



**Agenda**  
**Town of Faro Regular Council Meeting**  
**June 17, 2025, at 7:00 p.m.**  
**Council Chambers**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
  - 2.1 Council Meeting Agenda
3. DELEGATIONS & HEARINGS
  - 3.1 RCMP Report
  - 3.2 Alicia Vainio – Request for a “Children Playing” sign on Yates Crescent
4. BUSINESS ARISING FROM DELEGATIONS & HEARINGS
5. ADOPTION OF MINUTES
  - 5.1 Minutes of the June 3, 2025, Regular Meeting of Council
6. BUSINESS ARISING FROM MINUTES
7. FINANCIAL
  - 7.1 Finance Report
8. REPORTS
  - 8.1 Mayor’s Report
  - 8.2 Council Reports
  - 8.3 Administration’s Reports
    - 8.3.1. Chief Administrative Officer
    - 8.3.2. Operations Manager
    - 8.3.3. Manager of Recreation and Culture
9. BYLAWS
10. UNFINISHED BUSINESS
11. NEW BUSINESS
  - 11.1 Elevator Yukon Zoom presentation “Deciding the Grant Program Policy”
  - 11.2 Municipal Act Provisions for Conducting a Meeting
12. CORRESPONDENCE FOR INFORMATION (OUT & IN)
  - 12.1
13. PUBLIC QUESTION PERIOD
14. IN-CAMERA
15. ADJOURNMENT



**Town of Faro  
Regular Meeting Minutes  
JUNE 3, 2025, at 7:00 p.m.  
Council Chambers**

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**PRESENT:**

Mayor	Jack Bowers, A/CAO		
Councillors	Gary Jones	GM, Finance	Absent
	Michelle Vainio	GM, Operations	Mark Vainio
	Wendy Michell-Laroque	GM, Rec & Culture	Tina Freake
	Neil Yee	Executive Assistant	Tracy Sawicki

Public Present: 8      Public on Zoom: 4

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**1. CALL TO ORDER**

Mayor Bowers called the meeting to order at 7:00 p.m.

**2. ADOPTION OF AGENDA**

**Resolution 25-199**

Vainio, Jones

**THAT** the agenda for the June 6, 2025, Meeting of Council be adopted as presented.

Carried

Councillors Michell-Laroque & Yee opposed

**3. DELEGATION**

Nothing Presented.

**4. BUSINESS ARISING FROM DELEGATION**

Nothing Presented.

**5. ADOPTION OF MINUTES**

**Resolution 25-200**

Jones, Michell-Laroque

**THAT** The minutes of the May 6, 2025 , Regular Meeting of Council be adopted as presented.

Carried

**Resolution 25-201**

Vainio, Jones

**THAT** the minutes of the May 20, 2025, Special Meeting of Council be adopted as presented.

Carried

**Resolution 25-202**

Vainio, Jones

**THAT** the minutes of the May 20, 2025, Regular Meeting of Council be adopted as presented.

Carried

**6. BUSINESS ARISING FROM MINUTES**

Nothing Presented.

## 7. FINANCIAL

### Resolution 25-203

Michell-Laroque, Vainio

**THAT** Council receive, for information, the Finance Officer's report, including the Payment Register Summary and acknowledge the Cheque Register for the period May 15-28, 2025.

**AND THAT** Council receive for information, the Draft Budget Analysis report for the period of May 15-28, 2025.

Carried

## 8. REPORTS

### 8.1 Mayor's Report

**Mayor Bowers** summarized his written report.

### 8.2 Council Reports

**Councillor Jones** reported the Yukon Golf Association & Faro Golf Club have sponsored a youth member, who has volunteered a lot of his time in the community, to attend try outs on June 13,14&15 in Whitehorse to join Team Yukon for the Summer Games.

The Faro Golf Club will be doing the graduation dinner for the 2 grads this year.

He thanked M. Manuel, the Recreation Programmer, for all his help with the golf course and taking on the Summer Golf Camp for youth.

**Councillor Vainio** commented that the second town clean up day was well attended. She also noted the bases need to be replaced, and the grass needs to be dealt with at the ball fields. She attended the meeting with CIRNAC, who listened to their concerns, including the new camp that's going up at the mine site for employees and its impact on Faro businesses. The Graduation Ceremony being held Friday June 6, 2025; all are invited to attend. She added the following information from the AYC orientation: the responsibilities of Council are the What & Why and the CAO is responsible for Who & How.

