



**Agenda
Town of Faro Regular Council Meeting
February 4, 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
4. BUSINESS ARISING FROM DELEGATIONS & HEARINGS
 - 4.1
5. ADOPTION OF MINUTES
 - 5.1 Minutes of the January 14, 2025 Regular Meeting of Council
6. BUSINESS ARISING FROM MINUTES
7. FINANCIAL
 - 7.1 Finance Report
 - 7.2 TL2 (2025 Tax Lein Process)
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
 - 9.1 Bylaw 2024-03 - Council Procedures Bylaw
10. UNFINISHED BUSINESS
11. NEW BUSINESS
 - 11.1 Zoning Bylaw Review
 - 11.2 Authorization for Travel - Mayor to attend Chiefs & Mayors Forum
 - 11.3 Set Additional Dates for Budget Discussions
 - 11.4 Fees & Charges Bylaw - Renovation Tipping Fees
 - 11.5
12. CORRESPONDENCE FOR INFORMATION (OUT & IN)
 - 12.1
13. PUBLIC QUESTION PERIOD
14. IN-CAMERA
 - 14.1 HR & Legal Matters
15. ADJOURNMENT



**MONTHLY
POLICING REPORT
NOVEMBER & DECEMBER 2024**

Ross River/Faro RCMP

“M” Division Yukon

November / December:

Members of the Ross River and Faro RCMP Detachment responded to a total of 67 / 71 calls for service during the month of November / December 2024. Ross River Members responded to 54 / 51 calls and Faro Members responded to 13 / 20 calls. During the months there were 11 / 2 prisoners lodged, one of which was remanded into custody.

FARO NOVEMBER

OCCURRENCES	November 2024	Year to Date 2024	November 2023	Year End Total 2023
Assaults	1	22	3	8
Threats	0	12	0	6
Break and Enters	0	3	0	1
Thefts (all categories)	0	1	0	5
Drugs (all categories)	0	6	0	4
Liquor Act	1	16	2	17
Cause Disturbance / Mischief	0	16	0	16
Mischief – damage to property	0	2	0	6
Impaired Driving	0	6	0	8
Check Stops – Impaired Checkstops	0	1	0	4
Motor Vehicle Collisions	0	9	0	5
False Alarms	1	17	1	15
Mental Health Act	2	10	2	10
Assistance	2	26	4	46
Missing Persons/Wellbeing Check	0	15	0	9
Other Complaints*	6	44	5	96
Total Charges laid	1	30	1	14
Total Calls for Service	13	227	17	264

**Other November 2024 complaints include: Abandoned vehicle (1), Disobeying Court Order(1), Trespass at night (1), Dropped 911(1), Family Law Act(1), Child Welfare Act (1)*



FARO DECEMBER

OCCURRENCES	December 2024	Year to Date 2024	December 2023	Year End Total 2023
Assaults	2	24	1	8
Threats	0	12	1	6
Break and Enters	1	4	0	1
Thefts (all categories)	1	2	0	5
Drugs (all categories)	0	6	0	4
Liquor Act	1	17	0	17
Cause Disturbance / Mischief	0	16	1	16
Mischief – damage to property	3	5	1	6
Impaired Driving	0	6	1	8
Check Stops – Impaired Checkstops	1	2	1	4
Motor Vehicle Collisions	1	10	2	5
False Alarms	1	18	0	15
Mental Health Act	3	13	0	10
Assistance	1	27	1	46
Missing Persons/Wellbeing Check	2	17	1	9
Other Complaints*	3	47	1	96
Total Charges laid	1	31	1	14
Total Calls for Service	20	247	11	264

**Other December 2024 complaints include: Information file (1), Traffic complaint (1), Dropped 911(1)*

ROSS RIVER NOVEMBER

OCCURRENCES	November 2024	Year to Date 2024	November 2023	Year End Total 2023
Assaults	4	71	3	71
Threats	2	8	0	16
Break and Enters	3	13	0	10
Thefts (all categories)	5	26	2	16
Drugs (all categories)	1	27	4	13
Liquor Act	3	9	0	16
Cause Disturbance / Mischief	16	134	7	130
Mischief – damage to property	2	19	0	10
Impaired Driving	1	29	0	16
Check Stops – Impaired roadblocks	0	2	1	2
Vehicle Collisions	1	12	1	8
False Alarms	1	15	4	45
Mental Health Act	2	16	5	35
Assistance	1	50	4	72
Missing Persons/Wellbeing Check	1	28	2	9
Other Complaints*	11	90	15	72
Total Charges laid	7	81	4	28
Total Calls for Service	54	594	44	518

**Other November 2024 complaints include: Unsafe storage of a firearm (1), unauthorized possession of a firearm (1), Bylaw Complaint (1), Traffic complaint (1), Dropped 911 (1), Harassing Communications (1), Fail to comply with Court Order (5),*

ROSS RIVER DECEMBER

OCCURRENCES	December 2024	Year to Date 2024	December 2023	Year End Total 2023
Assaults	5	76	6	71
Threats	0	8	0	16
Break and Enters	1	14	1	10
Thefts (all categories)	1	27	3	16
Drugs (all categories)	1	28	4	13
Liquor Act	3	12	0	16
Cause Disturbance / Mischief	11	145	4	130
Mischief – damage to property	1	20	0	10
Impaired Driving	0	29	2	16
Check Stops – Impaired roadblocks	0	2	1	2
Vehicle Collisions	1	13	0	8
False Alarms	4	19	3	45
Mental Health Act	3	19	4	35
Assistance	4	54	12	72
Missing Persons/Wellbeing Check	4	32	2	9
Other Complaints*	8	98	5	72
Total Charges laid	1	82	4	28
Total Calls for Service	51	645	47	518

**Other December 2024 complaints include: Traffic violations (4), Firearms Act (1), Fire Prevention Act (1), Criminal Harassment (1), Aeronautics Act (2)*

Prisoners	November 2024	Year to Date 2024	November 2023	Year End Total 2023
Prisoners held locally	11	96	3	39
Prisoners remanded	2	9	0	4

Prisoners	December 2024	Year to Date 2024	December 2023	Year End Total 2023
Prisoners held locally	5	101	3	39
Prisoners remanded	0	9	0	6

Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved priorities are:

- Substance Abuse – Ross River and Faro RCMP to work in collaboration to detect and charge impaired drivers
- Record and Advance dialogue with communities and leadership. Continue to build positive relationships.
- Youth Engagement – Building Relationships
- Traffic – Increase Traffic Enforcement
- Work in Consultation with Social Services

A. Police Activities Supporting the A.P.P. Priorities

1. Youth/Community Involvement:

Faro:

November:

Cst. FLANAGAN was engaging with a local Faro First Nations Youth for the upcoming 2025 Youth Leadership Workshop at Depot, however due to circumstance, Cst. ROCHEFORT of Ross River is taking his place and planning for the 2026 workshop.

December:

Due to circumstance, Cst. ROCHEFORT of Ross River RCMP is taking the place of Cst. FLANAGAN and planning for the 2026 RCMP Youth workshop.

Ross River:

November:

No youth initiatives to report for this month.

December:

Cpl. AUSTRING conducted daily school visits and touched base weekly with the Principal. Cst. OUELLET and Cpl. AUSTRING partook in the Grade 5/6 gym class. Cpl. AUSTRING looking to engage with local youth and Yukon Conservation trapping problem wolves around the dump.

2. Faro and Ross River Joint project:

Impaired Driving/Substance Abuse Issues:

November / December:

Ross River and Faro RCMP continue to patrol the Robert Campbell for police presence and investigate unusual activities and motor vehicle infractions. This month RCMP Members have spent a total of **72 hours / 34 hours** patrolling the Robert Campbell Highway. **25 hours** spent on-duty snowmobile patrols.

For drug trafficking investigations, the RCMP relies heavily on community members with drug information to make timely reports. Please encourage community members to make reports to police.

B. Dialogue with Communities and Leadership

1. Faro:

November:

Members maintain a good working relationship with partners and community Leadership. Members continue to meet regularly with Faro Conservation Officer Sgt. Cody SCHMIDT.

December:

Cst. LARTON and Cst. FLANAGAN escorted Mr. & Mrs. Claus to the Faro Children's Christmas Party.

Cpl. AUSTRING maintains communications with community leadership on a regular basis. Cpl. AUSTRING attended the Faro Mayor and Council meeting to touch base upon a lengthy leave of absence.



2. Ross River:

November:

Ross River Members attend or maintain correspondence with the School, Health Centre, Margaret Thompson Centre, the Hope Centre, Ross River Dena Council Building and General Store all in an effort to address any concerns and maintain a positive relationship with community leaders. Cpl.

AUSTRING met with the RRDC Justice Coordinator, and Band leadership.

Detachment Members having been working closely with the Ross River Justice Coordinator.

December:

Cst. OUELLET and Cpl. AUSTRING assisted with Christmas food hamper distribution.



Cpl. AUSTRING attended a Ross River interagency meeting attended by RRDC Executive Director, Nurses, Social Services, Home care, Margaret Thompson Centre Director, and mental health and wellness.

Cpl. AUSTRING met with the new Ross River Dena Executive Director.

Cpl. AUSTRING keeps in contact with the Commanding Officer's First Nations Advisory Committee advisor.

Members regularly meet with Ross River Conservation Officer Parker ANTAL.

Cst. BARCLAY and Cpl. AUSTRING attended a Children's Christmas Dinner with Santa at the Hope Centre.

Cpl. AUSTRING delivered Christmas Present and Food Hampers on behalf of the Yukon Firefighters Charity.

Cpl. AUSTRING continues to led Sunday Service music and had the opportunity to share a message the Hope Centre Church service.

Cpl. AUSTRING attended Friday Night Games & Coffee night.

Cpl. AUSTRING is making attempts to start Ross River Old Timers hockey.

C. Other Significant Events:

The Ross River / Faro RCMP has implemented Crime Reduction strategy which strives to put prolific offenders on strict court-imposed conditions in order to monitor their compliance with the law more efficiently through accountability. Offender Management files are created to track police interactions like curfew checks.

Ross River has seen a significant increase in prisoner count and file load while Faro has had a slight decrease on both fronts.

Ross River RCMP has remanded 9 people in 2024, one of which will be in-custody from Oct. 2024 to at least May 2025 without a sentence. The effort by the Members this year has delivered a focused result on removing violent offenders from the community.

