

WASKESIU COMMUNITY COUNCIL

MEETING MINUTES

Council Meeting: Friday, June 24, 2016

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

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

Location: Hawood Inn, Waskesiu Lake, SK – Boardroom

Attending: Jim Kerby, Brent Hamel, Nancy Wood Archer, Randy Kershaw, Bryan Matheson, George Wilson.

Field Unit Superintendent David Britton, Townsite Manager Gregg Rutten - PCA

Regrets: Janice MacKinnon

Agenda Topics:

1. Call to Order Jim Kerby **9:02 am**
2. In-camera session
Motion to move 'In Camera'
Bryan Matheson/Randy Kershaw **Carried unanimously**
Motion to return to the Public Meeting
Brent Hamel/Randy Kershaw **Carried unanimously**
3. Adoption of Agenda for Public Meeting Jim Kerby **10:00 am**
Motion to adopt the Public Meeting Agenda as amended
George Wilson/Nancy Wood Archer **Carried unanimously**
4. Approval of May 27, 2016 Meeting Minutes Jim Kerby
Motion to approve the May 27, 2016 Meeting Minutes as circulated.
Randy Kershaw/George Wilson **Carried unanimously**
5. Business arising from the Minutes
 - Lakeview Hotel – status update
PCA reported that the hotel is not going to be operational for July 1st. The owners are getting ready to bury the power line behind the hotel. PCA encouraged the owners to have that work done by July 1st. The schedule to do trenching, installation and repaving is from July 4th to 7th. The owners have been told to limit work time from 9 am to 6 pm. The work site is to be cleaned up and fenced in by July 1st.
 - Marina upgrades – status update
The marina roadway, ramp and walkway are complete. There is some deficiency work still to be done. The over-spray that got on to the boats docked on the seawall (while the walkway was being done) is being dealt with by PCA and the contractor involved. The next phase is the replacement docks, and PCA is going to tender that project in the next month or so. The plan is to begin the project of installing the new docks in September.
 - iNET 2000 – status update
This topic is covered in the Townsite Report.
 - Lakeside Festival - status update
This topic is covered in the Townsite Report.

- waskesiu.org – the updated website is now live. Council noted the extraordinary efforts of Noreen Matthews for helping to make this updated website a reality, and in such a timely fashion.

- PANP Infrastructure projects – status update

Hwy 263 paving is going well. There is currently a detour set up between the Narrows Road and Prospect Point. This area should be completed this weekend with the remaining portion slated to be completed by the end of July/early August.

Kingsmere Road – Contractors are running into problems, mostly caused by rain and adverse weather conditions. Hopefully the road will be open for the July long weekend and will probably have to be closed again afterward. There is still access to the Kingsmere River from the berm (via Waskesiu Lake at the far end of the Narrows). The boat launch will not be open for the July long weekend.

The new water treatment plant controls will be installed in October. The estimated cost is now up to \$822,000.

The townsite force main line is scheduled to be replaced in October.

Construction of the seasonal staff washroom is underway, and the concrete is being poured this week.

The planned replacement of the big and small beach houses (near the main beach and the Community Hall) will be rescheduled to next year. The Chair of Council indicated that Council had not been made aware of those proposed beach house replacement projects, and that Council would greatly appreciate having information of that type made available by PCA so that the Community Action Plan (which is intended to be a constantly evolving document) can be updated, in order to keep Council and members of the community informed of proposed (and completed) townsite projects.

ACTION ITEM – any items that PCA would be prepared to have Council add to the Community Action Plan are to be provided to Council in a timely manner.

- Waskesiu Recreation Association (WRA) – (i) status update;

Bryan Matheson advised Council that the new WRA Board has been formed and has started its work, but that the WRA is still at the ‘work in progress’ stage.

ACTION ITEM – Council to encourage the Waskesiu Chamber of Commerce (the "Chamber") and the WRA to set up a joint meeting of their two Boards, with members of Council invited to attend. The primary purposes for the joint meeting are, among other things, (i) to ensure clear communication regarding expectations of each organization following the recent restructuring of the organizations, and (ii) to ensure that the respective roles and responsibilities for both the Chamber and the WRA have been clearly defined and delineated.

(ii) Licences of Occupation – PCA has started the process of working with the WRA (including requests for information and documents required by PCA) regarding the new Licences of Occupation to be issued to the WRA.

