

**WASKESIU COMMUNITY COUNCIL
MEETING MINUTES**

Council Meeting: Thursday, Sept. 8, 2016
- **9:00 am - Council only (In Camera)**
- **10:00 am – Public Meeting (including Parks Canada Agency)**

Location: Hawood Inn, Waskesiu Lake, SK – Boardroom

Attending: Jim Kerby, Nancy Wood Archer, Randy Kershaw, Bryan Matheson, Janice MacKinnon
Field Unit Superintendent David Britton, Townsite Manager Gregg Rutten – PCA

Regrets: Brent Hamel, George Wilson

Agenda Topics:

- | | | |
|---|-----------|----------------------------|
| 1. Call to Order | Jim Kerby | 9:00 am |
| 2. In-camera session | | |
| Motion to move 'In Camera' | | |
| Bryan Matheson/Randy Kershaw | | Carried Unanimously |
| Motion to move back to the Public Meeting | | |
| Randy Kershaw/Nancy Wood Archer | | Carried Unanimously |
| 3. Adoption of Agenda for Public Meeting | Jim Kerby | 10:00 am |
| Motion to adopt the Public Meeting Agenda as amended | | |
| Bryan Matheson/Randy Kershaw | | Carried Unanimously |
| 4. Approval of July 28, 2016 Meeting Minutes | Jim Kerby | |
| Motion to approve the July 28, 2016 Meeting Minutes as circulated. | | |
| Randy Kershaw/Bryan Matheson | | Carried Unanimously |
| 5. Business arising from the Minutes | | |
| - Lakeview Hotel – status update | | |
| PCA has no additional updates available other than advising that the Lakeview Hotel will not be open for the 2016 season. When the building is complete, a final inspection is required before the hotel is permitted to re-open. | | |
| - iNET 2000 – status update | | |
| This topic is covered in the Townsite Report. | | |
| - PANP Infrastructure projects – status update | | |
| • Highway 263 paving is completed. The contractor will return this fall to do work on the shoulders of the highway. The installation of highway signs will done over the next 6 weeks. | | |
| • The Kingsmere road work is continuing. There has been significantly more rainfall at Kingsmere as compared to within the Waskesiu Townsite, which has delayed completion of work. Many unanticipated problems were, in addition, encountered by the contractor. | | |
| Council asked PCA to provide rainfall comparison data and continuing updates. | | |
| PCA's objective is to have Kingsmere road and other work finished and the entire area open by the May long weekend in 2017. | | |
| PCA was pleased that the campground bookings on Kingsmere were not down this year in spite of the construction and closures. | | |
| • Marina docks, road and potential other upgrades (including washrooms) – status update | | |
| The tender package for the new docks should be posted shortly. An October date has been set for the contractor to begin that work. The plan is to remove the piles and existing docks in the winter, and install the new docks in mid-May. If the contractor cannot get the work done as planned, PCA would | | |

rather postpone the work until the fall of 2017 to ensure there is a working marina for the 2017 season. Council agreed with that assessment.

The reason the tender package for the contractor to do the dock work was not posted until now is due to the fact that the engineering and design work needed to be completed before the tender went out.

- The Waste Water Force Main tender is also out – the closing date is next week and the work will be done in October.
- The Water Treatment Plant controls work is now ready to go to tender. That work will also be done this fall.
- Staff washrooms – Construction is well under way with anticipated fall completion.
- Beach house washrooms are in the design phase, looking at completion in the fall of 2017.

Councillor Comment: The washroom at the Hanging Heart Lakes Marina is disgusting and unsanitary. Council would like PCA to speak to the operator of the Marina/Heart Lakes to do something about the washroom, plus address the clean-up of animal waste (goose droppings) on the docks and pathways, including at the Marina.

- Waskesiu Recreation Association – (i) status update; (ii) Licences of Occupation
The WRA is currently working on determining the roles of the association.

Council/WRA question to PCA: The Licence of Occupation requires both WRA and the Chamber to have insurance on the building they are in. Is it possible for one association to state on their Licence of Occupation that they hold the insurance and the other association's Licence of Occupation makes reference to the insurance carried by the other association? Or can an agreement be made that both associations each pay half of the insurance? PCA advised that there should be a way to avoid the need for doubling up on the insurance coverage, and that they would be willing to work with the WRA and the Chamber to find a commercially reasonable solution, provided of course that adequate insurance coverage is in place.

