

**WASKESIU COMMUNITY COUNCIL
PUBLIC MEETING MINUTES**



DATE: Thursday, May 4th, 2017
TIME: 9:00 a.m. – 12:00 Noon
LOCATION: The Hawood Inn - Boardroom

Attending: Jim Kerby, Chair, Nancy Wood Archer, Vice-Chair, Brent Hamel, Treasurer, Randy Kershaw, Janice MacKinnon, Bryan Matheson, Field Superintendent David Britton, Townsite Manager Gregg Rutten – PCA

1. Call to Order **Jim Kerby** **8:56 a.m.**

2. In-camera session (for 30 minutes)

Motion to move 'In Camera'

Bryan Matheson/Janice MacKinnon

Carried Unanimously

Motion to move back to the Public Meeting

Bryan Matheson/Janice MacKinnon

Carried Unanimously

3. Adoption of Agenda for the Public Meeting

Jim Kerby **9:41 a.m.**

Motion to adopt the Agenda for Public Meeting

Nancy Wood Archer/Randy Kershaw

Carried Unanimously

4. Adoption of April 21st, 2017 Meeting Minutes as circulated

Bryan Matheson/Janice MacKinnon

Carried Unanimously

5. Community Action Plan – Status Update

Discuss and review status of Community Action Plan items (1) where Parks Canada is the lead and (2) where Council is the lead.

- Discussion ensued as the Community Action Plan was reviewed, and information was updated.
- Council asked if there has been any progress on the off-leash dog park area and the tree nursery area. PCA advised that nothing has progressed on the off-leash dog area concept, and they were not aware of a tree nursery area.
- - Council asked if there is a Reforestation Program for the townsite? PCA replied that is currently an area on the road to the golf course where trees have been planted and suggested that Norm Stolle and Dustin Guedo attend the June 23rd Council meeting to discuss the Vegetation Management Plan with Council.

6. Business arising from the Minutes:

Status Updates were provided in relation to each of the following:

Kapasawin Development

PCA reported that there are no substantial changes since our last meeting.

SaskTel High Speed Internet

PCA reported they are scheduling a site visit from SaskTel, which will also be attended by a PCA national office IT person, and some members of local Waskesiu associations including the WSRA

Canada 150

PCA reported nothing has changed in relation to Canada 150 since what was reported at the last meeting with Council.

Review of Action Items

A review of the Action Items then ensued.

7. Correspondence

The Administrator reported that no new correspondence has been received since the last meeting of Council.

8. Townsite Report

Gregg Rutten

Appendix I

9. New Business

Council discussed a range of potential Council support for/sponsorship of/attendance at the 2017 Waskesiu Foundation Fundraising Dinner.

Discussion ensued, and the decision was made that a WCC sponsorship is likely the best way to go, with the Chair to determine the best way to proceed. Since some Councilors will not be in attendance, and some have already acquired their own tickets, it will not be possible to sit as a Council, but an effort will be made to sit near one another, and to have Council recognized by the MC for the event as being present and being sponsors. The Chair is authorized to proceed with arranging some type of sponsorship, up to a maximum of \$1500, and will report back to Council at the next meeting with the relevant details.

10. Committee Reports

Budget/Finance – Janice MacKinnon

Nothing to report. Gregg Rutten is working on the Annual Budget.

Business Relations – Randy Kershaw

Randy was pleased to report he has become very involved with the Waskesiu Chamber of Commerce in the past year. He is currently the Chamber Treasurer. Last fall Randy took over the project to work with the Levy Five group (formerly the Levy Group) to have an electronic message board installed in Waskesiu. The project was originally underway headed by Dwayne Andreen who stepped down due to health issues. The Levy Five group, which consists of five Waskesiu hoteliers,

are spending close to \$40,000 on the electronic message board and kiosk which will be installed on the corner of Waskesiu and Montreal Drives this spring. May 3rd was the first meeting of the Levy Five. They had an exciting exchange of ideas, with plans to work on bringing more people into the Park and increase Chamber membership using the new message board. At the meeting, the group set up the message board marketing terms, cost of advertising, and who can advertise. They have hired someone to operate the message board and input data. The plan is to have it installed and operational by the May long weekend. Dave Archer has been hired to construct and install the kiosk and message board.

