

WASKESIU COMMUNITY COUNCIL
PUBLIC MEETING MINUTES



DATE: Friday, February 7, 2025
TIME: 9:00 a.m. – 1:00 p.m. (Saskatchewan Time)
LOCATION: Virtual (via ZOOM)

Attending virtually from Council: Councillor Jim Kerby (Chair), Councillor Rob Phillips (Vice Chair), Councillor Jennifer Wood (Secretary/Treasurer), Councillor Bentley Crozier, Councillor Jacqueline Archer, and Councillor Bob Cyr.

Attending virtually from PCA: Acting Waskesiu Townsite Manager Scott Nesbitt and Asset Management Advisor Daniel Fehr.

Regrets: Field Unit Superintendent Jennifer Duquette

Absent: Councillor Linda Lavallee

1. Call to Order **9:04 a.m.**

2. Motion to move the Council Meeting “In-Camera”
Jacqueline Archer/Rob Phillips *Carried*

3. Motion to terminate the “In-Camera” portion of the Council Meeting **10:00 a.m.**
Bob Cyr/Jennifer Wood *Carried*

4. Land Acknowledgement

On behalf of the Waskesiu community, we acknowledge that we are on the traditional lands of the Cree Peoples, signatories to Treaty 6, and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this special place and reaffirm our relationship with one another.

5. Motion to Adopt the Agenda for the Public Meeting of Council as circulated
Jennifer Wood/Jacqueline Archer *Carried*

6. Motion to Adopt the Meeting Minutes of December 11, 2024 as circulated
Bentley Crozier/Bob Cyr *Carried*

7. 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. (*See attached list of updated Action Items*).

8. Townsite Report – Scott Nesbitt, Acting Townsite Manager - See the February 7th, 2025 Townsite Report* (*The full history and most recent updates accompanying these Minutes.)

9. Aquatic Invasive Species (“AIS”) & Related Matters:

- a. Brief Status Update on PANP’s AIS “Phase 1” Prevention Program Launch – Acting Waskesiu Townsite Manager Scott Nesbitt & Council Chair
 - Council asked when the PCA materials for the “Phase 1” prevention program would be ready to provide to Waskesiu community members and the public in general?
 - The Townsite Manager replied that some of the communication products are still being finalized

and need to be printed, so they probably won't be ready late April or early May. The "key message" documents for Phase 1 of the campaign are, however, very well advanced and should be available quite soon to share with the Waskesiu community and the public in general.

b. Waskesiu Foundation "AIS Defence Fund" / Decontamination Unit Fundraising Campaign -

- Council Chair reported that the Waskesiu Foundation is already proceeding to order 2 additional AIS decontamination units, which will be delivered the same time as the decontamination unit that was ordered by PCA (all three (3) units are being manufactured by the same company).

The Foundation intends to launch a fundraising campaign to raise funds to help pay for the 2 extra decontamination units, and any excess funds from the campaign will be held to provide additional support to battle Zebra mussels and other AIS threats as needed.

A newsletter will be coming out from the Waskesiu Foundation within a day or so which will (among other topics) introduce the AIS issue and refer to the upcoming fundraising campaign, but the Foundation will not formally launch the AIS fundraising campaign until February 15th. That campaign will be targeted in scope and will end by May 1, 2025.

There has already been discussion during Council's in camera session today that Council is willing to provide financial support for the "AIS Defence Fund" campaign and will encourage other key stakeholder organizations to do the same.

Motion - AIS Decontamination Unit – Waskesiu Foundation Fundraising Campaign

Be it resolved:

(1) That the Waskesiu Community Council agrees to support the Waskesiu Foundation's AIS fundraising campaign by donating to the Waskesiu Foundation the sum of \$5,000 on or before April 30, 2025, with the primary purpose of such donation being to help fund the acquisition by the Waskesiu Foundation of two (2) additional AIS decontamination units (to be donated by the Waskesiu Foundation to Parks Canada) and, if any excess funds are raised, the establishment by the Waskesiu Foundation of an "AIS Defence Fund".

(2) That payment of such donation to the Waskesiu Foundation will be arranged by the Council's Administrator, Noreen Matthews, together with the Treasurer or the Chair of the Board.

Bob Cyr/Rob Phillips

Carried

ACTION ITEM: When advised by the Council Chair, Council Administrator to process a \$5,000 donation to the Waskesiu Foundation's "AIS Defence Fund" fundraising campaign.

c. Importance of Community Leaders and Key Stakeholder Organizations "Being Invested" in this Fight (and being seen to be "invested" in this fight) – there was discussion regarding this point and general support and agreement that it was important. This includes confirming the support of other organizations in Waskesiu (such as the Chamber, WSRA, and others) - hopefully all coming on board to support the campaign. It also includes personal donations, and even a willingness on the part of PCA officials to consider donating to the campaign, all in an effort to help convey the importance of

this AIS fight – and being a shared community responsibility – and will evidence that we are all in this together.

10. Waskesiu Breakwater Discussion Refurbishment & Other Options – PCA & Council Initial Discussion

- Council Chair reviewed the report and asked for details on the repairs that need to be made.
- A very lengthy discussion ensued. The breakwater itself is structurally sound – but there are some maintenance and repairs to the base of the structure required. Parks Canada has been asked to consider whether a surface repair/coating product that Councillor Rob Phillips has obtained could be received, reviewed by PCA, and hopefully approved for use in the Park (i.e.) the request from Council is to obtain confirmation that the product would be permitted for use in PANP on the breakwater (assuming there was funding in place to do the work, Park approvals (including environmental approvals) were in place, and all development permits were in place).
- This agenda item will be carried over to the March 24, 2025 Public Meeting Agenda.

