



Town of Fort Smith Municipal Services Committee

Tuesday, March 14, 2017, 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. 2016 Capital Plan
5. Water and Waste Water
6. Public Works
7. Facility Maintenance
8. Environmental
9. Fleet Management
10. Sustainable Development
 - a. Sustainable Development Advisory Board
 - i. SDAB Minutes March 2, 2017
11. Protective Services
 - a. Fire Department
 - i. February, 2017 Statistics
 - b. Ambulance Department
 - i. February, 2017 Statistics
 - c. Bylaw Department
 - i. January, 2017 Statistics
 - ii. February, 2017 Statistics
 - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
 - a. DPA-004-17 Chad Funk
 - b. DPA-005-17 Ann Beaudriault
 - c. In-Camera Session – *CTV Act S.23(3)(f) Property Issue*
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Municipal Services Minutes February 14 </div> <div style="text-align: center;">  Vision, Values and Goals.doc </div> <div style="text-align: center;">  2016 Capital Plan </div> </div>
<div style="text-align: center;">  SDAB Minutes March 2, 2017.docx </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  Fire Dept Stats February, 2017 </div> <div style="text-align: center;">  Ambulance Stats February, 2017 </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  Bylaw Stats January, 2017 </div> <div style="text-align: center;">  Bylaw Stats February, 2017 </div> </div>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  DPA-004-17 Chad Funk </div> <div style="text-align: center;">  DPA-005-17 Ann Beaudriault </div> </div>



Town of Fort Smith
Municipal Services Committee Meeting
Tuesday, February 14, 2017 at 8:15 pm.

Chairperson: Mayor Napier-Buckley
Members Present: Cr. Bell, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf, Cr. Kikoak
Regrets: Cr. Dumont
Staff Present: Keith Morrison, Senior Administrative Officer; Don Webb, Director of Municipal Services

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:30 pm.

Cr. Kikoak entered the meeting at 7:32 pm.

2. Review

- a. Agenda – The agenda was reviewed.

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. McArthur

That the agenda be adopted as amended to include discussion on Support of Water Stewardship in the NWT.

CARRIED UNANIMOUSLY

- b. Minutes – The minutes of January 17, 2017, were reviewed and were adopted at the Council meeting of January 24, 2017. Cr. McArthur asked how snowmobiles are getting onto the track facility. The Director of Municipal Services advised that they have been breaking through the fence between PWK and JBT schools. He noted that they have ripped down over forty feet of fence on one occasion. The Department of Public Works has hired a contractor to try and resolve the issues. D/M Smith asked if the contractor was hired to fix the fence or police for infractions on the property. The Director's understanding is that the contractor has been hired to repair the fence and gate. Cr. McArthur requested an update on the Prevention Services Supervisor. Administration advised that an offer has been made and that the position will be hired soon. He also noted that the Town now has a regular schedule of the current Bylaw Officer's upcoming absence which will provide the opportunity to hire a casual employee during the periods he is away. Cr. McArthur has noticed multiple forms of parking violations during the Bylaw Officers absence.
- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.
- d. 2016 Capital Plan – The 2016 Capital Plan was reviewed.
20 Year Capital Plan – The 20 Year Capital Plan was reviewed.
Financial Management Bylaw – The Financial Management Bylaw was reviewed.

Administration advised that the 20 Year Capital Plan is still in draft form although a substantial amount of changes have been made. He noted that the Financial Management Bylaw was discussed when passing the budget which commits \$300,000 to three reserve contributions along with housekeeping work. Administration first reviewed the Reserve and Deferred Revenue Balances. He noted that the amounts are unaudited numbers. As of 2016, unspent CPI funds are \$1.1 million and Gas Tax is at \$538,000 received from the GNWT for Capital Projects. Cr. Kikoak asked if these are funds that have not been allocated to projects. Administration confirmed this and advised that the amount is unaudited and may not

