



Council of the Town of Fort Smith
September 9th, 2025 @ 7:00 PM

AGENDA

1. CALL TO ORDER

- a. Confirmation of Quorum and Acknowledgment of First Nations

2. ADOPTION OF AGENDA

3. DELEGATIONS

- a. RCMP Monthly Policing Report for July 2025

4. APPROVAL OF MINUTES

Regular Meeting of Council August 19th, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

- a. Statement of Disclosure Interest.

7. ADMINISTRATION

- a. Protective Services
 - i. Director's Report
 - ii. DPA-038-25 Home Occupation Luke LeClair
 - iii. DPA-040-25 Home Occupation Artivex Solution
 - iv. DPA-045-25 Home Occupation Executive Administrative Services
 - v. DPA-046-25 Home Occupation Michelle / Sensual Awakening
 - vi. Briefing Note – Land Disposal to Housing NWT
 - vii. Briefing Note - Land Swap with Housing NWT
 - viii. Briefing Note – Wildland Urban Interface
- b. Corporate Services
 - i. Director's Report
 - ii. Accounts Paid List
 - iii. Correspondences
- c. Briefing Note – Donation Request Salt River First Nation

8. COUNCIL BUSINESS

- a. Bylaws and Policies
 - i. Third reading of the Community Plan Bylaw 1060
- b. Appointments
- c. Mayor and Council / Board Representatives

9. DATE OF NEXT COUNCIL MEETING

The next Regular Meeting of Council will be held on September 23rd, 2025, with Community and Municipal Services reports.

10. EXCUSING OF COUNCILLORS

11. ADJOURNMENT



Council of the Town of Fort Smith
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12. QUESTION PERIOD

MONTHLY POLICING REPORT

July 2025

Fort Smith, NT

Fort Smith Detachment

“G” Division

Northwest Territories



The Fort Smith RCMP Detachment investigated a total of 159 occurrences during the month of July 2025 which is 40 more occurrences than July 2024.

Community Policing Priorities:

(1) Community Policing – Communicate effectively

Members participated in several community events during the month. Cst. WOODWARD attended the paint a truck event held in Fort Smith. Cst. KLEAMAN and Cst. PEELO participated in local Canada Day celebrations as well as the Christmas in July event. Cst. KLEAMAN also took part in treaty day event in Fort Fitzgerald.

(2) Substance Abuse – Alcohol and Drugs

The RCMP did not execute any search warrants into countering the illicit drug trade in the month of July. The RCMP further followed up with one report of drug trafficking in the month of July.

(3) Violence in relationships

There were 5 files related to intimate partners and/or violent situations, of these files there was 0 which have led to charges in front of the courts. The RCMP were also involved in 4 files involving Emergency Protection Orders

Prolific Offenders

To address what causes the greatest harm in the Fort Smith RCMP detachment area, a Prolific Offender Management system was created in an effort to identify and monitor those who are most likely to cause the most significant amount of harm to the community. Harm reduction will tie directly into community policing as a priority, and partner engagement will be critical to successful outcomes. Patrols will continue to detect and deter illicit behavior

- One active offender management task for the detachment. No compliance checks documented for the month of July.

Notable Community Events For The Month:

- Treaty Day Fort Fitzgerald
- Canada Day
- Paint the Truck
- Christmas in July

Violations	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (excluding sexual assaults)	18	119	119	239
Sexual Offences	2	10	10	22
Mental Health	8	65	65	134
Wellbeing Checks	13	67	67	101
Drug Offences	2	43	43	68
Impaired Driving	5	14	14	65
Mischief (Property Damage)	4	27	27	58
Possession of Property obtained by crime	0	1	1	2
Break and Enter	5	18	18	19
Theft	6	45	45	93
Disturb the peace and Mischief (Interfere with lawful enjoyment)	28	247	247	461
Other Violations	40	326	326	666
Total Violations	131	982	982	1928

Total Occurrences 159

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	1	10	10	24
Victim Services Referral - Declined	1	48	48	86
Victim Services - Proactive Referral	2	6	6	9
Victim Services - Not Available	0	0	0	0
Victim Services Support to RCMP Call for Service (Attendance)	0	0	0	0
Youth Alternative Measures (YCJA Warnings & Cautions)	4	0	0	0
Youth Diversion (Community Justice Referrals)	0	0	0	0
Adult Diversions (Community Justice Referrals)	0	0	0	0
Emergency Protection Orders	4	9	9	18
Emergency Medical Transport of Patients	0	0	0	2
Prisoners Held (On Detachment's Occurrences)	9	84	84	168

First Nation and Inuit Policing Program/ Letter of Collaboration Priorities	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Community Policing Engagements	2	6	0	0
Reconciliation/Cultural Activities	1	9	0	0
Community Leadership Meetings	0	18	0	0
Cultural Awareness Training	0	0	0	0

Activities to Increase Awareness of Policing	0	6	0	0
School Visits/ Presentations	0	5	0	0

FNIPP – New member in the role part time. No known actions taken specifically for this role.

If you have any questions or concerns regarding this report and would like to discuss it further, please feel free to contact me via phone, email or in person. Respectfully submitted.

Distribution List:

Fort Smith Mayor and Council

Salt River First Nation

Metis Council

“G” Division Criminal Operations

“G” Division Business Manager

Sgt. James Lai District Officer in Charge

S/Sgt. Tim Williams District Advisory Non-Commissioned Officer



Council of the Town of Fort Smith
August 19th, 2025 @ 7:00 PM

MINUTES

The Regular meeting of the Council on 09-25 was held on
Tuesday, August 19th, 2025, @ 7 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Karasiuk, Cr. Bathe, Mayor Fergusson, Cr. Tuckey and Cr. Cox
Regrets: D/M Keizer and Cr. Couvrette
Staff Present: Tracy Thomas, Senior Administrative Officer
Daniel Wiltzen, Economic and Tourism Development Officer (acting recording secretary)

1. CALL TO ORDER

- a. Mayor Fergusson confirms quorum and reads the Acknowledgment of First Nations.

2. ADOPTION OF AGENDA

# 25-191	Moved by: Cr. Karasiuk Seconded by: Cr. Benwell
That the agenda be adopted as amended to include a briefing note on section 8 (h) appointment of acting SAO.	
PASSED	

3. DELEGATIONS

4. APPROVAL OF MINUTES

- a. Regular Meeting of Council 08-25

# 25-192	Moved by: Cr. Heaton Seconded by: Cr. Tuckey
That the minutes of the Regular Meeting 08-25 of August 5th, 2025, be adopted as presented.	
PASSED	

5. BUSINESS ARISING FROM THE MINUTES

6. DECLARATION OF FINANCIAL INTEREST

7. ADMINISTRATION

- a. Community Services

- i. Minutes from the Community Services Standing Committee Meeting on July 15th, 2025
- ii. Director’s Report

Council received a capital project update regarding 30 new trail-sized garbage bins.



