

WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



DATE: Monday, June 18, 2018
TIME: 9:00 a.m. – 2:00 p.m.
LOCATION: Waskesiu Lake Lodge

ATTENDING: Jim Kerby, Nancy Wood Archer, Bryan Matheson, Randy Kershaw, Jennifer Wood**, Brent Hamel*
PCA - Field Superintendent David Britton, Townsite Manager Gregg Rutten
*Attended meeting by telephone, ** Attended part of the meeting in person and remainder by telephone

ABSENT: Janice MacKinnon

1. Call to Order **Jim Kerby** **9:00 a.m.**

2. In-camera session

Motion to move the meeting 'In-camera'.

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

Motion to move back to the Public Meeting.

Bryan Matheson/Jennifer Wood **Carried Unanimously**

3. Adoption of Agenda for the Public Meeting. **Jim Kerby** **10:00 a.m.**

Motion to Adopt the Agenda as circulated.

Randy Kershaw/Nancy Wood Archer **Carried Unanimously**

4. Adoption of May 25th, 2018 Meeting Minutes.

Motion to Adopt the May 25th, 2018 Meeting Minutes as circulated.

Bryan Matheson/Randy Kershaw **Carried Unanimously**

5. Business arising from the Minutes:

- Status updates on the following:

- Kapasawin Development

ACTION ITEM: Council asked the Townsite Manager if future Townsite Reports could include a category called "Commercial Development Update" to include a report on all new and ongoing commercial developments in the townsite.

The Townsite Manager is arranging a meeting with Kapasawin owners for updates.

- SaskTel townsite High-speed Internet Project

The Townsite Manager talked to SaskPower as they are wondering if additional permits were required to run power to the newly installed SaskTel cabinets. No further permits are required by Parks Canada as everything is included under the SaskTel permits.

Rob Phillips from the WSRA and Gord Bueckert from Lost Creek have been corresponding with SaskTel to update the user list with any additions.

- Review of outstanding Action Items

6. Townsite Report

Gregg Rutten

- See Appendix I attached to this document.

Additional commentary in relation to some of the items identified in the Townsite Report is set forth below:

Post Office Building

Council commented that the Post Office grounds need to be cleaned up, grass mowed, etc.

It was noted that, consistent with what was advertised in the request for proposals, the use of the leasehold will be for mixed use commercial, with commercial accommodation not being permitted use.

Development Proposed from the Lakeview Hotel

When people are trying to use the hotel and do not get a response back from emails, telephone calls, Chamber would like to know who they refer the complaints and comments to?

The Townsite Manager replied they should go to him at 306- 663-4519 as PCA is responsible for regulating commercial operations in the townsite through leases and business licenses..

In regards to the proposed subdivision of the lease, Council asked if there would be the same issues as with certain existing bungalow camp developments?

PCA indicated that the lot is zoned for mixed use commercial and that any new lease for that lot would include a lease clause that was very specific about the use (e.g. a hotel, a restaurant, a retailer) and the new lease would be in the current PCA lease template that prohibits fractional ownership. Council suggested PCA representatives should obtain and read the promo sheet the realtor has on display for the Lakeview lot if they are not aware of what exactly is being said about the property lease and potential amendments.

Waskesiu Townsite Dock and Breakwater

Updated Maps will be circulated later today.

Larger versions to be supplied to Council's Administrator for display at the AGM.

The dock will likely be closed to public access and, in due course, may end up being removed due to safety reasons.

Spruce Ridge (SSTP) Washroom Buildings

The Townsite Manager reported there already is a faucet installed for seasonal residents to use.

Additional Comments

Council asked about the water supply on Prospect Point

PCA replied the lines are still frozen.

Council asked about road closures from the Rabbit Creek Fire

PCA replied the Hunters Lake Trail and the Cookson Road from the south boundary of Prince Albert National Park by the Cookson Pasture to Mayview Road are still closed.

Council asked why the swale behind Jay/Heron Streets is still not sodded.

PCA replied they will investigate the matter.

Council commented about the danger of the road caving in on Lakeview Drive, just past the Hawood on way to Trading Post and about the large hole in the alley behind LA Outfitters.

PCA replied they would pass this on to Asset Management Department.

7. Townsite Budget – Utilities and Related Matters

Gregg Rutten / PCA

The Townsite Budget was not ready for this meeting but will be ready by Friday, June 29 for Council's approval.

Gregg Rutten will forward the Budget to Council's Administrator to circulate to Council for approval. At that time he will identify any significant changes to the budget over last year. Council will have email discussions

if necessary and the Budget will likely be approved by email and a signed resolution (unless a meeting is deemed necessary).

8. Correspondence

None received.

9. New Business

- Approval of 2017 Year End Financial Statements

Motion to accept the Draft Year End Financial Statements In the form presented and recommend approval of the Year End Financial Statements to the members of the Waskesiu Community Association at the July 29th AGM.

Randy Kershaw/Nancy Wood Archer

Carried Unanimously

- Superintendent David Britton and the Townsite Manager Gregg Rutten thanked all the retiring Councilors for their service on Council.

10. Committee Reports

Business Relations – Nancy Wood Archer

This item was covered under the Townsite Report.

