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**Council of the Town of Fort Smith**  
**June 2<sup>nd</sup>, 2026 @ 7 pm**

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**AGENDA**

**1. CALL TO ORDER**

- a. Confirmation of Quorum and Acknowledgment of First Nations

**2. ADOPTION OF AGENDA**

**3. DELEGATIONS**

- a. Monthly Policing Report - RCMP

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of Council May 19<sup>th</sup>, 2026
- b. Special Meeting of Council May 21<sup>st</sup>, 2026

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DECLARATION OF FINANCIAL INTEREST**

**7. ADMINISTRATION**

- a. Protective Services
  - i. Director's Report
  - ii. DPA-014-26 LeVantine Kitchen
  - iii. DPA-020-26 Northern Lights Catering Company
  - iv. DPA-021-26 Lakeshare Lashes
  - v. DPA-022-26 Hao Nguyen Photography
  - vi. DPA-027-26 Lantz Welding Ltd.
  - vii. DPA-028-26 Borderline Contracting Ltd.
  - viii. DPA-029-26 True Gritt Contracting
- b. Corporate Services
  - i. Director's Report
  - ii. Account's Paid List
- c. Briefing Note: Donation Request – Frank Gruben Pride Festival
- d. Briefing Note: Housing Accelerator Fund – Development Fee Refund \*update

**8. COUNCIL BUSINESS**

- a. Bylaws
- b. Mayor and Council / Board Representatives

**9. PROCLAMATIONS**

**10. DATE OF NEXT COUNCIL MEETING**

The next Regular Meeting of the Council will be held on June 16<sup>th</sup>, 2026, with reports from Community and Municipal Services.

**11. EXCUSING OF COUNCILLORS**

**12. QUESTION PERIOD**

**13. ADJOURNMENT**



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**Council of the Town of Fort Smith**  
**June 2<sup>nd</sup>, 2026 @ 7 pm**

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**Council of the Town of Fort Smith**  
**May 19, 2026 @ 7:00 PM**

**MINUTES**

The Regular meeting of Council was held on  
Tuesday, May 19, @ 7 pm within the Town Hall Council Chambers.

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

Regrets:

Staff Present: David Henderson, Senior Administrative Officer  
Raveena Brown, Executive Secretary  
Lauren Howes, Director of Community Services

**1. CALL TO ORDER**

- a. Mayor Fergusson confirms quorum, reads the Acknowledgment of First Nations and hands the chair to Cr. Cox.

**2. ADOPTION OF AGENDA**

**# 26-105**

**Moved by: Cr. Karasiuk**  
**Seconded by: Cr. Tuckey**

That the agenda be adopted as presented.

**PASSED**

**3. DELEGATIONS**

- a. Monthly Poicing Report – RCMP

Sergeant Nathan Jacobsen introduced himself as the new sergeant at the detachment, noting that he had only been in the community for about a week and was still getting to know the town. He acknowledged that Council had likely reviewed the report and highlighted a slight reduction in files this month compared to the same period last year. One notable occurrence in April involved a break-and-enter at a business, where charges were laid.

On a positive note, Sergeant Jacobsen spoke about staffing improvements at the detachment. He advised that he is a newly posted member, a new recruit arrived in town that day and is expected to begin work on Thursday, and arrangements are in place for an experienced member to transfer to Fort Smith, with an anticipated arrival in the first week of June. He added that the additional staffing should help prepare the detachment for what is expected to be a busier summer season as the weather improves.

Cr. Karasiuk asked what the total number of members is in town currently.

Sergeant Jacobsen advised that the detachment will have a fifth member once the new recruit begins, with staffing increasing to six members by June 1. He added that there are also a couple of members currently dealing with medical issues who are gradually working toward returning to full-time duties. While progress is being made, he noted that the return-to-work process is expected to take some time.

D/M Keizer welcomed Sergeant Jacobsen and his family to Fort Smith.



**Council of the Town of Fort Smith  
May 19, 2026 @ 7:00 PM**

Cr. Tuckey noted that mental health calls appeared to keep members busy throughout April, referencing the 14 mental health-related occurrences reported during the month.

Mayor Fergusson asked how many of the mental health calls required members to remain outside hospital rooms, noting that doing so takes officers away from responding to other calls for service. Sergeant Jacobsen noted that it was 4 calls.

**4. APPROVAL OF MINUTES**

a. Regular Meeting of Council May 5<sup>th</sup>, 2026

**# 26-106**

**Moved by: Cr. Bathe**

**Seconded by: Mayor Fergusson**

That the minutes of the Regular Meeting of May 5<sup>th</sup>, 2026, be adopted as presented.

**PASSED**

b. Special Meeting of Council May 7<sup>th</sup>, 2026

**# 26-107**

**Moved by: Cr. Tuckey**

**Seconded by: Mayor Fergusson**

That the minutes of the Special Meeting of May 7<sup>th</sup>, 2026, be adopted as presented.

**PASSED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DECLARATION OF FINANCIAL INTEREST**

**7. ADMINISTRATION**

a. Community Services

i. Director's Report

Director Howes reported that Community Services had a busy and successful April, highlighted by the Thebacha Business Development trade show. She noted the event was very well attended, with strong participation from community members and broad representation from the Town of Fort Smith, including Protective Services, Community Services, the library, childcare, and economic and tourism development staff. She shared that 16 new library memberships were created during the event and said staff had many positive conversations with residents about tourism opportunities and community relationships.

Director Howes also noted that the trade show was a great way to wrap up the arena season heading into summer. In aquatics, she reported positive community feedback following the addition of an extra hour of programming. At the library, new glow-in-the-dark filament is now available for 3D printing projects. She added that daycare programming has been going well with the warmer weather and that the daycare waitlist has grown to 22 children.

Mayor Fergusson thanked Director Howes for the report and commended the department for continuing to keep Council informed on community activities and programming. She asked whether the increased pool availability and extended access hours have resulted in greater participation and increased usage numbers.



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**Council of the Town of Fort Smith**  
**May 19, 2026 @ 7:00 PM**

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Director Howes noted that the current report only reflects April data, and that participation numbers related to the increased pool hours will be available in next month's report.

Mayor Fergusson asked a follow-up question related to the pool, noting that the coordinator staffing numbers had been posted earlier in the day and that there had also been ongoing hot tub issues. She asked whether those issues were being resolved.

Director Howes explained that the chlorination issue earlier in the day appeared to be mechanical in nature. She noted that staff noticed a trend in the readings and shut things down as a precaution to ensure public safety. The issue was addressed quickly, allowing the pool to reopen shortly afterward.

She added that the hot tub issue is also mechanical. Although a replacement part had arrived, additional complications were encountered during installation. Director Howes said contractors are actively working on the issue, and staff are hopeful the hot tub will be reopened soon.

Cr. Karasiuk asked for additional information regarding the internet testing project and requested that staff expand further on the initiative.

Director Howes explained that the internet testing project was led by the Economic and Tourism Development Officer and was intended to gather community feedback and better understand the current standard of internet speeds for the average household in Fort Smith. She noted that the long-term goal is for households to have access to speeds of up to 50 megabytes per second by 2030, and added that the testing project is still ongoing. Director Howes advised that she would be happy to provide Council with more detailed information on the project if requested.

Cr. Heaton gave recognition to the library staff, particularly Michelle, for her positive interactions and book recommendations, noting that she is currently finishing a recommended series. She also shared an idea for a future community chain or art project that could incorporate representation of Indigenous families and local cultural themes, such as the rapids and traditional travel routes.

Cr. Heaton highlighted the strong programming taking place at the library and noted that she recently attended an event there with the Women of the Wilderness Institute, which was very well attended. She also thanked the daycare for bringing children into the library and acknowledged the library for hosting community programming and events.

b. Municipal Services

i. Director's Report

SAO Henderson advised that the Director of Municipal Services was unavailable and out of the office for the meeting. He noted that the report was fairly brief, with the main update being the arrival and distribution of the new bear-resistant garbage carts, which residents may have seen being delivered over the past two days. SAO Henderson added that if Council had any questions regarding the report, administration would take them under advisement and provide responses at a later time.

Cr. Karasiuk noted that he did not expect administration to have the information immediately available, but asked when street cleaning operations are expected to begin, noting that conditions are currently quite dusty. SAO Henderson noted that he will follow up and get back to Council.



**Council of the Town of Fort Smith**  
**May 19, 2026 @ 7:00 PM**

Mayor Fergusson asked whether additional public service announcements or communications are planned regarding the rollout of the new garbage cart system. She questioned whether the information already shared represents the full extent of the campaign, or if residents can expect further updates, such as frequently asked questions, troubleshooting information, and other guidance to help address public concerns and improve understanding of the new system.

Administration noted that they are currently collecting questions and feedback from residents and will continue providing public messaging and updates regarding the new garbage cart program.

Cr. Heaton asked whether the Town would consider providing the initial fill for secondary water tanks for residents in the Bell Rock area and other locations outside of town proper. She noted that the matter had previously been discussed in the fall and suggested that, with fire season approaching and residents beginning gardening activities, it may be beneficial to revisit whether this could be offered as a municipal service. SAO Henderson noted that he will follow up with the Director of Municipal Services.

Cr. Bathe asked whether there is a communication or education process in place for residents who may not place their garbage carts in the correct location or follow the collection guidelines properly. He questioned how residents would be notified of issues and whether staff would be following up directly to help educate residents on proper cart placement and use.

Director Howes noted that the town is going to be doing door hangers with educational information on how to properly manage your garbage collection.

**8. COUNCIL BUSINESS**

- a. Bylaws and Policies
- b. Appointments
  - i. Expression of Interest – CSAB Rohma Nawaz

**# 26-108**

**Moved by: Cr. Tuckey**  
**Seconded by: D/M Keizer**

That Rohma Nawaz be appointed to the Community Services Advisory Board for a two-year term ending May 19, 2028.

**PASSED**

- ii. Expression of Interest – SDAB Jeffery O’Keefe

**# 26-109**

**Moved by: Cr. Bathe**  
**Seconded by: Cr. Couvrette**

That Jeffery O’Keefe be appointed to the Sustainable Development Advisory Board for a two-year term ending May 19, 2028.

- iii. Expression of Interest – CSAB Allie McDonald

**# 26-110**

**Moved by: Cr. Heaton**  
**Seconded by: Cr. Karasiuk**

That Allie McDonald be appointed to the Community Services Advisory Board for a two-year term ending May 19, 2028.

**PASSED**



**Council of the Town of Fort Smith**  
**May 19, 2026 @ 7:00 PM**

iv. Expression of Interest – EDAB Kevin Antoniak

**# 26-111**

**Moved by: D/M Keizer**

**Seconded by: Cr. Tuckey**

That Kevin Anthoniak be appointed to the Economic and Tourism Development Advisory Board for a two-year term ending May 19, 2028.

**PASSED**

c. Mayor and Council Round Table

- i. Cr. Couvrette noted that PWK graduation is coming up at the end of next week and extended congratulations to all graduating students. He shared that there are expected to be 21 graduates this year, including two from Phoenix School, and recognized the achievement while wishing all graduates the best in their future endeavours.
- ii. Cr. Benwell extended congratulations to all graduating students and also offered condolences to members of the community who have recently experienced the loss of loved ones.
- iii. Cr. Heaton shared that she continues to assist with the children’s lunch program at the Uncle Gabe’s Friendship Centre as the school year comes to an end. She also thanked Ria and Julia for welcoming her to assist at Mabel’s House.

She acknowledged D/M Keizer, Cr. Benwell and other community members for attending the recent Red Dress tea event at the Friendship Centre, noting that it was well attended, collaborative, and supported through shared leadership, donations, supplies, and volunteer time. Cr. Heaton expressed pride in the involvement and leadership shown by the Athabasca Chipewyan First Nation and Salt River First Nation, particularly in supporting community initiatives and helping organize activities. She added that First Nations consultation is an important first step moving forward.

- iv. Cr. Karasiuk echoed congratulations to local graduates and spoke in support of the Phoenix School program, noting that it has operated successfully for more than 19 years and has supported over 200 graduates through both full-time and blended learning opportunities. He expressed concern over reports that the program’s funding may be reduced or discontinued, stating that the program meets important community needs and suggesting that residents and former graduates should advocate more strongly for its continuation.

He also advised residents that the hospital open house previously scheduled for Thursday, which was to include the public administrator and CEO, has reportedly been cancelled and may be rescheduled for June. He encouraged residents to stay tuned for updated information.

- v. Cr. Bathe echoed concerns regarding ongoing challenges with education programming in the Northwest Territories and expressed support for advocacy efforts aimed at protecting programs that are important to the community. He noted the importance of maintaining strong programming opportunities in Fort Smith, both within schools and in the broader community, and expressed hope that upcoming discussions with the DEA would help move those conversations forward.



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**Council of the Town of Fort Smith**  
**May 19, 2026 @ 7:00 PM**

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On a more positive note, Cr. Bathe spoke about the increased use of the community track and the value it brings to residents. He shared his own experience of using the track to gradually return to running after an injury and described it as an important recreational asset for the community. He noted that the facility is heavily used throughout the day by walkers and runners of all ages, but also acknowledged that the track is beginning to show signs of wear and tear. Cr. Bathe suggested that even small repairs or maintenance improvements would help preserve the facility, emphasizing its importance to community health and recreation.

- vi. D/M Keizer shared that he received his new garbage cart earlier in the day and thanked staff and contractors involved in the delivery process, noting that it was nice to speak with those distributing the bins. He also raised a concern regarding wind dressing banners and decorations still displayed around town, particularly near the water treatment plant, and suggested they should be collected before they are damaged by weather so they can potentially be reused next year.

He advised that he will be attending the FCM conference in Edmonton during the first week of next month after winning a free entry, and noted that he may miss an upcoming Council meeting as a result.

D/M Keizer also reflected on several recent community events and initiatives. He spoke positively about the groundbreaking ceremony for the new fire centre, describing it as a major investment in the community and an important contributor to local employment and economic activity. He reminded residents that census workers are currently in town for the next several months and encouraged the public to be cooperative and participate, noting that the information collected supports future planning and decision-making for Fort Smith.

He further noted that the Thebacha Leadership Council has been active over the past month, including an all-leaders meeting focused on collaboration and community priorities. D/M Keizer also encouraged residents to attend the upcoming fuel break management meeting, highlighting it as an opportunity for public input on wildfire resilience planning.

