

# WASKESIU COMMUNITY COUNCIL

## PUBLIC MEETING MINUTES



**DATE:** Friday, December 18, 2020

**TIME:** 11:00 a.m. to 4:00 p.m.

**LOCATION:** "Google Meet" format

**Attending remotely by Google Meet:** Councillors Jim Kerby, Bryan Matheson, Rob Phillips, Bentley Crozier, Jennifer Wood (joined the meeting at 1:00 pm) and Administrator Noreen Matthews

**Also attending by Google Meet:** From PCA – Field Unit Superintendent Cal Martin, Townsite Manager Gregg Rutten

**1. Call to Order** **11:07 a.m.**

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

**3. Motion to terminate "In-Camera" portion of the Council Meeting** **12:00 Noon**  
*Rob Phillips/Bentley Crozier* *Carried*

**4. Motion to Adopt the Agenda for the Public Meeting of Council (as amended)**  
*Rob Phillips/Bentley Crozier* *Carried*

**5. Motion to Adopt the Meeting Minutes of October 29, 2020**  
*Bryan Matheson/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. (See attached list of Action Items.)

**7. Business Arising from the Minutes/Status Updates**  
There were no additional "Business Arising" items from the Minutes not otherwise addressed in the Action Item review or under the remaining Agenda items below.

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

- Email received November 13th from the Waskesiu Foundation regarding a recommendation to fill a vacancy on the Waskesiu Foundation Board \*(agenda item, see below)

- Email received November 23<sup>rd</sup> from Wayne Simpson regarding Lobstick Golf Course Proposal & 10 Year Recapitalization Plan \*(agenda item, see below)

- Email received by Council Chair on December 9, 2020 from Field Unit Superintendent Cal Martin (regarding break-ins on Prospect Point and at WGC) \*(agenda item, see below)

- Email received December 13<sup>th</sup> from Les Karpluk, Fire Chief, Waskesiu Volunteer Fire Department regarding his Annual Report to Parks Canada Agency and Waskesiu Community Council \*(Essential Services Committee report below)

**9. 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:

COVID-19 Update

Superintendent Martin reported on the new provincial public health measures effective December 17, 2020 and their impact on the visitor experience in Prince Albert National Park: private, indoor gatherings are limited to immediate household members only. This means that occupancy in enclosed kitchen shelters is limited to only one immediate household at a time. Visitors are welcome to enjoy these facilities and are encouraged to be mindful of others who may be waiting to use them. Signage will be posted explaining the details and the facilities will not be cleaned between uses. People may meet and greet outdoors with up to 10 people only, provided physical distancing between households can be maintained.

**10. New Main Beach House Project**

- Status Update
  - This item was covered under the Townsite Report. PCA continues to work with the contractor to rectify deficiencies.

**11. Waskesiu Foundation – Appointment of Director**

Background - Council Chair was advised by email, via the Chair of the Waskesiu Foundation, of a recent resignation from the Board of the Waskesiu Foundation (Director Anil Pandila). The appointment of a replacement Director (Maxine Beck) to fill the vacancy was being recommended by the Waskesiu Foundation Board. This request by the Foundation’s Chair, and the Foundation Board’s recommendation, were passed on to Council, considered and informally approved by Council via email in November pending this meeting. Formally confirming this appointment to the Foundation Board (during a Public Meeting) is now required.

**Proposed Motion:**

*“That the Waskesiu Community Council hereby approves the appointment of Maxine Beck to the Waskesiu Foundation Board of Directors with effect as of November 20<sup>th</sup>, 2020, and that the Chair is hereby authorized and directed to take such steps, and complete such documentation, as may be necessary to give effect to this resolution.”*

**Bryan Matheson/Jennifer Wood**

**Carried**

## 12. Waskesiu Vision 2028

- Brief Status Update
  - The latest updated draft of the Implementation Strategy was circulated to Council members and PCA.
- Updated “Implementation Strategy”
  - A brief discussion ensued regarding the recent amendments to the draft Implementation Strategy related to the Waskesiu Golf Course (changes made at the request of the Lobstick Golf Club Inc.).  
**ACTION ITEM:** Park Superintendent and the Townsite Manager will review the recent suggested changes to the draft Waskesiu Vision 2028 Implementation Strategy made by the golf course and get back to Council with any comments they may have.
- Additional amendments to be made to the draft “Implementation Strategy”, if any.
  - No additional amendments were brought forward.

