

WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



DATE: Friday, March 22nd, 2019
TIME: 8:30 a.m. – 12 Noon
LOCATION: Hawood Inn, Waskesiu – Spruce River Room

Attending: Jim Kerby, Nancy Wood Archer, Jennifer Wood, Bryan Matheson, Darryl Fox, Bentley Crozier*
(*attended by phone)

Also Attending: From PCA - Field Unit Superintendent David Britton, Townsite Manager Gregg Rutten

Regrets: Rob Phillips

1. **Call to Order** 8:30 a.m.
2. **Motion to move the Council Meeting “In-Camera”**
Bryan Matheson/Jennifer Wood *Carried Unanimously*
3. **Motion to terminate “In-Camera” portion of the Council Meeting** 9:30 a.m.
Bryan Matheson/Darryl Fox *Carried Unanimously*
4. **Adoption of Agenda for the Public Meeting of Council**
Motion to adopt the Agenda for the Public Meeting, subject to two additions
Darryl Fox/Jennifer Wood *Carried Unanimously*
5. **Review and Adoption of Meeting Minutes of February 8th, 2019**
Motion to adopt the Meeting Minutes of February 8th, 2019 as circulated.
Bryan Matheson/Jennifer Wood *Carried Unanimously*
6. **Review of Outstanding Action Items/Related 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. **Other Business Arising from the Minutes/Status Updates**
 - Aquatic Invasive Species (including preventative measures PANP has in place)
– Presentation of this report will be made at the May Council meeting.
 - SaskTel Seasonal Disconnect Issues (Rob Phillips)
No update available.
 - Waskesiu Lakeside Music Festival
- The Waskesiu Foundation agreed to sponsor the Music Festival. They have committed \$3,333.00 per year for the next 3 years. Ernie Scoles, President of Friends of the Park is working on acquiring an additional sponsorship from Affinity Credit Union in Prince Albert. Gregg Rutten has offered to assist on a committee and has checked with the stage and audio company. No bands have been booked to date. The committee feels there is a need for \$35,000 to \$40,000 to run this year’s festival. The Waskesiu Chamber of Commerce have committed to do what they traditionally have done for past festivals with seeking food vendors from their member restaurants. WRA have committed to do what they traditionally have done as well. They will host a beer garden and run the 50/50 raffle. There will likely be no pancake breakfast this year.

8. **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:

Commercial Development/Business Licencing

5. **Staff Accommodation Strategy**

Some discussion took place on the draft Staff Accommodation Strategy that PCA had shared with Council at a previous meeting. PCA updated Council to advise that the appraisals for the Elk Street lots had been received and were under review. There was some discussion on the method by which lots on Elk Street would be allocated when they are converted to leases. Parks Canada committed to update the draft Staff Accommodation Strategy reflecting the new information and this discussion with Council, and then bring it back to Council at the May meeting. There was also a discussion of staff housing allocations for the current year. Parks Canada reported that there was a high rate of demand for both PCA staff and commercial accommodations. PCA also noted that, with respect to hard-walled accommodation, as the owner of these assets, it would give priority to housing its own staff over commercial operators. Council members also raised concerns with the timing for decisions on Spruce Ridge Trailer Park allocations for commercial leaseholders, as it comes very late in the year for their planning purposes.

Events

6. **Waskesiu Lakeside Music Festival**

An update was provided on the 2019 Lakeside Festival, with the Waskesiu Recreation Association taking the lead in organizing the festival and other community groups participating as well. PCA will provide a \$25K contribution to the festival, as well as some in-kind support (promotion, interpretive programming, asset support for set-up/tear-down). PCA also noted that it was supportive of another type of community-led event (e.g. evening concert vs. all-day event) if there was a desire to move in another direction in this or a future year.

Infrastructure

9. **Recreation Area Renewal (Lawn Bowling/Sport Court)**

PCA and WRA have met. The plan is to do the work in the fall to allow material to settle over winter and construction would begin in spring of 2020. The Waskesiu Foundation and WRA are soon starting a fundraising campaign for the Sport Court.

11. **Waskesiu Water and Wastewater**

All the equipment required is available and two plumbers are hired and ready to get repairs done.

The Seasonal Staff Washrooms will be opened April 1 for seasonal residents to use while repairs are being completed.