contain CPI funds received for 2017. Administration advised that he would provide a review of what reserves are and how the Town does its banking in the review of the Financial Management Bylaw. Administration advised that the Town has several reserves; for Mobile Equipment, Computer Equipment, Recreation, Municipal Infrastructure, Utilities, Emergency Vehicles, Environmental Accounts and General Reserve. The Financial Management Bylaw will diminish a number of reserves in effort to simplify the Town's reserve system. The Town will be moving towards a three-reserve system approach; Environmental, Utilities and General Operations. He noted that the point in simplifying the reserves is to be able to put more funds in them to build them up faster. Administration advised that the Mobile Equipment reserve is high due to not spending; the Computer Equipment reserve is low; and the Recreation reserve is high. He advised that the Town's General Reserve is currently in a deficit of one million dollars. This is due to the arena payments being deducted from the wrong reserve as they were to come from Recreation. In turn, accounting will be done to bring the General Reserve to zero and the Recreation Reserve to approximately \$200,000. Administration advised that the Municipal Reserve is at zero; the Utility Reserve has some money which is quickly spent; Emergency Reserve has some money, less than enough to buy a fire truck; and that the Environmental Reserve has funds as the Town is required to put money into the reserve by the auditor to remediate the landfill facility at end of life. In total the Town has approximately \$4.5 million in reserves. Administration advised that Council has approved \$300,000 in reserve contributions annually into Utility, General and Environmental. The current budget contributes an additional \$75,000 to reserves which will contribute the required \$50,000 to Environmental, as required by the auditors, and \$25,000 has been put towards Ambulance Reserves. This is due to increased medivac costs, to avoid operating without a deficit and to cover replacement costs of ambulances. Cr. Holtorf asked what the expected landfill lifespan is. Administration advised that the proposed expansion design is for fifty years; ten cells with a five-year lifespan each. Waste diversion initiatives will also prolong the lifespan though the Waste Reduction Plan.

Administration reviewed the Financial Administration Bylaw 972 which supersedes the Financial Administration Bylaw 951 which was changed in 2015 to address the concerns of the auditor. The Financial Administration Bylaw establishes funds, reserves and how they are managed. The auditors identified that some of the reserves were not used and that some did not have bylaw facilitating usage. He noted that the Bylaw before Council is currently with MACA and the auditors for review and approval. Administration advised that funds are where money is deposited and spent and that reserves are savings accounts for specific undertakings. He noted that operating cash flow sits in funds and at the end of the year is deposited into reserves which become savings accounts. In the bylaw five funds are established. First is the General Operating Fund to do business, and if exceeded, the annual short term Borrowing Bylaw would be administered. Other funds in the budget approved by Council, include the Environmental Fund, Land Development Fund, Utility Fund, and Capital Fund. Additionally, the General Capital Fund addresses depreciated Capital Assets. For reserves, the bylaw diminishes most reserves and establishes four; General, Environmental, Utility, and Service Interruption to mirror O&M budgets. Administration advised that the Bylaw states that no less than \$100,000 will be contributed to the three main reserves annually. Administration advised that the surplus and deficit guidelines are that any surplus is transferred to reserves at the end of the year. However for the General Operating Fund, the CTV Act legislates that if the amount remaining is less than 20% of the previous year's revenue it remains in the account in order to pay operating expenses. Cr. Tuckey asked how deficits in the General Operating Fund are balanced at year end. Administration advised that deficits must be addressed by Council during the budgeting process by cutting expenses or spending less which must be balanced through the following year's budget. D/M Smith asked where Westgrove deficit falls into reserves. Administration advised that the properties are

considered capital assets which offset the deficit. Cr. Patel was pleased with the explanation.

Administration reviewed the 2017 20 year Capital Plan. Administration advised that \$98 million deficit in the previous document presented to Council has since been reduced to a more manageable deficit of \$19.74 million over twenty years. He noted that the deficit is as a result of operating, maintaining and replacing all assets currently owned by the Town. He noted that this does not include future infrastructure or assets, including buildings, fleet or linear which are roads, pipes and sidewalks. He noted that linear is measured in meters, fleet in vehicles and buildings by facilities. In total he advised that the Town owns \$171 million in infrastructure. Industry standards are used to determine lifespans of infrastructure in conjunction with when they were built to calculate replacement dates. He noted that the Town has limited borrowing power of \$10 million set by MACA which is minimal compared to the amount of infrastructure owned. As a result the Town must save money through reserves for future infrastructure replacement costs. He noted that past municipal governments did not save sufficient reserve contributions to replace infrastructure and that Gas Tax and CPI funds were spent on developing further infrastructure increasing the future deficit. He noted that there is currently infrastructure at the end and nearing end of life and that there are no reserves saved to cover replacement costs which results in Administration having to risk manage projects and fix as they break which can be more costly and defer further issues. Administration advised that the 20 Year Capital Plan advises of the different assets; their appraised values from the insurers as of December, 2016; the date the asset was built, renovated, or replaced; expected lifespan and year of replacement; and the amount of contribution required to ensure retrofit or replacement. In efforts to reduce the deficit, Administration has reduced midlife retrofits from 50% to 25% and the various reserves will be regrouped into the new reserves to determine exact operation costs. He noted that the Town was approved funding through the Small Communities Fund for the Recreation Centre retrofit which may also be downsized based on available funding. Cr. Tuckey asked if the funding approved for water and sewer infrastructure work is reflected in the document. Administration advised that linear infrastructure wouldn't be replaced at once and a percentage is allocated of \$369,000 per year. When a valid amount is accumulated a project is executed. He noted that the Clean Water and Waste Water project doesn't affect the analysis as linear structure is continuously being replaced. In attempts to balance, MACA contributes \$1.1 million annually of CPI funds and \$863,000 in Gas Tax funding. He noted that there is talk of increasing these funds although no agreements are in place and therefore not reflected in the document. Administration reviewed potential debentures the Town could undertake in order to potentially balance in the future, however he doesn't recommend debenture due to the property tax revenue increase it would require. He also reviewed approved government funding to offset the deficit which still results in a \$20 million deficit over twenty-years and annual deficit of \$343,000. Other options would be to potentially reduce retrofits to 20%. Administration does not recommend borrowing \$6 million or spending reserves but to continue to risk manage. He asked Council to consider when creating new capital items as it will increase the deficit. Administration noted that the annual \$300,000 contribution equates to \$6 million in twenty-years which has reduced the deficit from \$26 million to \$20 million. Cr. Holtorf asked what the annual funding shortfall is from the GNWT and what position the Town would be in if not underfunded. Administration advised that the municipality is annually shorted \$3.5 million in funding, and if funded appropriately, would resolve the deficit, the need to go to debenture, and overcommit reserves. D/M Smith asked if the Snowboard Park Facility is captured in the Capital Plan. Administration advised that is not as it is not complete. He also noted that the lagoon is not captured as they are unsure how to price the facility. He noted that there are also no operation and maintenance costs and that the facility may not ever be replaced due to expense. D/M Smith noted that historically the Town has