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b. Municipal Services

- i. Minutes from the Corporate Services Standing Committee Meeting on July 15th, 2025
- ii. Director's Report

Cr. Karasiuk noted that the capital project report lists the loader replacement as completed and asked whether this means the work is finished and the loader is on its way back, or if it has already returned to town. SAO Thomas will confirm and let Council know.

c. Briefing Note: Spending Authorities – Public Relations

25-193

Moved by: Cr. Heaton

Seconded by: Cr. Benwell

That Council approve a motion authorizing the Mayor to approve expenditures from the Public Relations budget line up to a maximum of \$1,500 per expenditure, provided the total annual spending does not exceed the approved budget allocation.

PASSED

Cr. Karasiuk asked who else accesses the budget line item and whether there is coordination. He questioned how spending is tracked if the Mayor is authorized to spend up to \$1,500 at a time, and how coordination occurs among all individuals using that budget.

SAO Thomas explained that she is the only other person authorized to spend from that budget line. All expenses run through her and are monitored. She added that her executive secretary may make small purchases, such as lunch for a committee meeting, but only under her or the Mayor's direction.

Mayor Fergusson provided an example related to NWTAC, noting that she had personally purchased gifts for a donation and was later reimbursed. She clarified that these expenses are strictly for Town business, such as gifts for the Prime Minister or contributions for events like the NWTAC table, and not for personal spending.

Cr. Karasiuk noted that while multiple users of the budget could create issues, he acknowledged that with only a few individuals accessing it, this should not be a concern.

SAO Thomas stated that all spending follows the same process, with expenses submitted, recorded, and validated. She noted that reimbursements, such as those for the Mayor's personal purchases made on behalf of the Town, come to her for approval.

Cr. Karasiuk clarified that his concern was ensuring communication, as multiple authorized expenses could quickly use a large portion of the budget. SAO Thomas suggested providing Council with regular quarterly or monthly updates on the public relations budget.

d. Briefing Note: Home Occupation DPA-033-25

25-194

Moved by: Cr. Tuckey

Seconded by: Cr. Heaton

That DPA-033-25, submitted by Cassandra Poitras, to operate the production and sale of baked goods and prepared meals, from Lot 343, Plan 207, 26 Pine Crescent, Fort Smith, be approved.

PASSED



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Cr. Benwell asked whether applications that come through also require a fire safety inspection by the Town, such as from a fire marshal, in addition to food handling checks.

SAO Thomas explained that applicants are advised of the requirement to comply with all relevant codes. She added that she would need to confirm whether Town staff conduct site checks.

Cr. Benwell noted that an application showed health inspection approval but a separate fire safety inspection was still required. She questioned why this occurs and whether it applies to all businesses.

SAO Thomas explained that food inspections and fire compliance are handled separately, with food inspections covering operating kitchens and the fire marshal responsible for fire safety. She added that she would confirm the details and provide a follow-up by email.

Cr. Benwell noted that in the Head Start program, food inspections also cover fire safety. Mayor Fergusson shared that in her own business, a health inspection was not sufficient on its own, as a full fire marshal inspection was also required. She noted that even with a clean health inspection, the fire marshal could shut operations down if fire safety requirements were not met. She explained that fire inspections are more extensive, covering systems such as sprinklers and ensuring everything is up to code, and emphasized that they are a separate process from health inspections.

Cr. Cox observed that the environmental health form appeared to be for the 2025 Farmers Market event permit and asked whether it was a long-term application or specific to the market. SAO will confirm the details and provide a follow-up email.

e. Capital Project Update August 2025

Cr. Cox observed that although the year is more than halfway through, only about 15% of the capital budget has been spent. He asked whether this indicates a need for more capacity in project management or across the board, or if it is typical for capital spending to flow this way.

SAO Thomas responded that the situation is a combination of both limited capacity and the normal flow of capital projects. She explained that while staff are advancing projects as able, some invoices had not yet been received as of July 31, and a few projects were temporarily on hold pending the progress of others and cash flow considerations. She confirmed that both factors contribute to the lower percentage of budget spent to date.

Cr. Karasiuk asked if the Recreation Centre exterior entrance improvements included the entrance to the seniors' room.

SAO Thomas confirmed that the Recreation Centre entrance improvements include both the seniors' entrance and the daycare entrance. She noted the work has been quoted and will be completed once scheduling allows, adding that contractor availability is a factor since smaller projects are often delayed in favor of larger jobs.

Cr. Karasiuk complimented the report for being comprehensive and well-prepared. He asked if it would be possible to add color coding, such as green for projects on track and red for those over budget, to help draw attention to specific items. SAO Thomas noted that she will take that into consideration and see what can be done.



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f. Briefing Note: Appointment of Acting Mayor – August 27 to September 2, 2025

25-195

Moved by: Cr. Benwell

Seconded by: Cr. Tuckey

That Council appoint Councillor Karasiuk as Acting Mayor for the period of August 27 to September 2, 2025, in accordance with Section 3 of Bylaw 902 – Council Procedures.

PASSED

g. Briefing Note: Procedures for Bringing Forward New Agenda Items, Concerns, or Public Complaints

h. Briefing Note: Appointment of Acting Senior Administrative Officer (SAO) – August 27 – September 3, 2025

25-198

Moved by: Cr. Karasiuk

Seconded by: Cr. Tuckey

That Council, by motion, appoint Jim Hood, Director of Corporate Services, as Acting SAO for the period of August 27 – September 3, 2025.

PASSED

8. COUNCIL BUSINESS

a. Mayor and Council / Board Representatives

- i. Cr. Tuckey expressed his condolences to all families who have lost a loved one in the last month.
- ii. Cr. Cox mentioned that he has been very busy with work over the past couple of weeks and has not had any meetings. He noted that there are many festivals happening that he feels he is missing out on, and he hoped others are enjoying them.
- iii. Cr. Couvrette - excused
- iv. Cr. Benwell reported that the Whooping Crane Festival at the museum went very well and was well attended. She also noted that Salt River hosted a culture camp at Little Buffalo Falls, which was successful and enjoyable, with cool nights and warm mornings. In addition, the Métis held their camp at Salt River, which was also well attended, and she mentioned that bears were present but monitored.
- v. Cr. Heaton shared that she had the privilege of participating in a six-week summer day camp program in Fort Smith. She highlighted and thanked the many community members and organizations that supported the camp, including Alicia and Jenny Cummings, Salt River First Nation (Caitlin Moore), Town staff (Prescott, Daniel, and Austin), Bruce and Jerry for public swimming, Sam and Michelle with the library, Parks Canada (Luke and Taylor), Miss Joan Bevington with tennis, ECC (Angela and Susie), the Junior Wildfire Centre, Arise Trend Stokes, the community garden project, the Fort Smith Animal Shelter, and staff at Baker.

She also introduced an initiative being explored through the Communications Committee called *Just Serve*, an online portal that connects volunteers with local organizations and projects. By registering, organizations can post



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opportunities, and individuals can receive automatic notifications about volunteer needs in their area, such as the food bank, animal shelter, or community events. Cr. Heaton also noted that while Town staff are already at capacity, this tool could centralize volunteer coordination and strengthen community engagement. She intends to bring a presentation to Council for consideration and, if approved, present it to the community.