11. Making Plans for the PANP 100th Anniversary Commemoration in Waskesiu (August 2028)

- a. Major Project(s)
- b. Event Planning
- c. Next Steps

- This agenda item will also be carried over to the March 24, 2025 Public Meeting Agenda.

ACTION ITEM: Council Administrator to add the February 7, 2025 Meeting Agenda items #10 and #11 to the March 24, 2025 Meeting Agenda.

12. Boreal Saunas Licensing & Other Issues – Brief Update (Councillor Archer)

- Councillor Archer thanked the Townsite Manager for attending the meeting with the owners of the Boreal Saunas business and for providing clear and concise information on the regulations that apply to bringing portable, wood burning saunas into the townsite. There is still one unresolved issue because the owners have requested a public apology from PCA.
- Councillor Archer will report back to the owners to tell them the issue was addressed once again at the February Council meeting and to also let them know that the Townsite Manager will discuss this further with them if they wish.

13. “Discover Waskesiu” DMO – Brief Update (Councillor Cyr)

- The “Discover Waskesiu” DMO working group of three members (Bob Cyr, Jim Kerby & Brent Hamel) continue to meet. They believe that re-introducing a DMO is a good opportunity for Waskesiu.
- The group met with Tourism Saskatchewan senior officials, including the CEO, in December. In January Tourism Saskatchewan (via their CEO) offered to assist the community with the preliminary set up of the new DMO organization.
- Next steps - the DMO working group will be reaching out to the key stakeholders in the Waskesiu community, particularly the year-round accommodation providers and eventually all Waskesiu businesses to determine what would work the best for the community.
- This initiative is already supported in principle by the Waskesiu Chamber board and the Waskesiu Community Council. The DMO working group has shared a discussion paper with PCA and plans to continue to keep PCA aware of their progress. The DMO working group would like to understand at some point this

spring what role PCA would like to play in relation to the new DMO.

- The plan is to have the new DMO created in 2025 and be functional in time for the townsite's winter marketing and communication offerings.

14. Updated List of Waskesiu's Major Non-Profit Organizations and Key Contacts – (Council Chair)

- a. Update regarding recruitment of a new Chamber Manager/Administrator
 - The new Chamber Manager/Administrator is Camille Reid, a full-time resident of Waskesiu.
- b. New WRA Manager (effective February 1, 2025)
 - The new WRA Manager is Heather Kerby. A background document was delivered to Council by the WRA.
- c. New Waskesiu Golf Course Superintendent (effective January 2025)
 - The new Waskesiu Golf Course Superintendent is Blaine Fagnou, former Elk Ridge Golf Course Superintendent.

ACTION ITEM: Administrator to the list of Waskesiu Stakeholders and, once that is complete, provide the updated version to PCA and to Council.

15. Next Meeting Dates for Council

- a. Monday, March 24
- b. Monday, May 12
- c. Friday, June 13
- d. Sunday, July 13 – AGM – Terrace Gardens, Waskesiu

16. Other Business (if any)

- There was no other business.

17. Motion to Adjourn

Motion made by Rob Phillips

Carried

12:35 p.m.

Action Items (From the February 7, 2025 Council Meeting)

ACTION ITEM: Administrator to add the following items to the WCC March 24th Meeting Agenda:

- (1) PANP Tree Removal Procedure document and related discussion.
- (2) Meeting Agenda items #10 and #11 from the February 7, 2025 Meeting Agenda.

ACTION ITEM: Administrator to update the contact list of Key Waskesiu Stakeholders once complete contact information (including the correct spelling of the new Chamber Administrator's name and email address) has been received from Councillor Archer.

ACTION ITEM: Council Chair or Vice Chair to make arrangements with PCA to present their "AIS Phase I" information to Council (and, perhaps, to other key stakeholders as well).

ACTION ITEM: When advised by the Council Chair, Council Administrator to process a \$5,000 donation to the Waskesiu Foundation's "AIS Defence Fund" fundraising campaign.

ACTION Item: Council Chair and Councillor Archer to include Elk Ridge Resort and McPhee Lake Resort in AIS Communications, consider an AIS presentation (in conjunction with PCA), and potentially asking for financial support from their community for the Waskesiu Foundation fundraiser.

ACTION ITEM: PCA to arrange a further discussion with Council representatives (Phillips & Kerby) regarding the potential resurfacing product sourced by Councillor Phillips and whether its use on the breakwater would be permitted (assuming that funding to apply it, all approvals (including environmental approvals), and permits were obtained first).

Action Items (From the December 11, 2024 Council Meeting)

ACTION ITEM: PCA (via the Acting Townsite Manager) to have the Waste Management Analysis and follow-up report, along with the Background Report, sent to Council before the next meeting of Council. *Reports have now been received by Council.*

Action Items (From the October 3, 2024 Council Meeting)

ACTION ITEM: Once the next water report has been received, PCA will report to Council including their recommendations on how to move forward (regarding the increase in THM's and/or other issues). *Ongoing – to be dealt with when next Water Report is available.*

ACTION ITEM: Council & PCA to schedule a Waskesiu Community Plan discussion to identify key issues and proposed changes. *Initial meeting with Council and PCA to be set for the fall of 2025.*

ACTION PLAN: A Vision 2028 Update is to be completed in conjunction with PCA and other Stakeholders and provided by Council to Key Stakeholders (including PCA) before long weekend of May 2025. *Ongoing – to be advanced by Council.*

STANDING ACTION ITEMS

ACTION ITEM: Parks Canada to provide updates to Council on the Riffle Dam and planned repairs. *There is a need to stabilize the sides of the banks around the weir and will follow up with the studies being done on the dam. PCA to provide another update prior to, and for discussion at, the March 2025 meeting of Council.*

ACTION ITEM: PCA to provide regular status updates on all major Commercial Developments in the Waskesiu townsite. *PANP is securing more supplementary funds for several upgrades and capital programs beginning in 2025.*

ACTION ITEM: PCA to send the Compliance Report on water quality annually to Council, typically in March each year. Upon receipt, it is then posted by the Council Administrator (under the “Our Community” section of the Waskesiu.org website).