leased equipment which puts burden on the O&M Budget and asked if a cost analysis has been performed on the viability of leasing equipment versus purchasing over a ten-year operating period. Administration noted that analysis performed by the previous Director of Municipal Services, Mahabub Zaman, showed that the leasing wasn't favourable to purchasing. However, he noted that fleet is the lighter burden on 20 Year Capital Plan. Cr. Patel asked if assets would need to be sold to balance the deficit. Administration advised that the assets and infrastructure owned by the Town are required in order to provide services to the community and any cuts in funding or assets would result in reduced services. The Town has three sources of revenue; territorial funds, (federal funds which are application based) fees from users, and property tax. He recommended lobbying the GNWT as they have admitted to underfunding the Town by \$3.5 million annually or increasing property tax or user fees which is not well received by residents. Cr. Patel requested an update on the ambulance bay. Administration advised that the partial delay of the 2017 Capital Plan is due to Administration's proposal to redirect the Small Communities Funding for the Recreation Centre renovations to the construction of the ambulance bay. As the Town would not want a construction site in the Recreation Centre during the AWGs, the renovations would not occur until 2018 or 2019. He noted that the Town has been advised that they would receive more federal stimulus funding which can be put toward Recreation Centre renovations at that time. This would free the more recent funding for ambulance bay construction. He noted previous discussions to create commercial zoning and suggested moving the fire hall into the ambulance bay location to provide further commercial space for development. He is hoping to incorporate this into the 2017 Capital Plan for further dialogue during review.

3. Water and Waste Water

- a. Support of Water Stewardship in the NWT – Cr. Patel doesn't think the Town should be buying bottled water. She noted that Ecology North is doing a petition to provide tap water over bottled water and felt that supporting the petition would be a good environmental gesture. Cr. McArthur is against this as it will affect his business. He also noted that the Town would have to invest in Styrofoam cups which are worse for the environment. He noted that people pick up recyclables as they are worth money and that people do not pick up the cups. Mayor Napier-Buckley asked if piped water has been set up to Riverside Park. Administration advised that the Town has applied twice to ITI for funding and has been denied. Cr. Tuckey felt that the Town could provide positive messaging that they provide water for events and for community members to bring their own water bottle. She felt that the Town should lead by example on the initiative. D/M Smith noted that Styrofoam cups are bad for the environment and the landfill facility. He noted that most large events provide dispensed water to fill up water bottles. They do not provide cups and vendors sell water bottles. Cr. Kikoak suggested a water cooler be placed in Council Chambers as the water is murky. D/M Smith noted that large bottled water companies are bringing hardships to other communities in Canada and thinks that it is a worthy cause.

RECOMMENDATION

Moved by: Cr. Patel

Seconded by: Cr. Bell

That the Town of Fort Smith pledges to Support Water Stewardship in the NWT by choosing to provide tap water over bottled water wherever possible in Town facilities and at Town sponsored events.

IN FAVOUR – CR. TUCKEY, CR. BELL, D/M SMITH, CR. PATEL, CR. KIKOAK

OPPOSED – CR. HOLTORF

ABSTAINED – CR. MCARTHUR

CARRIED

4. Protective Services

- a. Ambulance Department

- i. Statistics Report – The January, 2017, statistics report was reviewed. The Director of Municipal Services reported a very busy month for the Ambulance Department in January. Cr. Tuckey asked if the new medivac fee is \$1,750. Administration can't confirm although noted that the new fees are being implemented.