9. **Correspondence**

- **Correspondence from WSRA to David Britton – Park gate entrance issues**
Discussion ensued.
- **Correspondence (by email) from the Waskesiu Fire Chief**
Waskesiu Fire Chief Report for January – February, 2019 was circulated with this agenda.
- **Correspondence from the Men’s Club at the Waskesiu Golf Course:**
Inquiry regarding status of PCA’s response to a Men’s Club proposal (made in 2018) to improve

the viewsapes, and to fire smart the area, in front of the Golf Course Clubhouse deck overlooking Waskesiu Lake. The Men's Club has allocated \$4000 towards this initiative. The Club wants an approval to proceed and, hopefully, some PCA financial assistance, with expenses. PCA will wait for a formal proposal from the Lobstick Golf Course before proceeding.

- **Correspondence from Parks Canada (Daniel Mercer)** – (National Planning Permit Process - '*What We Heard Report*')
PCA Superintendent Britton commented that the information provided by Waskesiu was quite influential and that there is a great level of awareness. The next steps from this report are not entirely clear. A townsite meeting will be held in May this year with Riding Mountain National Park and PCA and hopefully Mr. Mercer will provide an update that PCA can share with Council and the Waskesiu community.
Council would like Superintendent Britton to invite Mr. Mercer back to Waskesiu and perhaps he could meet with smaller groups rather than hold a public meeting.

10. Request to elect Ryan Lejbak to the Board of the Waskesiu Recreation Association

- A motion was made that the Waskesiu Community Council agreed to elect Ryan Lejbak to the Board of the Waskesiu Recreation Association.

Darryl Fox/Jennifer Wood

Carried Unanimously

11. FireSmart/Vegetation Management Strategy

11:00 a.m.

A detailed PowerPoint presentation on the FireSmart/Vegetation Management Strategy was made by Norm Stolle, PCA Resource Conservation Manager.

Discussion ensued.

ACTION ITEM: Norm Stolle to supply a digital copy of his FireSmart/Vegetation Management Strategy PowerPoint presentation to Council.

12. Committee Reports

- **Budget & Finance Committee** – Darryl Fox, Chair
Nothing to report at this time.
The special Council meeting by telephone, to address the 2019 Utility Budget for the townsite, has been set up for June 10th at 12 noon.
- **Business Relations Committee** – Darryl Fox, Chair
Nothing to report at this time
- **Community Planning & Development Committee** – Jim Kerby, Chair
 - Correspondence from Parks Canada (National Planning Permit Process - '*What We Heard Report*')
This item was discussed under Correspondence.
 - National Planning Permit Report – next steps (including reactions and further discussions with the WSRA and the Chamber, and potential follow up discussions with Daniel Mercer)
ACTION ITEM: Council Chair to contact The Waskesiu Chamber of Commerce and the Waskesiu Seasonal Residents Association for feedback on the "What We Heard" Report.
 - Remediation of the Lawn Bowling Area by PCA – status update
This item was reported and discussed under the Townsite Report.

- Staff Housing
How to make the release of the Elk Street lots a priority in the next year.
-Discussion ensued.
Vice Chair Wood Archer asked PCA for a timeline of when the lots will be available.
PCA will provide that information at the next Council meeting.
ACTION ITEM: PCA to provide Council with the timeline of when the Elk Street lots will be available to bid on.
- **Communications & Community Relations Committee** – Rob Phillips, Chair
ACTION ITEM: Councilor Phillips to encourage members of the Communications & Community Relations Committee to set up a meeting regarding proceeding with Phase II of the Communications Plan.
- **Essential Services - Policing & Fire Committee** – Nancy Wood Archer, Chair
 - Fire Chief report – was circulated prior to this meeting
 - Fire Chief attendance – May 10th meeting of Council
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
 - Draft Waskesiu Vegetation Management Plan – status & next steps -
A working group committee meeting will be held on April 8th in Saskatoon.
 - Local FireSmart Training Workshop in Prince Albert April 10 & 11 (Councilors Wood Archer & Kerby planning to attend)

13. Other Business

- **Myrna Nagy – Saskatchewan Volunteer Medal**
 - Recognition by Council (Chair’s letter, email, Waskesiu.org posting)
 - Potential joint community event or function (Foundation, WRA, Chamber, others)
Would Council want to contribute to a community event?
Discussion ensued.
ACTION ITEM: Council Administrator to work with Council Chair talking to other organizations in the community about a potential joint community event or function to recognize Myrna Nagy receiving the Saskatchewan Volunteer Medal.
- **Confirm the July date and location of the Community Council AGM**
 - The date is set for Sunday, July 28th in Terrace Gardens. This will be a joint meeting with WSRA. It was suggested that the meeting will start at 9 am with either WSRA or WCC presenting their AGM until 10 am and PCA to present their report to the community from 10 am to 11 am and WSRA or WCC AGM to follow from 11 am to Noon.
It was also decided to contact the Waskesiu Volunteer Fire Chief with an opportunity to hold a fundraising BBQ following the meetings.
ACTION ITEM: Councilors Phillips and Wood to work with Council Administrator to determine who will hold their AGM first on July 28th and to communicate the decision to Council and PCA.
ACTION ITEM: Council to contact Waskesiu Volunteer Fire Chief with opportunity to hold a fundraising BBQ after the AGM’s.