Staffing updates:

Currently, Ross River and Faro are at 71% (5/7) staffing levels.

- Ross River members: Cst. Martin OUELLET, Cst. Andrew BARCLAY, Cst. Noah ROCHEFORT, Cpl. Bayden AUSTRING
- Faro members: Cst. Mark FLANAGAN, Cst. Kristin LARTON, VACANT (Faro Relief Position)

Cst. Noah ROCHEFORT has arrived fresh from Depot and is being trained by Cst. OUELLET. Noah has made a smooth transition into Ross River and is enjoying his first RCMP positing. Noah will complete his Field Training in July.

Cst. Andrew BARCLAY transfers to Ste. Rose, Manitoba, end of March 2025, and will be replaced by Cst. Noah BEGLAW coming from Whitehorse RCMP. Andrew will be greatly missed!

Yukon RCMP has approved a proposal to put an addition RCMP Member in the community of Faro. This resource would be considered a RCMP Relief Unit resources, but the Member would live in Faro and prioritize the community when one of our Faro Members is on training, leave, etc. We are proactively advertising the position.

Cpl. AUSTRING's parental leave is completed and he has returned to regular duty. Happy to be back!



If you have, any concerns feel free to email or phone the Ross River or Faro detachments.

Kind regards,

Corporal Bayden Austring
Detachment Commander – Ross River - Tūhidlini / Faro - Tse Zūl RCMP
Telephone: 867-969-2677
Email: Bayden.Austring@rcmp-grc.gc.ca

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**Town of Faro
Regular Meeting Minutes
January 14, 2025, at 7:00 p.m.
Council Chambers**

PRESENT:

Mayor	Jack Bowers	CAO	Larry Baran
Councillors	Gary Jones	GM of Finance	Lenka Kazda
	Michelle Vainio (ZOOM)	Op. Manager	Paul Medvid
	Wendy Michell-Larocque	Manager Rec. & Culture	Tina Freake
	Neil Yee	Executive Assistant	Tracy Sawicki

Delegations

Stephanie Cunha; YEC Vice President, Partnerships and Business Service
Paul Murchison; YEC Vice President, Engineering and Capital Projects
Travis Ritchie; YEC Director, Risk and Compliance
Lisa Wiklund; YEC Manager, Community Relations
Amanda Janssens; Community Advisor (ZOOM)

Public Present in Gallery: 40+/-

Public on Zoom: 4

1. CALL TO ORDER

Mayor Bowers called the meeting to order at 7:01 p.m.

2. ADOPTION OF AGENDA

Resolution 25-001

Jones/Michell-Larocque

THAT the agenda of the January 14, 2025, Regular Meeting of Council be adopted as presented.

Carried

3. DELEGATIONS

Resolution 25-002

Jones/Michell-Larocque

THAT Council do now move into Committee of the Whole to hear from the delegations.

Carried

Yukon Energy representatives provided a verbal report and responded to questions from Council and the gallery.

Resolution 25-003

Jones/Michell-Larocque

THAT Council do now move into Regular Meeting of Council.

Carried

4. BUSINESS ARISING FROM DELEGATION

Resolution 25-004

Michell-Larocque/Vainio

THAT Council supports Yukon Energy Corporation in its efforts to supply reliable electrical service to all of the Yukon.

Carried

5. ADOPTION OF MINUTES

Resolution 25-005

Jones/Michell-Larocque

THAT the minutes of the December 10, 2024, Regular Meeting of Council be adopted as amended.

Carried

Resolution 25-006

Jones/Michell-Larocque

THAT the minutes of the December 11, 2024, Special Meeting of Council be adopted as amended.

Carried

6. BUSINESS ARISING FROM MINUTES

Nothing Presented.

7. FINANCIAL

7.1 Finance Report

Resolution 25-007

Jones/Michell-Larocque

THAT Council receive for information the Finance Manager's report, including the Payment Register Summary and acknowledge the Cheque Register for the period December 5, 2024 - January 8, 2025.

Carried

7.2 TL-1 (2025 Tax Lien Process)

Resolution 25-008

Jones/Michell-Larocque

THAT Council accept the 2025 Tax Lien List -TL1 as presented and move that it be authenticated by signing and affixing the Town seal.

Carried

7.3 Travel Allowance Changes Effective January 1, 2025

Resolution 25-009

Michell-Larocque/Yee

WHEREAS Canada Revenue Agency has amended reasonable per-kilometre allowance from \$0.74 to \$0.76 for the first 5,000 kms driven, and from \$0.68 to \$0.70 after 5,000 kms driven;

Therefore, Be It Resolved that the 2025 rates on Expense Account Claim - Schedule "A", Bylaw 2014-10 change to \$0.76 for first 5,000km driven and \$0.70 after 5,000 km driven.

Carried

8. REPORTS

8.1 Mayor's Report

Mayor Bowers provided written Report.

8.2 Council Reports

Councillor Yee provided a verbal report.

Councillor Michell-Larocque provided a verbal report.

Councillor Vainio provided a verbal report.

Councillor Jones provided a verbal report.

8.3 Administration's Reports

8.3.1 Chief Administrative Officer

CAO Baran summarized his written report and responded to questions from Council.

8.3.2 Operations Manager

Manager Medvid summarized his written report and responded to questions from Council.

8.3.3 General Manager of Recreation and Culture

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

8.4 Fire Chief

Written report was presented to Council.

8.5 Joint Health & Safety Committee Meeting Minutes

Resolution 25-010

Jones/Michell-Larocque

That Council receive for information the minutes of the Joint Health & Safety Committee meetings for September 19, 2024 and for November 21, 2024.

CARRIED

9. BYLAWS

9.1 Bylaw 2025-01 – Water & Sewer Bylaw

Resolution 25-011

Yee/Jones

THAT Council provide **First Reading** of Bylaw 2025-01 – Water & Sewer Bylaw.

Councillor Jones read the Bylaw.

Vote called on Bylaw 2025-01.

Carried

Mayor Bowers declared Bylaw #2025-01 having been read a First time this 14th day of January 2025.

10. UNFINISHED BUSINESS

10.1 Yukon Quest – Faro Preparations

Manager Freake provided a short report on the status of the Faro preparations for the Yukon Quest and responded to questions from Council.

10.2 Yukon Arctic Ultra – Faro Preparations

Manager Freake provided a short report on the status of the Faro preparations for the Yukon Arctic Ultra and responded to questions from Council.

11. NEW BUSINESS

11.1 CAO Recruitment

Mayor Bowers confirmed that a consultant has been contracted to assist Council in recruiting the next Chief Administrative Officer for the Town of Faro.

11.2 RRDC Response to Faro's Request to be part of the Protected Area Strategy Steering Committee.

Mayor Bowers reviewed a series of letters that were exchanged with the Steering Committee Chair, Jean Langlois, regarding the Proposed Protected Area Strategy in the Ross River and Faro areas.

At 9:15pm, CAO Baran left the meeting.

12. CORRESPONDENCE FOR INFORMATION (OUT & IN)

Council reviewed for information,

12.1 2024-11-12 Letter from City of Dawson - Mayor Stephen Johnson

13. PUBLIC QUESTION PERIOD

Resolution 25-012

Michell-Larocque /Jones

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

Carried

Council responded to questions and listened to the comments from the gallery, which included topics of the Protected Area, Yukon Quest and file organization on Town's website.

Resolution 25-013 (9:59pm)

Vainio/Jones

THAT Council extend the meeting from 10pm to 11pm.

Carried

Resolution 25-014

Jones/Yee

THAT Council do now revert into Regular Meeting of Council.

Carried

14. IN CAMERA

Resolution 25-015

Jones /Michell-Larocque

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

Carried

At 10:05pm, CAO Baran rejoined the meeting.

In Camera Discussion to discuss land and legal matters.

Resolution 25-016

Michell-Larocque/Jones

THAT Council do now revert into Regular Meeting of Council.

Carried

Resolution 25-017

Yee/Jones

THAT Council direct Administration to begin the process to acquire Lot 42 from the Yukon Government as has been proposed by Energy, Mines, & Resources.

Carried

15. ADJOURNMENT

Resolution 25-018

Jones/Michell-Larocque

THAT the January 14, 2025 Regular Meeting of Council be adjourned at 10:18 p.m.

Carried

Approved at the Regular Meeting of
Council held on _____ by

Minutes of January 14, 2025, Regular Meeting of Council

Page 4 of 5
Item #: 5.1

Jack Bowers, Mayor

Larry Baran, CAO

DRAFT



**TOWN OF FARO
MEMORANDUM**

To: Mayor & Council, CAO
From: Lenka Kazda, General Manager, Finance
Re: Report to Council Meeting February 4, 2025

January 29, 2025

Bank reconciliation for December 2024 was completed.

GST report for October – December 2024 was completed, and we will receive a refund of \$31,760.59.

I am experiencing challenges with the Web Form, CRA's T4 filing system. I am receiving error messages and cannot enter T4s for volunteer firefighters. I called CRA and apparently their IT team is working on resolving the issues.

Payroll:

01/22/2025 Town Employees \$ 41,646.68 Jan 6 - 19, 2025 Pay Period

Payment Register Summary January 9 - 29, 2025

Administration	3,183.60
Environmental Services	19,603.16
Fire Department	6,629.21
Professional Fees & Remittance	56,280.00
PW and Gardening	16,161.8
Recreation and CRIC	14,971.99
Utilities	103,561.72
Insurance	267,974.00
Total	488,365.44

Resolution: 24-___

THAT Council receive for information the Finance Manager's report, including the Payment Register Summary and acknowledge the Cheque Register for the period January 9 - 29, 2025.

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Carried/Defeated



Town of Faro Memorandum

To: Mayor & Council

February 4, 2025

From: Lenka Kazda, Finance Manager

Re: 2025 Tax Lien List - TL2

Each year, the Town of Faro is required to document and provide a listing of properties where the Town of Faro must initiate the Tax Lien process.

Suggested Motion of Council:

If Council supports this recommendation, a proposed Motion of Council might be worded as follows:

Resolution # _____

That Council THAT Council accept the 2025 Tax Lien List -TL2 as presented and move that it be authenticated by signing and affixing the Town seal.

_____ as presented.

_____ with amendments of:

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Any Opposed?