- vi. Cr. Karasiuk expressed strong support for the *Just Serve* initiative, noting its potential to centralize volunteer information and make it easier for people to know when and where they are needed. He said the program could start small and expand over time, while also giving the Town the ability to track volunteer contributions. This, he added, would help with recognizing outstanding community members through initiatives such as volunteer of the month or year. He credited Cr. Heaton for introducing the idea after attending meetings in Ottawa and for generating enthusiasm within the committee.

He also took a moment to wish the former Director of Community Services well as she begins a new role teaching high school biology, and offered safe travel wishes to local students heading back to post-secondary studies. In addition, he mentioned attending a housing workshop and needs assessment session, which he found informative and included input from Fort Smith’s leadership that may help guide government decision-making

- vii. Cr. Bathe echoed appreciation for the outgoing Director of Community Services, thanking her for her contributions. He also congratulated Damon McAllister on his recent award, noting how meaningful it was to see him receive national recognition, including a mention from the Prime Minister on social media. Cr. Bathe added that it was encouraging to see community members and local organizations, such as those involved in the Uncle Gabe’s Friendship Centre, being recognized for their work and dedication.

- viii. D/M Keizer - excused

- ix. Mayor Fergusson - reported on the recent housing needs assessment, noting it was informative and that Yellowknife is excluded to better reflect the needs of smaller communities. She highlighted discussions with the bylaw committee on the zoning bylaw and reminded Council of the upcoming community consultation on September 8.

She commended the Northern Life Museum and Cultural Centre for their work on the recent TLC event, recognizing specific contributors and noting the event’s likely continuation as an annual tradition.

She advised that a meeting with the Aurora College Board of Governors chair will take place tomorrow, with an update to follow in September. She also reminded the public to use caution in school zones as students return to school.

9. PROCLAMATIONS

10. DATE OF NEXT COUNCIL MEETING

Regular Meeting of Council (Protective & Corporate)	September 9th, 2025 @ 7 pm
Regular Meeting of Council (Community & Municipal)	September 23rd, 2025 @ 7 pm



Council of the Town of Fort Smith
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11. EXCUSING OF COUNCILLORS

# 25-196	Moved by: Cr. Karasiuk Seconded by: Cr. Benwell
That D/M Keizer and Cr. Couvrette be excused from the Regular Meeting of Council on August 19th, 2025.	
PASSED	

12. ADJOURNMENT

# 25-197	Moved by: Cr. Karasiuk Seconded by: Cr. Heaton
That the meeting be adjourned at 7:36 pm.	
PASSED	

13. QUESTION PERIOD

REPORT TO COUNCIL

Department: Protective Services

Date: September 4, 2025

Subject: Monthly Report

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

Fire/EMS Response Activities

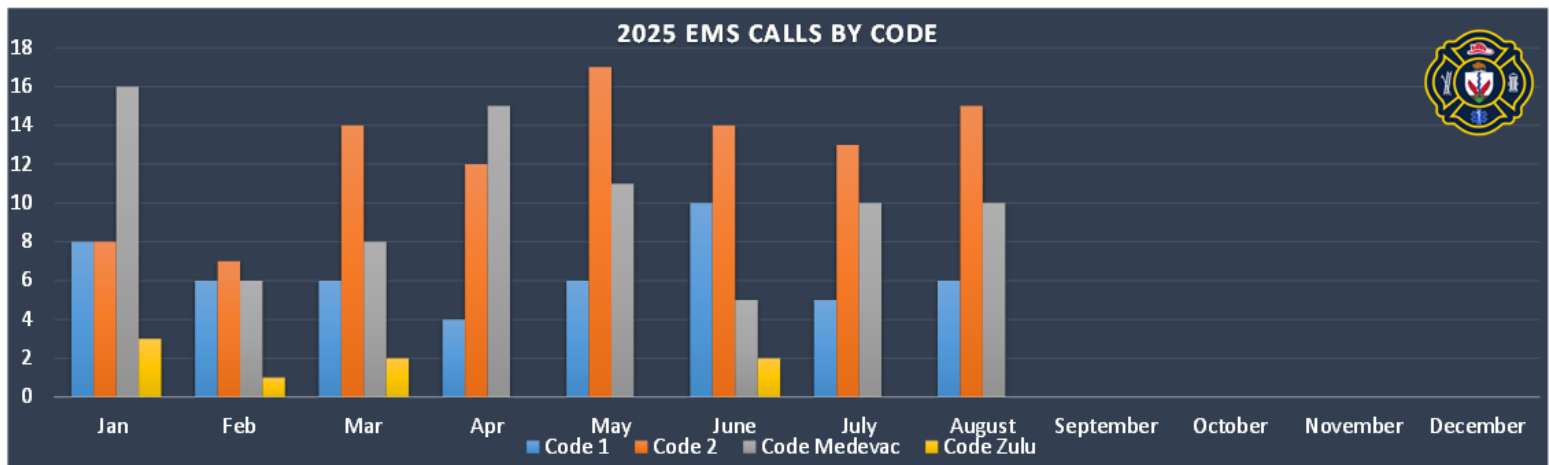
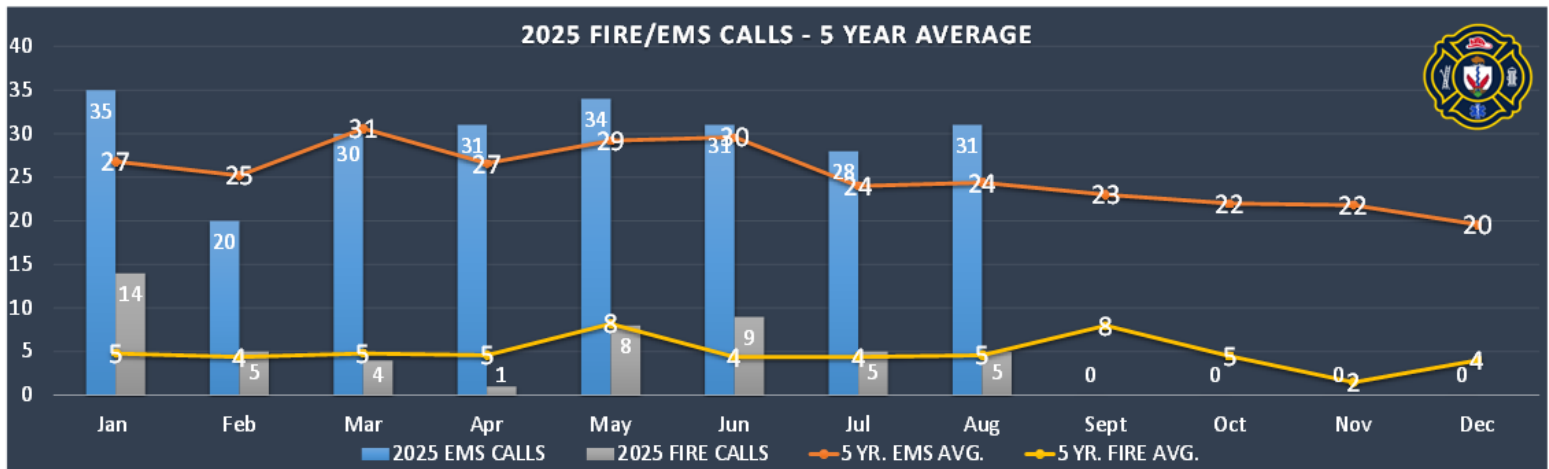
Fort Smith Fire/EMS responded to 36 calls in August 2025, including 5 Fire Calls and 31 EMS calls. Call volume across Fire and EMS was at or above the 5-year average.

