

WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



DATE: Friday, November 23, 2018
TIME: 9:00 a.m. – 2:00 p.m.
LOCATION: Hawood Inn, Waskesiu – Spruce River Room

COUNCIL MEMBERS ATTENDING: Jim Kerby, Nancy Wood Archer, Bentley Crozier, Rob Phillips, Bryan Matheson*, Darryl Fox*, Jennifer Wood* (*Attending by phone)

ALSO ATTENDING: From PCA - Field Superintendent David Britton, Acting Townsite Manager Scott Nesbitt

1. **Call to Order** 9:02 a.m.

2. **Motion to move Council Meeting “In Camera”**
Darryl Fox/Rob Phillips *Carried Unanimously*
10:00 a.m.

3. **Motion to terminate “In Camera” portion of Council Meeting**
Darryl Fox/Rob Phillips *Carried Unanimously*

4. **Adoption of Agenda for the Public Meeting**
Motion to adopt the Agenda for the Public Meeting.
Rob Phillips/Nancy Wood Archer *Carried Unanimously*

5. **Review and Adoption of Meeting Minutes of October 12, 2018**
Motion for the Adoption of the Meeting Minutes of October 12, 2018, as circulated.
Darryl Fox/Bentley Crozier *Carried Unanimously*

6. **Review of Outstanding Action Items/Related Updates** – a review 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**
 - a. Status Updates:
 - Major townsite developments - This item was covered under the Townsite Report.
 - Parking plans/strategy for the cabin area - This item was covered under the Townsite Report.
 - Use of Marijuana/Implications
In each of the National Park townsites, Parks Canada Agency (PCA) has chosen to have the rules and regulations for the Province in which the townsite is located apply. As such, for Waskesiu the Saskatchewan rules and regulations regarding cannabis apply. To date, PCA representatives haven’t noticed any unusual events/situations related to the use of marijuana in the Park, but they also feel the real test will be next summer. Marijuana use guidelines are essentially the same as alcohol guidelines, and there will be no public consumption permitted (including on the beach and other public areas). Unfortunately, there is no bylaw in place to prevent smoking of marijuana on commercial business decks in Waskesiu – that will be left to the local business operators to determine their own policies. Councilor Wood Archer asked if PCA would give a business licence to an authorized cannabis dispenser.

PCA replied no, because according to provincial regulations and policies currently in place, a townsite must have a population of at least 2500 to have a licensed cannabis sales outlet, so Waskesiu doesn't qualify.

Councilor Fox asked whether, if provincial regulations changed, would PCA have an appetite for an authorized cannabis sales outlet in Waskesiu? Superintendent Britton indicated that PCA would have to review that issue and consider it. Council, along with PCA, was advised by Vice Chair Wood Archer that the Waskesiu Chamber of Commerce recently sent a letter requesting that the government allow an authorized cannabis sales outlet in Waskesiu to help add another successful business and, at the same time, to help rid the community of black market marijuana sales.

Council asked if the RCMP will be speaking to Council about this subject – including concerns of some residents about black market sales of cannabis in our community.

It was decided that Councilor Wood Archer will arrange for the local RCMP Staff Sergeant to attend a future Council meeting to speak on the subject and other matters, including increasing crime in the Lakeland area.

Councilor Wood Archer suggested a communication regarding the regulations should go out to the Waskesiu residents before the summer season begins.

Council also suggested that PCA place signage at beaches and in other public areas that advised smoking/use of cannabis was not permitted.

- Aquatic Invasive Species (including preventative measures PANP has in place)
No update – this is covered by an Action Item and a report will be provided by PCA to Council in March of 2019.
- SaskTel Seasonal Disconnect Issues
Councilor Phillips has received several emails from Waskesiu residents. They are concerned that, after committing to the SaskTel minimum four-month high speed internet service, SaskTel is not offering an eight month disconnect opportunity. Councilor Phillips has emailed the SaskTel representative and is waiting to hear back. The Chair offered support if it was needed in dealing with SaskTel.

8. Waskesiu & Area Wilderness Region DMO (WWR DMO) Presentation – Terry Dow 11:00 a.m.

- Presentation to Council regarding the WWR DMO
Terry Dow, the WWR DMO's Director of Sales & Marketing, delivered a very detailed overview of what the WWR DMO offers to their members and partners and demonstrated the different types of destination marketing they provide to the public, including on social media in particular. Also included in the presentation were statistics on the WWR DMO's Face Book, Twitter and Instagram accounts.
Discussion ensued as part of a Q&A session following the presentation.