To allow for best clarity, the sign will be installed 22' back from sidewalk with the bottom of message board 10' up from the ground. The digital technology is, in Randy's opinion, "awesome".

Community Planning & Development – Jim Kerby/Randy Kershaw

There has not been a formal meeting. The committee continues, however, to move ahead working with WSRA on the cottage regulations updates.

Communications & Community Relations – Brent Hamel

A lot is happening with the Waskesiu Recreation Area Renewal Project. The committee is planning a meeting in the next 3 weeks, and the Master Plan and the plan for the mini-golf are both progressing well. Both should be available in time for the June 25th community meeting.

Essential Services – Policing and Fire – Nancy Wood Archer

Waskesiu Fire Chief Report for April – The report was emailed to Council prior to the meeting. Discussion ensued regarding the Stars Ambulance and Automated External Defibrillator. Thinking ahead of the busy summer ahead, Nancy contacted Kevin Ferrie, Visitor Safety Coordinator, Prince Albert National Park, in regard to how many registered landing spots there are for STARS in the Park and their locations. Set out below is Kevin Ferrie's report, along with another report he gave on the new AED's being installed this year in PANP:

"Our landing areas in PANP aren't actually formally registered, but we do have a few areas pre-identified with STARS. The first, and most central, is in the grassed infield in the Main Day Use Area. This location was used for the first actual patient pick up by STARS in the Prince Albert Parkland Health Region. The second is at our Beartrap heliport. If a patient is able to be repositioned to that location, it is away from the public and less disturbing to visitors when the aircraft arrives. We also have a working agreement with STARS for aircraft fuel should they need to refuel at Beartrap.

Other than those two locations, our Parks Canada staff, or the Waskesiu Fire Department, would scout out another appropriate and safe landing location close to where an incident is happening (e.g. Sandy Lake, Narrows, East Gate, etc.). That's the beauty of STARS - it can often go to where the emergency is located.

Another discussion item is our Automated External Defibrillator locations in PANP. You have one at the Hawood Inn, another is at the Lobstick golf course, Parks Canada has 3 new AED's (EMT/Duty Officer vehicle, Visitor Centre and the Compound) and new for 2017 - one of our AED units has been given to the Waskesiu Fire Department. The Waskesiu Fire Department aren't primary responders to medical incidents, but it's a good device to have if they recover a non-responsive person from a house or vehicle fire or if a firefighter has a medical emergency while responding to a call. The EMT's AED now has electrocardiogram capability, so they will be able to see a readout of a patient's heart rhythm and communicate that with a Dr. in P.A. - a valuable tool for diagnosis and treatment during the summer months."

Vegetation Management – Bryan Matheson

Nothing to report.

The Waskesiu Foundation – Jim Kerby

Tickets are now officially on sale, on-line, for the Waskesiu Foundation's Annual Donor Recognition and Fundraising Dinner. The Foundation is also reaching out to groups they are working with, for example the WRA – and they will try to get fundraising for mini golf completed this summer so all the parts of the course can be ordered, and it is up and running in the summer of 2018. The Foundation is also helping the WRA with the Recreation Area Renewal project, including the Master Plan and the mini golf project. The Board continues to work on determining where the Foundation should become involved with projects in the community, whether via PCA partnerships, the Foundation on its own, or collaborating with other key stakeholder groups. The June 25th Key Stakeholders meeting may help the Foundation, and others, with obtaining more information about what various groups are up to, or have planned in the years ahead.

