

**WASKESIU COMMUNITY COUNCIL
MEETING MINUTES**

Council Meeting: Friday, November 14, 2016

- 9:00 am - Council only (In Camera)

- 10:00 am - Public Meeting (including Parks Canada Agency)

Location: Saskatoon Club, Saskatoon

Attending: Jim Kerby, Randy Kershaw, Bryan Matheson, Brent Hamel*, Field Unit Superintendent
David Britton, Townsite Manager Gregg Rutten – PCA.
(*Attending by phone)

Regrets: Janice MacKinnon, Nancy Wood Archer

Absent: George Wilson

Agenda Topics:

- | | | |
|--|----------------------------|----------|
| 1. Call to Order | Jim Kerby | 9:03 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/Brent Hamel | Carried Unanimously | |
| 3. Adoption of Agenda for Public Meeting | Jim Kerby | 10:00 am |
| Randy Kershaw/ Bryan Matheson | Carried Unanimously | |
| 4. Approval of October 14 th , 2016 Meeting Minutes | Jim Kerby | |
| Bryan Matheson/Randy Kershaw | Carried Unanimously | |
| 5. Action Items & Business arising from the Minutes | | |
| - Lakeview Hotel – status update | | |
| This topic is covered in the Townsite Report | | |
| - iNET 2000 – status update | | |
| This topic is covered in the Townsite Report | | |
| - Fall swale work in cabin area – status update | | |
| This topic is covered in the Townsite Report | | |
| 6. PANP Infrastructure Projects – Status Update | | |
| -Marina (new docks, and potential other Marina upgrades, including washrooms) | | |
| Allan Construction from Saskatoon has been awarded the contract. The start-up meeting was held on November 1 and there are still an estimated 2 weeks of paperwork to be done before the work can begin. PCA has no concern with the company meeting the May 15, 2017 completion date. | | |
| -Highway 263 – installation of signage and shoulder work | | |
| The contractor was able to complete the shoulder work due to the good weather. The project is viewed by PCA as being completed. | | |
| Council asked about a new trail/sign 'Tait Springs'. | | |

PCA replied this is part of the former Freight Trail and is a portion of the trail that is still being maintained by PCA.

-Waskesiu waste water force main

Start-up meeting was held in late October. PCA is expecting the work to be complete by the end of this month

- Water treatment plant controls

The design work is taking a little longer than expected and therefore the work will not be completed until spring of 2017.

- Kingsmere road, boat launch, trails, Grey Owl's cabin

No change other than the tender is out to replace the pedestrian bridge but the weather (both good and bad) has slowed the work down. Hopefully it will be completed by January.

- Staff washrooms at Spruce Ridge

Work has been completed.

- New townsite project announcements (including replacement of beach house/washrooms)

No update on when the replacement of the beach house/washrooms will start as they are still in the design phase.

- Other townsite capital projects, if any

Council again asked to be informed on projects that are approved, or formally planned by PCA, and going on in the townsite and would like to know if and/or when they can be added to the Waskesiu Vision 2020 and Beyond "Community Action Plan" list and be made public.

The Nature Centre upgrade will be completed over the winter.

PCA would be prepared to do a presentation updating Council on the status and details of that project at the next Council meeting. The plan is to have a grand opening of the Nature Centre in June of 2017.

More details regarding PANP capital projects are included in the PCA document attached to these Minutes.

ACTION ITEM: PCA to plan for and make a presentation regarding the Nature Centre upgrades (and any related trail upgrades between the Nature Centre and the main beach area) at the next meeting of Council.

7. Waskesiu Townsite Report – Gregg Rutten, Townsite Manager

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.

PCA will re-evaluate the bid parameters and a new tender process will be initiated in spring of 2017.

iNet 2000 Tower

iNet 2000 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. Work on upgrades went well over the summer. Bulk of upgrades are complete.
- b. This was not just an upgrade to the Bluebell tower. There were 9 towers between Prince Albert and Waskesiu that required upgrades to equipment, software and power supplies.
- c. All of this work is completed.
- d. Antennas need to be installed somewhere in Waskesiu townsite to complete the project.
- e. The original intent was the main beach house washroom building as an antenna location.
- f. With demolition/construction planned for this building in fall of 2017, a new location for the antennas is required.

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 3rd annual Waskesiu Lakeside Music Festival will be held on **August 25-27, 2017**.

- A planning committee meeting will be scheduled in January 2017.
- Intent of the first meeting is to debrief the 2016 event and to form a working group dedicated to selecting musical acts for 2017.

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.
- b. David Britton will provide an update -
David reported that only if there is interest from other national park townsites, PCA will pursue this matter further. He does not expect anything more to come out of the national office.