The Director advised that all departments are operating well and that the Water Plant is meeting all expected requirements and preparing for spring developments. Facilities Maintenance is keeping up with operational requirements. Public Works has been removing lots of snow with very little disruption. The Landfill is operating well and meeting requirements. He noted that there is currently a Contractor working at the Landfill site crushing vehicles and that they are taking various items to recycle. Administration advised that the contractor is moving 306 cars at no charge to the Town. He noted that Facilities Maintenance are working hard to keep arena operational during the many arena events. Cr. McArthur was pleased to see Public Works clearing the roads with ice blades. Mayor Napier-Buckley asked if there are signs for the Snowboard Park. Administration advised that signs have been purchased and he is working with the Snowboard Society to have them placed at the facility. D/M Smith asked if the Town's sand has depleted. Administration advised that the Town has sufficient sand and can approach DOT if more is required.

5. Excusing of Councillors

RECOMMENDATION

Moved by: Cr. Bell

Seconded by: Cr. Patel

That Cr. Dumont be excused from the Municipal Services Standing Committee Meeting on February 14, 2017.

CARRIED UNANIMOUSLY

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on March 14, 2017.

7. Adjournment

RECOMMENDATION

Moved by: Cr. McArthur

Seconded by: Cr. Bell

That the meeting be adjourned at 9:24 pm.

CARRIED UNANIMOUSLY



Town of Fort Smith

Vision, Values and Goals

Approved: August 16, 2011

Vision The Town of Fort Smith will work with its 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

- We value an open, transparent, effective government.
- We value our natural environment.
- We value a safe and hospitable community for our residents and visitors.
- We value education.
- We value the use of sustainable energy sources.
- We value active living, health and wellness.
- We value effective communication.
- We value community unity through partnerships.
- We value the passion and commitment of our volunteers.

Goals

- Operate an open, transparent and effective government
- Operate the Town of Fort Smith in a fiscally responsible manner.
- Provide excellent municipal programs and services to the citizens.
- **Continue as a responsible employer**
- Preserve, advocate and enhance the natural environment in the Town.
- **Maintain a safe community.**
- Support all educational opportunities within the community.
- Be a leader in sustainable environmental practices in our community.
- **Foster a strong cohesive community spirit.**
- Maintain a healthy, active community
- **Grow our residential and business community**
- Promote Fort Smith as a desirable destination.

**TOWN OF FORT SMITH
2016 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2016	Project Details (Details, issues, comments)	Funding Source
Corporate Services	\$ 143,000		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 30,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers	CPI
Vadim	\$ 13,000	Purchase of upgrades Vadim software.	CPI
Integrated Community Sustainability Plan	\$ 50,000	Funding to hire a consultant for Strategic Planning, Energy Plan review, Human Resources Plan completion and assembly of ICSP.	GAS TAX
Asset Management System	\$ 25,000	Implement asset management system.	GAS TAX
Municipal Services	\$ 2,713,000		
Public Works	\$ 1,125,000		
Drainage	\$ 50,000	Complete work to fix drainage issues previously identified in Drainage Plan.	GAS TAX
Paving	\$ 1,000,000	Pave existing pavement cuts.	GAS TAX
Sidewalk Repairs and Improvements	\$ 25,000	Repair McDougal retaining wall.	GAS TAX
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
Protection	\$ 510,000		
Fire Abatement	\$ 10,000	Continued Fire Abatement.	CPI
Ambulance Building	\$ 350,000	Construction or purchase/renovation of Ambulance Building.	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.	CPI
Animal Shelter Minor Capital	\$ 25,000	Upgrades to building, covers for pens and creation of a quarantine kennel.	CPI
Environmental	\$ 225,000		
Waste Reduction Initiative	\$ 50,000	Initiative put forward by SDAB to reduce the amount of waste going to the Landfill in order to extend the life of the facility.	CPI
Landfill Expansion Design	\$ 150,000	Design services for Landfill expansion.	GAS TAX
Landfill Minor Capital	\$ 25,000	Upgrades to facility and burn pit, fencing, removal of recyclables, transport of hazardous waste.	GAS TAX
Utility Infrastructure	\$ 853,000		
Fire Hydrant Replacement	\$ 60,000	Replacement of six hydrants that are not operational.	GAS TAX
Vacuum Truck Replacement	\$ 180,000	Replace existing vacuum truck which has reached the end of its useful life. It will be retained as a backup to the new unit.	GAS TAX
Lift Station and WTP Repairs	\$ 400,000	Replacement of various system components including: pumps and pump controllers, explosion-proof lighting. Also WTP heat exchanger and associated piping, boiler burners and building envelope upgrades. Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Upgrades	\$ 133,000	Design services for upgrades to the Water Treatment Plant and Intake.	GAS TAX
Shoring Box and Boring Jigs	\$ 30,000	Purchase shoring box to ensure safety in excavations and boring jigs to complete minor water and sewer maintenance.	GAS TAX

