



**Protective Services Standing Committee Meeting
April 1, 2025**

AGENDA

A. CALL TO ORDER AND CONFIRMATION OF QUORUM

B. DECLARATION OF FINANCIAL INTEREST

- a. Statement of Disclosure Interest

C. REVIEW

- a. Agenda
- b. Minutes
- c. Visions and Values

D. DIRECTOR'S REPORT

- a. Protective Services Director's Report

E. ADMINISTRATION

- a. Briefing Note – Town Owned Residential Lots – Public Sale

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

H. DATE OF NEXT MEETING

I. ADJOURNMENT



Protective Services Standing Committee Meeting March 4th, 2025

MINUTES

The Protective Services Standing Committee Meeting was held on Tuesday, March 4th, 2025 @ 6:30 pm within the Town Hall Council Chambers.

Present: Cr. Benwell, Cr. Heaton, Cr. Bathe, Cr. Karasiuk, D/M Keizer, Mayor Fergusson, Cr, Cr. Cox, and Cr. Couvrette
Regrets: Cr. Tuckey
Staff Present: Tracy Thomas, Senior Administrative Officer
Raveena Brown, Executive Secretary
Adam McNab, Director of Protective Services

A. CALL TO ORDER

Mayor Fergusson called the meeting to order at 6:34 pm, confirmed quorum and handed the Chair to Cr. Couvrette. Cr. Couvrette read the acknowledgment of First Nations.

B. REVIEW

a. Agenda

Moved by: Cr. Bathe
Seconded by: Mayor Fergusson

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Mayor Fergusson
Seconded by: Cr. Benwell

The minutes from the Protective Services Standing Committee Meeting on February 4th, 2025 be adopted as presented.

PASSED

c. Vision and Values

d. Declaration of Financial Interest – none at this time

C. DIRECTOR'S REPORT

a. The Protective Services Director Report for December

Director McNab reported a decrease in fire and ambulance calls, slightly below the five-year average, which is positive for the community and volunteers. Bylaw enforcement activity declined as staff shifted focus to property tax tasks. Law enforcement primarily addressed animal control and traffic issues.

Emergency Management is actively preparing for wildfire season, planning vegetation management and Fire Smart maintenance, alongside controlled burn exercises with community partners. Occupational Health and Safety received 22 reports, mainly concerning youth and drug issues at the recreation center.

In development, five permits and one new business license were issued, with renewal reminders being sent for overdue licenses. Mayor Fergusson raised concerns about public preparedness for emergencies and the absence of recent mock disaster training exercises. Director McNab responded that public outreach campaigns and PSAs would launch in April, alongside testing the emergency communication system. He clarified that large-scale exercises, mandated by Transport Canada, occurred through GNWT Infrastructure's



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airports division, and the next exercise might not be scheduled until next year or later. However, smaller-scale incident training remains ongoing.

Councillor Bathe suggested improving business license renewal convenience through online forms and electronic payments. McNab agreed on the value of online services, noting this option is being explored, although currently, payments must still be made in-person. SAO Thomas acknowledged the need to automate town processes, highlighting ongoing discussions about timing and implementation costs.

D. ADMINISTRATION

- a. Briefing Note – DPA-003-25 Home Occupation Development Permit – Pimatisiwin Designs

Moved by: Cr. Benwell

Seconded by: D/M Keizer

That DPA-003-25, submitted by Lida Blesse, to operate a traditional crafting business, Pimatisiwin Designs, from Lot 654, Plan 319, 100 Whipoorwill Cr., Fort Smith, be approved.

PASSED

- b. Briefing Note – DPA-006-25 Home Occupation Development Permit – Co-Create Pluralities

Moved by: Mayor Fergusson

Seconded by: Cr. Bathe

That DPA-006-25, submitted by Tonya Hoddinott, to operate a consulting and coaching business, Co-create Pluralities, from Lot 1203, Plan 1588, 111 Wilderness Rd., Fort Smith, be approved.

PASSED

- c. Briefing Note – DPA-007-25 Home Occupation Development Permit – JS Consulting

Moved by: Cr. Bathe

Seconded by: Mayor Fergusson

That DPA-007-25, submitted by Jean Soucy, to operate a consulting business, JS Consulting, from Lot 939, Plan 1534, 6 Wapiti St., Fort Smith, be approved.

