

# WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



**DATE:** Friday, January 19, 2018  
**TIME:** 10:00 a.m. – 2:30 p.m.  
**LOCATION:** Hawood Inn – Spruce River Room

**ATTENDING:** Jim Kerby, Nancy Wood Archer, Bryan Matheson, Randy Kershaw\*, Brent Hamel\*, Janice MacKinnon\* (left the meeting at 10:30), Jennifer Wood\* (left the meeting at 10:30)  
PCA - Field Superintendent David Britton and Robyn Hufnagel, Acting Townsite Manager

1. **Call to Order** **Jim Kerby** **10:00 a.m.**
2. **In-camera session**  
Motion to move the meeting 'In-camera'  
**Nancy Wood Archer/Randy Kershaw** **Carried Unanimously**  
Motion to move back to the Public Meeting  
**Bryan Matheson/Nancy Wood Archer** **Carried Unanimously**
3. **Adoption of Agenda for the Public Meeting** **Jim Kerby** **11:00 a.m.**  
Motion to Adopt the Agenda as circulated  
**Bryan Matheson/Nancy Wood Archer** **Carried Unanimously**
4. **Adoption of November 3<sup>rd</sup>, 2017 Meeting Minutes**  
Motion to adopt the November 3<sup>rd</sup>, 2017 Meeting Minutes  
**Randy Kershaw/Brent Hamel** **Carried Unanimously**
5. **Business arising from the Minutes:**
  - Status updates on the following:
    - Kapasawin Development  
PCA reported they are currently at the point of concluding the environmental assessment and now at the permit stage. Phase one will be building the access road on the back of the property.
    - SaskTel townsite High-speed DSL opportunity  
David Britton reported that the \$35,000 payment from PCA has been issued. Council Chair confirmed that SaskTel had also received the \$25,000 payment (comprised of donations made by the Waskesiu community) with the cheque having been issued to SaskTel by the Waskesiu Foundation.  
PCA is scheduling a meeting with SaskTel in the next few weeks to discuss permits and environmental assessment process.  
Council Chair reported he was very pleased how this project has ended up, especially with the fact that there will be no remaining downside financial risk to the Waskesiu community.  
Councilor Matheson asked what can we, and how do we, communicate this information to the community?  
Council Chair advised that SaskTel will be making public announcements once the infrastructure

has been completed. Their sales force will be giving everyone the opportunity to sign up to the service. In the interim, a SaskTel approved report was included in the Waskesiu Foundation Newsletter, which just went out to Foundation donors about a week ago.

PCA's newsletter will be coming out in March and it will also announce the high-speed service news.

**ACTION ITEM** – Administrator to update information on [waskesiu.org](http://waskesiu.org) regarding the new SaskTel High Speed Internet service now coming to Waskesiu in the summer of 2018.

- Formal adoption of the WCC Communication Plan - Part 1

The final version of the WCC Communication Plan - Part 1 was distributed earlier this week by Councilor Hamel to Parks Canada Agency and to the WSRA (to Sheila Gagne, the new representative of the WSRA on their Communication Committee ).

The Communications & Community Relations Committee is now working on Part 2 of the Communication Plan which will focus on developing the strategies and tactics to be used to implement the Communications Plan.

Discussion ensued. The Chair also expressed appreciation to Brent Hamel for all his work advancing this particular project on behalf of the Community.

A motion was made to adopt the Waskesiu Community Council Communication Plan - Part 1.

**Brent Hamel/Nancy Wood Archer**

**Carried Unanimously**

- Waskesiu Break-ins – Status Update -

The Waskesiu RCMP Staff Sgt. reported to Councilor Kershaw that the investigation on the break-ins in October is still open, but no material progress has been made in the case.

Council question: Is PCA planning to put cameras at the gates?

PCA answer: A preliminary discussion has been undertaken. PCA will report back at the next Council meeting.

**ACTION ITEM:** PCA to report back to Council at the next meeting if there is a plan to put security cameras at the entrance gates to the Park, or in other locations (including the entrances to the cottage and cabin areas).

- Review of outstanding Action Items then occurred.

## 6. Townsite Report

**Robyn Hufnagel/David Britton**

- Appendix I attached to this document.