## 13. Staff Housing

- Status Update (Jennifer Wood & Gregg Rutten)
  - The Townsite Manager sent out a Word version to Council of the Spruce Ridge Trailer Park Occupancy Agreement as it currently exists.
- Detailed discussion, confirm next steps and timing.
  - A lengthy discussion ensued. Council Chair volunteered to review the current version in hopes of addressing the points made by Councillor Wood and to improve the clarity of the Spruce Ridge Trailer Park Occupancy Agreement.  
Councillor Wood and the Townsite Manager agreed this would be a good place to start on improving the agreement wording.

## 14. WRA Recreation Area Renewal Project

- Status Update (including sport court status, “capping” of lawn bowling area)
  - This item was covered under the Townsite Report
- Plans for balance of the “capped” lawn bowling area (potential beach volleyball area)
  - A portion of the restored area has been set aside for lawn bowling. It appears that the Waskesiu Foundation and the Waskesiu Recreation Association Boards would like to develop the other half of the area (closest to the creek) for a beach volleyball area, with a fence that separates them from each other.  
By May next year, hopefully we will see a kid’s ninja line, outdoor ping pong table, outdoor foosball and a giant outdoor chess and checkerboard.

## 15. Lobstick Golf Course

- Lobstick Golf Course Proposal & 10 Year Recapitalization Plan (received by Council)
  - Council was copied on an email sent to Parks from the Lobstick Golf Course, with the intention of keeping Council in the loop of their proposal and 10 year capitalization plan.

The Superintendent reported that a very productive virtual meeting was recently held with the golf course Board. The golf course presented a proposal to Parks and Parks has now sent a counter proposal. Communication is ongoing.

## **16. Waskesiu Townsite Break-ins**

- The Superintendent spoke about recent break-ins at a number of cottages (approximately 5) on Prospect Point that he reported to the Waskesiu RCMP and Park Wardens.

Discussion ensued about the lack of protocol to follow when reporting these kinds of incidents and how to establish protocols in the future.

Council Chair responded favorably in working with Parks on the development of a communications protocol involving the RCMP, PCA, Waskesiu Community Council, Waskesiu Chamber of Commerce and the Waskesiu Seasonal Residents Association.

**ACTION ITEM:** The Superintendent and the Townsite Manager will work with Council Chair and Councilor Phillips on developing an emergency services communications protocol.

## **17. Committee Reports**

• **Budget & Finance Committee** – Bryan Matheson, Chair

- Nothing to report

• **Business Relations Committee** – Jennifer Wood, Chair

- Nothing more to report

• **Community Planning & Development Committee** – Rob Phillips, Chair

- Discussion was held during other agenda items

• **Communications & Community Relations Committee** – Jim Kerby & Bentley Crozier

- The committee will work on developing a communications protocol with the Park Superintendent and the Townsite Manager.

• **Essential Services - Policing & Fire Committee** – Rob Phillips, Chair

- Councilor Phillips reported on the communication he recently had with Waskesiu RCMP Sargent René Giroux and with the Waskesiu Volunteer Fire Department's Fire Chief Les Karpluk.

- Waskesiu Volunteer Fire Department Annual Report – previously circulated

**ACTION ITEM:** Administrator to move the Waskesiu Volunteer Fire Department Annual Report to the January meeting agenda to facilitate a detailed discussion.