9. Townsite Report - Scott Nesbitt, 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:

Waskesiu Lakeside Music Festival

Discussion ensued on how the community of Waskesiu, with the help of Parks Canada Agency, can take the lead to save – and, if necessary, revamp - the Lakeside Music Festival and keep this very successful event in our community given the position taken by PCA to dramatically reduce both their financial and in-kind support for the event starting in 2019.

Waskesiu Dock and Downtown Breakwater

ACTION ITEM: Council requested PCA to supply large size versions of Waskesiu townsite maps for the December 14th Strategic Planning meeting.

Waskesiu Water and Wastewater

Council asked if PCA will have enough staff in the spring to handle the amount of work for the street-by-street repairs of the numerous breaks in water valves caused during the early freeze this fall.

PCA replied they are planning on bringing in outside plumbers to assist.

Councillor Phillips replied that the Waskesiu Seasonal Residents Association (the “WSRA”) will assist PCA in getting out a communication to their members regarding the repairs in the spring.

Council will also work with PCA to have the proposed “Seasonal Water Shutdown Directive” approved in time to go out with PCA’s spring billing mail-out to the Waskesiu residents, and will help to ensure it is available via Waskesiu.org and the WSRA email system.

ACTION ITEM: Council members are to email Council Administrator no later than December 1st, any additional comments to the redline changes that Council Chair circulated.

10. Potential WCC Membership in WWR DMO

A motion was made that the Waskesiu Community Council purchase a one-year Waskesiu & Area Wilderness Region DMO membership for the approximate cost of \$500.00.

Darryl Fox/Bentley Crozier

Carried* (one Councillor was opposed and there was one

abstention)

11. Ratification of Waskesiu Community Council Committee Terms of Reference

- a. Budget & Finance Committee
- b. Business Relations Committee
- c. Community Planning & Development Committee
- d. Communications & Community Relations Committee
- e. Essential Services – Policing & Fire Committee
- f. Vegetation Management/FireSmart Committee

A motion was made to adopt the proposed Terms of Reference for all six Committees of Council, as written.

Bryan Matheson/Darryl Fox

Carried unanimously

12. December 14 “Vision 100 Strategic Planning Session” – Format/Discussion

Council members attending the Strategic Planning meeting in person will be Jim Kerby, Nancy Wood Archer, Jennifer Wood and hopefully Rob Phillips; calling in will be Bryan Matheson and Bentley Crozier; Darryl Fox is unable to attend.

Council Chair polled the members to see if they thought having a Meeting Facilitator would be beneficial.

Council members agreed it would be, if possible, and Vice Chair Wood Archer suggested Bob Twyver, former Waskesiu Community Council Administrator be approached for the task. It was agreed that Vice-Chair Wood Archer will contact Twyver as soon as possible and report back to the Chair.

The Chair also asked the Administrator to help prepare a list of potential discussion points for the Strategic Planning Session, including the list that was shared with Council prior to this meeting.

ACTION ITEM: Administrator to prepare and send to Council and, once approved, to PCA a list of potential discussion items for the Strategic Planning Session (similar to the list that was provided by the Chair to Council prior to this meeting), and Councillors (and the PCA) will be asked to add any additional items that they would like to discuss in December.

13. Correspondence

a. Waskesiu Foundation – 2018 Audited Financial Statements

Council Chair confirmed that all Council members received the audited statements for review, and a brief discussion then ensued. The Chair confirmed that the Waskesiu Foundation’s audited Statements have been approved and accepted by the Chair, on behalf of Council, as previously authorized by Council.

b. WRA request for WCC assistance (with Board members/strategic planning)

A discussion ensued regarding the request by the WRA for assistance from Council with capacity (in terms of qualified and active Directors). It was agreed that the WRA could definitely use assistance with corporate governance – including policies and procedures – as well as finding volunteers and directors to join the cause. The Chair reminded Council that by this time next year Council will hold the only membership in the WRA (the Chamber will cease to be a member by agreement of the parties). The task is to get the WRA to a position similar to the Waskesiu Foundation – with a solid and fully functioning Board. There were no formal “volunteers” from among the Council members to join the WRA Board, although Councilor Jennifer Wood did indicate there may be some areas that she could assist (but stopping short of being on the Board of the WRA as a Director). The Chair indicated that help is obviously needed and, if no one else was willing to volunteer their time, that he was prepared – on a temporary basis – to serve on the WRA Board. To do so, however, it was important that the involvement was (1) focused on assisting the WRA with governance and strategy assistance and (2) the timeline for involvement was pre-agreed between the WRA and the Council – i.e. identify the tasks/objectives to be accomplished, get them done in that time frame, and then move on (cease to be on the WRA Board) once a fully functioning Board was in place and operating well. This matter will need to be dealt with at the January meeting of Council as a response to WRA is obviously needed and, in addition, Council needs to appoint a Designated Liaison for the WRA – the only major stakeholder group that we have failed to do that for. Given that Council is now one of only two WRA members – and in 2019 will become the only member – that needs to be corrected.

c. Other correspondence, if any.