**Councillor Michell-Laroque** reported many meetings happen during working hours so she's not able to attend. She's been busy with organizing softball and wants to also thank M. Manuel, the Recreation Programmer, for his continued help with the ball fields.

**Councillor Yee** summarized on his written Report. He also mentioned he would have liked to see a separate Mayor & CAO Report as they are 2 different roles.

### 8.3. Administration's Reports

#### 8.3.1 Chief Administrative Officer

A/CAO information was provided in the Mayor's Report.

#### 8.3.2 Operations Manager

Manager M. Vainio summarized his written report and responded to questions by Council.

#### 8.3.3 General Manager of Recreation and Culture

Manager T. Freake summarized her written report and responded to questions by Council.

## 8.4 Committee Meeting Minutes and Reports

### Resolution #25-204

Jones, Vainio

**THAT** council receive, for information, the minutes of the Joint Health & Safety Committee meetings for January 16, 2025, March 20, 2025, and May 28, 2025.

Carried

Councillors Michell-Laroque & Yee abstained

## 9. BYLAWS

Nothing Presented.

## 10. UNFINISHED BUSINESS

Nothing Presented.

## 11. NEW BUSINESS

11.1 M. Vainio has agreed to assist the TOF for a period of time, up until a new Manager of Operations is recruited and present in the office.

### 11.2 Bylaw 2022-01 Code of Conduct

11.2 Councillor Yee is wanting clarification on the roles of Mayor & A/CAO. Mayor Bowers responded. Councillor Yee disagreed and was argumentative with the response given. Point of Order called by Mayor Bowers for Councillor Yee failure to recognize and respect of the process. An attempt to call RCMP was made by Mayor Bowers, without success, to have Councillor Yee removed. Order was restored after a 5 min break. Point of order called for a second time, due to continued disruptions. 5 min break called. Meeting restored following break.

#### Resolution 25-205

Jones, Vainio

**THAT** council shall not be eligible to enact processes outlined within Bylaw 2022-01, nor be eligible to be involved in discussions or vote on matters, without signing Schedule "A" Statement of the Code of Ethics and Conduct.

Carried

Councillors Michell-Laroque & Yee abstained

## 12. CORRESPONDENCE FOR INFORMATION (OUT & IN)

### 12.1 Joint Health & Safety Committee Terms of Reference

Presented for information purposes only.

### 12.2 Elections Yukon launch of Electoral Reform Information

Presented for information purposes only.

## 13. PUBLIC QUESTION PERIOD

#### Resolution 25-206

Jones, Michell-Laroque

**THAT** Council do now move into Committee of the Whole for public questions.

Carried

#### Resolution 25-207

Jones, Vainio

**THAT** Council do now revert into Regular Meeting of Council.

Carried

Councillor Yee abstained

## 14. IN CAMERA

#### Resolution 25-208

Michell-Laroque, Vainio

**THAT** Council do now recess for five minutes and reconvene *in-camera*.

Carried

#### Resolution 25-209

Vainio, Jones

**THAT** Council do now revert into Regular Meeting of Council.

Carried

## 15. ADJOURNMENT

#### Resolution 25-210

Jones, Vainio

**THAT** the June 3, 2025, Regular Meeting of Council be adjourned at 8:55 p.m.

Carried

Approved at the Regular Meeting of  
Council held on \_\_\_\_\_ by  
Resolution # 24-\_\_\_\_

\_\_\_\_\_  
Michelle Vainio, Deputy Mayor

\_\_\_\_\_  
Jack Bowers, A/CAO



**TOWN OF FARO  
MEMORANDUM**

To: Mayor & Council, CAO  
Date: June 11, 2025  
From: Finance Clerk  
Re: Report to Council Meeting June 17, 2025

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**Payroll:**

06/11/2025	Town Employees	\$ 47360.58	May 26 – June 8, 2025, Pay Period
06/11/2025	Firefighters Honoraria	\$ 2285.08	Feb 1 - May 31, 2025, Pay Period
06/11/2025	Council Indemnities	\$ 5983.85	May 1-31, 2025, Pay Period

**Payment Register Summary      May 29 – June 11, 2025**

Administration	6677.00
Environmental Services	52794.52
Professional Fees & Remittance	71405.97
PW and Gardening	9545.76
Recreation and CRIC	10925.98
Utilities	15260.43
<b>Total</b>	<b>166609.66</b>

**Resolution: 25-\_\_\_**

**THAT** Council receive for information the Finance Clerk's report, including the Payment Register Summary and acknowledge the Cheque Register for the period May 29 – June 11, 2025.

