



**TOWN OF FARO
BYLAW 2025-08**

A Bylaw to Amend the Procedures Bylaw for the Town of Faro to regulate the proceedings of meetings and identify meeting procedures for the transaction of business

WHEREAS Section 210 of the Municipal Act, RSY 2002, c. 154 (the Act), provides that Council shall, by bylaw, make rules governing its meeting procedures; and

WHEREAS notice of a proposed amendment to the Procedures Bylaw must be given at the Regular Meeting preceding the Council Meeting at which the first reading of the amendment will occur (s. 210 (3)(b) of the Act);

NOW THEREFORE the Council of the Town of Faro in the Yukon Territory hereby enacts an amended Procedures Bylaw in the form attached in Schedule "A"; and,

FURTHER THAT Bylaw No. 2007-05 is hereby repealed; and,

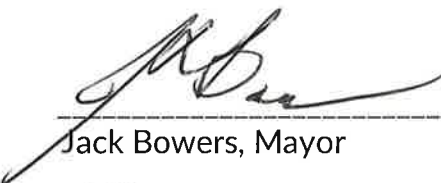
FURTHER THAT this bylaw shall come into full force and effect upon final passing thereof.

NOTICE OF INTENT: November 18, 2025

READ A FIRST TIME: December 2, 2025

READ A SECOND TIME: December 2, 2025

READ A THIRD TIME: July 28, 2026



Jack Bowers, Mayor



Kimberly Ballance, CAO



SCHEDULE "A"
PROCEDURES BYLAW

1	PURPOSE	4
2	DEFINITIONS	4
3	GENERAL PROVISIONS	6
4	NOTICE OF COUNCIL MEETINGS	6
5	MEETINGS	7
5.1	Inaugural Meetings	7
5.2	Regular Meetings	7
5.3	Special Meetings	8
5.4	In-Camera Meetings	8
6	DUTIES AND ROLES OF THE CHAIR	9
7	CONDUCT OF MEMBERS AND GUESTS	10
7.1	ROLE OF MEMBERS	10
8	CALL TO ORDER / ATTENDANCE	11
9	PROCEEDINGS OF COUNCIL MEETINGS	12
10	DELEGATIONS AND PRESENTATIONS	14
11	MOTIONS AND ORDER OF PUTTING QUESTIONS	15
12	RULES OF DEBATE	17
13	RECONSIDERATION	19
14	ACCESS TO INFORMATION FOR COUNCIL	20

15	ELECTRONIC PARTICIPATION AT MEETINGS _____	20
16	COUNCIL REPORTS _____	21
17	PUBLIC QUESTION PERIOD _____	22
	APPENDIX "A" TO BYLAW NO. 2025-08 _____	23
	APPENDIX "B" TO BYLAW NO. 2025-08 _____	25

1 PURPOSE

To establish the Town of Faro' procedures for governing the calling, place and proceedings of Meetings and provide notice of Meetings to the public.

2 DEFINITIONS

In this Bylaw, the following words shall have the meaning given herein:

"Acting Mayor" – shall mean the Member selected by Council to preside at a Meeting in the absence of the Mayor or Deputy Mayor.

"Administration" – shall mean the administrative and operational arm of the municipality, comprising of its various departments and including its employees who operate under the leadership of the CAO.

"Business Day" – shall mean a day on which the Town Office is open for business.

"CAO" – shall mean the Chief Administrative Officer appointed by the Council of the Town of Faro, or person designated as the Acting CAO.

"Chair" – shall mean the Mayor, Deputy Mayor, Acting Mayor or person given the responsibility to direct the conduct of a Meeting.

"Committee" – shall mean any advisory or other Committee, Sub-Committee or similar entity that is carrying out a power, duty or function delegated by Council but excluding Committee of the Whole. Committees may only be created by a Resolution of Council which identifies its purpose, term, appointees and any other requirements deemed necessary by Council.

"Committee of the Whole" – shall mean all the Members of Council present at a Meeting while sitting in Committee.

"Council" – shall mean the Council of the Town of Faro.

"Delegation" – shall mean a person(s) addressing Council, Board or Committee at a Meeting for the purpose of making a request or recommendation.

"Deputy Mayor" – shall mean the person appointed as Deputy Mayor by Council.

"Mayor" – shall mean the person elected to the position of Mayor for the Town of Faro.

"In-Camera Meeting" – shall mean a Meeting closed to the public in accordance with Section 213 of the Municipal Act and Section 5.4 of this Bylaw.

“Majority” – shall mean more than half of the Members present and voting on an issue. The count shall include only those present including the Chair of the Meeting.

