

WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



AGENDA TOPICS

DATE: Monday, December 16, 2019
TIME: 9:00 a.m. to 2:00 p.m.
LOCATION: Hawood Inn, Waskesiu – Spruce River Room

Attending: Jim Kerby, Bryan Matheson, Rob Phillips, Bentley Crozier, Jennifer Wood* (*attended by phone)

Also Attending: From PCA –Townsite Manager Gregg Rutten

Regrets: Darryl Fox, PCA Acting Field Unit Superintendent Cal Martin

1. **Call to Order** **8:59 a.m.**

2. **Motion to move the Council Meeting “In-Camera”**
Bryan Matheson/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**
Rob Phillips/Bryan Matheson *Carried Unanimously*

5. **Review and Adoption of Meeting Minutes of October 4, 2019**
Motion to adopt the Meeting Minutes of October 4, 2019 as circulated
Jennifer Wood/Bryan Matheson *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 Updates**
 - Council Vice Chair – next steps
 - Councilors Wood and Phillips will work off-line to determine between the two of them, who will take on the responsibility of the vacant position of Council Vice Chair and report back to the Chair of Council with their decision.
 - Terms of Reference for each Committee of Council
 - The Communications and Community Relations committee have changes to be made to their Terms of Reference and will bring them to the next meeting.
 - Vegetation Management Committee would like to set up on-going communication with PCA’s Vegetation Management team, including Ken Kingdon who heads up the PANP department
ACTION ITEM – PCA to arrange communication between Councilor Matheson and Ken Kingdon, head of PCA’s Vegetation Management team in PANP.
 - Determine an appropriate financial reserve to be maintained by Community Council
 - A motion was made as follows:
That a financial reserve of \$35,000 be established and maintained by the Waskesiu Community Council.
Bryan Matheson/Rob Phillips *Carried Unanimously*

- The following motion was also made:

That Council invest an additional \$15,000 in three (3) separate 12 month redeemable GICs – (3 x \$5000 each, redeemable after 90 days, 1.50%)

Rob Phillips/Bentley Crozier

Carried Unanimously

8. Townsite Report – Gregg Rutten, Townsite Manager, Parks Canada Agency - (See Appendix I attached to these Minutes for a copy of the Townsite Report.)

- Waskesiu Recreation Area Renewal Project - status update
 - This item was covered under the Townsite Report
- Sewer line/ sewer gas issue in portions of the townsite (including Subdivisions 1, 2 & 3, “flower” streets, Baker’s Bungalows, etc.)
 - This item was covered under the Townsite Report
- Waskesiu Winter Festival – 2019 challenges and plans for 2020
 - The WWR cancelled their part of organizing the event in 2019 and, as such, the Festival did not proceed. Council asked PCA if they would have continued to support the event if another organization came forward to organize the event?
PCA agreed that they would.
A lengthy discussion ensued.
- Sewer line back-up issue in Waskesiu Commercial Area (Lakeview, Lake Lodge, etc.)
 - This item was covered under the Townsite Report
- PCA Wildfire Risk Reduction Plans in Waskesiu Townsite – 2020
 - This item was discussed under Agenda item #7 - Other Business Arising from the Minutes
- Timing of main beach breakwater refurbishment
 - PCA confirmed that refurbishment of the breakwater would be undertaken sometime in 2020, hopefully in the spring.

ACTION ITEM: The Townsite Manager is to confirm the timing of the breakwater refurbishment.

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

- a. Email from Waskesiu Chamber of Commerce Vice President – Fall Update
- b. Email letter from Novus Law Group to PCA regarding Kapasiwin Bungalows - Townsite Infrastructure
- c. Correspondence from the Waskesiu Seasonal Residents Association (Chair – Herb Pinder) *
 - Discussion ensued.

ACTION ITEM - Council requests that PCA, by the February 7th Council meeting, provide Council and the WSRA with a listing of all the releasable lots in the townsite (along with a map showing where they are located, if possible). PCA to also confirm whether there is a plan in place to release all or any of the lots in the foreseeable future.
- d. Additional correspondence relating to Kapasawin Bungalows - Townsite Infrastructure
- e. Correspondence from Councilor Darryl Fox - Resignation Letter*