6. Correspondence

- (i) Letter from the President and CEO of SaskTel regarding the LTE network at Waskesiu;

(ii) Letter from the CEO of PCA and related follow up; - Jim Kerby reached out to Daniel Watson’s executive assistant. The CEO will be coming to Waskesiu in late August between the

19th and 22nd for a period of approximately 24-36 hours. It is expected that approximately half of his time will be spent with community based organizations, and half with PCA. Timetable to be determined. It was agreed that the best time for Council and the community stakeholder groups would be on the weekend, and the best time for PCA staff would be on a weekday. PCA welcomes Council's input on the plans for this visit. The emphasis should be on Vision 2020, successful community partnering projects in the townsite, and around the lake. There should be an opportunity to meet with the lead stakeholder group executive/boards, with a pre-set agenda followed with an open session (for Questions and Answers). A small group session is probably also in order.

ACTION ITEM – (i) Administrator to book rooms for Council and stakeholder meetings with Mr. Watson. (ii) Chair and Field Unit Superintendent to finalize the dates with the CEO's office as soon as possible, and establish a proposed agenda for consideration by Council.

(iii) Correspondence to Waskesiu stakeholders (regarding the potential Waskesiu townsite community "Gathering Place"). A meeting, hosted and chaired by the WCC's Community Planning & Development Committee, was held in May to discuss a potential Waskesiu community "Gathering Place". A summary letter of the meeting has gone to stakeholders. A detailed discussion will also be held at a Waskesiu Foundation meeting in July.

PCA reported they are supportive of the initiative, but currently are leaning towards the more modest end of the spectrum.

7. Townsite Report – Gregg Rutten

Post Office Building

- Request for Proposal advertisements will be sent out during the second week of July.
- Bid packages will be available at the townsite office. Deadline is the end of July.

Offered up 'as is' and at a minimum release fee of \$275,000.00.

Lease will be % of gross, which will be negotiated with the successful bidder.

iNet2000 tower

- PCA is waiting for signature on the Licence of Occupation for iNet2000 to use the former Bluebell tower site for an antenna installation.
- Update on antenna installation in progress.

No firm timelines available.

Waskesiu Lakeside Festival

- 4 contracts have been signed with musicians to date.
- Contract signed with MC/Comedian Kelly Taylor.
- The Waskesiu Recreation Association will organize the beer garden, which has been approved by PCA and will likely be set up near the ball diamond area.
- Accommodations for musicians have been booked.
- Request for participation has been given to local restaurants and retail outlets. Forms being hand delivered today. Deadline to respond is July 15th.

Committee meeting being held later today.

PCA has hired a summer student to help with promotions.

Posters will be available soon.

ACTION ITEM: Brent Hamel will talk to Frank Dunn RV regarding providing a trailer for dressing rooms.

Capital Debt Repayment Schedule

- A copy of the Nichols Report has been provided for Council's information, review and discussion.

This item was discussed in detail under 'New Business'.

Health Inspections

- Health inspections will be conducted on all restaurants, food service outlets (grocery, bakery, ice cream) and hot tub facilities.

- Inspections will be conducted between July 7-17, 2016.

- Pre-inspection checklists have been provided to all businesses to help them prepare for the inspections.

- The intent is to ensure safe, clean healthy establishments for residents and visitors.

PCA plans to make this an annual inspection process.

Waskesiu Chamber of Commerce/Waskesiu Recreation Association - Licences of Occupation

- Townsite staff have contacted both groups to begin the process of issuing revised Licences of Occupation for their respective properties.

Discussed in detail under Business arising from the minutes.

Camp Kitchen Projects at Point View and Narrows Day Use Areas

- There is a requirement for a Cultural Resource investigation prior to any excavation work being undertaken at these sites. PCA archaeologists will conduct the investigations in July 2016.

- Construction of the Waskesiu Foundation camp kitchen projects will, therefore, be delayed until the fall of 2016.

PCA suggested this is a possibility for public archaeology events.

- PCA has 35 new blue garbage bins in storage. Gregg has met with representatives of the Waskesiu Recreation Association and the plan is to utilize the new blue bins in town, and move the older green ones to out of town locations.

Decals to go on lids are ready, and they will indicate that the funds derived from recycled cans, bottles, etc. will go to the Waskesiu Recreation Association.

ACTION ITEM – Council suggested that, as part of the WCC AGM invitation which is to be delivered by the Waskesiu Volunteer Firefighters door to door, that a message about the recycling program be added - so that the community is aware that their recycling efforts (cans, bottles, and other beverage containers) will benefit the Waskesiu Recreation Association.

- Nancy Wood Archer reported that there are insect issues at Terrace Gardens. They appear to be coming in from under the washroom and/or from the suspended ceiling. The Chamber has tried to get rid of them, but they keep returning. She asked PCA to help with getting rid of them.

ACTION ITEM – PCA (Gregg Rutten) to follow up on this issue with Nancy Wood Archer.