Lastly, he congratulated this year's graduates, noting that he has watched many of the students grow up over the years and is proud of their accomplishments. He also promoted an upcoming lunchtime presentation at Aurora College regarding red-sided garter snakes and climate adaptation.

- vii. Mayor Fergusson highlighted several recent community initiatives and events, beginning with the May 1 groundbreaking ceremony for the new fire centre. She described the approximately \$30 million project as a significant investment in Fort Smith that will support local employment and strengthen the community's economy and infrastructure.

She also reminded residents that census workers are currently in town and will continue conducting surveys over the next several months. Mayor Fergusson encouraged residents to participate and respond to questions, noting that the information gathered is important for understanding community growth and supporting future planning efforts.



**Council of the Town of Fort Smith  
May 19, 2026 @ 7:00 PM**

Mayor Fergusson shared that the Thebacha Leadership Council has remained very active over the past month, including participation in an all-leaders meeting focused on collaboration and community priorities. She also encouraged residents to attend the upcoming fuel break management meeting, noting that it is open to the public and provides an opportunity for residents to share input on wildfire resilience planning in Fort Smith.

She congratulated this year’s graduates, expressing pride in the students and reflecting on having watched many of them grow up in the community. Lastly, Mayor Fergusson promoted an upcoming lunchtime presentation at Aurora College focused on red-sided garter snakes and climate adaptation.

- viii. Cr. Tuckey congratulated all graduating students and wished them a safe graduation season, encouraging everyone to make responsible choices and keep safety in mind during celebrations.

He also expressed concern regarding the future of the Phoenix program, describing it as a successful initiative that has supported many students over the years and stating that it would be unfortunate to see the program reduced or eliminated.

In addition, Cr. Tuckey raised concerns about red dresses that remain displayed around town following the recent event, noting that several weeks have passed since the event concluded. He stated that leaving the displays unattended and exposed to damage is disrespectful and suggested they should be taken down and properly cared for.

- ix. Cr. Cox congratulated this year’s graduates and reminded residents that the Housing Accelerator Fund program remains available as the community enters the building season. He encouraged residents to be aware of available grants and funding opportunities that support additional housing development in Fort Smith.

He also reminded residents about the importance of FireSmart practices, noting that the community is entering the spring dry season and conditions are drying out quickly. In addition, Cr. Cox referenced last week’s Alertable system test and encouraged residents who have not yet signed up to do so through the emergency preparedness page on the [Town of Fort Smith website](#), noting that it is an important tool for emergency notifications and public communication.

**9. PROCLAMATIONS**

**10. DATE OF NEXT COUNCIL MEETING**

Special Meeting of Council	May 31 <sup>st</sup> , 2026, @ 6 pm
Regular Meeting of Council (Protective & Corporate)	June 2 <sup>nd</sup> , 2026, @ 7 pm to be chaired by Cr. Tuckey
Regular Meeting of Council (Community & Municipal)	June 16 <sup>th</sup> , 2026, @ 7 pm to be chaired by Mayor Fergusson

**11. EXCUSING OF COUNCILLORS**



**Council of the Town of Fort Smith**  
**May 19, 2026 @ 7:00 PM**

**12. IN-CAMERA**

**# 26-113**

**Moved by: Cr. Karasiuk**  
**Seconded by: Cr. Tuckey**

That Council move in-camera in accordance with the Cities, Towns, and Villages Act, Section 23(3) (d) at 7:31 pm.

**PASSED**

**# 26-114**

**Moved by: Cr. Tuckey**  
**Seconded by: Cr. Couvrette**

That Council move out of in-camera at 8:08 pm.

**PASSED**

**13. QUESTION PERIOD**

**14. ADJOURNMENT**

**# 26-116**

**Moved by: Cr. Karasiuk**  
**Seconded by: Cr. Keizer**

That the meeting be adjourned at 8:09 pm.

**PASSED**

Minutes adopted this 2nd day of June 2026.

\_\_\_\_\_  
Dana Fergusson  
Mayor

\_\_\_\_\_  
Certified Correct by David Henderson  
Senior Administrative Officer





**Council of the Town of Fort Smith  
May 21, 2026 @ 7:00 PM**

questioned whether it was reasonable for some classes to see large increases while others experienced tax reductions. Administration later clarified that the country residential category only contains a small number of properties and had grown from 32 to 36 developed properties, which significantly affected the percentages. SAO Henderson estimated the increase worked out to roughly \$300 per property on average.

Council also discussed whether vacant property categories should carry a greater share of taxation to encourage development. Mayor Fergusson suggested that adjusting the ratios could potentially be used as an incentive for development, while Cr. Karasiuk supported gradually increasing taxes on vacant residential and industrial properties over time rather than implementing large increases all at once.

Questions were also raised about why country residential properties historically paid lower tax ratios than fully serviced residential properties. Mayor Fergusson explained that the historical rationale was tied to the lack of piped municipal water and sewer services, although those properties still receive services such as snow removal, garbage collection, and trucked water delivery. SAO Henderson added that administration intends to meet with the assessment office to better understand whether servicing differences are already reflected within assessment values themselves, which could mean the impact is effectively being counted twice through both assessments and tax ratios.

Throughout the discussion, SAO Henderson emphasized the complexity of balancing assessments, mill rates, and tax burdens across multiple property classes. He cautioned that even small changes can have large impacts in categories with relatively few properties and noted that individual property impacts will vary significantly depending on assessment changes. Council generally appeared supportive of continuing to refine Scenario 3 while making targeted adjustments to reduce extreme impacts between categories.

**4. COUNCIL BUSINESS**

a. Bylaws and Policies

i. 2026 Mill Rate Bylaw No. 1085

<b># 26-119</b>	<b>Moved by: Cr. Cox</b> <b>Seconded by: Cr. Karasiuk</b>
That the 2026 Mill Rate Bylaw No. 1085 be given first reading by title only	
<b>PASSED</b>	

ii. 2026 Mill Rate Bylaw No. 1085

<b># 26-120</b>	<b>Moved by: Cr. Bathe</b> <b>Seconded by: Cr. Cox</b>
That the 2026 Mill Rate Bylaw No. 1085 be given second reading by title only	
<b>PASSED</b>	

iii. 2026 Mill Rate Bylaw No. 1085

<b># 26-121</b>	<b>Moved by: D/M Keizer</b> <b>Seconded by: Cr. Bathe</b>
That the 2026 Mill Rate Bylaw No. 1085 be given third and final reading by title only	
<b>PASSED</b>	

**5. PROCLAMATIONS**

**6. DATE OF NEXT COUNCIL MEETING**



**Council of the Town of Fort Smith  
May 21, 2026 @ 7:00 PM**

Regular Meeting of Council (Protective & Corporate)	June 2 <sup>nd</sup> , 2026, @ 7 pm, to be chaired by Cr. Tuckey
Regular Meeting of Council (Community & Municipal)	June 16 <sup>th</sup> , 2026, @ 7 pm, to be chaired by Mayor Fergusson

**7. EXCUSING OF COUNCILLORS**

**8. QUESTION PERIOD**

*There did not appear to be a question and as such this form of presentation appears to be better suited to a delegation presentation to council at a council meeting with an opportunity for questions from members of council.*

**9. ADJOURNMENT**

<b># 26-122</b>	<b>Moved by: Cr. Cox</b> <b>Seconded by: Cr. Tuckey</b>
That the meeting be adjourned at 7:03 pm.	
<b>PASSED</b>	

**RECOMMENDATION:**  
**THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE PROTECTIVE SERVICES MONTHLY REPORT FOR APRIL 2026 AS PRESENTED.**

## Fire/EMS Response Activities

Fort Smith Fire/EMS responded to 26 calls during May 2026, consisting of 2 fire calls and 24 EMS calls. The overall call volume was less slightly less than the 5-year average.

## Fire/EMS Training Activities

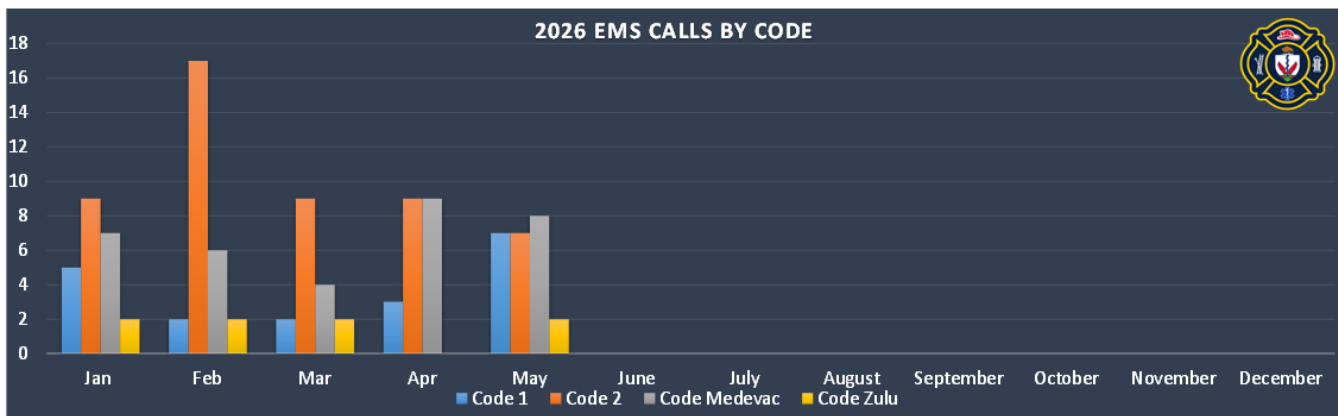
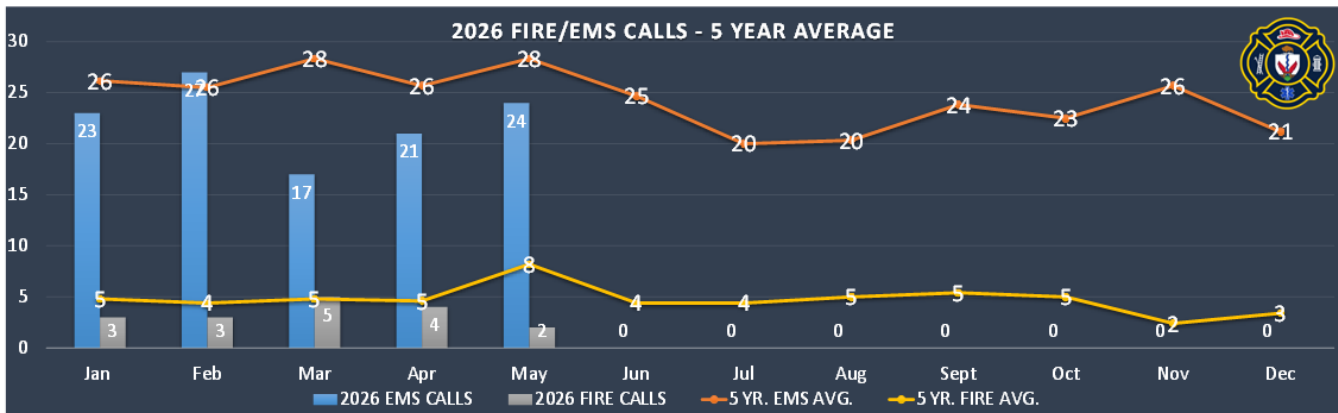
Ten training events were carried out so far this month. We have completed our Wildland Urban Interface course and would like to congratulate 14 members on successful completion of the course! Thank you for the hard work!

## Fire/EMS General Updates

Protective Services Coordinator Spencer Porter started work May 25<sup>th</sup> and is already providing a huge benefit to the department just days on the job.

Fort Smith has officially received our new Type 2 structure protection trailer just in time for the 2026 wildfire season! The quality of the equipment and layout of the trailer is very impressive! It was deployed to a prescribed burn event in the community already!

Dispatch services are scheduled to come online mid June and a lot of work is being done in the background to support this roll out.

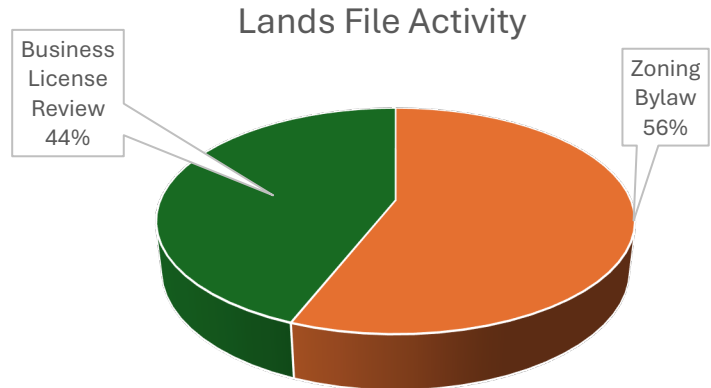


## Land & Development Summary

This month was primarily focused on processing incoming development permit and business license applications while placing a strong emphasis on updating the Town's property tax system in preparation for tax billing.

In advance of the building season, we are continuing to review all pre-existing development permits. All developments that have been completed are being closed while incomplete or not started developments are being addressed through notification and enforcement where appropriate.

Zoning Bylaw	14
Public Engagement	0
Business Licensing Review	11
Housing Accelerator	0
<b>TOTAL</b>	<b>25</b>



## Licensing Report

<b>Business License Holder</b>	<b>Number</b>	<b>Address</b>	<b>Notes</b>
Brandon Freund	26-128	55 Highway 5	Electrician
<b>Development Permit Holder</b>	<b>Number</b>	<b>Address</b>	<b>Notes</b>
G. Olvera	DPA-016-26	17 Winter St.	Construction
Marc-Antoine Berthiaume	DPA-017-26	358 Calder Avenue	Construction
G. Cote	DPA-018-26	39 McDougal Rd.	Construction
G. Cote	DPA-019-26	39 McDougal Rd.	Extension
A. Courtney	DPA-020-26	5 Peregrine	Home Occupation
A. Courtney	DPA-021-26	5 Peregrine	Home Occupation
H. Nguyen	DPA-022-26	9 Pond Cr.	Home Occupation
C. Rorem	DPA-023-26	447 Calder	Construction
G. Freund	DPA-024-26	4 Portage	Construction
Melissa Johns	DPA-025-26	106 Wilderness	Construction
Andrew Hill	DPA-026-26	38 McDougal Rd	Relocation
Hunter Lantz	DPA-027-26	17 Pine Crescent	Home Occupation
Harvey Lepine	DPA-028-26	305 McDougal Rd	Home Occupation
Chad Taylor	DPA-029-26	21 Poppy	Home Occupation
<b>Dog Tag Holder</b>	<b>Number</b>	<b>Address</b>	<b>Notes</b>
David Henderson	14	21 St. Mary's Street	One Time
Meika McDonald	15	65 St. Mary's Street	One Time
Spencer Porter	16	28 Cumming Ave.	One Time
Spencer Porter	17	28 Cumming Ave.	One Time
Jean Morin & Mary Blake-Moore	18	14 McDougal Rd	One Time

## Business Licensing Report

TYPE	2024 Licenses	2025 Licenses	2026 Year to Date
<b>NEW</b>	26	42	14
<b>RENEWAL</b>	185	163	163
<b>LAPSED/UN-RENEWED</b>	48	90	42
<b>TOTAL</b>	<b>211</b>	<b>205</b>	<b>177</b>

Above is a breakdown of Business Licenses showing the total number of licenses issued as new or renewed over the past three years.