10. Other Business

- Waskesiu Vision 2028 – status update
 - A communication piece has been sent out to the key Waskesiu stakeholder groups updating them on plans for Waskesiu Vision 2028, including a request to save two dates in 2020. There was also a request made, in some cases, for updated lists of their Executive and Board members, and their correct contact information.
 - A list of all the accomplishments from the Vision 2020 & Beyond program was previously circulated to Council members. Council Chair has requested to be informed if anything is missing from the list.
 - A draft of the Implementation Plan for Vision 2028 was also circulated to make sure everything is identified before being shared with the key stakeholder groups.
 - A May 16 meeting has been set up with the key stakeholder groups and their Board/Executive members.
- Heart Lakes third channel into Crean Lake - rock clearing proposal/timing/funding
ACTION ITEM – PCA to provide an update on this potential project at the next Council meeting.
- Crean Lake Camp Kitchen – status update
 - This item was covered under the Townsite Report
- Identify new Chair of Council’s Budget & Finance Committee for 2020
 - The following motion was made:
 That Councilor Matheson be appointed as the Chair of the Budget & Finance Committee effective January 1, 2020.
Rob Phillips/Bentley Crozier ***Carried Unanimously***
- Request by Council Administrator to set up e-transfer capability to pay Council expenses
 - A motion was made as follows:
 That the Council Administrator make all necessary arrangements required in order to set up and process payment of Council meeting expenses by means of e-transfer, with all e-transfer transactions requiring approval from a second authorized signatory (on the understanding that, in most cases, the second signature/approval will be provided by Council’s Treasurer, currently Councillor Jennifer Wood).
Bryan Matheson/Bentley Crozier ***Carried Unanimously***

11. Committee Reports

- **Budget & Finance Committee** – Darryl Fox, Chair
 - No Report
- **Business Relations Committee** – Jennifer Wood, Chair
 - No report at this time
- **Community Planning & Development Committee** – Rob Phillips, Chair
 - No report at this time
- **Communications & Community Relations Committee** – Jim Kerby & Bentley Crozier
 - Terms of reference for this committee are still undergoing some editing, and the WWR situation presents some interesting opportunities for Council and the Waskesiu community.
- **Essential Services - Policing & Fire Committee** – Rob Phillips, Chair
 - Fire Chief report for September/October
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair

12. Next Meeting Date(s) - Friday, February 7th, 2020 – 9:30 a.m. Saskatchewan time

13. Adjournment

1:19 p.m.

Bentley Crozier– Carried unanimously.

APPENDIX I
Waskesiu Community Council Meeting Report
December 16, 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.
- 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.
- **No update at time of report**

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 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 met with developer and building mover. A strategy has been developed which will allow the RTM cabins to be moved through the Park East gate.
- Two cabins are scheduled to move into PANP. One on June 24, and the other on June 28, 2019.
- A move/safety plan is in place and approved by PANP management.
- Engineer stamped plans have been received by PCA for a staff accommodation building. These plans are currently being code reviewed by a third party contractor.
- 3 RTM cabins have been moved onto the Kapasiwin site this fall.
- 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 will be issued after December 13, 2019, once the environmental assessment for the project has been posted for the required 4 week period.**

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.**

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 either by PCA staff or by contract (to be determined).
4. **Cannabis Retail Outlets**
- Changes to provincial legislation, expected to be in place April 1, 2020, will mean that Waskesiu will potentially meet the requirements for a cannabis retail outlet. The restriction of a minimum population of 2500 will no longer be in force.
 - Potential cannabis retail outlets will need to meet all licencing requirements as stipulated by the provincial government.
 - A valid provincial cannabis licence will be a condition of obtaining a business licence for cannabis sales in Waskesiu.

Events

5. **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.
- WRA has agreed to take on the organization of the music festival for 2019 and beyond. A committee has been formed for this purpose. Planning is going well. 6 bands have been confirmed.
 - PCA has initiated a contribution agreement with the WRA to provide \$25K in funding to assist with festival costs for 2019 and the same contribution for up to 2 subsequent years.
 - The festival dates are Friday- Sunday August 23-25, 2019. The main stage music is scheduled for Saturday August 24, 2019.
 - Contribution agreement signed off and funding in place for the PCA portion of the funding for the event.
 - The 2019 Festival attracted approximately 3500 people throughout the day.
 - PCA has received several pieces of correspondence supportive of this year’s event and asking for the event to continue in the future.
 - No complaints received by PCA at time of report.
 - **The first committee meeting for the 6th annual Waskesiu Lakeside Festival was held on December 9, 2019.**

Infrastructure

6. **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.
- **No update at time of report.**

7. 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.
- **No update at time of report.**

8. 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.**

9. 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 Outter 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.**

10. Crean Lake 4 Season Camp Kitchen

- PCA and the Waskesiu Foundation have partnered on the construction of a 4-season camp kitchen at Crean Lake, at the site of the former Warden cabin.
- Construction of the camp kitchen is well underway, with completion expected by mid-October.
- PCA has also installed picnic tables and fire pits in the area to create a new day use area for winter and summer use.
- **Construction of the camp kitchen was completed in October 2019. There will be some final landscaping completed by PCA in the spring of 2020.**

11. Sewer Gas (cottage subdivisions 1, 2 & 3)

Infrastructure inspections on the sewer system are taking place this fall. Included in this inspection is flushing and taking imagery of the sewer to determine if any work needs to be done.