The Waskesiu Recreation Association – Brent Hamel/Bryan Matheson

Bryan Matheson reported that hiring for 2017 summer staff has been completed, except for one more person who needs to be hired. Staff will start to arrive beginning May 10th. The WRA will continue to go ahead with the annual tennis tournament. It is an important event for Tennis Saskatchewan and for Waskesiu. The Board of the WRA has reviewed all potential social events and determined what events the Association is going to be involved in, included suggested new events, (for example: tail gate parties for Rider games, and more). The WRA is also working with Conexus Credit Union to fully separate all accounts and books from the Waskesiu Chamber accounts and books. They are currently awaiting the auditor's report. Both the WRA and Chamber have retained the Saskatoon office of the Virtus Group this year.

The WRA has also set their rental and membership rates for 2017, and are lowering rates for family memberships. They will be \$200 for the 2017 season, with a weekly rate set at \$100, the individual rate will be set at \$150 for the season, or \$50 a week. This year they are providing corporate

Appendix I

Waskesiu Community Council Meeting Report

May 4, 2017

Prepared by: Gregg Rutten Townsite Manager

Meeting Location: Hawood Inn, Waskesiu

1. 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 \$275,000 that will be charged to issue a new commercial lease for the property.

- a. 2016 RFP process did not produce a successful bidder.
- b. A new appraisal is required prior to advertising a RFP for this property in 2017.
- c. PCA continues to work with national office realty on a strategy for a more successful RFP process in 2017.

Gregg has received some renewed interest from a few people who already have commercial leases in the Park. Advertising does not have to be extensive so he is offering two options: 1) Invite the three individuals who have expressed interest or 2) Invite all the commercial lease holders in Waskesiu to submit proposals if they are interested.

Council suggested once the decision is made, Gregg could post it on the waskesiu.org website.

2. iNet 2000 tower

iNet 2000 has requested PCA to allow them to place an antenna and other related equipment on and in the vicinity of the old Bluebell fire tower location. The intent of this installation is to improve speed and capacity for internet service in Waskesiu. PCA has issued a Licence of Occupation and a building permit to iNet2000 to complete this work in 2016.

- a. Antennas need to be installed somewhere in Waskesiu townsite to complete the project.
- b. The original intent was the main beach house washroom building as an antenna location.
- c. iNet2000 intends to install the antennas in May of 2017. This will complete the upgrades to their system.
- d. Antennas will be required to be moved to the new washroom/shower building once it is complete.

Gregg has not heard from iNet2000 since the last meeting and nothing has been installed on the beach washrooms yet.

3. Waskesiu Lakeside Music Festival

Meant to be a "signature community event" that provides quality entertainment and activities to increase visitation and business for local operators at a time of year that sees visitation start to decline, the 3rd Annual Waskesiu Lakeside Music Festival will be held on August 25-27, 2017.

- a. A planning committee meeting is scheduled for May 5, 2017.
- b. PCA has committed an additional \$10K in funding for this year only to enhance the festival for Canada 150 celebrations.
- c. Intent of the first meeting is to debrief the 2016 event and to assign leads to support the various aspects of the festival (music selection, food & vendors, beer gardens, volunteers, etc.)

Gregg had nothing to update at this time.

4. Chamber of Commerce/Recreation Association Licences of Occupation

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

- a. Draft list of maintenance/repair responsibilities has been created.
- b. Once the maintenance responsibilities document has been reviewed and finalized between the parties and PCA, the licences of occupation will be sent to the WRA and Chamber for signature.

David Britton reported that none of the documents have been signed.

A meeting to sign the necessary documents was set for May 5th at 9 a.m.

5. Camp Kitchen Projects at Point View and Narrows Day Use Areas

PCA and the Waskesiu Foundation Inc. have signed partnering agreements to upgrade the camp kitchen facilities at the Point View and Narrows day use areas. Prior to starting construction, a cultural impact analysis was required at each site to ensure no cultural or archaeological resources would be impacted.

- a. Both camp kitchens are substantially complete.
- b. Both kitchens require one coat of stain in spring of 2017 (Nagy Construction to complete).
- c. The ceilings of both camp kitchens require stain in spring 2017 (Nagy Construction to complete).
- d. Point View Stone fireplace requires maintenance/repair in spring 2017(Nagy Construction to coordinate).
- e. Nagy Construction indicates all remaining work will be complete by May 5, 2017.