The Fire Department responded to another structure fire in the community and, with minimal staff, were able to safely contain the fire to the property of origin.

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

Fire/EMS Training Activities

Fire/EMS conducted 6 training events during August 2025. This training has supported the completion of the NFPA 1001 program and will now move into preparedness for fall and winter operations.



REPORT TO COUNCIL

Land & Development Summary

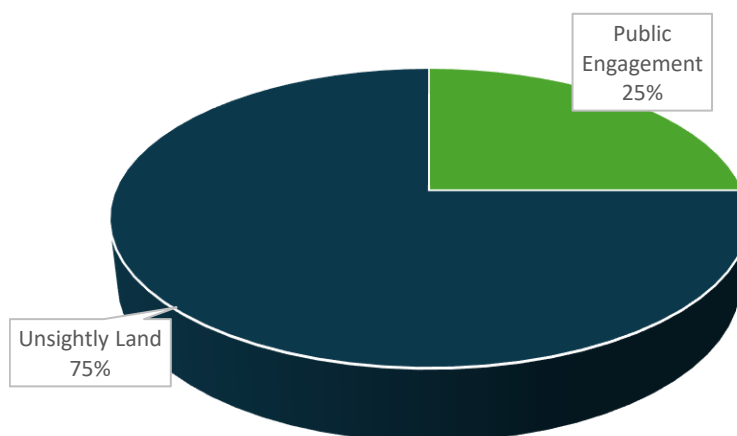
Lands and Development Officer Nick Carbery has been busy processing development permits and business licenses. At this time of year, we see a lot of new applications and work with people on completing outstanding permits.

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

We have seen another structure burn in our community. With ongoing concern about the hazards these buildings present, officers continue to work on enforcement of remediation.

Lands Enforcement Activity

Garbage Bylaw	0
Dev. Permit Violation	0
Complaint received	0
Business Lic. Violations	0
Civic Address	0
Unsightly Land	3
Water and Sewer Bylaw	0
Public Engagement	1
TOTAL	4



REPORT TO COUNCIL

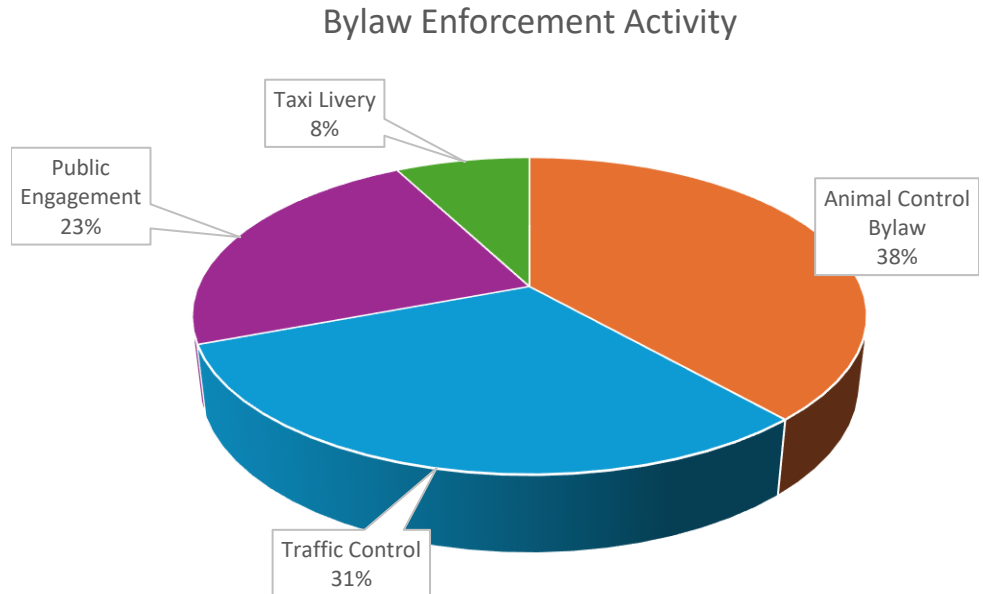
Licensing Report

<u>Business License Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Geronimo Paulette	162	10 hwy 5	Equipment Servicing / Repair
Krystal Brown	163	25 McDougal Rd	Designing / Making ceramics
Jamie McNeill	168	out of town	Delivery service
Kristielyn Jones	170	13 Poppy Cres.	Wellness counselling
Lida Blesse	173	100 Whipoorwill Cres.	Traditional Art
Veronica Johnny	174	35 Phipps Street	Music / art education
Veronica Hope McNeill	175	207 McDougal Rd	Cleaning services
Tonya Hoddinott	176	59 Portage Ave.	Arts based entertainment
Leah Mercredi	177	56 Pelican St	Gardening workshops
<u>Development Permit Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Jeremy Beamish	DPA-036-25	35 Warbler Cr.	Construction
Hani Rizvi (NWT)	DPA-037-25	42 Breynat St.	Construction
Luke LeClair	DPA-038-25	7 Caribou Ct.	Home Occupation
Linh Nguyen	DPA-039-25	2 St. Alphonse St.	Excavation
Mathieu Doucet	DPA-040-25	28 St. Mary's St.	Home Occupation
CAB Construction	DPA-041-25	90 Portage	Excavation
Glenn Bourke	DPA -042-25	29 Caribou Crescent	Construction
Jeffrey O'Keefe	DPA -043-25	118 Field Street	Construction
Cab Construction	DPA-044-25	90 Portage	Construction
Katie Reid	DPA-045-25	28 Wandering Spirit	Home Occupation
<u>Dog Tag Holder</u>	<u>Number</u>	<u>Address</u>	<u>Notes</u>
Madison and Mitchell Higsun	38	12 Pike Street	One Time
Micheal Jean Ann Desjandirs	36	10 Caribou Ct.	Annual
Micheal Jean Ann Desjandirs	38	10 Caribou Ct.	Annual

Bylaw Enforcement Summary

School is back in session! Bylaw enforcement will have a presence in school zones to support student safety. We will also be out providing helmets and bike safety tips to kids around the schools.

ATV Bylaw	0
Animal Control Bylaw	5
Noise Control Bylaw	0
Traffic Control	4
Public Engagement	3
Fire Protection Bylaw	0
Taxi Livery	1
TOTAL	10



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. This will be lifted when open burning of uncontained fires is appropriate in the coming weeks.

An after-season review will take place as we move into fall and the review process will begin for the 2026 Emergency Management Plan.