Carried/Defeated



SCHEDULE II
 YUKON TERRITORY ASSESSMENT AND TAXATION ACT
 Section 84 (1)
 Form TL2

O.I.C. 1988/88

PROPERTIES SUBJECT TO TAX LIEN

Town of Faro

Notice is hereby given that unless the arrears of property taxes and costs are sooner paid, the collector will at the expiration of the period of sixty days from the date of this advertisement, proceed to register a tax lien in accordance with the provisions as outlined in Section 89 (1) of the Assessment and Taxation Act.

(Please note that the total amount of tax arrears does not include the 2025 Property Tax)

<u>Roll #</u>	<u>Title Holder</u>	<u>Location</u>	<u>Legal Description</u>	<u>Certificate of Title</u>	<u>Property Tax Arrears at January 1, 2025</u>	<u>Administration Charge</u>	<u>Balance Owing</u>
F9010046000020	Canadian Industrial Power Ltd.	308, 310, 312, 314, 316, 318 Dawson Drive, Faro YT	Lot 46, Plan 31525, Faro YT	2019Y0241	4,028.69	402.87	4,431.56
F9010464000070	Canadian Industrial Power Ltd.	537, 359, 541 Maynard Crescent, Faro YT	Lot 464, Plan 2018-0060, Faro YT	2019Y1260	5,352.13	535.21	5,887.34
F9010465000040	Canadian Industrial Power Ltd.	543, 545, 547 Maynard Crescent, Faro YT	Lot 465, Plan 2018-0060, Faro YT	2019Y1261	5,380.77	538.08	5,918.85
F9020301000090	Daryl Sheldon Fulton and Bernedette Fulton	620 Yates Crescent, Faro, YT	Lot 301, Plan 64192, Faro YT	2002Y0640	2,353.51	235.35	2,588.86
F9230008000060	Daniel Clifford Bakke	781 Carlsson Road, Faro YT	Lot 8, Plan 55251, Tintina YT	2016Y0593	780.20	78.02	858.22
F9010052000000	Patrick Michell Larocque and James Ivan Woods	288 Dawson Drive, Faro, YT	Lot 52, Plan 31525, Faro YT	2019Y0224	2,035.58	203.56	2,239.14
F9020274000080	Deidra Doris Etzel	637 Yates Crescent, Faro, YT	Lot 274, Plan 64192, Faro YT	2015Y0893	2,363.12	236.31	2,599.43
			Total		22,294.00	2,229.40	24,523.40

Dated this 4th day of February, 2025 at the Town of Faro, YT

 Larry Baran, Chief Administrative Officer
 Collector of Taxes

MAYOR'S REPORT

FEBRUARY 4, 2025

We Faro old timers were thrilled to hear of Rudy Couture's being awarded The Order of Yukon award on January 5th, 2025. Rudy is our own Glenda Power's father and former CAO for the Town of Faro dating back to the 1970's and 1980's. When our family arrived in Faro in the summer of 1980, it was a much different community. We were busting at the seams; construction of the new subdivisions was underway and major upgrades to our infrastructure were being completed. At that time the Town even had our own engineer, Robert Cotterel, rather than leave managing the growth to others. Rudy's steady hand on managing the growth and managing the Town's affairs was evident to all. We were so fortunate to have had him as our CAO.

As we carry on the good work of managing the Town's business, we are aware of the challenges facing us. This years' budget deliberations will be even more of a challenge than last year. We are working on a new updated Water and Sewer Bylaw, finalizing our Zoning Bylaw, developing this Council's own 5-year Strategic Plan and a host of other tasks needing our attention.

We ask that you be a part of the process. Your input during the committee of the whole portion of our budget deliberations will be appreciated as we will be faced with making tough decisions on our ability to manage deficit spending versus a reduction in services or an increase in taxes. We, as a Council, are prepared to make those tough decisions, but your input will be appreciated.

We will keep you posted.



TOWN OF FARO MEMORANDUM

To: Mayor & Council

February 4, 2025

From: Larry Baran, CAO

Re: CAOs Report to Council

As Council reviews my current CAOs Report, if you have any questions, I will be happy to provide more information.

CORRECTION:

Although I do my best to provide accurate information to Council, if I do err, it is important to me to provide Council with the corrected information. I need to do so now.

In my report to Council at the last meeting, I misreported the chain of events that led to the RRDC letter being exchanged with the Town of Faro. After a telephone discussion with Kate White on January 16th, she asked that I reference her initial email from December 17th, which was sent while I was on holidays.

In that email, Kate stated:

"I was asked by Chief Loblaw of the Ross River Dena Council to forward his response to all of those copied in the original request. His email information in the original communication was incorrect, I've added the correct address here."

This is important because, in my January 14th memo to Council, I had incorrectly reported the reverse order by saying that Ms White had asked Chief Loblaw for permission to send the letter when it was the other way around. Further, I had not sent Chief Loblaw's copy to his RRDC email address but to his Gmail account, which we both have used interchangeably since 2022. Going forward, however, I will ensure that I only use his RRDC email address.

I regret the unintentional misrepresentation of the order of those events, and I appreciate Ms White trusting me to provide Council with the corrected information.

Community Emergency Management Plan – POSTPONED Tabletop Exercise

Faro had planned to host another tabletop exercise in January, however the extreme cold weather that was forecast around that time restricted travel for a number of planned attendees. It was suggested that the tabletop be postponed, so I contacted Cody Goulin of YG EMO and we have set a **new date** of Thursday, March 27th ... hopefully the weather will accommodate.

Recruiting of New CAO

Because I have requested not to be part of the recruitment process, I will leave any CAO Recruitment progress reports to be provided by Council. I will advise Council, however, that the recruitment consultant has asked that I draft a detailed Project Status Report to aid in the eventual transition process. I will be developing a document to assist the next CAO in succession, in hopes that no projects will be delayed as a result of the Administration changeover.

Internal Budget Meetings

Faro Town Managers met several times in January to assist Lenka in developing the DRAFT 2025 budget information. Lenka has been preparing draft operating and capital budget information for Council's review and direction during the first meetings scheduled in mid-February. Council will need to determine which projects may need to be delayed and/or which service levels adjusted.

Although two initial budget meetings are scheduled for February 11 & 13, Council will need to set at least two more dates to complete and finalize the budgets before bylaws can be drafted.

Strategic Planning Session

It is always preferable for Council to complete a Strategic Planning exercise *before* Council gets too deep into budgeting. Sometime in 2025, Council will need to address revisiting the 2022-2027 Strategic Plan. By reviewing and updating a new Strategic Plan, Council will be better prepared for achieving your goals and objectives for 2026 and beyond.

Chiefs & Mayors Forum – February 19th

This meeting was initially planned for January but, due to anticipated cold temperatures (-40c or lower), it was postponed until February 19th.

Housing Accelerator Fund (HAF) – Second Round Announcements

Although the Town of Faro was not successful in the First Round of Housing Accelerator Fund (HAF) applications, the Town applied for funding consideration in the Second Round, and we are now waiting for the formal announcement about the status of our application. I will discuss this more *in camera* later in the Council Meeting.

New Zoning Bylaw

As Council has been previously advised, with the recent approval of the 2024 Official Community Plan, the Town must now initiate and complete a Zoning Bylaw review and update. Administration will bring a proposal in February for Council's consideration to complete this project within the timeframe specified by the Yukon *Municipal Act*.

New Water & Sewer Bylaw

Administration is planning to have this bylaw ready for 2nd Reading at the February 18th Council Meeting. Should Council have any questions about the bylaw or any part therein, I encourage Council to ask their questions in advance of the Council Meeting so Administration can have the information available for Council at the meeting.

Questions about the Potable Water Quality in Faro

While on the topic of water, I have been advised that there was some question about the quality of the potable water provided to the residents of the Town. Town Staff take great pride and effort in ensuring the quality of Town water is above reproach but, to address any concerns, I am making arrangements to post our regular testing results on our website. This will be a project we will work on over the next few months.

Paul understands that independent testing units may be available for those residents who are concerned about the quality water coming from their own plumbing systems. While the Town regularly tests and confirms the quality of water traveling through the water treatment plant & mains, once it crosses the line into private property and private plumbing systems, it is the responsibility of the property owner. As recent testing of school water has demonstrated, the issues were not with Town-supplied water but, rather, with their own plumbing systems.

Website Training

With the departure of our previous Executive Assistant, we lost the employee who was most fluent with our website maintenance. Although Tina & I are capable of some minor maintenance, I have found that we need more training on the website, so I am working with our provider to coordinate that instruction for selected staff, both in the Town Office and the Recreation Department. I am hoping to coordinate this training in mid-February.

Canada Community-Building Fund (CCBF)

Mayor Bowers has signed the CCBF funding agreement for 2025-2030, and Administration is now in the process of completing the needed quarterly reports on the existing and completed projects from 2024. More information on the criteria to access the funds, and the funding amounts available, will be reviewed in more detail during the budget discussions.

Anvil Range Arts Society (ARAS) – Regional Arts Centre Pre-Feasibility Study

The consultant is working with ARAS to confirm dates in February & March for meetings. As a side note, while attending a recent workshop at the Recreation Centre, artists from Ross River expressed strong support on behalf of artists in their community. They noted that there is nothing similar on the horizon there, so they felt that a centralized Arts Centre in Faro would be quite welcome by a range of artists throughout the Campbell Region.

AYC Board Meeting in March

Council should be aware that the AYC will hold a virtual meeting in March for CAOs (March 7th) and appointed Board Members (March 8th).

AYC Conference & AGM in April

Council & Administration have received the updated calendar appointments from AYC direct to our calendars. The 2025 Conference and AGM is scheduled for Friday, April 25th through Sunday, April 27th. Formal Conference agenda updates will start arriving prior to the events as the AYC finalizes topics and presenters. CAOs will be attending the conference a day earlier, Thursday - April 24th, for the Administrators Forum.

Land: Faro Golf Club – Subdivision of Property

The subdivision process of the large Lot 415 is nearing completion. This topic will need to be discussed more *in camera* at a later date.

Land: Lot 42 (Murray Hampton Park)

The Town has been contacted by Energy, Mines, & Resources to discuss this property as it is currently leased by the Town. I will provide more information about this as it becomes available.

Faro Search & Rescue

In my discussions with Jason Hudson of Yukon Search & Rescue, we will want to move this initiative forward later this Spring. Re-establishing a volunteer Faro Branch of YG Search & Rescue is a topic that will involve more research and community promotion to solicit for volunteers.

