

WASKESIU COMMUNITY COUNCIL PUBLIC MEETING MINUTES



DATE: Friday, January 4, 2019
TIME: 9:30 a.m. – 2:00 p.m.
LOCATION: Hawood Inn, Waskesiu – Spruce River Room

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

ALSO ATTENDING: From PCA - Field Superintendent David Britton, Acting Townsite Manager Scott Nesbitt, Finance & Administration Manager Brenda Georget* (*Attended by phone)

1. **Call to Order** **Nancy Wood Archer - Vice Chair** **9:33 a.m.**
2. **Motion to move Council Meeting "In Camera"**
Bryan Matheson/Nancy Wood Archer *Carried Unanimously*
3. **Motion to terminate "In Camera" portion of Council Meeting** **10:30 a.m.**
Nancy Wood Archer/Darryl Fox *Carried Unanimously*
4. **Adoption of Agenda for the Public Meeting**
Motion to adopt the Agenda for the Public Meeting
Bryan Matheson/Jim Kerby *Carried Unanimously*
5. **Prince Albert National Park – Waskesiu Townsite Financial Report for April 1, 2017 to March 31, 2018**
Finance & Administration Manager Brenda Georget presented the Prince Albert National Park – Waskesiu Townsite Financial Report for the April 1, 2017 to March 31, 2018 fiscal year.
A lengthy discussion ensued and numerous questions from Council were posed (and answered) by Ms. Georget. (Note - see additional commentary below under Agenda Item 10.)
6. **Review and Adoption of Meeting Minutes of November 23, 2018**
Motion to adopt the Meeting Minutes of November 23, 2018 as circulated.
Bryan Matheson/Rob Phillips *Carried Unanimously*
7. **Review of Outstanding Action Items/Related Updates** – a review of each of the Action Items and their status was undertaken by Council, and the Action Items were updated by the Administrator accordingly.
8. **Other Business Arising from the Minutes/Status Updates**
 - Parking plans/strategy for the cabin area
 - PCA is waiting for the Townsite Manager, Gregg Rutten, to return from his leave of absence to update the status of the parking plans and strategy for the cabin area to Council.
 - Cannabis related issues and implications for the Waskesiu townsite
 - PCA will be attending a meeting scheduled for next week to discuss the signage to be designed and placed throughout the townsite and on the beaches in relation to the permitted (or prohibited) use of cannabis in the townsite (and elsewhere in the Park).
 - Councillor Phillips reported that the next WSRA Newsletter that is to go out to their membership will contain information on the rules in effect for alcohol and cannabis use along with the rules for smoking and vaping.

- Councillor Wood Archer reported that the Waskesiu Chamber of Commerce will also discuss this topic at their next meeting and will reach out to the members of the Chamber, especially the restaurants, to ensure that policies are being considered, adopted and implemented in 2019.
- Aquatic Invasive Species (including preventative measures PANP has in place) – this topic will be addressed by PCA at the March meeting of Council.
- SaskTel Seasonal Disconnect Issues (Rob Phillips)
Councillor Phillips will be following up with SaskTel when his contact (Kevin Spelay at SaskTel) returns from holidays. These issues will then be addressed in the next WSRA newsletter, and Councilor Phillips will update Council regarding this topic at the next meeting of Council.

9. Townsite Report - Scott Nesbitt, Acting Townsite Manager, 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:

5. Waskesiu Lakeside Music Festival

- Council asked if PCA was open to negotiate a larger fiscal contribution for the first year if a local group is willing to take over the event. PCA indicated that there may be minimal increase in funding for 2019, and in terms of certain in-kind support, it would be by summer students only. However, PCA was clear in confirming that PCA does not want to “manage” the event on behalf of the community in 2019. Contact will be made by Council with key stakeholder groups in January to explain the situation and try to determine the level of community support for continuing to hold the Waskesiu Lakeside Music Festival.

