



Agenda
Town of Faro Regular Council Meeting
August 19, 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 Livestock Special Permit Application – 519 Douglass Drive
 - a) Application
 - b) Recommendation to Council
 - i. Sample Letter Notice re: Special Meeting
 - ii. Notice Distribution – Douglas Drive – Yates – 150 m map
 - c) Response Emails:
 - i. Douglas Tutty – Response email July 31, 2025
 - ii. Matthew Went – Response email August 1, 2025
 - iii. BangChong Chen and Fenhua Li – Response email August 12, 2025
 - iv. Traci Morgan - Response email August 7, 2025
 - v. June Hampton - Response email August 13, 2025
4. BUSINESS ARISING FROM DELEGATIONS & HEARINGS
5. ADOPTION OF MINUTES
 - 5.1 Minutes of the April 17, 2025, Special Meeting of Council
 - 5.2 Minutes of the July 18, 2025, Special Meeting of Council
 - 5.3 Minutes of the July 22, 2025, Regular Meeting of Council
6. BUSINESS ARISING FROM MINUTES
7. FINANCIAL
 - 7.1 Finance Report
8. REPORTS
 - 8.1 Mayor's Report
 - 8.2 Council Reports
 - 8.3 Administration's Reports
 - 8.3.1. Chief Administrative Officer
 - 8.3.2. Operations Manager
 - 8.3.3. Manager of Recreation and Culture

9. BYLAWS

- 9.1 Bylaw 2025-06 - A Bylaw to provide for the acquisition of Lot 42 Faro, YT, Plan 31525 in the Town of Faro

10. UNFINISHED BUSINESS

- 10.1 Reconsideration of Resolution 25-054 re: Landfill Tipping Fees for demolition of Roman Catholic Church in Faro
- 10.2 Leave of Absence – Councillor Wendy Michell-Larocque

11. NEW BUSINESS

- 11.1 Recommendation to Council re: Procedural Bylaw updates
- 11.2 Recommendation to Council re: Strategic Planning Process
- 11.3 2026 Advertising / Promotional Activities

12. CORRESPONDENCE FOR INFORMATION (OUT & IN)

- 12.1 Letter from Metrix Group re: 2024 Management Letter
- 12.2 Faro Golf Club – Thank you letter
- 12.3 AYC Lobbying:
 - a) Response letter from the Minister of Economic Development to the Association of Yukon Communities re: Strengthening Yukon's Municipal Workforce Capacity
 - b) Response letter from the Minister of Community Services to the Association of Yukon Communities re: Standardized Municipal Election Administration
 - c) Response letter from the Minister of Health and Social Services to the Association of Yukon Communities re: Interdepartmental Information Sharing to Support Vulnerable Persons
 - d) Response letter from the Minister of Community Services to the Association of Yukon Communities re: Request to Increase and Index the Community Recreation Assistance Grant
 - e) Response letter from the Minister of Community Services to the Association of Yukon Communities re: National Building Code
 - f) Response letter from the Minister of Community Services to the Association of Yukon Communities re: Support for Fire Marshal's Office
 - g) Response letter from the Minister of Community Services to the Association of Yukon Communities re: Strengthening Emergency Management, Fire Service, and EMS Support

13. PUBLIC QUESTION PERIOD

14.IN-CAMERA

- 14.1 Employment Matter – in accordance with Municipal Act Section 213 (3)(b)(iii)
- 14.2 Employment Matter – in accordance with Municipal Act Section 213 (3)(b)(iii)
- 14.3 Property Sale Matter – Lot 19-1, 19-2, 19-3 (Ogilvie Cres) - in accordance with Municipal Act Section 213 (3)(b)(v)
- 14.4 Property Sale Matter – Lot 258 (605 Yates) - in accordance with Municipal Act Section 213 (3)(b)(v)

15.ADJOURNMENT



TOWN OF FARO

APPLICATION FOR SPECIAL PERMIT FOR LIVESTOCK

OWNER INFORMATION

Permit Holder's Name(s): Taylor Fetterly
 Owner's Name (s): Taylor Fetterly
 Street Address or Lot: 519 Douglass dr.
 Mailing Address: Box 224
 Phone Number: 335 6966 E-Mail: taylor-fetterly@hotmail.com
 Alternate or Emergency Contact: _____

ANIMAL INFORMATION

Number of Animals: 1 Species: Goat
 Description: Brown
 Being raised for: ☐ Eggs ☐ Meat ☒ Other (describe) Pet

Sketch or plan of proposed enclosure attached:

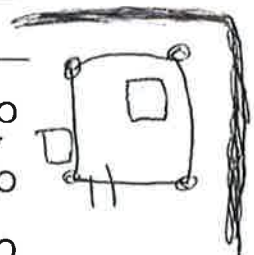
☐ YES/ ☐ NO

Information of care and maintenance attached:

☐ YES/ ☒ NO

Verification from neighbours within 150 m of subject property

☒ YES/ ☐ NO



PERMIT INFORMATION

Fee Paid: \$ 75

Issued by: _____
 (an Officer as defined under the Bylaw)

Officer Comments: _____

Date: _____

Signature of Applicant _____

THIS PERMIT IS ISSUED ONLY TO THE PERMIT HOLDER LISTED HEREON AND IS NOT TRANSFERRABLE

STATUTORY DECLARATION

I/We Taylor Fetterly do solemnly declare that we have read and understood the provisions of the Town of Faro's Animal Control Bylaw and do authorize an Officer to enter my/our property to inspect the enclosure or otherwise enforce such provisions as provided for under Section 8. of the Bylaw and shall cooperate with an Officer carrying out their duties. I/We also understand that provisions of the Town of Faro's Zoning Bylaw may further regulate the placement and size of a enclosure on our property, and that we must remain in compliance with both of these Bylaws and any other applicable act or regulation at all times or this permit may be revoked.

Taylor Fetterly
 Signature(s) of Owner (s)

Taylor Fetterly
 Signature(s) of Applicant(s)

Keeping it short and sweet July 22/25

This is a letter asking for my closet neighbours consent to having a pet goat named Bert living in my back yard.

Bert is micro chipped and booked to be neutered this fall. As I don't have direct neighbours other than Lennie (Yukon housing is empty, June moved and Darryls house is empty) I have asked Cody and wife Traci and Barb for their permission, as they are kitty corners kinda to my property.

Hope this is all that's needed

Thanks Taylor Fetterly

519 Douglass drive

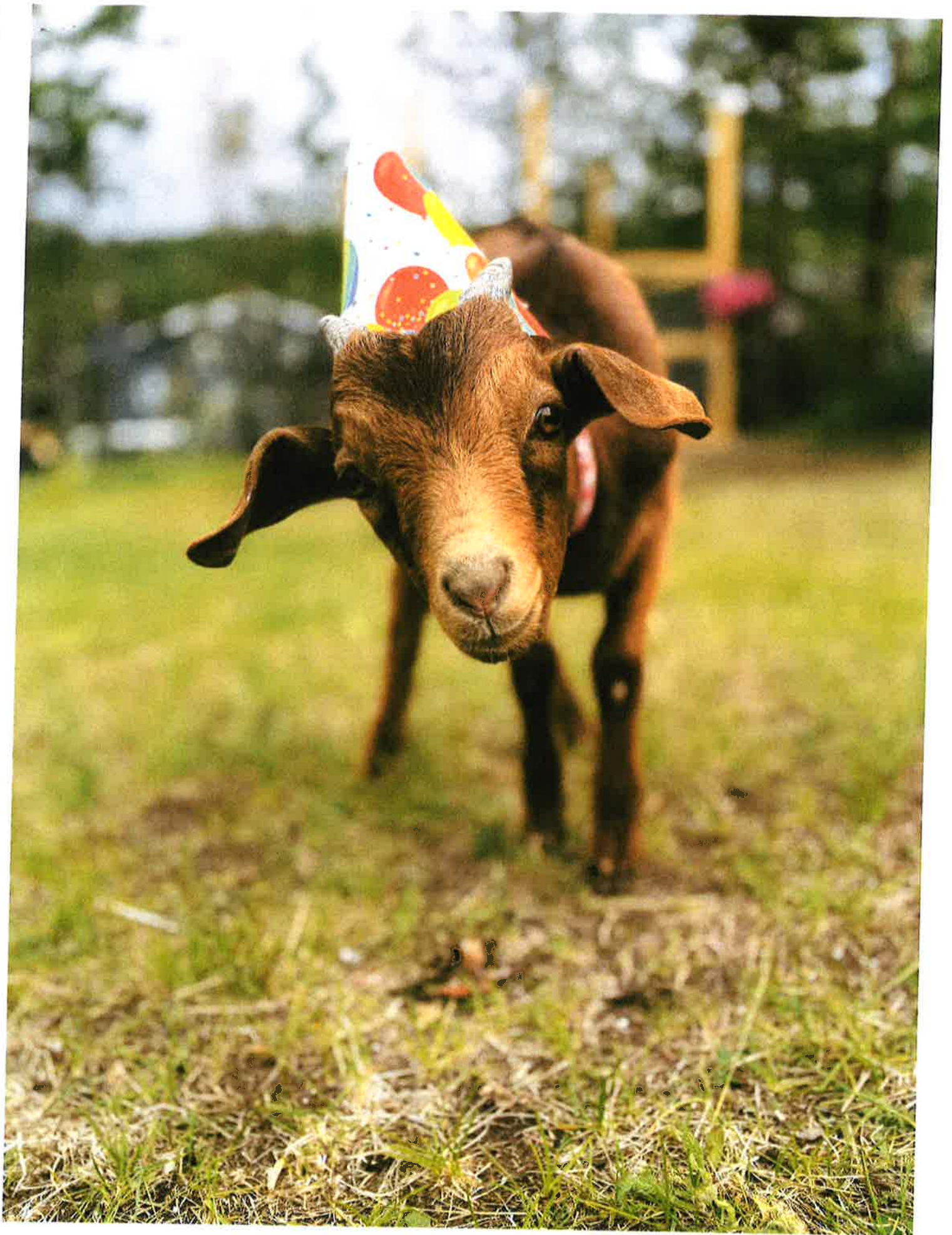
I give my consent for Taylor Fetterly to own Bert

