









Town of Fort Smith Municipal Services Committee

Tuesday, December 11, 2018, at 8:15 p.m.

AGENDA

1. Call to Order
2. Declaration of Financial Interest
3. Delegations
4. Review
 - a. Agenda
 - b. Minutes
 - c. Vision, Values and Goals
 - d. 2018 Capital Plan
5. Directors Report
 - a. Fire Dept – November 2018 Statistics
 - b. Ambulance – November 2018 Statistics
 - c. Bylaw – November 2018 Statistics
 - d. Emergency Preparedness
6. Advisory Boards
 - a. Sustainable Development Advisory Board
7. Bylaw/Policy Review and Development
8. Administration
 - a. Briefing Notes - DPA-032-18 Dawn Fraser Home Occupation Permit
 - b. Briefing Note – DPA-033-18 John MacDonald Home Occupation Permit
9. Other Business
 - a. In-Camera Session *CTV Act S.23(3)(h) Legal Proceedings*
10. Excusing of Councillors
11. Date of Next Meeting
12. Adjournment

Attached Documents	
  	
Municipal Services Minutes Nov 13, 201	Vision, Values, and Priorities
	
Bylaw Stats Nov 2018	
 	
BN - DPA-032-18 Dawn Fraser	BN - DPA-033-18 John MacDonald



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, November 13, 2018 at 8:15 pm.

Chairperson: Cr. Westwell
Members Present: Mayor Napier-Buckley, D/M Smith, Cr. Pischinger, Cr. Cox, Cr. Couvrette, Cr. Campbell, Cr. McArthur
Regrets: Cr. Beaulieu
Staff Present: Keith Morrison, Senior Administrative Officer; Paul Kaeser, Director of Municipal Services; Cynthia White, Director of Community Services; Lisa-marie Pierrot, Executive Secretary

1. Call to Order

Cr. Westwell called the meeting to order at 9:40 pm.

2. Review

a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Cox

Seconded by: Cr. McArthur

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

b. Minutes – The minutes of October 9, 2018, were reviewed and were adopted at the Council meeting of October 11, 2018.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. 2018 Capital Plan – The Capital Plan was reviewed. Administration suggested that the Capital Plan be discussed in December as time is limited and that will give Council the opportunity to review.

3. Directors Report – Administration advised that the Protective Services Officer has been recently hired his name is TJ Moore. He was a bylaw officer in Inuvik and EMT in British Columbia. He advised that one of the roles of that position is to look at combining the fire and ambulance departments. He advised that space analysis for the Ambulance and Fire hall will be the responsibility of the Protective Services Officer. He advised that he is doing lots of good work in streamlining reporting. The Director of Municipal Services advised that his position encompasses water, facilities and public works. He advised that the water treatment plant is working at full operation. The Public Works department is ready for winter grading and sanding the roads. He advised that two staff positions have been filled for water delivery and facility maintenance. He advised that new recruits are in training and are relatively new. He advised that two water

treatment plant employees have attended water treatment plant training provided by MACA. Cr. McArthur would like to pass along to the grader operator that he is doing a great job as the roads are nice and wide for the school bus. He added that it is nice to see the Bylaw Officer ticketing those parked in handicapped zones. He indicated that the bylaw truck has been down for two weeks and asked if considerations will be made to have it replaced. Cr. Westwell advised that a new bylaw truck was included in the Capital Plan.

- a. Fire Department – The October 2018 statistics report was reviewed. Administration advised that there is an increase in false alarms as a result of residents installing fire alarms through Liberty Security. He advised that there is a large increase in fire training.
- b. Ambulance Department – The October 2018 statistics reports was reviewed. Administration advised that there were 23 calls in October which is slow as there is usually a call a day. He advised that a Medivac is where volunteers drive to and from the airport and hospital to put patients on a medivac. He advised that is where GNWT doesn't want to provide service in our hospital. He advised that code 1 is distress and code 2 transport.
- c. Bylaw Department – The October 2018 statistics report was reviewed. Administration advised that there were a lot of warnings issued by the Bylaw Officer. He added that there were no warnings or tickets issued that were Cannabis related and that the legalization was rolled out smoothly. He advised that the Town has created a bylaw and policy for our own work place. He noted that there were a lot of dog issues and that we have a new no nonsense Bylaw Officer.

4. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. McArthur

That Cr. Beaulieu be excused from the Municipal Services Standing Committee Meeting on November 13, 2018.

CARRIED UNANIMOUSLY

5. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on December 11, 2018.

6. Adjournment

RECOMMENDATION

Moved by: Cr. Couvrette

Seconded by: Cr. Cox

That the meeting be adjourned at 9:55 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith

Vision, Values and Priorities

Approved: November 20, 2018

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.

Priorities

Key themes and priorities emerged through the community engagement process. The residents of Fort Smith have a clear perspective on our town's priorities. They are presented in two sections. The first includes priorities within the Town's mandate to address; the second include priorities that the Town can work with other governments and agencies to achieve.

Town Mandate

- responsive government
- youth
- attraction and retention of residents
- partnerships with Indigenous governments and others
- safety and legislation
- infrastructure
- community services
- communication



Town of Fort Smith

Vision, Values and Priorities

Approved: November 20, 2018

Town as Facilitator

- health and wellness
- child care
- sustainability, energy and climate change
- education
- economy
- affordable housing

Goals, Strategies and Actions

Based on the priorities our goals are:

- To retain existing and attract new residents
- To be the healthiest community in the Northwest Territories
- To be a leader in sustainability
- To grow our role as the education capital in the NWT
- To create a diversified local economy
- To operate a responsive and transparent government

Each goal is supported by strategies and actions to address the priorities. We are committed to working toward achieving these goals.

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
Corporate Services	\$ 80,000		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 20,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers; 2018 includes \$10k carry-over from 2017.	CPI
Integrated Community Sustainability Plan	\$ 10,000	Funding to complete contract for Strategic Planning.	GAS TAX
Asset Management System	\$ 25,000	Hire staff to collect data for asset management system.	GAS TAX
Municipal Services	\$ 8,325,000		
Public Works	\$ 375,000		
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.	CPI
F150 4x4	\$ 105,000	Replace 2011 2WD Works truck; existing unit will go to Community Services and 2003 Community Services truck surplus. Replace 2006 FM truck; existing unit will be surplus. Replace 2006 Works truck; existing unit may be added to FM fleet or surplus.	CPI
Sand Spreader	\$ 20,000	Replace 2002 Sand Spreader. Existing unit will be retained as backup to new unit.	CPI
Flat Bed Truck	\$ 50,000	Replace 2002 Flat Bed Truck. Existing unit will be surplus.	CPI
Sidewalk Repairs and Improvements	\$ 100,000	Repair McDougal retaining wall, repair various sidewalk breaks.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
Protection	\$ 550,000		
Fire Abatement	\$ 10,000	Recurring Fire Abatement.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement of 1999 Fire Truck by 2019 and procurement takes approximately one year; required that the Fire Truck be ordered in 2018. Existing unit will be surplus.	CPI
Mower	\$ 20,000	Replace 2002 Mower with unit robust enough for fire abatement maintenance. Existing unit will be surplus.	CPI
F150 4x4	\$ 35,000	Fire Chief truck; also backup Bylaw Enforcement truck.	CPI
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	CPI
Animal Shelter Minor Capital	\$ 10,000	Complete contract for mid-life retrofit of building.	CPI
Environmental	\$ 1,575,000		
Waste Reduction Initiative	\$ 50,000	Seed money to facilitate third-party funding for implementation of Waste Reduction Initiative.	CPI