PASSED

- d. Briefing Note – Angled Parking on Simpson St.

Moved by: Cr. Bathe

Seconded by: Mayor Fergusson

That Council select option 3 to address the on-street parking configuration on Simpson St.

PASSED

Director McNab explained that Simpson Street's parking arrangements fall under town jurisdiction, initially approving angled parking in 2015, but ongoing issues with pedestrian safety and sidewalk encroachment have led to reconsideration. The Transportation Master Plan recommends converting to parallel parking, which would improve pedestrian safety but reduce parking spaces slightly. McNab strongly advised installing physical barriers to prevent vehicles from encroaching onto sidewalks.

Council raised concerns about engaging nearby businesses before implementing changes. Deputy Mayor Keizer emphasized the need for consultation, noting impacts on the hotel,



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Métis offices, daycare, and Roaring Rapids Hall. Councillor Heaton underscored the existing safety risks, particularly for children, and called for careful communication with the community.

Mayor Fergusson suggested parallel parking as an immediate safety measure, with the option to revisit the arrangement based on feedback. Councillor Cox asked about primary parking users, and McNab indicated the GNWT finance office is a main user.

Implementation would be phased, involving public communication, barrier installation, and coordination with Public Works. The Mayor reiterated the importance of engaging community members and businesses throughout the process.

E. OTHER BUSINESS

F. EXCUSING OF COUNCILLORS

Moved by: Mayor Fergusson
Seconded by: D/M Keizer

That Cr. Tuckey be excused from the Protective Services Standing Committee meeting on March 4th, 2025.

PASSED

G. DATE OF NEXT MEETING

That next Protective Services Standing Committee Meeting will be on April 1st, 2025.

H. ADJOURNMENT

Moved by: Cr. Karasiuk
Seconded by: Cr. Bathe

That the meeting be adjourned at 7:12 pm.

PASSED

Our Vision and Mission

Community Vision

Fort Smith is a vibrant, future-focused community with a small-town feel, where residents enjoy a high quality of life. With efficient services and sustainable land use, the Town actively preserves and enhances its heritage, culture, and natural environment.

Council Vision

The Town of Fort Smith is a thriving, well-managed local government where proactive stewardship ensures the long-term sustainability of our publicly owned assets. We are committed to sound governance, responsible planning, and delivering services that meet the needs of our residents at reasonable levels.

With a strong organizational culture and a collaborative approach, we foster positive relationships with neighboring First Nations and Metis communities and work together toward shared prosperity. By supporting local economic opportunities, accessible services, and a good quality of life, we create a community where seniors can retire with dignity, young people can build a future, and all residents can feel a sense of belonging and possibility.

Mission

The Town of Fort Smith provides a broad range of essential and valued services that support our community's well-being, both now and for future generations. Through responsible resource management and responsive delivery service, we create a well-functioning and forward-looking community that enriches the lives of all who call Fort Smith home.



REPORT TO COUNCIL

Department: Protective Services

Date: March 27, 2025

Subject: Monthly Report

RECOMMENDATION:

THAT THE COUNCIL OF THE TOWN OF FORT SMITH ACCEPTS THE PROTECTIVE SERVICES MONTHLY REPORT FOR MARCH 2025 AS PRESENTED.