“Meeting” – shall mean any Regular, Special, In-Camera or other Meeting of Council or Committee.

“Member” – shall mean a Member of Council or a Committee as the case may be.

“Main Motion” – shall mean a question to be considered by Council or Committee which is moved, seconded, presented, read by the Chair and is subject to debate.

“Municipal Act” – shall mean *the Municipal Act, RSY 2002, C. 154*

“Presentation” – shall mean a person(s) providing information to Council, Board or Committee at a Meeting on an issue that impacts the community in a broad manner (e.g. RCMP Report).

“Point of Order” – may be called by any Member of Council and means to call attention to:

- (a) any breach of the Rules of Debate of Council; or
- (b) any defect in the constitution of any Meeting of the Council; or
- (c) the use of improper, abusive or offensive language; or
- (d) notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
- (e) any other informality or irregularity in the proceedings of Council.

“Quorum” – shall be the minimum number of Members of Council or Committee that must be present at a Meeting to vote on motions and Bylaws. This number shall be equal to a majority of members of Council or Committee as the case may be. Quorum may be reduced to two (2) members if, due to a pecuniary interest of a member of council in relation to a matter, only two members of council are entitled to vote on the matter, those two members constitute a quorum for the matter.

“Recorded Vote” – shall mean the recording in the Minutes the name and vote of every Member present on any matter or question.

“Resolution” – shall mean a motion that has been voted on by Council or a Committee and represents a binding decision of Council.

“Special Circumstances” – shall mean a situation or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public or the property of the residents of the Town of Faro, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.

3 GENERAL PROVISIONS

- 3.1 Where rules are not provided within this Bylaw for the proceedings of the Council or Committees, Roberts Rules of Order shall prevail.
- 3.2 In the event of any conflict between the provisions of this Bylaw and those contained in any of the authorities set out previously, the provisions of this Bylaw shall apply.
- 3.3 Subject to the Municipal Act, the rules established in this Bylaw shall be the rules governing the proceedings of the Council and its Committees.
- 3.4 An amendment, suspension or repeal of this Bylaw shall be considered at any Meeting of Council, where Notice of the proposed amendment, suspension or repeal was given at a previous Regular Meeting of Council. Council may not waive such Notice.
- 3.5 Council may suspend the Notice Provisions of this Bylaw where there are Special Circumstances.

4 NOTICE OF COUNCIL MEETINGS

- 4.1 The CAO shall give Notice of each Inaugural and Regular Meeting to all residents of the Municipality by posting on the Municipal Office bulletin board, a notice which lists:
 - the type of Meeting
 - date and time of Meeting
 - location of Meeting
- 4.2 The CAO shall give 24 hours' Notice of each Special Meeting to the public by posting on the Municipal Office bulletin board a Notice which lists:
 - the type of Meeting
 - date and time of Meeting
 - location of Meeting
 - the issue(s) to be discussed

- 4.3 The CAO shall give Notice of each Meeting to all members of Council and to other persons as the CAO deems advisable in writing.
- 4.4 The CAO may provide additional notifications and may create procedures to identify other methods of notice (online, digital sign, additional posting locations etc.) which may vary based on legislative requirements or the nature of the Meeting.

5 MEETINGS

5.1 Inaugural Meetings

- 5.1.1 The Inaugural Meeting of Council shall be held within 14 days after a General Election.
- 5.1.2 The date, time and location of the Inaugural Meeting will be set at the discretion of the CAO.

5.2 Regular Meetings

- 5.2.1 Regular Meetings of Council shall be held in the Municipal Council Chambers as follows:
- on the first and third Tuesday of each month at 7:00 p.m. with the following exceptions:
 - the Meeting scheduled for the first Tuesday in January will be cancelled;
 - the Meeting scheduled for the first Tuesday in August will be cancelled;
 - on such other day and place as may be determined by a majority of Council upon the passing of a Resolution.
 - when the day for a Regular Scheduled Meeting of Council falls on a Holiday, Council shall meet at the established hour on the next following day which is not a Holiday, Saturday nor Sunday.
- 5.2.2 Regular Meetings of Council may continue after 10:00 p.m. with a motion carried by a majority vote by Council.
- 5.2.3 Regular Meetings of Council may continue past 11:00 p.m. with a motion carried by a unanimous vote by Council.

