

# WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



**DATE:** Friday, April 3, 2020  
**TIME:** 9:00 a.m. to 2:00 p.m.  
**LOCATION:** Teleconference

**Attending:** Jim Kerby, Rob Phillips, Jennifer Wood, Bryan Matheson, Bentley Crozier

**Also attending:** 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”**  
*Jennifer Wood/Rob Phillips* *Carried Unanimously*
3. **Motion to terminate “In-Camera” portion of the Council Meeting** 10:00 a.m.  
*Bentley Crozier/Rob Phillips* *Carried Unanimously*
4. **Adoption of Agenda for the Public Meeting of Council as circulated**  
*Jennifer Wood/Rob Phillips* *Carried Unanimously*
5. **Review and Adoption of Meeting Minutes of February 7, 2020**  
*Bryan Matheson/Bentley Crozier* *Carried Unanimously*
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. **Other Business Arising from the Minutes/Status Update**
  - PCA Yard Waste Directive - Proposed PCA Amendments - Red Line Version
    - Council members’ main concern is related to the proposed change in the Yard Waste Directive that, beginning this year, would require residential leaseholders to place all yard waste in paper compostable bags designed for yard waste collection throughout the entire year, even during the period from April 1 to the first Friday following the Victoria Day long weekend. Under the current version of the Yard Waste Directive which dates back to 2012, and in the years prior to 2012, residential leaseholders are (and were) permitted to rake and pile yard waste (leaves) without having to bag the same during that defined period each Spring.
    - A lengthy discussion ensued on the rationale underlying this proposed change and how and when to get this message out to the leaseholders.
    - **ACTION ITEM:** PCA will follow up with Council Chair to continue with further discussions.
  - PCA to provide written answers to the list of questions provided from Council regarding Lots for Potential Release
    - **ACTION ITEM:** PCA will provide the answers to Council’s questions later in April.
  - PCA to provide an update to Council on their Long-term Investment Plan
    - **ACTION ITEM:** PCA will provide the update to Council later in April.

## 8. FireSmart and Prescribed Burn Program Discussion / Potential Presentation

11:00 a.m.

by Glenn Rupert, PCA Fire Management Specialist

- Mr. Rupert joined the conference call at 11:00 a.m. At the request of Council, he reviewed highlights from his slide presentation (previously circulated) with Council, including providing detailed information on the 2020 Prescribed Fire Program. He also reported that, at the present time, all prescribed burns in and around the Waskesiu townsite have been cancelled for this year due to the COVID-19 pandemic.

Following his presentation, Mr. Rupert answered questions from Council and, at approximately 11:25 a.m. exited the conference call.

## 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:

### Cabin and Cottage Areas

#### 1. Waskesiu Townsite Parking Strategy

- It was noted that the March 20 meeting (PCA with WSRA) did not occur and has been rescheduled. A proposal will be presented to the WSRA Board at a meeting on Tuesday, April 7<sup>th</sup>, 2020.

## 10. Correspondence (*for information only unless otherwise noted with an asterisk*):

- Email from Arctic Fire Safety Services Limited regarding a bid proposal for the Waskesiu Fire Chief contract\*
  - No discussion was held as the general consensus was that this type of proposal did not fit well with Waskesiu and how fire safety has been traditionally managed in our townsite.
- Email from the Waskesiu Chamber of Commerce (Message from the Vice President, Annual Membership renewal for 2020 and Electronic Message Board 2020 Rate Card)
  - Council agreed on the renewal for the Chamber Annual Membership for 2020.
  - A motion was also made to purchase the Electronic Message Board (EMB) \$500 year-long advertising.

**Bryan Matheson/Jennifer Wood**

**Carried Unanimously**

- **ACTION ITEM:** Council Administrator to renew the Council's Annual Membership in the Waskesiu Chamber of Commerce and also purchase the EMB year-long advertising at a cost of \$500.
- Email from WSRA (request for submission to WSRA annual newsletter by April 9<sup>th</sup>). It was noted that the deadline for submission was pushed back into May, and the submission will be drafted by the Chair on behalf of Council.
- Email from Marcel Hedley from Affinity Insurance Services in Prince Albert in regards to renewal of the Waskesiu Community Council insurance policies
  - Responses to each of the questions posed by Mr. Hedley were provided by the Council Chair and the Administrator, and the Council Chair is currently waiting to hear back from Affinity Insurance regarding the cost of premiums this year.