- A motion was made to hold a joint AGM meeting in cooperation with WSRA; the exact time schedule to be determined.

Darryl Fox/Jennifer Wood

Carried Unanimously

- **Approve Indemnity Agreements for Councillors Fox, Crozier and Phillips**

- A motion was made that the Waskesiu Community Association will enter into standard form Indemnity Agreements with Councillors Fox, Crozier and Phillips.

Nancy Wood Archer/Bryan Matheson

Carried Unanimously

- **General Rules and Principles** - Timeliness of receiving meeting material in advance

The Waskesiu Townsite report is to be received by Council Administrator at least one week prior to all scheduled meeting dates.

14. Next Meeting Date(s)

- **May 10, 2019** – Hawood Inn
- **June 10, 2019 – 12 noon** (Special Meeting by telephone – Townsite Utility Budget approval)
- **AGM Date** – July 28th, 2019 – Terrace Gardens

15. Adjournment

Darryl Fox

Carried Unanimously

11:55 a.m.

APPENDIX I
Waskesiu Community Council Meeting Report
March 22, 2019
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.**

Commercial Development/Business Licencing

2. Waskesiu Trading Company

- Construction is progressing.
- **No update at time of report**

3. 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 demolition permit was issued for six cabins at the Kapasiwin Bungalow Camp. 5 of the 6 cabins have been removed and relocated to Montreal Lake Cree Nation. Contractors / movers are waiting for provincial permits to move the final (largest) cabin.
- Developers working to complete submissions required prior to the issuance of a building permit for 6 new rental cabins at the Kapasiwin bungalow camp.
- Permit has been issued for the replacement of 6 new rental cabins at the Kapasiwin Bungalow Camp. Permit also includes the replacement of on-site sewer and water utility infrastructure.
- PCA working with developers to determine the best route/method of moving RTM cabins into PANP. The width of the RTM cabins is posing some challenges.

- **PCA is continuing to discuss this issue with the developer.**

4. 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.
- **No update at time of Report.**

5. Staff Accommodation Strategy

- PCA will be seeking feedback on proposed strategy from the WCC and Chamber of Commerce.
- PCA awaiting results of Elk Street property appraisals for determining release fee in the case of lease issuance.
- PCA is working with the Lobstick golf course to explore the feasibility of relocating their trailer sites on the golf course leasehold, thereby freeing up six spaces.
- **Appraisals of the Elk Street lots have been received from PWGSC. Elk Street lots have been appraised at \$65K. PCA will be reviewing this information and producing a new draft of the staff accommodation strategy for discussion with the WCC and Chamber of Commerce.**

Events

6. Waskesiu Lakeside Music Festival

Meant to be a “signature community event” that provides quality entertainment and activities to increase visitation and business for local operators at a time of year that sees visitation start to decline, the 4th annual Waskesiu Lakeside Music Festival took place on August 24-26, 2018.

- Riding Mountain Concert – budget is \$30-40K. Event is a concert (2 bands) vs an all day festival. No vendors, beer garden, interpretation, children’s activities, etc. Riding Mountain ceased holding this event after 2017 as they found that the financial and staff investment was not sustainable.
- As requested by the Waskesiu Community Council, the PANP park entry numbers for last weekend in August for past decade are as follows:

2018	5548
2017	8675
2016	6573
2015	6743
2014	5569
2013	5438
2012	4856
2011	5445
2010	4196
2009	4664
2008	4719

- Townsite Manager to schedule a meeting in June with Waskesiu Recreation Association, Waskesiu Chamber of Commerce and Waskesiu Community Council to discuss options for future years festivals.
- PCA had a meeting with stakeholder groups on August 9, 2018. There does not appear to be capacity (staffing or financial) for local stakeholder groups to take over the festival planning/organization.
- Over all visitation for the season was down from 2017 (C150) but on par with (or slightly higher) than 2016 (see attached document).
- In October 2018, the Northern Prairies Field Unit conducted a review of events held in Prince Albert NP and Elk Island NP. The Lakeside Festival alone accounts for 70% of the financial and 20% of the human resources expended on events by the field unit (\$54K in financial support and approximately \$27K of staff salary).
- A decision was made that continued investment in this event at this level is not sustainable in the face of other priorities in the field unit.
- As a result, PCA will no longer project manage the Waskesiu Lakeside Music Festival. Financial commitments to the festival would also be reduced.
- However, recognising the interest in having an event on this date, PCA proposes to provide a fiscal contribution of \$20K to any local organization who is willing to organise an event on this weekend. PCA would commit to this level of funding for two years, following which it would be reviewed.
- Waskesiu Lakeside Music Festival expenses and person hours were submitted to council for review on Nov. 29, 2018.
- **No additional update at the time of the report.**