ACTION ITEM: If there are any projects PCA is prepared to have the WCC add to the Community Action Plan, PCA to promptly provide to Council so that the Community Action Plan can be updated.

ACTION ITEM: Council to do an annual check of the “Waskesiu Vision 2028” document and the Community Action Plan, and see what needs to be added or changed.

ACTION ITEM: PCA/Council/WSRA (as applicable) to continue to consider a plan to put real and/or fake security cameras at the entrance to the park, or in other locations (including the entrances to the cottage and cabin areas).

Waskesiu Community Council Meeting Report
February 7, 2025
Prepared by: Scott Nesbitt, A/Townsite Manager
Meeting Location: Virtual

Townsite Staffing

- Interviews are complete and only reference checks remain. We hope to be able to make a verbal offer (pending available start date and security clearance) next week. Start date TBD.
- Townsite continues to work with our finance team to increase administrative support in anticipation of additional workload resulting from new LUPR.

Cabin and Cottage Areas

Land Use Planning Regulations

- The new [National Parks of Canada Land Use Planning Regulations](#) came into effect on Tuesday Dec. 4, 2024.
- The national land use planning consultation team sent communications to all participants of the consultation on Jan. 21, 2025
- **Fees for Land Use Planning Services** have now been posted and are live on the Canada Gazette and Parks Canada Websites. (See attached Fees and Service Standards PDF document)
 - <https://www.gazette.gc.ca/rp-pr/p1/2024/2024-12-21/html/sup1-eng.html>
 - <https://parks.canada.ca/agence-agency/bib-lib/politiques-polices/amenagement-du-territoire-land-use-planning/tarifs-fees>
- Guidelines on Administration of the *National Parks of Canada Land Use Planning Regulations*. The Guidelines are posted for external awareness on [Open Government](#).
- We have received and are in the process of “localizing” the following templates / forms
 - Development Application & Permit
 - Building Application & Permit
- Waiting on the following templates / forms to be distributed by the national team;
 - Certificate of Completion
 - Occupancy Authorization

Cottage Development Guidelines

- Guidelines are very near “working draft” status.
- Parks Canada received comments back from the working group on Wednesday, Feb. 5, 2025.
- The group is currently arranging a meeting for early March to finalize the guidelines.

Commercial Development/Business Licencing

Mobile Sauna Business Proposal

- We have approved and will continue to approve on a case-by-case basis, the use of mobile saunas at special events, through the special event permitting process.
- No update at time of report

Public Health Inspections - Commercial Hot Tubs in Waskesiu

- There are two businesses currently offering hot tubs as part of their operations. The style and models of hot tubs being used are domestic and not considered suitable for commercial use.

- This was flagged by the Sask. Health Authority (SHA) during their inspections in 2023 (and in previous years by the Parks Canada Contractor).
- Business operators have established operational practices that meet SHA requirements. Primarily through private booking and “turning-over” / changing the water in the tubs between bookings.
- Parks Canada sees this as an acceptable solution during the winter months but has significant concerns over increased wastewater during the peak operating season.
- We have reached out to the effected businesses directing them to stop the use of domestic hot tubs from the Victoria Day weekend through to the Friday of Thanksgiving weekend.
- We are willing to work with the effected businesses to find solutions but ideally this would be the installation of commercial use hot tubs (that do not require draining the water after each use).

Infrastructure and Utilities

Waskesiu Townsite Dock and Breakwater

- Breakwater reports have been shared with council. Further discussion on Breakwater refurbishment to take place in the future.

Waste Management Options Analysis

- Reports Submitted to council for review.
- Parks Canada is moving forward with the purchase of a new, larger, Haulal Truck in anticipation of hauling larger loads to the Prince Albert Land Fill.
- No additional updates (waiting for comments / feedback from council on reports)

Townsite Firewood

- Firewood communications and information materials is pending final approval. These include general information for visitors and residents as well as specific information on wood supply guidelines and requirements for businesses looking to add firewood sales to their operations.

Townsite Sanitary Sewer Rehabilitation

- Beginning Feb. 11, contractors will be in Waskesiu to begin Phase 3 of the Sanitary Sewer Rehabilitation Project.
- Crews will be installing “cast in place liners” in the gravity sewer lines found in Subs 1,2 & 3.
- The goal of this work is to reduce groundwater infiltration (identified in the 2021 Sewer and Water system assessment) and therefore reducing the pressure on lagoon capacity.

Vegetation Management

Tree Removal Permit Process & Application

- Procedure document and application template submitted to council for final review.