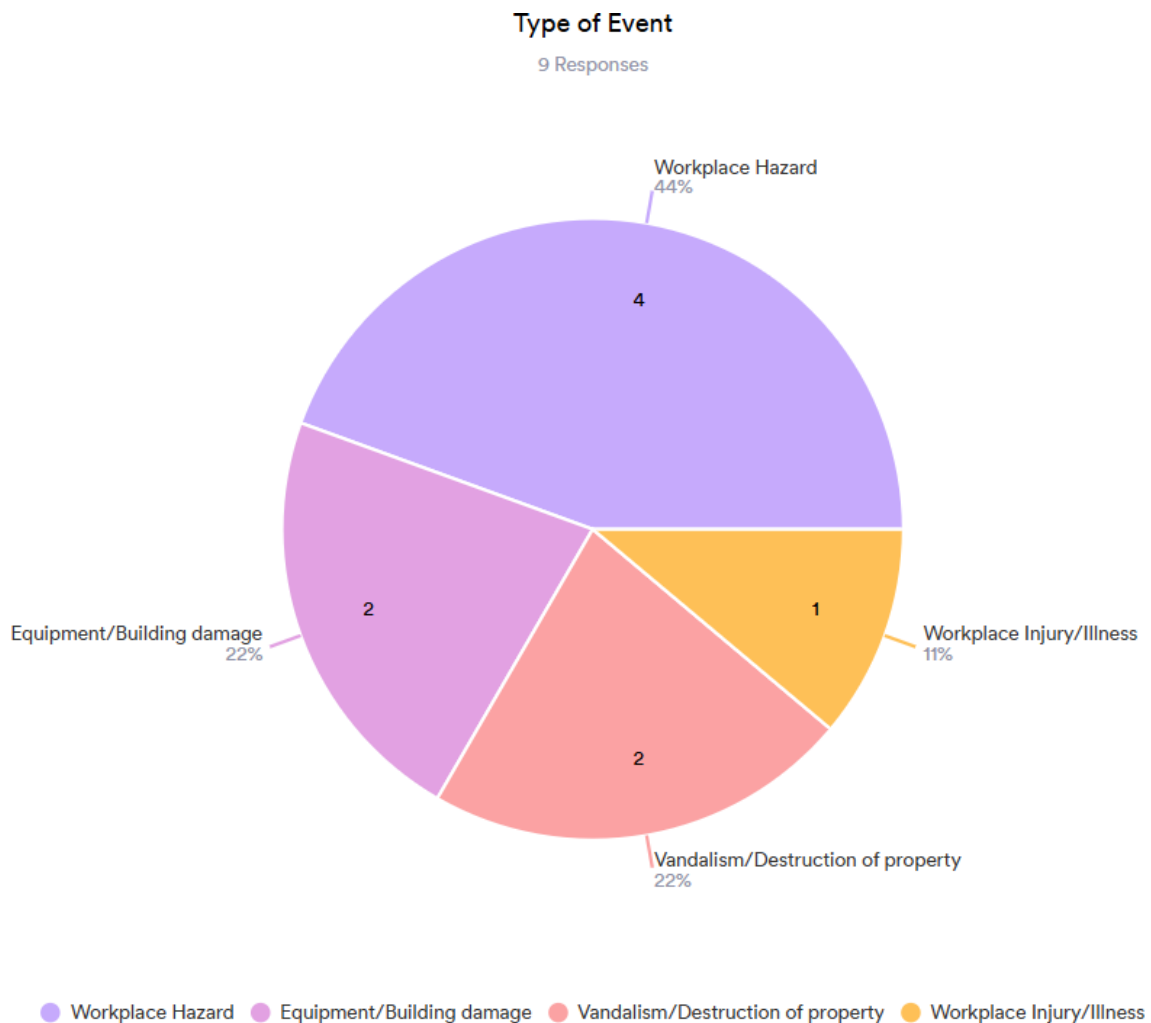
REPORT TO COUNCIL

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 September 25, 2025.

We are excited to have an HR manager to help further this program! Elsie will be working towards improved training and safety programming processes.

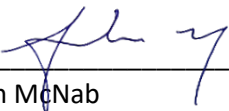
Below are the August OHS incident reporting statistics. This chart shows the incidents' relative volume and the reported categories. All incident reports are forwarded to respective Directors for review and follow-up.



REPORT TO COUNCIL

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 was completed to mow firebreaks around the community.
7. **New FireSmart** – Tenders will be put out for the DMAF funding to conduct work outlined in the Community Wildfire Protection Plan.



Adam McNab
Director of Protective Services



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: August 28, 2025
Subject: Home Occupation: DPA-038-25

PURPOSE:

Luke LeClair has submitted a Home Occupation Development Application. This application is for the operation of Luke LeClair at the following location:

Lot	Block	Plan	Zone	Civic Address
1323	NA	1788	RMH	7 Caribou Cr.
or Certificate of Title:			NA	

BACKGROUND:

This property is zoned RMH 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 home renovations and installations. An operation of this nature could see an increase in vehicle and foot traffic and may involve equipment and supply storage. 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), and improper storage of equipment and supplies contravening the Unsightly Lands Bylaw 855 part 3.





TOWN OF FORT SMITH

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

Application No. _____

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Luke LeClair Interest (if not owner): _____
Telephone: 902-856-2362 Email: luke.leclair111@gmail.com
Mailing Address: 7 Caribou crt PO Box 746

Owner Information (if different than applicant):

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

Property Information:

Civic Address to be Developed: 7 Caribou crt
Zoning: _____ Lot# 1323 Block# _____ Plan# 1788
or Certificate of Title: _____
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Type of Lot (check one): ☒ Street Facing ☐ Corner ☐ Interior ☐ Other
Existing Use(s) of Property: Residential
Proposed Use(s) of Property (if applicable): _____

Estimated Cost of Project: \$ 0

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:

Luke LeClair
Applicant's Signature

Aug. 8, 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. _____

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: _____

X 6. HOME OCCUPATION

- ☐ Type of Home Occupation proposed: Carpentry Reno smallbusiness home base
- ☐ 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? yes
- ☒ Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? YES
- ☒ Planned commencement date: ASAP



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 <u>Aug. 8, 2025</u>		New Application ☒ Renewal ☐	
Name of Applicant <u>Luke LeClair</u>		Name of Business <u>Luke LeClair</u>	
Business Street Address <u>7 Caribou Court PO Box 746</u> <u>Fort Smith, NT</u>		Legal Address Lot: <u>1323</u> Plan: <u>1788</u>	Mailing Address <u>7 Caribou Court PO Box 746</u> <u>Fort Smith, NT X0E 0P0</u>
Phone Number <u>902-856-2362</u>		Fax Number <u> </u>	Can your business info be put on the Town's website? ☒ Yes ☐ No
Email Address <u>luke.leclair111@gmail.com</u>		Business Website: <u> </u>	
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>Residential renovations interior/exterior</u> <u>Just myself employed</u> <u>Drywall / mulling / bath tub & shower installs / vanity installs / toilet installs / flooring</u> <u>installs / kitchen countertop & cabinet installs / tiling / window & siding installs /</u> <u>casing & baseboard / exterior & interior door installs</u>			
Date of Commencement (If New or Non-Resident): <u>ASAP</u>	Date of Termination (If Non-Resident): <u> </u>	Number of Employees Full Time: <u>X^{LL}</u> Part Time: <u> </u>	

