

WASKESIU COMMUNITY COUNCIL

PUBLIC MEETING MINUTES



AGENDA TOPICS

DATE: Friday, May 15, 2020
TIME: 9:00 a.m. to 2:00 p.m.
LOCATION: Teleconference

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

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

1. **Call to Order** 9:00 a.m.
2. **Motion to move the Council Meeting “In-Camera”**
Bentley Crozier/Jennifer Wood *Carried Unanimously*
3. **Motion to terminate “In-Camera” portion of the Council Meeting** 10:00 a.m.
Rob Phillips/ Bentley Crozier *Carried Unanimously*
4. **Adoption of Agenda for the Public Meeting of Council**
Jennifer Wood/Bryan Matheson *Carried Unanimously*
5. **Review and Adoption of Meeting Minutes of April 3, 2020**
Rob Phillips/Bentley Crozier *Carried Unanimously*
6. **Review of Outstanding Action Items/Related Status Updates** - a review of each of the Action Items and their status was undertaken by Council, and the Action Items were updated by the Administrator accordingly.
7. **Other Business Arising from the Minutes/Status Update**
 - PCA Yard Waste Directive – next steps
Status update: An updated draft will be presented at the next meeting of Council.
 - PCA to provide written answers to the list of questions provided from Council regarding Lots for Potential Release.
Status update: PCA provided the written answers as requested. Discussion ensued.
 - PCA to provide an update to Council on their Long-term Investment Plan
Status update: PCA will have the information available to Council in June.
8. **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

3. Recreation Area Renewal (Lawn Bowling/Sport Court)

-The Tender package has been sent out to bidders. Once the contract is awarded, the Townsite Manager will be the liaison for Parks Canada with the contractor.

4. Beach House Washroom and Shower Replacement

- Expected to be completed by the end of June.

9. Covid-19 Related Issues:

- PCA plans for “re-opening” the townsite and/or surrounding areas of P.A.N.P.
 - PCA operations (including trailer park, campgrounds, trails, & related facilities)
Parks Canada is gradually restoring visitor access and visitor services, focusing on autonomous day use of trails, grounds, and other outdoor settings. In Prince Albert National Park, this includes: Motorized vehicle access to all park roads (excluding Kingsmere Road past the Heart Lakes turnoff), park entrance gate Kiosks for information only (no fee collection at this time), small beach house washroom by the community hall, most day-use trails, most day-use areas and beaches, including outhouses but excluding kitchen shelters, non-motorized recreational use on Waskesiu Lake and River, Heart Lakes, Amiskowan, Shady Lake, and Spruce River, recreational boating on Waskesiu Lake, Heart Lakes, Fishing on Waskesiu Lake, Heart Lakes (2nd and 3rd lakes only) and Shady Lake.
 - Private business operations
Business operators have been instructed to follow the Re-Open Saskatchewan guidelines.
- Role of the Field Unit Superintendent, PCA CEO, others
Superintendent Martin will be working with Parks Canada CEO on all changes.
- Communications
The Superintendent and his team have been sharing all new information as quickly as possible. Discussion ensued on how to assist PCA and further improve communications in the weeks ahead.
- Enforcement
Park Wardens are “Peace Officers” and have the ability to enforce the provincial health directives, and at this time will be focusing on the more difficult situations (with a tendency towards using friendly persuasion wherever possible).
- Q & A Session
 - The Superintendent reported that his staff are feeling jeopardized and stressed by some local residents who are approaching them and not practicing social distancing. He would appreciate a communication piece be sent out through the Waskesiu Seasonal Residents Association, the Council (via waskeisu.org), and the Waskesiu Chamber of Commerce, to the Waskesiu residents reminding them to practice social distancing at all times. Council agreed to work with PCA in this regard.
 - The Townsite Manager added that the water service has been turned on to all areas of Waskesiu as of May 15th.

10. Status of Elk Ridge Resort

- The only information that is available on the status of the resort is that it is up for sale. PCA has no further definitive information to add.

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

- Email from the Waskesiu Chamber of Commerce: Request to Parks Canada Agency to suspend commercial land rent, waive Park entrance fees, adjust utility billing
- Email from the Lobstick Golf Course: Regarding recapitalization
- Emails from PCA following conference call with Waskesiu, Waterton and Clear Lake Chambers of Commerce & other representatives

12. Waskesiu Vision 2028 – Status Update & Next Steps

- Postponement of May 16th “Vision 2028” meeting with PCA and key stakeholder groups in Waskesiu
- Delivery of “Waskesiu Vision 2028” Work Sheet & draft Community Action Plan
The Work Sheet was emailed to all Waskesiu key stakeholders on May 4th with a request to have them completed and returned to Council’s Administrator by June 30th. Also included with the email was the list of accomplishments from the Vision 2020 & Beyond initiative. A draft Community Action Plan will be sent out to the stakeholders in the next week or so, after approval from PCA.