Infrastructure

7. Waskesiu Townsite Dock and Breakwater

- a. Renewal of these structures is included in the vision 2020 document as part of the main beach renewal plan.
- b. 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.
- c. A draft conceptual map of main beach area was discussed at the January WCC meeting.
- d. Parks Canada will provide an updated map based on that discussion at the April meeting of council.
- e. 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.
- f. Updated maps included with June 18, 2018 townsite report
- g. 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.
- h. **Dock removal is in progress. Notice has been posted on Waskesiu.org and will be included in the PCA update in the WSRA newsletter.**

8. 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.
- **No update at the time of the report**

9. 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.**

10. 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.
- **No update at time of report.**

11. Waskesiu Water and Wastewater

- PANP is subject to PCA, Federal and Prov. Regulations with regards to drinking water.
- PANP Water Treatment Plant rated at Level 3 (as determined by population and systems)
- Plant operators are full time indeterminate staff members and include;
 - i. 1 x Level 3 Cert. Treatment and Distribution (plant operator)
 - ii. 1 x Level 2 Cert Treatment and Distribution (support and testing)
 - iii. 1 x Operator in training (logging hours to achieve level 1 cert.)
- Regular testing for coliform and E coli
- Annual testing for Cryptosporidium, Giardia as well as a complete chemical analysis of over 50 parameters.

- 2017 PANP annual report attached.
- Updates to the Seasonal “Water Shutdown Directive” have been drafted and circulated for WCC and WSRA review.
- Communications for Cabin owners regarding fall shut down procedures and spring 2019 start-up have also been circulated.
- Cabin owners may experience delays in receiving water service during the 2019 start-up due to the “street by street” repair strategy required to address breaks caused by early freeze in 2018.
- The location of water service boxes will also be addressed in a future communication with Cabin owners. PCA will also recommend that cabin owners install a “lockable” service valve on their side of the water connection. This valve would provide additional protection to the property once the owner has shut down for the season.
- PCA to review Cabin guidelines and discuss including mandatory installation of sewage “backflow valves” on new construction in the cabin and cottage areas with the WSRA.
- Amendments to the Seasonal Water Shutdown Directive are complete and information regarding the restoration of water services will be sent to cabin owners in January (completed).
- New directive will be sent with the 2019 spring land rent billing.
- **No update at the time of this report.**

Emergency Services

12. Fire Chief Contract

- The contract for the current fire Chief will expire in January 2020
- PCA Townsite manager exploring options for a new contract or contract extension.
- **No update at time of report.**

Fire Department Report



To: Waskesiu Community Council
From: Les Karpluk (Fire Chief)
Date: March 12, 2019
Report: FIRE 2019-02 (Jan-Feb Activities)

Background

This report will provide a report of the overall activities of the Waskesiu Fire Department from January-February 2019.

Discussion

With the training scheduled biweekly during the low season, the fire department is focused on meeting the skills identified in the Recruit Skills Checklist. This is working well for the two new members and one returning firefighter from 2018.

One of the concerns during the low season is the few volunteer firefighters available to the department. One of the key factors for the recruitment and retention of firefighters is the sense of belonging to a professional fire department. When members feel they are part of a volunteer fire department that is professional in nature and treats them with respect, they will continue to serve and promote the department.

January-February 2019	Topic	Notes
Tuesday, Jan 8-19	SCBA maintenance and use, Donning, Doffing and PPE	As per NFPA 1001 , Section 5.3.1,5.3.1 (B, 5.5.1, 5.5.1(B))and Waskesiu FD JPRs
Tuesday, January 22, 2019	Water Supply-Fire Hose, Cleaning and inspecting fire hose & couplings.	As per NFPA 1001, Section 5.5.2, 5.5.2(B)
Tuesday, February 5, 2019	Communications-Personnel Accountability	Personal Accountability System orientation
Tuesday, February 19, 2019	Lakeview Orientation	Familiarization with Lakeview and closest fire hydrant

Conclusion

This report is a summary of training and planning in the Waskesiu Fire Department for the months of January and February.

Respectfully,

A handwritten signature in black ink, appearing to read 'Les Karpluk', written in a cursive style.

Les Karpluk
Fire Chief

cc: Gregg Rutten Townsite Manager