5.3 Special Meetings

- 5.3.1 In accordance with Section 214 (1) of the Municipal Act, the CAO shall call a Special Meeting of Council when requested in writing by the Mayor or any two (2) Council Members.
- 5.3.2 The CAO may call a Special Meeting if they can confirm that a quorum will be available for the meeting.
- 5.3.3 In accordance with Section 214 (2) of the Municipal Act, twenty-four (24) hours' notice shall be provided to all Members of Council and the public by the CAO of all Special Meetings. Notice shall be provided in writing and must state the nature of the business to be discussed.
- 5.3.4 The only business to be dealt with at a Special Meeting is that which is given in the Notice of the Meeting.
- 5.3.5 Special Meetings of Council may continue beyond 3 hours with a motion carried by a majority vote by Council. No such vote shall be required when a start- and end-time have been set out during the initial scheduling of the meeting.
- 5.3.6 Special Meetings of Council may continue beyond 4 hours with a motion carried by a unanimous vote by Council. No such vote shall be required when a start- and end-time have been set out during the initial scheduling of the meeting.

5.4 In-Camera Meetings

- 5.4.1 All Meetings shall be open to the public except that a Meeting or part of a Meeting may be closed to the public in accordance with Section 213(3) of the Municipal Act.
- 5.4.2 No Member, Officer or employee of the Town shall disclose the content of the matter or substance of the deliberations of a Closed Meeting, unless expressly authorized to do so by Council or as required by law.
- 5.4.3 The CAO shall be present at all Closed sessions.

6 DUTIES AND ROLES OF THE CHAIR

6.1 Role of Chair

6.1.1 It shall be the role of the Chair to:

- a) open the Meeting by taking the Chair and calling the Members to order.
- b) advise that anyone present may not record (video or audio) without permission.
- c) announce the business before Council in the order in which it is to be acted upon.
- d) receive and submit, in the proper manner, all motions presented by the Members.
- e) put to a vote all motions which are moved and seconded, or necessarily arise in the course of the proceedings and to announce the result.
- f) decline to put to a vote, motions that infringe upon the rules of procedure.
- g) designate the Member who has the floor when two (2) or more Members wish to speak at the same time.
- h) restrain the Members within the rules of order when engaged in debate.
- i) make any decision required to maintain order and decorum.
- j) call by name any Member persisting in breach of the rules of order of the Council and order the Member to vacate the Council Chambers.
- k) authenticate by signature all Bylaws, Resolutions and Minutes of the Council.
- l) inform the Council, when necessary or when referred to for the purpose, on a Point of Order.
- m) represent and support the Council, declaring its will and obeying its decisions in all things.
- n) adjourn the Meeting without the question being put in the case of grave disorder arising in the Council Chambers.
- o) order any individual or group in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting, and to order the individual or group to vacate the Council Chambers where such behaviour persists.
- p) adjourn the Meeting when the business is complete.
- q) shall vote on all motions.

7 CONDUCT OF MEMBERS AND GUESTS

7.1 Role of Members

7.1.1 It shall be the role of the Members to:

- a) participate in Council Meetings and Committee Meetings to which the member is appointed by Council;
- b) keep in confidence matters that are discussed at In-Camera Meetings

7.2 No Member shall:

7.2.1 speak disrespectfully of:

- a) the reigning Sovereign or any of the Royal Family;
- b) the Governor-General of Canada;
- c) the Government of Canada;
- d) the Government of the Yukon;
- e) a current or previous member of Council; or
- f) a current or previous employee of the Town of Faro.

7.2.2 use indecent, offensive or insulting language;

7.2.3 speak on any subject other than the subject in debate;

7.2.4 disobey the rules of Council or a decision of the Chair regarding order or practice or upon the interpretation of the rules of Council. If a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall forthwith put the question "that such Member be ordered to leave his / her seat for the duration of the Meeting of the Council", and there shall be no amendments, debate or adjournment allowed on the question, but if the Member apologizes, he/she may, by vote of the remaining Members of Council, be permitted to retake his/her seat.

- a) Notwithstanding Section 7.2.4 of this Bylaw, a Member of Council may make a motion to appeal the decision of the Chair in accordance with Section 207 (4) of the Municipal Act.

7.3 No Member or Guest shall:

- a) record (video or audio) any Meetings without the prior permission of the Council;

- b) use offensive words or unparliamentary language in or against the Council or against any member, staff or guest;
- c) disturb the Council, staff or guest, by any disorderly conduct disconcerting to the speaker or the Assembly;
- d) speak on any subject other than the subject in debate;
- e) disobey the rules of Council or the decisions of the Chair on questions of order or practice or upon the interpretation of the rules of Council; or
- f) be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next Meeting and without making an apology to Council.