Traci Morgan (Traci Morgan)

Cody Schmidt (Cody Schmidt)

Eleni ta Under

Barb McClackey





Recommendation to Council

Re: Animal Control Bylaw 2016-05 – Livestock Special Permit

Date: July 29, 2025

Recommendation:

Subject to receiving input from the Property Owners identified below, if Council chooses to approve the issuance of a Livestock Special Permit to Taylor Fetterly for a goat to be housed at 519 Douglass Drive (Lot 321), the following permit conditions are recommended:

- Maximum of 1 goat permitted on the property.
- The goat pen / enclosure area must be maintained in a sanitary condition so as to not disturb the peaceful enjoyment of neighbouring property owners through the introduction of undesirable odour.
 - Complaints from neighbouring property owners may result in a \$75 fine, per offence, per day in accordance with Section 8.3 of the Animal Control Bylaw.
- The goat must not disturb the peaceful enjoyment of neighbouring property owners through the introduction of undesirable noise.
 - Complaints from neighbouring property owners may result in a \$75 fine, per offence, per day in accordance with Section 8.3 of the Animal Control Bylaw.
- Proof to be provided by the applicant that the goat has been neutered by no later than November 1, 2025
- Initial Permit timeline would be valid for 5-years and will be subject to review for compliance with the conditions and an on-site inspection by an Officer. If compliant, a renewable 5-year term for the permit would be recommended.
- In accordance with Section 8.9, the permit would not be transferrable to another owner, property or goat.

Property Owners within 150 m of the subject property have been sent notice of this matter, in accordance with section 8.4.6 of the Animal Control Bylaw. These properties are highlighted in yellow, while the subject property is identified in pink.

While Council can add a condition to the permit requiring that the applicant get 2/3 of these property owners to provide written consent of their approval, this is not being recommended since ownership and tenancy is subject to change and isn't binding on the Town's future issuance or renewal of the special permit.

Notices were mailed on July 28, 2025. A sample of the notice is attached.

Additional information provided by the applicant:

- Bert is 5 months old his life span is 10-15 years
- Bert's pen is 12' x 12'
- Bert's house is 6' x 6' and has about a 2' over hang roof out the front to provide shade and out door porch
- The pen is 7-1/2 feet from lot 322 and 8 feet from lot 301
- The pen isn't a permanent structure and follows all the rules and regulations set out by the Yukon Government and been approved for his housing development
- Bert has been through the Yukon Government's testing requirements and been micro chipped



P.O. Box 580, Faro, Yukon, Y0B 1K0

Phone: (867) 994-2728 • Fax: (867) 994-3154 • cao-faro@faroyukon.ca • www.faroyukon.ca

TOWN OF FARO

July 28, 2025

First Name, Last Name

Box ???

Faro, Yukon Y0B 1K0

RE: Livestock Special Permit – Application Review – August 19, 2025

To Mr. / Ms. Last Name

I am writing to inform you that the Council of the Town of Faro will be reviewing a Livestock Special Permit Application at their August 19, 2025 Regular Meeting of Council. The application is for a goat to be kept at 519 Douglass Drive.

In accordance with the Animal Control Bylaw #2016-05, I am providing you with notice that Council will be reviewing the application, since your property is within 150 m of the subject property.