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Any discussion?

All in Favour?

Carried/Defeated



**Town of Faro  
MEMORANDUM**

**To:** Mayor & Council

June 12, 2025

**From:** Mark Vainio, Operations Manager

**Re:** PW report to Council for June 17, 2025

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**Landfill** – I need to check the budget to see if we had set aside funds for Landfill cleanup as I'd like to do the outside of the east wall of the pit and cleanup the gully on the south side beside the cattle gate. Still have to look into contracting construction of the HHW shed on site when I have a minute. Looking to schedule the moving of MSW bins at the Red Truck into the site and one to Tintina. Government of Canada landfill surveys are completed. Annual report has been reviewed, approved and submitted. A freezer failed on Dawson Drive. We took it to the Landfill and buried it under work order. Dealing with YG on an AMP response regarding water quality on the sampling wells. Consultant is doing sampling this week from our monitoring wells as well as THM samples and Drinking Water samples.

**Roads** – Still have the golf course access road re-alignment to complete. This will be a filler job.

**Wells** – Still some backfilling to do around Well 6 and install fencing around the well head. Currently, the well head is protected with temporary fencing. Bleeder installation for Well 3 to be completed. Well 3 Capital Project will be underway again with a new Electrical Contractor. Completion date is scheduled for mid-July, though may run over a bit. While this is being done, the Well pump will be replaced with a new one. Government of Canada water and Landfill surveys are completed and submitted – these are required. Annual reports are almost completed for submission.

**Property Development** – Labour portion for painting CAO house is out for tender. Town is supplying all materials for this job.

**Pumphouse 3 Backup Generator** – We have some sorting to do regarding what parts have been ordered but our schedule at this time is for mid-July completion. Also, we'll be looking to have our VFD drives repaired and functional. Also, a spare VFD drive on the floor. This is critical to complete and critical spares need to be on-site. In addition to Mueller doing the capital project, we have signed a Term Electrical Maintenance Contract for our buildings and Pump-houses. This is something we tried to do with our local contractors, however, it didn't work out. We have many electrical and control issues that require attention in our Water system as well as our town buildings.

**Gardening** – Students, Assistant Gardener, Casual positions are all filled and busy. Major irrigation leak on Hole 7 last week which was repaired. Lots of students this year, so we'll spin a couple into Public Works to assist with our work. I.e, painting, building, brushing.



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June 12, 2025

### **Public Works Work Schedule for 2025**

Ball Diamonds – irrigation, washrooms, fields mowing & set up  
Golf Tents – set up – permits are in place  
Fisheye Lake dock installation  
Graveyard maintenance  
Garbage dumpster – one to Tintina (build pad) and two behind landfill gate.  
Graveyard sign & gate installation. Other signs to be installed.  
Distribution Pumphouse Backup Generator Project  
Well 161 Electrical Upgrade Project  
Well Bleeder installation Project  
Well 161 pump replacement.  
WTP – Electrical AHF & power condenser project.  
Well 6 bring to grade, concrete, fence installation.  
Golf Course Irrigation repairs – consider alternatives as valves aren't holding causing failures  
Landfill HHW shed construction  
CAO house paint & setup  
PW Yard expansion  
PW Yard Fence installation to old Firehall  
Fertilize Golf Course.  
Road repair and grading – Douglas/Yates/Lower Douglas – pavement patching on Campbell?  
Animal Shelter construction.  
Paint cabins and viewing platforms.  
Rebuild viewing platform at Fingers site  
Repair photo blind at Mt Mye Sheep viewing site  
Underground oil tank replacement – Arena  
FireSmart





