

WASKESIU COMMUNITY COUNCIL

PUBLIC MEETING MINUTES



DATE: Thursday, October 29, 2020
TIME: 9:00 a.m. to 2:00 p.m.
LOCATION: Hawood Inn – Spruce River Room
“Google Meet” format for phone-ins

Attending in Person: Bryan Matheson, Bentley Crozier

Attending by Google Meet: Jim Kerby, Jennifer Wood, Rob Phillips

Also attending by Google Meet: From PCA – Field Unit Superintendent Cal Martin, Townsite Manager Gregg Rutten

1. **Call to Order** **9:00 a.m.**
2. **Motion to move the Council Meeting “In-Camera”**
Rob Phillips/Bryan Matheson *Carried*
3. **Motion to terminate “In-Camera” portion of the Council Meeting** **10:00 a.m.**
Rob Phillips/Bryan Matheson *Carried*
4. **Motion to Adopt the Agenda for the Public Meeting of Council**
Rob Phillips/Bryan Matheson *Carried*
5. **Motion to Adopt the Meeting Minutes of July 29, 2020**
Bryan Matheson/Jennifer Wood *Carried*
6. **Review of Outstanding Action Items/Related Status Updates** - a review of each of the Action Items and their status was undertaken by Council, and the Action Items were updated by the Administrator accordingly.
7. **Business Arising from the Minutes/Status Updates**
There were no additional “Business Arising” items from the Minutes not otherwise addressed in the Action Item review or under the remaining Agenda items below.
8. **Correspondence (for information only unless otherwise noted with an asterisk*):**
 - Email received August 8, 2020 from Andrew Hickson, Manager of The Suites at Waskesiu regarding (1) a drainage problem and (2) a pavement heaving problem affecting the area behind the hotel. *

*PCA confirmed that this matter has already been addressed.
9. **Townsite Report – Gregg Rutten, Townsite Manager, Parks Canada Agency** – See Appendix I attached to these Minutes for a copy of the Townsite Report. Additional commentary in relation to some of the items identified in the Townsite Report is set forth below:

Infrastructure and Utilities

12. Four Way Stop Flooding

The contract has been awarded and work has started on “Phase 1” of this project, beginning at

the grassed area across from the Hawood Inn and out to the breakwater. The contractor believes the backup problem back at the 4-way stop is actually being caused by the water drainage being blocked somewhere in this area, and not flowing out into the lake. Once this work is completed, PCA and their engineering advisors will re-examine the situation to see if additional work is needed nearer to the 4-way stop.

10. Waskesiu Camp Kitchen - Fire damage/planned repairs (potential metal roof, siding repainting)

The Townsite Manager reported that PCA did not have the resources to repair the damaged camp kitchen this fall but the work will be completed in the spring. As well, the cedar shakes on the roof will be replaced with the traditional green metal now being used on all PCA structures.

Council reminded PCA that the camp kitchens in town were all refurbished jointly with the Waskesiu Foundation, and that some of them are now starting to look a little rough and in need of fresh paint/stain. It might be wise to get ahead of the curve on that and make contact with the Waskesiu Foundation about freshening up some of the paint/stain, and looking at metal roof installation on other camp kitchens in the townsite.

11. New Main Beach House Project – Status Update & Lessons Learned

This item was discussed under the Townsite Report.

An additional lengthy discussion ensued including confirmation that the contract was fixed price (no overruns being experienced by PCA), PCA recognizes a number of “lessons learned”, and will look at the potential moving forward to include construction deadlines and perhaps potential penalties for failure to complete material projects on time, and that having an individual directly responsible for oversight of such projects was also important. It was recognized that Covid-19 issues also impacted the timely completion of the project, and PCA’s ability to provide oversight.