## 11. Waskesiu Vision 2028 – Status Update & Next Steps

- Council Chair proposed, and Council agreed, to postpone the May 16<sup>th</sup>, 2020 "Waskesiu Vision 2028" Stakeholder Meeting. It was also suggested that Councillors and PCA keep the calendar date originally scheduled for the Waskesiu Community Open House meeting on August 9<sup>th</sup>, 2020 as a placeholder for now, until the Covid-19 pandemic effects are better understood..

- **ACTION ITEM** - Council Chair will contact all key stakeholders who had been invited to attend the May 16<sup>th</sup>

Stakeholder Meeting to inform them of the postponement, and that a future date for the meeting is yet to be determined.

- **ACTION ITEM** - Council Chair and Councillor Wood to prepare a standard form questionnaire/submission form to be sent to the key Stakeholders for their input.

## **12. COVID-19 – Implications for Waskesiu & P.A.N.P.**

- Superintendent Martin provided a summary of how Parks Canada has been responding to the COVID-19 situation. He said that the park has enacted the direction of the government of Canada as the situation has increased in severity – first by planning social distancing, then by closing all visitor facilities, and lastly by suspending access by motor vehicles and discouraging people from visiting the park. Critical services have been identified and only those staff providing those services are coming into the workplace. He confirmed that water, wastewater, highway, and townsite services are all deemed to be essential, along with law enforcement and public safety. The Waskesiu townsite remains open and people are allowed to access their cabins and cottages starting April 1, even though this is still discouraged. He also explained that the decision was made to close the Spruce Ridge Trailer Park washroom after finding out that many people were planning on coming to the park to self-isolate after international travel and planned on using this communal washroom. The Superintendent also expressed concern for the personal and economic hardship that this crisis is causing residents and businesses in the townsite. He mentioned that Parks Canada has extended the interest-free period for business lease payments until September 1, 2020 as a result.

## **13. PCA Procedure for Reimbursing Council Expenses**

- Discussion ensued on the issues affecting the delay of PCA reimbursement of meeting expenses to Council.  
- Superintendent Martin reported that PCA's Finance Department had just recently implemented a new electronic system for paying invoices so there should be no delays in the future. All invoices will be emailed to the Townsite Manager who will email them directly to the Finance Department for reimbursement.

## **14. Waskesiu Foundation Matters**

- Council was advised of a recent (and planned) Director resignation from the Board of the Waskesiu Foundation (Charmaine Sproule)
- The appointment of a replacement Director (Diane Phillips) was also discussed.
  - A motion was made that the Waskesiu Community Council approve the appointment of Diane Phillips to the Waskesiu Foundation Board of Directors. (Rob Phillips abstained from the discussion and from voting).

*Jennifer Wood/Bryan Matheson*

*Carried Unanimously*

## **15. Committee Reports**

- **Budget & Finance Committee** – Bryan Matheson, Chair
  - No report given
- **Business Relations Committee** – Jennifer Wood, Chair
  - No report given
- **Community Planning & Development Committee** – Rob Phillips, Chair
  - Councilor Phillips is working with the Townsite Manager in regards to some changes in the Cabin Guidelines regarding oversized decks and the fallout from non-conforming issues.
- **Communications & Community Relations Committee** – Jim Kerby & Bentley Crozier
  - Council has been briefed on the WWR asset acquisition.

- Carla Flaman from PCA will be contacting Council regarding Phase 2 of the Community Communications Plan.

- **Essential Services - Policing & Fire Committee** – Rob Phillips, Chair
  - Waskesiu Fire Chief November 2019-March 2020 Report (previously circulated)
  - **Essential services** – Councilor Phillips has met with the Waskesiu RCMP and had a tour of their facility.
  - **Policing** – Councilor Phillips is waiting for the Fire Chief to respond to his email and voicemail contacts.
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
  - No additional report given

#### 16. Other Business

- Councilor Matheson requested that the Administrator search out another format for holding our on-line meetings, such as “Zoom” or “Google Meets”, etc.
- Councilor Phillips will assist the Administrator with this request.