8. Committee Reports

Budget/Finance – Janice MacKinnon – no report.

Business Relations – Nancy Wood Archer

Still waiting for an information package from SLGA regarding purchasing the Waskesiu Liquor Store, and will share with Council and PCA when it arrives.

The Waskesiu Chamber of Commerce has purchased \$5,000 in radio advertising which will include the recognition of the new camp kitchens.

The wooden flower boxes are set out around the community.

The Chamber Board is moving forward on restructuring the Chamber and the Waskesiu Recreation Association.

New Chamber Board: Gary Bender, President, Nancy Wood Archer, Vice President, Myrna Nagy, Treasurer.

Directors: Randy Kershaw, Shirley Carriere, Debby Klarenbach, Gord Bueckert, Dwayne Andreen.

Community Planning & Development – Jim Kerby/Randy Kershaw

The Committee is working primarily on advancing the "Gathering Place".

The Committee is also following up with PCA around 'development' permits and challenges, in order to determine whether there is a role for Council to help PCA.

Communication & Community Relations – Brent Hamel

The Committee will be meeting in the next 2 weeks, and will be focusing on the communication, recreation and volunteer action plans. Once drafts of these action plans and implementation plans are completed, they will be distributed to Council.

Essential Services – Policing and Fire – Randy Kershaw

Fire Chief Report for May 2016 – attached with agenda

Vegetation Management – Bryan Matheson

No communication has been received to date regarding Arbor Day. Bryan will set up a meeting with PCA after the July long weekend.

The Waskesiu Foundation – Jim Kerby/Randy Kershaw

The Annual Donor Recognition and Fundraising Dinner being held on July 9th is almost sold out. PCA is providing two live auction prizes – a helicopter ride over PANP and a guided weekend trip with overnight stay at the Warden's cabin on Kingsmere Lake.

The five ceiling fans have been installed in the Community Hall, and are working well. The camp kitchen projects at the Narrows and at Point View will be moving ahead this fall, as noted above.

9. New Business

- Explanation regarding debt limit guidelines from the Nichols Report

Brenda Georget - PCA Finance Manager – phoned in to discuss.

Significant discussion ensued.

ACTION ITEM - Council to do an annual check of the Vision 2020 document (including in particular the Community Action Plan) and see what needs to be added.

ACTION ITEM – Brenda Georget is to confirm with Council if PCA can set excess money aside from the townsite revenues to be applied in future years (in an effort to "smooth out" spikes and valleys relating to the funding of townsite infrastructure costs).

ACTION ITEMS - PCA to provide:

1. Updated 'Net Capital Debt' report

2. Estimated life span of the 3 projects underway – being the new controls for the water treatment plant, the replacement of the sewage force main, and the replacement of the pumps at the lift stations.

3. Is there a way to do a reserve? If so, PCA to provide a long term forecast.

4. Set up a long term investment plan for water and sewer infrastructure.

- Status of Cottage Regulations review process by PCA

A lot of work has been done on the review of the Cottage Regulations; it has now gone to head office, then will be presented to the affected communities and Community Associations across the country, then to the public, and then becomes law. PCA projects that it will be at least 18 months to 2 years before they are finalized.

Council looks forward to having input on the review/proposed changes to the Cottage Regulations.

PCA said they will keep Council updated as things unfold.

- PCA Funding Support Mechanism for Waskesiu Recreation Area Renewal Project; and discussion of Recreation Area "Master Plan" -

PCA wants to make sure of the limitations to the commitment, next Monday they are attending a scheduled meeting with colleagues and will report back to Council with the results.

PCA's contribution of \$150,000 toward this project has again been confirmed, and Council noted that the contribution is greatly appreciated.

- Agenda for PCA CEO visit to Waskesiu – brief discussion. **ACTION ITEM** follow up to be completed by Chair and Field Unit Superintendent.

- PCA Service standards -

PCA would like Council to add a standing item at the end of the agenda "Review of Action Items" for follow up. Council agreed with that approach.

Townsite Report – is Council satisfied with the way it is currently presented, or do we want a change in format or content?

Council replied they would like PCA to keep ongoing projects or issues included on each townsite report until their completion. Also, more detail/information would be appreciated on each item reported. Perhaps present the items in categories to keep the report easy to read.

It was decided that the Townsite Report is due to Council's Administrator one week prior to each Council meeting.

- Entrance Gate up-date

The point of sale machine breakdown, causing one booth to be closed, caused the long lineup at the entrance gate on the May long weekend.

10. Next Meeting Date – Thursday, July 28

9. Adjournment

1:50 pm

Randy Kershaw/Brent Hamel

Carried unanimously