













# Town of Fort Smith Corporate Services Committee

Tuesday, July 4, 2017, at 7:00 pm.

## AGENDA

1. Call to Order
2. Delegation
  - a. RCMP Delegation
    - i. Police Report May, 2017
3. Declaration of Financial Interest
4. Review
  - a. Agenda
  - b. Minutes
  - c. Vision, Values and Goals
  - d. Strategic Plan
5. Governance
  - a. Council Priorities
    - i. Highway Condition
    - ii. Property Tax Issues
    - iii. Commissioner's Land within Municipal Boundaries
    - iv. Fire Abatement
    - v. GNWT Job Reductions
    - vi. Aurora College Program Review
    - vii. Property Tax and Boundary Issues
6. Finance
  - a. Accounts Paid Part I
  - b. Accounts Paid Part II
7. Human Resources
8. Lands
9. Economic Development
  - a. Tourism and Trade Advisory Board
10. Information Technology
11. Bylaw/Policy Review and Development
12. Administration
13. Other Business
  - a. Correspondence – June, 2017
  - b. License Reports – June, 2017
  - c. Briefing Note Property Tax
  - d. Briefing Note DPA-022-17
14. Excusing of Councillors
15. Date of Next Meeting
16. Adjournment

Attached Documents		
 Police Report May, 2017		
 Corporate Services Minutes June 6, 201	 Vision, Values and Goals	 Strategic Plan
 Accounts Paid Part I		 Accounts Paid Part II
 Correspondence June, 2017	 License Report June, 2017	
 Briefing Note Property Tax	 Briefing Note DPA-022-17	

MONTHLY  
POLICING REPORT  
May 2017



Fort Smith RCMP Detachment  
G Division  
Northwest Territories



The Fort Smith RCMP Detachment responded to a total of 172 calls for service to the town of Fort Smith during the month of May, 2017.

### **Community Action Plan (C.A.P.) Community Priorities:**

The current fiscal year priorities are identified as:

- 1) Substance abuse and trafficking; illegal substances and alcohol inclusive.
- 2) Violence in the community; including domestic violence.
- 3) Building Positive Relationships with local First Nations and the Community at Large.
- 4) Traffic Safety and Enforcement

#### **1) This month the detachment addressed the issue of Substance abuse and trafficking; illegal substances and alcohol inclusive by:**

The Fort Smith RCMP Detachment continues to deal with this priority in a proactive and reactive manner. Fort Smith Detachment members continue to conduct patrols in high risk areas. Members are continuing efforts to increase police presence in areas associated with drug trafficking and use.

Re-actively, detachment members continue to respond to calls for service from community members. Fort Smith detachment members responded to 74 complaints of either causing a disturbance, mischief, and or liquor act related calls for service. Alcohol is a casual factor in the majority of these calls.

**The Community assisted the priority by:** No specific support was sought during this monthly period.

#### **2) This month the detachment addressed the issue of Violence in the community; including domestic violence by:**

The Fort Smith RCMP Detachment responded to one complaint of Domestic Violence in the community. Criminal charges were laid as a result of these investigations. Fort Smith Detachment members also responded to 15 additional complaints of assaults in the community.

These types of complaints can be stressful and have significant repercussions on the dynamic of a family especially when young children are involved. The Fort Smith RCMP Detachment continues to work with community partners to present a multi-agency response to these types of complaints.

**The Community assisted the priority by:** No specific support was sought during this monthly period.

#### **3) This month the detachment addressed the issue of Building Positive Relationships with local First Nations and the Community at Large by:**

The Fort Smith RCMP Detachment and the members currently working in Fort Smith continue to make efforts to build positive relationships within the community.

On May 5<sup>th</sup>, members participated in a pre-school fund raiser



On May 18<sup>th</sup> and 26<sup>th</sup> members made school visits at JBT.

Throughout the month of May, members of the Fort Smith Detachment continued to volunteer at the local animal shelter and assisted in caring for the animals currently being looked after at the shelter.

**The Community assisted the priority by:** No additional support was sought during this monthly period.

**4) This month the detachment addressed the issue of Traffic Safety and Enforcement by:**

The Fort Smith RCMP Detachment continues to conduct proactive patrols of the community in an effort to increase police presence and general deterrence. The Fort Smith Detachment also responds to calls for service from members of the community.

The Fort Smith RCMP Detachment responded to / investigated 10 complaints regarding traffic offences and or complaints in the community. Five of these investigations involved impaired drivers in the community. Regarding these investigations involving impaired drivers, members arrested and charged one person.

**The Community assisted the priority by:** No specific support was sought during this monthly period.

**Notable Occurrences for the Month:**

On May 15<sup>th</sup>, members responded to a call of a male who may be in distress. Follow up investigation resulted in an armed and barricaded situation which lasted approximately 24 hours. RCMP members from Hay River and Yellowknife attended Fort Smith to assist. At the conclusion of the incident, everyone involved was found safe.

Sgt Ryan Snodgrass

Detachment Commander,

Fort Smith RCMP Detachment

**External Distribution List:**

Insp. Peter PILGRIM – OIC South District

S/SGT. Travis De COENE - District Advisory NCO

Sue CROOKEDHAND – “G” Division Criminal Operations

Sgt. Warren GAUCHIER – “G” Division Client Services

**Documents Included:**

Occurrence Statistics



## Appendix A

Occurrence Type	May 2017	Year to Date 2017	May 2016	Year to Date 2016
Assaults (All Categories)	16	67	10	68
Break and Enter (Residence and Business)	2	12	1	3
Theft of Motor Vehicle	0	5	1	5
Theft under \$5,000.00	9	19	3	21
Theft over \$5,000.00	2	6	0	4
Drug Possession	4	8	1	7
Drug Trafficking	1	3	0	1
Liquor Act	4	42	24	82
Mischief / Cause Disturbance (Includes Public Intoxication)	70	247	44	169
Impaired Operation	5	38	11	27
Other Complaints	59	149	97	442
Total Violations	172	798	192	841
Total Calls for Service	172	765	156	488
Number of Patrols to Community	N/A	N/A	N/A	N/A



