



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



Protective Services Standing Committee Meeting March 4th, 2025

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,



Protective Services Standing Committee Meeting March 4th, 2025

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