- Parks Canada's CEO (Daniel Watson) visit to Waskesiu – follow up

PCA reported that, unfortunately, the CEO did not have enough time to visit with PCA's staff but, overall, it was a very successful visit and it was a very good to have him here. They toured the CEO by car out to the Marina, through Kapasawin, and updated him on the successful collaborations with the Waskesiu community groups, including among others the Waskesiu Foundation. It was also noted that the CEO's visit was good for senior management to see the day to day workings of PANP. Discussion from Council ensued.

Jim Kerby commented that the community stakeholder groups were very pleased to see Mr. Watson here and appreciated the chance to address their concerns with him.

Jim thanked David Britton and his staff for all of their efforts, and also thanked Nancy Wood Archer for her valuable input on the walk about, and for the great dinner prepared by the Hawood. Finally, Jim also recognized the excellent work of Noreen Matthews, the WCC Administrator, in relation to the CEO's visit.

Jim Kerby requested the CEO's direct email address from PCA, so that (1) he can send Daniel Watson a note of thanks, and (2) for use in relation to future communication and follow up that will be coming from the WSRA regarding cottage issues, and the need for changes to the Cottage Regulations.

6. - ACTION ITEMS Completed from previous meetings

ACTION ITEM: Nancy to consult SLGA with questions regarding how to bid in relation to the privatization of the Waskesiu Liquor Store, including an explanation of financials, etc. – *Tenders closed September 7th. Nancy reported there was a lot of interest, good prospects. October 16th is the date the results will be announced.*

ACTION ITEM: WCC Administrator to pay \$750 donation from WCC to the Waskesiu Lakeside Music

Festival bank account. *The transfer has been completed. This donation will be used to cover otentik rentals by some of the musicians.*

ACTION ITEM: WCC Administrator to forward the new WCC logo to PCA for marketing use, including at the Waskesiu Lakeside Music Festival. *Completed.*

ACTION ITEM: PCA to confirm if 'Caution Wildlife' signs will be erected on the roadside near the area where visitors first enter the Park and at the curve in the road just past the PCA Compound (near the entrance to Lost Creek). As well, PCA to consider installing more 'Caution Wildlife' signs on Highway 263. *It was noted by PCA that there is currently a 'Caution Wildlife' sign on the curve in the road just past the compound.*

ACTION ITEM: PCA to confirm if an L.E.D. sign (that has radar and flashes vehicle speed) will be installed. *This will be done in 2017 at the curve mentioned above in an effort to help slow down traffic.*

ACTION ITEM: PCA to confirm if they will be installing 'One Hour Only' parking signs in front of The Waskesiu Trading Company and Angry Taco buildings to help encourage short term parking and turnover of spots in those areas. *This item will be dealt with as part of PCA's Parking Strategy plan that is currently being worked on by Gregg Rutten.*

ACTION ITEM: Randy to invite the new RCMP Staff Sergeant to the next Council meeting. *Completed.*

ACTION ITEM: WCC Administrator to have copies of the Townsite Financial information to hand out at the WCC AGM. *Completed.*

7. WCC as Lead and Partner - Implementation Strategy Chart - Community Action Plan
Reviewed in its entirety and updated with input from both Council and PCA.

8. Correspondence

- Waskesiu Chamber of Commerce Message Centre - Proposal to PCA

Gregg Rutten has presented the proposal to have an electronic message centre installed in Waskesiu and has discussed it with the PCA management team.

PCA has concern with location – it is the busiest location in the townsite and are concerned that it might be a distraction and therefore a traffic hazard. Randy Kershaw suggested the other option for location is on the corner of Montreal Drive and Waskesiu Dr. Subject to relocating the sign to the Montreal Drive/Waskesiu Drive location, PCA is OK with the proposed design and details.

9. Meeting with new RCMP Sgt. W.T. Houk, Waskesiu Lake Detachment

11:00 am

Sgt. Houk introduced himself and gave a brief bio – he is Saskatchewan born and raised. He came to Waskesiu in May of this year after serving 2 years in Cumberland House. Prior to that he spent 14 years in Battleford. Altogether he has 25 years of experience on the force.

Sgt. Houk reported things are good in Waskesiu. He presented stats from April 1 to Sept. 7, 2016.

There were 26 reported incidents – 18 were 911 hang ups and 13 of those were from Beaver Glen Campground, all in one day. Others were minor crimes like a stolen bike, fraud, etc.

Question from Council: Where does my call go if I call the RCMP office after hours?

Sgt. Houk replied: To call in reports, dial the RCMP phone number. If it is after hours, leave a message which will be answered immediately, or stay on the line and the call will go directly to Regina which is their head office.