10. Waskesiu Townsite Budgeting

- Council spent approximately one hour reviewing and discussing the financial information that Council recently received from PCA regarding the Waskesiu townsite budget (for the fiscal year 2018-2019)
A lengthy discussion ensued.
- Council and PCA also discussed plans to improve this process for 2019 – (e.g. agreed deadlines and related timing of PCA deliveries to Council). Both PCA and Council thought it was best to develop an agreed schedule in relation to the current calendar year in order to, among other things, improve the timeliness of the townsite financial information being delivered to Council by PCA, and to also ensure that all budget discussions between PCA and Council are undertaken, and completed, in a more efficient and timely manner than was the case during the 2018 calendar year. As such, PCA and Council agreed that:
 - PCA will provide the Townsite Budget information in advance of Council’s annual May meeting.
 - Council’s Budget and Finance Committee will set up a meeting with Brenda Georget, PCA’s Finance & Administration Manager, and provide approval and recommendations for the Water Sewage Garbage Budget (which is scheduled to go out by July 1st to Waskesiu residents).
 - In that regard, Councilor Fox is to set up a meeting with the Finance & Administration Manager and the Budget and Finance Committee. At that meeting they will set timelines confirming when the reporting is required by Council, preferably before the June 21 Council meeting. This will allow Council time to review the proposed budget and make any changes or suggestions to PCA.

ACTION ITEM: Administrator to assist Councilor Fox in setting up a Committee meeting in February for the Budget and Finance Committee, including Council Chair and Brenda Georget, PCA’s Finance & Administration Manager.

11. Correspondence

- Waskesiu Fire Chief Report for October – November 2018 was circulated with this agenda.

12. Committee Reports

- **Budget & Finance Committee** – Darryl Fox, Chair
No report given.
- **Business Relations Committee** – Darryl Fox, Chair
The Chamber of Commerce will be meeting in January and will have a report for the February 8th Council meeting.
- **Community Planning & Development Committee** – Jim Kerby, Chair
No meeting has been held since the last Council meeting. The Committee is currently working on the “Vision 2028 and Beyond” strategy initiative with Council, and awaiting a response from Daniel Mercer of PCA (in relation to the submission made by the Waskesiu community (WCC, the Chamber and the WSRA) regarding the National Permitting Process).
- **Communications & Community Relations Committee** – Rob Phillips, Chair
 - An update on the status of proposed upgrades to the Waskesiu.org website and Levy 5 Group websites was provided by Councilor Wood Archer.
 - A presentation of the proposed new Waskesiu.org website design, plus a proposal for some funding assistance by Council, will be made at the February 8th Council Meeting. Once this has been presented, the Chamber will be asking other stakeholders in the Waskesiu community to commit a portion of their marketing budgets to further fund the professional marketing plan being developed for the five premier hoteliers in Waskesiu, Waskesiu.org, and all of Waskesiu through the Waskesiu Chamber of Commerce.
 - Scheduling a Committee Meeting
Councillor Phillips reported that plans are underway to schedule a meeting of the Committee in the near future.
 - Agenda to include Part 2 of the Waskesiu Townsite Communications Plan:
 - Confirm proposed involvement by Noreen Matthews & Carla Flaman (sole representative from PCA).
 - Determine potential involvement of:
 - Ryan Lejbak (Zu.com co-owner) – Councillor Phillips will contact Ryan to make his acquaintance and discuss what expertise he feels he has to offer the Committee.
 - The WSRA communications representatives are Rob Phillips and the WSRA’s new Communications Director, Kathy Ponath.
- **Essential Services - Policing & Fire Committee** – Nancy Wood Archer, Chair
 - The Waskesiu Fire Chief’s Year End Report was received and circulated by the Administrator.
 - Councillor Wood Archer reported that the Waskesiu RCMP Staff Sargent has been invited to attend the February 8th Council meeting. Representing the Waskesiu Chamber of Commerce, she will present issues from Chamber members on how to better regulate noise in a limited area in the downtown area, close to the hotels, and the steps to be taken to help facilitate that, as well as how the RCMP plan to regulate cannabis use in Waskesiu.