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details	
		(Details, issues, comments)	Funding Source
Landfill Expansion	\$ 1,500,000	Construction of Landfill Expansion.	CPI
Landfill Minor Capital	\$ 25,000	Removal of metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
Utility Infrastructure	\$ 5,825,000		
Fire Hydrant Replacement	\$ 10,000	Upgrade one hydrant.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace 2004 Vacuum Truck. Existing unit will be retained as backup to the new unit.	GAS TAX
CWWF Project	\$ 5,000,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M.	GAT TAX / CPI / FEDERAL
Water and Sewer System Upgrades	\$ 100,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, welding repair.	GAS TAX
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 100,000	Electric boiler required to be purchased and incorporated into system. Gylcol piping requires upgrading. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant.	GAS TAX
F150 4x4	\$ 35,000	Replace 2006 truck. Existing unit will be surplusd.	CPI
Sewer Flusher	\$ 50,000	Replace 2002 Sewer Flusher. Existing unit will be retained as backup to the new unit.	GAS TAX
Lagoon De-sludge	\$ 25,000	Bi-annual de-sludging of Sewage Lagoon.	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.	CPI
Community Services	\$ 780,000		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Third-party funding received to support \$25,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development.	CPI
Recreation Program Equipment	\$ 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.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI

**TOWN OF FORT SMITH
2018 BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Project Details		
	Budget 2017	(Details, issues, comments)	Funding Source
RCC Master Planning	\$ 50,000	Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades utilising SCF Federal funding.	CPI
Arena Additions	\$ 100,000	Completion of Arena renovations including Mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors.	CPI
Library Renovations	\$ 10,000	The Library is in need of basement carpet and fence repair.	CPI
Capital Project Total Summary	\$ 9,185,000		
	2016 Audit Balances	Proposed 2018	Balances
Unspent CPI	\$ 1,972,196		
2017/18 CPI	\$ 1,114,000		
2018/19 CPI	\$ 1,114,000		
Total CPI	\$ 4,200,196	\$ 3,660,000	\$ 540,196
unspent Gas Tax	\$ -		
2017/18 Gas Tax	\$ 863,000		
2018/19 Gas Tax	\$ 913,000		
Total Gas Tax	\$ 1,776,000	\$ 1,775,000	\$ 1,000
Municipal	\$ 159,353		
Mobile Equipment	\$ 196,863		
Recreation	\$ 42,143		
Emergency Equipment	\$ 412,195		
Computer	\$ 27,971		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total General Reserves	\$ 1,038,525	\$ -	\$ 1,038,525
Utility	\$ 1,838,082		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Utility Reserves	\$ 2,038,082	\$ -	\$ 2,038,082
Environmental	\$ -		
2017 Contribution	\$ 100,000		
2018 Contribution	\$ 100,000		
Total Environmental Reserves	\$ 200,000	\$ -	\$ 200,000
CWWF	\$ 3,750,000		
BCF/SCF	\$ 2,500,000		
Total Federal Funding	\$ 6,250,000	\$ 3,750,000	\$ 2,500,000
Total Capital and Reserves	\$ 15,502,803	\$ 9,185,000	\$ 6,317,803



BRIEFING NOTE

To: Mayor and Council

Date: December 4, 2018

Subject: Dawn Fraser DPA-032-18 – Home Occupation Permit

Purpose:

Dawn Fraser has submitted a Home Occupation Development Application, DPA-032-18, to operate a car detailing business from Lot 53-14, Plan 404, 7 Wapiti Street in Fort Smith. The property is owned by Matthew and Louise Fraser who has signed the application giving permission for the development.

Background:

The property is zoned R2 Multi-Dwelling Residential and a Home Occupation Business is a conditional use in this zone requiring Council approval.

Analysis:

Dawn Fraser has applied to operate a car detailing business as stated above. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

Recommendation

Administration recommends that DPA-032-18 be approved.

Jim Hood
Development Officer



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



Application No. DPA-032-18

MATT'S CAT-CAR CARE
FORM A:
APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: Dawn Fraser Interest (if not owner): _____
 Telephone: (867) 688-4911 (c) Email: _____
 Mailing Address: P.O. Box 683 Fort Smith, NT X0E 0P0

Owner Information (if different than applicant):

Registered Owner's Name: Matt Fraser
 Telephone: (780) 718-0450 (c) Email: _____
 Mailing Address: P.O. Box 683 Fort Smith, NT X0E 0P0

Property Information:

Civic Address to be Developed: 7 Wapiti Street
 Zoning: R1 Lot# 53 Block# 14 Plan# 404
 or Certificate of Title: _____
 Lot Width: 25 metres Lot Depth: 40 metres Lot Area: 1000 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): residential home occupation

Estimated Cost of Project: \$ NA

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

[Signature]

Date

[Signature]

Owner's Signature (if different than applicant)

Nov 6, 2018

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)



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, XDE 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: Car detailing
- Business License Number: _____
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
- 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: January 1, 2019



TOWN OF FORT SMITH

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

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 964 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.



