



## Town of Foam Lake

326 Main Street Foam Lake, Foam Lake, Saskatchewan

### Meeting Minutes

Regular Meeting of Council - September 10, 2024 - 06:00 PM

COUNCIL PRESENT:	Mayor	Shelley Thoen-Chaykoski
	Councillors:	Tyler Bugera
		Graham Farrell
		Tara Helgason
		Amber Pankratz
	Nevin Halyk	
	Gloria Bastien	
STAFF PRESENT:	Chief Administrative Officer:	Shanna York
	Foreman:	Greg Beaudoin
STAFF ABSENT	Leisure Services Director:	Jaime Helgason

**1 Call To Order**

A quorum being present, Mayor Thoen-Chaykoski called the meeting to order at 5:56p.m.

**2024-183 2 Acknowledgement of Agenda**

Tyler Bugera  
Gloria Bastien

That Council acknowledge the agenda for the September 10, 2024 meeting of Council.

**CARRIED**

**2024-184 3 Adoption of Minutes**

Graham Farrell  
Tara Helgason

That we approve and adopt the meeting minutes from the August 13, 2024 Regular Meeting of Council as presented.

**CARRIED**

**2024-185 4.1 Priority Healthcare Budget Review**

Nevin Halyk  
Amber Pankratz

WHEREAS the Town of Foam Lake is currently facing challenges in filling two permanent priority Nurse Practitioner (NP) positions within our community, as identified by the Saskatchewan Health Authority;  
AND WHEREAS the need for qualified Nurse Practitioners is critical to ensure

continued access to quality healthcare services for our residents;  
 AND WHEREAS there is an opportunity for the Town of Foam Lake, in collaboration with other local Municipal authorities, to support the education and training of an individual committed to becoming a Nurse Practitioner and serving our community;

NOW, THEREFORE, BE IT RESOLVED that the Finance Committee of the Town of Foam Lake is hereby instructed to review the Town's current financial situation and conduct a comprehensive analysis of the Town's financial status to determine the feasibility of allocating funds towards educational support for an individual pursuing a Nurse Practitioner qualification.

BE IT FURTHER RESOLVED that this resolution aims to foster a collaborative approach in addressing the critical healthcare staffing needs of our community and to ensure that the Town of Foam Lake, alongside other local municipalities, can effectively support the development of healthcare professionals who are committed to serving our residents.

**CARRIED**

**4.2 Mayor's Report**

2024-186

Gloria Bastien

Tyler Bugera

That we accept the Mayor's verbal report as received.

**CARRIED**

**5.1 Batting Cage Project on Town Land**

2024-187

Graham Farrell

Tyler Bugera

WHEREAS the Leisure and Parks Committee has reviewed and recommended the pursuit of a batting cage project on Town land at the Ball Diamonds in collaboration with the Foam Lake Minor Ball Association;

AND WHEREAS this project aims to enhance recreational facilities and provide valuable training resources for the local youth and sports community;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Foam Lake approves the recommendation from the Leisure and Parks Committee to proceed with the batting cage project at the Ball Diamonds on Town land, in partnership with the Foam Lake Minor Ball Association;

AND BE IT FURTHER RESOLVED that the Leisure Services Director and Chief Administrative Officer (CAO) will be responsible for developing and finalizing an agreement with the Foam Lake Minor Ball Association to address and cover maintenance, liability, and costs related to the project;

**CARRIED**

**5.2 Foam Lake Express Transit Policy 06-2024**

2024-188

Tyler Bugera

Tara Helgason

WHEREAS the Admin Committee has reviewed the Foam Lake Express Transit Policy to provide comprehensive guidelines for the operation of the Town's transit van;

AND WHEREAS the policy includes key elements such as rates, hours of operation, responsibilities of the driver and passengers, and allowed usages, aimed at ensuring clarity and effective management of the transit service;

AND WHEREAS the implementation of this policy will provide essential guidance to the Town, its employees, and users, ensuring a consistent and transparent approach to transit operations;  
NOW, THEREFORE, BE IT RESOLVED that the Foam Lake Town Council accepts and approves the Foam Lake Express Transit Policy as presented by the Admin Committee.

**CARRIED**

**5.3 Progressive Discipline Policy 07-2024**  
2024-189

Graham Farrell  
Tyler Bugera

WHEREAS the Admin Committee has recommended the adoption of a Progressive Discipline Policy to provide a structured approach to managing employee performance and behavior across all levels of Town employees, including the CAO, Department Heads, Managers, and Facility Staff;  
AND WHEREAS the policy is designed to ensure that discipline is applied in a fair and progressive manner to address behaviors that do not meet established performance standards or violate workplace policies, fostering a consistent and transparent approach to employee management;  
AND WHEREAS it is understood that this policy does not encompass cases of gross misconduct, which will result in immediate termination as per existing guidelines;  
NOW, THEREFORE, BE IT RESOLVED that the Foam Lake Town Council accepts and approves the Progressive Discipline Policy as recommended by the Admin Committee.