## Appendix A

Category	May 2017	Year to Date 2017	May 2016	Year to Date 2016
Prisoners	29	138	48	122
Intermittent Prisoners	0	0	0	0
Other Detachment Prisoners	0	0	0	0
Total Prisoners	29	13	48	122

Justice Report	May 2017	Year to Date 2017	Year to Date 2016
Victim Service Unit Referrals	5 Victim Declined 0 Victim Accepted 0 Proactive Referral	15 Victim Declined 4 Victim Accepted 0 Proactive Referral	8 Victim Declined 0 Victim Accepted 0 Proactive Referral
Youth Alternative: Measures YCJA Warnings	0	0	0
Youth Diversion: Community Justice Referrals	0	2	0
Adult Diversion: Community Justice Referrals	0	0	0
Emergency Protection Orders: Detachment Initiated / Detachment assisted	0	1	3
ODARA Reports	1	6	10



Town of Fort Smith  
Corporate Services Committee  
Tuesday, June 6, 2017, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley, Cr. Kikoak, Cr. Bell, Cr. McArthur, Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel  
Regrets: Cr. Tuckey  
Staff Present: Keith Morrison, SAO; Katie Reid, Executive Secretary  
Guests: Patti Haaima

1. Call to Order

D/M Smith called the meeting to order at 7:00 pm.

2. Declarations of Financial Interest

Mayor Napier-Buckley and Cr. McArthur declared a financial interest with respect to the Accounts Paid Part II

3. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That the agenda be adopted as amended to include the Economic Development Strategy and Council Priorities, and to remove the AWG delegation.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of May 2, 2017, were reviewed and have been adopted at the Council meeting of May 16, 2017. Cr. Kikoak asked if a letter was received from the Department of Highways with respect to the condition of Highway 5. Mayor Napier-Buckley advised that correspondence has not been received although the issue was discussed with the MLA. Cr. Dumont advised that the road appears to be in much better condition although more work is still required. D/M Smith had noticed social media postings advising the public of the conditions. Mayor Napier-Buckley had met with the Departments of ENR, Forestry, Lands, and MACA to discuss fire abatement of Commissioner's land in municipal boundaries in May and advised that a follow up meeting is scheduled for June 20<sup>th</sup>. She noted that ENR has compiled a list of high risk areas in the community for fire abatement and requested that the Town also compile a list for focus. Cr. Holtorf requested an update on the AWGs triparty agreement. Administration advised that the Town's lawyer has reviewed the document, with minor proposed changes, and that he is now in review of the document. He anticipates bringing the agreement to the committee meetings for review next week, at which time there will also be an AWGs delegation. Cr. McArthur requested an update on property tax collections. Administration advised that property tax concerns are with PILT and noted that lands were transferred to SRFN from the GNWT without assessment and neither SRFN or the GNWT are taking financial responsibility for assessing the properties. He noted that other property tax issues need to be resolved with the GNWT. Cr. McArthur requested feedback and results of the Economic Development Strategy survey. Administration advised that a formal survey was not released although the EDO continues to solicit feedback from the community. Administration hopes to bring a schedule for Council review at the June 20<sup>th</sup> Council meeting. Mayor Napier-Buckley suggested property tax arrears be reorganized. Cr. Kikoak asked if there was any movement on the brief on

the foundational review of the college. Cr. Holtorf suggested the Foundational Review Terms of Reference be obtained prior to preparing the brief. Cr. Kikoak requested the Mayor request this from the MLA and that he be included in discussion when drafting the Terms of Reference. Mayor Napier-Buckley has requested a meeting with Minister Moses and is waiting to hear back on his availability. D/M Smith would like to know if Cabinet or Administration is reviewing the Terms of Reference. Cr. McArthur noted that Minister Moses had dissolved the Aurora College Board of Governors and hired an Administrative Director from his home town. Administration advised that ENR has added additional positions at the Regional Office although he can't confirm that they will stay in Fort Smith if reporting to headquarters in Yellowknife. He noted that the reason why the community needs regional positions to stay in the community, is so that regional decisions are made in the region. He noted that if Council doesn't continue to resist the college cuts they GNWT may continue to make reductions. D/M Smith noted that the chip sealing of Highway 5 may impact the MOU with Parks Canada and Public Works & Services. Cr. Dumont is not pleased that the Board of Governors has been dissolved and that campus decisions are being dictated from Yellowknife.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed. D/M Smith noted that the document doesn't fit with current discussions of Council. Administration advised that with a new Strategic Plan, new Visions, Values, and Goals would be developed for the years ahead.
- d. Strategic Plan – The Strategic Plan was reviewed.

#### 4. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed. Cr. McArthur asked if the payment to Taylor and Company was the final payment. Administration confirmed this. D/M Smith suggested that the arena be recommended to be used for next year's grad ceremonies.

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Dumont**

**That the Accounts Paid Part I for the period ending May 31, 2017, totaling \$623,095.03 be approved.**

**CARRIED UNANIMOUSLY**

Mayor Napier-Buckley declared a conflict and left the meeting.

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Patel**

**That that Accounts Paid Part II for the period ending May 31, 2017, totaling \$10,942.72 be approved.**

**IN FAVOUR – CR. HOLTORF, CR. BELL, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**ABSTAINED – CR. MCARTHUR**

**CARRIED**

Mayor Napier-Buckley returned to the meeting.

#### 5. Human Resources

Cr. Holtorf asked if the development of a Human Resources Plan will be included with the Strategic Plan. Administration advised that a large amount of work was completed for HR, including rewriting job descriptions and implementation of new org charts which satisfies the need for a Human Resources Plan. Additionally, the Town has also completed a twenty-year Capital Plan. With respect to the development of a Community Energy Plan, the Town will be applying to Arctic Energy Alliance to review the Plan, although noted that most needs have been met for energy efficiency.