### Waskesiu Townsite Dock and Breakwater – Additional Commentary

As noted in the Townsite Report, divers completed an assessment of the breakwater and paddle wheeler dock underwater components in Late September 2017. PCA has since received the results regarding the breakwater, and the assessment shows that the breakwater is, from a structural perspective, actually still in good shape. Having said that, there are obviously some surface concrete issues and related work to be done.

Revitalization work for the breakwater to be addressed when funding becomes available.

## Waskesiu “Core Townsite” Map Review & Next Steps – Additional Commentary

- An updated map of the Townsite “core” was provided for review and commentary by Council. Significant discussion then ensued.
- Council Chair thanked PCA for this delivery, which is helpful, but suggested that what is also needed is a map with more of the “potential” and “conceptual” ideas added in.
- As such, it was requested that PCA design and provide two (2) maps – one showing all of the key existing assets (e.g. a map representing the “core townsite” as of March 2018).
- The second map of the Townsite core would identify both “known” and “potential future” plans (in addition to showing existing assets). Examples of “known” future plans include the upgraded beach houses (scheduled for completion in fall of 2019) and the mini-golf facilities (scheduled for completion by summer of 2018).
- The “future-looking” map can be clearly identified as “**For Discussion Purposes Only**” in relation to those projects that are potential future projects and not known/approved projects. Doing so will allow the map to be used as the basis to discuss (between Council and PCA initially) a “Vision 2025 exercise”. At the right point of draft development, it can go to other organizations for input, and then eventually to the community.
- Discussion then ensued regarding some of the “potential” projects including (a) those described in the Waskesiu Recreation Area “Master Plan”, (b) potential upgrades to the Waskesiu Recreation/Chamber Office building, (c) additional trails in the core, including in particular from near the Trading Post to the area across from the old Post Office building; (d) refurbishing of the area across from the old post office, (e) a potential off-leash dog park behind the recycling area, (f) potential rationalization of the wooden steps accessing the breakwater/dock area, (g) potential delimiting of trees in some areas between the breakwater and the Nature Centre. It was also suggested that the Waskesiu Recreation Area “Master Plan” should be incorporated into the “future looking” map of the core townsite.
- Additional discussion then ensued about Townsite Trails.
- Council commented that, approximately 10 years ago, a trial trail was built behind Bluebird Street. It was proposed that if this design was successful, it would be used to create the trail beside the Trading Post and all the way up to the alley. Council asked: On the conceptual map, what are the new “Aesthetic Gates”? PCA indicated that they will find out and get back to Council.
- Council commented that the location of the Disc golf course is shown incorrectly on the map. PCA indicated that would be corrected.
- One Councilor suggested that PCA consider the removal of the baseball field and change it to a soccer field, after seeing how many visitors and their families are playing soccer compared to baseball.

### Waskesiu Townsite Parking Strategy – Additional Commentary

- PCA asset staff have already installed 4 signs (“30-minute parking” signs) around the fish cleaning shack on Lakeview Drive.
- PCA confirmed that the remaining “30-minute parking” signs are to be installed in 2-3 vehicle stalls in front of the Waskesiu Trading Company in the spring.
- Discussion ensued and it was recommended by Council that all 3 of the “30-minute parking” signs should be put next to the handicap parking stall, unless the owners of the Waskesiu Trading Company have another suggestion.

### 4 Way Stop Flooding – Additional Commentary

- 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.
- Design work is currently underway. Part of the design contract is to provide advice on how best to mitigate the flooding problems.
- There are no signs of flooding at this time; as this year is a very different winter, but original plans to find a long-term solution will continue.
- According to the Superintendent, blockage due to ice at the storm sewer outlet to the lake, is considerably less than last year.

### Seasonal Staff Housing – Additional Commentary

- The old washroom has now been removed from the seasonal staff trailer park area. That work was completed in in late November of 2017.
- Removal of building will allow for construction of 3 seasonal RV sites for staff accommodation at the trailer park.
- PCA staff intends to complete construction of those new sites in the spring 2018.
- Significant discussion ensued regarding seasonal staff housing.
- PCA agreed to share the criteria used to determine who accesses the seasonal staff housing sites and to provide a better understanding of who is making the decisions and the community input (particularly from the Chamber of Commerce) they obtain before making decisions. It was agreed that the goal is to ensure that the area is actually being used for seasonal staff, and not for other purposes.

**ACTION ITEM:** PCA to identify and share the criteria used to determine who accesses the seasonal staff housing sites, and to provide a better understanding of who is making the

decisions, and the community input (particularly from the Chamber of Commerce) the committee obtains before making decisions.