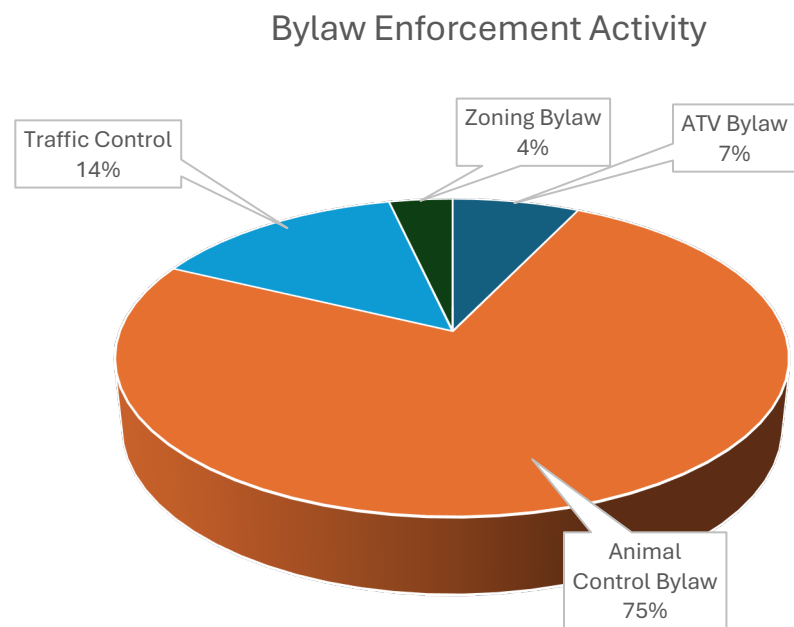
## Bylaw Enforcement Summary

Enforcement efforts have been actively addressing animal control matters. Dog at large violations, accounting for a significant portion again this month, as well as traffic control violations.

May continued to see a significant uptick in calls for service from the public for enforcement issues. Proactive enforcement has been challenging with so many calls for service this month.

The Animal Control Bylaw was presented as a draft for the Bylaw Review Committee. This draft was sent to legal, and input has since been received. The guidance from legal has been incorporated and sent to the SAO for review and forwarding back to bylaw review and stake holders.

Animal Control Bylaw	21
Noise Control Bylaw	0
Traffic Control	4
Taxi Livery	0
Zoning Bylaw	1
Water and Sewer	0
Garbage	0
ATV Bylaw	2
Unightly Lands	3
<b>TOTAL</b>	<b>28</b>



## Emergency Management

The Emergency Management Plan has been updated and signed off by the Director of Protective Services and Acting SAO for 2026.

Improving our evacuation and reception center at the CRC is a priority. Installation of a backup generator ensures the provision of lighting, food services, and air handling. A kickoff meeting with the project manager took place this month and the project is moving forward to evaluate mechanical systems to provide backup power and heat in the event of a prolonged power failure.

The GNWT ECC Wildfire Resiliency funding for 2026 has been applied for. Reviewing existing documents and building a robust Wildland Urban Interface Response Plan with clear identification of critical assets and infrastructure will be the focus of this year's application.

## 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.

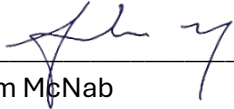
This chart shows the incidents' relative volume and the reported categories. All incident reports are forwarded to respective Directors for review and follow-up. The JOHSC met in May as scheduled.

## Capital Projects Update

1. **Emergency Equipment Evergreen** – Capital evergreen planning for 2026 has begun and orders will be placed now that the capital plan has been approved.
2. **Fire Hall retrofit** – A scope of work has been created, Maskwa has been chosen as the project manager.
  - a. Final drawings and a quote for the work has been delivered. With the approval of the capital plan with the increased cost of the project, this will be moving forward.
  - b. Lead has been found in the plumbing of the existing Fire Hall. Maskwa has been asked to prepare a scope of work and quote for this to be added to the retrofit.
3. **New Fire Hall RFP** – In consultation with the SAO it has been decided that a tender will be created to assess the future viability of Town Hall including a needs analysis of Town Hall and quote for retrofit.
  - a. A site visit has been completed. Initial findings show the building to be structurally in excellent condition. A report will be provided.
  - b. A needs analysis will be conducted shortly, and a class C quote for the demolition of the old library for improved parking as well as the retrofit and expansion of the existing Town Hall.
  - c. The RFP for design of the new Protective Services building will include the incorporation of an attached Town Hall for consideration. This cost estimate could be compared against the retrofit and expansion option.
  - d. Feasibility of an integrated Town Hall and Fire Hall will need to consider the significant land requirements to meet the needs of both operations simultaneously as well as significant building separations given the uses.
4. **Fire Training grounds** – Work with Aurora College to secure a potential location is ongoing.
  - a. Both the live fire and general training structure have been ordered. Both units are in production.
5. **Replacement Ambulance** – Two quotes have been received for the replacement of the ambulance.
  - a. Updated quote for stretchers in both the new and retained ambulance have been received.
  - b. Quote for mini “re-fit” of the retained apparatus is being processed by manufacturer Crestline. This will include installation of the mounting plate and wiring for the new stretcher.
  - c. With the finalization of the 2026 capital plan, this work will begin.
6. **Fire Break Maintenance** – Work will begin for the 2026 year mid to late summer after tenders are awarded.
7. **New FireSmart** – Tenders will be put out for the DMAF funding to conduct work outlined in the Community Wildfire Protection Plan.
  - a. The Town has reached out to all indigenous partners. We have received responses from all groups.
  - b. Directors of Protective and Municipal Services have discussed priority areas and impacts to town operations. Director McNab has mapped out the areas to prepare tender documents.
8. **Community Wildfire Resiliency Funding** – The SPU trailer has arrived. PPE for WUI events is on the way.
  - a. An application towards the 2026 funding has been submitted by the Director of Protective Services.
9. **Dispatch Services – Fire/EMS** – This project is nearing completion
  - a. First Due agreement is completed and signed.

## ***REPORT TO COUNCIL***

- b. Implementation is nearly complete. Bylaw enforcement is now actively using this software as we transition away from our old program.
- c. Strathcona County has completed the agreement and it has been signed. Information gathering for the system has been largely completed.
- d. Prairie Mobile, who has built communications systems for Strathcona Dispatch in the past has been retained to build communications equipment for dispatch. This work has begun.
- e. A StarLink and dedicated Northwestel internet connection have both been secured. Cable internet is installed, the Starlink will be installed this week.



---

Adam McNab  
Director of Protective Services



## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** May 27, 2026  
**Subject:** Home Occupation: DPA-014-26

### PURPOSE:

Saeed Aldweik has submitted a Home Occupation Development Application. This application is for the operation of LeVantine Kitchen at the following location:

Lot	Block	Plan	Zone	Civic Address
15	18	212	R1	5 Ptarmigan 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:

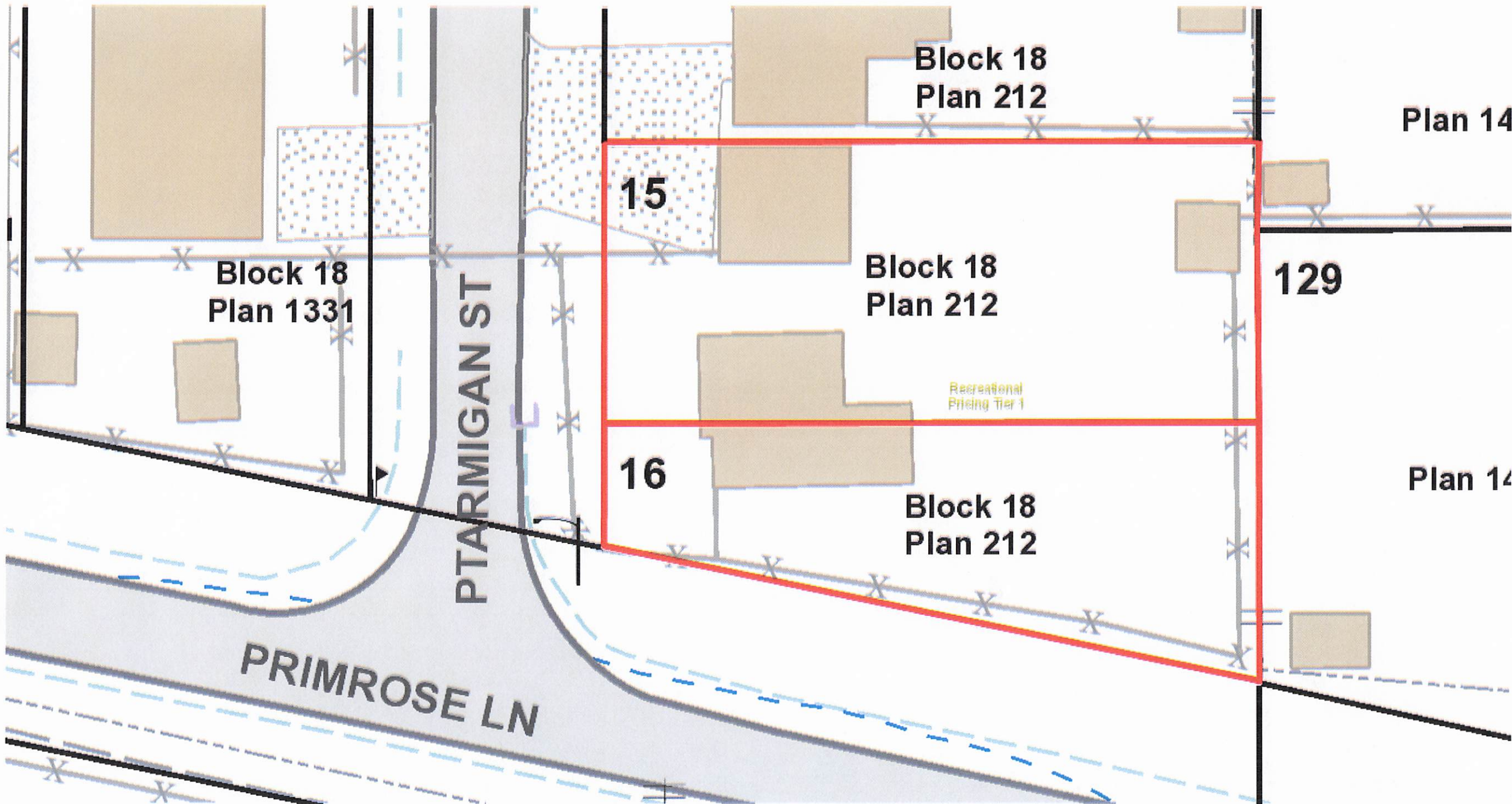
A Home Occupation Business License application has been received that indicates operations including culinary services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or signage shall occur.

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 1063 part 8.6.11.



Block 18  
Plan 1331

PTARMIGAN ST

PRIMROSE LN

15

Block 18  
Plan 212

16

Block 18  
Plan 212

Recreational  
Pricing Tier 1

129

Plan 14

Plan 14



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

**RECEIVED**  
**APR 21 2026**  
THE CORPORATION OF THE  
TOWN 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>28/7/2025</u>		New Application <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>
Name of Applicant <u>Saeed Aldweik</u>		Name of Business <u>LeNantine kitchen</u>	
Business Street Address <u>5 Parkmigan St</u>		Legal Address	Mailing Address <u>815 Fort Smith</u>
Phone Number <u>7097717559</u>		Lot:                      Plan:	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <u>Saeedweik@gmail.com</u>		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: <b>RESIDENT</b>		Type of Business: <b>NON-RESIDENT</b>	
<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		<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 <sup>st</sup> )			
<b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>			
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b>			
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>Selling food, stored the food in a small fridge. Work in evening</u>			
<u>time 4pm - 9pm. No signs will be installed.</u>			
<u>No demolition or construction will occur.</u>			
Date of Commencement (If New or Non-Resident): <u>8/4/2026</u>		Date of Termination (If Non-Resident):	Number of Employees <u>2</u>
			Full Time:                      Part Time: <input checked="" type="checkbox"/>

I, Saeed Aldweik, 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 2 (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](mailto:reception@fortsmith.ca)**

\_\_\_\_\_  
Signature of Applicant [Signature]

\_\_\_\_\_  
On Behalf of (Name of Business) LeNantine kitchen

\_\_\_\_\_  
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. DPA-014-26

**FORM A:**

**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

Name: Saad Alkhalik Interest (if not owner): \_\_\_\_\_  
 Telephone: 709 777 7559 Email: Saadalkhalik@gmail.com  
 Mailing Address: Po box 815 Fort Smith, NWT

**Owner Information (if different than applicant):**

Registered Owner's Name: Brendan Tsetso & Whitney Locken (Tsetso)  
 Telephone: 867-688 9522/688 0295 Email: WLocken@gmail.com  
 Mailing Address: Po box 511 - 10526 Fort Simpson NT X0E 0N0

**Property Information:**

Civic Address to be Developed: 5 Ptarmigan St  
 Zoning: \_\_\_\_\_ Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: Residential  
 Proposed Use(s) of Property (if applicable): \_\_\_\_\_


Estimated Cost of Project: \$ 1000\$ one Thousand Dollars

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

April 8 2026  
 Date

  
 Owner's Signature (if different than applicant)

March 11 2026  
 Date



# TOWN OF FORT SMITH

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

Application No. DDA - 014-26

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

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

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

### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

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



# TOWN OF FORT SMITH

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

Application No. DPA-014-26

## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. 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:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

## 4. PROPOSED DEMOLITION

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



# TOWN OF FORT SMITH

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

Application No. DPA-014-26

## 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: Residential
- Business License Number: 782606753
- 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? yes
- Does this Home Occupation preserve the character of the residential use? yes
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood? yes
- Planned commencement date: May 1 2026

W. H. H. H. H.

152

152  
152

152

152

# Confirmation of Successful Completion

## SafeCheck® Advanced Food Safety Certification

### Arwa Tariq Amin Al-balboul

This will confirm that you have successfully completed the Nationally recognized **SafeCheck® Advanced Food Safety Certification** and exam.  
Your **SafeCheck® Advanced** Certificate and wallet card are attached.

