



Protective Services Standing Committee Meeting May 6th, 2025

MINUTES

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

Present: Cr. Benwell, Cr. Heaton, Cr. Bathe, Cr. Karasiuk, Mayor Fergusson, Cr. Tuckey, Cr. Cr. Cox, and Cr. Couvrette
Regrets: D/M Keizer
Staff Present: Tracy Thomas, Senior Administrative Officer
Shanna Schaefer, Reception (acting recording 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. Cox

Seconded by: Cr. Bathe

That the agenda be adopted as presented.

PASSED

b. Minutes

Moved by: Cr. Karasiuk

Seconded by: Mayor Fergusson

The minutes from the Protective Services Standing Committee Meeting on April 1st, 2025, be adopted as presented.

PASSED

c. Vision and Values

d. Declaration of Financial Interest

C. DELEGATIONS

D. DIRECTOR'S REPORT

a. The Protective Services Director Report for April

Director of Protective Services, Adam McNabb, presented his report covering fire protective services, training sessions, and collaboration with the ECC on FireSmart programming. He highlighted progress in assessing community hazards and plans to pool resources for a more effective fire season response.

He also reported that the Land and Development Officer is actively processing permits and business licenses, by-law enforcement is focused on traffic issues (particularly ATVs) and vehicle safety, and animal control calls have increased with warmer weather. A public meeting is scheduled for May 15, 2025, to discuss emergency response management with the community.



Protective Services Standing Committee Meeting May 6th, 2025

An Emergency Notification System was successfully launched, sending out 1,200 text messages. OHS orientations for staff are underway to improve awareness and coordination with Protective Services.

Mayor Fergusson requested a Public Service Announcement (PSA) to inform the community about fire practices and prevent public concern, also inquiring about fire ban guidelines. McNabb explained that nearby residents will be notified of fire practice activities when possible, but weather conditions may limit advance notice. Partial fire bans may be issued depending on wildfire risks, and burn permits will continue until deemed unsafe.

Council members asked about various issues:

- **Cr. Heaton:** Indigenous lawn burning practices – McNabb confirmed lawn burning is allowed with a burn permit and safe practices.
- **Cr. Karasiuk:** Online access to burn permits – McNabb confirmed they are available online and can be submitted by email.
- **Mayor Fergusson:** PSAs about development and permitting processes – McNabb acknowledged the current focus is on wildfire season, but communications staff are working on it.
- **Mayor Fergusson:** Increased by-law enforcement after hours – McNabb said this is under consideration, with adjustments to shifts being explored.
- **Cr. Cox:** FireSmart initiatives with other institutions – McNabb noted upcoming activities with Aurora College at Gran Detour.

E. ADMINISTRATION

a. Briefing Note – DPA-008-25 Home Occupation Joel Ngeze

Moved by: Cr. Cox

Seconded by: Cr. Tuckey

That DPA-008-25, submitted by Joel Ngeze, to operate a mobile vehicle detailing service, from Lot 22-1, Plan 1439, 18-1 Pigeon Ave., Fort Smith, be approved.

PASSED

No questions; passed unanimously.

b. Briefing Note – DPA-014-25 Home Occupation Krystal Brown Ceramics

Moved by: Cr. Karasiuk

Seconded by: Cr. Bathe

That DPA-014-25, submitted by Krystal Brown, to operate a pottery designing & making studio, and offering private lessons, from **LOT 306, PLAN 207, 25 McDougal Rd.**, Fort Smith be approved.

PASSED

c. Briefing Note – DPA-032-24 Variance Request – Carl Raap

Moved by: Mayor Fergusson

Seconded by: Cr Karasiuk

That the Development Permit Application DPA 032-24, submitted by Carl Raap, be denied as it is in direct contravention of the Town's Zoning Bylaw and Community Plan.

PASSED

- **Mayor Fergusson** raised concerns about increased traffic and crowding at the space.



Protective Services Standing Committee Meeting May 6th, 2025

- **Director McNabb** responded that applications must comply with bylaws and safety regulations, including the National Electrical Code.
- Mayor Fergusson inquired if parking had been discussed with the applicant; McNabb confirmed it had not been discussed specifically but is generally considered during application reviews.
- **Cr. Bathe** raised concerns about parking spaces and sidewalk parking bylaws.
- **Cr. Tuckey** asked about development permit timelines, and McNabb clarified that work typically needs to start within 12 months.

F. OTHER BUSINESS

G. EXCUSING OF COUNCILLORS

Moved by: Cr. Cox

Seconded by: Cr. Bathe

That D/M Keizer be excused from the Protective Services Standing Committee Meeting on May 6th, 2025.

PASSED

H. DATE OF NEXT MEETING

The next Protective Services Standing Committee Meeting will be on June 3rd, 2025.

I. ADJOURNMENT

Moved by: Cr. Karasiuk

Seconded by: Cr. Cox

That the meeting be adjourned at 7:05 pm.