

WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



DATE: Friday, February 7, 2020
TIME: 9:30 a.m. to 2:00 p.m.
LOCATION: Hawood Inn, Waskesiu – Kingsmere Hall

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

ALSO ATTENDING: From PCA – Field Unit Superintendent Cal Martin*, Townsite Manager Gregg Rutten (*attended by phone) (**joined the meeting by phone at 10:45 a.m.)

1. **Call to Order** **9:30 a.m.**

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

3. **Motion to terminate “In-Camera” portion of the Council Meeting** **10:30 a.m.**
Rob Phillips/Bentley Crozier ***Carried Unanimously***

4. **Adoption of Agenda for the Public Meeting of Council**
Bentley Crozier/Rob Phillips ***Carried Unanimously***

5. **Review and Adoption of Meeting Minutes of December 16th, 2019**
Motion to adopt the Meeting Minutes of December 16, 2019 as circulated.
Rob Phillips/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**
 - Election of Council Vice Chair (Rob Phillips)
Motion:
“That Rob Phillips be elected as the Vice Chair of Council to hold office until the first meeting of Council following the 2020 annual general meeting.”
Jennifer Wood/Bentley Crozier ***Carried Unanimously***

 - Status Update – rock clearing proposal/timing/funding (Heart Lakes third channel into Crean Lake)
- PCA’s Asset Manager has had environmental reviews completed by PCA and is now waiting for approval from the Department of Fisheries & Oceans to do the work when the ice is off this spring. This is a joint project – Parks Canada is contributing the equipment and staff time, and a group (including, among others, Rick Lokken and George Ritchie) is partnering with PCA to complete this project.

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

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

- a. December 12, 2019 and January 30, 2020 correspondence from Tim Longworth (regarding future of the WWR)
- b. Correspondence from Carla Flaman of PCA (regarding leveraging marketing opportunities) and proposed meeting on February 7th at 2:30 p.m. in Waskesiu
- c. Other correspondence, if any.

10. **Revision to Motion made at the December 16th Council Meeting**

Moved that the December 16th Council Motion be revised to read as follows:

“That Council invest an additional \$10,000 in two (2) separate 12-month redeemable GICs – (2 x \$5000 each, redeemable after 90 days, 1.50%), and that the Council Administrator is hereby authorized and directed to take such steps, and complete such documentation, as may be necessary to give effect to this motion.”

Rob Phillips/Bentley Crozier

Carried Unanimously

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

- Final review and sign off regarding draft Waskesiu Vision 2028 “Community Action Plan” checklist (for delivery by March, 2020 to key stakeholder groups)
ACTION ITEM: PCA to respond back to Council before the end of February to let Council know if the draft Waskesiu Vision 2028 Community Action Plan is acceptable to PCA as drafted. If Council does not hear from PCA the Chair will assume consent.
- “Vision 2020 & Beyond” list of completed items – approved for delivery to key stakeholder groups
- Confirm contact information – Key Stakeholder Groups
- Discussion of next steps, and reminder of key 2020 meeting dates for “Waskesiu Vision 2028”
- Discuss list of proposed invitees – including (1) Elk Ridge and (2) Others?
- Lengthy discussion ensued. The Chair will invite the key stakeholders identified on the contact information sheet circulated to Council, provided that (1) the WWR will not be invited because that organization is in the process of winding down; (2) the marina will be invited as part of the Waskesiu Chamber of Commerce membership; and (3) subject to further discussion, Elkridge may be invited as an observer, and it is likely that no other groups (outside of Waskesiu) will be invited at this next stage of the process.

12. **Other Business**

- Request for appointment of Raychel Moore as a new WRA Director:

“BE IT RESOLVED THAT:

- (1) *Raychel Moore be elected as a director of the Waskesiu Recreation Association Inc. (the “WRA”) to hold office until the next annual meeting of the member(s) of the WRA, or until her successor may be elected; and*
- (2) *The Chair of Community Council is hereby authorized and directed to take such steps and complete such documentation as may be necessary to give effect to this resolution.”*

Bentley Crozier/ Rob Phillips

Carried Unanimously

- The Chair advised Council about the 2020 “First Nation Language Program in Waskesiu” – which is being presented by Friends of the Park. A discussion ensued.

