



**WSRA 2023 Annual General Meeting
Meeting Minutes**

July 23, 2023 at 11:00 am
Terrace Gardens, Waskesiu Lake

Directors Present: Jennifer Wood, Terry Baerg, Cheryl Cuelenaere, Ron Jones, Rob Phillips, Paul Pinder, Kelly Prodanuk, Conor Quinn, Kurt Wintermute

1. **Called to order** at 11:30 am by Jennifer Wood, Chair. Minutes recorded by guest Raylene Kershaw. Welcome and land acknowledgement by Jennifer. Introduced board members and the committees they chair or are a part of: Kelly (Finance), Cheryl & Conor (Communications), Paul & Ron (Membership), Kurt, Terry, Rob, Jennifer (Governance), Rob, Kurt, Jennifer (Cottage Regulations).
2. **Approval of July 23, 2023 Agenda**
Motion to adopt the July 23, 2023 meeting agenda with the following correction: under the "Election of WSRA Board of Directors" heading, spelling of the new nominee should be Erin Gagne Harder.
Rob Phillips/Stephanie Murphy *Carried*
3. **Approval of August 7, 2022 AGM Meeting Minutes**
Motion to approve the August 7, 2022 AGM meeting minutes with the following correction: spelling of the nominee from the floor should be Erin Gagne Harder.
Linda King/Bill Johnson *Carried*
4. **Chair's Report** – Jennifer Wood
 - Thank you to the community for all the support and raising questions and ideas to us. It's important we hear from you. Let us know if we do not have your correct email address on file.
 - We won't have time to go into the proposed Waskesiu Cottage Development Guidelines today, but are wanting to have a separate virtual meeting for your questions & concerns
 - Need to get the draft Cottage Development Guidelines back from Parks Canada before the meeting can take place

Chair's Report sent in advance as part of the AGM package:

Welcome back Waskesiu Seasonal Residents!

I trust you are all as excited as I am to be back to the lake enjoying time with family and friends.

I am honoured to have served in the role of Chair these past couple of years and wish to thank the Board members for their time and dedication to matters of importance to Waskesiu Seasonal Residents.

The WSRA is a volunteer organization comprised of a dedicated group of board members that have seasonal residences in the cabin or cottage areas. WSRA's mandate is to work with Parks Canada Agency (PCA), the Waskesiu Community Council (WCC) and other vested stakeholder organizations in relation to matters of common interest to cabin and cottage leaseholders as well as matters pertaining to the occupancy, leasing, use, maintenance and improvement of seasonal residences in PANP. WSRA also has an interest in ensuring that we protect, promote and enhance the townsite and PANP. Our Board is a dedicated group (of diverse skill sets) of cabin and cottage owners. The Board's role is to act in the best interests of the Association and stay true to our mandate.

WSRA has had a long-standing committee dedicated to updating the cottage development guidelines similar to the way the WSRA led the way with establishing cabin guidelines. There has been significant work over the past year in the development of the Land Use Regulations and the Cottage Development Guidelines.

The WSRA engaged legal expertise (an expense) to review the proposed Land Use Regulations with the added requirement to ensure the new proposed Waskesiu Cottage Development Guidelines will align and be specific to our townsite. A subcommittee comprised of the WSRA and Waskesiu Community Council continue to work with local and national PCA representatives. PCA hopes to have the Land Use Regulations process completed by late 2024 or early 2025. There have been numerous stakeholder engagement sessions gathering feedback from stakeholders across Canada and I am proud to say that the WSRA has and will continue to have a strong voice through the review and updating of the Land Use Regulations.

WSRA, WCC and PCA, in collaboration have also made significant strides in the drafting of the Cottage Development Guidelines for Waskesiu, PANP.

The Board also incurred expenses to consolidate past, present and future individual board member documents into one master system to ensure preservation of history and ensure all documents reside in one place. As part of this process the WSRA also determined that it was time to upgrade and improve the membership database.