2025 Yukon Quest

By the time that Council meets for the Regular Council Meeting on February 4th, the Yukon Quest dogsleds will have passed through the community. Tina will provide an update on what we all learned on this first trip through Faro.

2025 Yukon Arctic Ultra

Because the Yukon Arctic Ultra requires more time (about 2 weeks) to be completed, we will be able to provide a better summary of the event at the February 18th Regular Council Meeting.

Regional Waste Management Agreement (DRAFT)

Negotiations between the Town and YG were not successful in 2024. Because there is a new Council, and because there is a change in Community Services management assignments, Administration will be setting this topic aside for a few months until this Council is prepared to approach the Yukon Government again to re-open negotiations.

Other Projects in 2025

While the following topics are still being monitored and considered active, Administration has nothing new to report at this time.

1. **Phase 2 Infrastructure Work**
2. **Mitchell Industrial Development (New Industrial Subdivision for Faro)**
3. **Adaptive Management Plan (AMP) for Faro**
4. **Land: Expansion of Current Landfill Property**
5. **New Country-Residential Subdivision for Faro**
6. **YG Land Leases – Arboretum**
7. **YG Land Leases – Ski Chalet**
8. **YG Land Leases – Airport**
9. **Bylaws - Property Maintenance Bylaw (2017-09)**
10. **Policies - New Council Purchasing Policy**
11. **Recreation Centre Agreements for Temporary Storage Space**
12. **Animal Shelter**
13. **Civic Addressing**
14. **Asset Management System (AMS)**
15. **Proposed Pilot Training – Flight School in Faro**
16. **Recovery of Properties**
17. **Yukon Housing Corporation (YHC) - Housing Needs Assessment**
18. **Playground Inspections**
19. **Town-Owned Property (*Council Direction Required*)**

CAOs Administration Calendar (*incl Mayor & Council meeting dates & times*)

- Feb 01-05 Yukon Quest race (*begins in Teslin*)
- Feb 01-14 Yukon Arctic Ultra race (*begins in Teslin*)
- Feb 03 YESAB Re-Organization Update (*ZOOM meeting for CAOs*)
- Feb 04 Regular Council Meeting
- Feb 06-07 MP Brendan Hanley in Faro
- Feb 07 Council Tour of Town Facilities
- Feb 12 Service Canada (Council Chambers)
- Feb 18 Council Workshop Session w-Christina Benty (*afternoon*)
- Feb 18 Regular Council Meeting
- Feb 19 Chiefs & Mayors Forum (*Whitehorse*)
- Feb 20 Joint Health & Safety Committee Meeting
- Feb 21 Heritage Day – Office Closed
- Feb 28 - Mar 01 Ice Worm Squirm 2025

- Mar 04 Regular Council Meeting
- Mar 05 Circuit Court in Faro
- Mar 07 AYC – Administrators Forum (*ZOOM meeting for CAOs*)
- Mar 08 AYC – March Board Meeting (*ZOOM meeting*)
- Mar 10-21 Faro – Spring Break
- Mar 15 Tentative – Ice Fishing Derby (*Fisheye Lake*)
- Mar 18 Regular Council Meeting

- Mar 27 Community Emergency Management Plan Tabletop Exercise
- Apr 01 Regular Council Meeting
- Apr 15 Regular Council Meeting
(NOTE: 2025 Budgets MUST be passed no later than this date)
- Apr 18 Good Friday – Office Closed
- Apr 21 Easter Monday – Office Closed
- Apr 24 AYC Administrators’ Forum(CAO – Haines Junction)
- Apr 25 & 26 AYC Conference (Council & CAO – Haines Junction)
- Apr 27 AYC Board Meeting (Council & CAO – Haines Junction)
- Apr 30 Circuit Court in Faro
- May 02-04 Crane & Sheep Festival 2025 weekend (Tentative)
- May 04-10 National Emergency Preparedness Week
- May 06 Regular Council Meeting
- May 15 Joint Health & Safety Committee Meeting
- May 19 Victoria Day – Office Closed
- May 20 Regular Council Meeting
- May 31 Larry Baran’s Last Day as CAO
- Jun 03 Regular Council Meeting
- Jun 17 Regular Council Meeting
- Jun 19 Joint Health & Safety Committee Meeting
- Jun 21 National Indigenous Peoples Day (Saturday)
- Jun 23 In Lieu of National Indigenous Peoples Day - Office Closed
- Jun 25 Circuit Court in Faro
- Jul 01 Canada Day - Office Closed
- Jul 08 Regular Council Meeting
- Jul 22 Regular Council Meeting
- Aug 12 Regular Council Meeting
- Aug 18 Discovery Day - Office Closed
- Aug 20 Circuit Court in Faro
- Sep 01 Labour Day - Office Closed
- Sep 02 Regular Council Meeting
- Sep 16 Regular Council Meeting
- Sep 30 National Day for Truth and Reconciliation - Office Closed
- Oct 07 Regular Council Meeting
- Oct 13 Thanksgiving Day - Office Closed
- Oct 15 Circuit Court in Faro
- Oct 21 Regular Council Meeting
- Nov 04 Regular Council Meeting
- Nov 11 Remembrance Day - Office Closed
- Nov 18 Regular Council Meeting
- Dec 02 Regular Council Meeting
- Dec 16 Regular Council Meeting
- Dec 25 Christmas Day - Office Closed
- Dec 26 Boxing Day - Office Closed



**Town of Faro
MEMORANDUM**

To: Mayor & Council

January 31, 2025

From: Paul Medvid, Operations Manager

Re: PW report to Council for February 04, 2025

Landfill – Please do not put metals, E-waste, and Hazardous Waste into our Hyd-A-Way Bins around town. All these items are free to dispose of at our landfill. Items such as fluorescent bulbs, oil jugs with oil or oil residue, and any e-waste such as vacuums, old DVD players, or anything with electrical connection, is considered E-waste. Please stop in and talk with our friendly landfill operator (Francois) and he will be able to direct you to the proper locations for disposal. If he happens to be away fulfilling his bylaw role, metal goes in the metal pile, old oil goes into the white tank next to the Hazardous waste shack, oil filters, batteries, fluorescent lights, and anything hazardous can be put in the hazardous waste shack next to the Landfill Office.

Roads – Snow removal remains ongoing, and we would like to remind Council and the public to avoid parking on thoroughfares during snow events. As we have accumulated volume throughout the first half of winter, we will begin removing some of the piles that are staged in various areas. Sanding of travel zones will continue as well to ensure safe access & egress around town. We have also begun pulling ditches and tramming snow in an effort to reduce snow volume and this will occur once more before spring thaw hits.

Wells – Well 6 is functioning very well and is providing exceptional water quality and quantity. One final trench and cable run remain unfinished along with reinstatement of the protective fencing around Well House 1, but this work will be completed in the Spring. The well is protected via locked cage for the winter season, however once the earth works has settled out and been brought to final grade, the shack can be built. Well #3 needs to be put out of service for a pump change and major electrical upgrades to bring this building into safer operation. Bleeders have been installed into the Pitless Wells to eliminate the heat trace, though bleeder valves must be hand operated. We believe that this will reduce our operating costs, so we look forward to monitoring these costs in 2025. We are working closely with EHS to provide the highest quality of water to the residents.

Property Development – At least one lot has been sold by YG on Ladue. Any lots not sold are available over the counter in Whitehorse. Our 3 Ladue lots have been surveyed by YG but are not included in this sale. It will be up to us to sell them over the counter. The road access to the Mitchell Rd industrial lots will begin in the Spring after survey verification of Right of Way to build the road.

Pumphouse 3 Backup Generator – Project is on track though delayed. The generator won't be here until mid-January, but there is a lot we can do before it arrives for testing & commissioning. We utilized the hydro dig truck to safely excavate all associated conduits, piping, and grounding plates related to the generator and load bank install, and are only awaiting contractor availability to complete. CMP Engineering has been instrumental in progressing the controls issue and we have made progress sorting out the issues caused by power delivery fluctuations. We have been able to utilize a great deal of the local talent

pool to sort out many of the issues and have also learned that, with Yukon Electric's assistance, that we need to step down the transformers to prevent over voltage issues in the future.

FireSmart – Crews had completed the 2024 FireSmart program and it went very well. The trail upgrades are not only functional but vastly increase the safety of our community in the event of wildfire. We have recently learned that Faro was one of only a small number of communities that fully utilized the available funding, and that more funding is likely available, so we are following up with this in an effort to increase the duration of this very beneficial program. Saturday, May 03, 2025 is Wildfire Community Preparedness Day, and we plan to have a table set up at the Crane & Sheep Festival where we can discuss and further educate and inform people on wildfire safety.

Upcoming immediate projects not mentioned –

- We are continuing various internal safety and operational audits of our infrastructure and our process and will be looking at best management practices associated with the activities or tasks we complete. We have utilized CMP Engineering to assist us with building a new safety system.
- Each department has begun the budgeting process. In conjunction, we are putting a lot of focus on tracking efficiencies, increasing productivity, and making every effort to bring value added services to the community.
- As a group, we have increased focus on preventative maintenance and sourcing of critical spares as we proactively deal with an aging infrastructure.
- Brushing around our buildings and structures along with many of our walking trails is on-going.
- During our facilities audits, we recognized the need for energy efficient lighting and some retrofits to our facilities such as increased service intervals of furnaces, doors in need of replacement, or emergency lighting and new smoke detectors and have undertaken those projects as not only improved safety and compliance but asset protection.
- All Town of Faro overhead lifting and personnel lifting devices have been recertified.
- Crews are planning for the spring and have already completed much of the maintenance required on seasonal equipment such as mowers, trimmers, and gardening equipment. We have also begun building items such as picnic tables and many other carpentry projects in an effort to continually improve our community.
- Reminder to that annual pet licenses should be renewed. With it being the beginning of the new year, new pet owners are encouraged to get each pet an annual or lifetime dog or cat license through our Town office. With the landfill slowing down over the winter months, our Bylaw Officer will be out and about more making sure there isn't free roaming dogs or cats at large. Please keep your pets on leash or in your secure enclosed yard, thank you.



Town of Faro Memorandum

To: Mayor & Council
Date: Tuesday, February 4, 2025
From: Tina Freake, Manager of Recreation and Culture
Re: Recreation & Culture Services Report

Yukon Quest: Musers expected to start arriving late into night on Monday, February 3rd and throughout the next day, Tuesday, February 4th. The Rec Centre had extended hours for this event, from 8 am until 9pm. At the time of writing this report, the event has not yet happened. A verbal report will be provided.

