










# Town of Fort Smith Municipal Services Committee

Tuesday, September 12, 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. 2017 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
11. Protective Services
  - a. Fire Department
    - i. August 2017 Statistics
  - b. Ambulance Department
    - i. August 2017 Statistics
    - ii. Briefing Note – Ambulance Services
  - c. Bylaw Department
    - i. August 2017 Statistics
  - d. Emergency Preparedness
12. Bylaw/Policy Review and Development
13. Administration
14. Other Business
  - a. Briefing Note – DPA-32-17 SK Contracting
15. Excusing of Councillors
16. Date of Next Meeting
17. Adjournment

Attached Documents
   Municipal Services Minutes August 8, 2017    Vision, Values and Goals.doc    2017 Capital Plan
  Fire Department Stats August, 2017    Ambulance Department Stats August, 2017
 Bylaw Stats August, 2017
 Briefing Note DPA-032-17



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, August 8, 2017 at 7:20 pm.

Chairperson: Mayor Napier-Buckley  
Members Present: Cr. Bell, Cr. Kikoak, Cr. Tuckey, Cr. Patel, D/M Smith, Cr. McArthur, Cr. Holtorf  
Regrets: Cr. Dumont  
Staff Present: Keith Morrison, Senior Administrative Officer; Katie Reid, Executive Secretary  
Guest: Patti Haaima

1. Call to Order

Mayor Napier-Buckley called the meeting to order at 7:20 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Kikoak**

**That the agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of July 11, 2017, were reviewed and were adopted at the Council meeting of July 18, 2017. Cr. Holtorf asked if a meeting has been scheduled with the Daycare Society and the Aurora College. Mayor Napier-Buckley does not have an update at this time. Administration is considering bringing dialogue on childcare as part of the budgeting process. He noted that childcare programs generate revenue although are expensive to operate. He would like to consider if the Town should continue to provide childcare services or if the Town should partner with the Daycare Society. D/M Smith agrees that it needs to be discussed. Cr. Holtorf asked if the multilingual stop signs were received. Administration does not have an update at this time.

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

d. 2017 Capital Plan – The Capital Plan was reviewed. Administration advised that with the staffing of the Director of Municipal Services position, the Town is progressing with procurements and water and sewer work. He noted that some hydrants, and that the Water Treatment Plant boiler system have been repaired. The Town is also advancing in hiring a project manager to support with facilitating initiatives. Administration advised that the Strategic Plan surveys are being collected and sent to the consultant to compile data, and that the next step would be stakeholder engagement. Additionally, the Waste Diversion Plan has been completed, with the exception of a few minor changes. He noted that the consultant had identified the recycling rider threshold at \$10 in addition to monthly utility bill rates. He noted that with a \$10 rider, the Town would not be able to afford providing recycling services without outside funding, although would be able to support composting. Administration will be reviewing ways to modify the cost to provide a recycling program. He noted that all costs in the document are calculated on trucking materials south. Cr. Tuckey noted that Yellowknife has received funding from the FCM for their recycling initiatives.

### 3. Protective Services

#### a. Fire Department

- i. Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a quiet month for the fire department with only training. He noted that there was a fire at the old movie theatre over the past weekend which links to discussion of the property tax briefing note, discussed at the last Corporate Services meeting, on derelict buildings be held by the GNWT. Administration will work with the office of the Fire Marshall to condemn the building and determine how to transfer the authority for these properties. He noted that the GNWT needs to come to the table and have dialogue about property issues. Additionally, he advised that the MLA has requested a workshop with Council. Administration noted that there was previous discussion about Cabinet meeting in Fort Smith and noted that it has been cancelled due to conflicting dates. He was disappointed that the Town would not have the opportunity to have discussion with Premier Bob McLeod, Minister of DAIR on property issues.

#### b. Ambulance Department

- i. Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a standard, busy month for the Ambulance Department. He noted that the Protective Services Supervisor has been engaging in Ambulance activity. Additionally, a proposal was received from a contractor to take over the service. Administration had asked the MLA to find out which government department the contractor would enter into an agreement with and as a result, it was advised that MACA only provides \$20,000 for ground ambulance per year. He noted that this indicates that the GNWT has no interest in entering into an agreement with the contractor. Administration advised that after reviewing financials of aggressively increasing medevac fees, the department is turning a profit. He noted that there has been difficulty in maintaining volunteers but anticipates that this will improve with the staffed position of the Protective Services Supervisor. He noted that the service is budgeted to make \$92,000 revenue in 2017 and that \$25,000 is allocated to ambulance replacement each year. Administration noted that current lease payments for ambulance storage is equivalent to mortgage payments and that he will continue to pursue a permanent housing for the ambulance bay.