## 6. Economic Development

### a. Tourism and Trade Advisory Board

- i. TTAB Minutes May 18, 2017 – The TTAB minutes were reviewed. Administration advised that the main discussion was on the review of the updated tourism guide. Also, funding from ITI was discussed for implementing deliverables in the Economic Development Strategy. Cr. Holtorf asked if the Town's branding logo is being promoted by businesses. Administration advised that branding promotion of the Town's logo is mainly outside of Fort Smith to lure tourists. He noted that there hasn't been a lot of engagement from the public for the logo as the policy requires TTAB and SAO approval. Also, he doesn't see a lot of businesses selling merchandise outside of Fort Smith. He noted that this is included in the strategy however, by offering a brand tool kit and shopping bags with Town logos. Mayor Napier-Buckley requested an update on the request for a giant conibear trap to be placed at Conibear Park made by Mike Labine. Administration advised that the idea was presented to the architect and that the Town hasn't received any information on this besides verbally and felt that further dialogue would be required.
- ii. Economic Development Strategy – D/M Smith noted that there was a consensus at the last meeting to discuss the Economic Development Strategy at Corporate Services. He noted that there are nine components to the plan and that prioritization could be done. He asked how the Town expects the document to evolve and move forward. Administration noted that the document is in draft form and that input is still being solicited from the community and Council. He noted that TTAB has also created subcommittees and is working on the document. He anticipates further modifications, followed by prioritization and funding, then Council review. Administration will bring a schedule to the June 20<sup>th</sup> Council meeting. He welcomed any input for change or additions to the document from Council. Cr. Holtorf suggested that two additional columns be created for a time frame and for resources. He also suggested funding partners be identified. D/M Smith would like a timeline, resources, and a clear lineation of who is the lead and partner. He noted that business incubation is the mandate of ITI and felt that it is important remind them of this rather than do their job. D/M Smith felt that it is important to focus on partnerships and also noted that WBNP is mandated with tourism.

## 7. Other Business

- a. Correspondence – The May, 2017 correspondence was reviewed. Cr. Patel requested an update on the support letter for Radium King. Mayor Napier-Buckley advised that the NLMCC requested a letter of support to apply for funding for maintenance to the Radium King.
- b. Licensing Report – The May, 2017 licensing report was reviewed. Cr. Holtorf asked if Liberty Security is a local company. Mayor Napier-Buckley advised that they are an outside company that came in for the Trade Show and now have a local authorized representative. Administration advised that the Town was quoted \$56 per month plus free installation of their security system at the Animal Shelter. Mayor Napier-Buckley noted that there appears to be a number of unlicensed lotteries on Facebook. Administration advised that it can be difficult to enforce online activity.

- c. Briefing Note DPA-021-17 Brenda Tuckey – The briefing note was reviewed.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Patel**

**That DPA-021-17, submitted by Brenda Tuckey, to operate a home occupation photography business form Lot 347, Plan 207, 37 Poppy Crescent in Fort Smith be approved.**

**CARRIED UNANIMOUSLY**

- d. Briefing Note First Quarter Variance – The briefing note was reviewed. Administration advised that all aspects of the budget are under spent and noted that substantial spending and invoicing is still to happen. Also, he noted that revenue is hard to determine early in the year. Administration advised that Grant-in-Lieu is yet to be received from the GNWT and Ambulance recoveries are down due to less usage of the service. Development fees are down due to a number of large projects in 2016. RCC revenues are slightly down and that the reason has yet to be determined. Administration will follow up at the Council meeting on June 20<sup>th</sup>. Ground Ambulance and Highway Rescue funding has been decreased from \$50,000 to \$21,000. Fines are up due to increase Bylaw Enforcement and staffing of a Casual Bylaw Officer. Lottery Fees are up due to increases in rates. Administration advised that vehicle and equipment repairs and maintenance costs are up due to an aging fleet and noted that the Town will be gradually replacing fleet. Salaries and wages are higher due to allocations; more information will be brought to Council. Administration noted that overtime is not budgeted for.

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. Bell**

**That the First Quarter Variance be accepted as presented.**

**CARRIED UNANIMOUSLY**

8. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Mayor Napier-Buckley**

**Seconded by: Cr. McArthur**

**That Cr. Tuckey be excused from the Corporate Services Standing Committee meeting of June 6, 2017.**

**CARRIED UNANIMOUSLY**

9. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be July 4, 2017.

10. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Mayor Napier-Buckley**

**That the meeting be adjourned at 8:27 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

### Goals, Strategies and Action Plan

#### Goal A: Operate an open, transparent and effective government

Strategy	Activity
Provide strong legislation.	Review all bylaws, policies and procedures to ensure effectiveness and relevance.
	Create new bylaws as required.
Utilize many methods of communication.	Hold an Annual General Meeting to inform and consult the public on town issues. Provide information about ICSP implementation.
	Regularly update and review Town's website.
	Continue profiling Town staff, Mayor, councilors and community volunteers in newsletter.
	Build the Open House (ideasFortsmith) into an annual event with manned displays and opportunities for public input.
	Review and update ICSP on a regular basis.

#### Goal B: Provide excellent municipal programs and services to the citizens.

Strategy	Activity
Implement an asset management system.	Purchase and implement works management software; inventory all assets.
Evaluate the delivery of all programs and services.	Conduct an organizational review.
	Conduct a capital asset review.
	Conduct a program/service review.

#### Goal C: Continue as a responsible employer

Strategy	Activity
Ensure compliance with collective agreement, labour standards and practices.	Conduct a job evaluation and classification study.
	Review and update all personnel policies.
Provide a safe workplace	Assess current qualifications. Train staff as required for their area of employment.
	Conduct monthly safety committee meetings and act on recommendations.
Improve communication with employees.	Conduct regular Senior Management committee meetings.
	Include staff participation on standing committees.
	Organize regular staff and council social activities.
	Highlight department staff in the monthly newsletter.