Arctic Ultra: The Ultra is expected to be in Faro from February 5th to 13th. The Arctic Ultra will follow the same trail as the Yukon Quest, with both the 340 km race as well as the 640 km race both finishing in Faro. This race has 10 athletes participating in the 340 km race and 36 athletes participating in the 640 km race. Not all will make it to Faro, but fingers crossed, if the trail is good and the weather isn't too extreme we are hoping that many will. We encourage you to track the athletes progress live, and come on down to the finish line to cheer them on as they complete the toughest ultra race in the world.

Youth Group: The youth group took part in a trip to Whitehorse on January 24th to 26th. They participated in a session at Yukon University on entrepreneurship, lazer tag, bowling and pizza night, skiing and snowboarding at Mt. Sima, dog sledding, and swimming, skating, and sports at the Canada Games Centre. It was a very busy and eventful weekend, it was a great learning experience and lots of fun for all who attended.

A planning meeting will be held with the Faro **Youth Group** on Wednesday, February 5th at 3:30 pm at the Rec Centre. We will be discussing the Ice Worm Squirm, Kettle Café, and planning events for the next couple of months. If you have any questions about Youth Group please call or e-mail Morgan at 867-994-2375 or rec-programs@faroyukon.ca.

Ice Worm Squirm 2025: Mark your calendars! The *Annual Ice Worm Squirm Winter Extravaganza* is set for Friday, February 28th and Saturday, March 1st. We are working on a fun and exciting schedule, watch for posters and flyers to be released in February! If you have any questions, would like to volunteer, or add an event to our schedule, please reach out to Morgan.

TCMF Funding / Tourism Advertising: We're busy creating promotional materials for the Town of Faro, including write-ups and local pictures of scenery, wildlife, events, etc. This information will be used for print promotions in 2025 and showcased on the Town's website. We are also working on a funding application to assist with the costs of advertising and promotional material to the Tourism Cooperative Marketing Fund.

Job Postings: We are working on job postings to advertise for summer positions at the pool. We hope to have these positions advertised very soon.

Professional Development: We are working on scheduling courses and professional development for Rec staff, such as Food Safe, First Aid, Playground Safety, etc.

Community Development Fund (CDF): *In process* - The contractors are in the process of completing work on the trailer and aim to be done in March. The youth in our community can't wait to see this project come to life and look forward to being open regularly next summer.

Funding Applications: *In process* - We have been working on funding applications for staffing for summer 2025. Updates will be provided as they are submitted.

New Horizons for Seniors: *In process* - We submitted a funding application on September 12th for programming aimed at seniors, set to run from April 2025 to March 2026. Our seniors' group values the programming that can be provided through this funding, and we remain hopeful for a positive outcome.

Crane & Sheep Festival 2025: *In process* - Save the date! Our next Crane & Sheep Festival is set for May 2nd to 4th, 2025. We are kickstarting the planning process and will be reaching out to local organizations, volunteers, and Town staff to form a planning committee in February, after the Yukon Quest and Arctic Ultra events wrap up. We're also working on the festival poster and a QR code for easy access to the schedule. If you have any suggestions for keynote presenters, we would love to hear them!

Budget 2025: *In Process* - We have begun our research and planning for the 2025 budget, covering the Recreation Centre, Arena, CRIC, RV Park, trails, and outbuildings.



Town of Faro Memorandum

To: Mayor & Council

February 4, 2025

From: Larry Baran, CAO

Re: Bylaw 2024-03 – Council Procedures Bylaw

In 2023, Council made the decision to revisit and update the Council Procedures Bylaw. An initial draft was presented, sufficient that Council provided 1st Reading in January 2024.

Due to competing priorities after that date however, and recognizing that Council would need to spend some uninterrupted time to focus on the bylaw review, Council was unable to revisit Bylaw 2024-03 and move it forward to Second Reading.

With a new Council being elected in October 2024, Administration brings this bylaw back for this Council's consideration. The intent is NOT to ask for Second Reading at this time but, rather, to schedule a date/time (a minimum of 3 hours) where Council can focus attention on this bylaw. Council needs to review it clause by clause, to make any changes that this Council deems appropriate, with the goal of passing a new Council Procedures Bylaw and retiring the previous bylaw from 2007 (18 years ago).

Administration seeks direction from Council. What date can Council set aside for a detailed review of this bylaw so that Administration can move this bylaw forward?

Suggested Motion of Council:

If Council supports this recommendation, a proposed Motion of Council might be worded as follows:

Resolution # _____

THAT Council confirm a workshop meeting on _____ (date) _____ at _____ (time) _____
for a review of Bylaw 2024-03 – Council Procedures Bylaw.

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Any Opposed?

Carried/Defeated



TOWN OF FARO BYLAW 2024-03

A Bylaw to regulate the proceedings and conduct of Council and Council Committee Meetings by Council of the Town of Faro

WHEREAS Section 220 of the *Municipal Act*, Chapter 154, Statutes of the Yukon provides that Council may create bylaws;

AND WHEREAS the Council of the Town of Faro wishes to add clarity to and consistency to procedures and processes on the functions of a Municipal Council, including powers, duties, conduct, proceedings, minutes, and bylaws;

AND WHEREAS the Council of the Town of Faro requires a bylaw to establish rules to follow in the process of governing the Town of Faro;

NOW THEREFORE the Municipal Council of the Town of Faro in the Yukon Territory, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1.0 Citation of Bylaw

1.1 This bylaw may be cited as the “**Council Procedures Bylaw**”

2.0 Definitions

In this Bylaw, the following terms shall have the meanings shown:

- 2.01 “Acting Mayor” means the Member, selected by Council, to preside at a meeting in the absence or incapacity of the Mayor or Deputy Mayor;
- 2.02 “Administration” means the administrative and operational arm of the municipality, comprised of the various departments and business units, and including all employees who operate under the leadership of the Chief Administrative Officer;
- 2.03 “Business Day” means a day on which the Town offices are open for business;
- 2.04 “CAO” means the Chief Administrative Officer for the Town of Faro, the Acting Chief Administrative Officer, or their delegate;
- 2.05 “Chair” means the person who has been given authority to direct the conduct of a meeting including the appointed head of a Committee;
- 2.06 “Committee” or “Council Committee” means a committee of Council that is either a Standing Committee, Special Committee, or a Council Committee, that is carrying out a power, duty, or function delegated to it by Council, but excluding Committee of the Whole.
- 2.07 “Committee of the Whole” means a procedural device that permits Council greater freedom of debate;

- 2.08 "Council" means the duly elected municipal Council of the Town;
- 2.09 "Deputy Mayor" means the Councillor to appointed as per Section 5.01 of this Bylaw.
- 2.10 "Faro", "Town of Faro", or "Town" means the municipal corporation of the Town of Faro;
- 2.11 "*In-Camera*" means closed session meetings, as defined by the *Municipal Act*;
- 2.12 "Mayor" means the Chief Elected Official who leads the municipality and acts as the public spokesperson for Council and the municipality;
- 2.13 "Meeting" means any duly constituted meeting of Council and/or Council Committee where municipal business is discussed.
- 2.14 "Member" means a member of Council which is a Councillor or the Mayor. It also includes Members of Council Committees or other bodies established by Council who are not Councillors or the Mayor;
- 2.15 "Motion" means a proposal that is put before a meeting for discussion and a decision. If a motion is passed it becomes a Resolution. Resolutions are binding and should be recorded in the minutes of the meeting;
- 2.16 "Municipality" means the municipal corporation of the Town of Faro;
- 2.17 "*Municipal Act*" or "Act" means the *Yukon Municipal Act*, RSY 2002, c.154, and associated regulations and amendments;
- 2.18 "Pecuniary Interest" or "Conflict of Interest" means an interest as defined in 193.01 of the *Municipal Act* and, where this exists, that interest shall be divulged as defined in 193.02 of the *Act*;
- 2.19 "Person" means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties, and shall also include a corporation;
- 2.20 "Presiding Officer" shall mean the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other Council Member chosen to preside over a meeting;
- 2.21 "RCMP" means the Royal Canadian Mounted Police;
- 2.22 "Resolution" means a binding decision of Council; (*Also see 'Motion'*)
- 2.23 "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;

2.24 “Terms of Reference” means a written statement that defines the composition, term, objectives, and mode of operation of a Committee or Task Force.

3. Interpretation and Application

3.01 The following rules shall be observed and shall be the rules and regulations for the order and conduct of business in all Meetings of Council and Committees.

3.02 If a question relating to the procedures of Council or Committees is not answered by this Bylaw, reference shall be had to the most recent revision of “Robert’s Rules of Order”.

3.03 Council may not suspend any provision of this Bylaw except by Bylaw amendment.

3.04 If the provisions in any other Bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

3.05 If the provisions in the *Municipal Act* conflict with the rules in this Bylaw, the Act will prevail.

4. Meeting Times, Dates, and Locations

4.01 Council will hold regular meetings on the dates established annually by Resolution of Council. If a regular Council Meeting cannot be held, it shall be rescheduled by Resolution of Council.

4.02 Council will hold its' meetings on the first and third Tuesdays of each month in Council Chambers at the Town Office, or an alternate location within the municipality from time to time, designated in advance by Resolution of Council. All regular meetings shall be scheduled from 7:00 pm to 10:00 pm. Council may, by Resolution, extend the hours of a regular meeting by one hour. If Council has not passed a Resolution for adjournment prior to 11:00 pm, then the Chair shall declare the meeting adjourned.

4.03 When the day fixed for a regular meeting for Council falls on a legal holiday, the meeting may be held on the following business day, which is not a legal holiday, or at another date selected by Council.

4.04 Regular Council Meetings and Public Hearing Meetings will be held in the Council Chambers or, in the case where more capacity is required, the Faro Recreation Centre.

4.05 In the event of the meeting being moved from Council Chambers to the Faro Recreation Centre, 24 hours' notice of the change of venue notice is not required, however clear signage must be placed on the Town Office stating the venue change.

4.06 If the venue change is not to the Faro Recreation Centre, then 24 hours' notice of the change of venue notice shall be required.