• **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair

- Nothing to report

## **18. Other Business**

- No other business was discussed

## **19. Proposed Meeting Dates**

a. Friday, January 22<sup>nd</sup>

b. Monday, March 22<sup>nd</sup>

c. Friday, April 30<sup>th</sup>

d. Friday, May 21<sup>st</sup> (Waskesiu Vision 2028 meeting with key stakeholder groups)

20. Christmas greetings were extended by the Superintendent and Council Chair.

21. Adjournment

2:30 pm

*Rob Phillips/Bentley Crozier*

*Carried*

## APPENDIX I

Waskesiu Community Council Meeting Report  
**December 18, 2020**  
Prepared by: Gregg Rutten, Townsite Manager

\*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.  
**PCA will provide an updated options paper for Council’s consideration at the January meeting of Council.**

#### 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.
- **PCA internal discussions are ongoing and are looking at this in the context of Yard Waste, Metal recycling, compost and the roll-off bin.**

#### 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 largely complete. Inspected by PCA on October 20, 2020. Some light landscaping/seeding is required in the spring. A percentage of payment amount to be held back until work is deemed complete by PCA.**
- **Swales Identified for weeping tile installation in 2021 are:**
  - o Heron-Jay
  - o Loon Mallard

## **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.
- A building permit was issued for the construction of staff cabin A2.
- A building permit was been issued for the tree removal and site grading required for installation of the 520 ft<sup>2</sup> 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.**

### 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.
- **PCA has held discussions with the leaseholders regarding the current business model.**

- **In the coming months, the leaseholders will be submitting a development proposal for Lot 9. Currently vacant.**

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.
- This operation did not open during the 2020 season. No update on the expected opening of this business.
- **No update at time of report.**

7. SRTP Expansion

- 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.
- Site grading and utility rough-ins have been completed.
- PCA expects to have the 8 sites operational by June 2021.
- **No update at time of report.**

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.
- Draft documents will be provided to the community council for review prior to Jan. 1, 2021.
- **PCA continues to work with PCA realty experts to issue licences of occupation prior to next operational season.**
- **PCA is considering hosting a virtual meeting with Elk Street residents to outline the process and answer any questions.**

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.
- PCA received 19 applications from Waskesiu businesses out of 30 application packages mail out relating to this program.
- **No update at time of report.**

10. All in the Wild Gallery

- PCA is currently reviewing plans for a second storey staff accommodation addition to the existing gallery building.



- **A building permit has been issued by PCA for construction of second storey staff accommodation addition to existing building.**
- **Construction of the addition and utility connections, including deep water and sewer have begun.**

## **Infrastructure and Utilities**

### 11. 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.**

### 12. 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.
- **Upgrades to electrical were completed by SaskPower in fall 2020.**
- **Remaining construction is planned for late January 2021 as the work will take place on the lake ice. The outlet pipe will be directional bored below the frost line.**
- **There may still be flooding/freezing at the Montreal/Waskesiu Drive intersection this year as the system will not be operational in time to prevent build up of ice.**

### 13. 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.
- Capping of the Lawn bowling area will begin on November 2, 2020 with completion of the project on November 9, 2020.
- **This project is substantially complete. The consultant and contractor will return to site in spring 2021 to address any deficiencies.**

#### 14. 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 Outer 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.
- **PCA continues to work with the contractor to rectify deficiencies.**
- **Contract will not be considered complete until the building can be fully inspected and tested.**

#### 15. Construction Waste Roll-off Bin

- 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.**

## Action Items

### (From December 18, 2020 Council Meeting)

**ACTION ITEM:** During today's meeting, Council Administrator received a confidential email from Parks Superintendent containing the PANP/Waskesiu Long-term Investment Plan. The document was forwarded to all members of Council in confidence. Discussion of this item will be added to the January Council meeting agenda.

**ACTION ITEM:** Park Superintendent and the Townsite Manager will review the recent suggested changes to the draft Waskesiu Vision 2028 Implementation Strategy made by the golf course and get back to Council with any comments they may have.

**ACTION ITEM:** The Superintendent and the Townsite Manager will work with Council Chair and Councillor Phillips on developing an emergency services communications protocol.

