

WASKESIU COMMUNITY COUNCIL

PUBLIC MEETING MINUTES



DATE: Wednesday, July 29, 2020
TIME: 9:00 a.m. to 1:00 p.m.
LOCATION: Waskesiu Lake Lodge Meeting Room

Attending: Jim Kerby, Bryan Matheson*, Rob Phillips*, Bentley Crozier**, Jennifer Wood**
Also attending: From PCA – Field Unit Superintendent Cal Martin, Townsite Manager Gregg Rutten
(*attended by phone) (**attended initially by phone and subsequently in-person)

1. **Call to Order** 9:00 a.m.
2. **Motion to move the Council Meeting “In-Camera”**
Rob Phillips/Jennifer Wood *Carried*
3. **Motion to terminate the “In-Camera” portion of the Council Meeting** 10:00 a.m.
Bryan Matheson/Bentley Crozier *Carried*
4. **Motion to Adopt the Agenda for the Public Meeting of Council (as amended)**
Bentley Crozier/Rob Phillips *Carried*
5. **Motion to Adopt the Public Meeting Minutes of June 26, 2020 as circulated**
Bentley Crozier/Rob Phillips *Carried*
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. **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:

Infrastructure

4. Beach House Washroom and Shower Replacement
-The new proposed date for completion of the Beach House is August 20, 2020.

Additional Townsite Information

1. Health Inspector’s Report
Two types of health inspections were performed this year in Waskesiu.
 - The Standard Inspection was performed with no critical deficiencies reported; and
 - A Covid-19 Inspection was performed with no major deficiencies reported as well. A lot of time was, however, spent offering suggestions, such social distancing tips and regarding the benefit of the use of masks and gloves to help increase the confidence of customers respecting how food handling was being done.

8. **Proposed Amendment to Waskesiu Community Association Inc. Bylaws** (to Permit Electronic Meetings of Members)

- The following motion was made to amend the Waskesiu Community Association Inc. Bylaws to permit electronic meetings of members when deemed necessary by Council, namely:

“That the Board of Directors of the Corporation may, by resolution, where it considers it to be necessary due to exceptional circumstances, determine that any annual general meeting of Members or special meeting of Members shall be held by means of conference telephone, video conference, or any other communication facilities by which all Members participating in such meeting can hear each other and participate. A Member participating in the annual general meeting or special meeting in accordance with this subsection shall be deemed to be present at the meeting and shall, unless disqualified for any other reason, be counted in the quorum for such meeting and be entitled to speak and vote at such meeting. Notwithstanding any other provision hereof, the chair of the annual general meeting of Members or special meeting of Members may adapt any procedures for the annual general meeting or special meeting, including the voting procedures to be followed, to accommodate the manner in which the annual general meeting or special meeting of Members is to be held.”

Rob Phillips/Jennifer Wood

Carried

9. Approval of Waskesiu Recreation Association Inc. (WRA) 2019 Financial Statements

A written presentation was submitted by the WRA Treasurer requesting the approval and adoption by Council of the WRA's 2019 Financial Statements, in Council's capacity as the sole member of the WRA:

Motion:

“That the Financial Statements for the most recent fiscal year of the WRA, in the form prepared by Virtus Group LLP and presented to this meeting, be approved and adopted.”

Bryan Matheson/Bentley Crozier

Carried

Waiver of Appointment of Auditor / Appointment of Virtus Group LLP to prepare Review Engagement Financial Statements on behalf of the WRA:

Motion:

“That the WRA dispense with the appointment of an auditor for the current fiscal year and appoint Virtus Group LLP to prepare the Corporation's financial statements for the current fiscal year on a review engagement basis, with Virtus Group LLP's remuneration to be determined by the Board of Directors of the WRA.”