7.4 Members of the public attending the meeting electronically must truthfully identify themselves by name or by turning on their video. Persons who fail to comply with this requirement upon request by Council will be removed from the Meeting.

7.5 Persons shall be allowed to address Council or Committee with the permission of the Council or Committee. The Chair shall be permitted to authorize such persons to address Council or Committee, however the Chair's determination may be appealed by the remaining members of the Council or Committee by Resolution.

8 CALL TO ORDER / ATTENDANCE

8.1 Within fifteen (15) minutes after the time set for a Meeting, and if the Chair does not attend, the designate shall call the Members to order if a quorum is present and shall preside during the Meeting or until the arrival of the Chair. Where the Chair has advised the CAO that he/she will not be at the Meeting the designate will be advised as soon as practicable.

8.2 If no quorum is present within twenty (20) minutes after the time set for a Meeting, the CAO shall record the names of those present and the Meeting shall stand adjourned until the same time on the following day which is not a Holiday, Saturday nor Sunday. If no quorum is present at the rescheduled Meeting, the Meeting shall stand adjourned until the next Regular Meeting.

8.3 A Member shall contact the CAO to advise that he/she will not be present at the Meeting as soon as practicable. Should a Member advise that they will be absent for two (2) or more consecutive Regular Meetings, the CAO will include on the next Regular Agenda, a Motion to authorize a Leave of Absence for the Member. The absence of a Council Member from one (1) Regular Meeting or Special Meeting shall not require a Council Approval for a Leave of Absence nor will it impact their remuneration.

- 8.4 If the CAO has been notified by a sufficient number of Members prior to the scheduled Meeting that there will be no quorum; the CAO may cancel the Meeting of Council or Committee. The CAO shall post the Notice of Cancellation on the Municipal Office bulletin board as soon as practicable.

9 PROCEEDINGS OF COUNCIL MEETINGS

- 9.1 The CAO shall have prepared, for the use of Members, an Agenda as set out below for Regular and Special Meetings. Amendments to the Agenda format may be made by the CAO for Committee Meetings.

9.1.1 Agenda for a Regular Meeting of Council

AGENDA

Town of Faro – Regular Council Meeting
Month / Day / Year @ Time
Council Chambers

1 CALL TO ORDER

2 ROLL CALL

3 DISCLOSURE OF PECUNIARY INTEREST

4 DELEGATIONS AND PRESENTATIONS

5 BUSINESS ARISING FROM DELEGATIONS AND PRESENTATIONS

6 MINUTES

- 6.1 The review and passing of the Minutes of the previous Meetings.
6.2 Minutes of Committees

7 REPORTS

- 7.1 Reports from Members of Council
7.2 Finance Report
7.3 Administrative Reports
 7.3.1 Chief Administrative Officer
 7.3.2 Manager of Operations
 7.3.3 Manager of Recreation and Culture

8 BYLAWS

9 MOTIONS / ITEMS FOR DIRECTION

- 10 PUBLIC QUESTION PERIOD**
- 11 IN-CAMERA MEETING**
- 12 IN-CAMERA MEETING REPORT**
- 13 ADJOURNMENT**

9.1.2 Agenda for a Special Meeting of Council

AGENDA

Town of Faro – Special Council Meeting
Month / Day / Year @ Time
Council Chambers

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 DISCLOSURE OF PECUNIARY INTEREST**
- 4 MATTER(S) FOR WHICH SPECIAL MEETING WAS CALLED**
- 5 ADJOURNMENT**

- 9.2 The CAO is responsible for the creation of Agendas for all Meetings of Council. The CAO will coordinate its preparation with the Chair.
- 9.3 The CAO will maintain and update procedures for the distribution of the Agenda Package to Council and the public. The CAO will implement distribution processes that are appropriate for individual Members of Council and for the public.
- 9.4 The business of Council shall, in all cases, be taken up in the order in which it stands upon the Agenda, or unless otherwise decided by a majority of Council.
- 9.5 With the approval of Council, a matter of an urgent nature may be added to the Agenda for Council's consideration subject to compliance with any required notice provision set out in legislation or municipal bylaw. This will be completed via a Resolution of Council. The item shall be provided in writing to the CAO prior to the commencement of the Meeting.

- 9.6 At each Meeting, the Minutes of the preceding Meeting(s) shall be submitted for adoption and, once approved by a majority of Members present, shall be signed by the Chair and the CAO.
- 9.7 The CAO is hereby authorized to make minor deletions, additions or other changes in form to any Resolution or Bylaw before it is signed or sealed for the purpose of ensuring complete implementation of the actions of Council forming the subject matter. This includes minor amendments to the Minutes or as requested by Council prior to their approval of the Minutes.