13. Virtual Meeting Option – Google Meet

This item was discussed earlier in the meeting. A decision was made to do a test Google Meet call for the Utility Budget Meeting to be held in June.

14. Committee Reports

- **Budget & Finance Committee** – Bryan Matheson, Chair
Nothing to report
- **Business Relations Committee** – Jennifer Wood, Chair
Nothing to report
- **Community Planning & Development Committee** – Rob Phillips, Chair
Councilor Phillips is anxious to get information from Daniel Mercer on the status of his project (regarding the new draft regulations for the National Permitting Process).
- **Communications & Community Relations Committee** – Jim Kerby & Bentley Crozier
Councilor Crozier met the new owner of Silver Fox Liquor Store (Mr. Hergott).
A meeting will be set up with the Superintendent, Carla Flaman, PCA External Relations Manager, and others to work toward a better communication plan for Waskesiu.
Hopefully once the Waskesiu & Area Wilderness Region APP has been changed over to a Waskesiu APP, the system for communications will improve.
- **Essential Services - Policing & Fire Committee** – Rob Phillips, Chair
 - May 16th Report from Les Karpluk, Fire Chief
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
Nothing to report

15. Other Business

- Letter to the Superintendent from Janice MacKinnon.
The Superintendent will be responding to the letter from Janice MacKinnon today.
Discussion ensued.

16. Next Council Meeting Date - Friday, June 26, 2020

17. Other 2020 Meeting Dates:

- Friday, June 12* - Special Council meeting by **Google Meet** (to approve 2020 townsite utility budget).
*Note that this meeting may need to be postponed until late June at the request of PCA.
- Friday, July 3 – Nominations for Council By-Elections close (at 4:00 p.m.)
- Sunday, July 19 - Joint AGM with WSRA at Terrace Gardens – in person meeting cancelled
- Saturday, August 1 – Council By-Elections
- Sunday, August 9 – Council to “hold the date” for tentative “Waskesiu Vision 2028” meeting with key stakeholder groups

18. Adjournment

12:35 p.m.

APPENDIX I

Waskesiu Community Council Meeting Report May 15, 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 fishshack 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.**

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.**

Commercial Development/Business Licencing

1. Kapasiwin

A development permit has been issued for the re-development of the Kapasiwin Bungalow Camp. The developers completed a detailed impact assessment (including public consultation) as part of their application for the development permit.

- A building permit has been issued for one of the staff accommodation buildings. Construction is expected over the fall/winter.
- The Leaseholders are exploring the installation of deep water and sewer to the Kapasiwin site.

- A building permit for installation of deep water and sewer infrastructure was issued on January 15, 2020.
- Plans for a second staff accommodation building have been received by Parks Canada, currently under review.
- 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).**

2. Development Proposal from Lakeview Hotel

PCA has received a development permit application from the owners of the Lakeview Hotel to develop a commercial accommodation building on the currently vacant lot at 811 Lakeview Drive.

- The proposed development includes five commercial accommodation units, one staff accommodation unit and a main floor office/retail space fronting Lakeview Drive.
- Council has voiced a concern over the potential loss of availability of hotel type accommodation in Waskesiu.
- PCA continues to work with the leaseholder on details of current operations and requirements for subdivision of the property.
- PCA will be meeting with the leaseholders in the coming weeks to discuss concerns and questions about the operations and business model for the Lakeview.
- PCA met with leaseholders on January 24, 2020. More information forthcoming from leaseholder for PCA review.
- **No update at time of report.**

3. 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.**

4. Staff Accommodation Strategy

- PCA will be seeking feedback on proposed strategy from the WCC and Chamber of Commerce.
- PCA awaiting results of Elk Street property appraisals for determining release fee in the case of lease issuance.
- PCA is working with the Lobstick golf course to explore the feasibility of relocating their trailer sites on the golf course leasehold, thereby freeing up six spaces.
- Appraisals of the Elk Street lots have been received from PWGSC. Elk Street lots have been appraised at \$65K. PCA will be reviewing this information and producing a new draft of the staff accommodation strategy for discussion with the WCC and Chamber of Commerce.
- An updated strategy document has been provided to WCC for review/discussion.
- Due to distance to utilities and the lack of washroom/shower facilities, the creation of RV sites on the Lobstick leasehold has been deemed too costly.
- An alternate location has been identified adjacent to the Recreation Hall that will accommodate 8 RV sites.