Bryan Matheson/Bentley Crozier

Carried

10. Approval of 2020/2021 Townsite Utility Rates (Water, Sewer & Garbage)

Based on the information provided by Brenda Georget of Parks Canada to the Waskesiu Community Council in July, and on the recommendation from the Budget and Finance Committee of Council, it was moved that the 2020 utility rates be based on the five-year amortization figures presented by Parks Canada, and that the related amounts would be incorporated into the 2020 utilities budget, and this year's utility billing process, with the 2020 utility fees (water, sewer, garbage) to be as follows:

	Water	Sewer	Garbage
Large hotel (based on 12 months)	7911.01	9149.61	3845.99
Retail store	439.68	400.30	842.63
Cottage/Cabin	159.41	192.86	132.30

Rob Phillips/Bentley Crozier

Carried

As discussed by Council with Brenda Georget of Parks Canada earlier in July, Council would still like to better understand why the sewer rates in particular have risen so much over the last two years, and a request was made to have Parks Canada get back to Council in August with a full explanation in that regard.

ACTION ITEM: Budget approval email to be sent to Brenda Georget of Parks Canada on behalf of Council along with a request for additional information from Parks Canada related to the rapid increase in sewer rates during the last two years.

11. Covid-19 Mobile Test Site in Waskesiu – August 7th

- A Saskatchewan Healthy Authority Covid-19 Test Site will be set up in Waskesiu on Friday, August 7th from 1 p.m. to 4 p.m. in the Community Hall parking lot.
 - The Saskatchewan Health Authority will be open to referrals from the HealthLine 811 or walk ups.
- A poster is being sent to PCA and will be circulated to Council, the WSRA and the Chamber.

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

- Emailed received June 29th from Gary Bender regarding the Staff Housing Complex Proposal
- Email received July 4th from Laura Lacoursiere through the Waskesiu.org website
- Email received July 11th from Dr. Dawn Brown through the Waskesiu.org website
- Face Book message received July 11th from Erin Heck Schmalz
- Email received July 27th from Waskesiu Fire Chief – May to July 2020 Report

a. Waskesiu Vision 2028 – Status Update & Next Steps

- Council has heard back from almost all of the Key Stakeholders (other than PCA and Friends of the Park) so the next step is to track down the final inputs and then collate all of the information gathered.
- Council is still planning an in-person meeting with representatives of all the Key Stakeholders, hopefully in the fall.

13. Other Business

• Metal Recycle Bin

- Councilor Crozier expressed his concern, and the concern of others, regarding the mess of metal waste (stoves, fridges, BBQ's, lawn mowers, etc.) that has been placed beside the roll-off garbage bin in the recycling area. He shared emails from a supplier in Saskatoon who is prepared to bring in a metal recycle bin to Waskesiu at no charge.

Discussion ensued and Council was supportive of moving in this direction if possible, as the current look of the area is unacceptable. Parks Canada will consider this opportunity, and others, and get back to Council.

• Utilizing Spruce Ridge Trailer Park to its maximum potential for staff housing

- Councilor Crozier suggested Parks Canada review the Spruce Ridge Trailer Park area and create a plan to utilize the entire area to its maximum potential before proceeding to an alternative staff housing plan.

Discussion ensued.

- **Summer Newsletter**

- A summer newsletter, published by Prince Albert National Park, was shared at the meeting and will be circulated and posted on waskesiu.org. The publication received favorable reviews from Council.

- **Overflow Campground Potential**

- Councilor Wood brought forward a suggestion that, with the shortage of rental rooms in Waskesiu, perhaps the Overflow Campground could be expanded, upgraded, with utilities added, etc.

Discussion ensued.

- Superintendent Cal Martin suggested he will have internal discussions with the staff and bring the results back to Council.

14. WCC Annual General Meeting – Sunday, August 9th at 10 a.m.

- Due to Covid-19 challenges, Council will hold an abbreviated annual general meeting, with the business conducted limited to those items required to meet the legal requirements for our AGM followed by a “**Q & A Session**”, during which participants can ask questions of Council, Superintendent Cal Martin, or Townsite Manager Gregg Rutten.

- It was noted that Council requires 25 people for a quorum to approve the annual Financial Statements, the waiver of an auditor, and the 2019 AGM Minutes, so Council Chair asked each Councilor to encourage members of the community to call in to the meeting.

