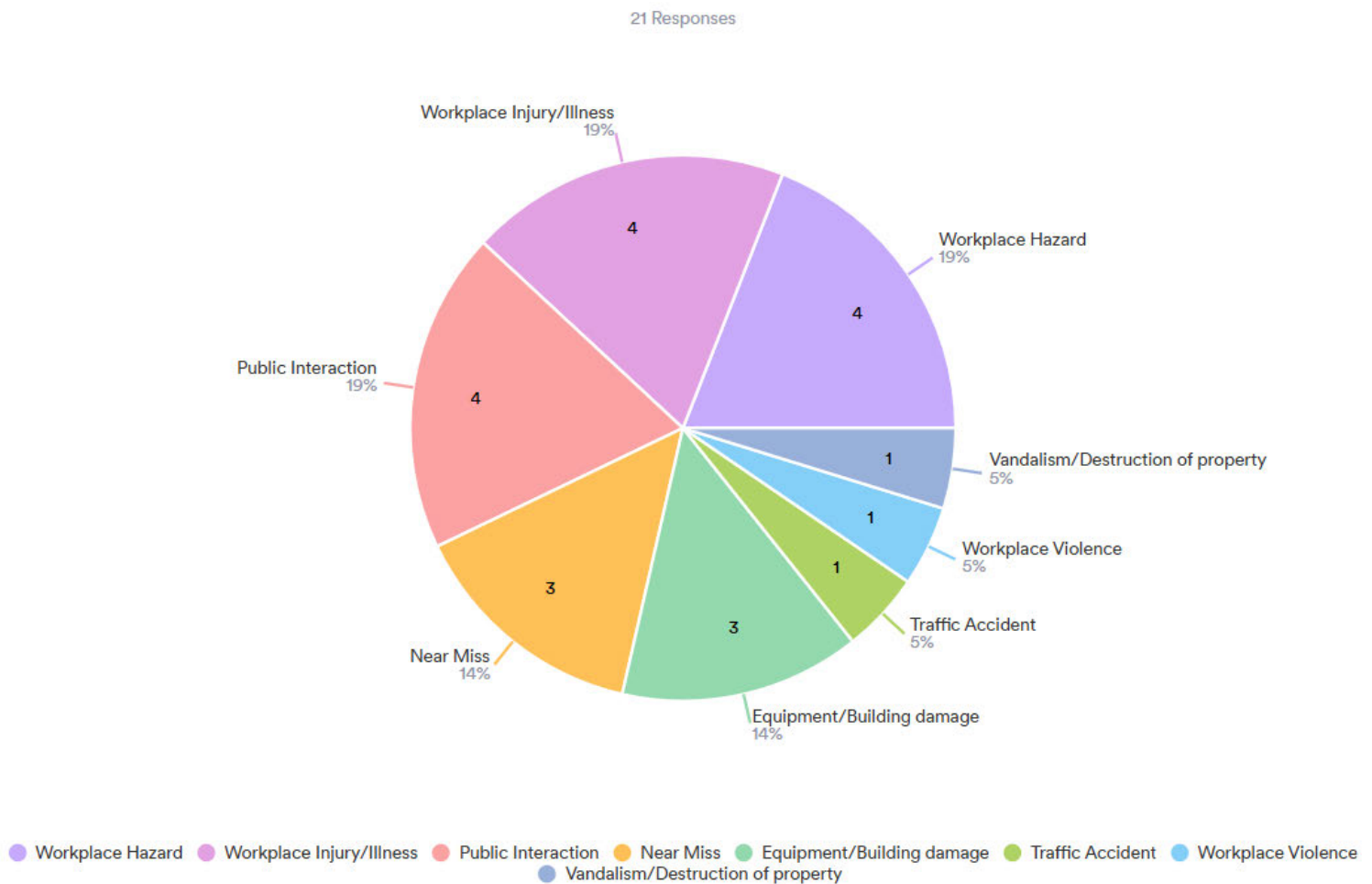
There have been instances of garbage and unapproved materials being burnt that have led to fire department responses. Protective Services will continue to push public messaging.