The deadline to have the partnering agreements is May 5th, 2017.

6. 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. PCA would like input from Council and the community as to the scope of this work.
 - i. Refresh existing structures.
 - ii. Possibly remove dock if not required.
 - iii. Upgrades to existing dock and breakwater – if so, what would the community like to see.
 - iv. The community Council has indicated their desire to see a graphic map/site plan of the area.
 - v. Council has also indicated that the breakwater design used in Riding Mountain National Park is a design they would like to explore further.
- c. PCA will provide a conceptual plan for review by the community council at the May 4, 2017 Waskesiu Community Council Meeting.

A map showing the Waskesiu Revitalization Concept Plan was presented and reviewed and lengthy discussion ensued. It was determined that more discussion was needed and Council will review it and bring the results of the discussion to a future meeting.

7. 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.

- a. The proposed development includes five commercial accommodation units, one

staff accommodation unit and a main floor office/retail space fronting Lakeview Drive.

- b. Council has voiced a concern over the potential loss of availability of hotel type accommodation in Waskesiu.
- c. PCA has deferred a decision on a development permit until the end of the 2017 operating season, so that PCA can be confident that the business is operating according to the terms of their lease and PCA policy.

No update is available at this time.

PCA is working internally on how to monitor to ensure the usage of this new development is as a hotel.

8. Drainage Swale Construction in Cabin Area

- a. PCA met with the contractor on September 8, 2016 to discuss the scope of work for repairs/improvements to the existing drainage swales in the Waskesiu cabin area.
- b. TLS landscaping plans to complete this work in mid-May depending on weather and ground conditions.

Work is beginning the week of May 8th.

9. Proposed Renovations to Waskesiu Community Hall

PCA has received a proposal from the Waskesiu Chamber of Commerce for renovations to the Community Hall including a patio on the front and side of the building and a covered barbeque area at the rear of the building.

- a. PCA has engaged the services of national office cultural resource specialists and conservation architects to review the conceptual plans submitted for review.
- b. A review of the conceptual plan has been completed.
- c. The proponents have been informed by letter of the findings of the review. d. The scope of the project has been reduced to the construction of an in-ground field stone patio in 2017.
- e. PCA will review the revised plans once received.

No update is available at this time.

10. Licence of Occupation Maintenance Review

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

- a. In most cases, the maintenance clauses are vague or do not provide specific enough detail to be valuable operationally.
- b. PCA is developing a document that can be attached to licences of occupation that will give specific direction to both the licensee and PCA regarding respective maintenance and repair responsibilities.
- c. These drafts need to be reviewed and discussed with the Waskesiu Chamber of Commerce prior to being adopted.

Discussion ensued. There is a review meeting to be held on Friday, May 5th.

11. Electronic Information Sign

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

- a. The proposal has been reviewed by the NPFU management team and a response has been sent to the WCC with comments and specific requirements for the proposed sign.
- b. The location will be on the grounds of the Waskesiu Recreation Association licence of occupation.
- c. A new licence of occupation will be required for the electronic sign location.
- d. PCA continues to work through the building permit process with the proponent.
- e. A site visit meeting was held on April 12, 2017 with PCA, the proponent and the contractor.

As of April 21st the selected tree and stump have been removed to allow for the installation of the Message Centre stand. The ground prep has to be done and ready for the cement to be poured in early May.

The gravel will be laid early next week. The electricity cannot be taken from the nearby street light so trenching from the Chamber building will also be done next week.

12. Waskesiu Liquor Store

In early 2016, the Government of Saskatchewan announced its intention to privatize 40 liquor stores in the Province. The Waskesiu Liquor store was one of the locations proposed for privatization. On November 23, 2016, PCA was informed that the Waskesiu liquor store was awarded to private operator. The contact person for the operator is Darryl Fox.

