

WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



DATE: Friday, June 21, 2019
TIME: 9:00 a.m. to 2:00 p.m.
LOCATION: Hawood Inn, Waskesiu – Boardroom

Attending: Jim Kerby, Bryan Matheson, Rob Phillips, Bentley Crozier, Jennifer Wood*, Darryl Fox* (left the meeting at 10:30 a.m.) (*attended by phone)
Also Attending: From PCA – Acting Field Unit Superintendent Cal Martin, Townsite Manager Gregg Rutten
Regrets: Nancy Wood Archer

1. **Call to Order** 9:00 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.
Bryan Matheson/Rob Phillips *Carried Unanimously*
4. **Motion to Adopt the Agenda for the Public Meeting of Council**
Rob Phillips/Bryan Matheson *Carried Unanimously*
5. **Welcome to (and brief self-introduction by) Acting Field Unit Superintendent Cal Martin**
6. **Brief self-introduction of Councillors and Council Administrator**
7. **Review and Adoption of Meeting Minutes of May 10, 2019**
Motion to adopt the Meeting Minutes of May 10, 2019, as amended.
Rob Phillips/Bryan Matheson *Carried Unanimously*
8. **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.
9. **Other Business Arising from the Minutes/Status Updates**
 - **2019 AGM**
 - Review final plans for 2019 Council / WSRA AGM format with PCA
Set up and sign-in procedures were discussed.
 - Confirm Councillor and PCA attendance at meeting
All Councillors present at today’s meeting agreed to attend the meeting. The Acting Field Unit Superintendent Cal Martin and the Townsite Manager Gregg Rutten will be attending on behalf of PCA.
 - Identify and confirm Councilor(s) responsible for the presentation of Council’s Financial Report – **ACTION ITEM:** Councilors Fox and Wood to decide who will present the Council’s Financial Statements at the AGM and will report their decision to Council Chair as soon as possible so the AGM Agenda can be completed.

10. 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:

3. Staff Accommodation Strategy

A decision was made to set up a half day meeting and invite a member of the PCA Realty staff to provide PCA's policy details.

The Chief of National Realty is available and will participate in this meeting when it is scheduled.

11. Townsite Issues Requiring Clean-up / Improvement

- a. Storage container and stacked building materials on vacant lot beside the Lakeview Hotel
PCA agreed to speak to the owners to clean up the area and remove the storage container.
- b. Fenced in propane tank adjacent to the Waskesiu Community Hall – can it be removed?
PCA will have the tank removed since it is no longer being used.
- c. PCA property on Kingsmere Drive, Prospect Point – yard maintenance issues. The Townsite Manager was now aware of this issue and will take steps to address it.

12. Staff Housing – update from PCA, next steps & timing

This item was covered under the Townsite Report.

13. Correspondence (for information only unless otherwise noted):

- a. Correspondence received from Waskesiu Chamber of Commerce President (Formal Proposal for Waskesiu.org Sponsorship Funds)
- b. Correspondence from Ross Hewitt (regarding Borealis Farm Initiative)
- c. Correspondence from Ross Hewitt of the Elk Ridge Community Owner's Association (proposed Elk Ridge to Waskesiu trail)

14. Presentation of Waskesiu Recreation Association Inc. (“WRA”) Financial Statements (for the fiscal year ended December 31, 2018). **11:00 a.m.**

Following (1) an in-person presentation of the WRA's Financial Statements for the year ended December 31, 2018 to Council (in Council's role as one of the two members of the WRA), and (2) questions from members of Council regarding the Financial Statements and the WRA's future plans, a motion was made to accept the WRA financial statements as presented.

Rob Phillips/Bryan Matheson

Carried Unanimously

15. Approval of the Waskesiu Community Association Inc. Financial Statements* (for the fiscal year ended March 31, 2019)

A motion was made to approve the Waskesiu Community Association Inc. financial statements in the form prepared by Virtus Group LLP and presented to the Board.

Bryan Matheson/Bentley Crozier

Carried Unanimously

16. Review and discussion regarding:

- a. Proposed “Sponsorship & Donation Policy (2019)”
This item to be deferred to a future Council meeting when all Council members are present.

- b. Identify an appropriate reserve to be maintained by the Community Council. This item will also be deferred to a future Council meeting when all Council members are present.