4.07 Council may, by Resolution, postpone, or cancel a scheduled meeting of Council.

- 4.08 If Council changes the date, time, place, or postpones a regularly scheduled meeting, and where possible, the Town will give at least twenty-four (24) hours' notice of the change to all Councillors and the public.
- 4.09 Posting & Advertising Meetings
Council will publicly advertise, as per Section 6.04, a notice by posting a DRAFT Agenda for:
- 4.09.1 Council Meetings: a minimum of twenty-four (24) hours prior to the Regular, Committee of the Whole, or Special Council Meeting at the Town Office.
- 4.09.2 Public Hearings: once a week for two (2) successive weeks, on days that are four (4) days or more apart:
- 4.10 The Mayor or Two (2) Councillors **may** call a Special Council Meeting at any time and **must** do so if a majority of Council Members request to do so by written notice, which shall include a statement of the purpose of the meeting. A Special Meeting requested by Council Members must be held within fourteen (14) days after the request is received by the Mayor.
- 4.11 Special Council Meetings will be held on the date, time, and location specified in the notice of the special meeting. If a matter is not specified in the notice of the Special Council Meeting, it may not be dealt with unless all Council Members are present and Council passes a Resolution, by Unanimous Vote, to deal with the matter.
- 4.12 Any standing Committee may schedule additional meetings by Resolution but must give notice to all Council Members. Any Committee may cancel a meeting by Resolution but must give notice to all Committee members.
- 4.13 With the exception of Section 208.02 of the *Municipal Act*, a Quorum is a majority of Council Members. (*also see Section 10.05 of this Bylaw*)
- 4.14 As soon as there is a quorum after the time for commencement of a Council meeting:
- 4.15.1 the Presiding Officer must take the chair and begin the meeting; or
- 4.15.2 if the Mayor and the Deputy Mayor are absent, the CAO must begin the meeting by calling for a motion for the appointment of a Presiding Officer.
- 4.15 If there is no quorum within fifteen (15) minutes after the time set for the meeting, the Recording Secretary will record the names of the Council Members present and the meeting will be adjourned to the time of the next Regular Council meeting. The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next Regular Council Meeting to deal with the business of the adjourned meeting.
- 4.16 The order of business at a meeting is the order of the items on the agenda except:
- 4.16.1 when a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; or

- 4.16.2 when Council alters the order of business for the convenience of the meeting by a Majority Vote; or
- 4.16.3 when the same subject matter appears in more than one place on an agenda and Council decides, by motion, to deal with all items related to the matter at the same time.
- 4.17 Council need not deal with any item on the agenda if no Motion is made about it.
- 4.18 A member may, in accordance with Section 215 of the *Municipal Act*, participate in a meeting by electronic means or other communication facility and be considered to be in attendance at the meeting. The member must provide notice, including a telephone number where the member can be reached, to the CAO prior to 4:30 p.m. on the day of the meeting. Two members of Council must be physically present to constitute a quorum.
- 4.19 Those participating electronically at an *in-camera* meeting must confirm to the members physically present at the meeting that there is, and will not be, any opportunity for anyone other than authorized participants to hear or view the discussions. Electronic participation will not be permitted without this confirmation being provided.
- 4.20 If technological problems prevent participation, the member shall be marked absent.
- 4.21 If communications are lost during the meeting, and the member cannot be reconnected, the minutes will reflect when the member left the meeting.
- 4.22 Agenda packages will normally be delivered to members by hardcopy or electronically, whichever is the most efficient and least expensive method of doing so as determined by the CAO. Where a member must participate at a meeting electronically, the agenda package will be delivered electronically.
- 4.23 Delegations may participate electronically if they can arrange to do so at no cost to the Town.

5. Council Appointments

- 5.01 Council may, from amongst its Members on a rotating basis, appoint Councillors to serve as Deputy Mayor who shall have those powers contemplated by Section 182 of the *Municipal Act*.

6. Agendas and Records of Meetings

- 6.01 Additions to the Agenda should be submitted to the CAO no later than three (3) working days prior to the meeting date to provide for inclusion in the agenda package.
- 6.02 The Agenda shall present the order of business for a meeting, as illustrated on Schedule "A", and may change by Resolution from time to time to meet the needs of Council.
- 6.03 The CAO will make every effort to email and/or distribute copies of the agenda and agenda package to Council members three (3) days prior to each regular Council or Standing or Special Committee meeting. Agendas, reports, and supplementary materials

that are received too late to be included with the agenda, or that are intended for Special Council meetings, will be made available as soon as reasonably possible.

- 6.04 A copy of the Agenda (see Schedule "A" for format) and all documents pertaining to the business listed on the agenda referred to in Section 6.03 of this Bylaw shall be placed in each Council Member's in-box, to be picked up by the Council Member, along with a digital copy to be emailed to the Council Member; and
- 6.04.1 a copy of the Agenda will be posted in the Town Office & Post Office; and
 - 6.04.2 upon request, sent to the local media.

6.05 A Public Council Package pertaining to the business listed on the agenda, but not containing any confidential information, may be posted on the Town Website at the same time as the documents circulated as per Section 6.04 of this Bylaw.

- 6.06 Council must vote to adopt the agenda prior to transacting other business and may:
- 6.06.1 add new items to the agenda by Resolution; or
 - 6.06.2 delete any matter from the agenda by unanimous vote.

- 6.07 The CAO must prepare Council minutes which will include:
- 6.07.1 all decisions and other proceedings;
 - 6.07.2 the names of the Council Members present at and absent from the meeting;
 - 6.07.3 topics presented to Council, who presented and who seconded the motions, and whether the Resolution was carried or defeated;
 - 6.07.4 when a recorded vote is called, the names of the Council Members voting for, against, or abstained from voting on the Resolution and of those who are absent for the vote;
 - 6.07.4 any abstention pursuant to a declaration of pecuniary interest made under the *Municipal Act* by any Council Member and any other abstention permitted by statute; and
 - 6.07.5 the signatures of the Presiding Officer, and the CAO or designate.

- 6.08 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, Council must:
- 6.08.1 pass a Resolution to amend the minutes; and
 - 6.08.2 adopt the minutes as amended, or
- if there are no errors or omissions, Council must adopt the minutes as circulated.

6.09 Copies of the approved and adopted minutes shall be open for inspection by any person and that person may make copies of those minutes on the payment of a fee set out in the current *Fees & Charges Bylaw*.

7. Control and Conduct of Meetings

- 7.01 Subject to the *Municipal Act*, the Chair shall preside over the conduct of the meeting and:
- 7.01.1 shall maintain order and preserve the decorum of the meeting;
 - 7.01.2 shall decide points of order without debate or comment other than to state the rule governing;
 - 7.01.3 shall determine which member has the right to speak;
 - 7.01.4 shall rule when a motion is out of order; and

- 7.01.5 may call a member to order.
- 7.02 When the Chair is called upon to decide a point of order or practice, the point shall be stated clearly and without unnecessary comment, except to cite the rule or authority applicable to the case.
- 7.03 When any person, including a member, is addressing Council, that person shall:
- 7.03.1 identify themselves;
 - 7.03.2 not shout or immoderately raise their voice, or use profane, vulgar, or offensive language;
 - 7.03.3 not speak on matters other than the matter before Council;
 - 7.03.4 not denigrate any person, staff, or member of Council; and
 - 7.03.5 obey the rules of procedure of the Council.
- 7.04 If any person, member, or officer acts contrary to Section 7.03 of this Bylaw, that person, member, or officer shall be immediately censured by the Chair, and it shall be recorded in the minutes of the meeting of Council.
- 7.05 If any person, member, or officer acts contrary to Section 7.03 of this Bylaw twice in a meeting of Council the person, member, or officer shall, on the order of the Chair, be escorted from the meeting and from Council Chambers.
- 7.06 No exclusion of a member shall be for more than the meeting in progress.
- 7.07 A member called to order by the Chair shall immediately cease speaking.
- 8. Inquiries and Responses**
- 8.01 Any Council Member may make an Administrative Inquiry through the CAO.
- 8.02 Council Members must not direct or interfere with the performance of any work for the Town. Council may provide general operational direction through the CAO, but Council Members must not give direct instructions to Town employees.
- 9. Motions**
- 9.01 No motion bringing a new matter before Council may be made while any other motion is pending.
- 9.02 A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.
- 9.03 All motions must be stated by the Chair prior to debate.
- 9.04 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without Unanimous Consent of all Council Members present at the meeting.
- 9.05 All motions must be put by the Chair before a vote is taken.

- 9.06 A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and, when brought back, it will take precedence over other new motions. Any Motion not addressed within six (6) months shall be lost.
- 9.07 A motion to Table is not debatable and takes precedence over all other motions connected with the motions being tabled.
- 9.08 If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.
- 9.09 A motion to adjourn is not debatable or amendable.
- 9.10 Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
- 9.11 The Chair may adjourn a meeting without a motion to adjourn.
- 9.12 A Council member may request that a motion be divided if it contains parts which stand as complete propositions. If approved by majority vote of Council to separate, Council shall vote separately on each proposition.

10. Voting

- 10.01 The Mayor, or Chair as the case may be, shall have the authority to vote as well as Council Members.
- 10.02 A motion will be carried when a majority of Council Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.
- 10.03 All motions introduced at a Regular or Special Council Meeting shall have a distinguishing number.
- 10.04 A motion is lost when the vote is tied.
- 10.05 Recorded Votes:
As per Section 209(4) of the Municipal Act, "If a recorded vote is demanded by a member of council, or more than a majority is required on a vote, the designated municipal officer must record in the minutes:
- (a) the name of each member of council who was present for the vote;*
 - (b) whether the member cast their vote in approval or disapproval;*
 - (c) the name of any member who was prohibited from voting by paragraph 193.02(1)(a); and*
 - (d) the name of any member who was excused by council from voting in that vote."*
- 10.06 *As per Section 208.02 of the Municipal Act, "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 shall constitute a quorum for the matter."*

- 10.07 Votes on all motions must be taken as follows:

- 10.07.1 the Chair must put the motion to the floor;
- 10.07.2 Council Members must vote by a show of hands; and
- 10.07.3 the Chair must declare the result of the vote.

10.08 After the Chair declares the result of a vote, Council Members may not change their vote for any reason.

10.09 From the time the question is put to the floor by the Chair, until the result of the vote is declared, Council Members must be silent except to provide their vote.

11. Rules of Governing Debate

11.01 The Chair will determine the speaking order when two or more Council Members wish to speak.

11.02 Council Members who have been assigned their turn to speak may only be interrupted by other Council Members including the Chair:

11.02.1 when a Council Member is discussing a subject and no motion is on the floor;
or

11.02.2 by an objection to the consideration of a motion.