Fire/EMS Response Activities

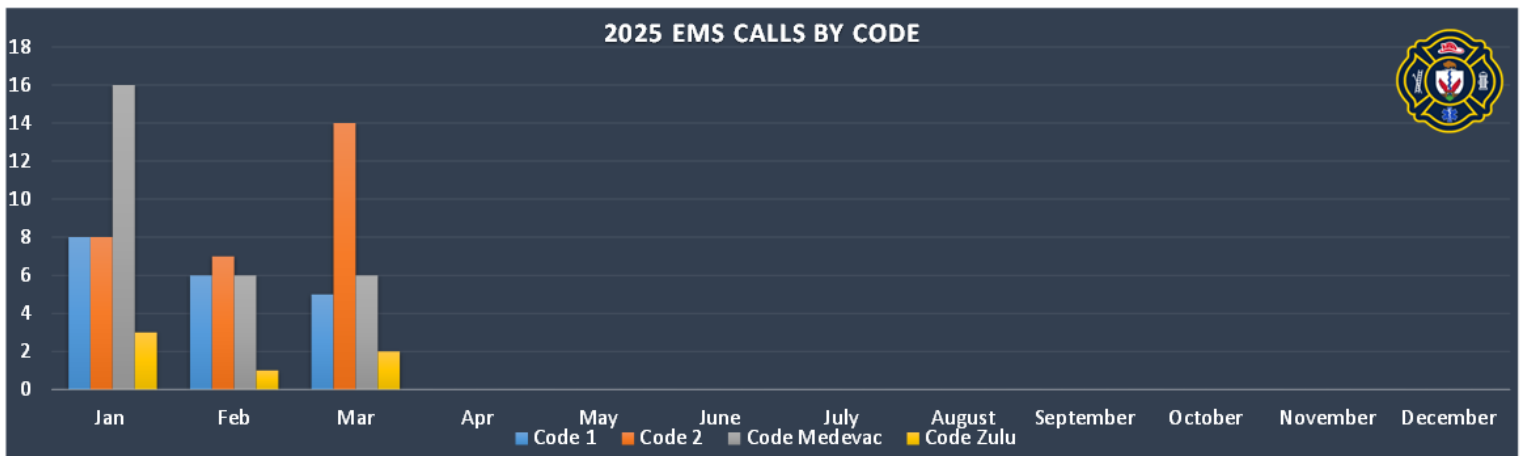
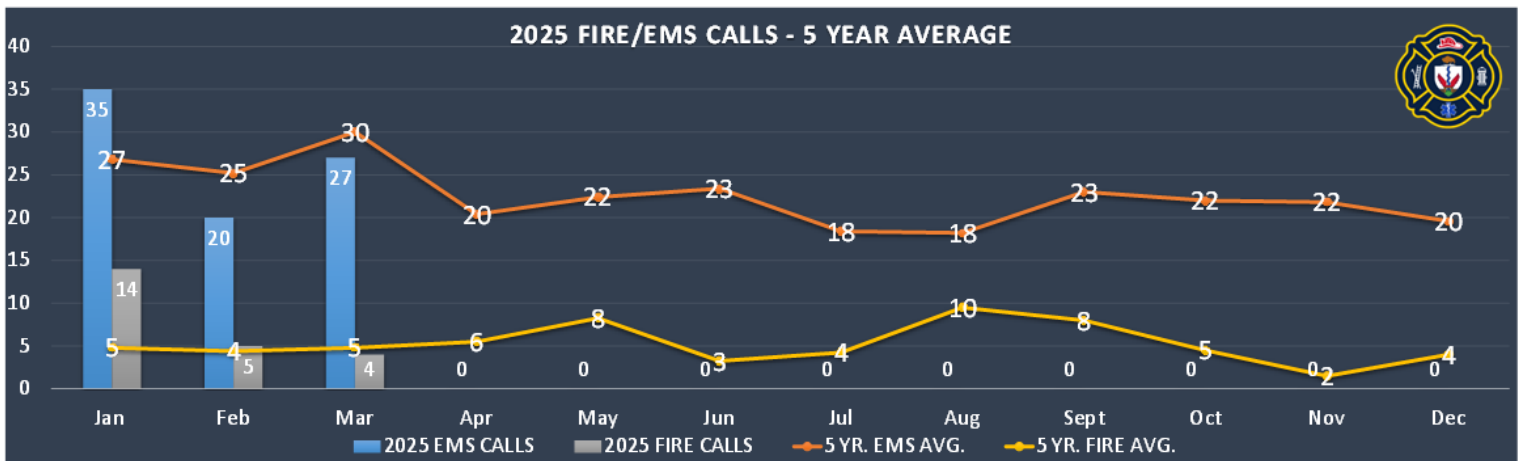
Fort Smith Fire/EMS responded to 31 calls in March 2025, including 4 Fire Calls and 27 EMS calls. Call volume across fire and EMS were at or below the 5-year average.