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 common hot tub facilities. For 2016, PCA contracted RTP Consulting Services to provide health inspection services in Waskesiu.

- a. PCA will ensure that health inspections are done on an annual basis in Waskesiu.
- b. The date for inspections will be mid-July.
- c. Annual inspection schedule added to townsite manager annual tasks and events calendar.

Chamber of Commerce/Recreation Association Licences of Occupation

The recent re-organization of the Waskesiu Chamber of Commerce into two separate groups requires PCA to terminate the current licence of occupation with the Waskesiu Chamber of Commerce and re-issue two licences of occupation. One to the Chamber of Commerce and one to the newly formed Waskesiu Recreation Association. The new licences will reflect the facilities and grounds that each group will be using for their operations.

- Draft list of maintenance/repair responsibilities has been created. Waiting for input from PCA asset management prior to sharing with the WRA and WCC.
- PCA does have the ability to charge back for work performed on the facilities. This will depend on the availability of staff and the scope of work required, as well as the timing of the work. High season vs. low season.
- Once the maintenance responsibilities document has been finalised, the licences of occupation will be sent to the WRA and WCC for signature.

In regards to both associations purchasing building insurance, tenants do not have to carry building insurance only liability and contents insurance.

ACTION ITEM: Gregg Rutten will have a draft Maintenance Responsibilities document completed by mid-December and circulated to the Chamber and the WRA.

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. The intent is to construct the camp kitchens in a modular fashion in Prince Albert and assemble the components on site at each location.
- b. Construction of the Narrows camp kitchen will be complete by Monday, November 14, 2016. Stain of the interior ceiling to be done in the spring when the weather is warmer.
- c. The Point View Camp kitchen will be 90% complete by Monday, November 14, 2016. Final 10% of the stone mason work on the fireplace will be done in the spring by Dave Archer.

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.

- A draft MOU has been prepared by PCA and is being reviewed by Canada Post Corporation. PCA proposes that Canada Post will be responsible for snow clearing and other maintenance within 3m of the community mailbox site.
- Gregg reported that the draft MOU is expected to go out this week.

Waskesiu Townsite Dock and Breakwater

Renewal of these structures is included in the 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.

- Refresh existing structures.
- Possibly remove dock if not required.
- Upgrades to existing dock and breakwater – if so, what would the community like to see?

PCA reported that there are no resources available to proceed at this time but they will do a conceptual map/graphic representation of the area and include notes from Council's input.

Brent Hamel would like PCA and WRA to share topographical costs for design of the recreation area and the creek that runs down the side of the recreation area lot.

Stantec in Saskatoon is working on topographic designs for both WRA and the townsite.

PCA reported that the creek is not part of the licence of occupation for WRA.

Brent to bring Gregg Rutten and Kurt Smith into conversations with Stantec.

Council encouraged PCA to work together with all groups involved and attempt to reduce costs by sharing resources wisely.

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.
- Gregg to provide a verbal update on the latest plans submitted.
Plans were reviewed by Gregg. It appears there are three commercial accommodation units not five as originally proposed.

The key point from the perspective of PCA, and a view that is shared by the Council and the Chamber of Commerce, is that the Lakeview facility operates a hotel in accordance with the governing lease terms and the representations that were made to PCA to that effect.

Drainage Swale Construction in Cabin Area

- PCA met with the contractor on September 8 to discuss the scope of work for repairs/improvements to the existing drainage swales in the Waskesiu cabin area.
- TLS landscaping plans to complete this work during the week of November 14, 2016.

Proposed Renovations to Waskesiu Community Hall

- PCA has engaged the services of national office cultural resource specialists and conservation architects to review the conceptual plans submitted for review.

- Initial comments are that option “B” (fieldstone patio) is preferred as it is compatible with the community hall architecture and with other FHBRO buildings in Waskesiu.
- Options are being considered for the covered cooking area at the rear of the building, including a free standing covered area and a permanent roofed area where the existing retractable awning is installed currently.
- Conservation architects will be engaged to offer solutions to exclude bats from entering the community hall.
- Gregg reported that the architect’s comments are expected this week.

Licence of Occupation Maintenance Review

In many cases, it is not clear who is responsible for maintenance and repair work to buildings held under a licence of occupation. Parks Canada has conducted an internal review of all licence of occupation documents (including the Waskesiu Marina and Lobstick Golf Course) to determine what the licences state about maintenance.

- In most cases, the maintenance clauses are vague or do not provide specific enough detail to be valuable operationally.
- PCA is developing a document that can be attached to licences of occupation that will give specific direction to both the licensee and PCA regarding respective maintenance and repair responsibilities.
- This document is in draft form and is being reviewed by PCA staff at the time of this report.

Discussion on this topic ensued earlier in the meeting.