## Town of Faro Memorandum

**To:** Mayor & Council  
**Date:** Tuesday, June 17, 2025  
**From:** Tina Freake, Manager of Recreation and Culture

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**Seniors Programs and Events:** Thank you to the seniors that attended our planning meeting on Wednesday, June 11<sup>th</sup>. We appreciate the valuable feedback and suggestions you provided, and this will guide us in programming planning for seniors over next few seasons. Our funding program (New Horizons for Seniors) runs until March 31, 2026. Some current programs we are working on for seniors include a painting class with Jackie Irvine, leather class with Attila Heipel, drumming workshop with Dennis Shorty, and a group trip to Whitehorse in August or September (dates TBA). If there was anyone unable to make the meeting and would like to provide any input about seniors programming in Faro, call, email or stop by the Rec anytime – we'd love to hear from you!

**Paintball:** We would like to start up regular paint ball sessions for youth and the community. We've identified a suitable area, located near the ski chalet cabin down the airport road. This area is away from residential areas, and we feel would be a safe space to play. Since this area is under lease by the Town of Faro, we would like permission to section off an area to set up a field. We would like to brush and clear the space and add items such as old tires and pallets. Once we have permission to start, we will host an interest meeting to see if other organizations and community members would like to help. The brush cutting and clearing would be a community effort, the more interest and hands we have the faster we would be able to get the space ready. If we are able to have some assistance and equipment from public works for 1-2 days that would also be a huge help.

**Professional Development: In Process** - So far Rec staff have completed courses in Food Handler, Food Allergen, and WHMIS, Playground Safety and WHMIS certification. Staff from RPAY attended Faro on Friday, June 13<sup>th</sup> to deliver the **Active Play Leadership Workshop**. We had five staff, and five members of the public attend this workshop. The course is meant for program facilitators, summer staff and anyone looking to enhance their leadership skills and expand their repertoire of fun and engaging activities. The workshop focused on managing group dynamics, learning to lead with confidence, physical literacy, and building a games resource. At the time of writing this report the workshop is still in session, I will provide a verbal update.

**Pool HR:** Summer staff hiring for the pool is complete; we would like to welcome lifeguards Cavan Went and Taylor Minder to the team. We are happy to have a full staff with the credential they obtain. All of our staff is over 16 and have their NL (which allows them to be able to guard on their own). This provides us with greater program flexibility and offerings for programs, lessons, and private bookings for this summer. We also have 2 staff that have Swim Instructor, that allows them to teach swimming lessons.

**Pool Programming:** Pool schedules and programs have been set for the season. Aquafit and aquasize have started, 3 sets of swimming lessons have been scheduled for the summer, and swim team will be starting soon. We are working with YG to plan a community swim meet, if this takes place in another community we hope to have a group of swimmers attend and compete.

**Campbell Region Summer Sports Program – Youth Investment Fund:** We were successful in obtaining \$5000 to assist us in running this summer sports school. Programming will include sports day camp, evening and weekend sports programs (such as golf, >>> ), and a local beach volleyball tournament for Faro and Ross River.

**Jays Care Foundation - Girls at Bat:** We are excited to announce that we have partnered with the Jays Care Foundation to offer a free, girls-only baseball program focused on building confidence, skills, and fun. Girls At Bat is a fun, inclusive program designed to empower girls through sport! Led by the Jays Care Foundation (Toronto Blue Jay's Charity), this is a fun introductory baseball/softball program that focuses on building friendships and learning new skills! No experience needed and all equipment provided—just come ready to play, learn, and have fun!

Girls At Bat is an introductory level baseball program designed to reduce some of the biggest barriers girls may face when accessing or participating in sport. Some of these barriers include, but are not limited to, sport being too competitive, having a perceived lack of skill, limited access to opportunity, and low confidence. Girls At Bat works to remove these barriers by creating spaces that empower and centre the leadership and voices of girls and provide opportunities for them to learn and play sport amongst a resilient and inclusive community. The program changes the game for girls by focusing on four key pillars: connection, courage, leadership, and love of sport. The program is implemented by schools and community organizations with the goal of increasing participation and retention in sport and play.

**Summer Planning:** Our June schedule is set; a copy is attached for your review. We have July and August events and programs scheduled as well and our schedule for the remaining of the summer should be finalized soon. Calendars will be posted throughout our community as well as mailed out.