10 DELEGATIONS AND PRESENTATIONS

- 10.1 A person who would like to appear as a Delegation or Presentation in a Meeting of Council, Board or Committee must complete and submit the prescribed form (Appendix "A") and a copy of their Delegation Report / Presentation Report to the CAO by noon on Wednesday, one week prior to a Council Meeting.
- 10.2 The subject matter of Delegation / Presentation must be a matter within municipal jurisdiction.
- 10.3 A Delegation / Presentation consisting of one (1) person shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter beyond the five (5) minute time limit.
- 10.4 A Delegation / Presentation consisting of more than two (2) persons shall be limited to two (2) speakers, and each shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter(s) beyond the ten (10) minute time limit.
- 10.5 The CAO is authorized to provide delegates / presenters with an alternate time beyond the limits set out in Section 10.3 and 10.4 if requested upon submission of the prescribed form (Appendix "A").
- 10.6 Council may, but is not required to, make a decision in response to a Delegation / Presentation following the Delegation / Presentation. Council may request that Administration bring forward a recommendation at a subsequent Meeting.
- 10.7 Members of Council or a Committee may seek clarification from the presenter(s) but will not enter into debate on the subject matter.

- 10.8 A presenter shall be limited to two (2) Delegations / Presentations in a calendar year on the same subject matter, unless deemed appropriate by the CAO (i.e. RCMP presentations to Council).
- 10.9 The CAO shall have the discretionary authority to determine whether sufficient detail has been provided in the prescribed form (Appendix "A") and to request additional information as required from the presenter or an Employee of the Town.
- 10.10 The CAO shall have the authority to determine the Meeting at which a Delegation / Presentation will be scheduled, having regard to time sensitive issues.
- 10.11 The CAO reserves the right to deny a Regular Meeting Delegation / Presentation request where the subject matter includes content which falls within Section 213(3) of The Municipal Act. The CAO may schedule an In-Camera delegation / presentation as appropriate.

11 MOTIONS AND ORDER OF PUTTING QUESTIONS

- 11.1 All Motions must be properly moved and seconded and shall be in writing.
- 11.2 Notwithstanding Section 11.1 of this Bylaw, Motions that are properly moved and seconded may be introduced verbally, pertaining to the following:
- a) a Point of Order or Point of Personal Privilege;
 - b) a Motion to defer; (see Section 11.9)
 - c) a Motion to withdraw a Motion before the Chair;
 - d) a Motion to recess;
 - e) a Motion for the previous question which shall not be passed without a majority vote of all Members; (see Section 11.7)
 - f) a Motion that the Council resolve itself into Committee of the Whole, and/or to rise into Council;
 - g) a Motion to separate a question;
 - h) a Motion to continue a Regular Council Meeting beyond 10:00 p.m. or a Special Meeting beyond 3 hours;
 - i) a Motion to continue a Regular Council Meeting beyond 11:00 p.m. or a Special Meeting beyond 4 hours;
 - j) a Motion to adjourn a Meeting.
- 11.3 Motions that have been introduced in accordance with Section 11.2 shall be duly recorded in the Minutes.

- 11.4 After a Motion is read or stated by the Chair, it shall be deemed to be in possession of the Council and can be withdrawn before decision or amendment, only with leave of Council expressed by a Motion put forth by the mover of the original Motion.
- 11.5 A Motion properly before Council for decision, must receive disposition before any other Motion can be received except a Motion to amend, defer (adjourn debate) for the previous question, to adjourn a Meeting, to extend the hours of closing proceedings, or on a matter of a quorum.
- 11.6 A Motion to amend:
- a) may be presented verbally or in writing;
 - b) shall receive disposition of Council before a previous amendment on the question;
 - c) the question shall be allowed only once;
 - d) shall be relevant to the question to be received.
- 11.7 A Motion for the previous question (to call the question):
- a) cannot be amended;
 - b) on the main Motion, cannot be proposed when there is an amendment under consideration;
 - c) shall preclude all amendments of the main question;
 - d) when resolved in the affirmative, the question is to be put forthwith without debate or amendment;
- 11.8 A Motion to adjourn the Council Meeting:
- a) shall always be in order, except as provided in this Section, and shall be put immediately without debate;
 - b) when resolved in the negative, cannot be made again until after some intermediate proceeding has been completed by Council;
 - c) is not in order when a Member is speaking, nor during the verification of a vote;
 - d) cannot be amended; and
 - e) is not in order immediately following the affirmative Resolution of a Motion for the previous question.
- 11.9 A Motion to defer:
- a) shall always be in order, except as provided in this Section and shall be put immediately;
 - b) shall be debated only on the date or time to which the item will be deferred;

- c) when resolved in the negative, cannot be made again until after some intermediate proceeding has been completed by Council;
- d) is not in order when a Member is speaking, nor during the verification of a vote; and
- e) is not in order immediately following the affirmative Resolution of a Motion for the previous question.

