

WASKESIU COMMUNITY COUNCIL

PUBLIC MEETING MINUTES



DATE: Friday, June 26, 2020
TIME: 9:00 a.m. to 2:00 p.m.
LOCATION: Waskesiu Lake Lodge Meeting Room

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

Also attending: From PCA – Field Unit Superintendent Cal Martin*, Townsite Manager Gregg Rutten*
(*attended by phone)

Regrets: Jennifer Wood

1. **Call to Order** 9:03 a.m.
2. **Motion to move the Council Meeting “In-Camera”**
Bryan Matheson/Rob Phillips *Carried*
3. **Motion to terminate “In-Camera” portion of the Council Meeting** 10:00 a.m.
Rob Phillips/Bentley Crozier *Carried*
4. **Motion to Adopt Agenda for the Public Meeting of Council (as amended)**
Rob Phillips/Bentley Crozier *Carried*
5. **Motion to Adopt the Council Meeting Minutes of May 15, 2020 as circulated** *Bryan*
Crozier/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.
7. **Other Business Arising from the Minutes/Status Update**
 - Covid-19 Related Issues – reopening of PANP
 - PCA is taking a phased-in approach to align with provincial guidelines but there are some fundamental differences between the Province’s guidelines and the national park guidelines, and the approach being taken in provincial parks versus national parks (camping being an example). They are currently planning for the opening of Phase 3 and 4 at the Provincial level.
 - Council asked why the showers at the Spruce Ridge Trailer Park (SRTP) washrooms, used by the seasonal staff, are still not open? This is a real concern for the Waskesiu Chamber of Commerce executive (on behalf of townsite businesses and their seasonal staff). Council requested that the first showers to be open in the townsite by PCA should be the SRTP staff washrooms.
 - Superintendent Martin replied that opening the washrooms is very complicated. It takes a lot more time to clean extensively and they (PCA) are not at that point yet. They are working on brand new cleaning services to keep everyone including their PCA staff, who are also living in SRTP, safe. He also reported that it is his priority to get these washrooms opened first and the remaining washrooms in the

townsite will then follow.
Additional discussion ensued.

- PCA Yard Waste Directive.
 - The existing PCA Yard Waste Directive has been in effect since 2012. Everyone agrees that it needs a refresh followed by a better way to communicate the Directive (and any changes) to the townsite.

The Townsite Manager reported that the 2012 Directive is still in effect and a copy of that Directive was sent out with the Waskesiu Seasonal Residents latest newsletter. Additional “No Dumping” signage has already been installed by PCA around some of the dumpsters.

Council Chair asked if are PCA are close to having the next revised draft of the new 2020 Yard Waste Directive returned to Council for final review – after review by PCA of the revised wording that was provided by Council?

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 to the townsite as a whole).

- PCA to provide an update to Council on their Long-term Investment Plan.
 - This item will be moved to the July Public Meeting Agenda of Council

- 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:

Commercial Development/Business Licencing

3. Black Spruce Gallery

Superintendent Martin addressed a concern voiced by some members of Council at the last Council meeting regarding the public perception of a potential conflict of interest with regard to this subject, and the approvals granted by PCA. He reported that PCA employees must declare any outside activities that could form a real, or a perceived, conflict of interest. He further advised that PCA does have a process to evaluate those activities and that outlines the terms by which the employee can pursue them.

Maintaining integrity is part of the job performance evaluation for all PCA managers. Parks Canada also has a Centre for Values and Ethics which any employee can contact for help with challenging decisions and situations.

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

- May 22nd Email from Peter Strawson to Council regarding campgrounds and reopening
- May 22nd Email from the Waskesiu Foundation announcing their *No-Show Beach Bash* *
 - A motion was made that the Waskesiu Community Council agree to support the Waskesiu Foundation’s No-Show Beach Bash in the amount of \$500.