Exam Date: **16-May-2026**

Result: **82%**

SafeCheck®  
Certificate: **113848807**

Certificate  
Expiry: **16-May-2031**

Please tell everyone that you care about the safety of the food you are preparing and serving by displaying the attached certificate in a prominent place. Practice and share the information you have learned.

With your dedicated efforts we can make the world a safer place to eat.

Congratulations,



---

**Domenic C. Pedulla**  
President, Canadian Food Safety®



SafeCheck® Advanced Food Safety Certification

**Certificat de Réussite**  
présenté à

**Certificate of Achievement**  
presented to

**Arwa Tariq Amin Al-balboul**

pour la réussite de

for successful completion of the

**SafeCheck® Programme Avancé  
de Sécurité Alimentaire**

**SafeCheck® Advanced  
Food Safety Certification Program**

16-May-2026

Issue Date  
Date d'émission

113848807

Certificate Number  
Numéro de Certificat

16-May-2031

Expiry Date  
Date d'Expiration



Domenic C. Pedulla  
Président



**SafeCheck®  
Food Safety**  
Canadian Food Safety Group

 Integrity Advocate



Restaurants  
Canada

The voice of foodservice | La voix des services alimentaires

Canadian Food Safety Group   Food Safety Now   SafeCheck® Brand Protection   SafeCheck® Learning  
safecheck1.com   foodsafety1.ca   canadianfoodsafety.com   mapaq.ca   foodsafetynow.ca   safecheck.ca

866.258.0643





## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** May 27, 2026  
**Subject:** Home Occupation: DPA-020-26

### PURPOSE:

Allison Courtney has submitted a Home Occupation Development Application. This application is for the operation of Northern Lights Catering Company at the following location:

Lot	Block	Plan	Zone	Civic Address
2	2	285	R2	5 Peregrine St.
or Certificate of Title:			NA	

### BACKGROUND:

This is an approved catering business looking to expand to cooking from home in addition to on site catering operations.

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

### CURRENT SITUATION:

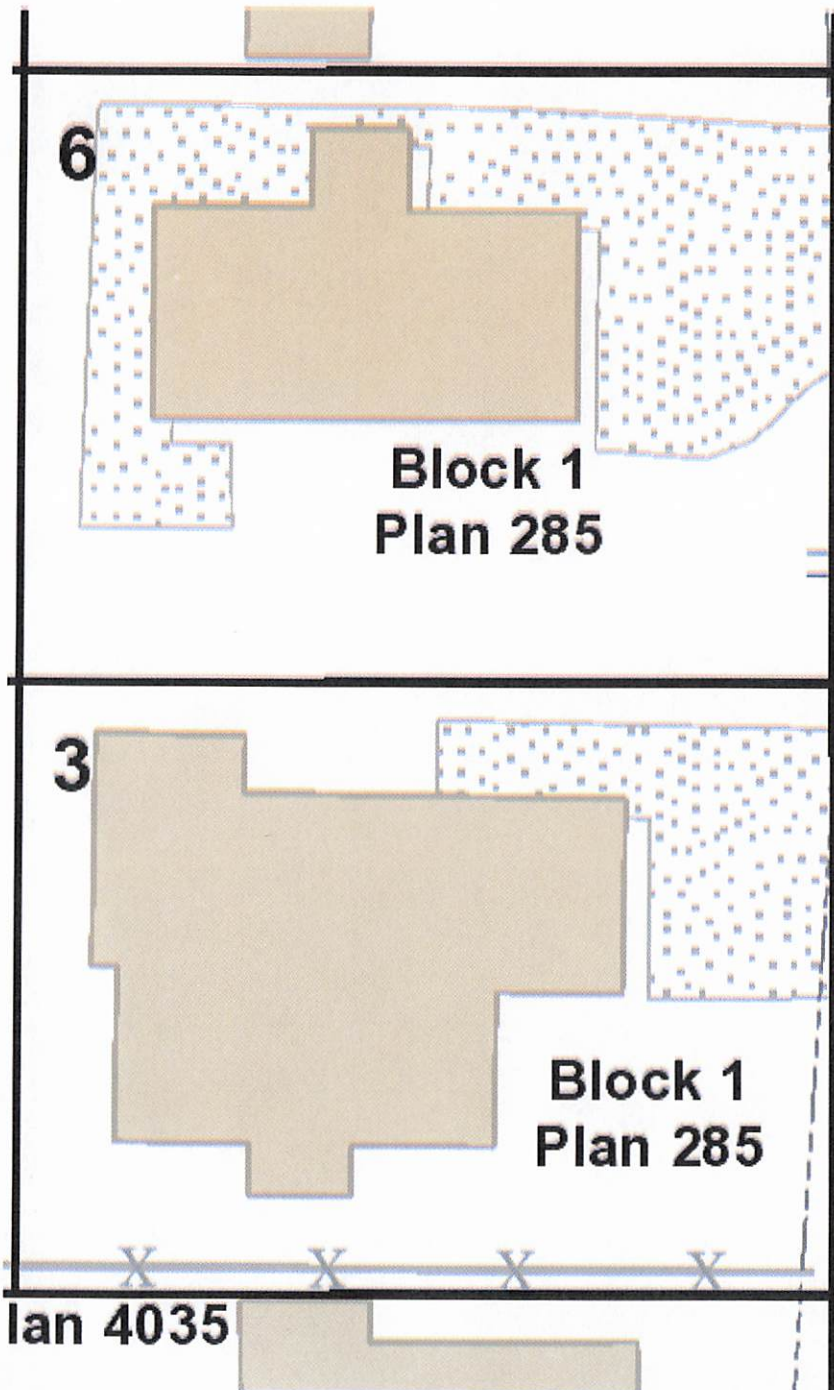
A Home Occupation Business License application has been received that indicates operations including catering services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or signage shall occur.

The Applicant has been advised of the requirement to comply with:

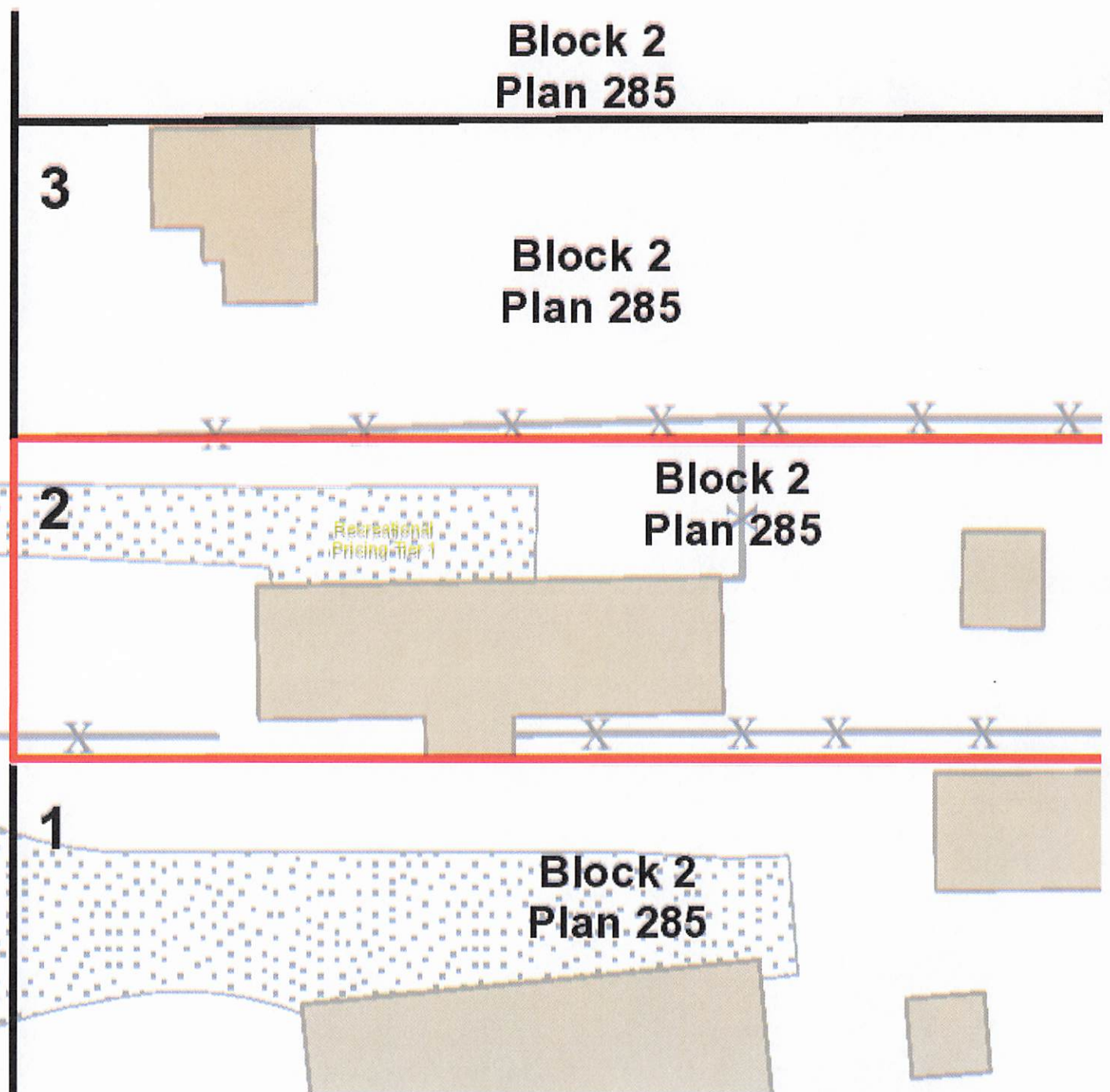
- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaws
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

### CONSIDERATION:

Operating a business of this nature in a residential zone has the potential to create nuisance traffic, and noise contravening the Zoning Bylaw 1063 part 8.6.11.



PEREGRINE ST



lan 4035



# TOWN OF FORT SMITH BUSINESS LICENSE APPLICATION

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

1 of 3  
**RECEIVED**  
 MAY 08 2026  
 THE CORPORATION OF THE TOWN 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 <b>May 8, 2026</b>		New Application <input type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant <b>Allison Courtney</b>		Name of Business <b>Northern Lights Catering Company</b>	
Business Street Address <b>5 Peregrine Street</b>		Legal Address	Mailing Address <b>5 Peregrine Street</b>
Phone Number <b>867 872 0540</b>		Lot:                      Plan:	Can your business info be put on the Town's website? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <b>cocoali@live.ca / northernlightscatering.ca@gmail.com</b>		Fax Number <b>N/A</b>	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: <b>RESIDENT</b> <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Home Occupation – Includes desk operations – <i>Amending</i> <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: <b>NON-RESIDENT</b> <input type="checkbox"/> Non-resident <input type="checkbox"/> Non-resident Vendor <input type="checkbox"/> Charitable Purposes	
<input checked="" 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 <sup>st</sup> )			
<b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>			
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b>			
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>(Please see attached pages)</i>			
Date of Commencement (If New or Non-Resident): <b>May 8, 2026 / ASAP</b>		Date of Termination (If Non-Resident):	Number of Employees Full Time: <b>1</b> Part Time:

I, Allison Courtney, 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](mailto:reception@fortsmith.ca)**

*Allison Courtney*  
 \_\_\_\_\_  
 Signature of Applicant

**Northern Lights Catering Company**  
 \_\_\_\_\_  
 On behalf of (Name of Business)

\_\_\_\_\_  
 Signature of Development Officer

**May 8, 2026**  
 \_\_\_\_\_  
 Date

This application is to ammend the current one to include cooking food to sell on the premise.

- Business hours will vary but will never be before 8am or after 9pm. This business will mainly operate in the afternoon and evenings, concentrating on weelends and holidays.
- Foot and vehicle traffic could be up to 15 visitors on evenings the business is operating
- There is a seperate fridge and chest freezer for the storage of perishable items
- No demolition or construction is required and no signs will be erected on the exterior
- Food pick-ups will be scattered so there is only one vehicle at the house every 10-20 mins. on days the business operates

Not all items are available at all times.

