



Town of Fort Smith Municipal Services Committee

Tuesday, December 14th, 2021, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
 - a. Statement of Disclosure of Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision and Values
 - d. 2021 Capital Plan
5. Directors Report
6. Protective Services Report
 - a. Fire Department Statistics and Training Reports – November 2021
 - b. Ambulance Department Statistics – November 2021
 - c. Bylaw Department Statistics – November 2021
7. Advisory Boards
 - a. Sustainable Development Advisory Board
 - i. EOI – Jeremy Beamish
8. Bylaw/Policy Review and Development
 - a. Bylaw 1030- Craig Robinson
9. Administration
 - a. Briefing Note – Sandi Beamish
10. Other Business
11. Excusing of Councillors
12. Date of Next Meeting
13. Adjournment

Attached Documents		
 Statement of Disclosure of Interest		
 Municipal Services Minutes November 2021	 Vision and Values	 2021 Capital Plan.pdf
 November 2021 Fire Training.pdf	 Ambulance Statistics November	 November 2021 graph.pdf
 Bylaw Report November 2021.pdf		
 EOF- Jeremy Beamish.pdf		
 By law Officer 1030.pdf	 Briefing Note - DPA-035-21 Sandi Beamish	



Town of Fort Smith
Code of Conduct for Council Members

ATTACHMENT A

STATEMENT OF DISCLOSURE OF INTEREST

Name of Council Member: _____

Date of Disclosure: _____

Council Meeting or

Committee Name: _____

Meeting Date: _____

Agenda Item: _____

Agenda Item Description: _____

Description of type and nature of Interest (i.e., Interest or Conflict of Interest)

Interest: Personal ☐

 Pecuniary ☐

Conflict of Interest: ☐

Signature: _____ Date: _____

Councillor: _____

Office Use Only:

Recorded by _____ at: _____

Initials: _____ Date: _____



Town of Fort Smith
Municipal Services Standing Committee
Tuesday, November 9th, 2021 at 8:15 pm.

Chairperson: Cr. Campbell
Members Present: Mayor Daniels, D/M Heron, Cr. Campbell, Cr. Macdonald, Cr. Fergusson, Cr. Pischinger, Cr. Beaulieu, Cr. Korol, Cr. Tuckey
Regrets:
Staff Present: Andrew Grenier, Director of Municipal Services; Cynthia White, Senior Administrative Officer; Josée Hazlewood, Executive Secretary
Guests:

1. Call to Order

Cr. Campbell called the meeting to order at 8:54 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: D/M Heron

Seconded by: Cr. Macdonald

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

- b. Minutes – The Municipal Services Standing Committee Minutes of October 12th, 2021, were reviewed and adopted at the Regular Meeting of Council on October 19th, 2021.
- c. Vision and Values – The Vision and Values were reviewed.
- d. 2021 Capital Plan – The Capital Plan was reviewed.

3. Directors Report

The Director provided a report on the operations of the Municipal Services Department. SAO stated that in October they finished all the playgrounds. She stated the pool shut down was completed and some patching needed to happen. She added that the town got an unsightly notice for behind the arena and are getting ready to get rid of it. She stated they got their winter sand. She stated water works are working on the water hydrant to get them winterized. Cr. Campbell wondered if they got the money for the time of the laborer.

4. Protective Services Report

- a. Fire Department – The October 2021 statistics and training report was reviewed. SAO stated that the protective services director works a lot of overtime and is why he does not attend meetings. She stated fire department had training sessions as well as the open house and fire training BBQ. She stated he provided a graft for EMS and fire calls. She added the EMS calls monthly has been higher than the 3-year average.

5. Advisory Boards

- a. Sustainable Development Advisory Board
 - i. SDAB Minutes October 15th, 2021 – The SDAB minutes were reviewed.
 - ii. SDAB Express of Interest – Jessica Cox, Sophie Fillion

RECOMMENDATION

Moved by: Cr. Fergusson

Seconded by: D/M Heron

That Jessica Cox and Sophie Fillion be appointed to the Sustainable Development Advisory Board to end on Dec 31, 2023.

CARRIED UNANIMOUSLY

6. Administration

- a. Water Meter Update

SAO stated that they are going to include in this month utility bills two pieces of communication, one about billing and one of the water meter. She stated the contractor is having a problem to have people meet the contractor for appointment and are looking at what are the next steps to have people respond to the contractor.