Wounded warriors' mental health program is officially rolled out for First Responders across the north. Fort Smith Fire/EMS members will be offered training opportunities for peer-to-peer support as well as before operational stress management courses to support themselves and each other!

Fire/EMS Training Activities

Fire/EMS has conducted eight training and public outreach events during March 2025. NFPA 1001 professional firefighter training is underway with 10 students registered! This program will bring more fire department members up to the level of service we offer our community.

Red Cross Medical First Responder training is now completed with nine successful students! Thank you for the hard work!



REPORT TO COUNCIL

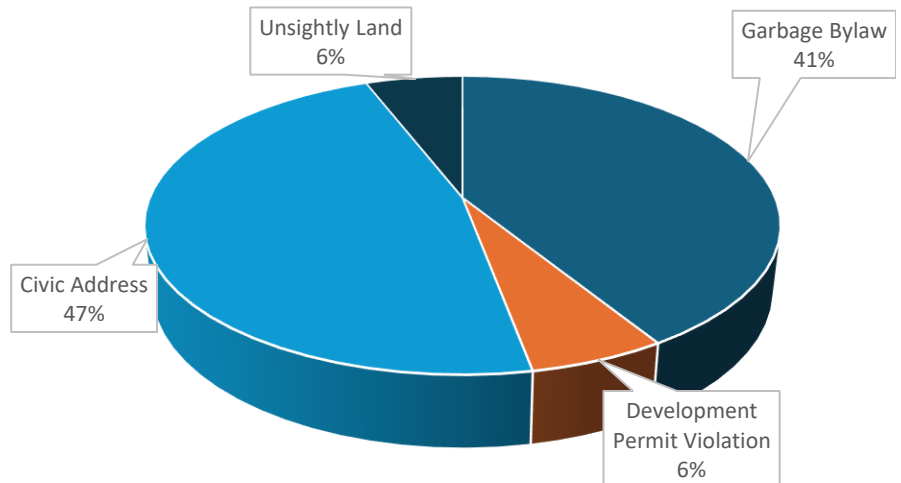
Land & Development Summary

The Protective Services team is taking part in the Zoning Bylaw Draft review. Input is being provided to help streamline processes while offering suggestions to improve enforcement of bylaw requirements. A Zoning Bylaw has many components rooted in public safety. Specific consideration for providing services like Fire and EMS, incorporating FireSmart principles, and reducing public safety hazards are being included.

The Land and Development Officer is wrapping up the property taxation process and business license renewals. Increased oversight in the Business Licensing renewal process has provided an opportunity to improve bylaw compliance through education.

Lands Enforcement Activity

Garbage Bylaw	7
Dev. Permit Violation	1
Complaint received	0
Business Lic. Violations	0
Civic Address	8
Unsightly Land	1
Water and Sewer Bylaw	0
Public Engagement	0
TOTAL	17



Licensing Report

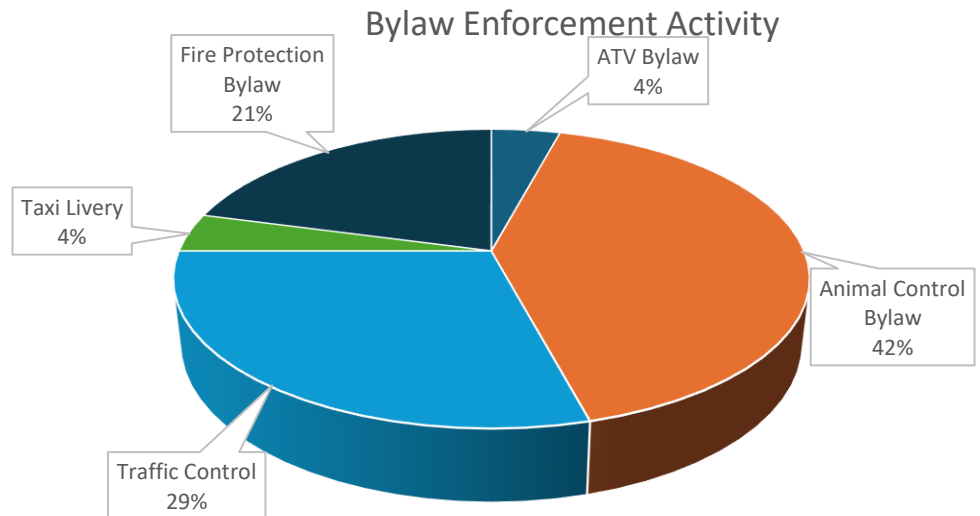
Business License Holder	Number	Address	Notes
Tonya Hoddinott	131	111 Wilderness Rd.	Consulting and Coaching
Jean Soucy	130	6 Wapiti St.	Consulting
Tanya Morais	132	87 Breynat St	Liquor Store
Development Permit Holder	Number	Address	Notes
Joel Ngeze	DPA-008-25	18 Pigeon Ave.	Home Occupation
Dog Tag Holder	Number	Address	Notes
Fort Smith Animal Shelter	7	38 York Cr	Annual
Russel Salfi	8	34A Cumming Ave	Annual
Anna Cox	9	34 Polar Cr	Annual