The menu is subject to availability and season of year. Almost all items are made from scratch, including BBQ sauces. Some of the menu items will include:

- Fried chicken → pieces & sandwiches
- Hamburgers, Cheeseburgers, Bacon Burgers
- Chicken Shawarma w/ rice & pitas
- BBQ Ribs      - Mashed Potatoes & Gravy
- Hand cut French Fries      - Macaroni Salad
- Roast Beef → dinners & sandwiches
- Baked Potatoes      - Biscuits & Gravy
- Variety of Soup and Stews      - Fresh Bannock
- Fresh Dinner Rolls      - Pulled Pork
- Potato Salad      - Greek Salad      - Tossed Salads
- Grilled Cheese      - Chicken Wings
- Baked Goods: squares, pies, cookies, bars, muffins  
cupcakes, cinnamon rolls
- Protein Coffees → Iced & Hot      - Fresh Lemonades
- Smoothies → with fruit & /or Protein Powders



**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: Allison Courtney Interest (if not owner): \_\_\_\_\_  
 Telephone: 867 872 0548 Email: cocoali@live.ca  
 Mailing Address: \_\_\_\_\_

**Owner Information (if different than applicant):**

Registered Owner's Name: Barry Nickolson  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Property Information:**

Civic Address to be Developed: \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: \_\_\_\_\_  
 Proposed Use(s) of Property (if applicable): \_\_\_\_\_

Estimated Cost of Project: \$ \_\_\_\_\_

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

**SIGNATURE:**

Allison Courtney  
Applicant's Signature

FEB 23, 2026  
Date

Barry Nickolson  
Owner's Signature (if different than applicant)

FEB 25, 2026  
Date



## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** May 27, 2026  
**Subject:** Home Occupation: DPA-021-26

### PURPOSE:

Allison Courtney has submitted a Home Occupation Development Application. This application is for the operation of Lakeshore Lashes at the following location:

Lot	Block	Plan	Zone	Civic Address
2	2	285	R2	5 Peregrine 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:

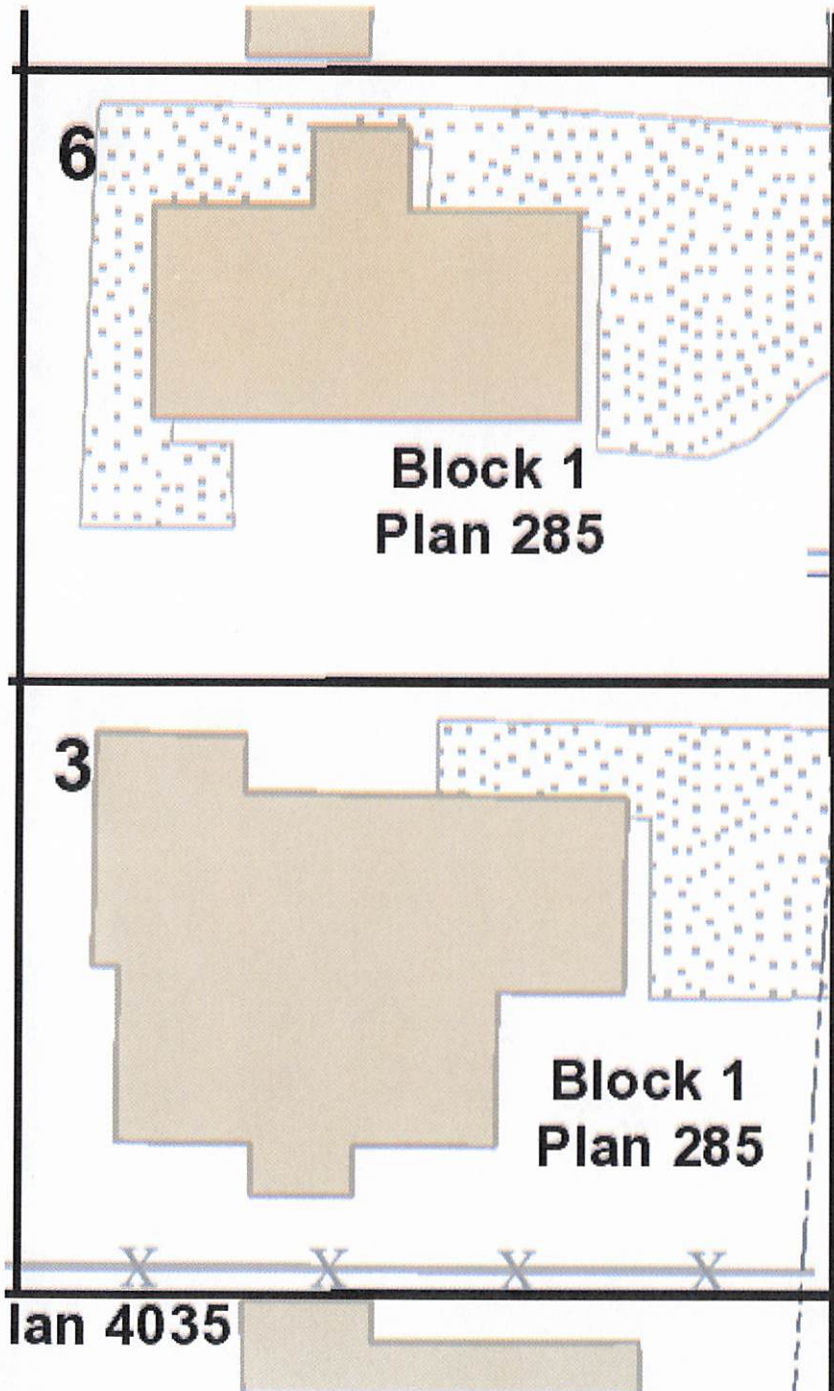
A Home Occupation Business License application has been received that indicates operations including Cosmetology services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or signage shall occur.

The Applicant has been advised of the requirement to comply with:

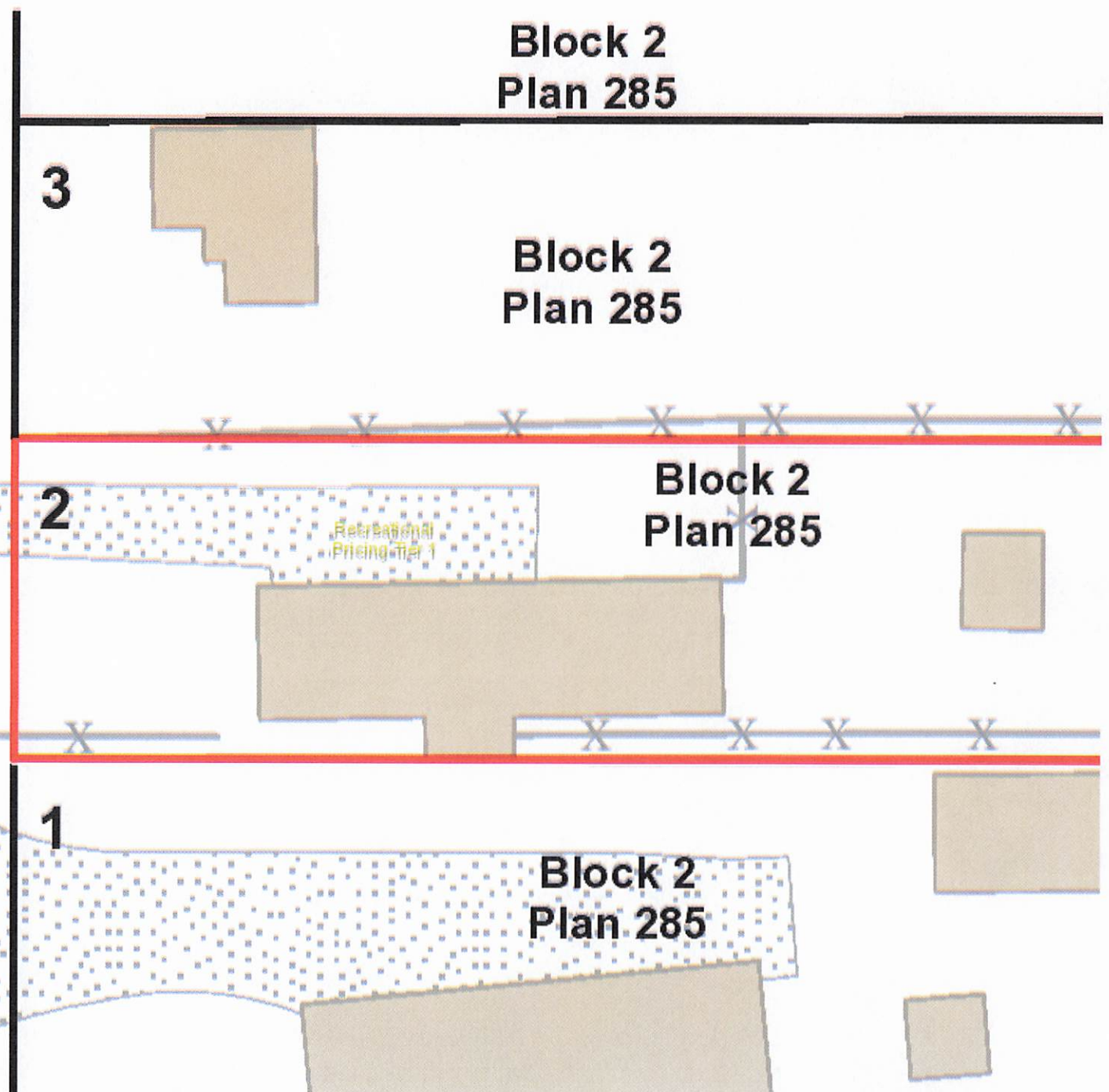
- All Town Bylaws, specifically the Town Zoning, Business License Bylaws and Unsightly Lands Bylaws
- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations.

### CONSIDERATION:

Operating a business of this nature in a residential zone has the potential to create nuisance traffic, and noise contravening the Zoning Bylaw 1063 part 8.6.11.



PEREGRINE ST



Block 2  
Plan 285

Block 2  
Plan 285

Block 2  
Plan 285

Block 2  
Plan 285

lan 4035



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

**RECEIVED**  
 MAY 08 2026  
 THE CORPORATION OF THE  
 TOWN 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 <b>May 8, 2026</b>		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant <b>Allison Courtney</b>		Name of Business <b>Lakeshore Lashes</b>	
Business Street Address <b>5 Peregrine Street</b>		Legal Address	Mailing Address <b>5 Peregrine Street</b>
Phone Number <b>867 872 0548</b>	Lot:	Plan:	Can your business info be put on the Town's website? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fax Number <b>N/A</b>		Business Website: <b>N/A</b>	
Email Address <b>cocoali@live.ca</b>		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: <b>RESIDENT</b> <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: <b>NON-RESIDENT</b> <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 <sup>st</sup> )			
<b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>			
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b>			
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.) <b>Lash Extensions, Lash Lifts *Tints, Eyebrow Shaping *Tinting, Henna Eyebrows, Body Sculpting: Cavitation, RF-therapy, Laser Lips Pads, Vacuum Therapy, Red Light Therapy</b> <b>Spare bedroom with separate entrance will be used for studio space and closets for storage. Hours will be Mon-Sat 9am-9pm BY APPOINTMENT ONLY. No demolition or →</b>			
Date of Commencement (If New or Non-Resident): <b>May 8, 2026/ASAP</b>	Date of Termination (If Non-Resident):	Number of Employees Full Time: <b>1</b> Part Time:	

I, Allison Courtney, 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**

Allison Courtney  
 Signature of Applicant

Lakeshore Lashes  
 On Behalf of (Name of Business)

\_\_\_\_\_  
 Signature of Development Officer

May 8, 2026  
 Date

construction is required. Per health guidelines, there is a separate sink in the laundry area that can be used for handwashing and instrument sterilization. No signs will be created on the exterior of the house. Vehicle and foot traffic will be 0 to no more than 3 clients per day. Parking is provided on the property. There will be no more than one client at a time.

-Equipment on site includes: lights, tweezers, adhesive, tape, lash brushes, towels, headbands, single use items such as: spoolies, combs, ~~eye~~ pads, swabs. ~~NO HAIRWORK MATERIALS OR SUPPLIES. DONOR'S.~~



## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** May 27, 2026  
**Subject:** Home Occupation: DPA-022-26

### PURPOSE:

Hao Nguyen has submitted a Home Occupation Development Application. This application is for the operation of Hao Nguyen Photography at the following location:

Lot	Block	Plan	Zone	Civic Address
841	NA	781	R2	9 Pond Cr.
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:

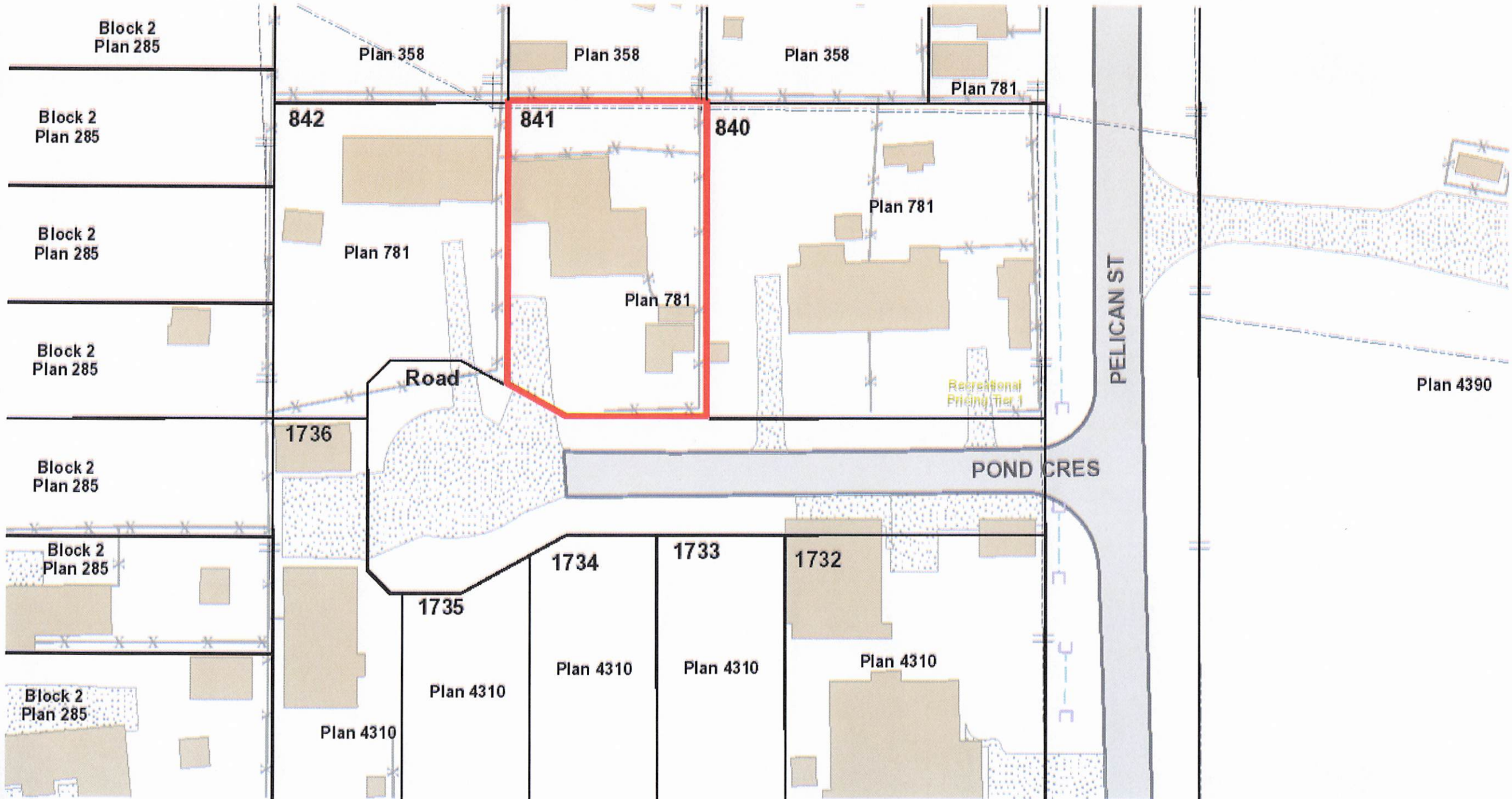
A Home Occupation Business License application has been received that indicates operations including Photography services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or signage shall occur.