**TOWN OF FORT SMITH
2016 APPROVED BUDGET
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2016	Project Details	
		(Details, issues, comments)	Funding Source
Environmental Studies	\$ 50,000	Consulting fees for completion of Water Licence deliverables.	UTILITY RESERVE
Community Services	\$ 467,000		
Christmas Decoration Replacement	\$ 20,000	Replace remaining pole mounted Christmas decorations.	RECREATION RESERVE
Downtown Development	\$ 100,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace boardwalk and lookout, Arena landscaping, potential Riverside Park development, Marine Drive Fire Abatement and Design Standards development.	RECREATION RESERVE
Recreation Program Equipment	\$ 50,000	Goods and services required to complete development of the track and field facility.	RECREATION RESERVE
Irrigation System	\$ 20,000	Install irrigation system for track infield.	RECREATION RESERVE
Parks and Playgrounds	\$ 27,000	Replace equipment as per the 5 year plan recommended by RAB.	RECREATION RESERVE
Parks Signage	\$ 10,000	Signage with names of each park in the community and the history of the name where applicable.	RECREATION RESERVE
Ballparks	\$ 25,000	Renovation of two existing Ballparks including dugout construction, fence repair and infield expansion.	RECREATION RESERVE
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.	RECREATION RESERVE
Arena Additions	\$ 150,000	Completion of interior Arena renovations potentially including Mezzanine fit-up, additional painting, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors.	RECREATION RESERVE
Library Renovations	\$ 15,000	The Library is in need of basement carpet, improvements to barrier-free access, and fence repair.	RECREATION RESERVE
Capital Project Total Summary	\$ 3,323,000		
2015 Reserves, Gas Tax and CPI	\$ 3,785,424	Projected balance at year-end 2015	
2016 Capital Funding	\$ 1,977,000	Gas Tax and CPI Funding	
Projected funds available	\$ 5,762,424		
Projected Balance	\$ 2,439,424		



Town of Fort Smith Sustainable Development Advisory Board Minutes March 2, 2017

Regular Meeting
12:00 pm in Council Chambers

Attendees:

- Chris Westwell, Chair
- Adam McNab
- Adam Bathe
- Tim Gauthier
- Cam Zimmer
- Frank Lepine
- Cr. Patel
- Diane Seals
- Katie Reid
- Dennis Bevington

A. Call to Order

Chair Chris Westwell called the meeting to order at 12:12 p.m.

B. Approval of Agenda

MOTION

Moved by: Cam Zimmer

Seconded by: Tim Gauthier

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. Delegation

Dennis Bevington Tiny Home Proposal – Dennis thanked SDAB for the invitation to present his proposal. Dennis advised that his family has owned thirteen acres of land in the middle of Town for almost fifty years. He is looking to develop the eastern portion of the land where there are fourteen surveyed lots. He noted that the road has not yet been turned over to the Town and noted that MACA maps show the road as owned by the Town but thinks that is a mistake. Dennis advised that private developers cannot compete with the Town when developing and servicing land as the Town only puts a small value on the land and sell for the cost to service. He felt that the properties identified are the best to develop as they can be serviced at a more reasonable cost. He noted that the west side of the land is not surveyed and would be costlier to service, making the land not profitable to develop.

Dennis advised that there will be a larger requirement for seniors housing by 2025 and that he is proposing co housing for seniors which provides village housing and care free living. The benefits include low utility costs and a cooperative living situation. Dennis advised that there is a Co Housing Association of Canada which has documentation he has been working with. He would like to incorporate individual units although noted they can be more difficult to maintain and increase utility costs.

To reduce service costs to multiple units Dennis is considering one water and sewer line which will connect through a district heating plant. He noted that there are large costs associated with servicing and digging huge trenches. He would like to implement a shallow buried system from the main building to the individual units to avoid increased cost and to provide secured heat, water and sewer.

Dennis advised that the individual units would be protected and secured, single story buildings on grade with no basements, designed for independent living longer in life. He noted that GNWT studies have shown that this is a huge asset. He advised that the units would be anywhere from 900-1100 square feet. They would be easy to maintain and low cost.