- **Vegetation Management/FireSmart Committee** – Bryan Matheson, Chair
 - Meetings have been held by PCA, although no Council members were able to attend. With all the correspondence being shared, the Committee is well on the way to having a good strategy in place thanks to the efforts of PCA.
 - David Britton reported that Norm Stolle, PCA Resource Conservation Manager, will be retiring at the end of this summer.

13. WRA Board of Directors

- WRA's written request for WCC appointment to the WRA Board of Directors and/or the WRA Recreation Committee

ACTION ITEM: Councillor Wood Archer to contact Gary Bender, the WRA President, and Brent Hamel, a WRA Director who had contacted Council, to inform them that Council Chair Jim Kerby has volunteered to serve on the WRA Recreation Board for a period of 18 months to help improve the WRA focus on governance. Also, at the next meeting of the Chamber, Councilor Wood Archer will raise the issue with the Chamber regarding the rather urgent need for additional members of the WRA Board of Directors.

14. Other Business

a. Waskesiu Lakeside Music Festival – next steps

Council has agreed with PCA to communicate with the Waskesiu community and stakeholders, informing them that, as of summer 2019, the Waskesiu Lakeside Music Festival no longer falls under PCA's mandate in terms of management. This will also include an urgent request to see what the community and its stakeholder groups can offer to keep the Lakeside Music Festival alive. The deadline for the communication to be sent out was determined to be by the end of January. From the results, a decision on the future of the Lakeside Festival will be made at the February 8th Council meeting.

Discussion ensued.

b. "Vision 2028 & Beyond" Follow Up:

- Request for second in person "strategic planning" meeting between WCC & PCA (suggested date – March 22nd, 2019 in Waskesiu)
Decision was made to move the scheduled March 29th Council meeting to held in the morning of March 22nd and the afternoon would be a "strategic planning" meeting.
- Council asked to obtain the PCA information regarding trail upgrading plans/program
- Council also asked to obtain PCA's capital asset program information from PCA for review by Council before the next strategic planning session
- Identify a potential date for a "Waskesiu Leaders Roundtable" meeting – likely in May, 2019 in Waskesiu
- Identify a potential date for a Waskesiu Community Open House – likely in July, 2019 (or around the WCC AGM date)

ACTION ITEM: The Administrator, working with the Chair of Council, will ask PCA to provide Council with: (1) all relevant PCA information regarding the Park trails (including the IMBA report), and any trail upgrading plans/program (particularly as related to trails in or connecting

with the Waskesiu townsite); and (2) PCA's capital asset program information. The foregoing information to be delivered and available for review by Council well in advance of the next joint PCA/WCC strategic planning session.

c. Winterfest – observations regarding the 2018 event, plans for 2019.

PCA reported the O Christmas Tree Winter Festival went well. The Waskesiu & Area Wilderness Region DMO is the main organizer of the event. Attendance was very good; many people and families attended, and the weather was perfect.

The annual Christmas Tree Harvest also went well. It ran from December 1st to December 24th. A final tally of the number of permits issued this year will be provided by David Britton.

ACTION ITEM: A final tally of the number of permits issued this year (Christmas Tree harvest) will be provided by David Britton to Council.

15. Next Meeting Date(s)

- February 8, 2019 – Hawood Inn
- March 22, 2019 – Hawood Inn Council Meeting in the morning and WCC/PCA “Vision 2028 & Beyond” meeting in the afternoon.

A motion was made to change the scheduled March 29th Council Meeting date to March 22nd and combine it with a “Vision 2028 & Beyond” strategic planning meeting.

Bryan Matheson/Rob Phillips

Carried Unanimously

16. Adjournment

1:00 p.m.

Jennifer Wood

APPENDIX I

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.
- **Permit has been issued for the replacement of 6 new rental cabins at the Kapasiwin Bungalow Camp. Permit also includes the replacement of on-site sewer and water utility infrastructure.**

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.
- **Update provided by the Superintendent**

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.