15. Other 2020 Meeting Dates/Key Dates:

- a. “**Waskesiu Vision 2028**” - Meeting Date with Key Stakeholders – TBD

- b. Meeting with Waskesiu Chamber of Commerce Board – TBD

- c. Meeting dates for balance of 2020 – TBD –

ACTION ITEM: Council Chair and Administrator to select dates for the balance of 2020 and poll Council members, PCA Superintendent and the Townsite Manager for availability

16. Adjournment

12:25 pm

Jennifer Wood/Bentley Crozier

Carried

APPENDIX I

Waskesiu Community Council Meeting Report
July 29, 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.
- 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.

No update at time of report

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, implementation delayed until spring 2021.
- 2012 Yard Waste Directive is in effect.
- **Copy of PCA proposed changes to Yard Waste Directive has been provided to Council for their information/review.**

3. Cabin Area Swales

- PCA has engaged a contractor to install weeping tile in 4 drainage swales in the cabin area.
- The swales were selected based on the areas that have the poorest drainage.
- Work will commence as soon as moisture conditions allow.

- Work will be completed with a walk behind trencher and hand tools in order to minimize damage to surrounding land.
- **Work Scheduled to commence August 15, 2020**

Commercial Development/Business Licencing

4. 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
- Installation of deep water and sewer is underway.
- PCA has received some feedback expressing concern over damage to the cycling/walking path surface (old road).
- Repairs to any damage as a result of this project are the responsibility of the leaseholder to repair. PCA has contacted the leaseholder to establish a timeline for the repairs.
- **No Update at time of report**

5. 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.**

6. Black Spruce Gallery

- PCA is in the process of approving a food service operation as an ancillary business to the gallery business.
- The proposal includes a stand alone "food service cart/trailer".
- This use is allowed only because there is already a primary building on the site.

- PCA will consider similar proposals from other lessees with fixed roof buildings on their leaseholds.
 - This is consistent with other Parks Canada townsites.
 - For clarity, the proponent has completed an addition to the primary building which includes a public washroom and commercial food storage and preparation areas. The proposal was vetted by a Provincial Health Inspector to ensure compliance with all applicable health and safety codes prior to PCA approval.
 - Work continues on this project.
 - **No update at time of report.**
7. Staff Accommodation Strategy
- **The Waskesiu Chamber of Commerce has withdrawn their proposal to build a work camp style staff accommodation area.**
 - **PCA will re-schedule construction of additional RV sites as an expansion of the Spruce Ridge Trailer Park.**
8. Elk Street Licences of Occupation
- **With the cancelation of the Chamber of Commerce housing plan, PCA will renew its efforts to issue 1-year licences of occupation to Elk Street Residents.**
9. Commercial Rent Relief Program
- PCA nationally has announced a rent relief program for commercial lessees in National Parks Across the country to assist with Covid related loss of revenue.
 - PCA locally will distribute the application form and related information to local leaseholders.
 - Applications must be received by PCA by August 31, 2020.
 - **Letters and application forms have been sent out to all commercial head lessees in Waskesiu.**
 - **At time of report 7 applications have been received.**

Infrastructure

10. 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.
- **No update at time of report.**
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11. 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.
- **No update at time of report.**

12. 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 has been posted.
- Townsite manager will be the PCA liaison for this project once a tender is awarded.
- Bids came in higher than anticipated for this project. PCA is working with the Recreation Association on options for the project.
- **Discussions are ongoing between PCA and the Waskesiu Recreation Association to determine the best path forward for this project.**

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

14. 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.
- An independent insurance adjuster has been engaged to review the claim submitted to Parks Canada.
- **PCA continues to work with the leaseholder to finalize this claim.**

15. Changes to Materials – Recycling

- Crown Shred, the company that sorts and markets recycling materials collected in Waskesiu has recently announced changes to some of the materials they accept.
- #1 Plastic and plastic film/grocery bags are no longer accepted in the recycling stream.
- PCA has developed signage for the recycling bins, and with the assistance of the WCC and Chamber, information has been sent to leaseholders and placed on waskesiu.org.
- **PCA has been informed by the North Central Saskatchewan Waste Management Corporation that in fact, #1 Plastic and grocery bags are still acceptable for recycling in our region. PCA was given incorrect information regarding the status of these materials in our region.**