Chris advised that the board has been tasked with developing guidelines and possibly amendments to the zoning bylaw to accommodate tiny home developments. The board is looking for a further understanding of the projects and what the board can do to recommend or improve bylaws to accommodate the proposal. He felt that his presentation did answer questions in defining tiny homes with respect to size, grade, etc. He asked what improvements can be made to make the proposal more feasible.

Dennis advised that there are a few areas that could be improved to make his proposal more feasible. He noted that local improvement charges are an inhibitor. Dennis advised that the Town has access to low financing when developing their own land and that private developers do not have this option. He felt that it would be a big asset if local improvements based on the Towns financing could be offered. He noted that the sewer line has be run 300 feet from McDougal Road which is a considerable investment. The cost ties up capital funds and prohibits moving forward with the project.

It was asked if Dennis would sell the lots on the west side of the property that are not surveyed. He noted that those properties would most likely be used for regular family homes. For the surveyed lots, Dennis advised that a market survey would most likely be performed to see interest. He noted that there is a lot more interest in rental housing but more risk associated. He noted that Hay River did a similar market survey for a similar project for a senior's village and determined that 40% wanted to rent and 60% wanted to buy.

Adam M asked who would own the common area. Dennis advised that his company would own the common area and would most likely have to sell as condominiums due to the tied in utility service to the common area. He noted that condominium legislation in the NWT is very prohibiting.

Adam M asked what the minimum lot size would be if divided. Dennis advised that the lots would be a quarter acre with a larger common area. Chris asked if existing setbacks are an issue. Cam would like to know the constraints of the bylaw in order to make recommendations for amendments. Dennis noted that setbacks are important for fire safety although noted that setbacks in the city are significantly less. He would be happy with less setbacks. Adam requested the dimensions of the structures to calculate the setbacks. Dennis advised that the proposal for the work was done by Urban Systems who were to prepare in accordance with bylaw, although he will confirm with them. Dennis advised the document is a concept drawing and changes have been incorporated since given to the Town last summer.

Chris asked what roads Dennis would like assumed by the Town. Dennis would like road A assumed for now and potentially other roads in the development. He would like to establish a manhole at the intersection of Road A and McDougal Road and run shallow buried pipes down Road A & B.

SDAB thanked Dennis for his presentation.

D. Approval of Minutes

MOTION

Moved by: Adam McNab

Seconded by: Cam Zimmer

That the minutes of January 12, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

E. Business Arising from the Minutes

There was no business arising from the minutes

F. New Business

There was no new business.

G. Date of Next Meeting

The next SDAB meeting will be on March 23, 2017 at 12:00 pm in the Council Chambers.

H. Adjournment

MOTION

Moved by: Tim Gauthier

That the meeting be adjourned at 1:03 pm.

CARRIED UNANIMOUSLY



**Town of Fort Smith
Fort Smith Volunteer Fire Department
Activity Report
February 2017**

Date	Start Time	Incident/Activity	Address	# of FF	End Time	Comments/Issues
1-Feb-17	14:30	Propane Leak	48 Pelican	7	14:45	Propane Leak
1-Feb-17	19:00	Practice	Hall	12	20:28	Prepack Pumper 2, Hose training
8-Feb-17	19:00	Practice	Hall	9	20:20	NTPC tour
11-Feb-17	22:46	Vehicle Fire	Grand Detour	7	0:00	abandoned vehicle
15-Feb-17	19:00	Practice	Hall	11	21:00	Ropes/Knots
22-Feb-17	19:00	Extra Practic	Hall	7	21:00	Extra practice - NFPA 1001 skills
25-Feb-17	9:00	FS Snow & Ice racing	4 Mile Lake	2	11:00	Rescue on standby
25-Feb-17	16:15	Dumpster Fire	Hall	8	16:35	

* Notes: Dumpster fire at fire hall was had potential to be a lot worse. Was caught early. Suspect somebody dumped ashes or cigarette butts. We were able to quickly extinguish. Dumpster is now being kept away from the building and will also look at either replacing with one with a metal lid or possibly removing altogether.



Fort Smith Volunteer Ambulance February 2017 Report

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
05-Feb	12:40	Code 1 = Life treatening incident	2	15:40	
05-Feb	20:45	Code Medevac	2	22:35	
10-Feb	18:15	Code 1 = Life treatening incident	3	19:15	
11-Feb	5:00	Code 1 = Life treatening incident	4	6:00	called for assistance
11-Feb	12:30	Code 1 = Life treatening incident	3	13:45	and the one below.
11-Feb	12:30	Code 1 = Life treatening incident	3	13:45	
11-Feb	20:10	Code Medevac	2	22:00	
12-Feb	10:27	Code 1 = Life treatening incident	2	12:30	
15-Feb	1:05	Code 1 = Life treatening incident	2	2:30	
15-Feb	2:41	Code 1 = Life treatening incident	2	4:00	
15-Feb	14:10	Code 1 = Life treatening incident	3	15:00	
18-Feb	19:30	Code Medevac	2	22:30	
06-Feb	19:00	Weekly Meeting		21:00	
13-Feb	19:00	Weekly Meeting		20:00	
20-Feb	19:00	Weekly Meeting		20:00	
27-Feb	19:00	Weekly Meeting/Narcan Training		22:00	Brian from AMS who