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 1063 part 8.6.11.





**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		New Application <input checked="" type="checkbox"/>	Renewal <input type="checkbox"/>
Name of Applicant <i>Hao Nguyen</i>		Name of Business <i>Hao Nguyen Photography</i>	
Business Street Address <i>9 Pond Crescent</i>		Legal Address	Mailing Address <i>9 Pond Crescent</i>
Phone Number <i>(639) 590-9079</i>		Lot: _____ Plan: _____	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <i>Haonguynecanada@gmail.com</i>		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: <b>RESIDENT</b> <input type="checkbox"/> Commercial <input 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: <b>NON-RESIDENT</b> <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 <sup>st</sup> )			
<b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>			
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b>			
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>Mobile photography business providing ID and portrait photography services at client's homes, including outside, onsite photo capture and digital processing.</i>			
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):	
		Number of Employees	
		Full Time: _____ Part Time: _____	

I, *Hao Nguyen*, 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](mailto:reception@fortsmith.ca)**

*Hao*  
Signature of Applicant

\_\_\_\_\_  
On Behalf of (Name of Business)

\_\_\_\_\_  
Signature of Development Officer

\_\_\_\_\_  
Date



**FORM A:**

**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

Name: Hao Nguyen Interest (if not owner): \_\_\_\_\_  
 Telephone: (639) 590-9079 Email: Haonguyencanada@gmail.com  
 Mailing Address: 9 Pond Crescent

**Owner Information (if different than applicant):**

Registered Owner's Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Property Information:**

Civic Address to be Developed: 9 Pond Crescent  
 Zoning: \_\_\_\_\_ Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: \_\_\_\_\_  
 Proposed Use(s) of Property (if applicable): \_\_\_\_\_

Estimated Cost of Project: \$ \_\_\_\_\_

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

**SIGNATURE:**

Applicant's Signature

May 12, 2026  
 Date

\_\_\_\_\_  
 Owner's Signature (if different than applicant)

\_\_\_\_\_  
 Date



# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

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

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

#### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

2 sets of site plans showing:

- Building outlines;
- Legal description
- Yards/Setbacks (front, rear, and side)
- Provisions for off-street loading, parking, and access and egress points (if applicable)
- Provisions for landscaping and drainage

2 sets of floor plans (minimum 1:100 scale)

2 sets of elevations (minimum 1:100 scale)

2 sets of sections (minimum 1:100 scale)

Statement of Uses (on Page 1)

Statement of ownership of land and interest of the applicant therein (on Page 1)

Estimated commencement date \_\_\_\_\_

Estimated completion date \_\_\_\_\_

Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. 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:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

## 4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: \_\_\_\_\_
- Demolition Methods to be used: \_\_\_\_\_  
\_\_\_\_\_
- Planned Demolition Start Date: \_\_\_\_\_
- Planned Demolition Finish 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: \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: \_\_\_\_\_

Letter from home owner noting you can do business from the property

May 11 2026

To whom it may concern

I Kenny Coleman of 9 Pond crescent NT give Hao Nguyen

Permission to operate his photography business from my address

Thank you Kenny coleman

867 872 8123

A handwritten signature in blue ink, appearing to read "Kenny Coleman", is written across the middle of the page. The signature is fluid and cursive.



## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** May 27, 2026  
**Subject:** Home Occupation: DPA-027-26

### PURPOSE:

Hunter Lantz has submitted a Home Occupation Development Application. This application is for the operation of Lantz Welding Ltd. at the following location:

Lot	Block	Plan	Zone	Civic Address
295	NA	207	R1	17 Pine 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:

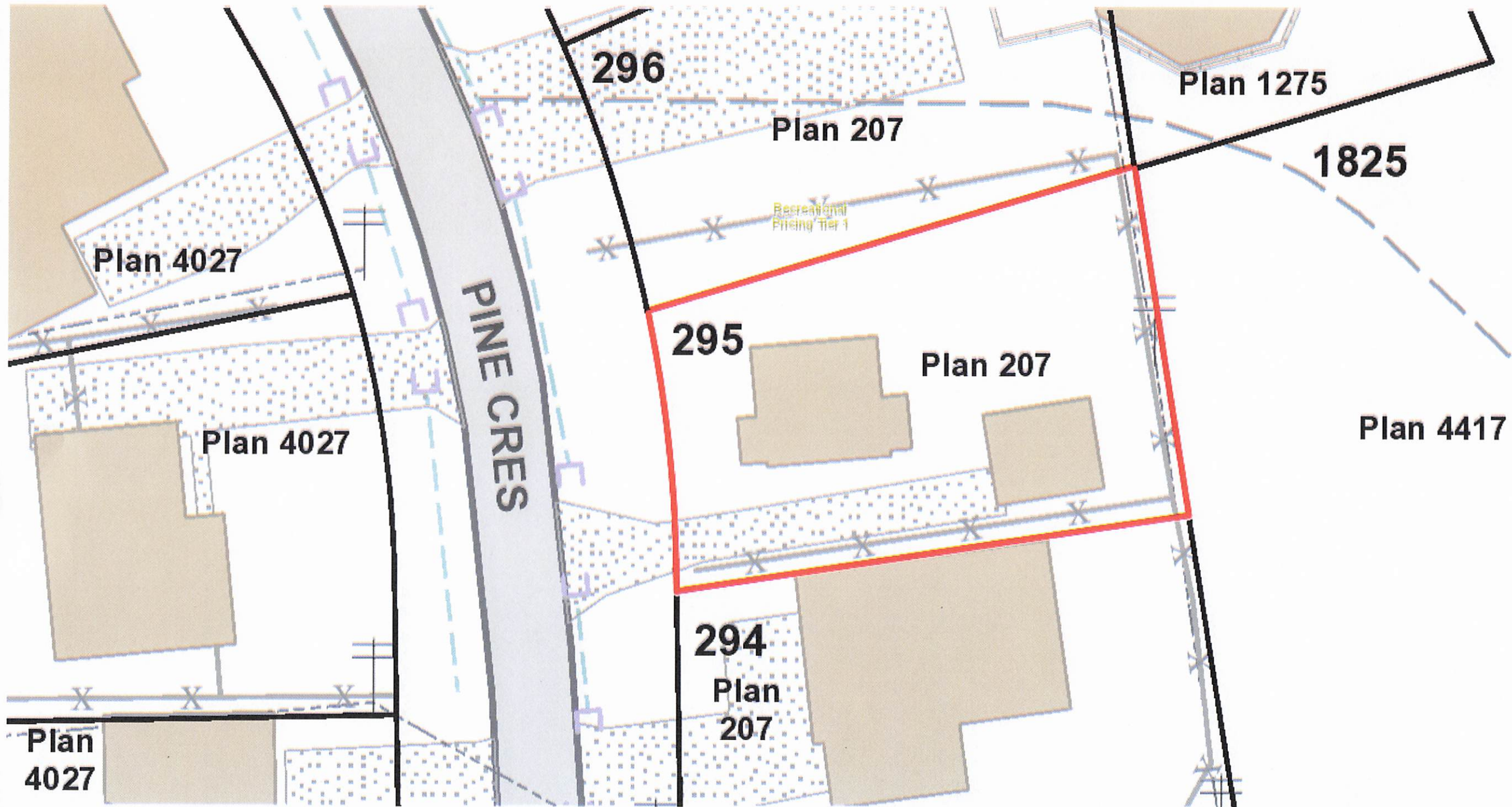
A Home Occupation Business License application has been received that indicates operations including mobile welding services. An operation of this nature could see an increase in vehicle and foot traffic. Equipment and a vehicle will be stored on site. No construction, or signage shall occur.

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 1063 part 8.6.11.



296

Plan 207

Plan 1275

1825

Plan 4027

Recreational  
Pricing Tier 1

PINE CRES

295

Plan 207

Plan 4417

Plan 4027

Plan  
4027

294

Plan  
207

RECEIVED

MAY 08 2026

THE CORPORATION OF THE TOWN OF FORT SMITH



**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 May 8, 2026		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Hunter Lantz		Name of Business Lantz Welding Ltd.	
Business Street Address 17 Pine Crescent		Legal Address Lot: 295 Plan: 207	Mailing Address Box 1175
Phone Number (847) 872 0555		Fax Number	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address lantzwelding@outlook.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: <b>RESIDENT</b> <input checked="" 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: <b>NON-RESIDENT</b> <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 <sup>st</sup> )			
<b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>			
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b>			
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.)			
Welding / Fabrication. Minimal foot traffic, if any. Welder, tools, accessories, vehicle stored on site.			
Hours of operation are 0800-2000 daily. NO signs installed. No construction or demolition. It's a welding shop for select jobs. Most work will be in the field as it's a mobile welding rig business.			
Date of Commencement (If New or Non-Resident): May 8, 2026		Date of Termination (If Non-Resident):	
		Number of Employees <u>8</u>	
		Full Time:                  Part Time:	

I, Hunter Lantz, 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 8 (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](mailto:reception@fortsmith.ca)**

[Signature]  
Signature of Applicant

Lantz Welding LTD.  
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. DPA-017-26

**FORM A:**

**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

x Name: Hunter Lantz Interest (if not owner): \_\_\_\_\_  
 Telephone: (867) 872 0555 Email: lantzwelding@attlock.com  
 Mailing Address: PO Box 1175

**Owner Information (if different than applicant):**

x Registered Owner's Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Property Information:**

Civic Address to be Developed: 17 Pine Crescent - no development - home occupation  
 Zoning: \_\_\_\_\_ Lot# 295 Block# 207 Plan# 1985  
 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: home  
 Proposed Use(s) of Property (if applicable): home business

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:**

**Applicant's Signature**

May 8, 2026  
**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. DPA-017-26

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

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

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

#### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

2 sets of site plans showing:

- Building outlines;
- Legal description
- Yards/Setbacks (front, rear, and side)
- Provisions for off-street loading, parking, and access and egress points (if applicable)
- Provisions for landscaping and drainage

2 sets of floor plans (minimum 1:100 scale)

2 sets of elevations (minimum 1:100 scale)

2 sets of sections (minimum 1:100 scale)

Statement of Uses (on Page 1)

Statement of ownership of land and interest of the applicant therein (on Page 1)

Estimated commencement date \_\_\_\_\_

Estimated completion date \_\_\_\_\_

Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



# TOWN OF FORT SMITH

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

Application No. DPA-07-26

## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. 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:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

## 4. PROPOSED DEMOLITION

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



# TOWN OF FORT SMITH

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

Application No. DPA-017-26

## 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: storage and office use.
- Business License Number: TBD
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: ASAP



## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** May 27, 2026  
**Subject:** Home Occupation: DPA-028-26

### PURPOSE:

Harvey Lepine has submitted a Home Occupation Development Application. This application is for the operation of Borderline Contracting Ltd. at the following location:

Lot	Block	Plan	Zone	Civic Address
526	NA	272	R2	305 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:

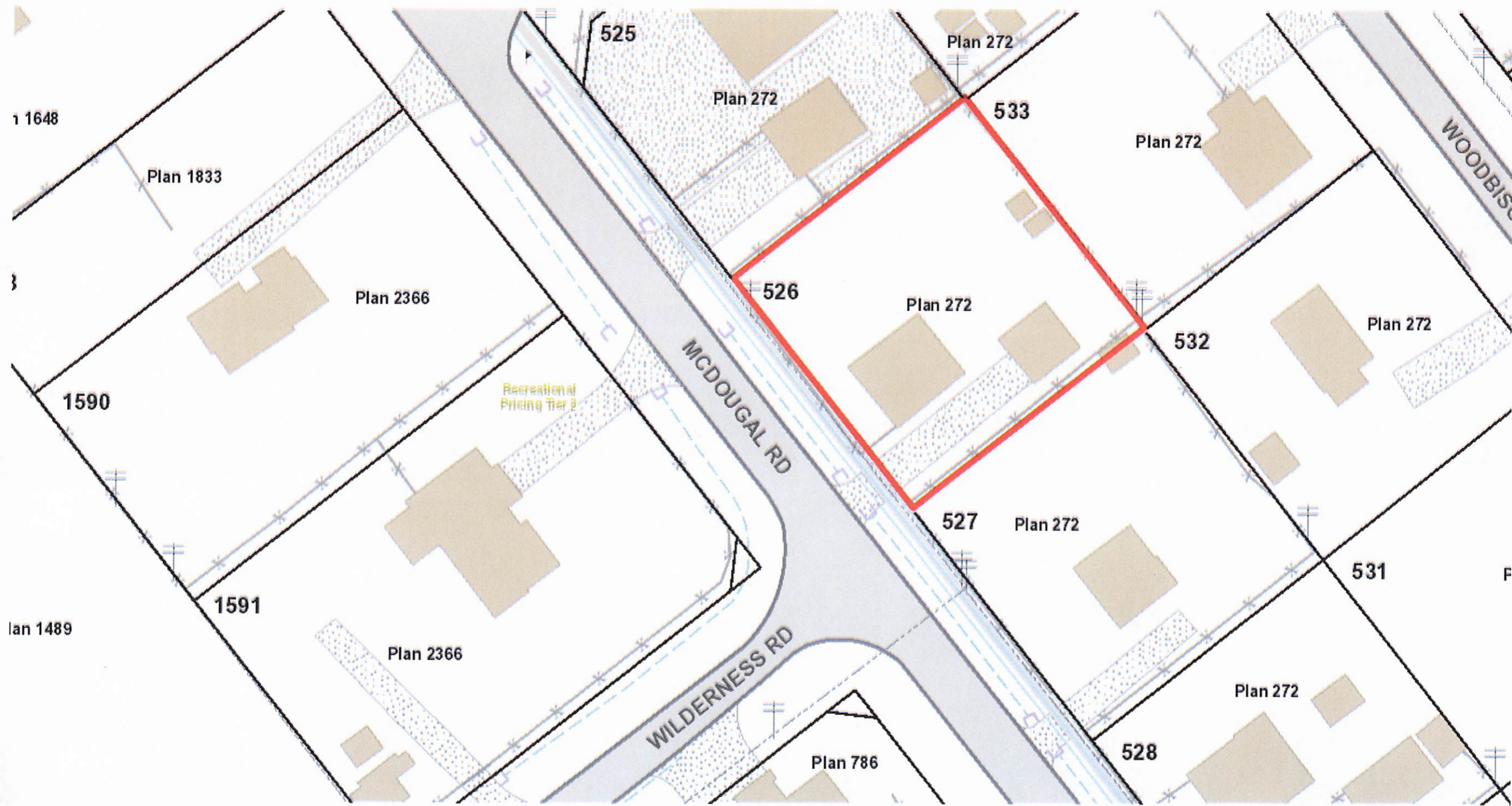
A Home Occupation Business License application has been received that indicates operations including Landscaping and Firewood services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or signage shall occur.