7. Excusing of Councillors

RECOMMENDATION

Moved by: D/M Heron

Seconded by: Cr. Pischinger

That Cr. Korol be excused from the Municipal Services Standing Committee Meeting on November 9th, 2021.

CARRIED UNANIMOUSLY

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 14th, 2021.

9. Adjournment

RECOMMENDATION

Moved by: Cr. Macdonald

Seconded by: Cr. Fergusson

That the meeting be adjourned at 9:22 pm.

CARRIED UNANIMOUSLY

Vision

The vision statement outlines what our community wants to be. Our vision statement provides a basis for future decision-making and activities.

The Town of Fort Smith will work with our partners to enhance our excellent quality of life by respecting values, traditions, and healthy lifestyles. We will continue to advance as a unified, active and prosperous community.

Values

The mission defines how the Town will operate; it represents what is fundamentally important to us in how we work with each other and represent the citizens of Fort Smith.

- **Welcoming** – we are a friendly community which embraces our visitors, students and residents alike.
- **Innovative** – we take on new challenges in the pursuit of excellence.
- **Sustainable** – we are committed to sustainability in our Town's operations and development.
- **Unified** – we work with Indigenous governments and our partners to implement our plans and achieve our goals.
- **Committed** – we operate professionally and to the highest ethical standards.

TOWN OF FORT SMITH
2021 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES

Project		Details	Funding Source
Corporate Services	\$ 1,067,000		
IT Plan	\$ 25,000	Complete IT Plan and upgrade as required to connect all Town facilities.	CPI
Payroll Software	\$ 10,000	Purchase and implement Vadim Payroll module.	CPI
IT Evergreen	\$ 15,000	Annual IT replacement; \$15,000 annually for nine computers.	CPI
Performance Reviews	\$ 25,000	Retain a consultant to review Town performance evaluation processes and criteria to ensure consistency across departments and support supervisors in performing this task.	CPI
Engineering Standards	\$ 25,000	Develop Engineering Standards for utility installations, as well as property developments such as drainage and driveways.	GAS TAX
Climate Change Adaptation Plan	\$ 25,000	Retain a consultant to develop a Climate Change Adaptation Plan as required by the Strategic Plan. Intent is to solicit external funding for this project.	TBC
Housing Needs Study	\$ 25,000	Retain a consultant to perform a Housing Needs Study as per Council Motion. Intent is to solicit external funding for this project.	TBC
Energy Plan Update	\$ 25,000	Retain a consultant to update the Town Energy Plan as per Council Motion. Intent is to solicit external funding for this project.	TBC
Slope Stability Design	\$ 137,000	Consultant hired to provide engineering design to reduce the grade of the riverbank slope to reduce incidence and risk of slope failure. \$18k spent to-date.	CANNOR
Economic Development Zone	\$ 50,000	\$50k pending from CanNor for study into creating an industrial zone with inexpensive interruptible Talso Hydro.	CANNOR
Strategic Marketing Plan	\$ 50,000	Retain a consultant to develop a Strategic Marketing Plan as per Council Motion. Includes pending \$42.5k ITI funding for initiative.	CPI / ITI
Traffic Plan	\$ 50,000	Review of traffic movement throughout town, including pedestrian and ATV. Confirm signage requirements and speed limits and establish a Traffic Control Device Registry.	CPI
Bylaw Enforcement Review	\$ 50,000	Review bylaw enforcement and training requirements, establish prevention and enforcement methodologies and areas of focus. Determine staffing needs.	CPI
Community Plan and Zoning Bylaw	\$ 50,000	Review of municipal development bylaws as required by Territorial legislation.	CPI
Energy Upgrades	\$ 480,000	Energy upgrades for the Water Treatment Plant, 7-bay Garage and Animal Shelter as per the Arctic Energy Alliance municipal building audits. Includes \$360k INF funding for project.	GAS TAX / INF
Asset Management System	\$ 25,000	Hire staff to collect data for the Asset Management System.	GAS TAX
Municipal Services	\$ 4,448,000		
Works	\$ 400,000		