Additional Comments:

Feb-17

<u>Month</u>	<u>Year to Date</u>	<u>Type of Call</u>
calls - 9	17	Code 1 = Life treatening incident
calls - 0	2	Code 2 = non Life threating incident
calls - 0	1	Code 3 = Fire support
calls - 3	14	Code Medevac = Medevac flight support
call - 0	0	Code Transfer = Transfer of patient
call - 0	0	Code Zulu = Transfer of deceased person

Total # of Calls for Month	12
Total # of Calls Year to Date	34
Total Responders	11
Total time on calls	19.85

:



Bylaw Monthly Report

Jan-17

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV						
Dogs at Large		2			\$100.00	
Unregistered Dog						
Dogs in pound						
Speeding	9	2			\$100.00	
Stop work Order						
Unregistered vehicle						
Unsightly Lands						
Traffic Issue						
Non emergency call						snow complaints
Dev permits						
RCMP Matters		1				intoxicated persons
Fire calls						
Ambulance assist						
general complaints						
Stop work Order						
Business license						
					\$200.00	

Additional Comments:

Bylaw was here two weeks in January



Bylaw Monthly Report

Feb-17

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV						
Dogs at Large						
Unregistered Dog						
Dogs in pound		1				1 husky
Speeding	3	6			\$300.00	
Stop work Order						
Unregistered vehicle						
Unightly Lands						
Traffic Issue						
Non emergency call						
Dev permits		2				home business
RCMP Matters						
Fire calls						
Ambulance assist		1				Ronnie driver
general complaints						
Stop work Order						
Business license	20	1			\$100.00	local business' s came in a paid.
					\$400.00	

Additional Comments:

Bylaw was here three weeks, new bylaw officer appointed.



BRIEFING NOTE

To: Mayor and Council
Date: March 9, 2017
Subject: Chad Funk DPA-004-17 – Home Occupation Permit

Purpose:

Chad Funk has submitted a Home Occupation Development Application, DPA-004-17 to operate a business providing IT consulting from Lot 22-2, Plan 1439, 22 Pigeon Avenue in Fort Smith. The property owner has provided a letter of consent to allow a home occupation business to operate from this location.

Background:

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

Analysis:

Chad Funk will be operating a business providing IT consulting. The applicant 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-004-17 be approved.

Jim Hood
Development Officer



**THE CORPORATION OF THE TOWN OF FORT SMITH
APPLICATION FOR A BUSINESS LICENSE**

Ho-80-17

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 to make payment arrangements.

Date of Application 28/02/2017		New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Chad Funk		Name of Business CBI Systems	
Business Street Address 22 Pigeon Avenue		Legal Address Lot: _____ Plan: _____	Mailing Address PO Box 745
Phone Number 867-872-0042		Fax Number N/A	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Email Address chadfunk@outlook.com		Web Page Address N/A	
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 Please Note: Resident business applications after September 1 will cost one half the regular price		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	
<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 • Computer Systems • IT consulting • Network Design • Technical Documentation			
Date of Commencement (If New or Non-Resident):		Date of Termination (If Non-Resident):	
		Number of Employees Full Time: _____ Part Time: 1	

I, Chad Funk, 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 _____ (or _____ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

***Important Note: A signature is not required if you are submitting this application online. Please be advised that by submitting this application online you are authorizing the Town of Fort Smith to process an application for a business license for the above mentioned business name.**

Chad Funk
Signature of Applicant

CBI Systems
On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: _____

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Reception

From: Chad Funk <chadfunk@outlook.com>
Sent: February-28-17 1:31 PM
To: Reception
Subject: Business License Application - CBI Systems - 22 Pigeon Ave
Attachments: ChadFunk-ApplicationForBusinessLicense-CBISystems.pdf; ChadFunk-ApplicationForDevelopment-LetterOfAuth-CBISystems.pdf

Good afternoon,

Please find attached the completed application documents + letter of authorization for local business CBI Systems (License: 185). I trust the paperwork is in good order, if there are any concerns please let me know asap.

Once reviewed, I can arrange to make the required payment.