- PCA is currently working with our contracting department to tender out this work.
- Construction of the RV sites adjacent to the recreation Hall will commence in spring of 2020. Work to be completed by PCA staff.
- Townsite manager currently working with PCA realty to finalize details of the licence of occupation for Elk Street Lots.
- **PCA Realty has asked that we put the licence of occupation project on hold. Status quo for the time being. Elk Street residents will receive new pad rental agreements for 2020.**
- **PCA realty would like to prioritize the Chamber of Commerce staff housing proposal.**

Infrastructure

1. Waskesiu Townsite Dock and Breakwater

- Renewal of these structures is included in the vision 2020 document as part of the main beach renewal plan.
- Divers completed an assessment of the breakwater and paddle wheeler dock in 2017. Results indicated that the breakwater is in good condition and requires minimal recapitalization. The paddle wheeler dock is at the end of its useful life.
- A draft conceptual map of main beach area was discussed at the January WCC meeting.
- Parks Canada will provide an updated map based on that discussion at the April meeting of council.
- Revised maps have been provided to Council. Final updates to maps pending. PCA will provide updated maps to council at the June 22 meeting or prior to that if available.
- Updated maps included with June 18, 2018 townsite report
- Possible that dock will be removed before end of March 2019 pending internal PANP approval of funding. Work would take about 2-3 weeks. The project would completely remove both the dock and the subsurface components.
- Dock removal is complete.
- Communication about boat use in the area, mooring and future plans for upgrades to the breakwater have been posted on Waskesiu.org and will be included in the PCA update in the WSRA newsletter.
- PCA is discussing options for this. Any upgrades would be done as part of the breakwater re-capitalization scheduled for 2020.
- Timing of this work will be determined at the NPFU face to face management meeting in March 2020.
- **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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2. 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.**

3 Recreation Area Renewal (Lawn Bowling/Sport Court)

- The WRA board has a question regarding the remediation of contaminated material at lawn bowling green. The question is in the context of preparing the site for the installation of a sport court facility. PCA is working with the WRA to determine scope of work required and next steps. The environmental assessment specialist from PCA has been engaged in the project.
- Meeting with WRA to discuss options for remediation scheduled for Oct. 11.
- “Capping” of the contaminated lawn bowling site is considered a low risk and economical remediation solution.
- The contaminated area is a legacy issue caused by past park management practices. Therefore PCA will contribute the cost of remediation should funds be available in 2019 (following a Feb. Management Team review of all 2019 budget pressures).
- PCA is working closely with the WRA to determine the required amount and type of soil for the capping process (based on specifications for the sport court surface, and to determine the appropriate timing of the remediation work.
- PCA is waiting for an engineered design of the capping and drainage for the sport court area that will support an asphalt subsurface for the sport court area.
- Once the design is finalized, the project will go out to tender.
- An engineered design has been provided to PCA, which will address to goal of capping the contaminated area.
- The WRA is currently reviewing this design against the requirements of the sport court surface.
- Final details have been worked out in relation to this project. Final engineering design should be received by Parks Canada in the coming months. Work to commence in spring of 2020.
- **Tender for the capping work has been posted.**
- **Townsite manager will be the PCA liaison for this project once a tender is awarded.**

4. Beach House Washroom and Shower Replacement

- Similar situation to 4 way stop project. Construction estimates received are significantly higher than the available funding. Additional funding is being sought internally.
- Big and Little beach house will remain in service for the 2019 summer season.
- Demolition and replacement of Big Beach House likely to begin in Sept. 2019.
- The contract for this work has been posted on the Government of Canada “Buy and Sell” website.
- Work is planned to commence immediately after labour day in September.

- There will be disruption to the walking path adjacent to the shower building and main parking lot that will require events such as the Outter Limits fun run to alter their normal routes. Event coordinators have been informed of this situation.
- Demolition of the main beach shower/washroom is well underway at the time of this report.
- Construction has started on the new shower/washroom and will continue throughout the winter. The goal is for the building to be operational in time for the May long weekend in 2020.
- Scheduled completion date is still planned for May Long weekend, but PCA is preparing for possibility of delays into June due to contractor.
- 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.

5. 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-roter 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-roter 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.**

6. Backflow Preventers

- PCA currently developing policy to make back flow preventers mandatory for all leaseholders connected to town sewer system. Details and timelines for implementation to be determined in consultation with the WSRA and WCC.
- **PCA has made the decision to require backflow preventers to be installed on all leasehold buildings by July 1, 2022. Lessees who do not have a backflow preventer installed by this date will be denied compensation from PCA in the case of a sewage backup at their property.**

7. Grease traps

- PCA developing best practice guidelines for restaurants regarding grease traps and associated cleaning/maintenance. Cleaning logs may be required to be submitted to PCA as a condition of receiving a business licence.
- Costs for repairs to infrastructure that can be traced to restaurants discharging cooking grease, fats and oils may be charged back to individual leaseholders if the source can be positively determined.