12. Waskesiu Foundation - Approval of 2019/2020 Audited Financial Statements and Reappointment of Auditor

Motions:

- *“That the audited Financial Statements for the most recent fiscal year of the Waskesiu Foundation, in the form prepared by Virtus Group LLP as auditor and presented to this meeting, be approved and adopted.”*
Rob Phillips/Bentley Crozier **Carried**
- *“That Virtus Group LLP be re-appointed as auditor to prepare the Waskesiu Foundation’s audited financial statements for the current fiscal year, with Virtus Group LLP’s remuneration as auditor to be determined by the Board of Directors of the Waskesiu Foundation.”*
Rob Phillips/Bentley Crozier **Carried**

13. Waskesiu Vision 2028

- Status Update
The Waskesiu Stakeholder responses were summarized into one document, which contains lots of new, fresh ideas and shows some positive alignment from a number of groups (for example in relation to potential projects involving the Waskesiu Foundation). The draft document will be shared with all the Key Stakeholder groups in November.

An updated Waskesiu Vision 2028 Implementation Strategy and Vision 2028 Community Action Plan was previously shared with Council and PCA.

- Review of major takeaways from Key Stakeholder group submissions was undertaken.
- Line by line review of revised draft “Community Action Plan – Implementation Strategy” was then conducted.
 - Review was done with PCA and updates and changes were made where needed in the document.
 - Park Superintendent Martin also reviewed PCA projects in their current fiscal year Capital Investment Plan with Council. A number of those PCA items will be added to the Waskesiu Vision 2028 draft “Implementation Strategy” before it’s sent (as a draft) to the Key Stakeholder groups for their review and comment, along with the Summary document.
- Confirm next steps – Council confirmed that the drafts noted above could be delivered to Key Stakeholder groups in November, and that a planned meeting of Key Stakeholder groups would be tentatively arranged for May of 2021 in Waskesiu (Covid-19 permitting)

14. Improper disposal of refuse in Waskesiu townsite (near recycling area)

- Parks Canada perspective
This item was discussed under the Townsite Report and the Park Superintendent reported that what has been happening over the past two years is an embarrassment and an eye sore in the community. There was full agreement on the part of Council.
- Open discussion then ensued.
- Proposed solutions & next steps
Parks Canada is actively discussing this issue and is open to suggestions from Council on how to solve the problem moving forward. Further discussion ensued, and this matter will be re-visited at the next meeting of Council.

15. Staff Housing

- Status update – Montreal Drive
This item was discussed under the Townsite Report, and work is progressing well in relation to the 8 new spots which should be available for use by June of 2021.
- Status update – Elk Street “release” of lots
 - After working with the Waskesiu Chamber of Commerce and local business owners it was determined that the formal “release” of lots (followed by issuance of a long term lease) was a deterrent to improved use (being too expensive).
 - Parks will be developing short term Licence of Occupation arrangements based on year-to-year use.
 - Staff housing provided with each Licence of Occupation will be attached to the business (i.e. to the business head lease or primary Licence of Occupation) that receives the Elk Street Licence of Occupation.
- Next steps regarding staff housing allocation & potential policy changes
 - Look at what housing is available and look at the splits between Parks Canada and the commercial operators.
 - Make the process of applying for staff housing better and easier.
 - How to allocate staff housing – i.e.: the timing needs to be updated (moved to an earlier date in the

calendar year) to allow commercial operators time to plan and allocate their housing for their staff well before the business season begins.

- Additional sites have been added but are there other sites that can be used?

- Where are we today? What are the businesses needs today?

ACTION ITEM: The Townsite Manager and Councilor Wood will work on revising the Staff Housing document and will present a draft to Council for approval at the next meeting of Council.

16. WRA Recreation Area Renewal Project

- Status Update for Council

Construction of the new sport court and shuffleboard is complete. The sport court activities will include basketball, volleyball, soccer, floor hockey, and dodgeball, and shuffleboard on a separate court. They are all located between the Recreation Building and tennis courts 5 & 6, near the mini golf end of the recreation area. The new picnic shelter was completed in August, as were refurbished pathways in September and October.