Communications & Community Relations – Brent Hamel

The committee is moving forward with the completion of Part II of the Communication Plan within the next month.

Essential Services – Policing and Fire – Randy Kershaw

Waskesiu Fire Chief's May Report was circulated with this agenda.

Vegetation Management – Bryan Matheson

Bryan reported he is looking forward to working with Parks Canada in the future.

The Waskesiu Foundation – Jim Kerby

As reported previously the Waskesiu Foundation's main events continue to be the Treasure Hunt, the Sipping Social, and the Murray Howe events. As well, the Waskesiu Golf Course is installing a heritage sign dedicated to Gordie Howe which will be unveiled on August 5th.

Councilor Kershaw commented about the poor condition of some of the memorial benches.

PCA replied they have signed several work orders to upgrade the benches.

ACTION ITEM: Council Chair will follow up on the state of the memorial benches and maintenance program.

The Waskesiu Recreation Association – Brent Hamel

Mini Golf update – It is quite remarkable what has been done to build the Mini Golf. There is still lots of work to be done as they lead up to early July for a soft opening.

The course will be operational for the July long weekend with the grand opening scheduled to be held on July 14th. There will be invited dignitaries for a ribbon cutting ceremony and the price for golf for everyone that day will be \$5.

The WRA is still looking for board members. Brent announced he is stepping down from the board and encourages at least one member from Council to join the WRA Board as a Council liaison.

Recreation Area Renewal – The Fit Park has been installed and additional accessories that can be rented out will be arriving in the next few weeks.

The Townsite Manager has spoken to Gary Bender regarding regulations for the size of the signs within the Mini Golf.

The cost to golf is \$10 for adults and \$7 for children plus 10 packs are available at \$80 for adults and \$60 for children.

Council asked if a Recreation Center Membership includes the cost of Mini Golf.

The reply was no, it does not include Mini Golf and there is no “membership” package for mini golf, just ten packs of passes.

11. Next Meeting Date – AGM on Sunday, July 29th 10 a.m.

12. Adjournment

12:17 p.m.

Randy Kershaw

Carried Unanimously

APPENDIX I

Waskesiu Community Council Meeting Report
June 18, 2018
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 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.
- **No update at time of report.**

Commercial Development/Business Licencing

2. 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 \$240,000 that will be charged to issue a new commercial lease for the property.

- RFP is advertised as of March 12, 2018.
- 7 RFP packages have been distributed to date
- Bidding closes April 30, 2018. Mandatory site visit for bidders is March 21, 2018.
- 4 bidders attended the mandatory site visit.
- One potential bidder has indicated they will not be submitting a bid.
- One compliant bid received by Parks Canada.
- **PCA currently working with successful bidder to issue a lease for this property.**

3. 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.**

4. Escape Room

The townsite office has received an inquiry regarding approval of an “escape room” business in Waskesiu. The location is to be at Block 1, Lot 23 Waskesiu Drive (formerly Soul Sister Spa).

- The proposal is consistent with zoning as per the Waskesiu Land Use Directive
- PCA will review the sublease agreement once received.

Events

5. 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 4th annual Waskesiu Lakeside Music Festival is scheduled for **August 24-26, 2018.**

- Riding Mountain Concert – budget is \$30-40K. Event is a concert (2 bands) vs an all day festival. No vendors, beer garden, interpretation, children’s activities, etc.
- **As requested by the Waskesiu Community Council, the PANP park entry numbers for last weekend in August for past decade are as follows:**

2017	8675
2016	6573
2015	6743
2014	5569
2013	5438
2012	4856
2011	5445
2010	4196
2009	4664
2008	4719

- **Townsite Manager to schedule a meeting in June with Waskesiu Recreation Association, Waskesiu Chamber of Commerce and Waskesiu Community Council to discuss options for future years festivals.**

6. 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.

- 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: Interpretation services including Parka mascot – subject to staff availability.
- Basic promotions of the event – include event listing on park website and social channels (eg. twitter).
- Elk hazing – as required and often determined by seasonality of the event. Carried out by Duty Officer.
- 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).
- Funding has been allocated to purchase event equipment and construct a secure compound.
- PCA will update event application form to reflect this new process.
- Townsite staff currently updating the special event permit application to reflect this direction.
- The update to the Special Events Permit application and the set up of the storage compound are scheduled to be operational by July 1, 2018.
- **Update to special event permit application is complete.**
- **Location of storage compound to be in the “SX” storage area adjacent to the PCA operations centre (compound).**

Infrastructure

7. 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. Divers completed an assessment of the breakwater and paddlewheeler dock in 2017. Results indicated that the breakwater is in good condition and requires minimal recapitalization. The paddlewheeler dock is at the end of its useful life.
- c. A draft conceptual map of main beach area was discussed at the January WCC meeting.
- d. Parks Canada will provide an updated map based on that discussion at the April meeting of council.
- e. 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.
- f. **Updated Maps included with this report.**

8. 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.
- **No update at time of report**

9. 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.