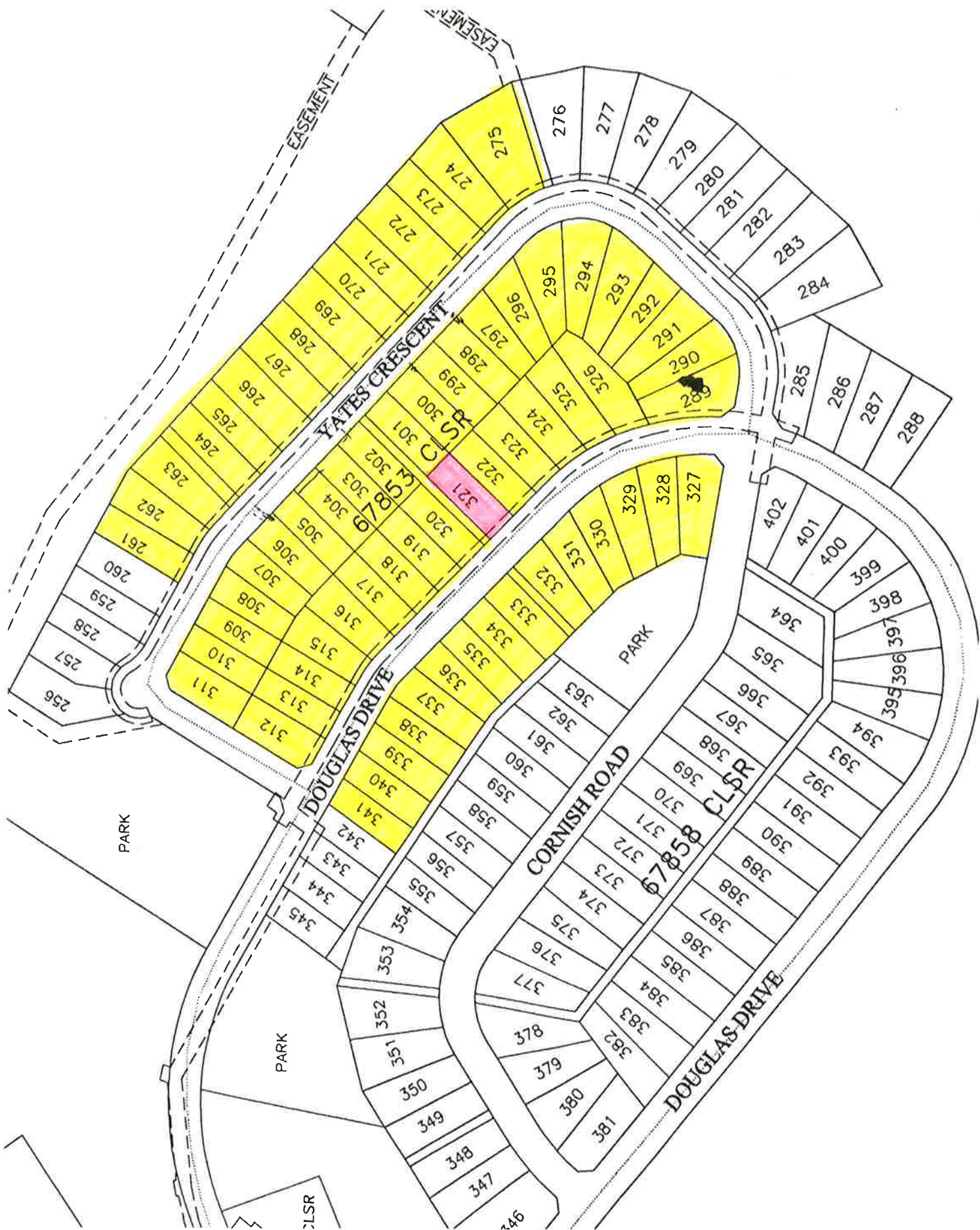
If you want to provide input, you may attend the Council Meeting being held on August 19, 2025 at 7:00 p.m. in Council Chambers, or you may submit your comments in writing for Council's consideration. Please note that written submissions will form part of the public agenda package. Please send written comments by email to: cao-faro@faroyukon.ca or by mail to our office.

The bylaw is located on our website at www.faro.ca. You may wish to review Section 8 - Livestock and Special Permits prior to the meeting to familiarize yourself with its terms.

If you have any questions regarding this letter, please contact me at 867.994.2728

Regards,

Kimberly Ballance
Chief Administrative Officer
Town of Faro



From: [Douglas A. Tutty](#)
To: [Kimberly Ballance](#)
Subject: Livestock Special Permit application for 519 Douglass Dr.
Date: July 31, 2025 3:23:35 PM

Hello Kimberly,

It seems that the Animal Control Bylaw 2016-05 didn't anticipate keeping a goat as a "Household Pet" (as defined in the bylaw) rather than as "Livestock" (raised for food or labour). I'm assuming the application is by Taylor Fetterly (who has posted on facebook her excitement of acquiring a goat) who acquired the goat as a pet, rather than for food or labour (I understand the goat is male, so milking isn't an option). No matter. Since the bylaw already has provisions for adequate confinement and managing of excrement, I don't see a problem with livestock in a residential area (however, I recognized the practical difficulties of meeting all the requirements, in a residential back yard, of keeping a bovine).

More generally, I would recommend an amendment to the bylaw to permit single or pairs of draft animals to include dogs or goats (under a new definition of "Draft Team" which is separate from "Dog Team" which is 3 or more dogs), or just "goats" to parallel the section on dogs (e.g. no more than 2), and to update the definition of "Household Pet" to include goats not kept for meat.

In any event, I am in full support of permitting a goat at 519 Douglass Dr. pursuant to the other requirements of the bylaw.

Thank you,

Douglas.

=====

Douglas Tutty, B.Sc.N.
508 Douglass Dr.
PO Box 233
Faro YT Y0B 1K0
Ph/voice: 867-322-0984
Text: 867-687-3385
douglas.tutty@hushmail.com

From: [Matthew Went](#)
To: [Kimberly Ballance](#)
Subject: Livestock special permit
Date: August 1, 2025 4:17:36 PM

Good afternoon,

I am writing on behalf of my family (The Wents).