Waskesiu Community Council Meeting Report
Feb. 2, 2025
Prepared by: Scott Nesbitt, A/Townsite Manager
Meeting Location: Virtual

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

Townsite Staffing

- A job posting to back fill the Development position should go live this week with an anticipated closing date of Jan 5, 2024.
- This will be a 1 year term position.
 - Essential experience includes;
 - Experience with the submission and/or review of development and building permit applications.
 - Experience in leading and/or monitoring and/or inspecting building construction or renovation projects.
 - Experience in information and/or records management.
 - Experience in researching and analyzing legislation and policies; and
 - Experience in excellent customer service.
 - We hope to have the position filled by end Feb. (Watch the government of Canada Kobs website for posting and share within your networks.
- Townsite is currently work with our finance team to increase administrative support in anticipation of additional workload resulting from new LUPR.
- **Interviews are complete and only reference checks remain. We hope to be able to make a verbal offer (pending available start date and security clearance) next week. Start date TBD.**

Cabin and Cottage Areas

1. Waskesiu Townsite Parking Strategy

Parking issues in Waskesiu can be divided into two separate areas – on 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.
- Townsite Manager and WSRA President have resumed discussions regarding parking in the Parcel "x" cabin area.
- Discussion resulted in the idea of prohibiting the parking of boats on cabin area streets (Bluebird-Pelican) similar to the existing prohibition on Waskesiu Drive.
- Also discussed was a "rubber off of the asphalt" policy for all other vehicles.
- There was also discussion around enforcing the use of the two required parking stalls on cabin area lots. This would involve requiring lessees to remove items such as gazebos and patio furniture from their designated parking stalls.
- More discussion is required regarding other areas in the townsite.
- Enforcement may be an issue.
- PCA is preparing a draft issues/options analysis which will be shared with Council ahead of the May 6, 2022 meeting of Council.
- Report not available for May 6 meeting. PCA will provide a report ahead of the June meeting of Council.
- PCA will engage a consultant this fiscal year to analyze and provide recommendations towards a parking strategy for Waskesiu, with an emphasis on alleviating safety concerns related to parking within the townsite.
- Townsite Manager and Superintendent met with Rob Phillips on July 22, 2022 to walk through the cabin area (parcel X).
- Various topics were discussed including parking issues and options for improvement.
- Recommendation from WVFCD Chief is to keep boats and other vehicles off of the asphalt surface when parked. This will allow room for the fire truck/emergency response vehicles to access cabin area streets.
- WCC and PCA will develop communication for Parcel X regarding the "rubber off the road" policy, for implementation in 2023.
- Further discussion and planning is required regarding parking policy in other areas of the Waskesiu townsite.
- Draft wording for the "Rubber off the Road" policy for the Waskesiu cabin area has been developed and shared with the WSRA for review.
- PCA communications team is working on final wording for "Rubber off the Road" policy for the Waskesiu cabin area and roll-out of communication plan for spring 2023 including newsletters, electronic bulletin board and social media posts.
- Compliance plan developed for PCA compliance and townsite staff to issue "friendly reminders" to vehicle owners in violation of the policy starting in spring 2023.
- "Rubber off the Road" messaging for the cabin area in Waskesiu has been developed in collaboration with the WSRA.
- The communication message has been sent to the WSRA for inclusion in their 2023 newsletter.
- Parks Canada will distribute flyers door to door in the cabin area with details about this policy.
- Messaging will also be posted on waskesiu.org.
- Initial compliance actions will involve "friendly reminders" placed on windshields by PCA staff.

- Patrols by PCA staff indicate most people are complying with this policy.
- A few people have been reminded of the policy as staff have been completing other work in the cabin area.
- PCA will continue highlighting the “rubber off the road” messaging for the 2024 season.
- Parks Canada would like to work with WCC and WSRA to expand the “Rubber of the Road” communications campaign into the Cottage areas.
- **No Update at time of report**

2. Land Use Planning Regulations/Cottage Development Guidelines

- The National Planning and Permitting Process to modernize development regulations in National Parks is nearing the final stages of approval and completion.
- One of the regulations being modernized is the *National Parks Cottages Regulations*.
- The new regulations will allow for more local policy decisions regarding cottage development.
- Parks Canada intends to work with the Waskesiu Seasonal Residents Association and the Waskesiu Community Council in the development and implementation of a “cottage Development Guideline” document, similar to the “Cabin Development Guidelines”.
- PCA National Office Realty will offer support for roll-out for the new regulations, once they are approved.
- A working group has been identified including representatives from PCA and the WSRA.
- The latest update on the new regulations indicates the earliest “coming into force” of the new regulations will be 2024.
- PCA to produce a draft version of the “Cottage Development Guidelines” for the working group to review by March 1, 2023.
- An initial meeting of the group is being scheduled for December 2022.
- Townsite Manager has started working on the draft “Cottage Development Guidelines”.
- The draft incorporates comments PCA has received from the working group.
- The draft will be available for review by the working group by February 15, 2023.
- A draft “cottage development guidelines” document has been circulated to the working group for review and comment.
- The next meeting of the working group to discuss the draft document is scheduled for May 1, 2023.
- Meeting between PCA and the working group on May 1, 2023 was productive.
- The working group returned a revised draft to PCA on May 18, 2023 for review and comment.
- PCA has reviewed and responded to questions/comments from the draft copy of the guidelines provided by the working group.
- A meeting of the working group is scheduled for September 8.
- There was a productive meeting of the working group on September 8, 2023. Items of mutual interest were discussed.
- The working group is working on a revised draft of the guidelines based on those discussions for further consideration by PCA.
- Public consultation on the new regulations and fees closed on October 30, 2023.
- Next steps for the regulations are:
 - o The release of a What We Heard Report outlining feedback from consultations.