## Town of Fort Smith

### Goal D: Preserve, advocate and enhance the natural environment in the Town.

Strategy	Activity
Evaluate and assess green/open spaces to ensure they meet future requirements.	Review Recreation Master Plan to include a trail and park enhancement strategy.
	Trail development - areas to be considered: share the trail, promotion and signage, bike routing and trails, motorized and non-motorized trails; upgrade existing trails and increased snowmobile trails.
Advocate to address Slide Zone issues.	As this area is owned by the GNWT, work with GNWT to address slide zone issues.

### Goal E: Maintain a safe community.

Strategy	Activity
Ensure increased and stronger bylaw enforcement.	Review Bylaws to ensure they are effective and up-to-date.
	Provide additional bylaw training.
	Assess bylaw resources.
Support the provisions of protective services.	Consult with volunteer fire and ambulance departments.
	Provide adequate resources to meet service requirements.
Implement Firesmart program.	Implement fire abatement projects in a timely manner while respecting budgetary constraints.
	Conduct campaign to ensure public participation and awareness program for fire abatement.
Ensure community wide emergency preparedness.	Review, update and practice EMO plan.
Maintain partnership with RCMP.	Continue communication and relationship building.
Ensure pedestrian and vehicular safety.	Safety audit of roads, sidewalks and streetlights.



## Town of Fort Smith

### Goal F: Promote our status as the education capital of the Northwest Territories.

Strategy	Activity
Seek out ways to advocate for Fort Smith's educational focus.	Town to initiate discussion and meetings with government officials i.e. Round Table and public involvement; including discussions on the status of the University of the North.
Foster our relationship with Aurora College headquarters.	Host social event for Board of Governors.
	Regular communication with the Office of the President.
	Regular communication with Campus Director.
	Offer awards for Aurora College students; assist Campus to market the community and college.
	Participate in Graduation activities, Aurora College week, orientation week, student appreciation week.
	Appoint a Council liaison person.
Foster relationship with JBT/PWK.	Offer student awards.
	Support lunch and crosswalk programs.
	Review and update Joint Use Agreement.
	Provide tournament support.
Provide support for pre-school programs.	Provide support as requested.
Participate on the District Education Authority.	Appoint 3 members to the DEA with regular reporting back to Council.

### Goal G: Promote sustainable environmental practices in our community.

Strategy	Activity
Provide for an implementation strategy for the Community Energy Plan.	Implement the Community Energy Plan.
Undertake a landfill/solid waste management study to include recycling and opportunities for salvaging.	Landfill Management Study including recycling opportunities.
Strive for sustainable energy sources. Reduce greenhouse gas emissions from Town facilities/vehicles.	Implement Community Energy Plan.
Educate the public in the benefits of sustainable environmental practices.	Implement Community Energy Plan.
Maintain Community Energy Plan.	Regularly Review and update plan.
	Re-establish Sustainable Development Advisory Board.



## Town of Fort Smith

### Goal H: Foster a strong cohesive community spirit.

Strategy	Activity
Improve communication and dialogue with other levels of government including government agencies and boards.	Regular meetings with Salt River First Nations and Fort Smith's Métis Council to discuss areas of common concern.
Recognize and support the work of volunteers.	Profiling volunteers on Web Site.
	Special awards for youth, elders and other special targeted areas.
Work with First Nations governments to implement Municipal Service Agreements.	Formation of Joint Planning & Coordinating committees with SRFN.
	Finalize SLFN MSA.
	Support Métis with land claim negotiations.
Foster partnerships with other agencies & organizations.	Regular communication with and support of groups.
Improve communication within the community.	Develop Communication Strategy.

### Goal I : Maintain a healthy, active community

Strategy	Activity
Increase community wellness and overall health, which includes active recreation, outdoor life and healthy eating.	Review and update Recreation Master Plan.
	Re-establish Recreation Advisory Board.
Upgrade and enhance recreation facilities and programs including outdoor opportunities and the Recreation Centre.	Recreation Centre upgrading, increased programming and management plan. Plan to include increased programs and events. Theater and gym are areas that require immediate attention.
	Upgrade Arena - ice plant, energy efficiency and maintenance areas.
	Longer term - New Arena Feasibility Study to include location and opportunities for multi use.
Provide ways to increase activities for youth including movies, a range of educational activities, outdoor opportunities and cultural exchange events.	Town Council to initiate a Youth Advisory board to provide information and support for youth issues in the Town.
Foster relationship with Fort Smith Health & Social Services.	Appoint two members to the Board with regular reporting back to Council; regular meetings with Board.
Respect elders and disabled citizens.	Ensure accessibility, continue tax relief program, support Senior 55+ Friendship Games, continue Elder of the Year award, support recreational programs, support societies.



## Town of Fort Smith

### Goal J : Grow our residential and business community

Strategy	Activity
Encourage and promote diversity of housing choice and costs within the Town.	Town to examine housing supply and begin discussions with government agencies to understand how the town can assist with housing supply for people working in the mines and living in Fort Smith. Discussions to include ways to assist with increasing the rental housing supply by reviewing barriers to potential development of residential & rental housing. Explore incentives to promote development.
Attract new residents and businesses to the community.	Develop Community Marketing and Promotion programs.
	Review Zoning bylaw.
Grow the community with planned land development.	Develop new sub-division(s).
Prepare for development of Salt River First Nation Reserve Land.	Evaluate Town infrastructure to ensure capacity to accommodate possible needs for municipal services.
Prepare for future land claims.	Communicate with groups in negotiation of land claims.

### Goal K: Promote Fort Smith as a desirable destination.

Strategy	Activity
Embark on a strong Tourism promotion campaign stressing, location, quality of life, outdoor life and facilities.	Tourism Marketing Plan to include implementation strategy.
Work with other agencies to encourage visitors, professionals and students to come to the community.	Assist with recruitment programs.
	Support community sporting, arts & cultural events/festivals.
	Support museum & historical programs and their programs.