We reside at 530 Douglass Dr. Which is within the 150 meter limit (according to by-law 2016-05) of the application put forward for a special permit to keep "livestock".

My family and I are in support of the noted application. One of the best qualities of our community is that people are still free to do what they want on their property (within reason of course), which is significantly different than what is found in many other towns where rules and regulations are becoming increasingly prohibitive.

From my observations, there has been minimal extra noise created as a result of Bert's presence (the animal in question). I have not noticed any odour, nor any increase in the presence of wildlife in the neighborhood.

We believe that the permit in question is the same in nature to various other exceptions to the by-law which includes chickens and having a number of dogs exceeding what the by-law has laid out (in some cases by a significant number).

We believe that this special permit should be granted providing the owner has adequate protections in place to mitigate risk of wildlife dangers.

Thank you for your consideration.

Matthew Went on behalf of the Went family.

Get [Outlook for iOS](#)

From: [nuansn wen](#)
To: [Kimberly Ballance](#)
Subject: Objection to Livestock Special Permit – 519 Douglass Drive
Date: August 12, 2025 1:55:46 AM

Dear Council Members,

I am writing to express my opposition to the Livestock Special Permit application for a goat to be kept at 519 Douglass Drive.

As a nearby resident, I am concerned that keeping a goat in a residential area is not appropriate. Goats can be quite noisy, especially when they are hungry, lonely, or stressed, which can disturb the peace and quiet of the neighborhood. In addition, livestock in residential zones may lead to concerns about odor, cleanliness, and property value.

I believe that allowing livestock in this area sets an undesirable precedent and could negatively affect the living environment for surrounding residents.

Thank you for considering my concerns.

Sincerely,

BangChong Chen & FenHua Li

632 Yates crescent, Faro

From: [Traci M](#)
To: [Kimberly Ballance](#)
Subject: Livestock special permit: application review - Aug 19 2025 Council Meeting comment submission
Date: August 7, 2025 9:37:59 AM

Good morning Kimberly,

I have no concerns with the livestock special permit application regarding the housing of a goat at 519 Douglass Drive.

Best,
Traci

Kimberly Ballance

From: June Hampton <fireweed-one@hotmail.ca>
Sent: August 13, 2025 9:39 AM
To: Kimberly Ballance
Subject: Re: Animal Control Bylaw re application for keeping goat at 519 Douglass Drive

Thank you. My concern is that the goat will be secured so that it cannot escape as they can do severe damage to plantings.

Thank you. June Hampton, 526 Douglass

On 12/08/2025 5:15 p.m., Kimberly Ballance wrote:

> Hello June,
>
> It's near the bottom of this page (Bylaw 2016-05).
>
> https://us-west-2.protection.sophos.com?d=faro.ca&u=aHR0cHM6Ly9mYXJvLmNhL3AvYnlsYXdz&p=m&i=NWM1OGJkMWJiZmZiY2ExNmUyNTNhMzBl&t=bkY5b1RZRZRNFK4cGlycWVUN3BHN1c4YktyakJVWHh1SnFWSDJ6L3A2cz0=&h=55766ae49e8844418e6b044cda1fa6a7&s=AVNPUEhUT0NFTkNSWVBUSVYbj0x4JOwPewB3H1IgRq5w5szOXhVgfYrI06hIKT9b_A
>
> Hope this helps.
>
> Regards,
> Kimberly Ballance
> Chief Administrative Officer
> Town of Faro
>
>
> -----Original Message-----
> From: June Hampton <fireweed-one@hotmail.ca>
> Sent: August 3, 2025 01:54 PM
> To: Kimberly Ballance <cao-faro@faroyukon.ca>
> Subject: Animal Control Bylaw re application for keeping goat at 519
> Douglass Drive
>
> I have have spent ages on your website trying to find the applicable bylaw and having no luck. I
get individual references to specific items but not the actual bylaw. Please advise how to access this.
>
> Thank you
>
> June Hampton
>



**Town of Faro
Special Meeting Minutes
April 17, 2025, at 6:00 p.m.
Council Chambers**

PRESENT:

Mayor	Jack Bowers	Chief Adm Officer	Larry Baran
Councillors	Gary Jones	GM, Finance	Lenka Kazda
	Michelle Vainio	Ops Manager	Paul Medvid
	Neil Yee	Executive Assistant	Tracy Sawicki

Excused Wendy Michell-Larocque, Councillor
 Tina Freake, Mgr Rec & Culture

Public Present: 8 Public on Zoom: 0

1. CALL TO ORDER

Mayor Bowers called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

Note: A later version of the proposed agenda included Item 3.3 (an LOA for Councillor Wendy Michell-Larocque), which Council noted as not being on the initially posted agenda. Mayor Bowers noted that he would remove it and proposed to adopt the agenda as initially posted.