Council asked if the Sgt. could provide a report similar to what is provided from the Waskesiu Volunteer Fire Department. The Sgt. currently prepares quarterly reports and said he would be pleased to present them in person to Council, or send a written copy.

Randy Kershaw to follow up with Sgt. Houk for a quarterly report.

10. Townsite Report – Gregg Rutten

- Post Office Building

PCA wishes to release the former post office building for use as a commercial operation prior to the end of the 2016 operational season. 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 42 year commercial lease for the property.

- a. Request for Proposal advertisements has been posted. Deadline for submitting proposals is September 26, 2016.
- b. There is a mandatory site visit for bidders on September 14, 2016. Bid packages will be available by mail or for pick up at the townsite office.
- c. There has been interest shown in the property from existing Waskesiu leaseholders, as well as from proponents not currently operating in Waskesiu.

- iNet2000 tower

iNet2000 has requested PCA to allow them to place an antenna and other related equipment on and in the vicinity of the old Bluebell fire tower location. The intent of this installation is to improve speed and capacity for internet service in Waskesiu. PCA has issued a Licence of Occupation and a building permit to iNet2000 to complete this work in 2016.

- a. Antenna and related equipment is in the installation process.
- b. No further update available as of the date of this report.

PCA signed the Licence of Occupation in the last 2 weeks. No other information on the progress is available, but PCA is following up. PCA staff are not sure why there has been no progress by now.

- 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 2nd annual Waskesiu Lakeside Music Festival was held from August 26-28, 2016.

- The 2016 Waskesiu Lakeside Music Festival was a huge success.
- Estimated 1500 people in attendance (3x last year).
- Will report gate numbers when that information is available.

Discussion ensued.

Council Chair congratulated Gregg Rutten and the volunteers for a very successful event.

Council suggested that next year the second Park entrance gate be kept open to prevent long lineups.

- Capital Debt Repayment Schedule

A portion of the costs for capital projects related to water, sewer and garbage are cost recovered from leaseholders and residents in Waskesiu through annual water, sewer & garbage billing. Council has requested information pertaining to the expected lifespan of current projects, which was provided at the July meeting. Council has also asked PCA to if it is possible to set up a local “capital reserve fund” to smooth out the spikes and valleys relating to the funding of capital infrastructure costs.

- a. Reserve Fund for infrastructure projects – Parks Canada national office finance staff are currently reviewing this proposal. Due to linkages with other townsites and the *National Parks of Canada Water and Sewer Regulations*, the request is currently being reviewed by Parks Canada’s legal department. We expect a status update by September 14, 2016.

- Health Inspections

In order to ensure healthy and safe commercial food services in the townsite of Waskesiu, annual health inspections should be conducted on all premises serving food, or that have common use hot tub facilities. For 2016, PCA contracted RTP Consulting Services to provide health inspection services in Waskesiu.

- a. One restaurant business had some “critical deficiencies” that required monitoring and a follow up inspection.
- b. The follow up inspection was done on August 8, 2016.
- c. As a result of this inspection, the restaurant was closed until all deficiencies were corrected.

- d. A subsequent inspection took place on August 13, 2016 which determined that the deficiencies had been corrected. The restaurant was allowed to re-open. Future licensing of this establishment is conditional on further follow-up work taking place.
- Chamber of Commerce/Recreation Association Licences of Occupation
The recent re-organization of the Waskesiu Chamber of Commerce into two separate entities (the Chamber and the newly formed Waskesiu Recreation Association) requires PCA to terminate certain licences of occupation currently held solely by the Waskesiu Chamber of Commerce and re-issue some (or a portion) of the original licences of occupation to the Chamber of Commerce or to the Waskesiu Recreation Association. The new licences will reflect the actual facilities and grounds that each group will be using/licencing for their operations.
 - Townsite staff have contacted both groups to begin the process of issuing revised licences of occupation for their respective properties.
 - PCA is waiting on information and documentation from both groups to move this process forward.
- Camp Kitchen Projects at Point View and Narrows Day Use Areas
PCA and the Waskesiu Foundation Inc. have signed partnering agreements to upgrade the camp kitchen facilities at the Point View and Narrows day use areas. Prior to starting construction, a cultural impact analysis was required at each site to ensure no cultural or archaeological resources would be impacted.
 - a. PCA archaeologists from national office were in PANP in early July to do an assessment of the area.
 - b. No cultural impacts were identified at either site as a part of the assessment.
 - c. Construction of camp kitchen projects will be in fall 2016 starting after the Labour Day weekend.
 - d. A work order has been sent to asset management for tree removal at the Point View site.
 Each of the Foundation and PCA is planning to start work on the projects, with PCA work beginning the week of September 12th.
- Canada Post Community Mailboxes
In 2015, Canada Post installed community mailboxes in the parking lot adjacent to the recycling centre. Canada Post to date has refused to sign a licence of occupation agreement with PCA for the use of this space. After consultation with realty services and DOJ, PCA has agreed to negotiate an MOU with Canada Post to formalize the use of the land and to specify each party's responsibilities in terms of care and maintenance of the boxes and land immediately adjacent to them.
 - No further update available at this time.
- Waskesiu Townsite Dock and Breakwater
 - Renewal of these structures is included in the Waskesiu Vision 2020 document as part of the main beach renewal plan.
 - PCA would like input from Council and the community as to the scope of this work.
 - i. Should PCA refresh both of the existing structures?
 - ii. Should PCA possibly remove dock if it's not required.
 - iii. Upgrades to existing dock and breakwater – if so, what would the community like to see?