Although this did occur some one-time expenses, the WSRA membership database is essential for effective communication within our community.

WSRA continues to work with Council, PCA and all the other organizations in Waskesiu towards completion of Vision 2028, a plan that ensures Waskesiu, PANP is a strong and vibrant community for future generations, while respecting and maintaining the principles that guide Parks Canada. Vision 2028 coincides with the centennial celebration for PANP. The planning has begun.

See you at the Lake!

5. Committee Reports

a) **President's Report** – Rob Phillips

President's Report sent in advance as part of the AGM package:

There are several items listed below that you should be aware of for information and planning:

It is now a requirement to have a back flow valve on your cabin or cottage sewer connection. Parks Canada no longer takes any responsibility for back flow into residences within the community.

*Parks Canada, the Community Council and the WSRA have discussed the issues of parking throughout the townsite and in recent years placed additional signage to clarify parking areas and time limits. Parking within parcel X, the bird streets, has been discussed at length. Within the bird streets the paved road area is clearly defined and photographs of the area on long weekends and walk through of the area in the summer of 2022 confirmed that if all vehicles (cars, trucks, etc) kept their tires off the roadway, there would be no passage problems for vehicles within the area. Therefore, the slogan "**Keep the rubber off the road**" has been agreed to.*

We are still working with our community partners to address the special parking challenges in the cottage subdivisions.

Oversized decks within Parcel X have a conformance requirement for 2025. For the 2025 season any decks that cover the 3 foot side yard setback must be cut back to conform. This only effects a few cabin owners, approximately 10. These cabin owners already have letters from Parks Canada and any questions that they have should be taken to Parks Canada directly.

Discussions with Parks Canada, Community Council and the WSRA for cottage construction are underway to provide clarity to cottage owners within the townsite. It is planned the cottage guidelines will be finalized for 2024.

I hope that everyone has a happy and healthy summer.

b) **Finance** – Kelly Prodanuk

- i. **Financial Statements** for the year ended December 31, 2022 were included in the AGM package.
- ii. **Treasurer’s report** (sent in advance as part of the AGM package and highlighted in person by Kelly)

The December 31, 2022 YE financial statements are completed as a “Compilation Engagement Report” by the Chartered Professional Accountant.

Balance Sheet

Assets consist of cash and various term deposits on deposit with RBC Royal Bank. Balances decreased \$5,244 from last year.

Liabilities consist of the year end accounting bill.

Deferred income represents the \$100, 5 year WSRA memberships that have been received but the revenue is deferred annually over the 5 year term of the membership.

Income and Expense Statement

Total 2022 revenue increased \$3,785 compared to 2021, largely due to the re-start of the “Grey Owl Howl”.

Expenses increased \$15,280 in 2022 as a result of:

1. *Additional admin cost to improve membership services.*
2. *Legal fees incurred to review new cottage regulations and guidelines, and review/amend WSRA By-Laws.*
3. *Re-start of the “Grey Owl Howl”.*

WSRA recorded a loss of \$8,064 in 2022 which was planned - financed from cash deposits.

The Board reviews its financial controls each year to ensure they are effective and appropriate.

iii. Motions

Motion that the Financial Statements of The Waskesiu Seasonal Residents Association Inc. for the financial year ended December 31, 2022 and the Compilation Engagement Report of the Chartered Professional Accountant are approved.”

Kelly Prodanuk/Grit McCreath *Carried*

Motion that the appointment of an Auditor for the fiscal year 2023 is waived.

Kelly Prodanuk/Todd Peterson *Carried*

Motion that the accounting firm of Byron J. Reynolds CPA be reappointed as the Accountant for The Waskesiu Seasonal Residents Association Inc. for the fiscal year 2023.”