Dates for the summer STEM Camp with Yukon University have been set, it is scheduled to run from Monday, August 4<sup>th</sup> until Thursday, August 7<sup>th</sup>. Registration forms are available at the Rec Centre.

*The following items have been previously reported on and are in process with no new updates:*

**Barbeques:** Over the past few events, it's been observed that the barbeques that we currently use for most big town events have reached the end of their life. They are getting damaged from being moved around so much and dangerous to use. I would like to request permission from Council, to apply to CDF funding to either Tier 1 (\$20,000 or less due July 15) or Tier 2 (\$20,001 to \$75,000, next intake September 15). I've found a supplier in Ontario (see attached) and have asked Griffiths to provide us a quote if this is something they are able to provide. I am currently waiting to receive a quote for this and researching other potential suppliers.

**Fall Recreation Gathering:** Faro has been selected to host the Fall Recreation Gathering this year, to take place on September 22<sup>nd</sup> and 23<sup>rd</sup>. We have been working with RPAY to help with the schedule and logistics of the event. The Recreation Gathering is an annual event that connects leaders from across the Yukon. Every year, RPAY strives to offer unique professional development and networking opportunities, cooperative learning, and fun. We're excited to assist with hosting this event in Faro and showcasing everything that Faro has to offer. We will be working with RPAY staff to assist in planning the event and logistics to make this a great conference and showcase Faro.

**Final Reports:** We are diligently submitting final reports (SARB, YDAP, and NHFS). Reports have been submitted for SARB and YDAP, NHFS and YIF is in process and almost complete.


**Community Development Fund (CDF) – Kettle Café Project:** Our contractors are busy completing work on the trailer, aiming to have the project complete within the next month. The youth in our community are excited to see this project come to life and look forward to regular openings this summer. We're also organizing fundraisers to support this project and other youth initiatives.

**Yukon University:** We have partnered up with Yukon University to offer training and mentorship opportunities for our youth. We have secured funding to assist with the costs of training, supplies and materials to be used for Kettle Café operations, Barista training opportunities, online courses, and workshops. As part of this project, we have secured an individual to come out to Faro this month to offer on-site training in barista and café operations. Rebecca was at the Rec Centre on Thursday, April 10<sup>th</sup> to offer the first training session. The training session was well-attended, we all gained valuable training and recommendations that will greatly assist us in running the Kettle Café.

# June

## Faro Recreation Centre

# 2025

Sunday/Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1/2 Rec & Pool Closed Sundays & Mondays Rugby Mondays Teen/Adult from 7-9 pm	3 Playgroup 10:30 - Noon Volleyball & Basketball 7-9pm	4 Seniors Planning Meeting 1pm Rec Pool Closed	5 Playgroup 10:30 - Noon	6 Active Play Leadership Workshop 9am - 3:30pm Pool Closed due to Staff Training	7 Pool Grand Opening 1-5 pm
8/9 DVG Pool Private Booking Rugby Mondays Teen/Adult from 7-9 pm	10 Playgroup 10:30 - Noon Volleyball & Basketball 7-9pm Last Day of School at DVG	11 Summer Market at the CRIC 4-6 pm	12 Ross River School Private Pool Booking Playgroup 10:30 - Noon Junior Golf Nights 6-8pm	13 Community Planting Day 10am - 3pm	14 Indigenous Peoples Day Event
15/16 Plant Sale Sunday 11am - 1pm Public Service BBQ Monday Noon at the Rec Rugby Mondays Teen/Adult from 7-9 pm	17 Playgroup 10:30 - Noon Swimming Lessons Starts (17 <sup>th</sup> - 27 <sup>th</sup> ) Volleyball & Basketball 7-9pm	18 Girls at Bat Softball Noon-4pm at the Ball Diamonds, ages 7-14	19 Playgroup 10:30 - Noon	20 Roddy Ladue Memorial Handgames in Ross River	21 Effy Croft Memorial Slo-pitch Tournament Swimming Lessons Ends (17 <sup>th</sup> - 27 <sup>th</sup> )
22/23 No Rugby Session Handgames in Ross River	24 Rec Centre & Pool Closed in lieu of Indigenous Peoples Day	25 Canada Day Events	26 Bocce Tournament at the CRIC 5-7 pm Junior Golf Nights 6-8pm	27 Effy Croft Memorial Slo-pitch Tournament	28 Rec Hours Tuesday 1-9 pm Wednesday to Saturday 1-6 pm Closed Sundays & Mondays
29/30 Effy Croft Memorial Slo-pitch Tournament Rugby Mondays Teen/Adult from 7-9 pm					