In addition to the Strategic Plan listed above, there are three additional plans that form the Integrated Sustainability Plan for the Town of Fort Smith.

- Community Energy Plan
- Human Resource Plan
- Capital Investment Plan

To be as environmentally responsible as possible, these plans will be available on the Town's website at [www.fortsmith.ca](http://www.fortsmith.ca) on May 3. Should you wish a paper copy, please contact the Town Hall at 872-8400.





TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING June 30, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32804	Investors Group	May Contributions	\$ 400.00	AD
32805	Link Hardware	Materials/supplies	\$ 832.68	Multiple
32806	Town of Fort Smith	Water bills/may payroll dedctions	\$ 2,642.75	Multiple
32807	Receiver General	T4 adjustment	\$ 80.93	AD
32808	Receiver General	Payroll deductions (TAX, CPP, UIC) \$32480.33 [R]	\$ 41,491.18	AD
32809	Public Service Alliance of Canada	May union dues	\$ 3,956.35	AD
32810	GNWT - Taxation Division	May payroll tax	\$ 5,722.22	AD
32811	Northern Stores Inc	Materials/supplies	\$ 165.84	Multiple
32812	NEBS Pension Fund	May premiums	\$ 28,293.18	AD
32813	TDC Contracting Ltd	Fuel	\$ 11,114.94	Multiple
32814	Phoenix Automotive	Service Olympia/repair door handle on bylaw truck	\$ 459.28	Multiple
32815	NEBS Group Insurance Fund	May premiums	\$ 7,203.69	AD
32816	Taylor and Company	Rec centre project	\$ 130,200.00	RCC
32817	Town of Fort Smith Employee's Association	Staff contributions for May 2017	\$ 400.00	AD
32818	Rae Loutitt	Reimbursement	\$ 94.50	PW
32819	Payroll	Settlement	\$ 7,500.00	
32820	<b>VOIDED</b>			
32821	Payroll		\$ 8,707.45	
32822	Grimshaw Trucking	Freight	\$ 303.10	WTP
32823	Lou's Small Engines	Service on canam,side x side, mowers, fuel, helmets	\$ 1,453.81	Multiple
32824	Territorial Beverages Ltd	Materials/supplies	\$ 1,403.31	RCC
32825	Northern News Service	Advertisement-Corporate Services Officer	\$ 720.51	AD
32826	Thyssenkrupp Elevator	Maintenance	\$ 1,181.25	RCC
32827	Fort Smith Construction NT Ltd	Tire repair 2011 pick up	\$ 94.50	PW
32828	TDC Contracting Ltd	Fuel	\$ 912.65	Multiple
32829	Wesclean Northern Sales Ltd	Materials/supplies	\$ 301.04	RCC
32830	Emco Waterworks	Cold asphalt	\$ 2,205.00	PW
32831	506830 NWT Ltd o/a Chase's Pit Stop	Gas	\$ 119.55	BYL
32832	Bobcat of The Peace	Bobcat Parts	\$ 702.05	PW
32833	Rapid Petroleum Products	Fuel	\$ 974.41	Multiple
32834	RDV Mechanical	Replace alternator on unit 20	\$ 489.66	FM
32835	Cam's Husqvarna Sales & Service	Trimmer guards	\$ 62.90	FM
32836	Avery Cooper & Co	Audit fees	\$ 54,988.23	AD
32837	United Library Services Inc	Books	\$ 449.70	Library
32838	Roots & Ruminants Farm	Materials/supplies	\$ 5,265.65	AD
32839	Northwestel	Internet/phone bill	\$ 5,124.66	Multiple
32840	NWT Power Corp	Power bills -May	\$ 28,804.26	Multiple
32841	NWT Fire Chief's Association	2017 membership registration fees	\$ 250.00	FD
32842	Wally's Drugs	Materials/supplies	\$ 259.19	Multiple
32843	Freunds Building Supplies	Materials/supplies	\$ 389.81	Multiple
32844	Xerox Canada Ltd	Copier usage	\$ 820.41	AD
32845	Receiver General	Payroll deductions (TAX, CPP, UIC) \$37762.45 [R]	\$ 47,961.74	Multiple
32846	Fort Smith Animal Society	Reimbursement- euthansia fees	\$ 275.00	BYL
32847	Globalstar Canada Satellite Co.	Satellite phone bill	\$ 209.78	FD
32848	Terry's Carpentry Service	Rent for 26 York Crescent -ambulance bay	\$ 2,520.00	AD
32849	TDC Contracting Ltd	Heating fuel/repair bobcat sweeper	\$ 4,735.21	Multiple
32850	Jeff Schwartzberger	Travel expense claim-aquatic management training	\$ 183.85	POOL
32851	Canadian Cancer Society	Relay for life Uncorked Auction	\$ 5,650.00	Multiple
32852	RDV Mechanical	Service unit 1, repair dump truck, gravel truck repairs	\$ 14,948.35	Multiple
32853	Arctic Alarm/Diamondtel	Alarm monitoring	\$ 59.80	RCC
32854		SEE ACCOUNTS PAID LIST II		
32855	The Prophet Corporation	Materials/supplies	\$ 861.44	RCC
32856	Amelie Aubrey-Smith	Grade 8 highest achievement award	\$ 100.00	AD
32857	Megan Rose	Honorarium for teaching burlesque fitness	\$ 600.00	RCC
32858	BMO	Chris Bird statement	\$ 141.27	
		\$135.62 Staples keyboard for ipad		AD
		\$5.65 Interest		AD
32859	BMO	Jim Hood statement	\$ 3,119.72	
		\$429.44 Bell world corp sales		