Bylaw Enforcement Summary

Increased presence in high-risk areas like school zones and patrolling neighborhoods has increased enforcement activities. Animal neglect during cold weather has been a significant challenge as well.

With the weather improving, traffic control and ATV bylaw compliance becomes a focus. More unregistered minors are seen on roadways and traffic safety violations like speeding increase at this time of year.

ATV Bylaw	1
Animal Control Bylaw	10
Noise Control Bylaw	0
Traffic Control	7
Public Engagement	0
Fire Protection Bylaw	5
Taxi Livery	1
TOTAL	24



Emergency Management

The Emergency Management Plan will be revised over the coming months. At this point in the annual revision cycle, input from after-action reviews, tabletops, and the public will be incorporated into the next season's plan.

Revisions will be completed by the end of April at which point a pre-wildfire season public engagement event will be held. The new plan will be further communicated through mail drops, posters, social media, the town website, etc.

Tenders are being drafted to begin work on FireSmart vegetation management. Work will include the maintenance of existing breaks as well as the removal of vegetation in areas identified by the Community Wildfire Protection Plan.

Director of Protective Services Adam McNab will be attending a wildfire workshop in Yellowknife as the Fort Smith Fire Chief along with SAO Tracy Thomas and two members of the Fire/EMS Department in April. The cross training and workshop events are being held by NWTAC in partnership with ECC. These events will provide important networking and training opportunities to support community wildfire preparedness and response efforts.

REPORT TO COUNCIL

Occupational Health and Safety

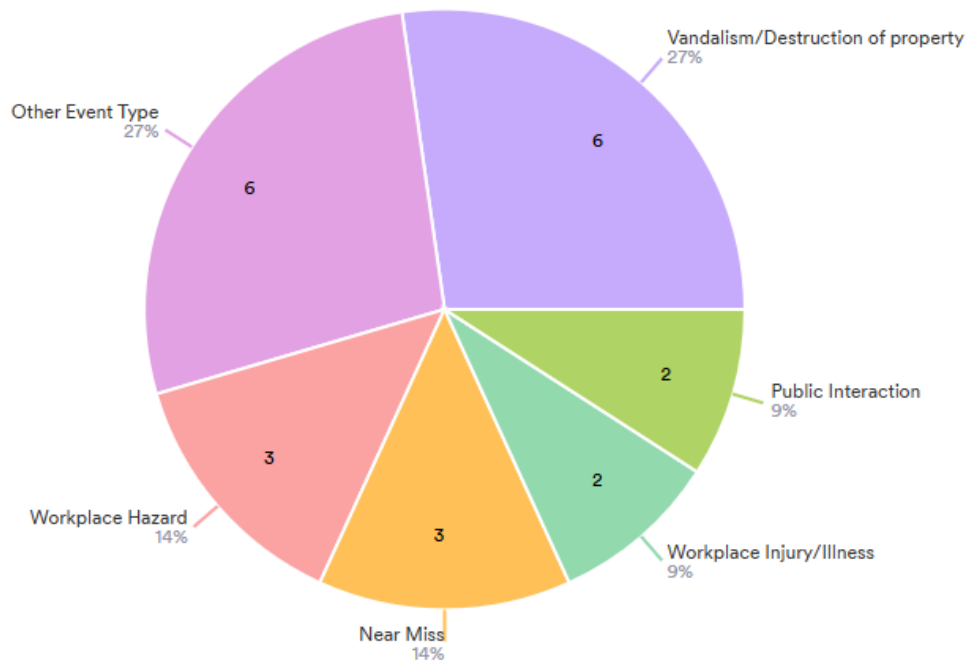
The Town Occupational Health and Safety program online app continues to be updated, allowing employees to access the most current safety information from any job site at any time. The Joint Occupational Health and Safety Committee will be meeting in early April.