**TO:** Mayor and Council, Town of Faro

**FROM:** Jordan Stackhouse, Elevator Yukon

**DATE:** June 13, 2025

**SUBJECT:** Draft Housing Development Grant Policy

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## 1. Background

Appended to this report is the draft incentive/grant policy framework for funding Missing Middle Housing in the Town. This draft policy is an initiative of the Town's CMHC Housing Accelerator Fund and aims to address the pressing need for diverse housing options that are accessible to a wide range of residents, while increasing housing density. Missing Middle Housing, such as living suites, garden suites and multiple housing, plays a crucial role in promoting housing affordability, neighborhood vitality, and sustainable urban development.

The primary objectives of this draft policy are as follows:

- a) **Support for Missing Middle Housing:** The policy seeks to provide financial assistance to developers and homeowners interested in constructing or renovating Missing Middle Housing units within the Town, with the goal of 10 new dwelling units within the next three years.
- b) **Promotion of Housing Diversity:** By incentivizing the development of Missing Middle Housing, this policy seeks to increase the housing density and variety of unit types available in the Town
- c) **Community Development:** This policy aligns with the Town's broader goals of increasing the supply of housing through increasing density in neighbourhoods which will lead to cost-efficiencies for better infrastructure and services, as well as controlling the urban footprint and uses of available land to its highest and best use. This in turn will enhance the overall livability for residents of the Town.

## 3. Key Decision for Council:

- 1) **Decision: (Financial) What level of financial support should be provided for the grant stream in order to stimulate the development of Missing Middle Housing?**

Context: Secondary suites and carriage homes should not require a maximum cap as zoning already limits, however the multiple housing grant may require a maximum amount as multiple housing includes apartments. Additionally, having a few developers apply for the multiple housing grant could then tie up

most of the grant money and restrict the application for secondary suites, which can be more readily developed within the program timeline of 3 years. How does Council see the funds being issued to applicants during construction of units? The percentages and times proposed in the draft policy framework are in line with what YHC does with the municipal matching grant.

**2) Decision (Timelines): When should these grants be made available to applicants, and what deadlines should be established for the submission of proposals?**

Context: Currently the proposed timeline is to start from when the HAF agreement was signed/approved which is March 2025 2024. The term of this funding for this program concludes December 2027. Getting uptake early and continuing to entice new applications will be important. The CMHC funding seems to be tied to issuance of building permits and not final occupancy (i.e., units built), but the intention of funding is to deliver value to the community by getting units out, not just meet the requirements of the funding.

**3) Decision (Affordable Housing Incentives): Should additional incentives be offered for the creation of affordable housing units within Missing Middle developments, and if so, what form should these incentives take?**

Context: The HAF application does not speak to affordable housing but one of Faro's priorities may be to support affordable housing. This grant could be developed or amended to include and incentivize the construction of multiple housing units under inclusionary zoning. This would allow for non-market housing units to be a part of large developments, which could meet the initiative to address barriers to lending and mortgages as theoretically, those units could be less expensive to purchase. There is also an option where this policy could be reviewed, amended and updated in the future to capture this type of incentive, after the action plan is created and if it recommends such a change.

**4) Decision (Short-Term Rentals): Should units constructed using the grant have restrictions on whether they may be used as short-term rentals, and if so, what regulations or restrictions should be put in place to ensure compatibility with community needs and standards?**

Context: Is there a need for short-term rentals as well as long-term rentals? The policy could include enforcement where funds could be recouped or revoked if a unit developed under the grant is used for short-term rental. This could be within a certain time frame of 3-5 years. The challenge with this would be the actual enforcement. Use of units for short-term rental is not always readily apparent and may be even more difficult to prove this fairly, and equally to all applicants. There is a valid point in letting the market decide how these units can and will be utilized after construction.