11.03 A Council Member who is called to order must immediately stop talking but must be given an opportunity to speak before debate is closed.

11.04 Council Members must not:

11.04.1 speak disrespectfully of any member of any other governing body in Canada, or Council;

11.04.2 use offensive words in Council Chambers, or against Council, or any Council Member;

11.04.3 discuss a vote of Council, unless to move to reconsider, renew, or rescind;

11.04.4 break the rules of Council or disturb the proceedings; or

11.04.5 disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.

11.05 A Council Member may require that the motion being considered be read at any time during debate but must not interrupt a speaker.

11.06 Each Council Member shall be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit or end debate.

12. Conflict of Interest (Pecuniary Interest)

12.01 To confirm whether a member of Council has a Pecuniary Interest, the Chair or CAO shall reference Section 193 of the *Municipal Act*.

12.02 If a Council member has declared a Conflict of Interest in a matter before Council, as per Section 193.02 of the *Municipal Act*, the Council member shall leave the meeting room

while discussion and voting on the matter takes place. The members' withdrawal and subsequent return shall be recorded in the minutes.

13. Duties of the Chair

- 13.01 The Chair must preserve order and decorum and decide all questions of procedure.
- 13.02 When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for the decision.
- 13.03 If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Mayor, or in his or her absence, the Acting Mayor, or in the absence of both, any other Council Member to preside.
- 13.04 Anyone who is not a Council Member is not allowed to approach or to speak to any Council Member without the Chair's permission.

14. Disciplinary Procedures

- 14.01 The Chair may call to order any Council Member who is out of order.

15. Public and Private Meetings

- 15.01 Council and Council Committee meetings will be held in public, and no person may be excluded except for improper conduct.

15.02 Members of the public attending the meeting electronically must truthfully identify themselves in the name section of application or by turning on their video. Persons who do not comply with this requirement will be removed from the meeting.

- 15.03 Council or a Committee may, by Resolution, move *in-camera* to meet privately to discuss any confidential matter.
- 15.04 The only Resolution that can be passed in a Closed Session of Council is a Resolution to revert to open session.

16. Committee of the Whole

- 16.01 The Mayor will chair the Committee of the Whole.
- 16.02 Quorum of Committee of the Whole is a majority of Council Members.
- 16.03 Council may, by motion, move into the Committee of the Whole at any time during a Regular or Special Meeting of Council.
- 16.04 For clarity, any meeting, other than a Regular or Special Meeting of Council, to which all members of Council are invited to consider but not decide on matters of the Town's business, is a meeting of the Committee of the Whole.
- 16.05 Procedures in Committee of the Whole only differ from Council's in that:
 - 16.05.1 the proceedings will not be recorded; and
 - 16.05.2 no motions will be permitted.

17. Council Committees - General

- 17.01 The only standing Committee(s) of Council will be those defined by Bylaw.
- 17.02 Council may appoint special or *ad hoc* Committees of one or more Council Members to undertake specific tasks.
- 17.03 Council may appoint Council Committees comprised of Council Members, Town employees, or any other individuals to investigate and report to Council or a Standing Committee about any matter.
- 17.04 When any Special Committee or Council Committee is appointed, Council must:
- 17.04.1 provide a name of the Committee;
 - 17.04.2 establish Terms of Reference;
 - 17.04.3 establish the term of appointment, or direct that the special Committee or Task Force exists at the pleasure of Council;
 - 17.04.4 establish requirements for reporting to Council or a Standing Committee; and
 - 17.04.5 allocate any necessary budget or other resources.
- 17.05 All Council Members may attend any meeting of any Standing or Special Committee and participate in debate but only those Councillors assigned by Resolution of Council to sit on the Standing or Special Committee shall have authority to make motions or to vote.
- 17.06 Quorum of any Committee is a majority of members.
- 17.07 The Mayor is an *ex officio* member of all Council Committees. Council may also appoint the Mayor as an actual member of a particular Committee. If the Mayor is a member by virtue of office and is present at a Committee meeting, the Mayor must be counted to determine quorum and has all of the rights and privileges of the other Committee members including the right to make motions and vote.
- 17.08 All Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council.
- 17.09 Committees have the responsibility of analyzing all matters placed before them and submitting recommendations to Council on ways and means of dealing with these matters. In appropriate cases, Committees may submit matters to Council without recommendation.
- 17.10 Committee actions are not binding on the Town unless power to take such action has been specifically delegated to a Committee by Council.

18. Council Committees - Appointments

- 18.01 A member of Council may be appointed to a Committee even if the member is absent from the meeting at which the appointment is made.
- 18.02 The Chair & Vice-Chair will be selected according to the Terms of Reference (see Section 17.04 of this Bylaw).

- 18.03 Council will recommend appointments to Committees, and appointments of representatives to external organizations, unless otherwise specified in this Bylaw.
- 18.04 Recommendations for appointments will be based on the following considerations in the order listed:
- 18.04.1 the best interests of the Town;
 - 18.04.2 the convenience of members;
 - 18.04.3 the competence of members;
 - 18.04.4 willingness to serve; and
 - 18.04.5 the desires expressed by members.
- 18.05 Recommendations will be in the form of a nominating list which will be considered by Council Committee of the Whole in private. The nominating list may be amended by the consensus of Council. The nominating list, as amended, will be submitted to Council in public session for approval.
- 18.06 Unless specific rules for Committee procedures exist, Committees must follow the procedural rules of Council.

19. Bylaws

- 19.01 All proposed Bylaws must have a Bylaw number assigned by the CAO and a concise title indicating the purpose of the Bylaw.
- 19.02 The Bylaw number, and the short title of a proposed Bylaw, must be included on the agenda, and the CAO must provide all Council Members with a copy of the proposed Bylaw prior to any motion for first reading.
- 19.03 First Reading:
A proposed Bylaw must be introduced at a Council meeting by a motion that reads "That Council provide First Reading of Bylaw Number (specify the number assigned by the CAO) – (and citation of the bylaw) ". Council may hear an introduction of the proposed Bylaw from the Administration.
- 19.04 Second Reading:
After first reading has been given, any Council Member may move that "Bylaw Number (specifying the proposed Bylaw number) be read a second time". During discussion about the Bylaw for second reading, Council may move to Committee of the Whole to solicit discussion from the public.
- 19.05 Third & Final Reading:
After second reading has been given, any Council Member may move that "Bylaw Number (specifying the Bylaw number) be read a third & final time". During discussion about the Bylaw for third reading, Council may move to Committee of the Whole to solicit discussion from the public.

- 19.06 Any amendments to the Bylaw which are carried prior to the motion for third reading being presented will be considered to have been given first and second reading and will be incorporated into the proposed Bylaw. If amendments to the proposed Bylaw have been carried:
- 19.06.1 all Council Members must be given an opportunity to review the full text of the amendments, and
 - 19.06.2 during discussion about the Bylaw for third reading, Council may move to Committee of the Whole to solicit discussion from the public, after which;
 - 19.06.3 the Chair must put the question that "Bylaw Number (specify the Bylaw number), as amended, be given third reading".
- 19.07 As Section 218 of the *Municipal Act*, Council may not give a Bylaw more than two readings at a meeting.
- 19.08 If any reading of a proposed Bylaw fails, any previous readings are repealed, and the bylaw is considered quashed.
- 19.09 A Bylaw is effective from the beginning of the day it is given third reading and signed, unless the Bylaw or any applicable statute provides for another effective date.
- 19.10 The Mayor or Presiding Officer must sign, and the CAO or person acting as CAO, at the meeting must sign and seal the Bylaw as soon as reasonably possible after third reading is given.
- 19.11 Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw, unless another method is specifically authorized by statute. Attached schedules of a Bylaw may be amended by Resolution, if authorized in the Bylaw.

20. Public Hearings and Delegations

- 20.01 Public Hearings: When a matter is on the agenda of a regular or special council meeting for the purpose of a public hearing, any individual or delegation may appear without notice.
- 20.02 Public Hearings: The Chair shall call three (3) times for appearances from the gallery and, should there be no appearances, the chairperson shall declare the public hearing closed.
- 20.03 Public Hearings & Delegations: Council may:
- 20.03.1 determine whether to hear the person, or an individual authorized to speak for the person; or
 - 20.03.2 hear the person and refer the matter to a Committee or Administration; or
 - 20.03.3 consider a motion on the subject matter of the presentation in accordance with the Order of Business.
- 20.04 Public Hearings & Delegations: A person may only address Council at any other time during a meeting if the Councilors present unanimously agree.

- 20.05 Public Hearings & Delegations: Upon the direction of the Chair, any person disrupting the proceedings of Council shall be removed from Council Chambers.
- 20.06 Delegations: If a person wishes to speak to Council or a Committee as a delegation (on any matter for which a hearing is not required by statute) that person must notify the CAO and must state the reason for the request to speak, no later than Noon on the day of the scheduled meeting. After receiving the request to speak, the CAO will present the matter under the delegation portion of the appropriate agenda for consideration by the Council or Committee as the case may be.
- 20.07 Delegations: Persons or Delegations addressing Council shall state their name and purpose of their presentation.
- 20.08 Delegations: Delegates to standing Committee meetings may speak to any topic during the delegations section of the agenda and may be invited to participate in any discussion of the issue on the individual standing Committee agenda.
- 20.09 Delegations: The Chair may limit the time of speaking to five (5) minutes for any individual or delegation appearing before Council or Committee.
- 20.10 Delegations: Upon being recognized, a member may direct questions to a delegate or to Administration, but at no time shall a Council Member, a delegation, or Administration enter into a debate during the delegation section of the agenda.

21. Communications

- 21.01 Any written or email communication intended for Council or a Committee which reaches the CAO must:
- 21.01.1 be legible and coherent;
 - 21.01.2 be signed by at least one (1) person who provides a printed name and address;
 - 21.01.3 be on paper; and
 - 21.01.4 not be libelous, impertinent, or improper.
- 21.02 If the requirements of Section 21.01 of this Bylaw are met, the CAO shall:
- 21.02.1 prepare a direct response if appropriate;
 - 21.02.2 if the topic relates to an item already on an agenda, the CAO shall deliver a copy of the communication to Council Members with the agenda or at the meeting;
 - 21.02.3 send a copy of the communication or a summary of it to all Council Members;
 - or
 - 21.02.4 take any other appropriate action on the communication.
- 21.03 If the requirements of Section 21.01 of this Bylaw are not met, the CAO may file the communication, or dispose of it, unless the CAO determines the communication to be libelous, impertinent, or improper, in which case the CAO must summarize the communication and inform Council that it is being withheld.
- 21.04 The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

21.05 Council may:

- 21.05.1 direct that any communication being withheld under Section 21.03 of this Bylaw be forwarded to Council; or
- 21.05.2 refer any communication to the Administration or a Committee for a report or recommendation; or
- 21.05.3 give other instructions on the communication; or
- 21.05.4 consider motions on the substance of the communication.