#### Fire Chief Contract – Additional Commentary

- Successful candidate has accepted.
- Security screening of the chosen applicant has now been completed and an announcement will be made in the next few weeks.

#### Service Standards for third party events – Additional Commentary

- PCA confirmed they are currently developing a form to outline the services and protocols. This form will be attached to the special event application and must be returned with application if third party has requirements. (See Townsite Report).
- PCA confirmed that their intention regarding this service was only intended for local, not for profit groups and not generally available to “third parties”.

### **7. Correspondence**

Nothing received.

### **8. New Business**

- **Review of Draft PCA Communication Plan** (“Contributing to Visitor Safety and Enjoyment by Ensuring Pets are on Leash in National Parks”)

Council Comments:

-There are not many pet friendly accommodations in Waskesiu so that does not encourage visitors to bring their dogs. Perhaps most of the dogs belong to cottage and cabin owners, to day visitors, and to visitors to the campgrounds.

-An off-leash dog park is not an expensive undertaking, but could be a partial solution. That being said, dog owners still want to take their dogs on the beach (where they cannot be off-leash).

One Councilor commented that the dog beach by the downtown dock appears to him to hardly ever be used, however the Chair indicated that the area has been busy on a number of occasions when he was near that location.

Council question: Would issuing dog licenses help the situation?

PCA answer: Owners are required to have permits/licenses for their dogs and cats if they are in the Park for longer than 30 days.

- **Recent WWR DMO-related charges and Waskesiu community organization response**

Council has been kept fully updated on this information. All media requests are to be directed to the Waskesiu Wilderness Region unless they involve the Chamber (then they are to be directed to Nancy Wood Archer in her capacity as President of the Chamber) or unless they involve the Community Council or the Waskesiu Foundation (in which case they are to be directed to the Chair of Council).

Additional discussion then ensued.

- **Townsite recycling program (i.e. recycling of refundable cans and bottles)**

The Waskesiu Recreation Association (WRA) “Recycling Proposal” was sent to PCA earlier today.

Discussion regarding the situation and the challenges facing the WRA then ensued.

PCA will contact the WRA to discuss the proposal. The correct contact person at WRA will be provided to PCA after the Jan. 20th WRA meeting.

**ACTION ITEM:** The correct contact person regarding the Recycling Proposal at WRA will be provided to PCA after the Jan. 20th WRA meeting. (**Note:** Brian Matheson, WRA Director, is to be the contact person regarding this matter.)

#### **- PCA Policy for cannabis use in the Park**

The government of Saskatchewan has released its policy for sale of cannabis and businesses in Waskesiu will not qualify as only businesses in municipalities with a population of 2500 or more are eligible to apply. Parks Canada is awaiting the details of Saskatchewan policy for use of cannabis by the public. Park policy will likely mirror the province to the extent possible, but some differences to reflect Parks Canada's mandate, legislation and regulations may be required.

Discussion ensued.

#### **- Seasonal Staff Housing – Trailer Park**

Discussion regarding the issues associated with seasonal staff housing ensued.

**ACTION ITEM:** PCA to provide Council's Vice Chair, Nancy Wood Archer, with the newest version of the staff housing policy in Waskesiu (including the criteria used by PCA to allocate available space/sites, the regulations, and a list of what business has been allotted what site or sites).

## **9. Committee Reports**

### **Business Relations – Nancy Wood Archer**

Chamber and WRA meetings set for Saturday, January 20<sup>th</sup>.

### **Communications & Community Relations – Brent Hamel**

Part 1 of the Communication Plan has been finalized and distributed.

Volunteer Committee - a brief telephone discussion was held recently among David Britton, Carla Flaman, Scott Nesbitt, and the Chair of the WCC.

### **Essential Services – Policing and Fire – Randy Kershaw**

Randy requested Robyn Hufnagel to send him the new Fire Chief's contact information when it is available so the Fire Chief can be welcomed, and so arrangements can be made to have him or her send monthly reports directly to Councilor Kershaw as Chair of the Policing and Fire Committee.

### **Vegetation Management – Bryan Matheson**

Council commented that the Christmas Tree Harvest project was a success.

PCA reported that over 200 permits were issued this year. It brought a lot of visitors and awareness to the Park. There was very good media coverage of the event and it helped provide a boost to the Waskesiu businesses that were open.