TOWN OF FORT SMITH
2021 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES

Project		Details	Funding Source
Drainage	\$ 50,000	Continue work to address drainage issues identified in Drainage Plan. Areas of focus to include Mills, King at Cumming, and complete Conibear.	GAS TAX
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	GAS TAX
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	GAS TAX
Attachments	\$ 15,000	Replacement Grader circle installation (material purchased 2020). Existing Grader is in good condition although at end of life.	CPI
Bobcats	\$ 15,000	Repalcement estimated to cost \$500,000. Annual Bobcat trade-in.	CPI
Dump Truck	\$ 150,000	Replace 2002 Tandem Dump Truck. Existing unit will be surplusd.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Sand Spreader. Exisiting unit will be retained as backup to new unit.	CPI
Facility Maintenance	\$ 35,000		
Tool Van	\$ 35,000	Add new Facility Maintenace Tool Van to fleet to add functionality to department and address increased transportation requirements given additional staff.	CPI
Protective	\$ 230,000		
Fire Abatement	\$ 10,000	Annual Fire Abatement. Intent is to use 2020 funds for Fire Smart training for staff and residents.	RESERVE
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	RESERVE
Bunker Gear	\$ 85,000	Purchase of replacement bunker gear for Fire Department.	RESERVE
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	RESERVE
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	RESERVE
Environment	\$ 25,000		
Landfill Minor Capital	\$ 25,000	Removal of hazardous and diverted items (soil, batteries, electronics, whites, car hulks, scrap metal, oil tanks and drums).	RESERVE
Utility	\$ 3,758,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Hotsi	\$ 45,000	Replace 2005 Hotsi steamer unit. Existing unit will be retained as backup.	GAS TAX
Sewage Lagoon Desludge	\$ 40,000	Bi-annual requirement to remove sludge from sewage lagoon.	GAS TAX
CWWF Project	\$ 3,103,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.75M by the Town, for a total project value of \$5.5M. \$319k of this was expended in 2018, \$1,029k in 2019, and \$1,049k in 2020. Note also a 10% holdback.	GAS TAX / CWWF

TOWN OF FORT SMITH
2021 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES

Project		Details	Funding Source
Water and Sewer System Upgrades	\$ 250,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair, manhole insulation, trucked and piped water metering upgrades, valve and curb stop replacement.	GAS TAX
Water Truck Fill Station	\$ 60,000	Construction of an appropriate water truck fill station. \$15k materials purchased in 2020.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	GAS TAX
Community Services	\$ 8,585,000		
Community Art Initiative	\$ 12,000	\$12k ECE funds received for two community art initiatives; Arena mural and Cemetery gate.	ECE
Downtown Development	\$ 620,000	Funding to implement Downtown Development strategy. Work to include \$170k Snowboard Park completion, \$100k Conibear Park development, \$50k Cemetery expansion, and \$200k theatre demolition. Includes pending \$70k ITI funding for Conibear Park design and Design Standards development.	CPI / ITI
Utility Extension	\$ 150,000	Water infrastructure required for Snowboard Park development.	GAS TAX
Track Development	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, and jumping pit improvements. Funds would also be used for Skate Park upgrades. Tennis Court resurfacing completed 2020.	CPI
Parks and Playgrounds	\$ 150,000	Replace equipment as per the Parks Plan. Remaining parks are Kid City and Kay Ferguson. These are larger structures that will cost approximately \$50k each and \$50k total for installation.	CPI
CRC Renovations	\$ 4,068,000	The RCC is due for a mid-life retrofit and the Library is at end of life. TAG Report estimates costs to renovate RCC at \$2M, and Library at \$2M. \$2.5M will be funded by the Federal Small Communities Fund. In 2020 additional \$250k ECE Daycare funding, \$25k ECE Library funding, and \$195k retroactive CPI funding approved to add to project, while \$402k spent.	CPI / SCF
Town Hall	\$ 3,400,000	The Town Hall is at end of life. TAG Report estimates costs to replace Town Hall at \$3.4M.	CPI

TOWN OF FORT SMITH
2021 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES

Project		Details	Funding Source
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, purchase of furniture and equipment, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, exterior landscaping, DHW, board replacement, and fall arrest anchors.	CPI
Recreation Program Equipment	\$ 10,000	Annual replacement of fitness and gym equipment.	CPI
Capital Project Total Summary	\$ 14,100,000		