**5) Decision (Application Review and Approval): Who should be reviewing and approving applications for the development grant?**

Context: Another CMHC HAF initiative is to reduce overall administration and applicant burden of regulatory processes. In keeping with this, it may be best to

keep the decision at the administration level to determine. If there is an application for multiple units (e.g., >4), then it could trigger a review by the CAO. This is similar to the current Development Incentive Policy.

**NEXT STEPS:** Once Council has provided input and shaped our approach to the draft policy, Elevator Yukon will amend as required and bring forward for due process at a public Council meeting

Submitted By:



Jordan Stackhouse, MBA, Ec.D.  
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## Town of Faro

### Faro Housing Development Grant Policy #2025-XX

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#### 1.0 PURPOSE

The Town of Faro recognizes the need to increase housing stock through the development of "missing middle housing" such as living suites, garden suites, and multi-unit housing. To facilitate housing development and meet the housing demands of our community, the Town is introducing a grant funding program to assist residents with offsetting the cost of developing new dwelling units within the municipal boundary, without needing to wait for new land to become available.

#### 2.0 POLICY STATEMENT

The Development Grant program aims to incentivize property owners to build living suites, garden suites, duplexes, multiple housing units and single-family dwellings in Faro by providing financial assistance for eligible development projects. The goal of this policy is to support housing development while increasing housing diversity and stock within the Town. This policy outlines the criteria, incentives, and guidelines for accessing this grant funding.

#### 3.0 DEFINITIONS

**Development Grant:** Financial assistance provided by the Town of Faro to support property owners in the construction of missing middle housing units, which includes living suites, garden suites, multi-unit housing.

**Garden Suite:** as defined by the Town of Faro Zoning Bylaw.

**Living Suite:** as defined by the Town of Faro Zoning Bylaw.

**Lottery:** A randomized selection process used to allocate Development Grant funds among eligible applicants who have met the necessary application criteria.

**Missing Middle Housing:** means diverse housing types, such as living suites, garden suites, duplexes and multi-unit housing, that can help meet the growing demand for affordable housing in urban areas.

**Multi-Unit Housing:** means duplexes, and multiple housing, as they are defined by the Town of Faro Zoning Bylaw.

**Single Family Dwelling:** a single detached dwelling as defined by the Town of Faro Zoning Bylaw.

**Town:** means the Town of Faro.

#### **4.0 DEVELOPMENT GRANTS**

##### **4.0.1 Suite development**

- Eligible property owners may receive a Development Grant of up to \$40,000 per suite, for the construction of a living suite, garden suite, or both where the Town's Zoning Bylaw permits.

##### **4.0.2 Multi-Unit Housing development**

- Eligible property owners may receive a Development Grant of up to \$40,000 per unit, for the construction of multi-unit housing, to a maximum of \$120,000.

##### **4.0.3 Single Family Dwelling development**

- Eligible property owners may receive a Development Grant of up to \$40,000 to construct a new single-family dwelling.

#### **5.0 ELIGIBILITY CRITERIA**

5.0.1 The property must be located within the municipal boundary of the Town of Faro.

5.0.2 Applicants must own the property on which the housing development is to be constructed.

5.0.3 If the applicant is in an Agreement for Sale with the Yukon Government for a vacant lot, they may also be eligible for the grant.

5.0.4 The property and proposed development(s) must comply with the Town's Official Community Plan, Zoning Bylaw and the National Building Code.

5.0.5 Property taxes for the property must be paid and the property must be in good standing.

#### **6.0 GUIDELINES AND PROCEDURES**

6.0.1 **Application Process:** To receive a Development Grant as laid out in this policy, property owners must fill out the application form, identify the Development Grant stream(s) they are applying for, provide an approved development permit for the intended use of the funding, provide estimated costs for the project and attach all necessary documentation.

6.0.2 **Review and Lottery:** Applications will be reviewed and approved for entry into the Development Grant lottery by a third party. The lottery draw will take place in Summer 2024. The Town will attempt to notify all applicants of the outcome of their application within 2 business days of the lottery closing. Successful applicants will have 10 business days to notify the Town of their intention to accept the grant. If the funds are turned down or that time has elapsed without communication from the applicant, the Town will then offer the grant to subsequent applicant(s) on the waitlist.

6.0.3 **Disbursement of Funds:** Development Grant funds will be disbursed in two installments: 75% of the grant once half of the construction has been completed, and the remaining 25% once construction has been completed all required final inspection reports confirm compliance with governing codes and legislation. All Development Grant cheques will be made payable to the applicant.