- Next steps

In 2021 WRA will be building up and refurbishing the lawn bowling green to its former condition, hopefully installing a beach volleyball area (in conjunction with the Waskesiu Foundation), installing benches, outdoor ping pong and foosball tables, a children's ninja park, and some other games for children and adults (e.g. giant chess and checkers).

17. WWR Asset Integration – Status update

A status update regarding the Waskesiu Wilderness Region (WWR) "Social Media Merge" with Waskesiu.org was circulated to Council prior to the October 29th Council meeting. The update reported that the merge is now complete. There was great effort put into merging all the acquired social media platforms to be part of Waskesiu.org's media platforms. Merging was successful in a few of the platforms and others not so much, mostly due to the fact that many of the platforms were administered by several previous WWR directors/volunteers, and we have been unable to get passwords and sign-ins to give us access to the top-level authorization to make the merges.

18. Potential for filling Vacancies on Council

Discussion ensued and Council Chair encouraged Council members to spend time over the winter and spring months to encourage others in the community to run for Council. The two vacant positions can be filled immediately with the hope that the new Councilors will run in the full election to be held in July 2020, when all Council positions will be up for re-election.

19. Committee Reports

Budget & Finance Committee – Bryan Matheson, Chair

Nothing further to report at this time.

- **Business Relations Committee** – Jennifer Wood, Chair

Nothing further to report at this time.

- **Community Planning & Development Committee** – Rob Phillips, Chair

Nothing further to report at this time.

- **Communications & Community Relations Committee** – Jim Kerby & Bentley Crozier

Nothing further to report at this time.

- **Essential Services - Policing & Fire Committee** – Rob Phillips, Chair

- Waskesiu Fire Chief Report for August and September 2020 – previously circulated to Council

- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
Nothing further to report at this time.

20. Other Business

- No other business was discussed.

21. Proposed Meeting Dates (for discussion)

- a. Friday, December 11 (since changed to December 18)
- b. Friday, January 22
- c. Friday, March 12
- d. Friday, April 30
- e. Friday, May 21 (Waskesiu Vision 2028 meeting with key stakeholder groups)

22. Adjournment

Rob Philips/Jennifer Wood

Carried

1:56 PM

APPENDIX I
Waskesiu Community Council Meeting Report
July 29, 2020
Prepared by: Gregg Rutten, Townsite Manager
Meeting Location: Hawood Inn, Waskesiu

*Please note – new information is highlighted in **bold**.

Cabin and Cottage Areas

1. Waskesiu Townsite Parking Strategy

Parking issues in Waskesiu can be divided into two separate areas – one street parking and cabin/cottage area parking. PCA has initiated a street parking strategy for the townsite to address some of the issues that arise from inappropriate parking. The main issues are congestion and public safety.

- Further work is required on a strategy for the cabin and cottage subdivisions in Waskesiu. Such a strategy will be developed with input from the Waskesiu Seasonal Residents Association and the Waskesiu Community Council for implementation post 2017.
- PCA asset staff installed 4 signs (“30 minute parking”) around the fish shack on Lakeview Drive. Remaining signs to be installed in 2-3 vehicle stalls in front of Waskesiu Trading Company in spring.
- Townsite manager will meet with representatives of the WSRA to determine next steps regarding a parking strategy for the cabin and cottage subdivisions.
- PCA and WSRA Representatives will meet to discuss cabin/cottage area parking on February 8, 2019.
- PCA and WSRA representatives will be meeting in late April to discuss parking, potential amendments to the Cabin Development Guidelines, and National Energy Code requirements.
- PCA confirming a meeting date with the WSRA.
- Waskesiu Marina has been issued a building permit for development of additional dry boat/trailer storage that will be offered to seasonal residents at discounted rates.
- PCA has provided a draft proposal to the WSRA for review. WSRA and PCA will be meeting on March 20, 2020 to discuss the draft.