Electronic Information Sign

The Waskesiu Chamber of Commerce has submitted a proposal to PCA for the installation of an electronic messaging sign that will be capable of being updated regularly to help inform residents and visitors of upcoming events, emergency messages and up to date information regarding such items and ski trail conditions.

- The proposal has been reviewed by the NPFU management team and a response has been sent to the WCC with comments and specific requirements for the proposed sign. PCA would prefer to keep it across the road on the other corner of Montreal Drive and Waskesiu Drive.

Discussion ensued.

8. Waskesiu Townsite draft Parking Strategy for discussion – Gregg Rutten, Townsite Manager Review and discussion ensued, and Council provided several suggestions to Gregg Rutten in terms of additions/changes. **ACTION ITEM:** Gregg Rutten will revise the draft Parking Strategy and recirculate the same to Council for review and comment by December 15, 2016. Thereafter, the draft will be presented to the WSRA for review and comment.
9. Waskesiu beach area renewal – next steps for PCA regarding renewal, replacement or removal of breakwater and dock, potential installation of swimming platform(s), etc. This topic is covered in the Townsite Report.

10. Lobstick Golf Club / Waskesiu Golf Course

- pro shop & office building – status update

PCA met with a delegation from the Waskesiu golf course a few weeks ago. Unfortunately, PCA is not in a financial position to support the projects with significant and immediate funding but they may be able to offer non-financial support on a smaller scale. A response has been provided to the golf course delegation and PCA believes that the golf course is satisfied with the proposed approach and level of support.

11. Waskesiu Recreation Association (WRA)

- status update (Brent Hamel & Bryan Matheson);

The new Waskesiu Recreation Association is still a 'work in progress'. The WRA is coming to the realization they need to work very closely with the Waskesiu Chamber, especially during the off-season in terms of staff, so that the administrative and other requirements of both associations can be covered year round.

12. Additional Action Items from Meetings Prior to Last Meeting – see lists below

13. Updated Community Action Plan Implementation Chart

- Status of PCA Action Items
- Status of WCC Action Items

The Implementation Chart was reviewed and updated.

ACTION ITEM: Noreen Matthews to work with Brent Hamel and Jim Kerby, as required, to update the Implementation Chart (including the version on the website at Waskesiu.org) to reflect the most recent changes suggested by Council and PCA. |

14. Correspondence

Nothing to report

15. Committee Reports

Budget/Finance – Janice MacKinnon

No report

Business Relations – Nancy Wood Archer

There is no news on the sale of the Liquor Store. Nancy has called and left messages but there has been no word back from SLGA.

The annual Remembrance Day ceremony was well attended - close to 40 people were in attendance.

PANP has been very busy all week with the school breaks and the great weather.

Community Planning & Development – Jim Kerby/Randy Kershaw

Nothing new to report

Communication & Community Relations – Brent Hamel

A committee meeting is planned for some time in the next 2 weeks.

Essential Services – Policing and Fire – Randy Kershaw

The October Fire Chief's Report was previously circulated with the meeting package.

The RCMP's quarterly report will be distributed to Council when it is received.

Vegetation Management – Bryan Matheson

Nothing to report

The Waskesiu Foundation – Jim Kerby

The Foundation's focus at this time is completing the two camp kitchens that are currently under construction at Point View and the Narrows, and assisting the WRA as the WRA and others advance the Waskesiu Recreation Area Renewal Project.

16. New Business

PCA is budget planning and will be contacting the land fill at McPhee Lake to see if rates are going up next year. If so, the landfill in Prince Albert is another option they may consider. Council thanked PCA for keeping the roll off bin in the townsite past Thanksgiving and indicated that the same appears to have been well used.

17. Next Meeting Date & Location - At the call of the chair, most likely early in March, 2017.

Council asked Gregg Rutten to continue to prepare and circulate monthly Townsite Reports, which are to be sent to Council around the 15th of each month to keep Council updated on what is happening over the winter.

ACTION ITEM: Gregg Rutten will prepare and circulate a Townsite Report to Council monthly, to be delivered to Council on or about December 15, 2016, January 15, 2017, and February 15, 2017. Committees are also asked to report to Council over the next 4 months.

Over the next month Noreen Matthews will work with Council and PCA to set dates for the March, April, and May meetings of Council, including a special meeting of Council to review the goals and objectives of Council (and how they match or don't match the Articles, Bylaws and the Memorandum of Understanding with PCA.

ACTION ITEM: Noreen Matthews will work with Council and PCA to set dates for the March, April, and May meetings of Council, including a special meeting of Council to review the goals and objectives of Council (and how they match or don't match the Articles, Bylaws and the Memorandum of Understanding with PCA.

18. Adjournment

1:00 pm

Bryan Matheson/Randy Kershaw

Carried Unanimously