21.06 Any matter required to be brought to Council, by way of petition, must be supported by a petition that complies with the *Municipal Act* or other applicable legislation.

22. Use of Information

22.01 There is an expectation that Council Members will make reasonable and informed decisions on matters before Council. In their decision-making process, Council Members are also privy to information that may at times be confidential or controversial. Council members need to:

- 22.01.1 Be aware of and observe the provisions of the *Municipal Act* and the *Yukon Human Rights Act* relating to the treatment of confidential information;
- 22.01.2 Be aware that they are only entitled to access information relevant to a matter before Council;
- 22.01.3 Be mindful that except on matters before Council, they enjoy the same access rights to information as any other member of the community;
- 22.01.4 Be prudent in the use of information that they acquire as Council Members, particularly with respect to confidential information;
- 22.01.5 Observe and adhere to any specific policies that Council has on the use of Council information;
- 22.01.6 Be careful not to use information in a way that can be detrimental to others; and
- 22.01.7 Be careful not to use confidential Council information to gain advantage for themselves or for any other person, or in a way that can be detrimental to any person or body or to Council as a whole.

23. Effective Date

23.01 Bylaw 2007-05 shall be repealed.
Bylaw 2012-10 shall be repealed.

23.02 This Bylaw shall come into effect upon Third and Final Reading.

READ A FIRST TIME this 23rd day of January 2024

READ A SECOND TIME this ____ day of _____, 2024

READ A THIRD TIME and finally passed this ____ day of _____, 2024

Jack Bowers, Mayor

Larry Baran, CAO

(seal)

Schedule "A" - Agenda Format



Agenda Town of Faro Regular Council Meeting (date), At 7:00 p.m. Council Chambers

1. CALL TO ORDER
2. ADOPTION OF AGENDA
 - 2.1. Adoption of the Agenda
 - 2.2. Declaration of Pecuniary Interest
3. DELEGATIONS & HEARINGS
4. BUSINESS ARISING FROM DELEGATIONS & HEARINGS
5. ADOPTION OF MINUTES
6. FINANCIAL
 - 6.1 Finance Report
7. REPORTS
 - 7.1 Mayor's Report
 - 7.2 Council Reports
 - 7.3 Committee Reports
 - 7.4 Administration's Reports
 - 7.4.1. Chief Administrative Officer
 - 7.4.2. Operations Manager
 - 7.4.3. Manager of Recreation and Culture
 - 7.4.4. Fire Chief
8. BYLAWS
 - 8.1 Bylaw 20xx-xx
9. NEW & UNFINISHED BUSINESS
10. CORRESPONDENCE FOR INFORMATION (OUT & IN)
11. IN-CAMERA
12. ADJOURNMENT

Schedule "B" - Agenda Format



Agenda Town of Faro Committee of the Whole Meeting (date), At 7:00 p.m. Council Chambers

1. CALL TO ORDER
2. ADOPTION OF AGENDA
 - 2.1. Adoption of the Agenda
 - 2.2. Declaration of Pecuniary Interest
3. DELEGATIONS
4. BUSINESS & HEARINGS
5. CORRESPONDENCE FOR INFORMATION (OUT & IN)
6. PUBLIC QUESTION PERIOD
7. IN-CAMERA
8. ADJOURNMENT



Town of Faro Memorandum

To: Mayor & Council

February 4, 2025

From: Larry Baran, CAO

Re: Zoning Bylaw Review

With the Official Community Plan (OCP) project being completed in late 2024, Faro is now required to revisit the Zoning Bylaw. As Council may understand, while the OCP is an overarching generalized document to set forth the long-term plans for development and growth in the community, the Zoning Bylaw covers the actual details of what or how development is permitted to take place in the various areas or zones of the community.

While the OCP includes generalized maps for the zones, the Zoning Bylaw contains more detailed mapping and includes the construction details, like building setbacks. The Zoning Bylaw details developments that are approved for the zone and as well as those discretionary developments that must first be approved by Council.

Council chose not to significantly restructure the zoning designations, but to keep the zoning designations generally the same, so the Zoning Bylaw rewrite will require significantly less time.

Elevator Yukon was the consultant that led Council through the OCP process, so I have asked them for a quote to lead Council through the Zoning Bylaw review process. Council should also be aware that the funding for this project has already been secured. *(see quote attached)*

Administration recommends that Council accept this quote and start the process to complete the Zoning Bylaw review this Spring in advance of any significant 2025 property development.

Suggested Motion of Council:

If Council supports this recommendation, a proposed Motion of Council might be worded as follows:

That Council accept the January 13, 2025 proposal by Elevator Yukon, as reviewed during the January 14, 2025 Regular Council Meeting, for a Zoning Bylaw rewrite and direct Administration to commence this project immediately.

_____ as presented.

_____ with amendments of:

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Any Opposed?

Carried/Defeated



Town of Faro Memorandum

To: Mayor & Council

February 4, 2025

From: Larry Baran, CAO

Re: Authorization for Travel - Mayor to Attend Chiefs & Mayors Forum

Bylaw 2017-05 is the Council Indemnity Bylaw, and Section 3.8 reads *"In addition to the monthly indemnity, a member may be compensated for extraordinary expenses, or for travel outside of the municipality, subject to the approval of council by resolution, having regard for the requirements of Bylaw 2014-10, the "Travel and Personal Expenses Bylaw" or successor legislation."*

Therefore, for Mayor Bowers to attend the February 19th Chiefs & Mayors Forum in Whitehorse, Council must authorize the travel for him to be reimbursed for these costs.

The Association of Yukon Communities (AYC) has been working in coordination with Community Services to facilitate these valuable meetings in hopes of creating greater communication between the incorporated municipal governments, non-incorporated regional communities, and recognized First Nations communities. It is AYC's intent to facilitate 2 or more of these meetings annually.

Rather than have Administration present a Travel Authorization for each of the anticipated eight (8) or more sessions over the next four years, Administration respectfully requests that Council consider providing one (1) resolution for Mayor Bowers to attend all Chiefs & Mayors Forum meetings for this 2024 to 2028 election term.

Suggested Motion of Council:

If Council supports this recommendation, a proposed Motion of Council might be worded as follows:

Resolution # _____

THAT Council also provide travel authorization for Mayor Bowers, or the delegated alternate, to attend all Chiefs & Mayors Forum meetings during this 2024 to 2028 election term.

_____ as presented.

_____ with amendments of:

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Any Opposed?

Carried/Defeated



Town of Faro Memorandum

To: Mayor & Council

February 4, 2025

From: Larry Baran, CAO

Re: Set Additional Dates for Budget Discussions

Administration appreciates that Council has set the evenings of February 11th and 13th aside for the initial budget discussions, but we respectfully ask for at least two (2) more evenings to be also set aside.

As Council completes these first round of discussions, on February 11th & 13th, it will become more apparent why we are asking for these additional dates. As experience has demonstrated in years past, Councils seldom are able to review a full department in one evening (e.g.: Public Works, Recreation, or Administration) because there is so much detail to review & discuss. Then, as Council makes decisions, it then takes time for Lenka to enter those changes in the appropriate spreadsheets and for the impact of those decisions to be known on the overall budget.

As Council comes closer to finalizing the 2025 Operating Budget, and 2025–2028 Capital Budget, Council may choose to host a Special Council Meeting where the budget bylaws are presented for 1st & 2nd Reading, and where the budgets can be reviewed greater in detail with the public.

Suggested Motion of Council:

If Council supports this recommendation, a proposed Motion of Council might be worded as follows:

Resolution # _____

That Council set _____ & _____ as additional dates for Council & Administration to review and discuss the 2025 Operating and Capital Budgets.

_____ as presented.

_____ with amendments of:

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Any Opposed?

Carried/Defeated



Town of Faro Memorandum

To: Mayor & Council

February 4, 2025

From: Larry Baran, CAO

Re: Fees & Charges Bylaw - Renovation Tipping Fees

In mid-2024, Council advertised the sale of the residential property & house located at 245 Dawson Drive (Lot 63) by RFP, and the property sale was completed by late Fall.

Council will remember that this residential property has been vacant for decades and requires a significant renovation to be occupiable again, so Council was pleased when the property was sold, and renovations could begin.

The original RFP included a clause that read: *"Depending on the proposal, Council may entertain a fee reduction of landfill tipping fees, for demolition materials resulting from a proposal renovation or replacement."* The RFP that was proposed and accepted by the Selection Committee did NOT include a proposal for a fee reduction on demolition materials. However, as the purchaser has now begun renovations, and is slowly taking materials to the landfill, it has become apparent that the costs associated with the landfill accepting those materials is going to be significant due to the wording of the Fees & Charges Bylaw.

According to the Fees & Charges Bylaw – Schedule "A", current tipping fees for an *"owner of Faro residential property without an account at the Town"* is \$100 per load.

It is important to note that, in this instance, the purchaser is renovating this residential property to be a personal residence. In comparison, if another local resident is living in their home, and decides to complete a renovation, the Town would waive those demolition material fees as per the Fees & Charges Bylaw.

In this instance, though, the purchaser is living in a local rental unit while completing the renovation on Dawson nor does he have water/sewer services connected at this time, so he has no active utility account with the Town.

To resolve this situation, Administration proposes that the purchaser open an ACTIVE residential utility account and pay the quarterly billing fees, but NOT turn on the water at this time. Council could also direct Administration to amend the wording of the Fees & Charges Bylaw to allow for flexibility in waiving tipping fees where people completing their own construction work on their own residential property and have an active utility account with the Town.

(See proposed resolution on next page)

Suggested Motion of Council:

If Council supports this recommendation, a proposed Motion of Council might be worded as follows:

That Council direct Administration to amend and provide clearer wording in the Fees & Charges Bylaw to allow for the consideration of waiving of tipping fees in support of homeowners completing their own residential renovations.

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Any Opposed?

Carried/Defeated