#### 17. Next Council Meeting Date - Friday, May 15, 2020 (potentially in Waskesiu)

#### 18. Other 2020 Meeting Dates:

- Saturday, May 16 – “Waskesiu Vision 2028” Stakeholder Meeting - **postponed indefinitely, but with a “placeholder” date in Waskesiu on August 9<sup>th</sup>**
- Friday, June 12 - Special Council meeting by phone (to approve 2020 townsite utility budget)
- Friday, June 26 – Regular Council meeting
- Friday, July 3 – Nominations for By-Elections Close (at 4:00 p.m.)
- Sunday, July 19 - Joint AGM with WSRA at Terrace Gardens
- Saturday, August 1 – Council By-Elections
- Sunday, August 9 – Waskesiu Community Open House – **Cancelled**

#### 19. Adjournment

1:02 p.m.

*Motion to adjourn made by Bryan Matheson.*

*Carried unanimously.*

Appendix I  
Waskesiu Community Council Meeting Report  
April 3, 2020  
Prepared by: Gregg Rutten, Townsite Manager  
Meeting Location: Teleconference

\*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.**

#### 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 April 3, 2020**

### **Commercial Development/Business Licencing**

#### 1. 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**

## 2. 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.**

## 3. 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.
- An updated strategy document has been provided to WCC for review/discussion.
- Due to distance to utilities and the lack of washroom/shower facilities, the creation of RV sites on the Lobstick leasehold has been deemed too costly.
- An alternate location has been identified adjacent to the Recreation Hall that will accommodate 8 RV sites.
- PCA is currently working with our contracting department to tender out this work.
- Construction of the RV sites adjacent to the recreation Hall will commence in spring of 2020. Work to be completed by PCA staff.
- **Townsite manager currently working with PCA Realty Department to finalize details of the licence of occupation for Elk Street Lots.**

## Infrastructure

### 1. 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.**

2. 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.**

3. 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 will be posted the first week of April 2020.**

#### 4. 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.**

#### 5. 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.
- **No update at time of report.**

#### 6. Backflow Preventers

- PCA currently developing policy to make back flow preventers mandatory for all leaseholders connected to town sewer system. Details and timelines for implementation to be determined in consultation with the WSRA and WCC.
- **No update at time of report.**

#### 7. Grease traps

- PCA developing best practice guidelines for restaurants regarding grease traps and associated cleaning/maintenance. Cleaning logs may be required to be submitted to PCA as a condition of receiving a business licence.
- Costs for repairs to infrastructure that can be traced to restaurants discharging cooking grease, fats and oils may be charged back to individual leaseholders if the source can be positively determined.
- **Information to be provided to Waskesiu restaurant operators as part of Business Licence renewals in 2020.**

### Emergency Services

#### 1. 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.
- Townsite manager is working with PCA contracting to extend the contract for the current fire chief.
- Contract will be posted on Government of Canada Buy and Sell website week of February 10, 2020.
- **No update at time of report.**

#### 2. Paramedic Contract

PCA is working with our contracting office to renew the paramedic contract for medical response services in Waskesiu.

- The level of service will remain the same as the current EMT contract.
- **No update at time of report.**

# Fire Department Report



To: Waskesiu Community Council  
From: Les Karpluk (Fire Chief)  
Date: March 16, 2020  
Report: FIRE Report 15-20 (Nov 2019-Mar 2020 Activities)

---

## Background

This report will provide a summary of the activities for the Waskesiu Fire Department (WFD) for the months of November 2019-March 16, 2020.

## Discussion

When we are in the low visitor season our training schedule decreases to twice monthly. We are fortunate that an additional two members have been joined the fire department and this will increase our response capacity. I believe we still have a long way to go in recruiting and retaining long term members from Waskesiu and neighbouring communities and a recruitment poster has been developed and will be provided to businesses in the townsite. It isn't a secret that without Parks Canada staff being members we would struggle as a fire department and a key part of the recruitment process for 2020 will focus on Parks Canada staff.