- **Waskesiu Lakeside Music Festival expenses and person hours were submitted to council for review on Nov. 29, 2018.**
- **No additional update at the time of the report.**

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

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 paddle wheeler dock in 2017. Results indicated that the breakwater is in good condition and requires minimal recapitalization. The paddle wheeler 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).
- **No update at the time of the report.**

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.
- **Amendments to the Seasonal Water Shutdown Directive are complete and information regarding the restoration of water services will be sent to cabin owners in January and new directive will be sent with the Spring Billing.**

Fire Department Report



To: Waskesiu Community Council
From: Les Karpluk (Fire Chief)
Date: December 6, 2018
Report: FIRE 2018-08

Background

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

Discussion

The training is now scheduled biweekly as it is considered the low visitor season as per Parks Canada contract. Currently the Waskesiu Fire Department (WFD) has 8 members during the low visitor season and a definite need continues to exist to get the fire department membership higher during the low visitor season.

One of the successes the WFD had this summer was retaining a list over 25 firefighters during the high visitor season. The contract with Parks Canada stipulates that a minimum of 15 firefighters be members during the high visitor season and the high recruit numbers for the summer can be attributed to the positive work by the Captains in the department.

Four members of the WFD attended the Saskatchewan Volunteer Firefighters Association (SVFFA) fall training school in Estevan from October 26-28th. All four members passed the course they registered for and feedback indicates that the Estevan Fire Department did a great job hosting and instructors from across the province had extensive knowledge on their subject matter. It was terrific to see such a great interest in the fire school and I anticipate this will only increase in 2019. We will continue to budget for the SVFFA fire school and look for ways to expand the knowledge base of our firefighters and officers.

In November, I worked with the Acting Town Site Manager Scott Nesbitt to finalize the specifications for a new breathing air compressor for the fire hall. A significant amount

of work was put into this and the specifications were chosen for an air compressor that should last the fire department 15-20 years. This compressor is a key piece of equipment for the fire department and hopefully a new compressor can be installed early in 2019.

On November 5th work was conducted on the fire pumper (E171) as three valves were leaking. These 3 valves were replaced earlier during the annual pump testing this summer and this caused concern as these valves would freeze during the winter months. The technicians found that the levers for the valves were not shutting completely and performed some minimum maintenance and advised us how to ensure that the valves close completely. As a fire truck ages some of these maintenance issues come to the forefront and we will continue to ensure that the fire pumper is well maintained for its service life.

Training/ Practice

October-November Topics	Summary	Objectives/Notes
1-Orientation and use of all power tools, and Pump Operations	To ensure that firefighters are familiar with every power tool and to continue to focus on Pump Operations.	Timed drill to determine the length of time to drain the 1,000-gallon tank using 2-handlines versus the master stream.
2-Testing of firehose at Parks Canada Compound building	To test the hose and determine the state of the hose and system.	To be familiar with the hose cabinets and to test the fire hose.
3-Policy review, Fire School feedback, truck check	Review of draft recruit firefighter checklist	To exercise due diligence in the implementation of a firefighter recruit skills checklist.
4-Recruit orientation, revision of truck checklist	Finalizing equipment location on the pumper (E171)	To maximize the compartment space with the equipment that is required for fire department operations.
Total Training Hours	48 training hours	

Administrative Duties

One of the benefits of the low visitor season is that I am able to focus on administrative duties and prepare for the 2019 season. A firefighter recruit skills checklist was designed over a period of a month and implemented in November. The skills checklist is specific to the WFD and based upon the National Fire Protection Association (NFPA) standards. Every firefighter will now have to demonstrate and pass 12 specific Job Performance Requirements (JPR), so they have the skills to do their job safely.

Upon joining the fire department, a recruit will be issued their own booklet and will be checked off by an officer when completed. As a footnote here, this is also in accordance to Occupational Health & Safety regulations where it stipulates *“that all firefighters are to receive the training necessary to ensure that the fire fighter is able to carry out safely any emergency operation that the fire fighter will be expected to carry out.”* As indicated earlier, the skills checklist is customized for the WFD and the level of service expected from the WFD.