#### c. Bylaw Department

- i. Bylaw Statistics Report – The July, 2017, statistics report was reviewed. Administration advised that July was a busy month for the Bylaw Department. He noted that there have been lots of dog issues and that the Town is working to be more responsive to these issues. D/M Smith requested feedback on traffic management at Pelican Street and Primrose Lane. Administration advised that there were no incidents at the intersection during the closure of McDougal Road. He noted that the multilingual signs will be placed at the intersection.

### 4. Other Business

- a. Briefing Note DPA-028-17 Anand Soochit – The briefing note was reviewed.

#### **RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. McArthur**

**That DPA-028-17, submitted by Anand Soochit, to operate a home occupation accounting and booking business from Lot 1359, Plan 1788, 63 Caribou Crescent in Fort Smith, be approved.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note SRFN Development – The briefing note was reviewed. Administration advised that the briefing note is for informational purposes only. He noted that all zoning requirements have been met for the development in Town Centre. He noted that the application did not include information on signage and has requested that signage meet regulations of the bylaw as well. He noted that the Town had previously issued a letter of support for the building to be a community centre and noted that one of the proposed usages indicated on the application is for a court house. D/M Smith was pleased with the parking indicated in the application.

- c. In-Camera Session – *CTV Act S.23(3)(c) Personnel Issue*

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That Council move in-camera to discuss a personnel issue in accordance with Section 23(3)(c) of the Cities, Towns and Villages Act.**

**CARRIED UNANIMOUSLY**

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Tuckey**

**That Council move out of in-camera.**

**CARRIED UNANIMOUSLY**

5. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. McArthur**

**Seconded by: Cr. Tuckey**

**That Cr. Dumont be excused from the Municipal Services Standing Committee Meeting on August 8, 2017.**

**CARRIED UNANIMOUSLY**

6. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on September 12, 2017.

7. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That the meeting be adjourned 9:45 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  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
<b>Corporate Services</b>	<b>\$ 120,000</b>		
IT Recommendation	\$ 25,000	Complete IT Plan and upgrade the system as identified from this plan.	CPI
IT Evergreen	\$ 20,000	Annual IT replacement; \$10,000 annually for computers and \$20,000 every five years for servers; \$10,000 spent in 2016.	CPI
Integrated Community Sustainability Plan	\$ 50,000	Funding to hire a consultant for Strategic Planning, Energy Plan review, Human Resources Plan compilation and assembly of ICSP. Some spending occurred in 2016.	GAS TAX
Asset Management System	\$ 25,000	Implement asset management system.	GAS TAX
<b>Municipal Services</b>	<b>\$ 2,045,000</b>		
<b>Public Works</b>	<b>\$ 160,000</b>		
Drainage	\$ 50,000	Continue work to address drainage issues identified in Drainage Plan. Areas of focus to include Mills, King at Cumming, and complete Conibear.	CPI
F150 4x4	\$ 35,000	Replacement of 2011 2WD Works truck; old truck will go to Community Services and 2003 Community Services truck surplus.	CPI
Sidewalk Repairs and Improvements	\$ 25,000	Repair McDougal retaining wall.	CPI
Engineering Services	\$ 50,000	Design services for water and sewer as-builts, as-and-when engineering, etc.	CPI
<b>Protection</b>	<b>\$ 530,000</b>		
Fire Abatement	\$ 10,000	Recurring Fire Abatement; hire contractor or purchase brushing attachment for skidsteer.	CPI
Fire Truck	\$ 350,000	Legislation requires replacement by 2019 and procurement takes approximately one year, required that the Fire Truck be ordered in 2017.	CPI
F150 4x4	\$ 35,000	Fire Chief truck; also backup Bylaw Enforcement truck.	CPI
Street Lighting	\$ 75,000	NTPC installation of 50 new street lights.	CPI
Communications Equipment	\$ 50,000	Current radios and communications systems dated and at end of useful life. Communication systems require review and equipment requires replacing.	CPI
Animal Shelter Minor Capital	\$ 10,000	Complete mid-life retrofit of building.	CPI
<b>Environmental</b>	<b>\$ 225,000</b>		
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. Some spending occurred in 2016.	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 metals (white, car hulks, scrap metal, oil tanks and drums).	CPI
<b>Utility Infrastructure</b>	<b>\$ 1,130,000</b>		
Fire Hydrant Replacement	\$ 70,000	Upgrade seven hydrants.	UTILITY RESERVE
Vacuum Truck Replacement	\$ 180,000	Replace existing vacuum truck which has reached the end of its useful life. Existing truck will be retained as a backup to the new unit.	GAS TAX