Thanks,

Chad Funk, BAppIST, UCCNA
Information Technology Specialist
Network/System Analyst
E: chadfunk@outlook.com | P: 867-872-0042
W: [Coming Soon](#)

28250



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: Chad Funk Interest (if not owner): Address for business
 Telephone: 867-872-2042 Email: Chad.funk@outlook.com
 Mailing Address: PO Box 745

Owner Information (if different than applicant):

Registered Owner's Name: Richard Funk
 Telephone: 867-872-2413 Email: _____
 Mailing Address: PO Box 745

Property Information:

Civic Address to be Developed: 22 Pigeon Avenue
 Zoning: _____ Lot# 22-2 Block# _____ Plan# 1439
 or Certificate of Title: _____
 Lot Width: _____ metres Lot Depth: _____ metres Lot Area: 25,70 square metres
 Type of Lot (check one): Street Facing Corner Interior Other
 Existing Use(s) of Property: RESIDENTIAL
 Proposed Use(s) of Property (if applicable): _____

Estimated Cost of Project: \$ 0

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

SIGNATURE:

Chad Funk _____ Date 28/02/2017
 Applicant's Signature
Richard Funk _____ Date 28/02/17
 Owner's Signature (if different than applicant)



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 873-9400 Fax: (867) 873-9401

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) 872-5400 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: Consulting - IT/Technical
- Business License Number: 185
- 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 2017 (ASAP)



TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0
Phone: (867) 872-9400 Fax: (867) 872-9401

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

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

February 28, 2017

To whom it may concern:

I hereby authorize Chad Funk (on behalf of CBI Systems) to use the address of 22 Pigeon Avenue, as the main location for the home occupation, CBI Systems. This letter authorizes the use of the aforementioned address henceforth as required by CBI Systems.

Thank you,

Richard Funk (Property Owner)



Chad Funk (Operator of CBI Systems)





BRIEFING NOTE

To: Mayor and Council

Date: March 9, 2017

Subject: Ann Beaudriault DPA-005-17 – Home Occupation Permit

Purpose:

Ann Beaudriault has submitted a Home Occupation Development Application, DPA-005-17 to operate a business selling Scentsy products from Lot 875, Plan 837, 44 Tamarac Crescent in Fort Smith. The property owner has provided a letter of consent to allow a home occupation business to operate from this location.

Background:

The property is zoned Residential Mobile Home (RMH) and a Home Occupation Business is a conditional use in a RMH zone requiring Council approval.

Analysis:

Ann Beaudriault will be operating a business selling Scentsy products. The applicant 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-005-17 be approved.

Jim Hood
Development Officer



THE CORPORATION OF THE TOWN OF FORT SMITH APPLICATION FOR A BUSINESS LICENSE

HO-79-17

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 to make payment arrangements.

Date of Application Feb 22/2017	New Application <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>	
Name of Applicant Ann Beaudriault	Name of Business Ann Beaudriault - Independant Senteby Consulta	
Business Street Address 44 Tamarac Crescent	Legal Address Lot: _____ Plan: _____	Mailing Address PO Box 215
Phone Number 867-621-0266	Fax Number	Do you wish to have your contact information to be placed on the Town's website? Yes/No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Email Address		Web Page Address
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 Please Note: Resident business applications after September 1 will cost one half the regular price		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
<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		
Date of Commencement (If New or Non-Resident):	Date of Termination (If Non-Resident):	Number of Employees Full Time: _____ Part Time: _____

I, _____, 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 _____ (or _____ person-years) including owner, and that the necessary verification has been received in accordance with the provisions of the Worker's Compensation Act.

***Important Note: A signature is not required if you are submitting this application online. Please be advised that by submitting this application online you are authorizing the Town of Fort Smith to process an application for a business license for the above mentioned business name.**

Ballt
Signature of Applicant

Ann Beaudriault - Independant Senteby Consulta
On Behalf of (Name of Business)

License Approved: _____
Signature of SAO or Development Officer

Date: **03/02/2017**

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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: Ann Beaudricault Interest (if not owner): Common-law
 Telephone: 621-0266 Email: _____
 Mailing Address: Box 24 Fort Smith, NT

Owner Information (if different than applicant):

Registered Owner's Name: John Cazon
 Telephone: 872-8124 Email: _____
 Mailing Address: Box 245 Fort Smith, NT

Property Information:

Civic Address to be Developed: 44 Tamarac Crescent
 Zoning: RMH Lot# 875 Block# - Plan# 837
 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: \$ 150,000

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:

Ann Beaudricault
Applicant's Signature

03/02/2017
Date

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

03/02/2017
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: Scentsy sales
- 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



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
-----------------	--

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

To Whom it may concern,

02/03/17

I, John Cazon of 44 Tamarac Crescent
Fort Smith give my commonlaw wife
Ann Beaudricault permission to
sell Scentoy at my residence.

Any questions, please call me
at (867) 872-3124.

John Cazon