Adam McNab is providing onsite training for each department of the organization. A big thank you to Town Hall staff for being the first group to attend! Training is going to occur in each department's workspace and include a practical component. Each group will be led through their work environment to conduct a monthly workplace inspection checklist. This will allow staff to recognize and identify hazards and safety issues, familiarize themselves with equipment locations, and ask questions.

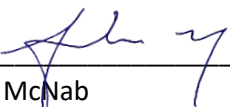
Below are the March OHS incident reporting statistics. This chart shows the incidents' relative volume and the reported categories. All incident reports are forwarded to respective Directors for review and follow-up.

Type of Event

22 Responses



● Vandalism/Destruction of property
 ● Other Event Type
 ● Workplace Hazard
 ● Near Miss
 ● Workplace Injury/Illness
 ● Public Interaction



 Adam McNab
 Director of Protective Services



Briefing Note

To: Mayor and Council
From: Protective Services
Date: March 27, 2025
Subject: Town-owned residential lots – Public Sale

PURPOSE:

To seek the Council's direction on the disposal of Town-owned residentially zoned lots through public sale in accordance with the Town of Fort Smith Land Administration Bylaw.

BACKGROUND:

The Town of Fort Smith holds title to three undeveloped lots abutting serviced roads that are zoned for residential use and are not currently on the market for sale. These lots are as follows:

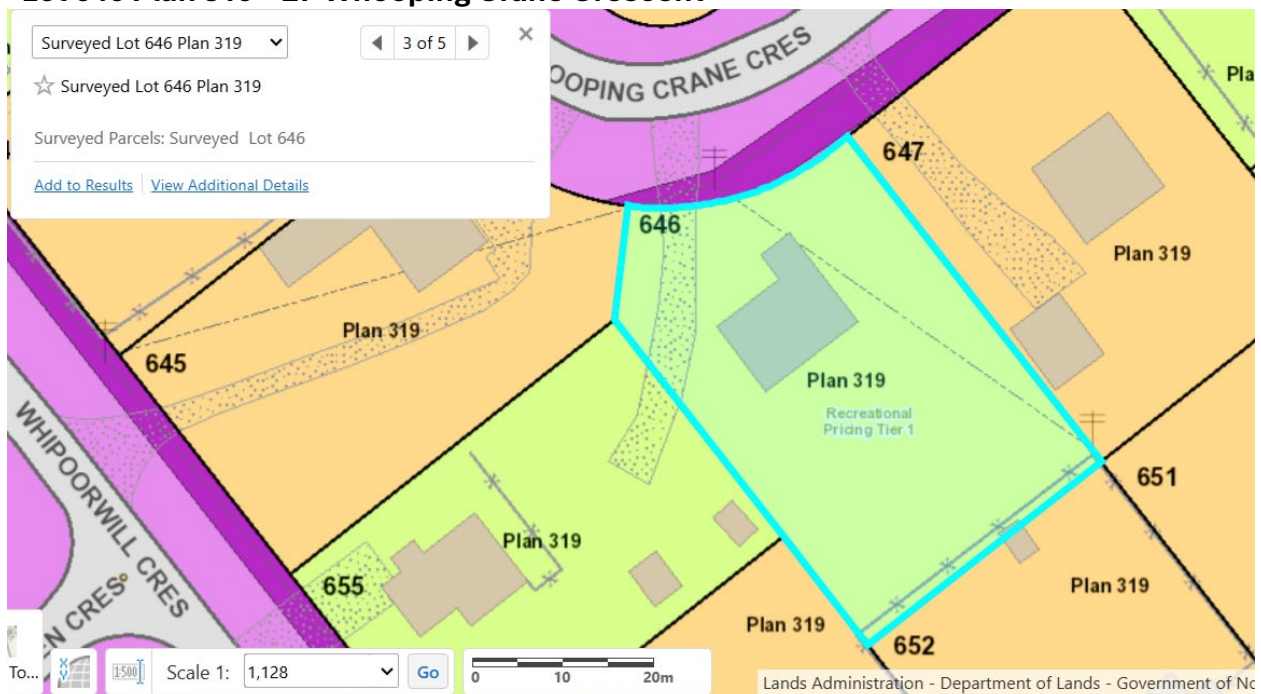
1. Lot 415 Plan 207 – 68 Pine Crescent
2. Lot 1367 Plan 1788 – 57 Caribou Crescent
3. Lot 646 Plan 319 – 27 Whooping Crane Crescent