- The regulations may be refined, and PCA will share details on these prior to advancing.
- PCA is continuing to refine the Interpretive Guidelines and developing tools and templates to support implementation.
- New regulations and fees will be submitted to Treasury Board late Spring 2024
- Land Use Planning Regulations - new targeted coming into force and effect date is October 2024
- Cottage Development Guidelines working group tentatively scheduled to meet in early July, 2024.
- Still on track for coming into effect Late Oct. / Early Nov.
- Cottage Guidelines planning group to meet Oct. 17 for final discussion before formalizing new cottage guidelines.
- Update from the National Land Use Planning team on development application process is happening concurrently to this meeting.
- Cottage Guideline Planning Group Met again on Nov. 5th. A final draft is very near completion with Some reworking of the Parking requirements.
- New LUPR and associated fees to be tabled at Nov. 21 Treasury Board Meeting with anticipated effective date of Dec. 4, 2024.

Land Use Planning Regulations

- The new [National Parks of Canada Land Use Planning Regulations](#) came into effect on Tuesday Dec. 4, 2024.
- The national land use planning consultation team was sending communications to all participants of the consultation before Dec. 13, 2024
- As the new regulations are now in place, the following additional instruments are also available:
 - 1) Fees for Land Use Planning Services
New fees for land use planning services will be posted in Part I of the *Canada Gazette* within 30 days (from Dec. 4), and will be available on [Parks Canada's website](#).
 - 2) Guidelines on Administration of the *National Parks of Canada Land Use Planning Regulations*
The Guidelines are posted for external awareness on [Open Government](#).
 - 3) Parks Canada webpage on land use planning and permitting in national parks and national park reserves
This external [webpage](#) provides an overview of the permit application review process supporting the new regulations, including links to the Guidelines, fees, and general information.
- We are still waiting on the following templates / forms to be distributed by the national team;
 - Development Application & Permit
 - Building Application & Permit
 - Certificate of Completion
 - Occupancy Authorization
- **Fees for Land Use Planning Services have now been posted and are live on the Canada Gazette and Parks Canada Websites. (See attached Fees and Service Standards PDF document)**
 - <https://www.gazette.gc.ca/rp-pr/p1/2024/2024-12-21/html/sup1-eng.html>
 - <https://parks.canada.ca/agence-agency/bib-lib/politiques-policies/amenagement-du-territoire-land-use-planning/tarifs-fees>

- **Guidelines on Administration of the *National Parks of Canada Land Use Planning Regulations*.** The Guidelines are posted for external awareness on [Open Government](#).
- **We have received and are in the process of “localizing” the following templates / forms**
 - Development Application & Permit
 - Building Application & Permit
- **Waiting on the following templates / forms to be distributed by the national team;**
 - Certificate of Completion
 - Occupancy Authorization

Cottage Development Guidelines

- Guidelines are very near “working draft” status. Once all current items under consideration are settled, we will send the guidelines for legal review.
- We are comfortable with using the guideline as a working draft while they are under legal review. While the legal review is likely to result in some changes to language or additions referencing additional legislation, it is less likely to impact development specifications.
- **Parks Canada received comments back from the working group on Wednesday, Feb. 5, 2025.**
- **The group is currently arranging a meeting for early march to finalize the guidelines.**

Commercial Development/Business Licencing

3. 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.
- A building permit was issued for the construction of staff cabin A2.
- A building permit was issued for the tree removal and site grading required for installation of the 520 ft² rental cabins associated with phase 3 of the development.

- PCA is currently reviewing plans for the phase 3 rental cabin units.
- PCA has issued a building permit for the Phase 3 rental cabin units.
- PCA has reviewed and approved construction plans for a laundry/towel exchange/shop building.
- A request was received from the developers to retain one of the old cabins as a “heritage cabin”, to be preserved on the Licence of Occupation designated for the property right-of-way. This request was supported by other individuals / organizations within the community.
- Parks Canada informed the developer that we were willing to make allowance for the retention of the heritage cabin on the Parcel K leasehold but not the right-of-way licence of occupation. If the developer chose not to include the cabin on the lease, PCA is willing to allow the cabin to be stored in the SX parcel for a period up to 1 year for interested parties to propose a new location / use for the cabin. Following the 1-year period the cabin is to be removed if no agreement is reached. No official response from the developer at the time of this report.
- Property owners have been issued a letter, as per Section 27 of the National Parks of Canada general regulations, ordering them to remove chairs and equipment from the public beach.
- Owners requested to have Kapasiwin added to wayfinding signs on highway #264. Request was denied but during the review, it was found that existing signage for Kapasiwin and Lost Creek Resort does not meet current PCA signage guidelines. PCA will work with the owners to have these signs updated.
- BIA (Environmental Assessment) for electrical upgrades to Kapasiwin has been completed and signed off. A building permit for the work has been issued by PCA. Work expected to commence imminently.
- Work on this development is substantially complete.
- PCA is awaiting final inspection reports and completion of landscaping and roadway paving at the site.
- Building permits have been issued for remaining cabins within the scope of the development.
- Work expected to continue into 2025 with completion of cabins, landscaping, road resurfacing and repairs.
- **No update at time of report**

4. Fire Prevention Inspections

- A notice of Fire Prevention inspection was issued to Waskesiu Business community on August 31.
- Inspections are scheduled to take place the week of Sept. 27
- During a visit by Parks Canada’s Fire Protection Engineer to Waskesiu Lake (conducting a fire flow study of the hydrant system), several businesses and private dwellings were observed to be improperly using barbecues on balconies and decks as well as improperly storing significant quantities of propane cylinders. These issues are in contravention of the National Fire Code of Canada - 2015 Edition and CSA B149.2-15, “Propane storage and handling code”.
- A memo was issued to the Field Unit by the PCA Chief Fire Engineer that this significant fire risk would need to be addressed as soon as possible.
- The notice to business owners included the requirement for proper use of propane appliances (BBQs) and storage of propane cylinders.
- Inspectors will issue orders of compliance to business owners who have not taken steps to bring their propane issues into compliance.