- **Information to be provided to Waskesiu restaurant operators as part of Business Licence renewals in 2020. This is underway as businesses in Waskesiu open for the season.**

Emergency Services

1. Fire Chief Contract

- The contract for the current fire Chief will expire in January 2020
- PCA Townsite manager exploring options for a new contract or contract extension.
- Townsite manager is working with PCA contracting to extend the contract for the current fire chief.
- Contract will be posted on Government of Canada Buy and Sell website week of February 10, 2020.
- **Fire Chief contract awarded to Les Karpluk for up to 4 years.**

2. Paramedic Contract

PCA is working with our contracting office to renew the paramedic contract for medical response services in Waskesiu.

- The level of service will remain the same as the current EMT contract.
- **Paramedic contract will be in place in time for May 15, 2020.**

Fire Department Report



To: Waskesiu Community Council
From: Les Karpluk (Fire Chief)
Date: May 8, 2020
Report: FIRE Report 16-20 Fire Department Update

This report is intended to provide the Waskesiu Community Council with an update of the fire department activities during the COVID-19 challenges.

To say that a pandemic has changed our lives would be an understatement. On a personal level, I was extremely disappointed that I had to cancel the “Heartbeat of Leadership” retreat in February. The retreat is something that I have dreamed about since becoming the Fire Chief in 2018 and although it was cancelled, we will definitely move forward to host it in the fall or early next year. The retreat is intended to have officers, fire chiefs and any person involved in the fire service an opportunity to get together with likeminded individuals and focus on leadership from Friday to Sunday. We had registrations from British Columbia, Alberta, Saskatchewan and New Orleans. This was going to be a significant fund raiser for us, but as I mentioned already, it will be hosted in the future.

March 10th was our last training session and we went to the Hawood Inn to practice setting up our 28-foot extension ladder and discussed rescue scenarios. It is imperative that we familiarize ourselves with structures in Waskesiu and time permitting we will be able to conduct similar training sessions with other key structures and businesses in Waskesiu.

In my 2019 Annual Report to Townsite Manager Gregg Rutten, one of the High-Priorities was registering with Carlton Trail College for the on-line Action Training program. I am pleased to say that we have been able to do this and with a \$500 cost savings due to Carlton Trail College eliminating the initial \$500 registration fee. I have reported previously that I was creating an Officer Development program and Action Training also provides Officer training. The Action Training online program is excellent to say the least and it is based upon the National Fire Protection Association (NFPA) Level 1 & 2 FF standards, and has a host of other relevant courses, including fire officer. We are working on specific online courses during our downtime and will take full advantage of our practical sessions when we start our training nights again.

Due to COVID-19 it has been a challenge to get Personal Protective Equipment (PPE) in terms of face masks, disposable gloves, spray bottles and disinfectants. Over a period of about 3-weeks we have been able to secure several boxes of disposable gloves, 150 face masks and hand sanitizer that was donated from Smooth 42 Craft Distillery in Brownlee, Saskatchewan. I contacted them and they did not hesitate to send us a dozen bottles of hand sanitizer. We also received some supplies from the Saskatchewan Public Safety Agency which helped us as well. A challenge that I didn't foresee was trying to acquire spray bottles for our disinfectant and soap and water. We have recycled many spray bottles and each one is labelled and the Material Safety Data Sheets (MSDS) have been placed into the WHMIS binder.

The interior of our Pumper has been sanitized and after each use it will be required to be sanitized before being placed back into service. Any equipment we use will have to be wiped down with soap and water or sanitizer.

It is my hope that we can paint some of the apparatus bay before our open house to the Waskesiu Community Council and Waskesiu Foundation, but this is dependent upon the physical distancing required for everyone's health and safety.

Lastly, even though we are not physically training, the Self-Contained Breathing Apparatus (SCBA), small motors, portable radios, air cylinders and equipment on the Pumper are checked routinely. This is our due diligence to ensure that we continue to be response ready.

I also want to take the time to thank those that sent me emails for successfully getting the contract for the Fire Chief again. It's a true honor to work with such great people and I am very fortunate to be able to do so.

Keep safe, wash your hands, support each other and remember that this too shall pass and we will all be stronger because of it.

Respectfully submitted



Les Karpluk
Fire Chief

Cc: Gregg Rutten Townsite Manager