TOWN OF FARO

# MINUTES
## Special Council Meeting
## October 22, 2026, at 6:30 p.m.
## Council Chambers

**1 CALL TO ORDER**

Mayor Bowers called the meeting to order at 6:30 p.m.

**2 ROLL CALL**

Mayor Jack Bowers, Councillor Gary Jones, Councillor Wendy Michell-Larocque, Councillor Michelle Vainio, Councillor Neil Yee, Chief Administrative Officer Kimberly Watson, Executive / Finance Assistant Trudy Amos and Amanda Janssens, Community Services Advisor and 2 members of the public.

**3 DISCLOSURE OF PECUNIARY INTEREST**

None declared.

**4 MATTER(S) FOR WHICH SPECIAL MEETING WAS CALLED**

4.1 Community Services Training re: Roles and Responsibilities

Community Services Advisor, Amanda Janssens, provided a presentation on Council's Roles and Responsibilities including:

- Legislative Responsibilities as set out in the Municipal Act;
- Best practices for Council members related to providing input in the development of policies, evaluation of policies and bylaws, representing the public interest, and financial integrity;
- Communication best practices and the importance of respecting Council's decision-making process even when individual members do not agree with the decision;
- Council's spokesperson can be designated by a policy or bylaw and this person should be factual, respectful and consistent.
- Council should correct the record when it is determined that improper information has been presented, but should consider whether the error is significant in nature;
- Recognizing the use of municipal resources; both financial and human resources;
- Responsibilities of various orders of government and where these responsibilities may cross jurisdictions;
- Council vs CAO responsibilities;
- Council has one employee – the CAO;
- Councillor Members' responsibilities include being prepared for Council Meetings, being respectful during debate, and providing leadership.

- Mayor's responsibilities include acting as the Chair at Council Meetings, providing leadership and providing Council's direction to the CAO.
- CAO's responsibilities and duties as set out in the Municipal Act.
- Staff responsibilities to implement the decisions of Council in the manner directed by the CAO.
- Sustainable Service Delivery / Asset Management
- Council decision-making should be focused on strategic planning and evaluation.

Additional training will be coming forward for municipal councils from Community Services, but any suggestions that Council have would be welcome.

Council thanked Amanda for the training and expressed appreciation for the interactive portions of the training. These interactive activities bring real examples forward for discussion and improve learned outcomes.

5 **ADJOURNMENT**

Resolution 26-342 Yee, Michell-Larocque

RESOLVED THAT the October 22, 2026, Special Meeting of Council be adjourned at 7:57 p.m.

Carried

Approved at the Regular Meeting of Council held on November 3, 2026, by Resolution # 26-347

Jack Bowers, Mayor

Kimberly Watson, CAO