REPORT TO COUNCIL

Occupational Health and Safety

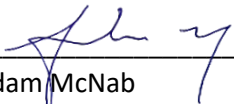
The Town Occupational Health and Safety program online app continues to be updated, allowing employees to access the most current safety information from any job site at any time. The Joint Occupational Health and Safety Committee met last week, and the next meeting is scheduled for July 24th, 2025.

Below are the June 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. **Emergency Equipment Evergreen** – Equipment including SCBA tanks and structural firefighting hose has been identified for replacement and ordered.
2. **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.
3. **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.
4. **Fire Training grounds** – The GNWT Lands department is being engaged for an update on land transfer process for the new site.
5. **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.
6. **Fire Break Maintenance** – A tender is being released for the mowing and maintaining of fire breaks and large grassland areas around Fort Smith.



Adam McNab
Director of Protective Services



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: July 27, 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:

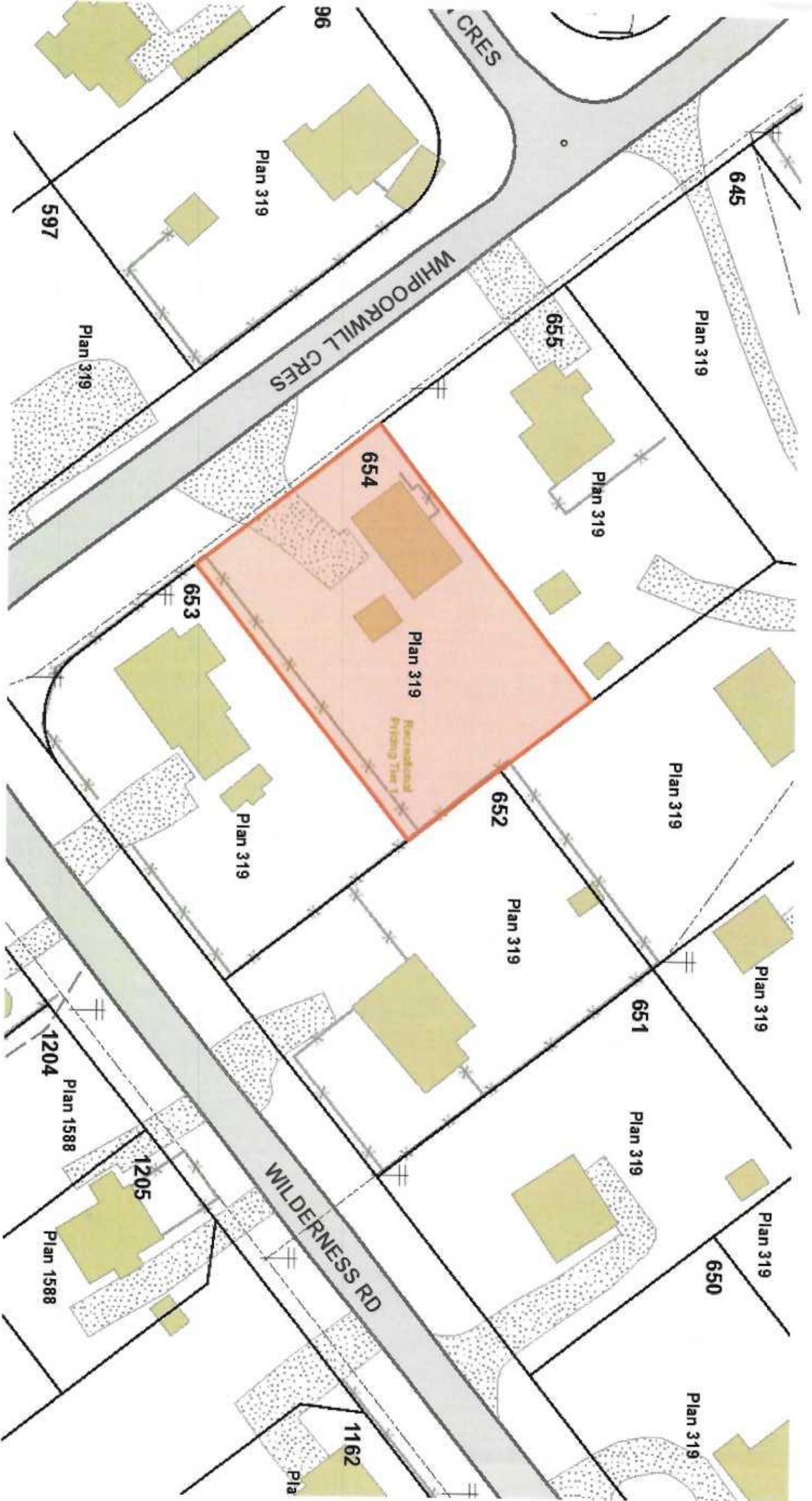
A Home Occupation Business License application has been received that indicates operations including manufacturing and selling of traditional crafts. An operation of this nature will see a minor increase in vehicle and foot traffic with most sales being shipped or delivered. Out door tanning equipment 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).