11.10 After a question is finally put by the Chair, no Member shall speak to the question, nor shall any other Motion be made until after the vote is taken and the result has been declared.

11.11 If a Member disagrees with the declaration of the Chair on the result of a vote, such Member must object immediately after such declaration, and request that the vote be retaken, and when so requested, the Chair shall have the vote retaken.

11.12 Debate shall be restricted to each proposal in its turn when a question has been separated upon the agreement of Council.

11.13 The manner of determining the decision of Council on a Motion shall be indicated by visual or vocal means as declared by the Chair, except for recorded votes.

11.14 Upon enactment, every Bylaw shall be endorsed by the Chair and the CAO with the date of enactment thereof and the Corporate Seal shall be affixed thereto.

12 RULES OF DEBATE

12.1 Every Member at a Council Meeting, including the Chair, shall vote when a question is put, except where he/she is prohibited by statute from voting or disqualified to vote by reason of a Declared Pecuniary Interest, or is absent from the Council Chambers when the question is put.

12.2 If any Member present at a Meeting of Council does not vote when a question is put, he/she shall be deemed as voting in the negative, except where he/she is excused by Council from voting on the matter, prohibited from voting by statute or disqualified by reason of a Declared Pecuniary Interest.

12.3 Any question on which there is an equality of votes shall be deemed to be negative.

12.4 Any Member who has declared a Pecuniary Interest in an Item on an Agenda shall leave the meeting during the time that the matter is being

considered, or voted on, so as to not influence the discussion or determination by Council. Such action shall be noted in the Minutes.

Members who declare a Pecuniary Interest in an Item are not required to leave the room if the declaration relates to Section 193.02 (2) or 193.02 (3) of the Act (excerpt is provided below for ease of reference, but is subject to legislative amendments)

193.02 (2) If the matter with respect to which the member of council has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the member of council to withdraw from the council meeting.

193.02 (3) If the matter with respect to which the member of council has a pecuniary interest relates to a question on which, under this Act or another enactment, the member of council as an elector, taxpayer or an owner of property has a right to be heard by the council

- 12.5 Any Member who is not disqualified from voting by any Act may request that a recorded vote be taken prior to, or immediately subsequent to the taking of a vote.
- 12.6 Upon a recorded vote being requested by a Member on any matter or question, the CAO shall ask those Members voting in favour of the question to indicate in a vocal or visible manner until their vote has been recorded. The CAO shall then ask those Members voting in opposition to the question to indicate in a vocal or visible manner until their vote has been recorded. Any Member who does not indicate his/her vote at the time of a recorded vote shall be deemed to be voting in the negative.
- 12.7 The CAO shall record the manner in which each Member voted in the Minutes by listing the Members in alphabetical order by last name. The CAO will also record the name of any Member who was prohibited or excused from voting.
- 12.8 Every Member speaking on any question or Motion shall address the Chair.
- 12.9 When two (2) or more Members wish to speak, the Chair shall designate the Member who is to have the floor and the Member, who in the opinion of the Chair, first requested to speak shall have the floor.
- 12.10 Each Member shall be allowed to speak only once on the question for a maximum period of five (5) minutes, except the Member who has made a Motion and/or an amendment to such Motion, shall be permitted the final

reply to close the debate, and such final reply shall be limited to three (3) minutes.

12.11 A Member may speak a second time to a question, upon the concurrence of the Chair, but only if the question has not yet been put to a vote, and the Member shall be permitted an additional three (3) minutes, after which the Member who moved the Motion being debated, shall be granted a final reply which shall be limited to three (3) minutes.

12.12 No Member shall interrupt the Member who has the floor, except to raise a Point of Order or a question of quorum.

12.13 When a Member raises a Point of Order, the Member shall ask leave of the Chair to raise a Point of Order, and after a leave is granted, shall state the Point of Order to the Chair and the Chair shall then state and decide upon the Point of Order; and

- a) thereafter, the Member shall address only the Chair for the purpose of appealing to Council from the decision of the Chair; and
- b) if no Member appeals, the decision of the Chair shall be final; and
- c) Council, if appealed to, shall decide the question, without debate, and its decision shall be final.