TOWN OF FORT SMITH

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

Application No. _____

DEVELOPMENT FEES

as per Schedule "D" of the Consolidated Rates and Fees By-law. Fees subject to applicable taxes.

a) By-law #936 - Zoning

1. Development Application Fee - based on Project/Contract Costs as follows:

\$0 to \$5,000.00	\$75.00
\$5,001.00 to \$10,000.00	\$150.00
\$10,001.00 to \$20,000.00	\$225.00
\$20,001.00 to \$50,000.00	\$375.00
\$50,001.00 to \$100,000.00	\$525.00
Over \$100,000.00	\$525.00 plus \$5.00 per each \$1,000.00 Over \$100,000.00

2. Amend the Zoning By-law

Application Fee	\$150.00 plus costs for each application
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3. Home Occupation Development Permits \$150.00

b) Policy 4.1 - Security Deposits – Relocation Permits

1. Relocation Permit Fee	\$7.50 each permit
2. Security Deposit Fee calculation	\$1.50 per square foot of building to be Relocated to maximum of \$10,000.00



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 November 6, 2018		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>		RECEIVED NOV 06 2018
Name of Applicant Dawn Fraser		Name of Business MATT'S CAT-CAR CARE		
Business Street Address 7 Wapiti Street		Legal Address Lot: 53-14 Plan: 404	Mailing Address P.O. Box 683	
Phone Number (867) 688-4911 (c)		Fax Number n/a		Do you wish to have your contact information to be placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address NA		Web Page Address NA		
Type of Business: RESIDENT <input type="checkbox"/> 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)) \$75.00 <input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone) \$125.00 <input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone) \$125.00 <input type="checkbox"/> Hawker/Peddler \$125.00 <input type="checkbox"/> Junior Business \$1.00 <input type="checkbox"/> Charitable Purposes no charge		Type of Business: NON-RESIDENT <input type="checkbox"/> Hawker/Peddler \$285.00 <input type="checkbox"/> Contractor \$225.00 <input type="checkbox"/> Charitable Purposes no charge <div style="font-size: 2em; color: blue; opacity: 0.5; transform: rotate(-5deg); position: absolute; top: 50%; left: 50%;">COPY</div>		
<input type="checkbox"/> Change Fee for any license \$35.00		<input type="checkbox"/> Late Fee (if renewal received after February 15) \$35.00		
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION Car detailing - includes vacuum, dust, oil dash, fine-cleaning, steam cleaning, hand wash, and deodorizing (interior & exterior); in home garage				
Date of Commencement (If New or Non-Resident): January 1, 2019		Date of Termination (If Non-Resident):		Number of Employees Full Time: 1 Part Time: 0

Dawn Fraser, 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 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: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca

Signature of Applicant

On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: **Nov 02/18**



BRIEFING NOTE

To: Mayor and Council

Date: December 4, 2018

Subject: John MacDonald DPA-033-18 – Home Occupation Permit

Purpose:

John MacDonald has submitted a Home Occupation Development Application, DPA-033-18, to operate a painting, carpentry, plumbing and asbestos removal business from Lot 304, Plan 207, 21 McDougal Road in Fort Smith. The property is owned by Ruth and Bernard White who have provided a letter giving permission for the development.

Background:

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

Analysis:

John MacDonald has applied to operate a painting, carpentry, plumbing and asbestos removal business as stated above. The applicants will be given a copy of the Business Licensing Bylaw and amendments thereto once Council has approved the development application to ensure compliance with the conditions set out for Home Occupation business licenses.

Recommendation

Administration recommends that DPA-033-18 be approved.