No update at time of report

2. Yard Waste Directive

- PCA has proposed updates to the Yard Waste directive in an effort to minimize the amount of yard waste piled next to garbage cans and create efficiencies for PCA staff time for collection of yard waste.
- For Discussion with WCC, implementation delayed until spring 2021.
- 2012 Yard Waste Directive is in effect.
- **Copy of PCA proposed changes to Yard Waste Directive has been provided to Council for their information/review.**

3. Cabin Area Swales

- PCA has engaged a contractor to install weeping tile in 4 drainage swales in the cabin area.
- The swales were selected based on the areas that have the poorest drainage.
- Work will commence as soon as moisture conditions allow.
- Work will be completed with a walk behind trencher and hand tools in order to minimize damage to surrounding land.

- **Work largely complete. Inspected by PCA on October 20, 2020. Some light landscaping/seeding is required in the spring. A percentage of payment amount to be held back until work is deemed complete by PCA.**

Commercial Development/Business Licencing

4. Kapasiwin

A development permit has been issued for the re-development of the Kapasiwin Bungalow Camp. The developers completed a detailed impact assessment (including public consultation) as part of their application for the development permit.

- A building permit has been issued for one of the staff accommodation buildings. Construction is expected over the fall/winter.
- The Leaseholders are exploring the installation of deep water and sewer to the Kapasiwin site.
- A building permit for installation of deep water and sewer infrastructure was issued on January 15, 2020.
- Plans for a second staff accommodation building have been received by Parks Canada, currently under review.
- Conceptual design for the second staff accommodation cabin not approved by PCA
- Installation of deep water and sewer is underway.
- PCA has received some feedback expressing concern over damage to the cycling/walking path surface (old road).
- Repairs to any damage as a result of this project are the responsibility of the leaseholder to repair. PCA has contacted the leaseholder to establish a timeline for the repairs.
- **A building permit was issued for the construction of staff cabin A2.**
- **A building permit was issued for the tree removal and site grading required for installation of the 520 ft² rental cabins associated with phase 3 of the development.**
- **PCA is currently reviewing plans for the phase 3 rental cabin units.**

5. Development Proposal from Lakeview Hotel

PCA has received a development permit application from the owners of the Lakeview Hotel to develop a commercial accommodation building on the currently vacant lot at 811 Lakeview Drive.

- The proposed development includes five commercial accommodation units, one staff accommodation unit and a main floor office/retail space fronting Lakeview Drive.
- Council has voiced a concern over the potential loss of availability of hotel type accommodation in Waskesiu.
- PCA continues to work with the leaseholder on details of current operations and requirements for subdivision of the property.
- PCA will be meeting with the leaseholders in the coming weeks to discuss concerns and questions about the operations and business model for the Lakeview.
- PCA met with leaseholders on January 24, 2020. More information forthcoming from leaseholder for PCA review.
- **No update at time of report.**

6. Black Spruce Gallery

- PCA is in the process of approving a food service operation as an ancillary business to the gallery business.
- The proposal includes a stand alone "food service cart/trailer".
- This use is allowed only because there is already a primary building on the site.

- PCA will consider similar proposals from other lessees with fixed roof buildings on their leaseholds.
 - This is consistent with other Parks Canada townsites.
 - For clarity, the proponent has completed an addition to the primary building which includes a public washroom and commercial food storage and preparation areas. The proposal was vetted by a Provincial Health Inspector to ensure compliance with all applicable health and safety codes prior to PCA approval.
 - Work continues on this project.
 - **This operation did not open during the 2020 season. No update on the expected opening of this business.**
7. Staff Accommodation Strategy
- The Waskesiu Chamber of Commerce has withdrawn their proposal to build a work camp style staff accommodation area.
 - PCA will re-schedule construction of additional RV sites as an expansion of the Spruce Ridge Trailer Park.
 - **Site grading and utility rough-ins have been completed.**
 - **PCA expects to have the 8 sites operational by June 2021.**
8. Elk Street Licences of Occupation
- With the cancelation of the Chamber of Commerce housing plan, PCA will renew its efforts to issue 1-year licences of occupation to Elk Street Residents.
 - **Draft documents will be provided to the community council for review prior to Jan. 1, 2021.**
9. Commercial Rent Relief Program
- PCA nationally has announced a rent relief program for commercial lessees in National Parks Across the country to assist with Covid related loss of revenue.
 - PCA locally will distribute the application form and related information to local leaseholders.
 - Applications must be received by PCA by August 31, 2020.
 - Letters and application forms have been sent out to all commercial head lessees in Waskesiu.
 - **PCA received 19 applications from Waskesiu businesses out of 30 application packages mail out relating to this program.**
10. All in the Wild Gallery
- **PCA is currently reviewing plans for a second storey staff accommodation addition to the existing gallery building.**