**TOWN OF FORT SMITH  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details (Details, issues, comments)	Funding Source
CWWF Design	\$ 250,000	In 2016, \$3.75M was approved as part of the Clean Water and Wastewater Fund Federal funding initiative. The approval requires a contribution of \$1.25M by the Town, for a total project value of \$5M. Design work is estimated at 5% of project cost.	UTILITY RESERVE
Water and Sewer System Upgrades	\$ 125,000	Replacement and upgrade of various system components including: pumps and pump controllers, building improvements, valve repair, welding repair.	UTILITY RESERVE
Water Truck Fill Station	\$ 75,000	Construction of an appropriate water truck fill station.	GAS TAX
Water Treatment Plant Heating System	\$ 150,000	New burners (purchased in 2016) require installation. Electric boiler requires to be purchased and incorporated into system. Glycol piping and control valves require upgrading. One boiler requires major repair. Backup Heat Exchanger needs to be purchased. Budget value established in anticipation of receiving third-party funding for the electric boiler.	GAS TAX
Water Treatment Plant Upgrade Design	\$ 200,000	Design services for upgrades to the Water Treatment Plant, Intake, Reservoir, Riser Tower and Pump Station.	GAS TAX
Sewer Flusher	\$ 30,000	Replace existing sewer flusher which has reached the end of its useful life. Existing unit will be retained as a backup to the new unit.	GAS TAX
Environmental Studies	\$ 50,000	Consulting and contracting fees for completion of Water Licence deliverables, including development and sampling of Landfill boreholes, and annual reporting.	CPI
<b>Community Services</b>	<b>\$ 835,000</b>		
RCC Electronic Sign	\$ 15,000	New electronic sign at the RCC to replace Town Hall sign. Budget value established in anticipation of receiving third-party funding to support \$20,000 cost.	CPI
Downtown Development	\$ 500,000	Seed money to facilitate ITI and CanNor funding. Work to include AWG Snowboard Park, repair and replace Boardwalk and Lookout, landscaping, Riverside Park development, and Design Standards development. Some spending occurred in 2016.	CPI
Recreation Program Equipment	\$ 75,000	Goods and services required to complete development of the track and field facility, including potential light systems, irrigation systems, completion of fencing, permanent relocation of change car, development of shotput and javelin facilities, jumping pit improvements.	CPI
Parks and Playgrounds	\$ 30,000	Replace equipment as per the Parks Plan.	CPI



**TOWN OF FORT SMITH  
2017 APPROVED BUDGET  
CAPITAL PROJECTS AND EXPENDITURES FROM RESERVES**

Projects	Budget 2017	Project Details		Funding Source
		(Details, issues, comments)		
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 utilizing SCF Federal funding.		CPI
Arena Additions	\$ 150,000	Completion of interior Arena renovations potentially including Mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, change room fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware, and fall arrest anchors. Some spending occurred in 2016, including Storage Room and Mezzanine fit-up.		CPI
Library Renovations	\$ 15,000	The Library is in need of basement carpet, improvements to barrier-free access, and fence repair.		CPI
<b>Capital Project Total Summary</b>	<b>\$ 3,000,000</b>			
<b>2016 Audit Balances</b>				
		<b>Proposed 2017</b>		<b>Balances</b>
Unspent CPI	\$ 1,972,196			
2017/18 CPI	\$ 1,114,000			
<b>Total CPI</b>	<b>\$ 3,086,196</b>	<b>\$ 1,695,000</b>		<b>\$ 1,391,196</b>
unspent Gas Tax	\$ -			
2017/18 Gas Tax	\$ 863,000			
<b>Total Gas Tax</b>	<b>\$ 863,000</b>	<b>\$ 860,000</b>		<b>\$ 3,000</b>
Municipal	\$ 159,353			\$ 159,353
Mobile Equipment	\$ 196,863			\$ 196,863
Recreation	\$ 42,143			\$ 42,143
Emergency Equipment	\$ 412,195			\$ 412,195
Computer	\$ 27,971			\$ 27,971
<b>Total General Reserves</b>	<b>\$ 838,525</b>	<b>\$ -</b>		<b>\$ 838,525</b>
Utility	\$ 1,838,082	\$ 445,000		\$ 1,393,082
<b>Total Utility Reserves</b>	<b>\$ 1,838,082</b>	<b>\$ 445,000</b>		<b>\$ 1,393,082</b>
<b>Total Capital and Reserves</b>	<b>\$ 6,625,803</b>	<b>\$ 3,000,000</b>		<b>\$ 3,625,803</b>