	\$62.00 Registration renewal's		AD
	\$96.00 Registration renewal's		AD
	\$1408.78 Cell phone bills		AD
	\$1123.50 Brenda Tuckey/Lynn Napier-Buckley accommodation		Council
32860 BMO	Keith Morrison statement	\$ 1,909.94	
	\$1353.54 Flag order		AD
	\$62.90 Lunch for workshop on May 8, 2017		Legislative
	\$372.30 council recorder and sd cards		Legislative
	\$10.000 WHMIS Darien Comin		RCC
	\$55.60 Berro's		Legislative
	\$55.60 RAB lunch		Legislative
32861 Receiver General	Taxes	\$ 7.44	AD
32862 Grimshaw Trucking	Freight/skid	\$ 1,082.65	Multiple
32863 Investors Group	June contributions	\$ 400.00	Multiple
32864 Paul Kaesers Stores Ltd	Materials/supplies	\$ 1,511.11	Multiple
32865 Wally's Drugs	Materials/supplies	\$ 378.60	RCC
32866 Town of Fort Smith	June payroll deductions	\$ 1,297.25	AD
32867 Freunds Building Supplies	Materials/supplies	\$ 57.80	RCC
32868 Xerox Canada Ltd	Copier usage	\$ 2,199.95	AD
32869 Receiver General	Payroll deductions (TAX, CPP, UIC)	\$ 43,853.47	AD
32870 Public Service Alliance of Canada	June union dues	\$ 4,451.51	AD
32871 GNWT Taxation Division	June payroll tax [R]	\$ 6,399.32	AD
32872 Northern Stores Inc	Materials/supplies	\$ 482.77	RCC
32873 Northwestern Air Lease	Freight	\$ 229.62	WTP
32874 NEBS Pension Fund	June premiums \$14903.67 [R]	\$ 29,807.34	AD
32875 Fort Smith Paddling Club	2016 Paddlefest contribution platinum sponser	\$ 2,500.00	AD
32876 Brownlee LLP	Legal fees-forensic audit	\$ 4,332.30	AD
32877 Xylem Canada Company	Materials/supplies	\$ 4,562.25	WTP
32878 TDC Contracting Ltd	Materials/supplies	\$ 47.71	WTP
32879 Wesclean Northern Sales Ltd	Materials/supplies	\$ 1,099.15	RCC
32880 NEBS Group Insurance Fund	June premiums \$1848.41 [R]	\$ 8,494.75	AD
32881 Town of Fort Smith Employees Association	Staff contributions for june 2017	\$ 384.00	AD
32882 Corix Water Products	Materials/supplies	\$ 1,056.50	WTP
32883 McLennan Ross	Legal fees	\$ 19,943.69	AD
32884 Brian Van Velzen	Meter deposit refund	\$ 350.00	AD
32885 Jolliffee Arbitration Inc	Legal fees	\$ 3,683.62	AD
32886 Orion Fire Distribution Ltd	Firefighting foam	\$ 4,215.75	FD
32887 WASP Wildfire Manufacturing	Sprinkler kits	\$ 2,556.77	FD
32888 Liberty Security	June 2017 - June 2018 security monitoring	\$ 667.67	FD
32889 BMO	Chris Bird statement	\$ 250.65	
	\$123.65 stamps for library		Library
	\$97.00 libraray program materials		Library
	\$30.00 annual fees		AD
	TOTAL	<u>\$ 586,120.38</u>	



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING June 30, 2017

CHQ #	SUPPLIER	DESCRIPTION	AMOUNT	DEPT.
32854	Anna's Home Cooking	Council workshop, abc lunch may 10, 2017	\$ 200.29	Legislative
TOTAL			<u>\$ 200.29</u>	

June 1	MACA/Town	School of Community Government Training Calendar	1820	Distributed calendar to the departments
June 5	Mayor/SRFN	Request to use large tent for shade at Canada Day Celebration	1910	
June 6	WBNP/Town	Removal of Parks Building at Lot 510-1 Plan 1298	1720	
	Mackenzie Recreation Association/Town	Executive Director Annual Report	3300	
June 8	Aurora Research Institute/Town	Notification of Multiyear Research	1841	
June 27	NLMCC/Director of Community Services	Request to transfer library documents to the NLMCC to archive	3615	
June 29	SAO/RCL	Chase the Ace Lottery	3614	



**Town of Fort Smith  
Licensing Report  
June 2017**

<b>Business License Holder</b>	<b>Number</b>	<b>Details</b>
Arctic Pure Natural Spring Water	191	bottle water distribution
REV North Ltd.	192	engineering and project management
Dennis the Seafood Guy	193	frozen food sales
Front Line	194	equipment rentals
Northstar Holdings	195	toys, dvd, hobby sales and satellite installations
Rapid Wash N.W.T.	196	car wash/laundry mat
C+C Construction Services Ltd.	197	construction, renovations and security services
<b>Development Permit Holder</b>	<b>Number</b>	<b>Details</b>
Brenda Tuckey	21	home occupation - photography services
<b>Lottery License Holder</b>	<b>Number</b>	<b>Details</b>
Fort Smith Snowboard Society	18	Raffle
Royal Canadian Legion	19	Meat Draw
Royal Canadian Legion	20	Wheel
Royal Canadian Legion	21	Nevada
<b>Dog Tag Holder</b>	<b>Number</b>	<b>Details</b>
Chris Esser	43	Lab cross - black
Chris Esser	44	Lab cross - black
Cayleen Adam	45	Pitbull
Bobbie Mandeville	46	Mixed -small
Karen Bourke	47	Dashund cross
Tim Gauthier	48	Huskey cross
Ashley McLaren	49	Mixed - medium
<b>Ski-Doo Licenses</b>	<b>Number</b>	<b>Details</b>
No licenses issued this month		



## BRIEFING NOTE

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**To:** Mayor and Council  
**From:** Administration  
**Date:** June 30<sup>th</sup>, 2017  
**Subject:** Property Tax

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**Purpose:**

To advise Council on the status of property tax arrears and delinquent accounts.

**Background:**

Town of Fort Smith property tax arrears and delinquent accounts are currently valued at \$1,743,730.64, where property tax arrears are defined as unpaid 2016 property taxes and delinquent accounts are defined as unpaid property taxes from 2015 and earlier, together called past-due accounts (and if considered uncollectable then called bad debt). The reasons for these past-due accounts, and options to address, are many, as listed below:

- Bad debts to be forgiven;
- Past-due accounts to be negotiated with the GNWT;
- Past-due accounts to be collected; and
- Sale of lands.