In terms of training, I want to point out the following data on training. The chart below identifies the minimum training sessions as required by Parks Canada during the high and low visitor seasons and the training sessions that occurred with the WFD from January 2018 to the present.

	Low Visitor Season (September 15-May 31)	High Visitor Season (June 1-September 15)
Parks Canada contract requirement	5	10
2018 Training sessions	11	22
2019 Training sessions	9	20

The chart does not include the training days the members attended at the annual spring and fall Saskatchewan Volunteer Firefighters Annual training weekend.

If everything falls into place in the future, there will be plans to have a one-day training session on a weekend that will focus on specific skill sets. I am also exploring opportunities to have the

Captains or senior members attend a training facility in Saskatchewan or another province so they can experience live fire training. I can get training for our Captains for free at the Comox Fire Department training facility and I am leaning towards this option. The Fire Chief will also provide accommodations at the fire station for free if we request it. These are avenues to pursue and I am certainly exploring them for the benefit of the members.

One of my concerns over the past two years is that the department only has 3 Captains. Ideally, it would be best to have at least four (4) Captains in the department. The recently implemented officer training program will prepare a member for future promotion and provide the theoretical knowledge to become a Captain in the WFD. We have started the officer training already and pending the renewal of my contract with Parks Canada, the training should be completed by the fall and at that time it is anticipated that one of our members will be promoted to Captain.

In December the WFD recognized Firefighter Scott Nesbitt as the 2019 Firefighter of the Year. Firefighter Nesbitt continually brings a passion to learn and a positive attitude to the fire department and it was only fitting to recognize him and thank him for his dedication and professionalism.

In November the 2019 Annual Report was provided to Townsite Manager Gregg Rutten. There were numerous recommendations in the report as well as updates from the recommendations provided in the 2018 annual report. The recommendations are based upon my experience and industry best practices and I encourage members of the Community Council to read the report and contact me if they have any questions or concerns.

### **Equipment Update**

The new air compressor is fully functional and we have used it to fill our cylinders after training sessions. It is a significant improvement over the older model and the department is fortunate to have the support from Parks Canada to acquire this vital piece of equipment. The vendor checked in with me last week to get feedback on the compressor and this solidifies in my mind that we were able to obtain the air compressor from a vendor that cares.

After a review of the budget in February a decision was made to prioritize some equipment purchases before the end of March. We were able to purchase 15 used Scott AV3000 facepieces for our Self-Contained Breathing Apparatus and they were immediately put into service. All full-time members have been issued their own individual facepiece and every member that joins the department in the summer will also be issued their own facepiece. The intention was to ensure that members cleaned and maintained their own facepiece as well as providing a sound health

& safety practice. Little did we anticipate that a Pandemic would be declared due to the COVID-19 virus a month after we issued individual facepieces.

Our regular members were also issued new leather structural firefighting boots in February. These boots do cost a bit more than the regular rubber structural firefighting boot, but the fit and durability of the leather boot is well worth the extra cost.

In the last two summers our department has had a high female membership and we were short of turnout gear that fit them ergonomically. This was concerning as larger gear is cumbersome and weighs more, which can fatigue a firefighter quickly. In February two (2) new smaller sized sets of turnout gear were purchased and will be issued this summer.

### **Moving Forward**

From 2018 to the present, I can honestly say that members of The Waskesiu Community Council, the businesses and The Waskesiu Foundation have been incredibly supportive. There hasn't been a day when I have not been proud of the members of the fire department and the community of Waskesiu. There is still a lot of work to do in terms of recruitment and retention but that will fall into place as we continue to build the foundations of a small but great department. The people in the WFD truly make it for what it is and I am fortunate to be a part of it.

On a final note, a new Request for Proposal for the Fire Chief position was issued in February and upon request from Parks Canada, my contract was extended until March. My contract expires at the end of the month and I have completed the necessary documentation and provided a bid proposal to Parks Canada as per the instructions, clauses and conditions laid out by Parks Canada bid process.

### **Conclusion**

This report is a summary of training, administrative duties and planning in the Waskesiu Fire Department from November 2019-March 16, 2020.

Respectfully submitted



Les Karpluk  
Fire Chief

Cc: Gregg Rutten Townsite Manager