PCA reported that they have started the fuel break on the boundary of Elk Ridge – 100 hectares will be cut. Signage explaining the process will be erected for the public.

### **The Waskesiu Foundation – Jim Kerby**

The Foundation's latest Newsletter has recently been distributed. In the Newsletter a number of

topics are discussed (including mini-golf, the SaskTel High-Speed Internet update, and some upcoming projects. In addition, has indicated that it intends to freshen up the Annual Dinner format.

The Waskesiu Foundation is still looking to fill one more spot on the Board of Directors.

**The Waskesiu Recreation Association** – Bryan Matheson

Councilor Bryan Matheson provided a Mini-golf project construction update.

**10. Next Meeting Date(s) – March to July, 2018**

**ACTION ITEM:** Council Chair will work with the Administrator to select dates from March to July of 2018. The Administrator will poll Council members for a general consensus.

**11. Adjournment**

*Brent Hamel*

**1:55 p.m.**

*Carried Unanimously*

Waskesiu Community Council Meeting Report  
January 19, 2018  
Prepared by: Robyn Hufnagel, A/Townsite Manager  
Meeting Location: Hawood Inn, Waskesiu

\*Please note – new information is now highlighted in **bold** in this report

1. Post Office Building

PCA wishes to release the former post office building for use as a commercial operation. An appraisal of the building and property has been completed. This appraisal gives the basis for the release fee of \$275,000 that will be charged to issue a new commercial lease for the property.

- a. PCA requires a new appraisal of the building and property. Appraisals are currently underway.
- b. Once an appraisal is completed, an RFP will be advertised with the new lease policy of a 21 – 25 year lease opportunity for the property.
- c. **Appraiser was on site in early November, PCA received appraisal report in December.**
- d. **Appraisal came in at 240k. PCA currently waiting for approvals to advertise. Aiming for end of January to post and award by end of February, 2018.**

2. Waskesiu Lakeside Music Festival

Meant to be a “signature community event” that provides quality entertainment and activities to increase visitation and business for local operators at a time of year that sees visitation start to decline, the 3<sup>rd</sup> annual Waskesiu Lakeside Music Festival was held on August 25-27, 2017.

- a. The 2017 Waskesiu Lakeside Festival saw approximately 3000-3500 people in attendance (estimate only).
- b. Great weather, free entry and the enhanced lineup combined to see the largest crowds by far for this event.
- c. PANP statistics show visitation equal to Canada Day visitation in 2017.
- d. Very positive feedback received to date.
- e. PCA is currently undertaking a review of its investment in events across the field unit. Results of this analysis will be shared with the Waskesiu community Council.
- f. **Budget for 2018 festival will be confirmed in coming months.**

3. Waskesiu Townsite Dock and Breakwater

- a. Renewal of these structures is included in the vision 2020 document as part of the main beach renewal plan.
- b. PCA is working to update a conceptual plan for review by the community council. A new map will be shared with council in the fall of 2017.
- c. Divers completed an assessment of the breakwater and paddle wheeler dock underwater components in Late September 2017. PCA awaiting these results.
- d. Revitalization work for breakwater to be addressed when funding becomes available.
- e. **New map provided for Council’s review.**

4. 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.

- a. The proposed development includes five commercial accommodation units, one staff accommodation unit and a main floor office/retail space fronting Lakeview Drive.
- b. Council has voiced a concern over the potential loss of availability of hotel type accommodation in Waskesiu.
- c. PCA has deferred a decision on a development permit until the end of the 2017 operating season, so that PCA can be confident that the business is operating according to the terms of their lease and PCA policy.
- d. PCA met with representatives from the Lakeview hotel on August 29, 2017.
- e. **PCA continues to work with the leaseholder on details of current operations and plans for future development.**

5. 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 parking strategy for the townsite to address some of the issues that arise from inappropriate parking. The main issues are congestion and public safety.

- a. Violators have been receiving friendly reminder notices on their windshields. Parks Canada is tracking licence plate numbers. Towing companies have been contacted and are able to remove boats if requested.
- b. Parks Canada wardens are investigating the use of immobilization devices (boots) vs. towing to Prince Albert.
- c. 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.
- d. PCA will provide information to council regarding the number of “friendly reminders” issued, number of repeat offenders and any other feedback received by PCA.
- e. 5 “friendly reminders” issued over the summer. One repeat offender. The reminders seemed to work well as an information/compliance tool.
- f. **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.**

6. 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.