TOWN OF FORT SMITH
2021 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES

Project		Details		Funding Source
2020 Reserve Balances		Proposed 2021 Spending		Balances
Unspent CPI	\$ 5,618,692			
2021/22 CPI	\$ 1,251,000			
Total CPI	\$ 6,869,692	\$ 6,246,500		\$ 623,192
Unspent Gas Tax	\$ 3,597,860			
2021/22 Gas Tax	\$ 913,000			
Total Gas Tax	\$ 4,510,860	\$ 2,326,000		\$ 2,184,860
General	\$ 1,109,650			
2021 Contribution	\$ 125,000			
Total General Reserves	\$ 1,234,650	\$ 230,000		\$ 1,004,650
Utility	\$ 2,895,440			
2021 Contribution	\$ 100,000			
Total Utility Reserves	\$ 2,995,440	\$ -		\$ 2,995,440
Environmental	\$ 350,000			
2021 Contribution	\$ 150,000			
Total Environment Reserves	\$ 500,000	\$ 25,000		\$ 475,000
CWWF	\$ 1,952,000			
SCF	\$ 2,299,000			
ITI	\$ 112,500			
ECE	\$ 287,000			
CANNOR	\$ 187,000			
INF	\$ 360,000			
TBC	\$ 75,000			
Total Other Funding	\$ 5,272,500	\$ 5,272,500		\$ -
Total Capital and Reserves	\$ 21,383,142	\$ 14,100,000		\$ 7,283,142



Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

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Date

Dec 1 21

Meeting/Training List

Date	Number	Session Type	Subject/Meeting Type	Instructors
Nov 27 21	21-070	Special Train	Special Train	
Nov 24 21	21-069	Joint Training	General Meeting	
Nov 20 21	21-068	Special Train	Special Train	
Nov 17 21	21-067	Joint Training	Chest, Abdominal, ...	
Nov 10 21	21-066	Joint Training	Chest, Abdominal, ...	
Nov 9 21	21-065	Officer Meeting	Officer Meeting	
Nov 3 21	21-064	Joint Training	Ladders	CPT Starling Brent,CPT Turner Jeff,FC McNab Adam

7 Records Printed

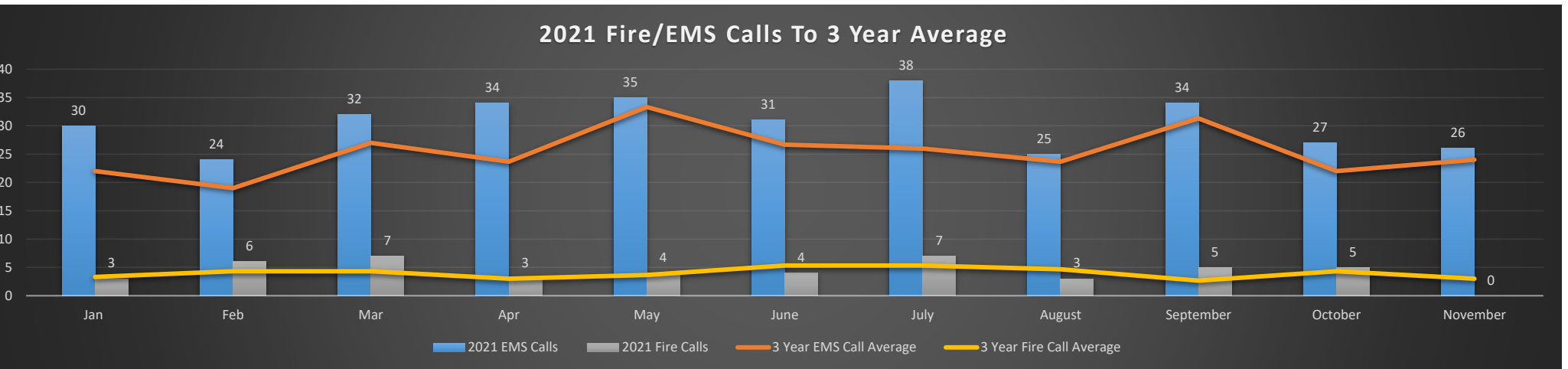
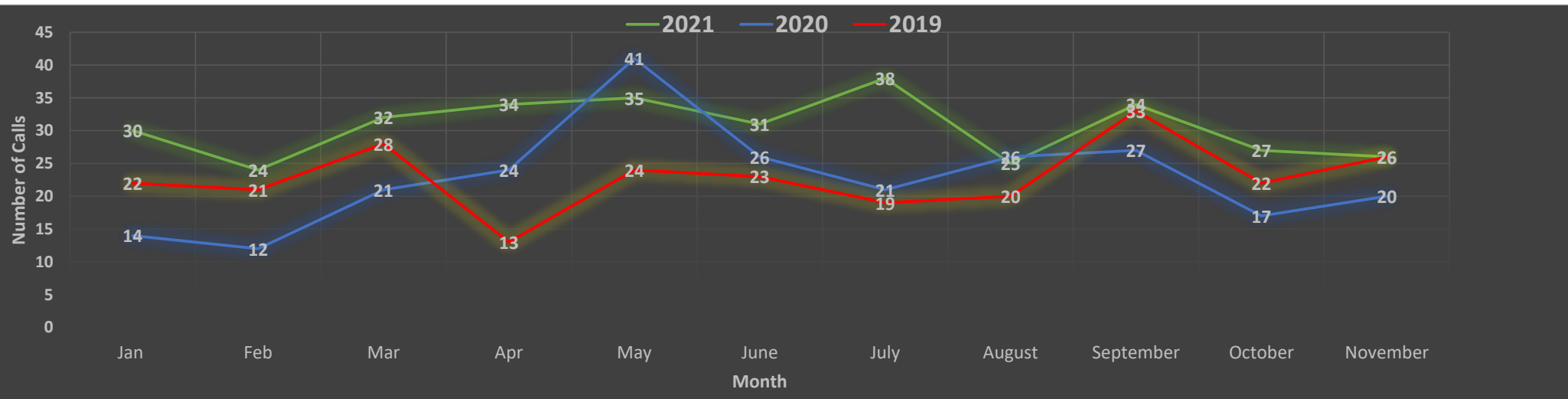
Fort Smith Volunteer Ambulance Monthly Report