I, Luke LeClair, 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

Luke LeClair
Signature of Applicant

Luke LeClair
On Behalf of (Name of Business)

Signature of Development Officer

Aug. 8, 2025
Date



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: August 28, 2025
Subject: Home Occupation: DPA-040-25

PURPOSE:

Mathieu Doucet has submitted a Home Occupation Development Application. This application is for the operation of Artivex Solution at the following location:

Lot	Block	Plan	Zone	Civic Address
730A	NA	601	R2	28 St. Mary's 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:

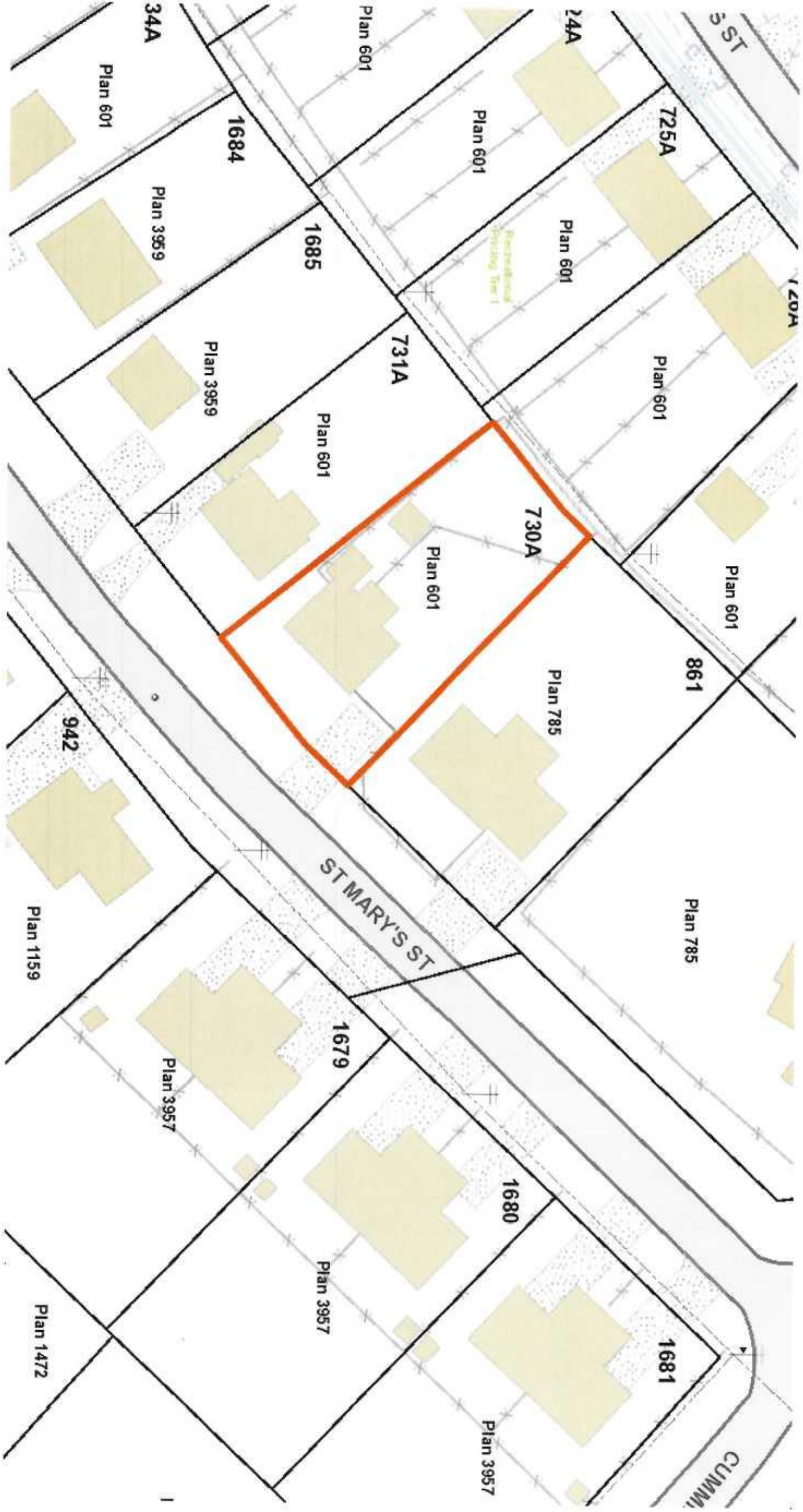
A Home Occupation Business License application has been received that indicates operations including Office and bookkeeping operations for Lifeguard and first aid training. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or 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

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

Application No. _____

DEVELOPMENT PERMIT APPLICATION

Applicant Information:

Name: Mathieu Doucet Interest (if not owner): _____
Telephone: (506)863-7311 Email: mathieu_doucet@live.fr
Mailing Address: PO Box 1302, Fort Smith, NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: Paul Bannister
Telephone: (867)688-2277 Email: matthiola@live.ca
Mailing Address: PO Box 1302, Fort Smith, NT X0E 0P0

Property Information:

Civic Address to be Developed: 28 St Mary's Street, Fort Smith, NT
Zoning: Residential ☒ Lot# _____ Block# _____ Plan# _____
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Existing Use(s) of Property: Single Dwelling Home
Proposed Use(s) of Property (if applicable): Home office

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

8/15/25
Date


Owner's Signature (if different than applicant)

8/15/25
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 08/15/2025		New Application ☒ Renewal ☐	
Name of Applicant Mathieu Doucet		Name of Business ARTIVEX SOLUTION	
Business Street Address 28 St Marys		Legal Address Lot: Plan:	Mailing Address PO 1302, FS, X0E 0P0
Phone Number (506)863-7311		Fax Number N/A	Can your business info be put on the Town's website? ☐ Yes ☒ No
Email Address mathieu_doucet@live.fr		Business Website: N/A	
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.)			
Services: Offering of Aquatic and Lifesaving Certified courses (Bronze Cross, Medallion, First Aid, National Lifeguard)			
No store front, advertising, sales or consultation will be conducted at the address included in the development permit. Address associated to the business name for tax purposes requirement per sole ownership.			
No Commercial Building or any physical space will be developed for the purpose of Sales/offering of services. *Single person/Owner Operation. No other "employee" other than owner.			
Date of Commencement (If New or Non-Resident): 08/15/25		Date of Termination (If Non-Resident): Number of Employees Full Time: 0 Part Time: 0	

I, Mathieu Doucet, 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 1 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

ARTIVEX SOLUTION

On Behalf of (Name of Business)

Signature of Development Officer

08/15/2025

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

ARTIVEX SOLUTION

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 **2029-08-08** unless
renewed prior to expiry.

Cet enregistrement expire le **2029-08-08** à moins
d'être renouvelé avant l'expiration.