## **7.0 IMPLEMENTATION OF POLICY**

- 7.0.1 Development Grant applications must be accompanied by an approved development permit for the proposed development of which the funding is being requested, along with other supporting information as requested in the application.
- 7.0.2 Applications for the Development Grant will be accepted for projects that were started after the Housing Accelerator Fund application date of January 01, 2024. The project start date will be determined by the issuance of the development permit to undertake the project.
- 7.0.3 Any developments for which funding is provided for must be completed by December 1st, 2026, which is the end date of the CMHC Housing Accelerator Fund. Developments only partially completed prior to the deadline may be eligible for prorated funding.
- 7.0.4 Applications must comply with the Towns' Official Community Plan, Zoning Bylaw, policies and other bylaws.
- 7.0.5 A Development Grant for multiple suites on a single lot may be approved per suite, where permitted by the Town's Zoning Bylaw.
- 7.0.6 A Development Grant for a single-family dwelling and a secondary suite is permitted under this policy.
- 7.0.7 To receive the first disbursement of funds, the applicant must provide a cost breakdown, pictures, and list of work completed to show that half of the work has been completed.
- 7.0.8 To receive the last disbursement of funds, the application must provide a final cost breakdown, pictures and a list of the work completed. Final inspections reports will be required.
- 7.0.9 If a development or building permit is revoked, cancelled, voided or amended to be outside of the eligibility criteria, the Development Grant will be considered invalid. A new application may be resubmitted in such cases.
- 7.0.10 All applicants will sign a declaration that the unit(s) they are constructing with the Development Grant are not intended to be used for short term rentals.
- 7.0.11 The Development Grant will cover up to 100% of actual, eligible costs, to the maximum amount prescribed for each grant stream.
- 7.0.12 The Development Grant cannot be used for the renovation of an existing unit, nor for landscaping or other improvements not directly related to the creation of a new unit(s).
- 7.0.13 Labour costs for work completed by the homeowner are not eligible for reimbursement.
- 7.0.14 Receiving a Development Grant under this policy does not preclude an applicant from applying for and receiving different grants, subsidies or loans provided by the Town or other organizations.

## **8.0 LOTTERY PROCESS**

- 8.0.1 Once an application is deemed complete and is accepted by the Town of Faro, as described in section 9.0.4, the Applicant will be entered into a lottery to receive project funding.

8.0.2 The funding allocated for this project is \$400,000. If the amount requested through approved applications does not exceed \$400,000 by the time of the lottery, the Town of Faro reserves the right to disburse funding to approved applicants without a lottery process.

## **9.0 GENERAL INFORMATION**

9.0.1 Applications can be obtained by the Town of Faro by email at [housing@faro.ca](mailto:housing@faro.ca), in person at the Town Office located at 200 Campbell Street, Faro, or on the Town website at [www.faro.ca](http://www.faro.ca).

9.0.2 Completed application forms are to be returned to the Town of Faro in person, by email to [housing@faro.ca](mailto:housing@faro.ca), or by regular mail.

9.0.3 Questions about the application can be directed to Graham White, Project Manager, [Graham@northernfocusconsulting.com](mailto:Graham@northernfocusconsulting.com).

9.0.4 An application for is considered complete when the following documents and requirements have been met:

- A completed and signed Development Grant application form.
- An approved Development Permit issued by the Town of Faro.
- Other supporting documents and information as requested in the Development Grant application.

9.0.5 Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.

## **10.0 TERM OF AGREEMENT**

10.0.1 The term of a Development Grant agreement cannot exceed December 1<sup>st</sup>, 2027.

10.0.2 Terms of the agreement will be reviewed on a yearly basis. Should no action be taken toward fulfilling the agreement by the applicant (e.g., no development activity), the Town of Faro reserves the right to revoke the agreement with written notice.

**POLICY TITLE:** Faro Housing Development Grant Policy

**POLICY #:** XXXX-XX

**EFFECTIVE DATE:** XXXX/XX/XX

**ADOPTED BY COUNIL ON:** XXXX/XX/XX

**RESOLUTION #:** XXX-XX-XX

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Jack Bowers – Mayor

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