No other correspondence was received by Council other than PCA correspondence as reviewed during the meeting.

14. Committee Reports

- **Budget & Finance Committee** – Darryl Fox, Chair

No report. It was agreed, as an Action Item, that PCA will be providing the Budget & Finance Committee of Council with the full package of budget information that should have been provided back in June (but the same was delayed at the time due to the fire threat facing the Park and our community.)

- **Business Relations Committee** – Nancy Wood Archer, Committee Member

Councilor Wood Archer requested that, in the future, PCA have the recycling completed in the Paul Horne Arena by the end of October in order to allow time for clean-up of the rink and preparation for winter use by the community.

ACTION ITEM: Parks to provide a copy of the Letter of Understanding for the Paul Horne Arena use and report back to Council regarding (1) the situation in 2018 and (2) corrective measures for the

2019 rink operating season, and beyond.

Councilor Wood Archer also requested PCA to pass along information from an email she received regarding PCA's preparation of the trails for cross country skiing to the PCA staff involved. The agreement reads that the trails are to be prepared and cleared of deadfall, etc. by PCA staff before grooming ski trails can be done. She reported that this was not the case this year and, fortunately, a Waskesiu Ski Club volunteer did the requisite clean-up by hand in time for trail grooming to take place.

- **Community Planning & Development Committee – Jim Kerby, Chair**

- The Joint Submission from the WCC, Chamber, and WSRA to PCA (Daniel Mercer, PCA)
The Chair confirmed the joint submission was filed with Daniel Mercer on time.
- Reaction from PANP (David Britton) to the Joint Submission and next steps
Superintendent Britton discussed his reaction in regard to the Joint Submission that had been provided to PCA (via Mr. Mercer). He was pleased to see community support regarding the need for better enforcement tools, service standards, and capacity issues. Superintendent Britton also indicated that some of the items in the Joint Submission were outside Mr. Mercer's mandate (such as Fractional Ownership) however those comments will be passed on to PCA's Realty Department.
- Waskesiu Recreation Master Plan – Role of Council
Brent Hamel, a Director on the Waskesiu Recreation Association (WRA) Board is currently working on a first draft of the Waskesiu Recreation Master Plan. Council Chair remarked that Council should be aiming to help complete that Master Plan in conjunction with the WRA (as was specifically contemplated in the Community Action Plan) and have it agreed upon in 2019 because, in fact, the document should have been completed this year.

- **Communications & Community Relations Committee – Rob Phillips, Chair**

- Waskesiu.org website and Chamber website – Future Plans/Next Steps
A motion was made to accept the offer from the Waskesiu Chamber/Levy 5 Group to upgrade the waskesiu.org website at the Chamber's/Levy 5 Group's cost.
Rob Phillips/Bryan Matheson **Carried Unanimously**
- Potential new Committee member (from the community)
Council Chair indicated he was aware that there was a person in the Waskesiu community that has potential to join the Communications & Community Relations Committee. If this person is interested in joining the Committee, the Chair will pass the contact information on to Rob Phillips, Communications & Community Relations Committee Chair.
- Advancing 'Part 2' of the Waskesiu Community Communications Plan – setting a date, confirm next steps
It was confirmed that getting the Communications & Community Relations Committee together for a meeting, and advancing this important initiative, needed to be a priority for the Committee in the near term. Among other things, Part 2 of the Communications Plan needs to advance in a meaningful way - soon - so that it is drafted, and available and adopted by the spring or summer of 2019, to put into play in the community. Council Chair

encouraged the Committee to get on with this important task, and to try to involve representatives of other organizations (including the WSRA, PCA, the Chamber, and others) to ensure it is a community plan.

- **Essential Services - Policing & Fire Committee** – Nancy Wood Archer, Chair
Councilor Wood Archer met with the local RCMP Staff Sargent to invite him to an upcoming Council meeting. He is available to attend the February Council meeting. He will also be providing Council with four written update reports annually.
After hearing about two break-ins at Elk Ridge Resort, that were supposedly gang related, there is great concern about increasing crime risks in the area, and she would like this discussed at that meeting. Other Councilors would also like to discuss the issue of illegal drug sales that some members of the community have alleged is occurring (and has been occurring) for some time. It was agreed that matter could (and should) be discussed, but that what is needed is factual/evidentiary support – not just generic allegations.
- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
 - Update regarding November 5, 2018 meeting of the 2018 Vegetation Management Strategy Working Group
Unfortunately no Council members were able to attend the meeting.
The Vegetation Management Strategy process has begun, and Parks Canada Agency is hard at work on the next steps – including strategy planning and a communication piece that is being circulated.