Kelly Prodanuk/Nancy Wilkinson *Carried*

c) **Membership** – Paul Pinder

- 71% of the cabin and cottage owners are members of WSRA which is a strong membership, strong voice, strong team
- If you are not getting WSRA emails, check with us

Membership report sent in advance as part of the AGM package:

The Membership Committee of the WSRA is tasked with promoting the WSRA and the benefits of being a member. Establishing a membership that includes a significant portion of the community supports a healthy community and creates a strong voice for the WSRA. Through the membership the Communications Committee can provide information to the group.

An email database is part of the membership information which allows the WSRA to communicate with the membership. In addition to annual the annual WSRA letter, various communications occur throughout the year. In June emails went out to those members whose membership expired in 2022 and prior.

Membership stats:

<i>Number of current memberships</i>	<i>403 (394)*</i>
<i>Number of memberships that will expire in 2023</i>	<i>20 (140)</i>
<i>Total number of Cabins in the PANP</i>	<i>451</i>
<i>Total number of Cottages in the PANP</i>	<i>119</i>
<i>Total Combined</i>	<i>570</i>
<i>Percent of Cabins/Cottages that are WSRA Members</i>	<i>71%</i>

The membership drive in 2023 will include an email notification (completed in June), WSRA letter in with Land Lease Payment, and canvassing at the AGM.

Information will be available at the AGM on the status of all memberships.

**(x) 2022 numbers*

d) Communications – Cheryl Cuelenaere & Conor Quinn

Communications Report sent in advance as part of the AGM package:

The WSRA Communications Committee communicates with our members through emails, our annual newsletter and our WSRA web page on the [waskesiu.org website](http://waskesiu.org). We send out emails to give our members notice about information that is pertinent to your experience here in our community and to your seasonal residency. These emails provide information from the Park, the Waskesiu Community Council, the Waskesiu Foundation, the Waskesiu Recreation Association and other interested groups. Hopefully, we have your current email address so that we can keep in touch with you.

We send out a letter in the spring to all seasonal residents which is mailed together with the Park's lease billing. This letter describes the WSRA's mandate and goals and encourages membership in our Association. We also email members as to the status of their membership when it is coming due or has expired, and offer information about renewal options.

We do encourage members to offer suggestions, observations and any questions by contacting us through email, and we can refer the contact to the appropriate Board member or members for consideration. Our email address is waskesiusra@gmail.com.

We do prepare our spring newsletter with submissions from our WSRA Executive, the Park, and other community groups to provide you with current information as to issues in our community and upcoming events. This spring newsletter is circulated to our members by email and we also print some paper copies which are available for pickup at some business locations in the community. Our Communications Committee is grateful to our former Board member, Kathy Ponath, for her invaluable work and expertise in assembling the spring newsletter again this year.

You can find information as to our Association and our goals and objectives on our web page at waskesiu.org by clicking on the "our community" tab. On our web page, you can also find information about how to volunteer to work with our Association, or otherwise contact us or become a member.

e) **Governance** – Kurt Wintermute

- Main issue from last year – passed amended bylaw #1 by 88% majority; as a result of that we will have an election; will put in place staggered terms for directors (some 1-year terms and some 2-year terms)

Governance Report sent in advance as part of the AGM package (and highlighted in person by Kurt):

WSRA Amended and Restated Bylaw #1

- *The Amendments to the WSRA Bylaw #1 were considered at the 2022 Annual General Meeting of Members held on August 7, 2022, and on a vote by ballot, the motion for the Special Resolution was carried by a majority of 88.35%, with 91 voting in favour and 12 opposed. The WSRA Amended and Restated Bylaw #1 were included in the Minute Book for the WSRA.*
- *Two new Directors were elected to the Board at the 2022 AGM, Terry Baerg and Conor Quinn.*

Update and Summary of Draft National Parks of Canada Land Use Planning Regulations and the Cottage Development Guidelines