As a matter of due diligence, in November a Driver/Operator JPR checklist was also designed for our pumper (E171). Firefighters are regularly injured in North America responding to or returning from incidents and it was imperative that the WFD implement a skills checklist to ensure that we are exercising our due diligence for the WFD and Parks Canada. The plan is to focus on specific individuals that will be expected to drive E171 and ensure that they have hours of drive time so they are competent and confident during emergency incidents. The job performance requirements consist of driving skills, pump operations, serpentine exercise, alley dock exercise, apparatus station parking and confined space turnaround exercise. Again, these skills are based upon the NFPA standards and will require time for the drivers to complete.

The duties expected from a volunteer firefighter are no different than that of a career firefighter. All emergencies must be treated with a high level of situational awareness as a regular emergency can have devastating consequences. The recent and tragic line of duty death of Rosetown firefighter Darrell Morrison only highlights the dangers of being a firefighter. One of the statements that I can make about Parks Canada and the WFD officers is that we all take safety seriously and will ensure that our firefighters are equipped to do their jobs safely.

A meeting with the Acting Townsite Manager Scott Nesbitt occurred in November where the contract responsibilities and expectations were reviewed. No significant gaps were identified, and some wording changes were identified as well as some aged clauses that can be removed.

Conclusion

This report is a summary of training, administrative duties and planning in the Waskesiu Fire Department for the months of October and November.

Respectfully,

A handwritten signature in black ink, appearing to read 'Les Karpluk', written in a cursive style.

Les Karpluk
Fire Chief

cc: Scott Nesbitt (Acting Townsite Manager)

Fire Department Report

To: Waskesiu Community Council
From: Les Karpluk (Fire Chief)
Date: January 2, 2019
Report: FIRE 2018-09



Background

This report will provide a year-end report of the overall activities for the Fire Department from February-December 2018.

Training

652 manhours.

11-Total training sessions low visitor season. (Parks Canada contract requires 5)

22-Total training sessions high visitor season. (Parks Canada contract requires 10)

Training topics for 2018

- 1) Personal Protective Equipment
- 2) Self-Contained Breathing Apparatus
- 3) Pump Operations and Driver Training
- 4) Fire Streams
- 5) Hoses and Appliances
- 6) Water Supply
- 7) Fire Extinguishers and Fire Classifications (Theory & Practical)
- 8) Dumpster Fires-(Practical drill)
- 9) Hotel Familiarization (Hawood Inn)
- 10) Ladder carriers, raises, and safety
- 11) Small Motor operations
- 12) Incident Command Functions
- 13) Radio Communications
- 14) Smoke training and two-man rescue drill
- 15) Master Stream and Blitz Nozzle drill
- 16) Positive Pressure Ventilation (Theory & Practical)

17) Multiple drills from National Fire Protection Association (NFPA) 1410 Standard on Training for Initial Emergency Scene Operations

Community Engagement

- Children's Festival
- Canada Day Parade
- Waskesiu Community Council BBQ
- Public Relations re: Community Council brochures
- Fun Run
- Fundraisers (4 Weddings)
- Meeting with Waskesiu Community Council
- Daily meetings in the Emergency Operations Center during Rabbit Creek Fire for 5 days and designated as Deputy Branch Director for Townsite Structure Protection Branch.
- Activated mutual aid with the City of Prince Albert to ensure a qualified member was able to replace the Fire Chief for 2 days.
- Meeting with Lakeland Fire Chief to discuss available resources for Waskesiu Townsite if required during the Rabbit Creek Fire.
- Meeting with Parks Canada staff and RCMP to discuss response protocols.

Dispatched Events

4 for 2018

Conclusion

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

Respectfully,



Les Karpluk
Fire Chief

cc: Scott Nesbitt (Acting Townsite Manager)