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.

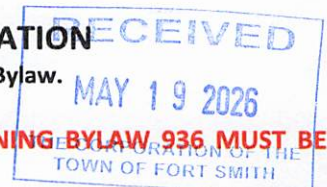
### CONSIDERATION:

Operating a business of this nature in a residential zone has the potential to create nuisance traffic, and noise contravening the Zoning Bylaw 1063 part 8.6.11.





**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 <b>Apr 23, 2026</b>		New Application <input type="checkbox"/>		Renewal <input checked="" type="checkbox"/>	
Name of Applicant <b>Harvey Lepine</b>		Name of Business <b>Borderline Contracting LTD.</b>			
Business Street Address <b>305 McDougal Road</b>		Legal Address Lot: <b>526</b> Plan: <b>272</b>		Mailing Address <b>P.O. 1063</b>	
Phone Number <b>867-621-0642</b>		Fax Number		Can your business info be put on the Town's website? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Email Address <b>hwlepine@icloud.com</b>			Business Website:		
Do you wish to receive email newsletters from the Town regarding Business opportunities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Type of Business: <b>RESIDENT</b> <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: <b>NON-RESIDENT</b> <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 <sup>st</sup> )					
<b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>					
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b>					
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.) <b>Landscaping, sand/gravel hauling, fencing, trenching, cement and snow removal, firewood.</b>					
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):		Number of Employees	
				Full Time:          Part Time:	

I, Harvey Lepine, 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](mailto:reception@fortsmith.ca)**

Harvey Lepine  
 Signature of Applicant

Borderline Contracting LTD.  
 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. \_\_\_\_\_

**FORM A:**

**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

2

Name: Howey Lapine Interest (if not owner): owner  
 Telephone: 867-671-0642 Email: hwlapine@icloud.com  
 Mailing Address: Box 1063

**Owner Information (if different than applicant):**

X

Registered Owner's Name: Same as above  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**Property Information:**

Civic Address to be Developed: 305 McDougall Rd.  
 Zoning: \_\_\_\_\_ Lot# 526 Block# \_\_\_\_\_ Plan# 272  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: \_\_\_\_\_  
 Proposed Use(s) of Property (if applicable): \_\_\_\_\_

Estimated Cost of Project: \$ 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:**

Howey Lapine  
 Applicant's Signature

May 19 2020  
 Date

\_\_\_\_\_  
 Owner's Signature (if different than applicant)

\_\_\_\_\_  
 Date



# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## REQUIRED ITEMS

### PROPOSED DEVELOPMENT(S):

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

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

#### 1. CONSTRUCTION:

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

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



## TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

### 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

### 3. 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:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

### 4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: \_\_\_\_\_
- Demolition Methods to be used: \_\_\_\_\_  
\_\_\_\_\_
- Planned Demolition Start Date: \_\_\_\_\_
- Planned Demolition Finish 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: \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: Apr 22 2026



## Briefing Note

**To:** Mayor and Council  
**From:** Lands Officer Nicholas Carbery  
**Date:** May 27, 2026  
**Subject:** Home Occupation: DPA-029-26

### PURPOSE:

Chad Taylor has submitted a Home Occupation Development Application. This application is for the operation of True Gritt Contracting at the following location:

Lot	Block	Plan	Zone	Civic Address
355	NA	207	R1	21 Poppy 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:

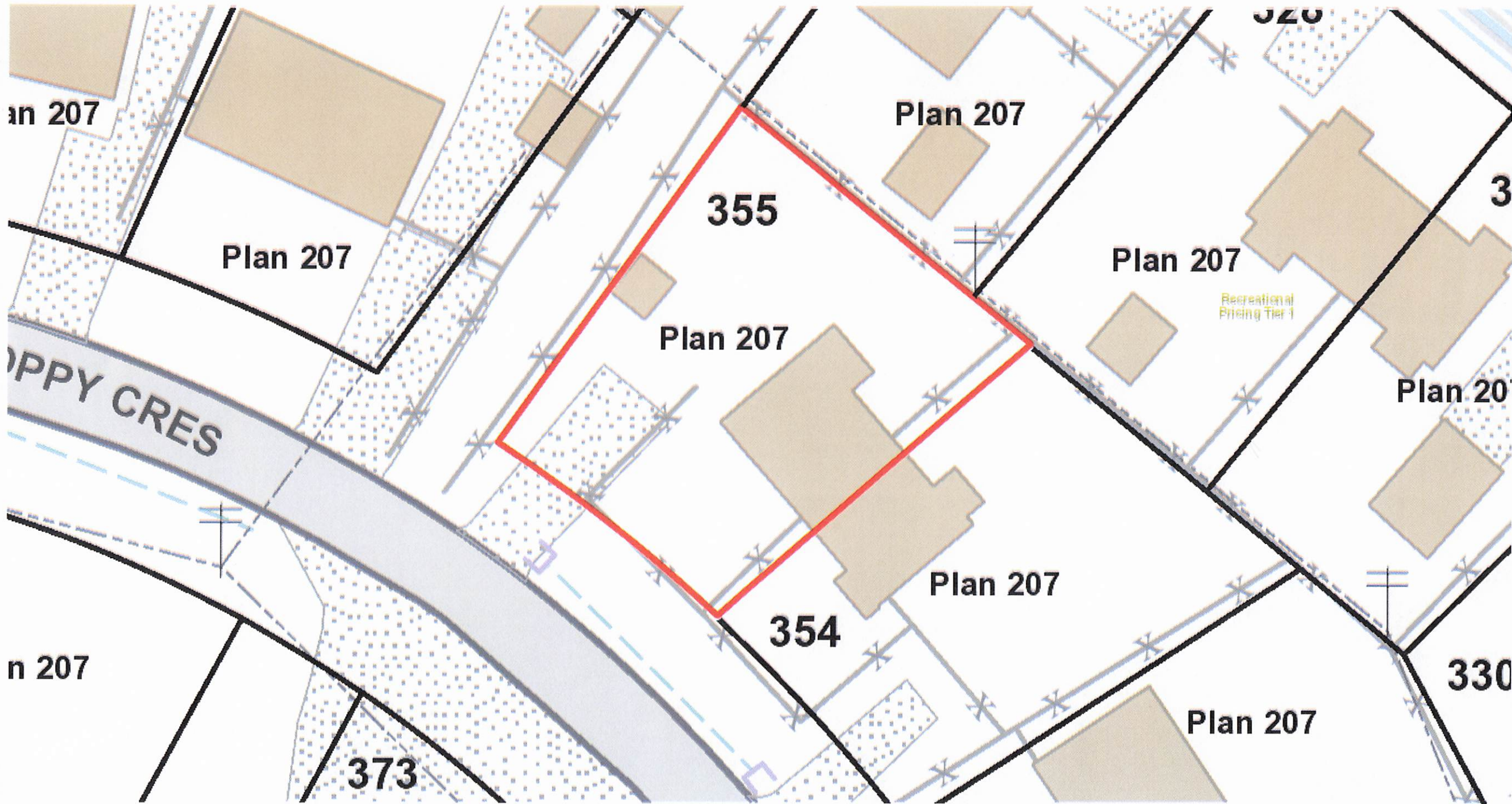
A Home Occupation Business License application has been received that indicates operations including contracting services. An operation of this nature could see an increase in vehicle and foot traffic. No equipment storage on site. No construction, or signage shall occur.

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 1063 part 8.6.11.





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

**RECEIVED**  
**MAY 26 2026**  
 THE CORPORATION OF THE  
 TOWN 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 <b>May 26 / 2026</b>		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant <b>Chad C Taylor</b>		Name of Business <b>True Gritt Contracts</b>	
Business Street Address <b>21 Poppy Cres</b>		Legal Address Lot: <b>35.5</b> Plan: <b>0207</b>	Mailing Address <b>P.O. Box 1461</b>
Phone Number <b>(867) 621-2034</b>		Fax Number /	Can your business info be put on the Town's website? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address <b>Chadtaylor257@gmail.com</b>		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: <b>RESIDENT</b> <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: <b>NON-RESIDENT</b> <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 <sup>st</sup> )			
<b>ALL RATES AND FEES WILL BE BASED ON THE CURRENT RATES AND FEES BYLAW</b>			
<b>PROVIDE A COMPLETE DESCRIPTION OF YOUR BUSINESS:</b>			
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.) <b>My Business will offer Small 1 man Construction Projects; Windows, Doors, Decks, Flooring, Fences, Kitchen and Bathroom Renovations, Hot shot-Delivery service In town Moving. Foot traffic will be Minimal, No Signag in the Immediate future, No changes to Property.</b>			
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):	
		Number of Employees	
		Full Time: <b>1</b> Part Time:	

I, Chad Taylor, 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

True Gritt Contracts  
 On Behalf of (Name of Business)

\_\_\_\_\_  
 Signature of Development Officer

\_\_\_\_\_  
 Date



315532  
May 06 2026 | BY MAIL

TRUE GRITT CONTRACTS  
BOX 1461  
21 POPPY CRESCENT  
FORT SMITH, NT X0E 0P0

ATTENTION: CHAD TAYLOR

Dear Sir/Madam:

**Application to Register Business Name (Sole Proprietorship) – TRUE GRITT CONTRACTS**

Please find enclosed duly filed Application to Register Business Name (Sole Proprietorship) for the above noted entity, along with your receipt number 124958 in the amount of \$75.00, representing payment of same.

**TRUE GRITT CONTRACTS** is now registered as a Business Name (Sole Proprietorship) under the *Partnership and Business Names Act* of the Northwest Territories; with the registration number **315532**, the registration date of **2026-05-06**, and the expiration date of **2030-05-06**.

**IMPORTANT:** Please take careful note of the date on which your registration expires. A notice to renew registration will be mailed to the address on file for the Business Name (Sole Proprietorship), 90 days prior to this expiry date. **Should your mailing information change** before then, be sure to submit an Application to Amend Business Name (Sole Proprietorship) form, together with the prescribed fee.

If you have any questions or require further information, please do not hesitate to contact our office at (867)767-9304, toll-free (877)743-3302, fax (867)873-0243; or via email at [CorporateRegistries@gov.nt.ca](mailto:CorporateRegistries@gov.nt.ca). All forms and instructions are also available on our website: <https://www.justice.gov.nt.ca/en/business-names/>

Sincerely,

Jessica Putina  
Paralegal  
Corporate Registry  
Department of Justice

Enclosure



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

## TRUE GRITT CONTRACTS

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 **2030-05-06** unless renewed prior to expiry.

Cet enregistrement expire le **2030-05-06** à moins d'être renouvelé avant l'expiration.

Date of Registration  
Date d'enregistrement

**2026-05-06**



  
FOR REGISTRAR OF CORPORATIONS  
REGISTRAIRE DES SOCIÉTÉS PAR ACTIONS



**TOWN OF FORT SMITH**

Post Office Box 147, Northwest Territories, XOE OPO  
Phone: (867) 872-8400 Fax: (867) 872-8401

Application No. \_\_\_\_\_

**FORM A:**

**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

Name: Chad Taylor Interest (if not owner): \_\_\_\_\_  
 Telephone: 867-621-2034 Email: chadtaylor257@gmail.com  
 Mailing Address: P.O. Box 1461 Fort Smith NT XOE OPO

**Owner Information (if different than applicant):**

Registered Owner's Name: Chad Taylor  
 Telephone: 867 621 2034 Email: c.taylor.truegritt@gmail.com  
 Mailing Address: P.O. Box 1461 Fort Smith NT XOE OPO

**Property Information:**

Civic Address to be Developed: 21 Poppy Cres Fort Smith NT  
 Zoning: \_\_\_\_\_ Lot# 355 Block# \_\_\_\_\_ Plan# 0207  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: \_\_\_\_\_ metres Lot Depth: \_\_\_\_\_ metres Lot Area: \_\_\_\_\_ square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: Residential home  
 Proposed Use(s) of Property (if applicable): Office space for small business

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:**  
  
 \_\_\_\_\_  
 Applicant's Signature

March 20/26  
 \_\_\_\_\_  
 Date



\_\_\_\_\_  
 Owner's Signature (if different than applicant)

\_\_\_\_\_  
 Date



**REQUIRED ITEMS**

**PROPOSED DEVELOPMENT(S):**

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

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

**1. CONSTRUCTION:**

Proposed Building Dimensions:

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_

2 sets of site plans showing:

- Building outlines;
- Legal description
- Yards/Setbacks (front, rear, and side)
- Provisions for off-street loading, parking, and access and egress points (if applicable)
- Provisions for landscaping and drainage

NA

- 2 sets of floor plans (minimum 1:100 scale)
- 2 sets of elevations (minimum 1:100 scale)
- 2 sets of sections (minimum 1:100 scale)
- Statement of Uses (on Page 1)
- Statement of ownership of land and interest of the applicant therein (on Page 1)
- Estimated commencement date \_\_\_\_\_
- Estimated completion date \_\_\_\_\_
- Proof that documents have been submitted to and reviewed by the Office of the Fire Marshal of the NWT (single-family dwelling units are exempted)



# TOWN OF FORT SMITH

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

Application No. \_\_\_\_\_

## 2. PROPOSED EXCAVATION

- Length (in metres) \_\_\_\_\_
- Width (in metres) \_\_\_\_\_
- Depth (in metres) \_\_\_\_\_
- Planned Excavation Start Date \_\_\_\_\_
- Planned Excavation Completion Date \_\_\_\_\_

## 3. 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:

1. An irrevocable letter of credit or security deposit may be required to ensure the completion of any renovations set out as a condition of the approval of the permit.
2. A building shall not be relocated until after a Development Permit for building on the new site, if applicable, is issued.
3. For safety reasons, the applicant is responsible for NorthwesTel Inc., the NWT Power Corporation, the GNWT Department of Highways, and the Royal Canadian Mounted Police and advising them of the time of the move and the route.
4. The applicant is responsible for any damages which may occur as a result of this relocation.