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

<b>Date</b>	<b>Start Time</b>	<b>Incident/Activity</b>	<b>Address</b>	<b># of FF</b>	<b>End Time</b>	<b>Comments/Issues</b>
2-Aug-17	19:00	Training	Fire Hall	7	21:30	Training for NFPA 1001 skills
6-Aug-17	19:52	Structure Fire	61 Portage	8	21:52	Suspected arson
9-Aug-17	19:00	Training	Fire Hall	5	21:20	Training for NFPA 1001 skills
10-Aug-17	13:39	Electrical Fire	48 Caribou	8	14:30	Hot Water tank electrical failure
12-Aug-17	9:33	Abandoned campfire	End of Wintergreen St.	1	10:30	Fire from party night previous, still very hot. Lots of garbage/glass left behind.
16-Aug-17	19:00	Training	Fire Hall	8	21:01	Pumper Operations - Theory
18-Aug-17	1:41	Fire Alarm	Grand Detour	6	2:05	Pull Station
23-Aug-17	19:00	Training	Burn Can	4	21:00	Pumper operator training
25-Aug-17	5:05	Liberty Fire Alarm	42 Raven	NA	5:10	Called off before trucks rolled.
30-Aug-17	19:00	Training	Burn Can	2	20:00	Pumper operator training



## Fort Smith Volunteer Ambulance Monthly Report August 2017

Date	Start Time	Incident/Activity	# of Crew	End Time	Comments/Issues
2017-Aug-02	16:03	Code 1	3	17:00	
2017-Aug-03	17:55	Code 1	2	19:00	
2017-Aug-05	13:20	Code 1	2	14:30	
2017-Aug-06	3:11	Code 1	3	5:00	
2017-Aug-06	16:14	Code Medevac	2	18:15	
2017-Aug-06	20:14	Code 3	2	20:45	
2017-Aug-07	13:50	Code Medevac	2	16:00	
2017-Aug-10	2:14	Code Medevac	1	4:45	
2017-Aug-10	23:37	Code Medevac	2	2:30	Estimated Return to Service time
2017-Aug-14	18:45	Code 2	3	19:00	
2017-Aug-14	19:00	Code 2	3	19:25	
2017-Aug-14	23:30	Code Transfer	2	0:15	
2017-Aug-15	0:30	Code 1	2	1:20	
2017-Aug-16	8:39	Code 1	3	10:10	
2017-Aug-16	11:50	Code Medevac	2	15:10	
2017-Aug-16	13:05	Code Medevac	2	15:10	2 patients transferred together.
2017-Aug-16	14:15	Code 1	2	14:00	Second ambulance needed
2017-Aug-20	18:50	Code 1	3	20:00	
2017-Aug-21	11:58	Code 1	2	13:00	
2017-Aug-21	20:43	Code 1	3	22:00	
2017-Aug-22	14:24	Code Medevac	2	16:18	
2017-Aug-22	19:15	Code Medevac	2	21:22	
2017-Aug-24	6:35	Code 1	2	8:00	
2017-Aug-24	13:15	Code Medevac	2	15:05	
2017-Aug-26	18:55	Code 1	3	20:00	
2017-Aug-26	21:32	Code 1	3	22:00	
2017-Aug-29	15:25	Code 1	2	16:25	
2017-Aug-30	17:38	Code 1	3	19:00	Estimated Return to Service time
2017-Aug-30	18:48	Code Medevac	3	20:00	