- *On June 13, 2022, a document prepared by the WSRA entitled "Update and Summary of Draft National Parks of Canada Land Use Planning Regulations" was circulated to Members.*
- *This document provided a high-level summary of the most significant implications of the draft New Regulations for our Members, which, upon coming into force, will result in the repeal of the National Parks of Canada Cottages Regulations, the National Parks Building Regulations and the National Parks Signs Regulations.*
- *The New Regulations **are still in draft form and are not yet in force.***
- *Copies of the draft New Regulations and Interpretative Guidelines on the Administration of Parks Canada Land Use Planning Regulations can be located at <https://parkscanadaplanningpermits.ca/have-your-say> and information regarding the project timeline can be found at <https://parkscanadaplanningpermits.ca>.*
- *In September 2022, a Joint Committee was struck consisting of members of the Waskesiu Community Council (WCC) and the WSRA to request a meeting with Gregg Rutten, Townsite Manager, PANP and Calvin Martin, Park Superintendent, and Parks Canada and their advisors Daniel Mercer, to raise concerns that had been identified regarding the New Regulations and Interpretive Guidelines as summarized in the previous Summary circulated to WSRA Members, and to seek further involvement in the process and for the development of specific Cottage Development Guidelines for Waskesiu.*

- *On September 26, 2022, a 2-hour video conference was held with the joint WCC/WSRA Committee and Gregg Rutten, and other representatives of Parks Canada and Daniel Mercer, to raise the concerns regarding the New Regulations and Guidelines and to discuss what will be put in place when the Cottage Regulations are repealed to govern cottage development. The discussion and comments from the Joint Committee were well received and the main result of this meeting was an agreement by Gregg Rutten arrange a follow up meeting to specifically discuss the process for the preparation of draft Cottage Development Guidelines for Waskesiu and his commitment to involve the joint WCC/WSRA committee in this process.*
- *A follow up meeting was held with the Joint Committee and Gregg Rutten on December 19, 2022. The topics discussed included the timing of the completion of the first draft of the Cottage Development Guidelines by Gregg Rutten, and specific cottage development issues/areas of concern that the Joint Committee wanted to see addressed in these Guidelines, and a subsequent meeting to be held with Gregg after the first draft of the Cottage Development Guidelines had been circulated to allow the Joint Committee to provide its comments and concerns. Gregg Rutten made a commitment to attempt to provide the first draft by March 1, 2023.*
- *On March 8, 2023, Gregg Rutten provided an update that he and others had been working on the draft Cottage Development Guidelines for the last 2 months and that they would be circulated shortly.*
- *The first draft of the Cottage Development Guidelines was provided to the Joint Committee on April 4, 2023.*
- *The members of the Joint Committee reviewed the draft Cottage Development Guidelines in detail and circulated written comments internally. In addition, comments were sought by the Joint Committee from other professionals who have been involved cottage design and development in Waskesiu in the past and were aware of the issues that had been encountered in dealing with the Park. All the comments of Joint Committee members and outside professionals were then summarized in a master document presented to Gregg Rutten and a further meeting was held with Gregg Rutten and the Joint Committee on May 1, 2023 to review and consider the comments provided to date. The response to the comments and concerns raised by the Joint Committee were well received by Gregg Rutten, and it was agreed that the second draft of the Cottage Development Guidelines would be prepared by the Joint Committee for Gregg's consideration.*
- *On May 17, 2023, the second draft of the Waskesiu Cottage Development Guidelines was provided on behalf of the Joint Committee to Gregg Rutten.*

- *To date, a further response from Gregg Rutten to the second draft of the Cottage Development Guidelines has not been received and no follow up meeting has been scheduled, although there are plans to do so following the busy summer months.*
- *One of the key issues being addressed in the Cottage Development Guidelines relates to increasing the permitted size of Cottages in Waskesiu to bring it more in line with other National Parks across Canada where cottage development of up to 1,600 square feet is permitted. Such request to increase Cottage size in Waskesiu would be subject to the Cottage lot in question allowing the floor size while complying with all the relevant front yard, side yard, rear yard, and height requirements.*
- *Due to the breadth of the issues being addressed regarding the draft Cottage Development Guidelines, it is proposed that a separate information session be arranged with interested Members to provide further details as the AGM is not the appropriate forum for such a detailed discussion that does not affect the entire WSRA Membership.*