- These orders may require businesses to remove propane appliances if they cannot meet the safety standards.
- Fire Prevention inspections may reveal additional safety issues that might result in further compliance orders.
- Future communications will share the requirement for proper use of propane appliances (BBQs) and storage of propane cylinders with seasonal residents.
- Fire Prevention Inspections are anticipated to become annual in the future (similar to public health inspections).
- The results of these inspections will also be used to complete a Community Structural Fire Risk assessment. This assessment and the fire flow study will help in decisions with regards to the Waskesiu Fire Dept. and water utility infrastructure in Waskesiu.
- PCA awaits the final report from the Fire protection engineer.
- One business was ordered to close immediately during the inspection until the required corrections are completed and inspected.
- Two other businesses were required to alter their normal procedures and perform hourly "fire checks" until alarm system repairs are completed.
- PCA will make the passing of a fire inspection a requirement in order to obtain a business licence for PANP.
- Reports from the fire inspector have been provided to all business where deficiencies were noted.
- PCA locally is working with the notified businesses to determine timelines to bring the noted deficiencies into compliance.
- Official notice has been sent from to business owners that have not provided an action plan to correct deficiencies to PCA that their business licences will not be issued until they do so.
- All businesses noted above have submitted action plans to remedy deficiencies noted in the fire inspector's reports.
- 3 additional reports have been sent to businesses since March 1. These businesses need to submit action plans to the townsite office.
- Townsite manager has been following up with businesses to assess their progress on correcting deficiencies identified by the fire inspector.
- All but 2 businesses have submitted action plans. These 2 businesses have been notified verbally that plans are required and PCA will follow up with a letter notifying them that business licences may be suspended until these reports are received by PCA.
- All action plans have been received.
- Lessees continue to work on correcting deficiencies.
- Follow up inspections planned for late summer 2023.
- Follow up inspections have been delayed until spring 2024.
- **No update at time of report**

5. Public Health Inspections

- PANP has been contacted by the Saskatchewan Health Authority (SHA), stating they have been directed by their ministry to undertake public health inspections in Prince Albert National Park.
- These inspections include private commercial restaurants, grocery stores, bakeries, ice cream shops, pools (including hot tubs) and any other type of food service.
- They plan to start conducting these inspections in 2024.
- Since 2015, PANP has contracted the services of a private health inspector to do this work.
- The private inspector performed these inspections to the same standard used by the Saskatchewan Health Authority.

- Townsite manager has met with the regional manager and local inspector to discuss details.
- The Saskatchewan Health Authority intends to reach out to the Waskesiu Chamber of Commerce to inform them of this change.
- PCA is currently working on details of an MOU between PCA and SHA.
- The SHA has found that some of the commercially operated hot tubs in Waskesiu are of a “residential” type and require frequent cleaning and refilling in order to be licensed for public/commercial use.
- Some businesses have chosen to close hot tubs.
- Food services and swimming pools (hot tubs) are subject to provincial health legislation, including a certificate from SaskHealth, are a condition of their business licence.
- SaskHealth inspectors are the proper authority to conduct inspections and issue recommendations and / or requirements to acquire a certificate.
- **No update at time of report.**

Public Health Inspections - Commercial Hot Tubs in Waskesiu

- **There are two businesses currently offering hot tubs as part of their operations. The style and models of hot tubs being used are domestic and not considered suitable for commercial use.**
- **This was flagged by the Sask. Health Authority (SHA) during their inspections in 2023 (and in previous years by the Parks Canada Contractor).**
- **Business operators have established operational practices that meet SHA requirements. Primarily through private booking and “turning-over” / changing the water in the tubs between bookings.**
- **Parks Canada sees this as an acceptable solution during the winter months but has significant concerns over increased wastewater during the peak operating season.**
- **We have reached out to the effected businesses directing them to stop the use of domestic hot tubs from the Victoria Day weekend through to the Friday of Thanksgiving weekend.**
- **We are willing to work with the effected businesses to find solutions but ideally this would be the installation of commercial use hot tubs (that do not require draining the water after each use).**

Mobile Sauna Business Proposal

- Parks Canada Received and rejected a business proposal for mobile sauna operations in PANP.
- Another mobile sauna service provider was observed at the Hawood Inn this past weekend.
- Parks Canada has significant concerns with the commercial operation of mobile saunas within Waskesiu. We are currently reviewing regulatory, safety, logistical and land use issues to determine how these units might operate commercially in Waskesiu. If we feel that these issues can be mitigated, we may consider providing a limited number of business licencing on a Request for Proposal basis.
- **We have approved and will continue to approve on a case by case basis, the use of mobile saunas at special events, through the special event permitting process.**
- **No update at the time of report.**

Infrastructure and Utilities

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.
- 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.
- Finger Docks were purchased in October, with the intent to have them installed by March 2021.
- The docks are the same design as those at the main marina and will remain in place year round.
- PCA continues to work with consultants on design specifications for the repair.
- Project will be put up for tender once design is finalized.
- Docks have been installed but will remain "out of service" until stabilizing piles and protective edging can be installed following ice-out.
- One of the new docks started breaking away from the breakwater due to failing concrete and has since been completely removed. Remaining dock is functional.
- No additional information regarding repair / replacement was available at the time of this report.
- Breakwater dock operated with only one dock for the 2021 season. Despite this, there was no "congestion or conflict" among users. Boaters used the dock as a loading and unloading space with little to no abuse (long term parking).
- The breakwater docks and resurfacing remain a park priority on the long term investment plan and the vision 2028 lakefront development plan.
- An inspection of the underwater structure of the breakwater is being planned for this year.
- This inspection is part of a 5 year inspection schedule.
- Contract for inspection services has gone to tender.
- PCA expects the inspection to be complete by the end of October 2023.