Nov-21

Date	Start Time	Incident/Activity	# of Crew	End Time	Run Number
November 2 2021	17:42	M	2	19:30	312
November 3 2021	19:35	M	2	21:15	313
November 4 2021	0:30	M	2	2:30	314
November 4 2021	4:36	2	2	6:15	315
November 6 2021	7:50	M	2	10:45	316
November 7 2021	0:20	M	2	2:20	317
November 7 2021	14:40	M	2	17:15	318
November 8 2021	19:30	M	2	19:45	319
November 9 2021	5:30	M	2	7:15	320
November 9 2021	22:28	1	2	23:25	321
November 10 2021	16:58	3	2	17:30	322
November 10 2021	17:15	M	2	20:00	323
November 11 2021	4:50	M	2	7:50	324
November 11 2021	4:50	M	2	7:50	325
November 11 2021	8:48	M	2	12:30	326
November 12 2021	15:04	1	2	16:15	327
November 12 2021	14:58	M	1	16:30	328
November 14 2021	7:30	1	2	9:25	329
November 15 2021	9:42	1	2	10:15	330
November 18 2021	22:55	2	3	0:10	331
November 19 2021	16:18	M	2	19:35	332
November 22 2021	4:10	1	3	8:15	333
November 23 2021	11:00	M	2	0:45	334
November 23 2021	8:45	1	3	10:00	335
November 24 2021	13:13	1	3	14:05	336
November 25 2021	20:28	1	3	22:20	337
November 30 2021	15:06	1	4	16:15	338

Type of Call	Nov-21	Year to Date	Last Month
Code 1 = Life treatening incident	9	93	6
Code 2 = non Life threatening incident	2	82	12
Code Medevac = Medevac flight support	15	145	9
Code Zulu = Transfer of deceased person	0	1	0
Total	26	336	27

Total Estimate Person Hours	136.6	Year to Date:	1317.90
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Town Of Fort Smith Protective Services