17. Other Business

Chamber of Commerce - Proposal for Waskesiu.org Sponsorship Funds

A motion was made to pay \$4,000.00 in 2019 to the Waskesiu Chamber of Commerce in support of their proposal for Waskesiu.org Sponsorship Funds, and to review the "Sponsorship & Donation Policy (2019)" at a subsequent meeting and determine future funds to be made available to the Chamber in support of this initiative.

Bryan Matheson/Bentley Crozier

Carried Unanimously

18. Committee Reports

- **Budget & Finance Committee** – Darryl Fox, Chair
 - Confirm Council's June 10th Decision (utility rates for 2019)
Council's decision on June 10th, 2019 regarding Waskesiu townsite Utility fees for 2019 was re-affirmed by Council.
- **Business Relations Committee** – Darryl Fox, Chair
No report given
- **Community Planning & Development Committee** – Jim Kerby, Chair
No report given, however the Chair advised that next steps relate to the Waskesiu "Vision 2028" initiative, along with matters arising out the staff housing discussions.
- **Communications & Community Relations Committee** – Rob Phillips & Bentley Crozier
 - Update regarding Committee progress respecting Part 2 of the Waskesiu Communications Plan – Councillor Phillips reported that a meeting is scheduled with Carla Flaman.
 - **ACTION ITEM:** Councilor Phillips, working with Councilor Crozier, are to confirm the list of participants on or assisting the Committee, and next steps
- **Essential Services - Policing & Fire Committee** – Nancy Wood Archer, Chair
 - Support for the Waskesiu Volunteer Fire Department (equipment purchases)
Parks Canada reported that they are willing to match up to \$6,000.00 of funds raised by the Waskesiu Foundation.
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
Council Matheson advised Council regarding some of the steps taken to date and that this would be a very interesting year for Vegetation Management and FireSmart initiatives in Waskesiu.

19. Next Meeting Date(s)

- **July 28, 2019** – 10:00 a.m. AGM at Terrace Gardens

20. Adjournment

1:02 p.m.

Bentley Crozier/Rob Phillips

Carried Unanimously

Waskesiu Community Council Meeting Report
June 21, 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 submitted a permit application for development of additional dry boat/trailer storage that will be offered to seasonal residents at discounted rates.
- **No update at time of report**

2. Cabin Area Water Valves

- PCA utility staff have replaced 225 water valves in the cabin area that were visibly damaged due to freezing.
- Staff plan to charge the water lines the week of May 6, 2019 to test the system and monitor for any further breaks/leaks. These dates are weather dependant.
- **Repairs largely complete. There may be the occasional repair required for cabin owners who have not turned on the water yet.**
- **PCA townsite staff are working with utilities staff to identify and correct situations where the water service connection is not easily accessible to utilities staff for start-up and shut-down operations.**

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. 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.
 - b. Developers working to complete submissions required prior to the issuance of a building permit for 6 new rental cabins at the Kapasiwin bungalow camp.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. **Two cabins are scheduled to move into PANP. One on June 24, and the other on June 28, 2019.**
 - g. **A move/safety plan is in place and approved by PANP management.**
 - h. **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.**
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.
 - **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.
4. Townsite Noise Complaints
- On April 30, 2019 a meeting was held with the PCA townsite manager, law enforcement supervisor, RCMP staff sergeant and the president of the Waskesiu Chamber of Commerce.
 - At this meeting it was confirmed that for noise complaints in the Waskesiu commercial area and the staff housing areas, complainants should contact the RCMP for response.

- The RCMP would appreciate support from the PCA law enforcement branch when responding, but it is not mandatory.
 - PCA townsite manager committed to meeting with commercial operators prior to the operating season to outline expectations and discuss past issues.
 - PCA has confirmed that a business licence may be suspended in the case of repeat complaints.
 - **No update at time of report. No noise complaints received by the townsite office this year to date.**
5. Cannabis Consumption – Restaurant Patios/Decks
- PCA has received confirmation that as per Provincial laws Cannabis consumption is prohibited on commercial restaurant/bar patios and/or decks.
 - This is the case even if the business allows the smoking of tobacco products on the patio/deck.

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.
- 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.**

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 complete.
 - i. 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.
 - j. **No update at time of report.**
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.
 - **No update at time of report.**
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.
 - **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 Otter Limits fun run to alter their normal routes. Event coordinators have been informed of this situation.**

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.**