## 4. PROPOSED DEMOLITION

- Type of Building or Structure to be Demolished: \_\_\_\_\_
- Demolition Methods to be used: \_\_\_\_\_  
\_\_\_\_\_
- Planned Demolition Start Date: \_\_\_\_\_
- Planned Demolition Finish 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: OFFICE Space & Vehicle & Trailer Park
- Business License Number: TBD
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: March 31 / 2026

## RECOMMENDATION:

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

## Summary of activities

### Staffing Update.

**Director of Corporate Services** – The Director position is currently vacant - The SAO is serving as the Acting Director of Corporate Services until the position is filled or an interim Hiring is made.

**Human Resource Manager** – The HR Manager position is currently vacant - The SAO is serving as the acting HR officer until the position is filled. The SAO / Directors / Executive Secretary are covering the functions of the HR Manager position until the position is filled.

**Executive Assistant** - Recruiting process for the Executive Assistant is in the reviewing of resumes stage.

### Property Taxes – Council adopted the revised mill rates.

- Consideration was given to the 10-year assessment update and a significant shift in assessment values to the residential classifications. Tax class ratios were adjusted to balance the property tax burden similarly to the previous year ( ie a similar amount of taxation revenue from each property class)
- The overall property tax increase was 3.5% as dictated by City Council
- Individual property tax increases will vary depending on the actual change in property assessments in conjunction with ratio adjustments to the tax class
- The Final assessment roll has been verified
- Tax bills will be going out shortly



## Briefing Note

---

**To:** Mayor and Council  
**From:** Community Services  
**Date:** June 2, 2026  
**Subject:** Donation Request – Frank Gruben Pride Festival

### PURPOSE:

To inform Council of a request for support from the Frank Gruben Pride Festival Society for the 2026 Frank Gruben Pride Festival and to seek direction regarding the provision of Town resources, facility use, and financial assistance.

### BACKGROUND:

The Frank Gruben Pride Festival Society is a registered organization whose mission is to create safe and inclusive spaces for members of the LGBTQIA2S+ community, promote understanding and respect through community events and discussions, and celebrate diversity through collaboration with local organizations, governments, and businesses.

The 2025 Frank Gruben Pride Festival included several community events, including:

- Painting of the rainbow crosswalk;
- A pride parade through Fort Smith;
- A family-friendly event at the Centennial Arena;
- A pancake breakfast at Queen Elizabeth Territorial Park;
- A drag queen Storytime at the library; and
- An evening drag performance event.

The Society has advised that the 2025 event was well attended and expressed appreciation for the Town's previous support.

The 2026 Frank Gruben Pride Festival is scheduled for Saturday, June 13, 2026, and the Society has submitted this request for Town assistance and support. In 2025, Mayor and Council approved a \$1500 contribution to be used towards the rental of the Centennial arena and an additional \$250 financial contribution.

### ANALYSIS:

The Society has requested the following:

#### 1. Rainbow Crosswalk Painting

Request for permission to paint the central four-way rainbow crosswalk on Saturday, June 6, 2026, from 5:00 a.m. to 8:00 a.m., or another date as determined by Administration.

Additional support requested includes:

- Delivery of two road barricades by municipal staff;
- Public notification regarding detours;
- Identification of an alternative rain date/time if required.

#### 2. Pride Parade Support

Request for assistance facilitating a pride parade from the Community Recreation Centre to the Centennial Arena on Saturday, June 13, 2026.

Support requested includes:

- Temporary road closures from approximately 12:30 p.m. to 1:00 p.m.;
- Public notification regarding road closures;
- Participation of the Bylaw Officer to pilot the parade, if available; and
- Participation of Fire & Emergency Services vehicles, if operationally feasible.



### 3. Donation of Centennial Arena Facilities

Request for use of the Centennial Arena and mezzanine from 9:00 a.m. to 7:00 p.m. on Saturday, June 13, 2026.

Additional requests include:

- Consideration of the youth/non-profit rate for the rental;
- Installation of the figure skating curtain prior to the event;
- Rental of approximately 30 tables and 100 chairs;
- Use of the P/A system; and
- Custodial support throughout the event.

The Society estimates the fixed facility-related costs at approximately \$608.75.

### 4. Financial Contribution

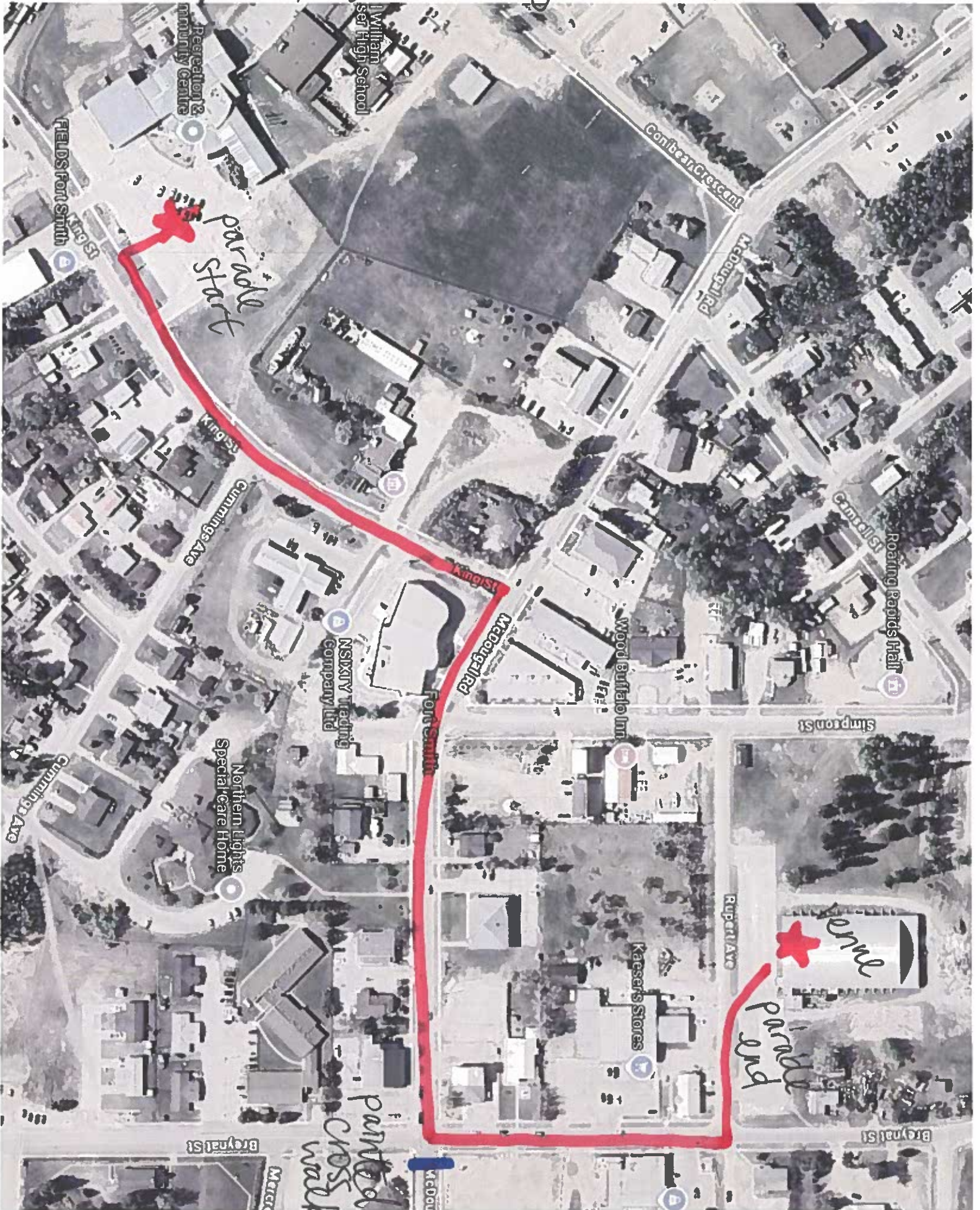
The Society has requested a monetary contribution of \$250.00. The estimated direct facility-related cost identified by the Society is approximately \$608.75, excluding staff time and any monetary donation approved by Council.

### RECOMMENDATION:

That Council approve support for the 2026 Frank Gruben Pride Festival, including:

- Permission for the rainbow crosswalk painting, subject to coordination with Administration;
- The donation of \$1500.00 to Fort Smith Pride towards the rental of the Centennial Arena;
- A financial contribution of \$250;
- The closure of King Street, from the Community Recreation Centre parking lot to McDougal Road; McDougal Road, from King Street to Breynat Street; Breynat Street, from McDougal Road to Rupert Avenue; and Rupert Avenue, from Breynat Street to the Fort Smith Centennial Arena parking lot, be closed on June 13, 2026, from 12:30 p.m. to 1:00 p.m. for the Frank Gruben Pride Festival Parade.
- The temporary road closure of the McDougal Rd. crosswalk between St. Joseph's Cathedral and the undeveloped lot be closed on June 5th, 2026, or if the weather is inclement, June 7, 2026, from 8:00 to 12:00 pm for the painting of the crosswalk.

pride fort smith @ gmail . com



Recreation & Community Centre

William Sear High School

Fields Fort Smith

parade start

Kings St  
Cummings Ave

NSIXIV Trading Company Ltd

Northern Lights Specialcare Home

King St  
McDougal St

Wood Buffalo Inn

Roaring Rapids Hall

Simpson St

Rapelano St

parade end

parade end

painted cross walk

Bryant St

Bryant St

McDougal St



To Mayor Fergusson & Council,

The Frank Gruben Pride Festival 2026 will take place Saturday, June 13th and we are requesting your involvement as described below. Last year's event was a huge success and saw the painting of the crosswalk, a pride parade through the heart of Fort Smith, a family friendly event at the Centennial Arena, a drag show at the local bar, pancake breakfast at Queen Elizabeth Territorial Park and a drag queen storytime at the library.

Our mission as a registered society is to create safe and inclusive spaces for members of the LGBTQIA2S+ community, which this festival does.

Our mission is also to promote understanding and respect by organization events and discussion, which this festival does.

We also aim to celebrate the diversity of the community and advocate for equality and inclusion by collaborating with local organizations, governments and businesses - which this festival does.

The Town of Fort Smith was incredibly helpful in making the 2025 Frank Gruben Pride Festival take place and we hope this partnership can continue.

These are our requests:

1. Permission to paint a rainbow crosswalk central 4-way on Saturday, June 6th from 5:00AM - 8:00AM or another date as determined by the Town of Fort Smith.
  - 2 road blocks delivered by municipal staff to the painting location would make it safer for members. **No applicable rate identified.**
  - Advertisement about detour by Administration
  - Identifying an alternative rain-out time in case the original time does not work
  
2. Assistance by municipal staff to facilitate a pride parade from the CRC to the Arena
  - Permission to close central roads for a period of 30 minutes from 12:30PM - 1:00PM on Saturday, June 14th
  - Advertisement about roadblocks to publics by Administration Staff
  - Piloting of parade by Bylaw Officer if possible. **No applicable rate identified.**
  - Participation of Fire & Emergency Vehicles in the Parade if possible



3. Donation of the Centennial Arena so that Fort Smith Pride can have a venue for the 3rd Frank Gruben Pride Festival.
  - Full Day Mezzanine & Arena for Saturday, June 14th from 9:00AM - 7:00PM. We ask that you consider the Youth Rate as this would be open to all ages. **The up to 20 hours fee is \$453.75.**
  - Installing the Figure Skating Curtain before Saturday, June 14th. No available rate found.
  - Rental of 30 Tables (\$3/per) & 100 (\$0.5/per) Chairs for vendors & participants. **Table & Chair Fee \$140**
  - **Rental of P/A System \$15**
  - Staff to clean facilities throughout the event
  
4. Monetary donation to assist with various event expenses. Any amount helps.

The total fixed cost for this request is \$608.75 plus (hopefully) a monetary donation.

We look forward to working together to make sure the residents of Fort Smith know that they are welcome in our community and honouring Frank Gruben's open missing persons case.

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## Briefing Note

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**To:** Mayor and Council  
**From:** Administration  
**Date:** June 2, 2026  
**Subject:** Housing Accelerator Fund – Development Fee Refund \*update

### PURPOSE:

To provide Council with an update regarding development permit fees waived under the Housing Accelerator Fund (HAF) program and the financial impact of waiving fees that are not directly resulting in the creation of new housing units.

### BACKGROUND:

As part of the Housing Accelerator Fund program, Council approved the refund of development permit fees collected since January 1, 2025, and the waiver of development permit fees for the duration of the HAF program period. The intent of this initiative was to encourage housing development and support the creation of new housing units within the community.

Development permit fees apply to a variety of permit types, including residential and commercial development, demolition permits, excavation permits, relocations, sign installations, and home occupation business licenses. While the fee waiver program has supported housing-related development, a portion of the waived fees has also been associated with permits that do not directly contribute to the creation of new housing units.

### ANALYSIS:

Program to date, the Town has spent \$59,769.88 covering development permit fees that did not result in the creation of new housing units. These costs relate to permits such as demolitions, accessory buildings, renovations, signage, home occupations, and other non-housing related development activities.

Although these costs are currently manageable within the broader HAF funding allocation, continuing to waive fees for non-housing related permits may reduce the amount of funding available for future housing incentives and initiatives directly tied to increasing housing supply.

From direction of Council, Administration is recommending that development fees unrelated to the creation of new housing units under the HAF program no longer be covered using HAF funding. This would better align the program with its original objective of supporting new housing development and preserving funding capacity for future housing initiatives.

### RECOMMENDATION:

That Council direct Administration to discontinue the use of Housing Accelerator Fund funding for development permit fee waivers that are not directly related to the creation of new housing units.