Box 147 - 174 McDougal Road Fort Smith NT

Fort Smith NT X0E 0P0

PH : 867-872-2674

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Date

Dec 2 21

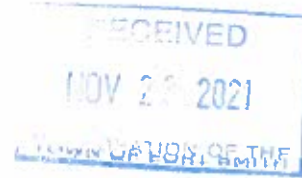
Bylaw Infractions

Officer	Date	Bylaw Incident N...	Bylaw	Infraction
FD22 Wiedrick Adam	Nov 4 2021	21-227	Traffic Bylaw	33 Unauthorized parking on a roadway
FD22 Wiedrick Adam	Nov 4 2021	21-226	Traffic Bylaw	33 Unauthorized parking on a roadway
FD22 Wiedrick Adam	Nov 4 2021	21-224	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 4 2021	21-221	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 4 2021	21-225	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 4 2021	21-223	Traffic Bylaw	35 Park vehicle in no parking zone
FD22 Wiedrick Adam	Nov 4 2021	21-222	Traffic Bylaw	33 Unauthorized parking on a roadway
FD22 Wiedrick Adam	Nov 5 2021	21-228	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 9 2021	21-237	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 10 2021	21-230	Animal Control B...	6.1 No person shall keep more than two dogs on any property/...
FD22 Wiedrick Adam	Nov 10 2021	21-229	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 10 2021	21-231	Animal Control B...	6.1 No person shall keep more than two dogs on any property/...
FD22 Wiedrick Adam	Nov 18 2021	21-235	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 22 2021	21-232	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 22 2021	21-233	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 23 2021	21-234	Traffic Bylaw	11 Speeding (1-15 KPH over limit)
FD22 Wiedrick Adam	Nov 24 2021	21-236	Traffic Bylaw	11 Speeding (1-15 KPH over limit)

17 Records Printed



Town of Fort Smith
Expression of Interest



Date: Nov 23/21
Name: Jeremy Beamish

I am interested in sitting on the: Sustainable Development
Advisory Board

Please provide qualifications/experience/local knowledge to aid Town Council in the review of this application.

I Jeremy Beamish am Born and raised
in Fort Smith and looking to join this Board
Because I feel that I can bring good Ideas
and Knowledge to the Board.

Email: Jeremy Beamish@hotmail.com


Signature of Applicant



**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT SMITH
BY-LAW 1030**

A BY-LAW OF THE MUNICIPAL CORPORATION OF THE
TOWN OF FORT SMITH, IN THE NORTHWEST TERRITORIES,
TO APPOINT A BYLAW ENFORCEMENT OFFICER, PASSED
PURSUANT TO SECTIONS 70 AND 137 OF THE CITIES,
TOWNS AND VILLAGES ACT S.N.W.T. 2003, c.22

WHEREAS, the Council of the Municipal Corporation of the Town of Fort Smith, in the Northwest Territories, deems it necessary to appoint Bylaw Enforcement Officers to enforce the bylaws of the Municipality;

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

1. That Craig Robinson be appointed a Bylaw Enforcement Officer for the Town of Fort Smith.
2. That this appointment shall come into effect upon this bylaw receiving third reading.

READ A FIRST TIME THIS ____ DAY OF _____, 2021 A.D.

READ A SECOND TIME THIS _____ DAY OF _____, 2021 A.D.

READ A THIRD TIME THIS _____ DAY OF _____, 2021 A.D.

MAYOR

SENIOR ADMINISTRATIVE OFFICER

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

SAO Cynthia White

Senior Administrative Officer



BRIEFING NOTE

To: Municipal Services Standing Committee

Date: December 14th, 2021

Subject: Sandi Beamish DPA-035-21: Home Occupation Permit

Purpose:

Sandi Beamish has submitted a Home Occupation Development Application, DPA-035-21 to operate a Home Occupation Esthetics Business from Lot 628, Plan 319, 177 Wintergreen Street in Fort Smith. Ms. Beamish owns the property.

Background:

The property is zoned R1, Single Dwelling Residential Zone, and a Home Occupation Business is a conditional use in this zone requiring Council approval.

Analysis:

Ms. Beamish has applied for a home occupation business license to operate an esthetics business. The applicant will be given a copy of the Business License Bylaw when Council has approved the development application to ensure compliance with the conditions set out for home occupation business licenses.