**ACTION ITEM:** Administrator to move the Waskesiu Volunteer Fire Department Annual Report to the January meeting agenda to facilitate a detailed discussion.

## Action Items

### (From October 29, 2020 Council Meeting)

**ACTION ITEM:** The Townsite Manager and Councillor Wood will work on revising the Staff Housing document and will present a draft to Council for approval at the next meeting of Council. *The amended documents are to be shared with Council and the Chamber once PCA management team approves the changes. Townsite Manager to share the document with Council in Word format so that proposed drafting changes designed to improve clarity and reflect suggested changes proposed by Councillor Wood can be submitted to PCA by Council Chair.*

## Action Items

### (From June 26, 2020 Council Meeting)

**ACTION ITEM:** The Townsite Manager is to send the revised draft (PCA version) of the 2020 Yard Waste Directive, based on Council's feedback, to Council for review and approval (and, following approval, the new Directive will then be communicated by PCA, Council, the WSRA, and others, to the townsite as a whole). *Ongoing, to be dealt with Council and Parks during the winter months. Leads on the project are Superintendent Cal Martin and Council Chair Jim Kerby. Council is awaiting a response from PCA to the latest draft submitted by the Council Chair in September.*

**ACTION ITEM:** Councillor Phillips to invite Waskesiu RCMP Sargent Rene Giroux to give an update report at a future Council meeting. *Ongoing. Invited to attend a Council meeting in the new year. Report or update will be provided by PCA at the December meeting of Council.*

**ACTION ITEM:** PCA to provide an update, at the July Public Meeting of Council, on the status of a request for metal waste bins. *Report or update will be provided by PCA at the January meeting of Council via the Townsite Report.*

**ACTION ITEM:** PCA to provide an update, at the July Public Meeting of Council meeting, on the status of the composting program in Waskesiu. *Report or update will be provided by PCA at the January meeting of Council via the Townsite Report.*

**Action Items  
(From May 15, 2020 Council Meeting)**

**ACTION ITEM:** Councillor Wood will review draft Staff Housing Rules received from the Townsite Manager and will reach out to the Townsite Manager with any questions before the next Council meeting. *Ongoing – Councillor Jennifer Wood sent her comments to everyone on Council and to the Townsite Manager. Other items for consideration include: (1) steps to ensure staff housing is actually being used by staff members; (2) the improved timing of PCA notifying applicants of their staff housing allocations; (3) how the rules are actually enforced year to year; (4) a clear understanding of how allocations are actually made (what factors are considered, weighting given to the factors, etc.). This Action Item was discussed at the December Council meeting and will be the subject of further discussion at the January meeting of Council.*

**Action Items  
(From February 7, 2020 Council Meeting)**

**ACTION ITEM:** Council Chair, Councillor Matheson and Council Administrator to meet regarding tax filing. *Ongoing – a date to be arranged by the Chair of the Finance Committee.*

**Action Items  
(From October 4, 2019 Council Meeting)**

**ACTION ITEM:** PCA and WSRA (Rob Phillips) to report any potential cabin guidelines changes that the parties wish to discuss with Council (as sign off on changes requires all three parties). *Councillor Phillips advised that discussions are underway, and no decisions have been made. Matter is ongoing.*

**ACTION ITEM:** National Permitting Process - Land Use and Development Regulations (Daniel Mercer project). PCA to provide a status update to be given at next Council meeting regarding this initiative. *Mr. Mercer and his team have been drafting the new regulations. Delivery of the draft regulations will be delayed until 2021. There is a website that can be accessed to get updates.*

**STANDING ACTION ITEMS**

**ACTION ITEM:** Regular status updates on all major Commercial Developments in the Waskesiu townsite.

**ACTION ITEM:** PCA to send the Compliance Report on water quality annually to Council, typically in March each year. The water quality report was received prior to the July 29<sup>th</sup> Council meeting and will be posted under “Our Community” on 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 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). *Parks Canada is still considering this matter.*

**ACTION ITEM:** PCA to send updates regarding the National Permitting Process - Land Use and Development Regulations.