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 WHIPOORWILL 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:

Applicant's Signature

JANUARY 30, 2025

Date

SAME AS ABOVE.

Owner's Signature (if different than applicant)

Date

PD R# 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

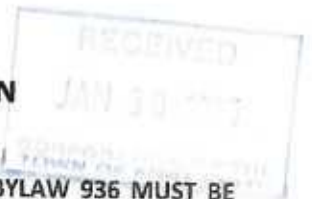
- ☒ Business License Application Completed and Fees Paid.

- ☒ 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 ☐ Commercial ☒ Home Occupation – Includes desk operations ☐ Commercial in a residential zone – Non-conforming ☐ Hawker/Peddler ☐ Junior Business ☐ Charitable Purposes		Type of Business: NON-RESIDENT ☐ Non-resident ☐ Non-resident Vendor ☐ Charitable Purposes	
☐ Change Fee ☐ Late Fee (if renewal received after February 15) ☐ Reduced resident rate (application after Sept. 1 st)			
ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW			
PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS: Include what the business does, how much foot and vehicle traffic there will be, what will be stored on-site, what services or products will be offered, what the hours of operation will be, what signs will be installed, what demolition or construction may occur etc. (Being thorough will avoid delays in processing times. Attach a separate letter if necessary.)			
I 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): FEB 15, 2025	Date of Termination (If Non-Resident):	Number of Employees 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 0 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: June 30, 2025
Subject: Home Occupation: DPA-031-25

PURPOSE:

Larry Benwell has submitted a Home Occupation Development Application. This application is for the operation of Larcon at the following location:

Lot	Block	Plan	Zone	Civic Address
607	NA	319	R1	4 Wren 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:

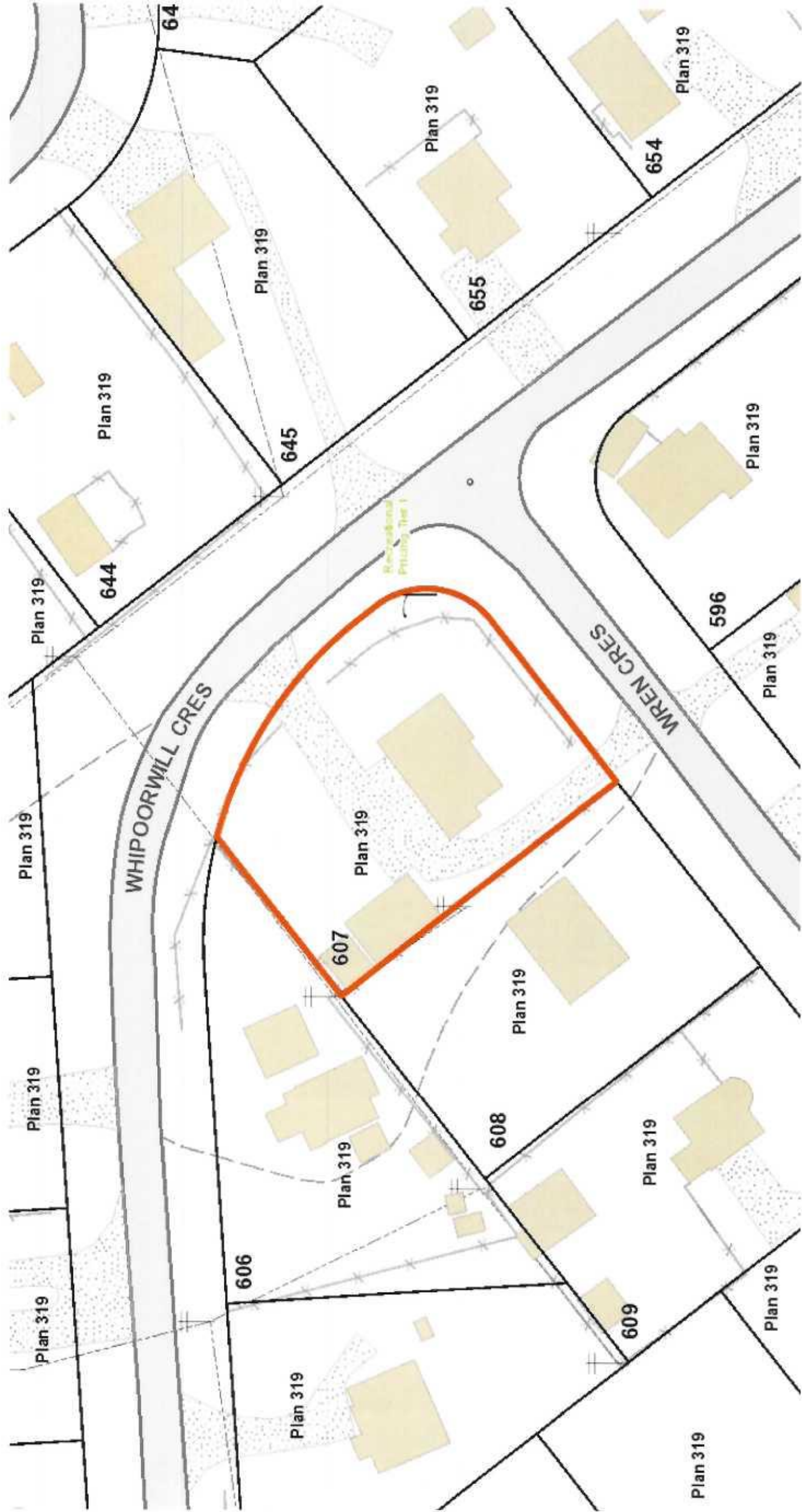
A Home Occupation Business License application has been received that indicates operations including Carpentry and renovations. An operation of this nature could see an increase in vehicle and foot traffic. 2 work vehicles will be stored on sight. No construction, or signage shall occur.

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). The storage of access building materials has the potential to contravene the Unsightly Lands Bylaw 855 part 2 (L-iv).





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

RECEIVED
MAY 30 2025
CITY OF FORT SMITH

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 <u>May 30, 2025</u>		New Application ☒ Renewal ☐	
Name of Applicant <u>Larry Benwell Sr.</u>		Name of Business <u>LARCON</u>	
Business Street Address <u>4 Wren Crescent</u>		Legal Address Lot: <u>607</u> Plan: <u>319</u>	Mailing Address <u>Box 244</u>
Phone Number <u>867 621 0078</u>		Fax Number	Can your business info be put on the Town's website? ☒ Yes ☐ No
Email Address <u>larrybenwellsr@gmail.com</u>		Business Website:	
Do you wish to receive email newsletters from the Town regarding Business opportunities? ☒ Yes ☐ No			
Type of Business: RESIDENT ☒ Commercial ☒ Home Occupation – Includes desk operations ☐ Commercial in a residential zone – Non-conforming ☐ Hawker/Peddler ☐ Junior Business ☐ Charitable Purposes		Type of Business: NON-RESIDENT ☐ Non-resident ☐ Non-resident Vendor ☐ Charitable Purposes	
☐ Change Fee ☐ Late Fee (if renewal received after February 15) ☐ Reduced resident rate (application after Sept. 1 st)			
ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW			
PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS: Include what the business does, how much foot and vehicle traffic there will be, what will be stored on-site, what services or products will be offered, what the hours of operation will be, what signs will be installed, what demolition or construction may occur etc. (Being thorough will avoid delays in processing times. Attach a separate letter if necessary.) <u>Carpentry Construction, footings, siding, roofing, painting,</u> <u>flooring, cabinetry, renovations</u> <u>2 work vehicles</u> <u>8am - 5pm</u>			
Date of Commencement (If New or Non-Resident): <u>June 1, 2025</u>		Date of Termination (If Non-Resident):	
		Number of Employees Full Time: <u>1</u> Part Time: <u></u>	