Date of Registration
Date d'enregistrement

2025-08-08




FOR REGISTRAR OF CORPORATIONS
REGISTRAIRE DES SOCIÉTÉS PAR ACTIONS



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: September 04, 2025
Subject: Home Occupation: DPA-045-25

PURPOSE:

Katie Reid has submitted a Home Occupation Development Application. This application is for the operation of Executive Administrative Services at the following location:

Lot	Block	Plan	Zone	Civic Address
1710	NA	4090	R1	28 Wandering Spirit St.
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:

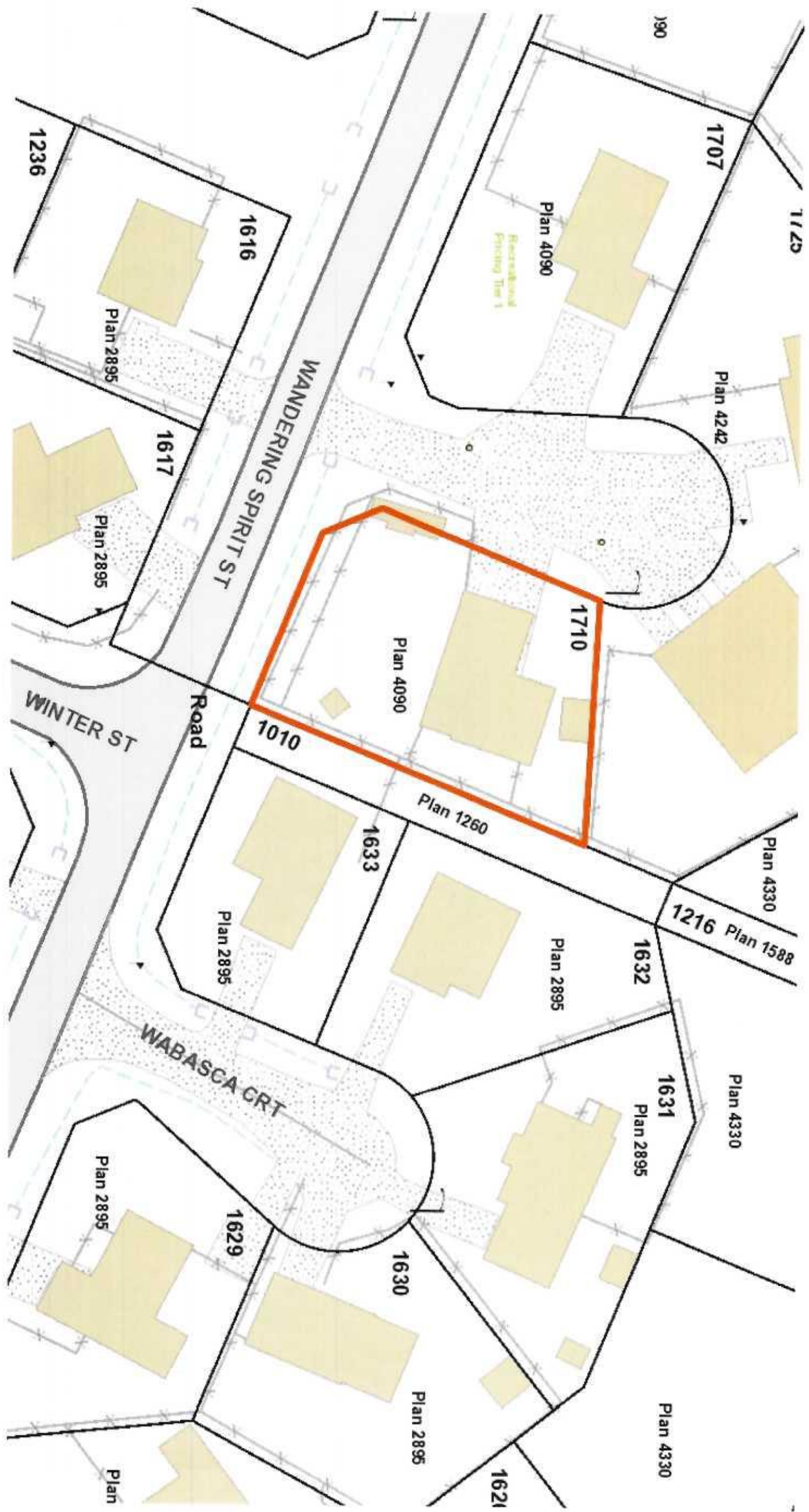
A Home Occupation Business License application has been received that indicates operations including administrative and consulting services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or signage shall occur.

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

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

Application No. 45

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Katie Reid Interest (if not owner): owner
Telephone: 867-872-0829 Email: Katie-reid-@hotmail.ca
Mailing Address: Box 849 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: 28 Wandering Spirit Street
Zoning: R1 Lot# 1710 Block# - Plan# 4090
or Certificate of Title: _____
Lot Width: 47.5 metres Lot Depth: 30.58 metres Lot Area: 1270.81 square metres
Type of Lot (check one): ☐ Street Facing ☐ Corner ☐ Interior ☐ Other
Existing Use(s) of Property: Residential - single family dwelling
Proposed Use(s) of Property (if applicable): Desk operations

Estimated Cost of Project: \$ φ

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

September 3, 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. _____

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: Administrative - desk operation only.
- ☒ Business License Number: Application included with development.
- ☒ Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? Yes ^{Permit}
- ☒ 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: Wednesday, October 1st, 2025



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 September 3, 2025		New Application ☒ Renewal ☐	
Name of Applicant Katie Reid		Name of Business Executive Administrative Services	
Business Street Address 28 Wandering Spirit Str.		Legal Address Lot: _____ Plan: _____	Mailing Address Box 849
Phone Number 867-872-0829		Fax Number _____	Can your business info be put on the Town's website? ☒ Yes ☐ No
Email Address Katie-reid@hotmail.ca		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.) Offering administrative services including meeting setups, minutes; records management, organization & filing; transcript editing; research; letter & proposal writing; policy development, lottery consulting, administration & reporting; light bookkeeping services; notary public services; graphic design & advertising; other administrative & consulting services.			
Date of Commencement (If New or Non-Resident): _____		Date of Termination (If Non-Resident): _____	
		Number of Employees Full Time: _____ Part Time: _____	

I, Katie Reid, 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

Executive Administrative Services
On Behalf of (Name of Business)

Signature of Development Officer

Date



Briefing Note

To: Mayor and Council
From: Lands Officer Nicholas Carbery
Date: September 05, 2025
Subject: Home Occupation: DPA-046-25

PURPOSE:

Michelle Lambert has submitted a Home Occupation Development Application. This application is for the operation of Michelle / Sensual Awakening at the following location:

Lot	Block	Plan	Zone	Civic Address
53	13	404	R2	289 McDougal Rd
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 online meditation and counselling services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. 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 August 18 2025	New Application ☒ Renewal ☐	
Name of Applicant Michelle Lambert	Name of Business Michelle / sensual Awakening	
Business Street Address 289 McDougal Road	Legal Address Lot: 53 Plan: 0404	Mailing Address PO box 597
Phone Number 867 621 0679	Fax Number /	Can your business info be put on the Town's website? ☒ Yes ☐ No
Email Address m.lambert0211@gmail.com michelle.sensualawakening@gmail.com	Business Website N/A	
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.) part-time online embodiment practices, meditation/counselling services		
Date of Commencement (If New or Non-Resident): August 18 2025	Date of Termination (If Non-Resident): /	Number of Employees Full Time: ☒ Part Time: 1 - self

I, Michelle Lambert 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

ajambert

Signature of Applicant

Michelle / sensual Awakening

On Behalf of (Name of Business)

August 18 2025

Date

Signature of Development Officer:



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: Michelle Lambert Interest (if not owner): _____
Telephone: 8676210679 Email: m.lambert0211@gmail.com
Mailing Address: PO box 597

Owner Information (if different than applicant):

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

Property Information:

Civic Address to be Developed: 289 McDougall road
Zoning: _____ Lot# 53 Block# 0013 Plan# 0404
Lot Width: _____ metres Lot Depth: _____ metres Lot Area: _____ square metres
Existing Use(s) of Property: _____
Proposed Use(s) of Property (if applicable): online business

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:

[Signature]
Applicant's Signature

August 18 2025
Date

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

August 18 2025
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: September 04, 2025
Subject: Wildland Urban Interface

PURPOSE:

To seek support from Mayor and Council in the Fort Smith Fire Department continuing to work with partners in MACA, ECC, and the NWT Fire Chiefs association to build and support a Wildland Urban Interface program and continue to dispatch to aid other communities in need provided the Town of Fort Smith continues to have adequate emergency services coverage and the costs of deployment are not borne by the Town.

BACKGROUND:

The Fort Smith Fire Department has engaged with ECC in the deployment of structural protection equipment to Jean Marie River and may be doing so again. The Fire Department has been further called on to aid Fort Providence but, due to staffing, was unable to provide this support.

These deployments provide valuable opportunities for ongoing training and experience, interagency cooperation, and advancement of our local firefighters in the ability to work within an ICS environment and respond to complex emergencies.

The Director of Protective Services, as a member of the Fire Chiefs Association is working with government partners to further a program that can better support the needs of Fort Smith and all communities in the north.

Deployments this year have been conducted on a trial basis while all organizations involved learn how best to administer such a program. Regardless of the growing pains, the Town of Fort Smith will not incur any costs associated with these deployments and any equipment damaged or lost during deployment will be replaced without cost.

As part of the after-action reviews of this fire season Director McNab will be meeting with other members of the Fire Chiefs Association, ECC, and MACA, to better understand how we can move forward in building a strong northern program.



Briefing Note

RECOMMENDATION:

That Council supports the Fort Smith Fire Department building capacity locally to respond to wildfire threats and further works with Territorial partners and the Fire Chiefs Association to build a mutual aid program.

Further, that Council supports the Fire Department deploying to provide such mutual aid provided the Town of Fort Smith maintains cost recovery or revenue from this service and that the Emergency Services expected in the Town of Fort Smith can be maintained during such deployments.

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE CORPORATE SERVICES MONTHLY REPORT AS PRESENTED.

BACKGROUND

Corporate Services currently has one vacant position. The Director of Corporate Services position is still vacant but is being temporarily filled by Jim Hood. Attempts to staff this position have been unsuccessful so far. The services of a recruiter are currently being used to assist in finding a suitable candidate. Jim Hood has agreed, after a brief break, to return to the position from November 3, 2025 to August 28, 2026 or until the position is filled.

There is currently a job advertisement posted for an Administrative Assistant reporting to the SAO to support records management efforts, administrative functions and project coordination. This is a four month term and the SAO can provide more information on this position.

The July utility billing was completed on August 22nd. This is later than normal due to staff absences but is expected to be closer to the expected billing date in September for the August bill. Efforts are continuing to collect outstanding balances on utility accounts. The disconnection process resulted in nearly all outstanding accounts being addressed. These efforts will continue and if any accounts remain outstanding at the end of the year, they will be transferred to the property tax accounts. Action will also be taken to collect outstanding accounts receivable over the coming months. Staff absence has resulted in Accounts Receivable billing being delayed as well. This will be addressed in September.

The collection of property taxes is also ongoing. Part of that process includes the ability by the town to hold a public auction of qualifying properties in order to collect the taxes. When the town held a public auction in 2024, there were no bids received on any of the properties. We continue to follow the processes necessary to hold the auction however, based on previous outcomes and in consultation with our legal counsel we will not be holding a public auction until the spring of 2026.

Information from our financial software provider regarding the customer portal has been received and reviewed. As the upfront cost is more than we our current budget, administration will bring this forward as a budget submission for 2026. Efforts are ongoing to find other efficiencies in the corporate services area.

Prepared by:
Jim Hood
Director of Corporate Services
Date: September 3, 2025

Reviewed by:
Tracy Thomas
Senior Administrative Officer
Date: September 4, 2025



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1060**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN
OF FORT SMITH, IN THE NORTHWEST TERRITORIES, TO
AUTHORIZING THE MUNICIPAL CORPORATION OF THE
TOWN OF FORT SMITH TO ADOPT A COMMUNITY PLAN FOR
THE TOWN OF FORT SMITH.

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it desirable to adopt a Community Plan by by-law;

NOW THEREFORE, the Council of the Town of Fort Smith, at a duly assembled meeting enacts as follows;

PURSUANT TO:

- a) Part 2, Sections 3 to 7 inclusive of the *Community Planning and Development Act*, S.N.W.T., 2011, c.22; and
- b) Due notice to the public, provision for inspection of this by-law and due opportunity for objections thereto to be heard, considered and determined; and
- c) The approval of the Minister of Municipal and Community Affairs, certified hereunder.

WHEREAS the Municipal Corporation of the Town of Fort Smith deems it desirable to adopt a Community Plan by by-law;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH, in

regular session is duly assembled, enacts as follows:

SHORT TITLE

- 1. The By-law may be cited as the Community Plan By-law (2025).

APPLICATION

- 2. The Community Plan for the Town of Fort Smith comprised of Schedule "A" attached hereto and forming part of this by-law, is hereby adopted.

REPEALS

- 3. By-law No. 935, as amended, is hereby repealed.



THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1060

READ A FIRST TIME THIS 17th DAY OF DECEMBER 2024 A.D.

READ A SECOND TIME THIS 18TH DAY OF MARCH 2025 A.D.

READ A THIRD TIME THIS ____ DAY OF _____, 2025 A.D.

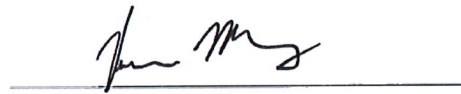

MAYOR


SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this bylaw has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the bylaws of the Municipal Corporation of the Town of Fort Smith.


SENIOR ADMINISTRATIVE OFFICER

APPROVED by the Minister of Municipal and Community Affairs of the Northwest Territories
this 18 day of August, 2025 A.D.



MINISTER
MUNICIPAL AND COMMUNITY AFFAIRS