CURRENT SITUATION:

Fort Smith is currently experiencing a shortage in housing stock. As a tax-based community, the sale of Town-owned lands to other organizations, entities, or individuals will generate tax revenue.

Administration is seeking direction from Mayor and Council to begin the process of valuing lots and advertising them for public sale in accordance with the Land Administration Bylaw 862.

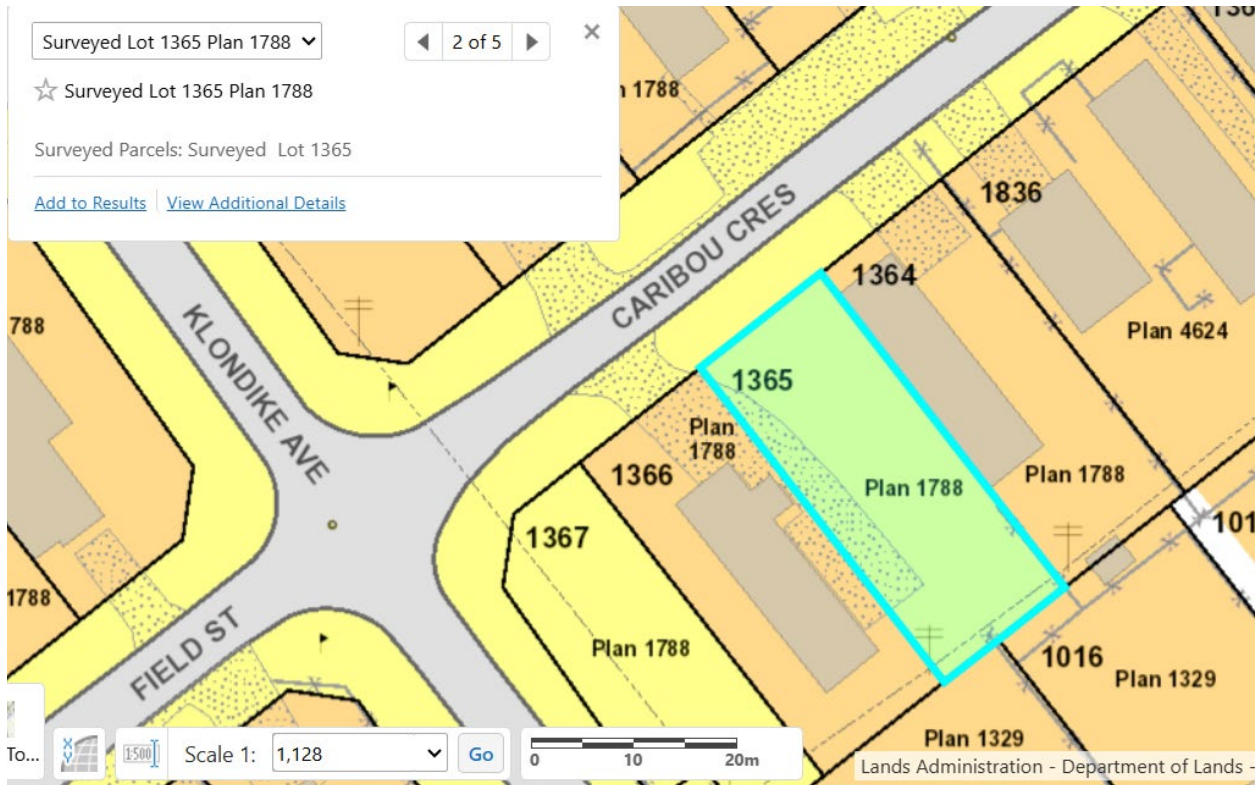
Lot 646 Plan 319 – 27 Whooping Crane Crescent