I, Larry Benwell, 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 (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

Larry Benwell Sr.
Signature of Applicant

LARCON

On Behalf of (Name of Business)

Signature of Development Officer

Date:



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: Larry Benwell Interest (if not owner): _____
Telephone: 867 621 0078 Email: larrybenwellsc@gmail.com
Mailing Address: Box 244 Fort Smith NT

Owner Information (if different than applicant):

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

Property Information:

Civic Address to be Developed: #4 Wren Crescent
Zoning: _____ Lot# _____ Block# _____ Plan# _____
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Existing Use(s) of Property: _____
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:

Larry Benwell
Applicant's Signature

May 30, 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. _____

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.



Briefing Note

To: Mayor and Council
Date: July 03, 2025
Subject: Request for variance – Brenda Dragon 25 Portage Ave

PURPOSE:

To seek Council's direction on a request for variance at 25 Portage Ave.

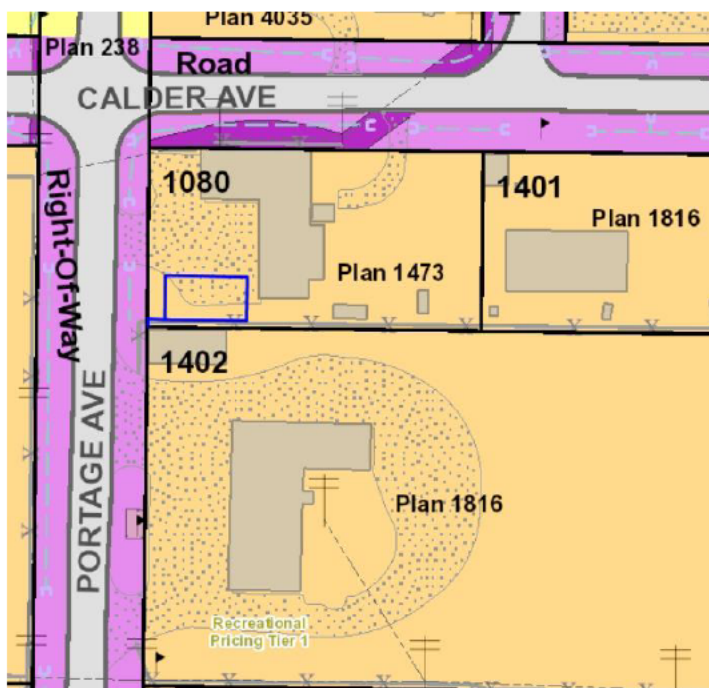
BACKGROUND:

Brenda Dragon, owner of 25 Portage Avenue in Fort Smith has a valid development permit to construct a workshop/garage on the property. The structure will run parallel to an existing fence line between her property and the adjacent service station.

The rear yard setback for a General Commercial lot is 3 meters. Ms. Dragon has submitted a request for variance to reduce the rear yard setback from 3 meters to 1.5 meters to better accommodate the structure and reduce the loss of parking space.

CURRENT SITUATION:

- Map of site and structure:





Briefing Note

- **Explanation of variance:** Mayor and Council approve variances if they do not:
 - Unduly interfere with the amenities of the neighbourhood; or
 - Detract from the use, enjoyment or value of neighbouring parcels of land.

RECOMMENDATION:

That Council approve the rear setback of DPA 045-24 be reduced from 3 meters to 1.5 meters at 25 Portage Avenue in the General Commercial Zone as requested.

Adam McNab - Protective Services

From: Brenda Dragon <brenda@auroraheat.ca>
Sent: July 3, 2025 4:37 PM
To: Adam McNab - Protective Services
Subject: Variance (25 Portage Avenue)

Hi Adam,

We are requesting a variance for the back wall of the proposed building to 5 feet from the property line. Thank you and please let us know if you need any more details.

Warmly,

Brenda

Brenda Dragon
brenda@auroraheat.com
867-445-9178