- Contract for inspections of main beach and main marina breakwater have been awarded.
- Inspections will occur in fall 2023.
- Inspections were completed in November 2023.
- PCA is awaiting the results of these inspections from the consultant.
- Draft reports have been received and are currently being reviewed by PCA.
- Parks Canada has recently received the draft report for the breakwaters and is reviewing them at this time.
- Once PCA has had a chance to review, we will share the results with Council.
- Breakwater Engineering reports have determined the Breakwater is structurally sound and in fair condition. Surface deterioration is primarily cosmetic / does not impact the structure.
- Reports are ready to share with council but are size huge (to large for e-mail). I didn't have time to figure out how to share them in time for this meeting.
- **Breakwater reports have been shared with council. Further discussion on Breakwater refurbishment to take place in the future.**

7. Solid Waste Management/Recycling

- PCA has determined that the state of the construction waste roll off bin located at the recycling depot in Waskesiu was unacceptable.
- In consulting with PCA asset management section, the volume of metal and other items piled beside/behind/in front of the roll-off bin was representative of the volumes they have removed in the past 2 years.
- The volume was more obvious this year because PCA did not have the resources to remove this material with any regularity.
- PCA has formed an internal committee to discuss options for the roll off bin service as well as recycling and composting in Waskesiu and PANP.
- PCA welcomes suggestions or ideas from council on ways to improve waste management in Waskesiu.
- The findings of the PCA committee will be shared with council for review and comment prior to any policy changes affecting residents and visitors.
- Currently PCA is exploring options to relocate the roll-off bin and potentially fencing it and staffing it for specified hours.
- This is being done in the context of solid waste management and recycling in all of Waskesiu.
- PCA intends to relocate the construction waste roll off bin to the "SX" storage area located adjacent to the Park Operations Centre.
- The area will be fenced and will have specified operating hours (7 days/week, 7:30am-4:00pm)
- PCA intends to have staff present at the site to monitor items being disposed.
- PCA asset management staff are working with suppliers to provide a metal/appliance recycling bin at this location also.
- PCA is investigating options for the collection of household kitchen compost in Waskesiu.
- Roll-off bin being re-located to fenced location in SX parcel near compound. Construction is underway and expected to be complete May 14. specified operating hours, 7 days/week, 7:30am-4:00pm
- Space is large enough for two bins, however no "bulky waste"/ metal bin will be provided at this time. PCA anticipates managing this waste inside the fenced area.
- Barricades have been placed at the former roll off location and have been successful in deterring dumping in that location.

- Administrators of the Waskesiu Buy & Sell Facebook page have been supportive of the effort to stop dumping in the park and are encouraging on-line trade of unwanted items rather than the “Waskesiu Ikea” method.
- As per the coms. strategy, a waste management brochure is in the final draft stages. Intended to be distributed with summer bill out.
- Waste management brochure was included in summer W/S/G bill out.
- PCA is proposing that a comprehensive Waste Management Directive be developed in accordance to Section 8 of the National Parks of Canada Garbage Regulations - “No person shall discard or dispose of or deposit garbage anywhere in a park except in such places and at such times and under such conditions as the superintendent may authorize”.
- The existing “Yard waste directive” would become a component of the larger Waste Management Directive.
- The process of creating this new directive would identify the “conditions” required for the disposal of waste in the park and identify gaps in the current waste management processes in PANP.
- Townsite Manager to resume development of this policy/directive.
- Development of this policy will occur over the fall/winter of 2022-23.
- Working group to be established with input from Townsite Manager and Asset Manager.
- Working group has been identified. First meeting scheduled for October 31, 2022.
- Drafting of policy document is underway.
- Draft of the policy document is currently under internal review by PCA.
- Surveillance cameras have been installed at the roll-off bin this season. At the time of this report one person has been spoked to by Park Wardens, and required to remove, inappropriate material dumped on site.
- Parks Canada has engaged with a company based in Prince Albert to supply and manage a compost bin for kitchen waste.
- The bin will be located at the recycling depot downtown in Waskesiu.
- The service will be available beginning July 1, 2023.
- The compost bin was not placed into service this summer due to unforeseen circumstances on the part of the contractor supplying the service.
- PCA is hopeful the service will be available for 2024.
- The compost contractor has contacted PCA, they are available again to collect compost from Waskesiu.
- PCA working with the contractor to obtain bear-proof bins for this service.
- Service will start immediately once bins have been procured.
- Compost service is scheduled to resume in spring of 2024 – June.
- There are some usage issues with people putting non-compostable materials into the bin. Parks Canada is working with the contractor to improve signage at the compost bin.
- Roll-off and Compost Bins have been removed for the season.
- There was an instance of improper disposal of building materials into the bin on Pelican St. The contractor was informed, and the bin was cleaned out within a day. If it is reported to us early enough, we can work with offenders to correct issues, rather than being stuck with the mess.
- **Reports Submitted to council for review.**
- **Parks Canada is moving forward with the purchase of a new, larger, Haulal Truck in anticipation of hauling larger loads to the Prince Albert Land Fill.**
- **No Update at time of report**