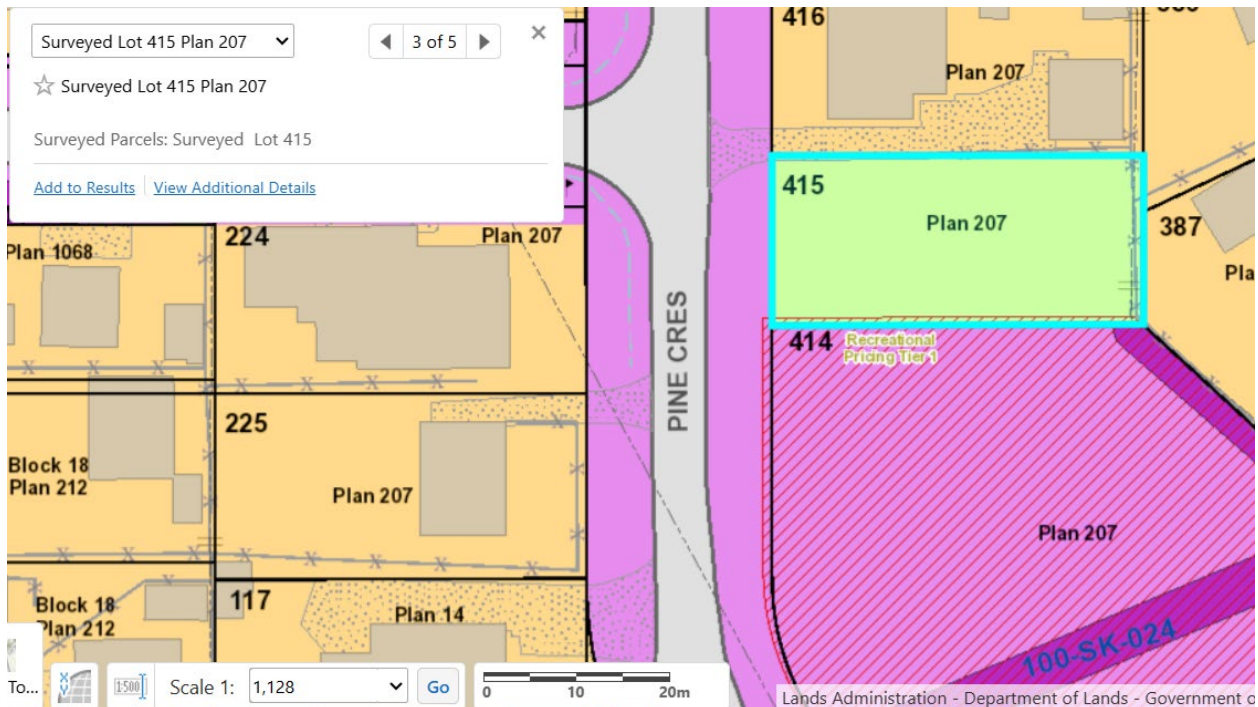


Briefing Note

Lot 1367 Plan 1788 – 57 Caribou Crescent



Lot 415 Plan 207 – 68 Pine Crescent



NEXT STEPS:

Should Council decide to proceed with the sale of these residential lots, the following steps will be taken:

1. Establish a sale value for each of the lots
2. Post the lots for sale in accordance with the Land Administration Bylaw
3. Accept applications to purchase from the public in accordance with the Land Administration Bylaw
4. In the event of a purchase, dispose of the lands through Bylaw



Briefing Note

RECOMMENDATION:

That Council directs Administration to proceed with the sale of three Town-owned lots:

1. Lot 415 Plan 207 – 68 Pine Crescent
2. Lot 1367 Plan 1788 – 57 Caribou Crescent
3. Lot 646 Plan 319 – 27 Whooping Crane Crescent