**CARRIED**

**5.4 Refund and Cancellation Policy 08-2024**  
2024-190

Amber Pankratz  
Tara Helgason

WHEREAS the Town of Foam Lake is committed to ensuring fair and consistent handling of refunds and cancellations related to its events, programs, and facility rentals; and  
WHEREAS unforeseen circumstances such as inclement weather, emergencies, or changes in circumstances may necessitate the cancellation of scheduled events or programs, or impact the usability of rental facilities;  
AND WHEREAS the Admin Committee has reviewed and recommends the adoption of a formal refund and cancellation policy to provide clear guidelines and authority for processing such refunds and cancellations;  
THEREFORE BE IT RESOLVED that the Town Council of Foam Lake hereby approves the Refund and Cancellation Policy as presented.

**CARRIED**

**5.5 Cemetery Management Study**  
2024-191

Amber Pankratz  
Tyler Bugera

WHEREAS the Town of Foam Lake is committed to maintaining accurate and reliable records for the Foam Lake Cemetery to ensure effective historical and future record-keeping; and  
WHEREAS the current cemetery management practices and records may

benefit from modernization to improve accuracy, efficiency, and reliability; and WHEREAS conducting a comprehensive cemetery management study can provide valuable insights and recommendations for enhancing record-keeping practices and overall management of the cemetery;

AND WHEREAS the Town Council recognizes the importance of integrating this study into the 2025 capital budget to facilitate the necessary improvements in a timely manner;

THEREFORE BE IT RESOLVED that the Town Council of Foam Lake authorizes the Chief Administrative Officer (CAO) to identify and contact qualified companies or consultants specializing in cemetery management studies and provide a detailed report outlining the findings, costs, and benefits of the proposed studies, including a recommended course of action for the 2025 Capital Budget

**CARRIED**

**5.6 Truth and Reconciliation - September 30, 2024**

2024-192

Graham Farrell

Gloria Bastien

WHEREAS September 30th has been designated as a Day of Truth and Reconciliation, a time to honor the Indigenous peoples of Canada and to reflect on the impact of residential schools and the ongoing journey toward healing and understanding;

AND WHEREAS the Calls to Action from the Truth and Reconciliation Commission provide essential guidance for advancing reconciliation and fostering a deeper understanding of the histories and cultures of Aboriginal peoples;

AND WHEREAS Call to Action #57 specifically urges institutions to take active steps towards educating their staff about the histories and experiences of Aboriginal peoples to foster a more informed and respectful workplace;

AND WHEREAS the Admin Committee has recommended that the Town Office be officially closed on September 30, 2024, to recognize and respect the Day of Truth and Reconciliation;

AND WHEREAS during the closure of the Town Office, all staff will remain on-site to participate in activities and educational sessions aimed at pursuing Call to Action #57, which will include learning about the histories, cultures, and contributions of Aboriginal peoples and engaging in meaningful discussions on reconciliation and respect;

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council of Foam Lake accepts the recommendation from the Admin Committee and hereby approves the closure of the Town Office, facilities, and departments on September 30, 2024;

**CARRIED**

**5.7 Council Reports**

2024-193

Nevin Halyk

Tyler Bugera

That we approve all verbal reports as presented by Council.

**CARRIED**

- 6.1 Cemetery Revitalization Committee**  
2024-194 WHEREAS, the Foam Lake Cemetery holds historical and cultural significance for the community and its maintenance and enhancement are of paramount importance to the Town Council and its residents;  
WHEREAS, there is a need to honor and preserve the memory of those interred at the Foam Lake Cemetery through meaningful and respectful initiatives;  
WHEREAS, the Town Council recognizes the importance of thoughtful planning and community input in the revitalization efforts of the cemetery;  
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF FOAM LAKE that the Cemetery Revitalization Committee is hereby instructed to develop a comprehensive proposal for an In Memoriam Package  
BE IT FURTHER RESOLVED the Cemetery Revitalization Committee is further instructed to prepare a proposal for the naming of sections throughout the Foam Lake Cemetery that will include a suggested naming scheme that reflects historical, cultural or community significance and criteria for selecting names, including public input mechanisms and considerations for inclusivity and respect.
- CARRIED**
- 6.2 CAO Report**  
2024-195 Gloria Bastien  
Nevin Halyk  
That we accept the CAO's verbal report as presented.
- CARRIED**
- 7.1 Back Lane Maintenance Strategy**  
2024-196 Graham Farrell  
Nevin Halyk  
WHEREAS the Town of Foam Lake recognizes the importance of maintaining safe and functional back lanes for the benefit and convenience of its residents;  
AND WHEREAS the Town desires to establish a comprehensive maintenance plan to ensure the continued safe passage and upkeep of these back lanes;  
BE IT RESOLVED THAT the Town of Foam Lake Council hereby refers the creation of a back lane maintenance strategy to the Public Works Committee;  
AND BE IT FURTHER RESOLVED THAT the Public Works Committee is tasked with developing a maintenance plan utilizing the Town's road boss grader, with the objective of ensuring effective and efficient upkeep of the back lanes.
- CARRIED**
- 7.2 Foreman's Report**  
2024-197 Graham Farrell  
Nevin Halyk  
That we accept the Foreman's verbal report and water treatment report as presented.
- CARRIED**