8. Waste Management Options Analysis

- In anticipation of the McPhee Lake landfill being decommissioned in the next 2 years, PCA is undertaking a waste management options analysis beginning this winter.
- This assessment will look at options for disposal of household waste from Prince Albert National Park including the townsite of Waskesiu.
- The analysis will look at options such as transfer stations, larger garbage trucks, staffing requirements, contracting if some services among other items.
- A statement of work is being developed to have a consultant look at options for:
 - Ways to reduce all waste and other material (including recycling, organic material, hazardous waste, etc) generated by Waskesiu and PANP
 - Options for disposal of household waste once the Landfill at McFee lake is no longer available.
 - Contract is expected to be awarded on January 23, 2023.
 - Contract has been awarded to Associated Engineering.
- **Reports Submitted to council for review.**
- **No additional updates (waiting for feedback / comments from council)**

9. Townsite Sanitary Sewer Rehabilitation

- **Beginning Feb. 11, contractors will be in Waskesiu to begin Phase 3 of the Sanitary Sewer Rehabilitation Project.**
- **Crews will be installing “cast in place liners” in the gravity sewer lines found in Subs 1,2 & 3.**
- **The goal of this work is to reduce groundwater infiltration (identified in the 2021 Sewer and Water system assessment) and therefore reducing the pressure on lagoon capacity.**

10. Townsite Firewood

- Firewood cost for Parks Canada annually are approximately \$200K (supply and staff time)
- Approximately \$130K is recovered through firewood use permits in campgrounds
- In an effort to reduce costs resulting from firewood theft and overuse, the number of firewood piles in the townsite day use area is being reduced.
- The firewood piles closest to the community hall and ball diamond will be removed leaving one main pile close to the shower building.
- Camp kitchens in the townsite will have individual firewood bins placed directly beside them.
- Parks Canada is exploring further options to reduce cost associated with firewood use in the Park.
- PCA internal working group will be meeting throughout the winter to look at options for firewood and cost reductions for this service.
- The working group continues to meet and discuss options.
- Parks Canada continues to look at options for cost recovery of firewood in campgrounds and day use areas in PANP.
- Parks Canada is moving away from bulk, free firewood in day use areas and outlying campgrounds.
- There is an opportunity for business to fill the gap by selling retail bundled firewood. Criteria for the wood being provided is minimal,
Guidelines for Businesses Selling Firewood:
 - Firewood must meet Parks Canada's criteria to mitigate invasive pest risks:
 - Harvested and processed locally in Saskatchewan
 - Dry and seasoned for a minimum of a year

- Free of sawdust, woodchips, and foreign materials including invasive insects and pathogens
- Elm firewood and firewood from the Cypress Hills area are prohibited to prevent the spread of Dutch Elm Disease and the Mountain Pine Beetle
- Packaged with reusable, returnable, or recyclable material.
- A valid Prince Albert National Park business license is required.
- Firewood must be sold from the business's designated retail location.
- Additional Information:
 - Will Parks Canada provide any firewood? Parks Canada will provide firewood only at Beaver Glen and backcountry campgrounds, where a fire permit is required. Bundled firewood will be sold at the South Gate for Sandy Lake campground and day-use area, and at the Visitor Centre during the shoulder/winter season if no businesses are selling firewood.
 - Can visitors bring their own firewood? No, visitors must use firewood purchased from the park or approved vendors within Prince Albert National Park to prevent the spread of invasive species or disease.
 - Can cabin/cottage owners and park staff bring their own firewood? No, they must purchase firewood from approved vendors. Businesses delivering firewood into the park to sell directly to customers need a PANP business license.
 - How is Parks Canada mitigating invasive pest risks? By enforcing these guidelines, Parks Canada aims to protect forest ecosystems, cultural resources, heritage trees, local economies, and visitor experiences from invasive pests.
 - An information session will be held later to answer any questions from the business community.
- **Firewood communications and information materials is pending final approval. These include general information for visitors and residents as well as specific information on wood supply guidelines and requirements for businesses looking to add firewood sales to their operations.**

Vegetation Management

11. Tree Removal Permits

- PCA is revising the procedure for assessing and approving trees for removal in the townsite of Waskesiu.
- Factors being assessed include:
 - removal of trees for development purposes
 - hazard tree assessment
 - replanting/landscaping requirements
 - fire smart requirements
 - Erosion control
 - Migratory bird nesting period
- More information will be shared with Council as it becomes available.
- PCA welcomes any input and feedback from Council.
- First draft of policy has been distributed for internal PCA review.

- A rough draft of this policy will be provided to Council ahead of the March 25, 2022 meeting.
- Tree removal policy draft is not available at the time of report.
- The migratory bird nesting period is April 30 – August 31. Only trees that present a significant hazard to health or property will be considered for removal during this period.
- Townsite manager is working with PANP Impact Assessment specialist to finalize a draft of this policy.
- Draft to be reviewed and discussed with Council ahead of 2023 operating season at the May meeting of Council.
- A draft of this policy has been reviewed by PCA staff and managers.
- A copy of the draft has been provided to the WCC for review and comment.
- PCA has revised its internal processes for reviewing hazard tree removal permit applications.
- An internal PCA working group has been formed to finalize a tree removal policy for Waskesiu and areas outside of the townsite.
- A draft copy of the hazard tree removal protocol will be provided to council in early February for discussion at the February 26 meeting of council.
- A copy of this draft procedure has been provided alongside the last version of the Waskesiu vegetation management strategy with the intention of discussion with council.
- WCC feed back review was delayed as many of the staff involved in the Veg Strategy were involved in the Jasper Wildfire response. Feedback from WCC will be reviewed and documents will be updated later this fall.
- No update at the time of report. PCA still needs to include WCC feedback into Tree Removal Procedure and application documents.
- **Procedure document and application template submitted to council for final review.**