Type of Call	August 2017	Year to Date	Last Month	Last Year	Last Year to Date
Code 1 = Life threatening incident	15	74	9	9	74
Code 2 = non Life threatening incident	2	12	1	4	23
Code 3 = Fire support	1	2	0	0	1
Code Medevac = Medevac flight support	10	65	10	10	79
Code Transfer = Transfer of patient	1	1	0	0	5
Code Zulu = Transfer of deceased person	0	3	0	1	4
<b>Total</b>	<b>29</b>	<b>157</b>	<b>20</b>	<b>24</b>	<b>186</b>

Total Number of Responders	16
Total Estimate Person Hours	136.8

**Additional Comments:**



# Bylaw Monthly Report

Aug-17

Violation	Warnings	1st Offence	2nd Offence	3rd Offence	Total	Action
ATV	1					passenger without helmet
Dogs at Large	0					
Unregistered Dog	0					
Dogs in pound					10	4 adults 6 puppies
Speeding	3	7			\$200.00	3 unpaid fines
Stop work Order	0				0	
Unregistered vehicle	0				0	
Unsightly Lands	0				0	
Traffic Issue					1	riverside road needs grading
Non emergency call					7	bikes along the ditches
Dev permits	3				3	business posted
RCMP Matters						
Fire calls	0				0	
Ambulance assist	1				1	driver for medivac
General Complaints					3	dog bites
Stop work Order	0				0	
Business license						

**Additional Comments:**



## BRIEFING NOTE

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**To: Mayor and Council**

**Date: August 3, 2017**

**Subject: SK Contracting Ltd. DPA-032-17 – Change of Use**

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**Purpose:**

SK Contracting Ltd. has submitted a development application for a change of use of the residence located at 433 Calder Avenue from Single Family Dwelling to a Multi-Family Dwelling. This is a conditional use in this zone.

**Background:**

The property at 433 Calder Avenue, Lot 1373, Plan 1760, is currently zoned R1 – Single Detached Dwelling Residential. SK Contraction Ltd. has submitted an application for development to change the use of the property from a single-family dwelling to a duplex.

**Analysis:**

Lot 1373, Plan 1760, 433 Calder Avenue is currently owned by Barry Poon but has been purchased by SK Contracting Ltd. The transfer of ownership is with the legal representatives of the two parties. Administration has been in contact with the law firm and the sale is nearly complete and they will provide confirmation of the completion of the transaction.

This address was used as a single-family dwelling. SK Contracting Ltd. wished to convert the property to a duplex with one unit on the upper floor and one unit on the bottom floor. A duplex dwelling is a conditional use in an R1 zone. Conditional uses require council approval.

**Recommendation**

Administration recommends that DPA-032-17 be approved conditional on confirmation of transfer of ownership and compliance with all Town bylaws.

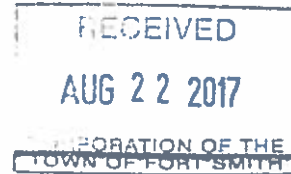
Jim Hood  
Development Officer



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

Application No. DPA 032-17

**FORM A:**



**APPLICATION FOR DEVELOPMENT**

**Applicant Information:**

Name: SK Contracting Ltd Interest (if not owner): \_\_\_\_\_  
 Telephone: (867) 872-8016 Email: SKcontractingLtd@hotmail.com  
 Mailing Address: Box 189, Fort 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: 433 Calder Avenue  
 Zoning: R1 Lot# 1373 Block# \_\_\_\_\_ Plan# 1760  
 or Certificate of Title: \_\_\_\_\_  
 Lot Width: 21.43 metres Lot Depth: 31.58 metres Lot Area: 771 m<sup>2</sup> square metres  
 Type of Lot (check one):  Street Facing  Corner  Interior  Other  
 Existing Use(s) of Property: Residential - single dwelling  
 Proposed Use(s) of Property (if applicable): Residential - duplex

Estimated Cost of Project: \$ 75,000

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:**

[Signature]  
 Applicant's Signature

August 22/17  
 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 - *Renovation*
- 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 July 20, 2017
- Estimated completion date September 30, 2017
- 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: Duplex
- Business License Number: \_\_\_\_\_
- Does the Home Occupation meet the conditions included in Bylaw 504 "Home Occupation Business Licenses"?
- Is this Home Occupation incidental and subordinate to the residential use?
- Does this Home Occupation preserve the character of the residential use?
- Does the home occupation preserve the rights of other residents to quiet enjoyment of the residential neighbourhood?
- Planned commencement date: \_\_\_\_\_



LOT 1373, PLAN 1760  
433 CALDER AVENUE