Each of the above items are addressed in detail as follows:

**Bad Debts to be Forgiven:**

Each year, the annual O&M Budget allocates approximately \$15k for bad debt (which is typically increased each year by the auditor after a review of past-due accounts). This amount has accumulated over many years, and the current balance of this account is \$615,235.61.

There are three accounts currently identified as uncollectable:

- Roll #999973 \$121,398.78: This is due to property taxes that were incorrectly levied on a quarry lease that was never executed.
- Roll #79300 \$131,270.21: This is due to property taxes that were incorrectly levied on a home that had burnt in a fire and was abandoned by the owner. Fire reduces the value of a property, however the assessor was not advised and assessed value of the property not modified. The value of property taxes levied should be reassessed, the property acquired for the new bad debt value, and the balance forgiven. Depending on the results of the reassessment, the \$131k value of the bad debt quoted here will change. Note also that the NWT Housing Corporation may have a registered interest in this property (the impact of registered interests are discussed below).
- Roll# 141416 \$8,359.51: This is due to bad debt for a trailer that is deemed to be uncollectible. The trailer is abandoned and located on a leased lot. The value of the trailer is deemed to be less than the value of the bad debt. This is related to the issue discussed below regarding separate taxation of land and improvements.

Note that negotiation with the GNWT as discussed below will most likely result in additional bad debt to be forgiven, which will further reduce the \$615k available for uncollectable bad debt. Finally, any bad debt forgiven by the Town will also require that the GNWT forgive the associated school tax; this is not anticipated to be an issue, as all bad debt forgiveness requires Ministerial approval, and the GNWT should address the school tax issue at that time.

### **Past-due Accounts to be Negotiated with the GNWT:**

The GNWT often holds interests in lands and improvements that make the collection of property tax difficult, as discussed here:

- Roll# 108900 \$123,776.35 and Roll# 130180 \$30,310.69: These past-due accounts are for properties tied to failed businesses. These businesses were funded in part by the GNWT, and the GNWT maintains a registered interest against the properties as a result. The GNWT is denying any responsibility in the upkeep of these properties, however their registered interests greatly limit the Town's ability to acquire and sell the properties to recover the bad debt.
- Roll# 93100 \$21,653.83: This past-due account is for improvements made on a Commissioners Land lease within municipal boundaries. As noted above, property tax collection options are limited without the ability to acquire the land (i.e., you cannot take the house but leave the land). Ultimately, the solution is for the GNWT to revise the Property Assessment and Taxation Act to allow the Town taxes the land owner for the full value of land and improvements, and the land owner is expected to recover the improvements portion from their tenant.

- Roll# 141970 \$389,050.67: When the landslide occurred in 1968 many residents were relocated to new properties by the GNWT. One resident was relocated from Federal Indian Affairs Branch land (IAB land, where the resident is not required to pay property tax) to a new property which was mistakenly not designated as IAB land by the GNWT. This mistake was not immediately identified/corrected as the resident was receiving Seniors Tax Relief and not required to pay property tax for that reason. When his son acquired the property, the Town began to levy property tax. Both Salt River First Nation (SRFN) and the GNWT have acknowledged the issue and committed to addressing it, however to-date there has been no action. As above, the anticipated result is a partial reimbursement by the GNWT with the need for the Town to forgive the balance.
- The SRFN Development Corporation owes \$26,639.56 in property tax arrears. SRFN owes \$211,127.51 for their Payment in lieu of taxes (PILT) which is not included in the above property tax arrears and delinquent accounts total. Historically, all properties within municipal boundaries were assessed by the GNWT; the role of the Town was only to establish the mill rate and issue tax notices. As such, the GNWT has agreements with the Federal Government to assess all Federal lands. On the 2014 assessment roll for the 2015 tax year, 57 properties were removed as the GNWT had determined that these lands had transferred from the Federal Government to SRFN. The GNWT has no agreement to assess these lands and the Municipal Services Agreement between SRFN and the Town (authored by the GNWT) does not address this issue. Multiple requests from the Town to the GNWT to determine responsibility for assessment have resulted in no definitive action by the GNWT. Consequently, the Town retained private assessment services valued at \$20,772 to assess the transferred lands and determine the appropriate PILT. The GNWT needs to provide clarity on this issue (i.e., either assess the properties in question, or provide funding to the Town for these assessments) and reimburse the Town for the cost of assessment to-date.
- Subsequent to the above, the Town invoiced SRFN for the PILT. Upon review, SRFN has advised that many of the properties identified by the GNWT as having transferred have not transferred to SRFN and remain Federal. Again, multiple requests to the GNWT to resolve this issue have gone unanswered. In the interim, SRFN has committed to the PILT for properties that they consider as having transferred.

**Past-due Accounts to be Collected:**

The balance of the past-due accounts (approximately \$891,271.04) should be able to be collected with more aggressive collection actions. As previously advised, proper collection requires diligence and great attention to detail and process. As such, it is recommended that the Town retain the services of a contractor to collect these past-due accounts. Two law firms have been contacted and are willing to provide this service; McLennan Ross has proposed the best solution, as detailed here by the firm:



"The tax auction process under the Property Assessment and Taxation Act had specific steps and deadlines. The first would be to post a list of tax arrears in the Town. The first step we would do is to send letters to the registered owners of the properties. We would use a spreadsheet of information from your tax information system to prepare those letters. We advise the tax debtors they will have a charge of \$73.50 charged to their tax account. We would bill the town based on our time to prepare those first letters, but typically that end up at about \$45.00 or so per letter. The difference allows for some of the fees we will charge for dealing with inquiries on the letters (even though they say to contact the town, many people contact us). The next step occurs in July. We are required to send a letter to every mortgage holder on any property that still has tax arrears. The tax debtor is charged approximately \$84.00 for the first letter and \$63.00 each additional letter (if there is more than one mortgage on the same property). In addition, we have to prepare and publish an ad. That cost will vary depending on how many people are still on the list at that time. Generally, however, we divided the cost of the ad and doing searches, preparing the ad, between the people still on the list so that the Town recovers the costs of each step. Based on my experience, these charges to the tax accounts are sufficient to recover the legal fees and disbursement incurred for this step. As the process proceeds, the costs of each step go up significantly because they are divided between fewer people. We attempt to ensure that the town recovers its costs of the process as a whole (as opposed to each property) from the tax debtors. That being said, we cannot guarantee that the Town would not ever be out of pocket. "

Note that this information was provided February 2017 so some of the deadlines detailed above may have passed, however these would be updated one the process is initiated.