- Removal of building will allow for construction of 3 seasonal RV sites for staff accommodation.
- PCA staff intends to complete construction of 3 RV sites in spring 2018.
- PCA will open the building for seasonal resident use on April 1 of any given year until water service is provided to cabin/cottage areas. The building will also be available in October when water service is no longer available.
- **Work order has been submitted for installation of faucet suitable for filling water containers. Work to be completed in fall 2018.**

10. 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 pest control specialist and a PCA heritage restoration carpenter have been consulted and site visits have been completed.
- There are numerous points of entry for bats in the log building.
- Ultrasonic bat repellent devices have been ordered by PCA as these have proven effective in other historic sites across the agency.
- Bat species has been confirmed as Little Brown Myotis, a species at risk. These bats are using the site as a summer roost.
- 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).
- Statement of work is complete for this contract work.
- Statement of work currently under review by PCA heritage buildings review office. Once approved, will be contracted out of the PCA service centre in Calgary. PANP will provide a list of potential local bidders.
- Expect to issue contract for completion of work prior to June 1, 2018.
- One compliant bid received was received by PCA. A start up meeting has been scheduled with contractor, PCA and Waskesiu Chamber of Commerce to coordinate scheduling of the work.
- **Interior work complete (new screens on interior ceiling below cupola, new screens have been installed on cupola exterior, new caps/screens installed on both chimneys.**
- **Construction work to patch holes in soffit areas continues, chinking of logs to continue throughout July.**

11. Recreation Area Renewal

- PCA has issued a building permit to cover the demolition/deconstruction work and site preparation work required for installation of the mini golf components.
- This work commenced on September 27, 2017.
- The expiry date of the contribution agreement has been extended to March 31, 2019.

- Currently working with PCA finance to advance funds for the first quarter 2018/19.
- **No update at time of report.**

Fire Department Report



To: Waskesiu Community Council
From: Les Karpluk (Fire Chief)
Date: June 12, 2018
Report: FIRE 2018-03

Background

This report will provide a summary of information regarding the Fire Department activities for May 2018.

Discussion

The month of May was full of activity for the Waskesiu Fire Department. On May 1, 2018, I attended a meeting with representatives from Parks Canada and the RCMP to discuss dispatch protocols for the Fire Department and other agencies. From this meeting common ideas and interests were discussed and an agreement upon dispatch protocols was reached. The next step is to work with the Provincial Emergency Communications Center to ensure that our protocols are entered into the system.

Numerous duties such as entering NFPA 1851 data regarding Personal Protective Equipment (PPE) assigned to each firefighter was conducted and will continue to occur when new members join the fire department.

During the Rabbit Creek fire, I was designated as the Deputy Director for the Townsite Structural Protection Branch and reported directly to the Branch Director during this time. Due to the importance of this role, I spent several days in Waskesiu as the duties required a continuous risk assessment as the fire progressed toward the townsite.

We worked with Parks Canada to identify the priority structures and as a Branch under the Incident Command System, we ensured that a plan was in place to protect the townsite. A significant amount of resources was required and Parks Canada didn't hesitate to ensure that the risks were minimized. During the week of my duties, I spent 96 hours in the Waskesiu Townsite and attended every briefing and incident update that was required for my position.

One of the necessary elements during a long incident period is ensuring that continuity is in place and having a designate in place that can alternate with the Chief Officer to ensure that work overload doesn't occur. This incident identified a weakness in the fire department's formal organizational structure as all three Captains are Parks Canada employees and they had duties that they were required to perform during the Rabbit Creek fire operational period.

I activated mutual aid with our partner the Prince Albert Fire Department and had the Deputy Chief attend so I could cycle out for a few days. This had a cost to Parks Canada as mutual aid agreements are not a free service, but in this case, I felt it was the best decision under the circumstances so I didn't put any unnecessary pressure on the three fire department Captains that already had an excessive workload.

MONTHLY SUMMARY

May Topics	Summary	Objectives/Notes
1- NFPA 1001 drill	Securing a water supply from a hydrant and also conducting a forward lay with the Pumper truck. NOTE-A few items were discovered on the truck that would require repairing during the annual pump testing process.	To ensure that firefighters know how to secure a fire hydrant and open it to get sufficient water to the Pumper truck. To also identify the proper way to close a fire hydrant to avoid any water hammer and cause damage to the water main.
2-Self Contain Breathing Apparatus (SCBA) orientation and training.	Orientating new recruits to strengths and weaknesses of SCBA.	To ensure recruit firefighters are confident in the use of SCBA
3-Ground Ladders	To adhere to NFPA 1001 training requirements, recruits were introduced to the proper use of the 14' and 24' ground ladders.	To ensure that all recruits know how to raise, lower and carry tools up a 14' and 24' ladder.
Total FF Training Hours	52.5 Hours	One training session was cancelled due to the Rabbit Creek fire.
Fire Chief Hours	132 Hours	Includes the Rabbit Creek fire hours.

Conclusion

This report is a summary of training, administrative duties and planning in the Waskesiu Fire Department for May 2018.

Respectfully,

A handwritten signature in black ink, appearing to read "Les Karpluk". The signature is written in a cursive style with a large initial "L".

Les Karpluk
Fire Chief

cc: Gregg Rutten