- **A vacuum truck cleared the lines and it unexpectedly suctioned any liquid from the p-traps (drains and toilet) in some cottages. The p-traps in some cottages may be dry which could allow for sewer gas to enter the residence. Sewer gas is common and generally not dangerous at levels that may develop from a dry trap.**
- **Just as a cottage owner pours antifreeze into the p-traps in fall, this process must now be repeated.**
- **This matter was discovered on November 20, 2019.**
- **At this time, Parks Canada and the consultant hired to carry out the inspection are taking steps to replace the liquid in the traps.**
- **PCA has hired a dedicated staff member to coordinate our response to this incident.**

- **Bea Kobialko began work on Monday December 9, 2019, and will coordinate PCA/contractor access to the potentially affected properties (including permission to enter cottages, and the best method to do so (hidden key, mailed key, etc.).**
- **We are gathering contact information and have created a spreadsheet to track all contacts made with leaseholders and the result of the inspection and any required remediation.**
- **Parks Canada takes the safety of residents and visitors as well as infrastructure seriously and is making every effort to remedy this situation as soon as possible.**

12. 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.**

Emergency Services

13. 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.**
- **No update at time of report.**

14. 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.**

Fire Department Report



To: Waskesiu Community Council
From: Les Karpluk (Fire Chief)
Date: October 29, 2019
Report: FIRE Report 14-2019 (Sept-Oct Activities)

Background

This report will provide a summary of the activities for the Waskesiu Fire Department (WFD) for the months of September-October 2019.

Discussion

The WFD is officially into the low visitor season which means the majority of the firefighters have left which leaves us with 7 regular firefighters (including the 3 captains). The training schedule is being refined as we progress into ensuring that basic firefighting skills are maintained while new theory is being introduced and tested.

Throughout the high visitor season the regular firefighters successfully passed the Job Performance Requirements (JPRs) component for Self-Contained Breathing Apparatus (SCBA) and in October they participated in the theoretical component and successfully passed a written examination in SCBA.

The training philosophy on a go forward basis is to “understand the theory, master the skills and pass the examination.” The examination process is conducted in a manner where members are not intimidated by the process. The intent of tracking the theoretical, practical and examination parts of our training is to; (1) to elevate the training and bring a level of professionalism and competency to the fire department, and (2) to be able to demonstrate that the WFD is meeting the Occupational Health & Safety regulations regarding the following;

- *All firefighters receive the training necessary to ensure that the fire fighter is able to carry out safely any emergency operation that the fire fighter will be expected to carry out;*

- *The training is provided by competent persons,*
- *A written record is kept of all training delivered to fire fighters.*

The above requirement from OH&S is a minimum standard and we are moving in the direction to ensure that our regular firefighters exceed those standards and meet the National Fire Protection Association (NFPA) standards by being able to demonstrate skill competencies and theoretical knowledge.

In October three of our members attended the SVFFA fall training held in Swift Current. They attended classes on Firefighter Orientation, Safety, Fire Behavior and Personal Protective Clothing. The members were evaluated on theoretical and practical knowledge and all members passed the written examination. These members gave up their weekend so they could attend the fire school and take the training. Their dedication and efforts are very much appreciated.

A meeting has not been finalized with Lakeland Fire Chief Chris McShammock as scheduling conflicts have occurred. I will continue to push forward on this meeting as a new mutual aid agreement and mutual aid training is essential for the fire protection services for Waskesiu.

In October the new air compressor was installed in the fire department and a delay occurred putting the compressor into service as the existing wiring for the old compressor was not sufficient or up to code for the new one. A review of the tender specifications of four other air compressors indicated that we could not foresee this electrical issue and the delay was unfortunate, but a setback, nonetheless. I have been working closely with Parks Canada staff and the vendor to get the compressor into service so we can fill our air cylinders as the lack of an operating air compressor was concerning.

Moving Forward

The Fire Officer training continues to be developed as this training will benefit the officers in the department and must be developed based upon the necessary skills for being an officer in the Waskesiu Fire Department. The development of any training program is lengthy and will take several months to ensure that the program is developed and

implemented properly. One of the key components of the Waskesiu Fire Officer program will be the evaluation of the theoretical and practical skills.

The development of officer training, policy and procedures for the WFD continues to occur. My annual report to Townsite Manager Gregg Rutten will be available in the next month and a copy will be provided to the Waskesiu Community Council.

Conclusion

This report is a summary of training, administrative duties and planning in the Waskesiu Fire Department for September-October 2019.

Respectfully submitted



Les Karpluk
Fire Chief

Cc: Gregg Rutten Townsite Manager