- 8 Leisure Services Report**  
2024-198 Amber Pankratz  
Tara Helgason  
That we accept the Leisure Services Director's written report as provided.  
**CARRIED**
- 9 New Business**  
**9.1 Accounts for Approval**  
2024-199 Graham Farrell  
Tyler Bugera  
That the list of accounts totaling four hundred and thirty-nine thousand, seven hundred and ninety-two dollars and twenty cents (\$439,792.20) be approved for payment as paid by cheque numbers #28946 - #28990 and all online payments including but not limited to: payroll batch #16 and #17, utilities, tax liabilities and financing agreements.  
**CARRIED**
- 9.2 Financial Statement and Bank Statement**  
2024-200 Amber Pankratz  
Gloria Bastien  
That we approve the Financial Statement and Bank Reconciliation for the month of August 31, 2024 as presented.  
**CARRIED**
- 9.3 Term Withdrawal**  
2024-201 Graham Farrell  
Nevin Halyk  
WHEREAS the Town of Foam Lake currently holds funds in a term deposit known as #832130206754 at the Foam Lake Savings and Credit Union, which were originally placed in reserve for future capital purchases; and WHEREAS it has been determined that the Town of Foam Lake requires these funds to ensure adequate cash flow to cover upcoming capital purchases essential for the municipality's operations and development; and WHEREAS redeeming the term deposit before its maturity will result in a loss of interest income, but the need to access these funds for capital expenditures outweighs the financial impact of the early withdrawal;  
NOW, THEREFORE, BE IT RESOLVED THAT the Town of Foam Lake authorizes the early redemption of the term deposit currently held at the Foam Lake Savings and Credit Union known as #832130206754 for \$137,435.64 plus interest and penalty.  
**CARRIED**
- 9.4 Canada Community Building Fund Agreement**  
2024-202 Tara Helgason  
Tyler Bugera  
WHEREAS the Canada Community Building Fund (CCBF) Agreement provides funding to municipalities for the development and revitalization of public municipal infrastructure; and  
WHEREAS the CCBF Agreement aligns with national objectives including productivity and economic growth, a clean environment, and strong cities and

communities; and  
 WHEREAS the Town of Foam Lake is committed to enhancing the quality of life for its residents and addressing the growing needs of the community through effective infrastructure development and maintenance; and  
 WHEREAS the CCBF Agreement represents a 10-year commitment to support infrastructure projects that benefit recreational, transit, and essential services in our community;  
 NOW, THEREFORE, BE IT RESOLVED THAT The Mayor and Chief Administrative Officer (CAO) of the Town of Foam Lake are hereby authorized to sign the Canada Community Building Fund Agreement on behalf of the Town of Foam Lake.

**CARRIED**

**10 Meetings and Workshops**  
 2024-203 Amber Pankratz  
 Gloria Bastien

That we acknowledge the following upcoming meetings and workshops:

OH&S Meeting	September TBD
Planning and Development Meeting	September 19, 2024
Housing Open House Forum	October 1, 2024
EMO Committee Meeting	TBD

**CARRIED**

**11 Correspondence**  
 2024-204 Tyler Bugera  
 Tara Helgason

That the following correspondence having been reviewed, be accepted and filed:

STARS	Spring Edition 2024
Sask. Marshall Services	Timeline Update
Blackmore Support of SMS	Support Letter
Letter to Ministers	Health Care Costs

**CARRIED**

**12 Adjournment**  
 2024-205 Amber Pankratz

That we adjourn this meeting at 7:22p.m.

**CARRIED**

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Mayor, Shelley Thoen-Chaykoski

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Chief Administrative Officer, Shanna York