- a. PCA has commissioned engineers to study the problem.
- b. Design work is currently underway. Work will not be completed until after winter of 2017-18.
- c. Part of the design contract is to provide advice on how best to mitigate the flooding problem this winter.
- d. **No update at this time.**

7. Spruce Ridge (SSTP) Washroom Buildings

A new shower/washroom building has been completed in the Spruce Ridge staff campground. The new building is fully functional.

- a. Demolition of the old shower/washroom building has been approved for 2017/18 fiscal year.

- b. An inspection by an asbestos removal contractor determined there is no asbestos in the building.
  - c. PCA is currently soliciting bids for demolition work.
  - d. Once the old washroom is removed, the site will be rehabilitated and up to 4 new RV pads will be created.
  - e. **Contract has been awarded for demolition and removal of building.**
  - f. **Work was completed November 29 & 30, 2017.**
  - g. **Removal of building will allow for construction of 3 seasonal RV sites for staff accommodation.**
  - h. **PCA staff intends to complete construction in spring 2018.**
8. Community Hall Bats  
 Bats have been identified as a problem at the Community Hall in Waskesiu. PCA is taking the lead on excluding bats from the building. Bats are identified as a species at risk (white nose syndrome)
- a. A pest control specialist and a PCA heritage restoration carpenter have been consulted and site visits have been completed.
  - b. There are numerous points of entry for bats in the log building.
  - c. Ultrasonic bat repellent devices have been ordered by PCA as these have proven effective in other historic sites across the agency.
  - d. Bat species has been confirmed as Little Brown Myotis, a species at risk. These bats are using the site as a summer roost.
  - e. PCA will initiate a contractor to repair entry points to the building and chink gaps in logs at a time when bats are not present (over the fall winter).
  - f. Statement of work is being developed for this contract work.
  - g. **Expect to issue contract for completion of work prior to June 1, 2018.**
9. Recreation Area Renewal
- a. PCA has issued a building permit to cover the demolition/deconstruction work and site preparation work required for installation of the mini golf components.
  - b. This work commenced on September 27, 2017.
  - c. **Currently working with WRA to extend expiry date of the contribution agreement to March 31, 2019.**
  - d. **Currently working with PCA finance to disperse funds.**
10. Fire Chief Contract
- a. Solicitations are underway for a new contract fire chief for the Waskesiu Volunteer Fire Department.
  - b. Depending on bids received, expect process to be complete by mid-December at the latest.
  - c. **Solicitation closed on November 29, 2017**
  - d. **Successful candidate has accepted and currently undergoing PCA security screening.**
11. Service Standards for third party events  
 Annually, Parks Canada is requested to provide assistance for several third party events held in Prince Albert National Park. In order to more efficiently manage these requests and to be consistent in the assistance that PCA provides to various proponents, Parks staff met to develop service standards and protocols for both PCA staff and proponents to follow when setting up for events.
- a. Currently developing a form to outline the services and protocols. This form will be attached to the special event application and must be returned with

application if third party has requirements. Services that PANP will provide include:

- i. Interpretation services including Parka mascot – subject to staff availability.
- ii. Basic promotions of the event – include event listing on park website and social channels (eg. twitter).
- iii. Elk hazing – as required and often determined by seasonality of the event. Carried out by Duty Officer.
- iv. Event supplies such as picnic tables, garbage cans, barricades and directional signage is available to event organizers free of charge. PCA can assist with delivery if given advanced notice (eg. 3 days).

## **12. Annual Newsletter vs. Annual Round Table Meeting**

Parks Canada has been holding a “stakeholders round table” event for several years, typically in November after the operational season has ended. The purpose of the round table meeting was to inform stakeholders of PCA accomplishments over the previous year, outline plans for the coming years, and to answer any questions that may arise. Attendance at these meetings has been declining over the years and the meetings have increasingly been attended by stakeholder groups that PCA is communicating with regularly throughout the year. In an attempt to create efficiencies and avoid stakeholder burn-out, Parks Canada is suggesting that an annual newsletter will be a more effective way to communicate our messages.

- a. For 2018, Parks Canada will replace the stakeholder round table meeting with a printed newsletter with distribution in the spring.