6. Cottage Development Guidelines Update – Kurt Wintermute

- Refer to the Governance Report (above) sent in advance as part of the AGM package
- It has been premature to circulate the proposed Cottage Development Guidelines as we are dealing with preliminary drafts
- We will convene a virtual meeting with draft guidelines with time for people to digest them; any member who is interested will be able to attend to ask questions and provide input

7. New Regulations Update – Kurt Wintermute

- Refer to the Governance Report (above) sent in advance as part of the AGM package
- Federal regulations are not approved yet but are in the process of being revised; document online called What We Heard Report gathered comments and now are refining further; must be submitted to the Treasury Board then posted in the Canada Gazette part I; still not final; then published in the Canada Gazette part II typically and an effective date is put in. Want to have these Waskesiu Cottage Development Guidelines in place so there is no gap after the old regulations get repealed.

8. Q & A's for WSRA

- Suggestion was made to have a private members group chat on Facebook to share questions and answers back and forth; response from WSRA:
 - Discourage due to cost and liability
 - WSRA offers the opportunity for members at any time to email questions or provide questions in advance at the AGM
 - Information is provided via email, newsletter, etc.

- Request to have the Q & A's from the Parks Canada information session circulated; information will be emailed and posted to the website
- Question: Is there an appetite for reconsideration of the townsite as a municipality? Is that something this community might aspire to?
 - Response from WSRA: the WSRA will discuss and review the concept
- Question regarding an increase on the size of the footprint for cottages
 - Response from WSRA: Current cottage size is just under 1200 sq ft and there is a committee reviewing the cottage development guidelines with the potential to increase, but nothing has been confirmed
- Question regarding poor SaskTel internet service, particularly on the west end of Kingfisher furthest away from the box or people up by the golf course
 - Response from WSRA: the WSRA will reach out to SaskTel
- Q & A was closed at 12:27 pm.

9. Election of WSRA Board of Directors

- Names of people seeking re-election (bios were included in the AGM package): Terry Baerg, Cheryl Cuelenaere, Ron Jones, Rob Phillips, Paul Pinder, Kelly Prodanuk, Conor Quinn, Kurt Wintermute, Jennifer Wood
- New nominee: Erin Gagne Harder (bio was included in the AGM package)
- Ballots – check up to 9 candidates; if you check 10 candidates it is a spoiled ballot; anyone who is a nominee can have a scrutineer
- Need vote counters; volunteers were Stephanie Murphy, Dan Boehm, Rob Oswald, Bob Cyr, Lynette Bohmann and Joanne Kirby
- This is the first year implementing staggered terms
- The top two nominees from the cottage area receiving the most votes will be elected to 2-year terms; the third highest will be elected to a 1-year term
- The top two nominees from the cabin area receiving the most votes will be elected to 2-year terms; the third highest will be elected to a 1-year term
- The top nominee from either the cottage or cabin area will be elected to a 2-year term; the second and third highest will be elected to a 1-year term
- Last call for ballots at 12:34 pm
- Election results announced at 12:59 pm
- Cottage area
 - Jennifer Wood (Cottage area) 2-year term
 - Kelly Prodanuk (Cottage area) 2-year term
 - Cheryl Cuelenaere (Cottage area) 1-year term
- Cabin area
 - Kurt Wintermute (Cabin area) 2-year term
 - Conor Quinn (Cabin area) 2-year term
 - Rob Phillips (Cabin area) 1-year term
- Open category
 - Paul Pinder (Cottage area) 2-year term
 - Terry Baerg (Cabin area) 1-year term
 - Ron Jones (Cottage area) 1-year term

10. Other Business/Business Arising

- No new business

11. Adjournment

Motion to adjourn the meeting at 1:01 pm.

Dan Boehm

Carried

DRAFT