Discussion ensued.

This was the first time the topic had been introduced, and it was agreed that Council would consider this issue and bring their suggestions and comments to the next Council meeting.

- Arbour Day
 - Held on September 4, 2016
 - Removal of page wire fence enclosure adjacent to fire hall.
 - Clean up of individual wire cages adjacent to the administration building.

Approximately 20 volunteers came out for the event. All the cage wires were removed at the fire hall site. A thank you BBQ was held after the clean-up was completed.

Additional Topics added:

- Warden's Cabin on Crean Lake
The out-of-service warden's cabin at the entrance to Crean Lake will be removed in the next few months. The current road into that area will be made available for visitors to use for hiking, biking and skiing. PCA will be setting up a day-use area in the open space with the possibility of building a camp kitchen.
- Community Hall Bat Issue
Nothing further has been done at this point. This is a very important community asset and, as such, Council will continue to monitor this situation until a solution has been identified and implemented.
- Licences of Occupation
PCA plans to meet as a management team within PANP and will review all existing Licences of Occupation. At that time, they will attempt to set/revise ground rules and principles with regard to such Licences of Occupation, and the Licensees.
- Kapasawin Proposal
An environmental assessment is required because the new owners plan to remove virtually all of the trees on the site. Once an environment assessment is issued, the process also requires consultation with the public.
PCA would like the public consultation to be held in conjunction with the Waskesiu Community Council, The Waskesiu Chamber of Commerce and the Waskesiu Seasonal Residents Association. Council suggested visitors should be consulted as well - their input might be quite different from stakeholders and residents, and that could perhaps be dealt with via an open house forum.
- Vacant lot beside The Lakeview
The current owners have shown PCA some interest in building on that site as well.
- 2017 July 1st Parade
Discussion ensued and it was determined that Parks Canada, the Waskesiu Recreation Association and the Waskesiu Chamber should all be working on plans together, as it will be a huge celebration of Canada's 150th Birthday.

11. Committee Reports

Budget/Finance – Janice MacKinnon

No report given.

Business Relations – Nancy Wood Archer

The Waskesiu Chamber of Commerce is currently working on the rental pricing for all the halls. Over the winter, Nancy would like to work with PCA on reviewing the rules and guidelines of all the rental halls in the townsite.

Community Planning & Development – Jim Kerby/Randy Kershaw

The big push for the Committee in recent weeks has been tied to the visit of PCA's CEO, in respect of which a report has already been given.

Communication & Community Relations – Brent Hamel

Brent's report was sent to Council prior to this meeting via email. A copy of that report accompanies these Minutes.

Essential Services – Policing and Fire – Randy Kershaw

Waskesiu Fire Chief July and August Reports – circulated with the meeting package.

Vegetation Management – Bryan Matheson

No report given.

The Waskesiu Foundation – Jim Kerby

The Annual Donor Recognition and Fundraising Dinner was very successful, and it raised \$37,000 (net) this year, all of which will be placed into the Foundation’s Endowment Fund.

Jim announced that Randy Kershaw has retired from the Foundation Board, and thanked him for his dedication and many years of service.

Charmaine Wintermute has been recommended to Council by the Board of the Waskesiu Foundation as a new Board member. That topic will be dealt with under the New Business section of the agenda.

12. New Business

- Update on fall swale work

Gregg Rutten is meeting with the contractor on Monday, Sept. 11. The swale work will be done later in September.

- Waskesiu Chamber Proposed Messaging Centre (N/W corner of Lakeview & Waskesiu Drive)

This topic is covered under Correspondence.

- WCC \$1500 Grant to WRA – this was for one-time startup costs, and it was released to WRA in August.