13. Committee Reports

- **Budget & Finance Committee** – Bryan Matheson, Chair
No report.
- **Business Relations Committee** – Jennifer Wood, Chair
No report.
- **Community Planning & Development Committee** – Rob Phillips, Chair
No report.
- **Communications & Community Relations Committee** – Jim Kerby & Bentley Crozier
The Committee members met on February 6, 2020 to discuss next steps, including the opportunities associated with potentially acquiring the WWR assets. The Committee members agreed to pursue that opportunity, and also agreed that there would be no amendments made to the Committee Terms of Reference at this time. A discussion then ensued with Council members regarding the WWR Assets, and it was agreed that Council would seek a collaborative, community approach to securing those assets for the benefit of Waskesiu. The C&CR Committee will spearhead the approach on behalf of Council, and the Chair will keep Council updated as to progress.
- **Essential Services - Policing & Fire Committee** – Rob Phillips, Chair
 - Councilor Phillips reported that he will be meeting with Waskesiu RCMP Sgt. Renee Giroux after today’s meeting and will request him to provide an update twice a year to Council.
 - Councilor Phillips is waiting for the Les Karpluk, Waskesiu Fire Chief to return his call. Councilor Phillips is wanting to arrange a tour of the Waskesiu Firehall for Council members.
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
PCA asked to have Glenn Rupert, PCA Fire Management Specialist added to the Council’s March 20th meeting agenda. Mr. Rupert will do a presentation on the Fire/Smart and Prescribed Burn Programs.
ACTION ITEM: Glenn’s Rupert’s presentation on the Fire/Smart and Prescribed Burn Programs to be forwarded to Council prior to the March 20 meeting.

14. Next Council Meeting Date - Friday, March 20, 2020 (in Waskesiu)

15. Other 2020 Meeting Dates:

- Friday, May 15 – Regular Council meeting
- Saturday, May 16 – “Waskesiu Vision 2028” Stakeholder Meeting
- 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 pm)
- Sunday, July 19 - Joint AGM with WSRA at Terrace Gardens
- Saturday, August 1 – Council By-Elections
- Sunday, August 9 – Waskesiu Community Open House – “Waskesiu Vision 2028”

16. Adjournment

1:32 p.m.

Motion to adjourn made by Bentley Crozier.

Carried unanimously

APPENDIX I

Waskesiu Community Council Meeting Report
February 7, 2020
Prepared by: Gregg Rutten, Townsite Manager
Meeting Location: Hawood Inn, Waskesiu

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

Cabin and Cottage Areas

1. Waskesiu Townsite Parking Strategy

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

- Further work is required on a strategy for the cabin and cottage subdivisions in Waskesiu. Such a strategy will be developed with input from the Waskesiu Seasonal Residents Association and the Waskesiu Community Council for implementation post 2017.
- PCA asset staff installed 4 signs (“30 minute parking”) around the fish shack on Lakeview Drive. Remaining signs to be installed in 2-3 vehicle stalls in front of Waskesiu Trading Company in spring.
- Townsite manager will meet with representatives of the WSRA to determine next steps regarding a parking strategy for the cabin and cottage subdivisions.
- PCA and WSRA Representatives will meet to discuss cabin/cottage area parking on February 8, 2019.
- PCA and WSRA representatives will be meeting in late April to discuss parking, potential amendments to the Cabin Development Guidelines, and National Energy Code requirements.
- PCA confirming a meeting date with the WSRA.
- Waskesiu Marina has been issued a building permit for development of additional dry boat/trailer storage that will be offered to seasonal residents at discounted rates.
- **No update at time of report**

2. Yard Waste Directive

- **PCA has proposed updates to the Yard Waste directive in an effort to:**
 - a) minimize the amount of yard waste piled next to garbage cans, and
 - b) create efficiencies for PCA staff time for collection of yard waste.

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.**

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.**

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.**

Events

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.**

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.**

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.**

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 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.**
- **Scheduled completion date is still planned for May Long weekend, but PCA is preparing for possibility of delays into June due to contractor.**

5. Crean Lake 4 Season Camp Kitchen

- PCA and the Waskeiu 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. The will be some final landscaping completed by PCA in the spring of 2020.**

6. 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 Kobiialko 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.
- **Project is complete, all affected cottages have been checked and remedied as required. All cottage owners have been contacted.**

7. 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.

8. 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.**

9. 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.**

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.**

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.**

Additional Discussion

1. Lots for Potential Release

PCA provided Council with a number of maps regarding select portions of the townsite, illustrating where lots are available for potential release by PCA. The areas included were Parcel X (the Cabin area), Prospect Point, Subdivision 3, and the “core” Commercial Area downtown. There are no lots available for potential release in Subdivisions 1 or 2. A number of questions were posed by Council, and a lengthy discussion ensued. It was agreed that the Chair would provide PCA with a list of questions arising out of the review, with the plan being that PCA would review the questions and try to have answers in place for the March meeting of Council. The ultimate goal is to provide the maps, the questions and the answers to the WSRA in March or April, as this matter will be raised at the “Waskesiu Vision 2028” meeting on May 16th. **ACTION ITEMS:** (1) Council Chair to provide a list of questions to PCA following the meeting; and (2) PCA to review the questions and provide written answers to Council in time for the March meeting of Council.