Resolution 25-152

Jones/Vainio

THAT the agenda for the April 17, 2025, Special Meeting of Council be adopted as initially presented.

Carried

3. NEW BUSINESS

3.1 Proposed Memorandum of Agreement – Boreal Engineering

Resolution 25-153

Vainio/Jones

THAT Council authorize Mayor Jack Bowers to sign a Memorandum of Agreement between the Town of Faro and Boreal Engineering Ltd for the lease of a portion of land on Lot 1027, with amendments as reviewed by Council.

Resolution 25-154

Jones/Yee

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

Carried

Representatives of Boreal Engineering and members of public provided their comments.

Resolution 25-155

Vainio/Jones

THAT Council do now revert into Regular Meeting of Council.

Carried

Vote called on Resolution 25-153

Carried

3.2 Development Permit for Boreal Engineering Ltd (Discretionary Use)

Resolution 25-156

Vainio/Yee

THAT Council approve the discretionary development of a batch plant on the portion of Lot 1027 to be leased from the Town of Faro by Boreal Engineering Ltd, and this approval shall be noted on the yet to be completed development permit.

Carried

Resolution 25-157

Yee/Vainio

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

Carried

No questions..

Resolution 25-158

Vainio/Yee

THAT Council do now revert into Regular Meeting of Council.

Carried

4. ADJOURNMENT

Resolution 25-159

Jones/Vainio

THAT the April 17, 2025, Special Meeting of Council be adjourned at 6:35 p.m.

Carried

Approved at the Special Meeting of
Council held on _____ by
Resolution # 25-____

Jack Bowers, Mayor

Michelle Vainio, Deputy Mayor
(In Absence of Larry Baran)



**Town of Faro
Special Meeting Minutes
July 18, 2025, at 1:00 p.m.
Council Chambers**

PRESENT:

Mayor	Jack Bowers	CAO	Kimberly Ballance
Councillors	Gary Jones	GM Operations	Mark Vainio
	Michelle Vainio		
Delegation	Gerald Curran, CIMCO		

1. CALL TO ORDER

Mayor Bowers called the meeting to order at 1:00 p.m.

2. ADOPTION OF AGENDA

Resolution 25-244

Vanio, Jones

THAT the agenda for the July 18 2025, Special Meeting of Council be adopted

3. DELEGATION

Resolution 25-245

Jones, Vanio

THAT Council do now move into Committee of the Whole for a presentation.

3.1 Gerald Curran, Cimco – New Ice Plant

Gerald provided information packages on artificial ice plant options for both a CO₂ Refrigeration System and an Ammonia Refrigeration System and reviewed the pros and cons of each system. He provided a technical overview of each system, discussed the electrical phase protection upgrades that would be required at the existing Arena site prior to this project being potentially implemented, timelines, costs, and the training for staff that would be required for operation of the plant and for safety purposes.

Gerald noted that the costs presented in the information packages exclude the electrical upgrades and foundation design / installation costs that would be required should Council decide to proceed with this project.

Resolution 25-246

Jones, Vanio

THAT Council do now revert into Special Meeting of Council.

This is a **DRAFT** Document until approved by Council.

4. BUSINESS ARISING FROM DELEGATION

Council discussed the potential funding sources that could be available for Ice Plant implementation and requested that Administration include the proposed Ice Plant project as part of the upcoming Strategic Planning discussions with Council, Staff and the community.

5. ADJOURNMENT

Resolution 25-247

Vanio, Jones

THAT the July 18, 2025, Regular Meeting of Council be adjourned at 1:43 p.m.

Approved at the Regular Meeting of
Council held on August 19, 2025 by
Resolution # 25-

Jack Bowers, Mayor

Kimberly Ballance, CAO



**Town of Faro
Regular Meeting Minutes
July 22, 2025, at 7:00 p.m.
Council Chambers**

PRESENT:

Mayor	Jack Bowers	Chief Adm Officer	Kimberly Ballance
Councillors	Gary Jones	A/Ops Manager	Mark Vainio
	Michelle Vainio	A/Executive Assistant	Trudy Amos

Delegation:

Public Present: 8 Public on Zoom: 2

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Resolution 25-248

Vainio, Jones

THAT the agenda for the July 22, 2025, Meeting of Council be adopted as presented.

Carried

3. DELEGATION

None.

4. BUSINESS ARISING FROM DELEGATION

None.

5. ADOPTION OF MINUTES

Resolution 25-249

Vainio, Jones

THAT the minutes of the June 03, 2025, Regular Meeting of Council be adopted as presented.

Carried

Resolution 25-250

Jones, Vainio

THAT the minutes of the July 08, 2025, Regular Meeting of Council be adopted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. FINANCIAL

Resolution 25-251

Jones, Vainio

THAT Council receive for information the Finance Officer's report, including the Payment Register Summary, and acknowledge the Cheque Register for the period July 03-16, 2025.