Bryan Matheson/Rob Phillips

Carried

- June 4th Email received via Waskesiu.org from Bev Partridge regarding rock clearing project in Crean Channel from Third Heart Lake. (Note – this information and the related request made by Bev Partridge was passed on by the Chair of Council to Derwin Arnstead, the Chair of the Waskesiu Foundation, and will be acted on.)
- June 5th Email received from Waskesiu Chamber (Request for Funding) *
 - A motion was made that the Waskesiu Community Council agree to contribute \$4,000 to the Waskesiu Chamber of Commerce Marketing/Advertising Budget this year.

Bryan Matheson/Rob Phillips

Carried (with one abstention-Bentley Crozier)

- A motion was made that the Waskesiu Community Council approach the Waskesiu Chamber of Commerce to arrange a joint meeting of Council and the Chamber Board to discuss working more collaboratively in the future.

Following the discussion regarding the foregoing motions it was agreed that the Chair of Council would prepare a form of written communication from Council to the Executive of the Waskesiu Chamber of Commerce.

Bryan Matheson/Rob Phillips

Carried

- June 9th Email received from Waskesiu Chamber regarding Staff Housing - Investment Proposal (note, see commentary below in Agenda item #12).
- June 10th Email from Waskesiu Seasonal Residents Association regarding news from Waskesiu Recreation Association
- Miscellaneous correspondence regarding Crean Channel rock clearing & related media interest
- June 19th Email from the Waskesiu Golf Course pertaining to the 10 Year Asset Recapitalization plan

10. Waskesiu Vision 2028 – Status Update & Next Steps

The deadline for each of the key Waskesiu Stakeholder groups to submit their worksheets is June 30th. To date, we have received responses from the Waskesiu Foundation and the Waskesiu Golf course. We are aware that other Boards, including the WSRA and the WRA, are currently working on their worksheets. A reminder of the due date was sent out in the middle of June.

Next steps – in September Council hopes to have a key stakeholders meeting, either in person in Waskesiu, in a virtual format, or some combination. Early next year the plan is to hold a community open house in Waskesiu if we can, assuming that larger group meetings are again permissible in light of Covid-19 concerns.

11. Committee Reports

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

Councilor Matheson voiced his disappointment in the time it is taking PCA to send out the 2020 Water and Sewage charges for Council to review. He indicated that, going forward, it would be greatly appreciated if this could be done in a much timelier fashion in keeping with the time frame that had been previously agreed to between Council and PCA.

Business Relations Committee – Jennifer Wood, Chair

Councilor Wood advised the Chair that she will be advancing proposed amendments and related questions regarding the draft Staff Housing Guidelines, and those comments and suggested changes will be provided to Council and to the Superintendent and Townsite Manager.

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

An update was provided by Councilor Phillips:

- Parking plan for the cottage and cabin area. I have received comments back from the directors of the WRA and will provide comments to the draft presented by the Gregg Rutten shortly.
- We are anxious to have feedback or to see a draft of Daniel Mercers forthcoming document.
- Infrastructure for sewer and water within the townsite:
 - Accounting for water pumped to the lagoon.
 - We should undertake a drawing review and an inspection of abandoned Parcel X sewer connections.
 - Deep sewer redo.

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

The committee will be reaching out to Carla Flaman, PCA External Relations Manager, to discuss the next phase of the Community Communication Plan.

- **Essential Services - Policing & Fire Committee** – Rob Phillips, Chair
Councillor Phillips has still been unable to contact the Fire Chief personally. **ACTION ITEM:** The Chair agreed to contact the Fire Chief to advise him regarding Councillor Phillips role as Chair of the Committee, and asking the Fire Chief to make contact in the near future with Councillor Phillips. **ACTION ITEM:** Councillor Phillips to invite Waskesiu RCMP Sargent Rene Giroux to give an update report at a future Council meeting.
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
Nothing to report at this time.