15. Other Business (if any)

16. Next Meeting Dates

- Friday, December 14th (Strategic Planning Session for WCC, Hawood Inn, Waskesiu)
- Friday, January 4th (Waskesiu, Hawood Inn)

17. Adjournment

2:08 p.m.

Bryan Matheson

Carried Unanimously.

Waskesiu Community Council Meeting Report
November 23, 2018
Prepared by: Scott Nesbitt, A/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.
- **No update at time of report.**

Commercial Development/Business Licencing

2. **Waskesiu Trading Company**
Construction is progressing.

3. **Kapasiwin**

A development permit has been issued for the re-development of the Kapasiwiin Bungalow Camp. The developers completed a detailed impact assessment (including public consultation) as part of their application for the development permit.

- A demolition permit was issued for six cabins at the Kapasiwin Bungalow Camp. 5 of the 6 cabins have been removed and relocated to Montreal Lake Cree Nation. Contractors / movers are waiting for provincial permits to move the final (largest) cabin.
- **Developers working to complete submissions required prior to the issuance of a building permit for 6 new rental cabins at the Kapasiwin bungalow camp.**

4. **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
- **No update at time of Report**

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 took place on 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. **Riding Mountain ceased holding this event after 2017 as they found that the financial and staff investment was not sustainable.**
- As requested by the Waskesiu Community Council, the PANP park entry numbers for last weekend in August for past decade are as follows:

2018	5548
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.
- PCA had a meeting with stakeholder groups on August 9, 2018. There does not appear to be capacity (staffing or financial) for local stakeholder groups to take over the festival planning/organization.
- Over all visitation for the season was down from 2017 (C150) but on par with (or slightly higher) than 2016 (see attached document).
- **In October 2018, the Northern Prairies Field Unit conducted a review of events held in Prince Albert NP and Elk Island NP. The Lakeside Festival alone accounts for 70% of the financial and 20% of the human resources expended on events by the field unit (\$54K in financial support and approximately \$27K of staff salary).**
- **A decision was made that continued investment in this event at this level is not sustainable in the face of other priorities in the field unit.**
- **As a result, PCA will no longer project manage the Waskesiu Lakeside Music Festival. Financial commitments to the festival would also be reduced.**
- **However, recognising the interest in having an event on this date, PCA proposes to provide a fiscal contribution of \$20K to any local organization who is willing to organise an event on this weekend. PCA would commit to this level of funding for two years, following which it would be reviewed.**

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).
- This project is complete and operational
- Equipment used and returned by Outer Limits Fun Run. All went well
- **PCA to review key sign-out and damage deposit procedures for the event equipment.**

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 June 18, 2018 townsite report
- g. **No update at time of 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.
- 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.
- **No update at the time of the report**

9. 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.
- 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).**

10. 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.
- **No update at time of report.**

11. Waskesiu Water and Wastewater

- PANP is subject to PCA, Federal and Prov. Regulations with regards to drinking water.
- PANP Water Treatment Plant rated at Level 3 (as determined by population and systems)
- Plant operators are full time indeterminate staff members and include;
 - i. 1 x Level 3 Cert. Treatment and Distribution (plant operator)

- ii. 1 x Level 2 Cert Treatment and Distribution (support and testing)
- iii. 1 x Operator in training (logging hours to achieve level 1 cert.)
- Regular testing for coliform and E coli
- Annual testing for Cryptosporidium, Giardia as well as a complete chemical analysis of over 50 parameters.
- 2017 PANP annual report attached.
- **Updates to the Seasonal “Water Shutdown Directive” have been drafted and circulated for WCC and WSRA review.**
- **Communications for Cabin owners regarding fall shut down procedures and spring 2019 start-up have also been circulated.**
- **Cabin owners may experience delays in receiving water service during the 2019 start-up due to the “street by street” repair strategy required to address breaks caused by early freeze in 2018.**
- **The location of water service boxes will also be addressed in a future communication with Cabin owners. PCA will also recommend that cabin owners install a “lockable” service valve on their side of the water connection. This valve would provide additional protection to the property once the owner has shut down for the season.**
- **PCA to review Cabin guidelines and discuss including mandatory installation of sewage “backflow valves” on new construction in the cabin and cottage areas with the WSRA.**