12.14 No person except Members and Officers of the Town of Faro shall be allowed to come to the Council table during the sittings of Council without permission from the Chair or Council.

12.15 When the Chair is putting a question, Members shall remain in their seat and make no noise or disturbance.

12.16 When a Member is speaking to an issue, Members shall remain in their seat and make no noise or disturbance.

13 RECONSIDERATION

13.1 Any Member may bring forward a Motion for reconsideration.

13.2 An issue shall not be brought back for reconsideration for a period of 12 months from the date that the Motion was originally determined.

13.3 A request for reconsideration by a majority of members of Council will override the reconsideration rule set out in section 13.2. This will require the completion of the Form in Appendix B and submission of it to the CAO who will include it on the next Regular or Special Meeting of Council, as necessary.

14 ACCESS TO INFORMATION FOR COUNCIL

- 14.1 Members of Council shall have access to information through the CAO in order to fulfill their mandate as a Member, provided he/she is not prohibited by statute from having such information.
- 14.2 Files and documents may not be removed from the care and control of the CAO and, under no circumstances, shall such material be removed from the Municipal Office, except as required by Statute.

15 ELECTRONIC PARTICIPATION AT MEETINGS

- 15.1 Members of Council or Committee may participate electronically in Meetings that are open or closed to the public, and their participation will be included in determining whether a quorum of members is present at any point in time.
- 15.2 The CAO shall determine the method of electronic participation that will be utilized and will consider the method based on available technology, budgetary considerations and transparency of the method to the public.
- 15.3 Members of Council that wish to participate in a Meeting electronically shall make arrangements with the CAO as soon as possible prior to the Meeting. The CAO will endeavour to make this option available, however precedence shall be given to the Members participating in person.
- 15.4 The CAO and Council shall ensure that the Meeting is not unnecessarily delayed or interrupted due to a Member's participation via an electronic means including the following:
- if a telephone line is staticky making it difficult for Council or the public to hear the Member, who is participating electronically, the method will cease to be utilized at that Meeting;
 - if an internet or WIFI connection does not have sufficient speed to allow for viewing/hearing the Member, who is participating electronically, the method will cease to be utilized at that Meeting;
 - if a Member or Council is experiencing technical difficulties in setting up or keeping a connection with a Member who is participating electronically, precedence will be given to the Members participating in person and the method will cease to be utilized at that Meeting;
 - If a member(s), who is participating electronically, is required for the purposes of quorum, and their electronic connection is lost, the meeting shall be recessed for a period of not more than 15 minutes to

re-establish the connection. If a connection cannot be re-established, then the meeting is deemed to be over.

- 15.5 A Member's electronic participation in a Meeting shall be recorded in the Minutes of the Meeting as such. Electronic participation shall be considered in determining Council Member attendance.
- 15.6 Members shall not be permitted to participate electronically for a period of more than two (2) consecutive, Regular Meetings without being authorized to do so by a Resolution of Council.
- 15.7 Members participating electronically in a In-Camera Meeting will take all measures possible to ensure that their participation does not permit non-members to hear, see or participate in the Meeting proceedings. Security of In-Camera Meeting information is paramount. If a Member is unable to abide by this provision, they should not participate in the In-Camera Meeting.

16 COUNCIL REPORTS

- 16.1 Reports from Members of Council may include:
 - Summary of Meetings or Events attended by the Member that are relevant to the municipality's jurisdiction or are of general interest to the community at large
 - Summary of training undertaken by the Member in the performance of their duties
 - Notice of upcoming meetings, events or training that the Member will be attending
- 16.2 Reports from Members of Council shall not include:
 - Matters which Council deems should be discussed In-Camera
 - Matters which Council deems to be outside of the scope of municipal jurisdiction or are not deemed by Council to be of general interest to the community at large
 - Matters that Council deems should be included as a stand-alone agenda item (i.e. complicated matters that should be presented with a staff report to ensure all members have quality background information).
- 16.3 Council reports may be limited in duration by Council Resolution.
 - Council reports will generally not exceed 10 minutes in length.
 - A Member may call a Point of Order to put forward a motion to limit the duration of another Member's report which shall be voted upon immediately, and if approved, will immediately cause the reporting Member to cease their report.

- 16.4 Written Reports of Council, if prepared, shall be submitted to the CAO for inclusion in the agenda package. Council Members will verify the submission timeline with the CAO for this purpose.

17 PUBLIC QUESTION PERIOD

- 17.1 Members of the Public must be recognized by the Chair to ask a question during the Public Question Period.