12. Other Business

- **Chamber Staff Housing Investment Proposal**
This has been received and recognized as a very good idea, and Council was appreciative of the efforts of the Waskesiu Chamber Executive and Gary Bender for advancing this proposal. Based on feedback received, however, the current timing is not good for Waskesiu businesses to invest the capital needed (due to the negative impact that the COVID-19 pandemic is having on Waskesiu businesses). The Chair indicated that an additional update was anticipated from Mr. Bender soon. Discussion ensued.
- **PCA has received requests from Waskesiu restaurants to set up temporary seating on sidewalks.**
Discussion ensued and Councillors indicated that they supported PCA’s decision to accommodate this request.
- **ACTION ITEM:** PCA to provide update, at the July Public Meeting of Council, on the request for metal waste bins.
- **ACTION ITEM:** PCA to provide update, at the July Public Meeting of Council, on composting.
- **ACTION ITEM:** PCA to provide response, at the July Public Meeting of Council, on the request for business owners to be allowed to put sea cans at the PCA compound for storage.

13. WCC Annual Meeting (plans in light of Covid-19)

The plans for the WCC annual meeting are still under discussion. The Chair and the Administrator will consider this and make a recommendation to Council. In that regard, the Chair will be contacting WSRA Board member Kurt Wintermute, who has researched this matter for the WSRA in light of recent changes to the regulations under *The Non-profit Corporations Act* (Saskatchewan).

14. Next Council Meeting Date – Special Budget Meeting - Wednesday, July 29th

15. Other 2020 Meeting Dates/Key Dates:

- 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
- Wednesday, July 29th – Special Meeting to approve PANP Townsite Budget
- Saturday, August 1 – Council By-Elections
- Sunday, August 9 – Council to “hold the date” for tentative “Waskesiu Vision 2028” meeting with key stakeholder groups

16. Adjournment

1:48 pm

Bryan Matheson/Rob Phillips

Carried

Waskesiu Community Council Meeting Report
June 26, 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 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.

No update at time of report

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.
- **2011 Yard Waste Directive is in effect.**

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.**

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).
- **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.**

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.
- **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.**

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.
- **No update at time of report.**

5. 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.**

Infrastructure

6. Waskesiu Townsite Dock and Breakwater

- Renewal of these structures is included in the vision 2020 document as part of the main beach renewal plan.
- Divers completed an assessment of the breakwater and paddle wheeler dock in 2017. Results indicated that the breakwater is in good condition and requires minimal recapitalization. The paddle wheeler dock is at the end of its useful life.
- A draft conceptual map of main beach area was discussed at the January WCC meeting.
- Parks Canada will provide an updated map based on that discussion at the April meeting of council.

- Revised maps have been provided to Council. Final updates to maps pending. PCA will provide updated maps to council at the June 22 meeting or prior to that if available.
- Updated maps included with June 18, 2018 townsite report
- Possible that dock will be removed before end of March 2019 pending internal PANP approval of funding. Work would take about 2-3 weeks. The project would completely remove both the dock and the subsurface components.
- Dock removal is complete.
- Communication about boat use in the area, mooring and future plans for upgrades to the breakwater have been posted on Waskesiu.org and will be included in the PCA update in the WSRA newsletter.
- PCA is discussing options for this. Any upgrades would be done as part of the breakwater re-capitalization scheduled for 2020.
- Timing of this work will be determined at the NPFU face to face management meeting in March 2020.
- This project was discussed as a priority for PANP. Dates for the work to be determined.
- **No update at time of report.**

7. 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.
- **No update at time of report.**

8. 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.**

9. 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.
- **No update at time of report.**

10. 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-rooter 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-rooter 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.
- **PCA continues to work with the leaseholder to finalize this claim.**

11. Changes to Materials – Recycling

- **Crown Shred, the company that sorts and markets recycling materials collected in Waskesiu has recently announced changes to some of the materials they accept.**
- **#1 Plastic and plastic film/grocery bags are no longer accepted in the recycling stream.**
- **PCA has developed signage for the recycling bins, and with the assistance of the WCC and Chamber, information has been sent to leaseholders and placed on waskesiu.org.**

12. 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.
- **Complete. PCA will continue to monitor the issue.**

13. Emergency Services