In addition to meeting the Town's Bylaws, the applicant has been advised to meet all other pertinent other jurisdictional requirements such as but not limited to:

- National Building Code, most current.
- National Fire Code, most current; and
- All Federal and Territorial Regulations relevant to Consulting Services.
- By-Law 855 the "Unsightly Land Bylaw"

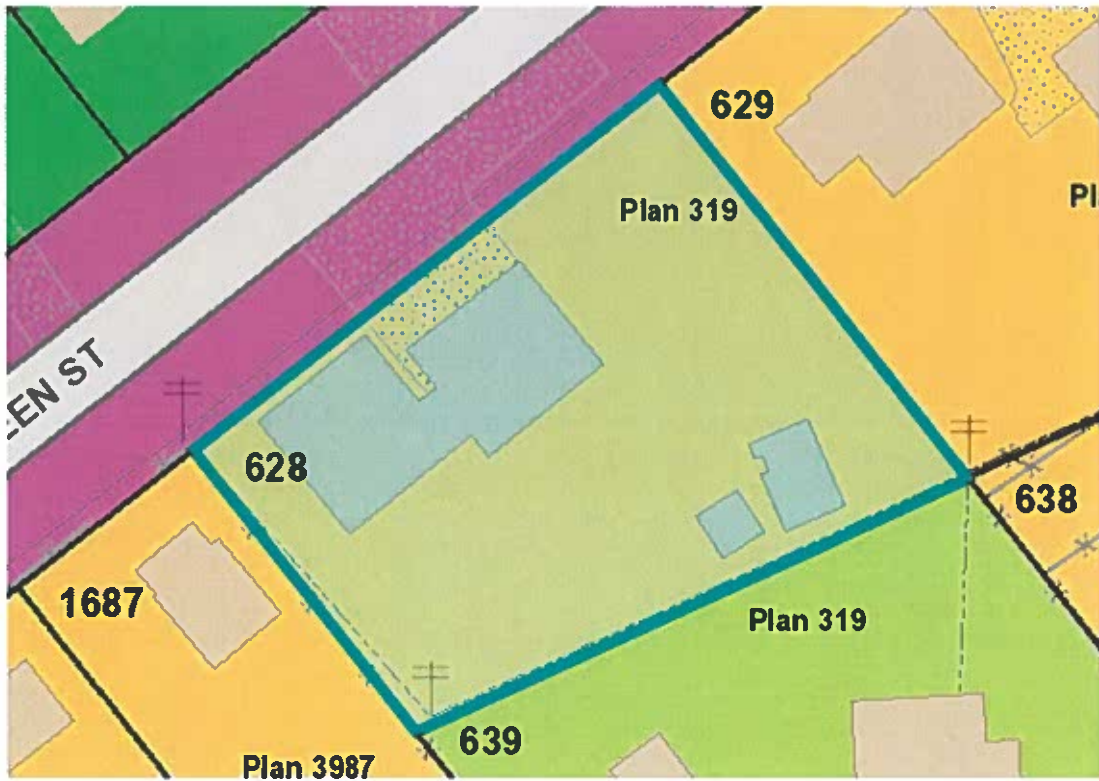
Ms. Beamish outlined her business activities as the following:

- Providing appointment only esthetics services including waxing, nails, facials, and product sales.
- Her business would have no impact to the neighbourhood; and
- That there would be minimal street traffic and that parking of one to two clients at a time would occur in her driveway. She confirmed that no parking would occur on the street.

Recommendation:

That DPA-035-21, submitted by Sandi Beamish, to operate an Esthetics Home Occupation Business from Lot 628, Plan 319, 177 Wintergreen Street, in Fort Smith be approved.

Please see the below map of the applicant's property from Atlas GIS of Lot 628, Plan 319, 177 Wintergreen Street in Fort Smith:





TOWN OF FORT SMITH

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

Application No. 035

FORM A:

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: SANDI BEAMISH Interest (if not owner): _____
Telephone: 867 872 0651 Email: 0652
Mailing Address: Box 1523 Fort Smith NT

Owner Information (if different than applicant):

Registered Owner's Name: TOM WASYLISHYN & SANDI BEAMISH
Telephone: 867 872 5228 Email: _____
Mailing Address: Box 1523 XOE-0P0 Fort Smith NT

Property Information:

Civic Address to be Developed: 177 Wintergreen Street
Zoning: _____ Lot# 628 Block# _____ Plan# 3A 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: \$ 1,000.00

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

SIGNATURE:

[Signature]

Applicant's Signature

Dec 2/2021
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:

- N/A
- ☐ 2 sets of site plans showing:
 - Building outlines;
 - Legal description
 - Yards (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