### **Sale of Lands:**

The last property tax sale was in 2011 where four of six properties sold for a total value of \$237,775.82. Note that, when properties are sold for past-due accounts, the Town does not acquire ownership; the properties transfer directly from the debtor to the purchaser.

The process for valuing and disposing of land that is owned by the Town is established in the Town of Fort Smith Policy CP 203:

- Definition: "Disposal of Land" means the sale, lease or other means of disposing of land and improvements.
- A title search must be completed for the property to be disposed.
- Inspection of the land, improvements, easements and pertinent facts relating to the property is required.
- SAO must certify the assessed value and verify zoning.

- Price for the property to be disposed of shall recover all costs of the Town including acquisition costs, legal costs and any other costs directly related to the property; the Town cannot lose money on the disposal of property.
- Land to be disposed of must be advertised for sale in a locally circulated newspaper for a minimum of two weeks, posted in the town hall and three other locations in the community
- All persons wishing to purchase property must submit an application to purchase and a \$1,000 bid deposit.
- The bidding process only applies when properties are first offered for sale. After initial offering, properties will be sold on a first-come first-serve basis.
- The Town will accept bids which may exceed the minimum development cost of the property; the property will be sold to the highest bidder meeting the requirements of the bidding procedure.
- Where there is a tie between two or more bids, the Town shall draw one bid from those tied after re-sealing each in the same envelopes.
- Unsuccessful bidders will be refunded their bid deposit.
- Final disposal of land must be authorized by bylaw.

The Town currently owns three properties for disposal, as listed here:

- Lot 1365, Plan 1788, 57 Caribou Crescent: This land was acquired in 2005 due to a Town error in siting a trailer on an adjacent property. The land was acquired for \$12,840 and is currently assessed at \$11,000.
- Lot 155, Eastern Portion, Plan 10, 215 McDougal Road: This land was acquired from the NWT Housing Corporation in 2007 in exchange for Lot 641, Plan 319. 7 Whooping Crane Crescent. 7 Whooping Crane Crescent was acquired for a past-due account of \$41,200 and is currently assessed at \$19,400.
- Lot 646, Plan 319, 27 Whooping Crane Crescent: This property was acquired in 1994 for a bad debt of \$16,195.62 (value established via court order includes both property taxes and court costs due to legal action). The current assessed value of the property is \$111,600, however the current condition of improvements is unknown and the property is currently abandoned.

**Recommendation:**

For Council review.



## BRIEFING NOTE

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**To:** Mayor and Council

**Date:** July 4, 2017

**Subject:** John (Jack) Bird DPA-022-17 – Home Occupation Permit

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**Purpose:**

John (Jack) Bird has submitted a Home Occupation Development Application, DPA-022-17 to operate a consulting business from Lot 1703, Plan 4090, 3 Whitford Road in Fort Smith. The property is owned by the applicant.

**Background:**

The property is zoned Single Detached Dwelling Residential (R1) and a Home Occupation Business is a conditional use in a RC1 zone requiring Council approval.

**Analysis:**

John (Jack) Bird will be operating a consulting business. 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-022-17 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  
JUN 02 2017  
CORPORATION

Application No. DPA-022-17

**FORM A:**

**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

Name: J.E. Bird Interest (if not owner): \_\_\_\_\_  
 Telephone: 872-0546 Email: birddog-10@hotmail.com  
 Mailing Address: P.O. Box 91, Ft. Smith, NT X0E 0P0

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

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

**Property Information:**

Civic Address to be Developed: #3 Whitford  
 Zoning: \_\_\_\_\_ Lot# 1703 Block# \_\_\_\_\_ Plan# 4090  
 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: \$ 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:**

[Signature]  
Applicant's Signature

May 26/17  
Date

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

\_\_\_\_\_  
Date



**TOWN OF FORT SMITH**

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

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

**REQUIRED ITEMS**

**PROPOSED DEVELOPMENT(S):**

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

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

**1. CONSTRUCTION:**

Proposed Building Dimensions:

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

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



## TOWN OF FORT SMITH

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

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

### 2. PROPOSED EXCAVATION

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

### 3. PROPOSED RELOCATION

- Type of Building or Structure to be Relocated: \_\_\_\_\_
- From: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- To: Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Plan# \_\_\_\_\_
- Proposed Route: \_\_\_\_\_  
\_\_\_\_\_
- Planned Date of Move: \_\_\_\_\_

The following **CONDITIONS** apply to the relocation of buildings:

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

### 4. PROPOSED DEMOLITION

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



# TOWN OF FORT SMITH

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

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

## 5. PROPOSED SIGN

- Site Plan showing location of sign
- 2 sets of drawings to scale, showing:
  - Sign location
  - Dimensions (Height, Width, and Thickness)
  - Size of letters
  - Projection from building face
  - Height above average ground level at the building face
  - Manner of illumination, animation, or flashing lights (if applicable)
- Message on sign: \_\_\_\_\_
- Installation Contractor: \_\_\_\_\_
- Business License Number: \_\_\_\_\_
- Planned Installation Date: \_\_\_\_\_

## 6. HOME OCCUPATION

- Type of Home Occupation proposed: Consultation Services
- 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: June 01/17



## 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.