Jim Hood
Development Officer



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

RECEIVED
 NOV 28 2013
 SUBROBATION OF TITLE
 FORM A:

Application No. _____

APPLICATION FOR DEVELOPMENT

Applicant Information:

Name: John MacDonald Interest (if not owner): renter
 Telephone: 872-1020 Email: _____
 Mailing Address: Box 218 Fort Smith

Owner Information (if different than applicant):

Registered Owner's Name: Ruth & Bernard White
 Telephone: 872-8127 Email: _____
 Mailing Address: Box 1076 Fort Smith NWT

Property Information:

Civic Address to be Developed: 21 McDonald Road
 Zoning: R2R1 Lot# 304 Block# - Plan# 207
 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): residential / home occupation

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:

[Signature]
 Applicant's Signature

_____ Date

See attached letter
 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
- 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: _____



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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: painting, carpentry, plumbing, asbestos removal
- Business License Number: _____
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"? yes
- 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: asap



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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 964 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.



DEVELOPMENT FEES

as per Schedule "D" of the Consolidated Rates and Fees By-law. Fees subject to applicable taxes.

a) By-law #936 - Zoning

1. Development Application Fee - based on Project/Contract Costs as follows:

\$0 to \$5,000.00	\$75.00
\$5,001.00 to \$10,000.00	\$150.00
\$10,001.00 to \$20,000.00	\$225.00
\$20,001.00 to \$50,000.00	\$375.00
\$50,001.00 to \$100,000.00	\$525.00
Over \$100,000.00	\$525.00 plus \$5.00 per each \$1,000.00 Over \$100,000.00

2. Amend the Zoning By-law

Application Fee \$150.00 plus costs for each application

3. Home Occupation Development Permits \$150.00

b) Policy 4.1 - Security Deposits – Relocation Permits

1. Relocation Permit Fee \$7.50 each permit

2. Security Deposit Fee calculation \$1.50 per square foot of building to be Relocated to maximum of \$10,000.00


November 15, 2018



To Whom It May Concern

I am confirming that John MacDonald
(Jmc Construction 2012) can operate his
business from 21 McDougal Road in
Fort Smith, W.V.

Should you have any concerns, I
can be contacted at 872-8127.

Thank you

Roth White



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.

RECEIVED
NOV 23 2017

Date of Application Nov 14 2018		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant John Macdonald		Name of Business Time Construction 2012	
Business Street Address 21 Mc DOUGAL ROAD		Legal Address Lot: 304 Plan: 207	Mailing Address Box 248 Fort Smith NT.
Phone Number cell 867-872-1020		Fax Number Nil	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Email Address john.mcdonald5113@gmail.com		Web Page Address	
Type of Business: RESIDENT		Type of Business: NON-RESIDENT	
<input type="checkbox"/> 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))	\$75.00	<input type="checkbox"/> Hawker/Peddler	\$285.00
<input checked="" type="checkbox"/> Home Occupation (located in a Residential Zone)	\$125.00	<input type="checkbox"/> Contractor	\$225.00
<input type="checkbox"/> Telephone/Desk Operation (located in a Residential Zone)	\$125.00	<input type="checkbox"/> Charitable Purposes	no charge
<input type="checkbox"/> Hawker/Peddler	\$125.00	COPY	
<input type="checkbox"/> Junior Business	\$1.00		
<input type="checkbox"/> Charitable Purposes	no charge		
Please Note: Resident business applications after September 1 will cost one half the regular price			
<input type="checkbox"/> Change Fee for any license	\$35.00	<input type="checkbox"/> Late Fee (if renewal received after February 15)	\$35.00
Particulars of Occupation, Trade, Calling or Business to which this application will apply: PLEASE INDICATE ALL AREAS OF OPERATION PAINTING & CARPENTRY & PLUMBING ASBESTOS REMOVAL			
Date of Commencement (if New or Non-Resident)	Date of Termination (if Non-Resident):	Number of Employees Full Time: _____ Part Time: _____	

I, John Macdonald, 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 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: We accept applications via email. If you wish to submit this application via email please send to reception@fortsmith.ca**

Signature of Applicant: *John Macdonald*

On Behalf of (Name of Business): Time Construction 2012

License Approved: _____
Signature of SAO or Development Officer

Date: _____