- a. Mr. Fox contacted the townsite manager on December 7, 2016 to obtain information on business licensing requirements and other requirements of operating a business in a national park.
- b. Mr. Fox stated that he has secured the location of the former SLGA liquor store.
- c. Mr. Fox indicates that he plans to open for business on May 1, 2017.

Gregg reported that the store is open for business.

13. Infrastructure

Updates

- a. Marina
 - i. All piles are in place.
 - ii. All docks have been placed and secured on the ice.
 - iii. The project is on schedule for completion by mid-May 2017.
- b. Sewer Force Main
 - i. Work on this project is substantially complete.
- c. Kingsmere River Bridge
 - i. Installation of the new pedestrian bridge across the Kingsmere River is substantially complete as is work on the stairs and handrails.
 - ii. The contractor will return in the spring to finalize a small amount of work that cannot be completed until thaw (rip rap installation, re-vegetation).
 - iii. Work continues on the new stairs and handrails.

No further update to report.

14. 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.

- a. On street parking – the main issues here are congestion and public safety (particularly boats and RVs parked on main streets).
- b. PCA proposes to ban the parking of boats and RVs on Waskesiu Drive (from approximately Pelican Street up to and including Baker’s Bungalows). Signage and communication products will be developed. Boats and RVs parked in restricted areas will be towed at the owner’s expense.
- c. PCA proposes that limited time parking signs (30 minute only) will be installed in 3 parking stalls in front of the businesses across from the main beach on Lakeview Drive, at the Visitor Centre, and for two stalls in front of the fish cleaning building on Waskesiu Drive.
- d. These signs have been ordered for installation in spring 2017.
- e. A strategy for communicating the new policy is being developed.
- f. 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.

It was suggested that the Waskesiu Chamber could use the land behind the old outdoor rink, behind the Rec Hall, put up a fence and charge a fee for parking boat trailers.

15. 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.

- a. PCA has commissioned engineers to study the problem.
- b. A potential solution has been identified. PCA is exploring the feasibility of funding the project for 2017.
- c. As of April 5, 2017, PCA has re-opened the 4 way stop to traffic. Barricades are now in place on Lakeview Drive in front of the commercial businesses due to spring runoff on the road. PCA is operating 2 water pumps to clear the area until the storm sewers thaw.

This problem has been fixed.

16. Fire Chief Contract

The fire chief position for the Waskesiu Volunteer Fire Department is staffed through a service contract. The standard length of term for this contract is three years.

- a. The service contract with the current fire chief expired on March 31, 2017.
- b. PCA has completed the RFP process and a new contract has been signed with Paul See to serve as fire chief of the Waskesiu Volunteer Fire Department.

The Fire Chief has been offered a full time contract in Melfort and is trying to work out a way to handle both positions.

Council suggested PCA to try to make this all work if it is practical.

17. Water Main Break

On March 17, 2017 the water distribution system in Waskesiu lost pressure. A break in the underground water distribution line caused this problem. Due to the time of year, locating the break was challenging. No obvious water at the surface indicated the location of the leak. The entire distribution system for Waskesiu was out of service for six days. The following is a timeline of the incident:

- a. March 20, 2017 – PCA staff began thawing water valves in order to isolate sections

of the distribution system as a means of locating the break. 12 valves needed to be thawed. This work included 2 steam units and a hydro- vac unit to complete. A potable water tank and 5 gallon drinking water containers were made available at the Park compound for all Waskesiu residents to use.