- Chamber/WRA Joint Board meeting – update for information

- Revenue comparison at the Park gates last year on the Saturday of the Music Festival compared to this year on the same Saturday

This topic is covered in the Townsite Report.

- Appointment to Waskesiu Foundation Board – Charmaine Wintermute

A motion was made for the Waskesiu Community Council to approve the appointment of Charmaine Wintermute to the Waskesiu Foundation Board of Directors, effective immediately.

Bryan Matheson/Nancy Wood Archer ***Carried Unanimously***

- Resignation from Waskesiu Foundation Board

This topic was covered under The Waskesiu Foundation Committee Report.

- PCA support for Waskesiu Recreation Area Renewal -

PCA has a Contribution Agreement template to be filled out and, upon completion, it will deal with contributions of funds to design site/area plans.

Jim Kerby offered to work with PCA and WRA in filling out the forms.

- A motion was made to pay Friends of the Park a \$250 donation to help with costs of Chinese delegates visiting Waskesiu in August.

Bryan Matheson/Nancy Wood Archer ***Carried Unanimously***

13. Next Meeting Date(s)

Friday, October 14 – Hawood Inn, Waskesiu; Monday, November 14 – Saskatoon (location TBA)

Note that there is also a Parks Canada Roundtable – scheduled for Tuesday, November 15-Waneskewin, Saskatoon

14. Adjournment

2:00 pm

Nancy Wood Archer

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Action items

(From Sept 8th, 2016 Council meeting)

ACTION ITEM: PCA to provide rainfall comparison data between Kingsmere and Waskesiu.

ACTION ITEM: Council would like PCA to speak to the operator of the Marinas to do something about cleaning up the washroom facility at the Heart Lakes, plus the clean-up of animal waste (goose droppings) on the docks and the walkways at the marinas.

ACTION ITEM: As contemplated in the Waskesiu Vision 2020 Community Action Plan (“**Action Plan**”), Gregg Rutten of PCA is to complete, and then circulate to Council for review and comment, a draft parking strategy (designed to address parking congestion in portions of the Waskesiu townsite).

ACTION ITEM: As contemplated in the Action Plan, PCA is to continue to develop and finalize a conceptual plan for the main beach aquatic area (e.g. potential walking pier, boardwalk, swimming platform or other amenities), for review and comment by Council.

ACTION ITEM: Randy Kershaw/the Chamber to follow up with PCA on the proposed Message Centre.

ACTION ITEM: PCA to report gate numbers from the 2016 Waskesiu Lakeside Music Festival compared to the gate numbers during the 2015 Festival, when that information is available.

ACTION ITEM: Council to bring their suggestions and comments for the downtown dock and breakwater improvements to the next Council meeting.

ACTION ITEM: PCA to share the results of their internal review all existing Licences of Occupation when it is completed.

ACTION ITEM: PCA to provide the WCC Council Chair with the email address for CEO Daniel Watson.

ACTION ITEM: WCC Administrator is to issue a \$250 donation cheque to Friends of the Park to help with costs incurred to host Chinese delegates visiting Waskesiu in August.

ACTION ITEMS

(From July 28, 2016 Council Meeting)

ACTION ITEM: PCA to follow up and report back to Council on the condition of the gravel area in the Marina compound.

ACTION ITEM: Randy to check with the RCMP to see if a brief monthly or quarterly report could be sent to Council to be presented at Council meetings..

ACTION ITEM: Randy will present SaskTel’s two high speed internet proposals to Council when WSRA receives them and forwards them to him.

ACTION ITEM: PCA to research the status of the free Wi-Fi hotspots offered last year around the Waskesiu townsite, and the status of the PCA announced plan for free Wi-Fi in National Parks. Intention was to drive people to certain areas at the Beaver Glen campsite and at the visitor centre. Media coverage of this initiative was not viewed as giving a positive reaction from the public, so the plan was not put into effect.

Council is supportive of proceeding within the townsite, as this concept ties very well into the communication strategy for the community. Perhaps we could be a ‘model community’ to try this project.

ACTION ITEMS

(From June 24, 2016 Council Meeting)

ACTION ITEM: if there are any projects PCA is prepared to have the WCC add to the Community Action Plan, PCA to promptly provide to Council.

ACTION ITEM: Council to do an annual check of the Vision 2020 document and Community Action Plan and see what needs to be added or changed.

ACTION ITEM: Brenda Georget is to confirm with Council if PCA can set the excess money aside as a reserve from the Townsite revenues if revenues intentionally exceed actual infrastructure costs. *No answer yet.*