Infrastructure and Utilities

11. Waskesiu Townsite Dock and Breakwater
- Renewal of these structures is included in the vision 2020 document as part of the main beach renewal plan.
 - Divers completed an assessment of the breakwater and paddle wheeler dock in 2017. Results indicated that the breakwater is in good condition and requires minimal recapitalization. The paddle wheeler dock is at the end of its useful life.
 - A draft conceptual map of main beach area was discussed at the January WCC meeting.
 - Parks Canada will provide an updated map based on that discussion at the April meeting of council.

- Revised maps have been provided to Council. Final updates to maps pending. PCA will provide updated maps to council at the June 22 meeting or prior to that if available.
- Updated maps included with June 18, 2018 townsite report
- Possible that dock will be removed before end of March 2019 pending internal PANP approval of funding. Work would take about 2-3 weeks. The project would completely remove both the dock and the subsurface components.
- Dock removal is complete.
- Communication about boat use in the area, mooring and future plans for upgrades to the breakwater have been posted on Waskesiu.org and will be included in the PCA update in the WSRA newsletter.
- PCA is discussing options for this. Any upgrades would be done as part of the breakwater re-capitalization scheduled for 2020.
- Timing of this work will be determined at the NPFU face to face management meeting in March 2020.
- This project was discussed as a priority for PANP. Dates for the work to be determined.
- **No update at time of report.**

12. 4 Way Stop Flooding

Winter flooding at the intersection of Waskesiu and Lakeview Drives has been a problem for several years as the storm sewers freeze and cannot take runoff that occurs throughout the winter.

- Funding of \$650K has been obtained to address this problem.
- Engineers have recommended a force main system inside existing storm sewer with a heated catch basin and service building located at the 4 way intersection as well as improvements to the outfall at Waskesiu Lake.
- Detailed design underway, construction anticipated in the fall.
- Construction estimates received are significantly higher than the available funding. Additional funding is being sought internally.
- Timelines on approvals are uncertain and will result in the project being pushed to 2019.
- This project is expected to go to tender within the next 2 weeks.
- Bids received by PCA came back over budget. PCA is currently exploring options but full project will not go ahead this Spring.
- The intersection started flooding again the week of February 3, 2020. Detour is in place currently.
- PCA has divided the project into two phases. PCA is in process of re-tendering phase one of the work.
- **No update at time of report.**

13. Recreation Area Renewal (Lawn Bowling/Sport Court)

- The WRA board has a question regarding the remediation of contaminated material at lawn bowling green. The question is in the context of preparing the site for the installation of a sport court facility. PCA is working with the WRA to determine scope of work required and next steps. The environmental assessment specialist from PCA has been engaged in the project.
- Meeting with WRA to discuss options for remediation scheduled for Oct. 11.
- "Capping" of the contaminated lawn bowling site is considered a low risk and economical remediation solution.
- The contaminated area is a legacy issue caused by past park management practices. Therefore PCA will contribute the cost of remediation should funds