- b. March 21, 2017 – as above. Also Elk Ridge Resort generously agreed to allow Waskesiu residents to use the shower and washroom facilities at the resort hotel.
- c. March 22, 2017 – PCA staff completed thawing of water valves and were able to isolate the section of water line containing the leak. The remainder of the system was re-pressurized although residents were advised not to use water until PCA staff were sure the system was holding pressure. A boil water advisory was put into place at this time.
- d. March 23, 2017 – Residents were advised that they could resume water use. Boil water advisory is still in effect. Properties located on the isolated line that did not have water include Chateau Park Chalets, RCMP Detachment, staff accommodation at 955 Waskesiu Drive and Armstrong Cabins. Shower facilities are available to all Waskesiu residents at the new shower building in the Spruce Ridge Campground (Montreal Drive & Grouse Street). Shower facilities at Elk Ridge resort are no longer available.
- e. March 23 – 27, 2017 – Situation remains unchanged.
- f. March 27, 2017 – Water samples were submitted for the operational portion of the water distribution system. All samples came back as meeting standards for drinking water. Contractors begin digging to repair the broken water line.
- g. March 28, 2017 – Water line break has been repaired. The line is still isolated from the rest of the distribution system. The repaired line was filled with super-chlorinated water and remained full for 24 hours. The line was then flushed of the chlorinated solution and water samples were sent for testing. Boil water advisory lifted for the rest of Waskesiu.
- h. March 30, 2017 – Water samples taken from isolated water line and sent for testing.
- i. April 3, 2017 – water samples returned from lab. All samples came back as meeting standards for safe drinking water. The repaired line was re-opened and the water distribution system was returned to normal operations.

Discussion ensued. Council has requested Parks find out why this happened.

18. Brick size for driveways in Waskesiu Cabin Area

The 2013 Waskesiu cabin Development Guidelines indicates that “interlocking brick” is an acceptable driveway finish in the Waskesiu cabin area. The main reason for this is to allow for drainage between bricks, reducing hard surface area and water runoff. There is no definition of interlocking brick in the guidelines. Various options are available on the market for paving stones and clarity is required for cabin owners and PCA staff when a permit is requested.

- a. The traditional interlocking brick (seen on sidewalks throughout Waskesiu) is acceptable.
- b. Newer products incorporate a variety of brick sizes arranged in a pattern.
- c. This type of product has been approved by PCA.
- d. Defining a maximum brick size would be useful for both cabin owners and PCA staff.
- e. WSRA president Rob Phillips was contacted and is in favor of this approach, provided the maximum brick size corresponds to a readily available product.
- f. PCA staff researched various retail websites and has determined that a 12” x 12” brick would meet the intent of the guidelines, yet still allow some design flexibility for cabin owners.
- g. PCA suggests that moving forward, a maximum brick size of 144 square inches be adopted as a standard in the cabin guidelines.

19. Grey Owl Cabin

Restoration work to Grey Owl's cabin continues and is closed until the restoration work is complete.

**WASKESIU FIRE DEPARTMENT
MONTHLY REPORT
April 2017**

The Fire Department did not receive any calls for service in April.

We presently have 13 Firefighters on our department. This month we had two training drills. On April 4th, we switched out winter fire equipment on the fire engine for equipment we use in the summer. We also had a safety talk on Wildland Firefighting operations. On April 25th, we conducted training on a potential wildland fire between the recycling bins and the 8-plex apartment building. We also did a walk around of the 8-plex checking on fuel loads if a wildland fire occurs in that area. By being proactive we have a better understanding of our duties should a wildland fire occur in this area of the townsite.

Some of the new equipment from the annual fire order has arrived and been placed into service. We have ordered 2 reconditioned Scott AP75 breathing apparatus. This will give us 6 Scott AP75 SCBA on the fire engine and 2 Scott AP50 SCBA as spare at the fire hall. These SCBA will replace 2 obsolete SCBA that we are presently using as spare. Thank you to PANP for purchasing these breathing apparatus which will standardize our breathing apparatus and will greatly increase Firefighter safety. Four Scott SCBA bottles have been taken into Acklands in Prince Albert to be sent away to have their 5 year hydrostatic test completed. I attended the Saskatchewan Association of Fire Chief annual convention in Prince Albert from April 27th-30th.

During this month, I have also worked on various administration duties and attended a meeting with the Prince Albert Fire Chief.

Respectfully submitted,

Paul See
Fire Chief