Carried

8. REPORTS

Mayor's Report

Mayor Bowers summarized his written Report.

Council Reports

Councillor Jones gave a verbal report.

Provided a summary of the Special Meeting held on July 19, 2025, with a CIMCO representative about a potential project for the supply and installation of a new ice plant for the Faro Arena.

The Golf tournament was a great time, 48 teams played.

Thank you to the many volunteers and the Town employees.

Councillor Vainio gave a verbal report.

People from all over attended the Golf Tournament. There were initially 56 teams signed up for the tournament without advertising. People come because they feel welcome in Faro.

The Gardening Department has been doing a great job.

Administration's Reports

Chief Administrative Officer

CAO Kimberly Ballance summarized her written report and responded to questions by Council.

Operations Manager

Acting Manager Vainio summarized his written Report and responded to questions by Council.

Advised that Public Works will be installing a new Hydrant on Ladue Crescent to improve coverage.

Will be working to update the mapping of infrastructure to improve the Maintenance & Upgrading Plan for the community.

Will need to purchase a new 2-post vehicle lift for the Public Works Shop in order to facilitate moving out of the old shop. Requested approval by Council for this purchase to proceed immediately.

The Electrical work on the generator continues at the Water Treatment Plant.

Resolution 25-252

Jones, Vainio

THAT Council authorize an expenditure to an upset limit of \$25,000.00 and the 2025 Capital budget be amended to reflect the initial cost of a 2-post Hydraulic lift.

Carried

Committee Meeting Minutes and Reports

Resolution 25-253

Vainio, Jones

THAT Council receive for information the minutes of the Joint Health & Safety Committee meeting for June 18, 2025.

Carried

9. BYLAWS

Nothing Presented.

10. UNFINISHED BUSINESS

Resolution 25-254

Vainio, Jones

THAT Council approves the execution of the employment agreement between the Town of Faro and Kimberly Balance.

Carried

Resolution 25-255

Vainio, Jones

WHEREAS Municipal Act section 183 states that the Council must establish the position of Chief Administrative Officer and must appoint a person or persons to the position, and,

WHEREAS Town of Faro Bylaw 2012-01, Municipal Act section 184 (1), and the Employment Agreement approved by resolution number 25-254 establish the position and duties of the Chief Administrative Officer;

NOW THEREFORE, BE IT RESOLVED THAT The Council of the Town of Faro appoints Kimberly Ballance to the position of Chief Administrative Officer, effective July 14, 2025.

Carried

Resolution 25-256

Vainio, Jones

THAT Council grant a leave of absence for Councillor Wendy Michell-Larocque for the regular Meeting held on July 22, 2025.

Carried

11. NEW BUSINESS

Resolution 25-257

Jones, Vanio

THAT Council acknowledges the current development on Lot 434, and the lack of development along the property line immediately against Lot 176; therefore, Council approves the development application for Lot 176, as proposed, and provides a relaxation of the side-yard setback requirement from 2 meters to approximately 1 meter between Lot 176 and Lot 434.

Carried

Resolution 25-258

Vainio, Jones

THAT Council approves rescheduling of the August 12, 2025, Regular Meeting to August 19, 2025.

Carried

Resolution 25-259

Vainio, Jones

THAT Council grant a leave of absence for Councillor Neil Yee for the regular Council Meeting held on July 22, 2025.

Carried

12. CORRESPONDENCE FOR INFORMATION (OUT & IN)

Nothing Presented.

13. PUBLIC QUESTION PERIOD

Resolution 25-260

Jones, Vainio

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

Carried

Resolution 25-261

Jones, Vainio

THAT Council do now revert into Regular Meeting of Council.

Carried

14. IN CAMERA

Resolution 25-262

Jones, Vainio

THAT Council do now recess for five minutes at 7:37 p.m. and reconvene *in-camera*.

Carried

In camera discussion

Resolution 25-263

Jones, Vainio

THAT Council do now revert into Regular Meeting of Council at 8:47 p.m.

Carried

15. ADJOURNMENT

Resolution 25-264

Vainio, Jones

THAT the 22nd day of July, 2025, Regular Meeting of Council be adjourned at 8:47 p.m.

Carried

Approved at the Regular Meeting of
Council held on August 19, 2025 by
Resolution # 25-_____

Jack Bowers, Mayor

Kimberly Ballance, CAO



**TOWN OF FARO
MEMORANDUM**

To: Mayor & Council, CAO
Date: August 13, 2025
From: Lenka Kazda, General Manager, Finance
Re: Report to Council Meeting August 19, 2025

Payroll:

07/23/2025	Town Employees	\$ 79,317.68	July 7 - 20, 2025, Pay Period
08/06/2025	Town Employees	\$ 59,903.41	July 21 - Aug 3, 2025, Pay Period
08/06/2025	Council Indemnities	\$ 5,664.70	July 1 - 31, 2025, Pay Period

Payment Register Summary July 17 – August 13, 2025

Administration	11,794.39
Environmental Services	60,830.53
Professional Fees & Remittance	86,424.72
PW and Gardening	51,624.29
Recreation and CRIC	12,486.46
Utilities	14,705.90
Total	237,866.29

Resolution: 25-____

THAT Council receive for information the Finance Manager's report, including the Payment Register Summary and acknowledge the Cheque Register for the period July 17 – August 13, 2025.