- N/A
- ☐ Length (in metres) _____
 - ☐ Width (in metres) _____
 - ☐ Depth (in metres) _____
 - ☐ Planned Excavation Start Date _____
 - ☐ Planned Excavation Completion Date _____

3. PROPOSED RELOCATION

- N/A
- ☐ Type of Building or Structure to be Relocated: _____
 - ☐ From: Lot# _____ Block# _____ Plan# _____
 - ☐ To: Lot# _____ Block# _____ Plan# _____
 - ☐ Proposed Route _____
 - ☐ Planned Date of Move: _____

N/A

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

- N/A
- ☐ Type of Building or Structure to be Demolished: _____
 - ☐ Demolition Methods to be used: _____
 - ☐ Planned Demolition Start Date: _____
 - ☐ Planned Demolition Finish Date: _____
- N/A



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: Aesthetics
- ☐ 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? Subordinate
- ☒ 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: AUG 01/2022



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Application No. _____

PERMISSION FOR DEVELOPMENT

- 1) Each application for a Development Permit shall be accompanied by a fee calculated in accordance with the Consolidated Rates and Fees By-law 891 or its successors.
- 2) The Development Officer shall:
 - a) receive, consider and approve applications for a Development Permit for uses listed in Part Seven of the Zoning Bylaw which constitute permitted uses in a zone and comply with the minimum standards for that zone;
 - b) receive and refer with their recommendations to Council (acting as the Development Officer) for its consideration and decision, applications for a Development Permit for uses listed in Part Seven of this Bylaw which constitute conditional uses; and
 - c) receive and refer to Council (acting as the Development Officer) at their discretion any application which, in his opinion should be decided by the Council.
- 3) In making a decision, the Development Officer (or Council acting as the Development Officer) may approve the application unconditionally, or impose conditions considered appropriate and not in conflict with this Bylaw, permanently or for a limited period of time, or refuse the application.
- 4) It is the sole responsibility of property owners to construct and maintain road access between their property line and the traveled portion of the street right-of-way, subject to the Town Zoning Bylaw and engineering standards.
- 5) Any proposed development must be consistent with the regulations, provisions and requirements of the Zoning Bylaw.



THE CORPORATION OF THE TOWN OF FORT SMITH

APPLICATION FOR A BUSINESS LICENSE

As per Town of Fort Smith bylaws if you are applying to operate a home occupation business for the first time an application for development must be filled out as well. Please contact the Town of Fort Smith at (867) 872-8400 for additional information.

Date of Application		New Application ☒ Renewal ☐	
Name of Applicant <u>Sandi Beamish</u>		Name of Business <u>Pure Esthetics</u>	
Business Street Address <u>177 Wintergreen St.</u>		Legal Address Lot: <u>628</u> Plan: <u>319</u>	Mailing Address <u>Box 1523</u>
Phone Number <u>867-872-0652</u>		Fax Number	Do you wish to have your Business information placed on the Town's website? Yes/No ☒ Yes ☐ No
Do you wish to receive email newsletters from the Town regarding Business, Funding and Economic Development updates? Yes/No		☒ Yes ☐ No	
Email Address <u>se_beamish@hotmail.com</u>		Web Page Address	
Type of Business: RESIDENT ☐ Commercial (located in Town Centre, Highway Commercial, Light Industrial, Heavy Industrial and Institutional Zones or as allowed in Residential Zone as specified in Bylaw (794)) \$82.50 ☒ Home Occupation (located in a Residential Zone) \$137.50 ☐ Telephone/Desktop Operation (located in a Residential Zone) \$137.50 ☐ Hawker/Peddler \$137.50 ☐ Junior Business \$1.00 ☐ Charitable Purposes no charge		Type of Business: NON-RESIDENT ☐ Hawker/Peddler \$313.50 ☐ Contractor \$247.50 ☐ Charitable Purposes no charge	
Please Note: Resident business applications after September 1 will cost one half the regular price			
☐ Change Fee for any license \$38.50		☐ Late Fee (if renewal received after February 15) \$38.50	
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION <u>Esthetics</u> <u>- Nail Tech - Facials</u> <u>- Hair Removal - Microdermabrasion</u>			
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):	Number of Employees Full Time: Part Time:

I, Sandi Beamish, hereby make 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 0 (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: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca**

[Signature]
Signature of Applicant

On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: _____