- 17.2 Members of the Public must identify themselves prior to asking their question / providing a comment.

- 17.3 No Member of the Public who has been authorized to ask a Question during the Public Question period shall:

17.3.1 speak disrespectfully of:

- a) the reigning Sovereign or any of the Royal Family;
- b) the Governor-General of Canada;
- c) the Government of Canada;
- d) the Government of the Yukon;
- e) a current or previous member of Council; or
- f) a current or previous employee of the Town of Faro.

17.3.2 use indecent, offensive or insulting language

17.3.3 disobey a decision of the Chair regarding meeting procedures or decorum.

- 17.4 If a Member of the Public persists in any such disobedience after having been called to order by the Chair, the Chair shall withdraw the persons permission to speak for the rest of that Meeting's Public Question period.

- 17.5 The Chair is authorized to determine the number of questions that will be permitted from a Member of the Public as well as the total amount of time that will be provided for Public Question Period.

APPENDIX "A" TO BYLAW NO. 2025-08

DELEGATIONS AND PRESENTATIONS REQUEST

By completing and signing this form I agree that I have received and reviewed the rules for giving a Delegation or Presentation and understand that I will be required to follow the procedures laid out in the Town of Faro' Procedures Bylaw.

I understand that this Delegation / Presentation Request Form is a public document and will be part of the Agenda Package for Council and the public.

Presenter(s) Name(s): _____

Presenter(s) Signature(s): _____

Phone Number or Email: _____

Date Request Submitted: _____

Available Dates to Present: _____

(Note: Actual Presentation date to be determined by CAO)

Nature of Business (please attach additional information as required)

Delegation / Presentation Submitted: Yes / No

~~~~~

FOR CAO USE:

Delegation or Presentation (circle one)

Staff Report / Recommendation Required: Yes / No

Staff Person: \_\_\_\_\_

Delegation / Presentation Approved: Yes / No

Date of Meeting: \_\_\_\_\_ Extended Time permitted: Yes / No \_\_\_\_\_

CAO: \_\_\_\_\_ Date: \_\_\_\_\_

## DELEGATIONS AND PRESENTATIONS

1. A person who would like to appear as a Delegation or Presentation in a Meeting of Council, Board or Committee must complete and submit the prescribed form (e.g. Appendix "A") and a copy of their Delegation Report / Presentation Report to the CAO by 12:00 noon on Wednesday, a week prior to a Council Meeting.
2. The subject matter of Delegation / Presentation must be a matter within municipal jurisdiction.
3. A Delegation consisting of one (1) person shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter beyond the five (5) minute time limit.
4. A Delegation consisting of more than two (2) persons shall be limited to two (2) speakers, and each shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter(s) beyond the ten (10) minute time limit.
5. A Presentation to Council will be provided with a time limit by the CAO.
6. Council may but is not required to make a decision in response to a Delegation / Presentation during the Delegation / Presentation. Members of Council or a Committee may seek clarification from the presenter(s) but will not enter into a debate on the subject matter.
7. A presenter shall be limited to two (2) Delegations / Presentations in a calendar year on the same subject matter, unless deemed appropriate by the CAO.
8. The CAO shall have the discretionary authority to determine whether sufficient detail has been provided in the prescribed form (e.g. Appendix "A") and to request additional information as required from the presenter or an Employee of the Town of Faro.
9. The CAO shall have the authority to determine the Meeting at which a Delegation / Presentation will be scheduled, having regard to time sensitive issues.
10. The CAO reserves the right to deny a Regular Meeting Delegation / Presentation request where the subject matter includes content which falls within Section 213(3) of The Municipal Act. The CAO may schedule an In-Camera delegation / presentation as appropriate.

**APPENDIX "B" TO BYLAW NO. 2025-08**

**COUNCIL REQUEST FOR RECONSIDERATION**

WHEREAS Section 13.3 of the Town of Faro' Procedural Bylaw requires that the majority of the Members of Council is required to Reconsider an Item prior to the 12 month timeline set out in Section 13.2.

NOW THEREFORE the following Members of Council of the Town of Faro, representing a majority of the Council, wish to reconsider the Resolution or Bylaw No.:

-----  
-----

| NAME OF MEMBER | SIGNATURE OF MEMBER |
|----------------|---------------------|
| 1. -----       | -----               |
| 2. -----       | -----               |
| 3. -----       | -----               |
| 4. -----       | -----               |
| 5. -----       | -----               |

|                            |
|----------------------------|
| CAO Use Only:              |
| Date:                      |
| Time Received: a.m. / p.m. |