- be available in 2019 (following a Feb. Management Team review of all 2019 budget pressures).
- PCA is working closely with the WRA to determine the required amount and type of soil for the capping process (based on specifications for the sport court surface, and to determine the appropriate timing of the remediation work.
- PCA is waiting for an engineered design of the capping and drainage for the sport court area that will support an asphalt subsurface for the sport court area.
- Once the design is finalized, the project will go out to tender.
- An engineered design has been provided to PCA, which will address to goal of capping the contaminated area.
- The WRA is currently reviewing this design against the requirements of the sport court surface.
- Final details have been worked out in relation to this project. Final engineering design should be received by Parks Canada in the coming months. Work to commence in spring of 2020.
- Tender for the capping work has been posted.
- Townsite manager will be the PCA liaison for this project once a tender is awarded.
- Bids came in higher than anticipated for this project. PCA is working with the Recreation Association on options for the project.
- **Capping of the Lawn bowling area will begin on November 2, 2020 with completion of the project on November 9, 2020.**

14. Beach House Washroom and Shower Replacement

- Similar situation to 4 way stop project. Construction estimates received are significantly higher than the available funding. Additional funding is being sought internally.
- Big and Little beach house will remain in service for the 2019 summer season.
- Demolition and replacement of Big Beach House likely to begin in Sept. 2019.
- The contract for this work has been posted on the Government of Canada "Buy and Sell" website.
- Work is planned to commence immediately after labour day in September.
- There will be disruption to the walking path adjacent to the shower building and main parking lot that will require events such as the Outer Limits fun run to alter their normal routes. Event coordinators have been informed of this situation.
- Demolition of the main beach shower/washroom is well underway at the time of this report.
- Construction has started on the new shower/washroom and will continue throughout the winter. The goal is for the building to be operational in time for the May long weekend in 2020.
- Scheduled completion date is still planned for May Long weekend, but PCA is preparing for possibility of delays into June due to contractor.
- Contractor intends to have the building operational for May long weekend with full completion of the project by June 2020. Contingency plans are in place if the building is not operational by the scheduled date.
- **November 9 is the latest reported completion date for this project.**

15. Sewer Back up – Waskesiu Commercial Core

- PCA received a report of a sewer back-up at the Waskesiu Lake Lodge on December 3, 2019.

- Roto-rooter was brought in and they cleared a blockage near the Hawood Inn on the same date.
- Another blockage in the same sewer main occurred on December 5, 2019. Roto-rooter again was called in to remove this blockage.
- On December 6, 2019 the blockage was repaired and no further incidents are expected.
- Parks Canada has contacted potentially affected leaseholders to inspect their properties.
- Parks Canada will be in contact with the leaseholder at Waskesiu Lake Lodge as repairs and remediation are ongoing.
- PCA and leaseholder working together on potential compensation.
- An independent insurance adjuster has been engaged to review the claim submitted to Parks Canada.
- **This claim has been finalized.**

16. Changes to Materials – Recycling

- Crown Shred, the company that sorts and markets recycling materials collected in Waskesiu has recently announced changes to some of the materials they accept.
- #1 Plastic and plastic film/grocery bags are no longer accepted in the recycling stream.
- PCA has developed signage for the recycling bins, and with the assistance of the WCC and Chamber, information has been sent to leaseholders and placed on waskesiu.org.
- PCA has been informed by the North Central Saskatchewan Waste Management Corporation that in fact, #1 Plastic and grocery bags are still acceptable for recycling in our region. PCA was given incorrect information regarding the status of these materials in our region.
- **Corrective wording has been sent to Council for publication on the waskesiu.org website.**

17. Construction Waste Roll-off Bin

- **PCA has determined that the state of the construction waste roll off bin located at the recycling depot in Waskesiu was unacceptable.**
- **In consulting with PCA asset management section, the volume of metal and other items piled beside/behind/in front of the roll-off bin was representative of the volumes they have removed in the past 2 years.**
- **The volume was more obvious this year because PCA did not have the resources to remove this material with any regularity.**
- **PCA has formed an internal committee to discuss options for the roll off bin service as well as recycling and composting in Waskesiu and PANP.**
- **PCA welcomes suggestions or ideas from council on ways to improve waste management in Waskesiu.**
- **The findings of the PCA committee will be shared with council for review and comment prior to any policy changes affecting residents and visitors.**