AND THAT Council receive for information the Draft Budget Analysis report for the period of January to July, 2025.

Moved: _____

Seconded: _____

Any discussion?

All in Favour?

Carried/Defeated



TOWN OF FARO MEMORANDUM

To: Mayor & Council

From: Kimberly Ballance, CAO

Re: CAO's Report to Council

August 15, 2025

New Zoning Bylaw

- Set a Special Meeting Date for a Zoning By-Law Workshop for Council – August 26, 2025 at 1:00 pm (~3 hours)

Infrastructure Mapping / Asset Management Planning (AMP)

- Working with Operations Manager to Update Infrastructure Mapping (CAD/GIS) for the purpose of Asset Management Planning / Maintenance and Upgrading Planning
- Working to acquire
 - as-built infrastructure updates for the Upper Bench from the Department of Community Services' Infrastructure Development Branch
 - access to the Department of Energy, Mines and Resources' Land Planning Branch's land tenure mapping to be utilized as the base layer
- Need to review existing AMP operational matters with Finance Manager

Municipal Appraisal / Insurance review

- Reviewing Suncorp Appraisal report from July 2024 in advance of municipal insurance policy review.
- Discussing insurance needs with Management Staff based on current operational procedures, policies, and programming.

Housing Accelerator Fund (HAF)

- Reviewed HAF program, Transfer Payment Agreement Terms, and progress to date. Completed update on the HAF page on the municipal website, distributed a general information package to the public (mailed August 12) and distributed a fact sheet about the first program being opened (posted online August 13 and mailed August 14). Applications for the first round are due September 19.

Employment Matters

- Set up interviews for Manager of Operations position. Update to be provided to Council following interview completion.

- In-depth review of the Collective Agreement with the International Union of Operating Engineers Local 115, in preparation for negotiations. Union Representative will be in Faro to negotiate during the week of September 15.

Potential Public Washroom development in Turnout (by the intersection of Mitchell Road & Campbell St).

- Discussions underway with Parsons and YG to develop public washroom facilities at this site. Additional information will be forthcoming.

Land Matters

- Working on lease renewals for the Fingers Site, Van Gorder Creek Falls Trail, Arboretum, and Ski Chalet.
- Potential purchase of additional land adjacent to the Landfill and Turnout (by the intersection of Mitchell Road & Campbell St) to include land currently being used by the municipality.

Action Items:

- Develop draft of the following for Council's consideration:
 - Procedural By-Law – update following discussion by Council
 - Procurement Policy – draft update underway in consultation with financial procedures.
 - Violence and Harassment in the Workplace Policy - consolidation and potential update of the two existing Policies in coordination with the Joint Health and Safety Committee
 - Communications Policy – new with inclusion of existing Media Policy; will include specific Social Media and communication accessibility sections.
 - Sale / Acquisition of Land Policy – new policy
- Re-organization of digital files to facilitate staff access to correct versions of approved Bylaws and Policies
- Initiate Strategic Planning Process following discussion by Council on process
- Initiate 2026 Budget Process with Management Staff



TOWN OF FARO MEMORANDUM

To: Mayor & Council

August 14, 2025

From: Mark Vainio, Operations Manager

Re: PW report to Council

Landfill/Bylaw – CAO is managing this area for the time being. HHW shed construction should be scheduled for completion soon. JD Loader is down for awhile. PW will bury garbage.

Roads – Gran A haul is complete. Before winter, I would like to upgrade Douglas Drive and prep for BST. YG will resist paying for this work, but the people on Douglas have been suffering too long. We'd like to see BST next year for Douglas & Yates as well as lower Douglas.

Wells – Wells are backfilled, compacted and concrete and fence should be installed soon. Mueller has completed Well 161 upgrades. We still need to rebuild this pump before winter. Contracting Mueller to install bleeders to our wells by mid-September. We want to control bleeders via SCADA.

Water – We installed a hydrant on Ladue Drive to accommodate the increased residences here. My bad as I should have included that with the YG property development project last year and passed on the cost to that project. We had a water service leak at 505 Douglas Drive at the water main. The bottom blew out of the Cc. Don't know why but probably factory defect. The CC was directly under a double culvert. The crew did the job with our Vactor in one day without removing the culvert. This was a minimum of 3 days using an excavator. I'm very proud of our crew and this demonstrates exactly why we bought a Vactor with Hydro-vac.

Property Development – Mueller is estimating the work on our Rec Centre ventilation and controls. Have pricing soon. New pool exhaust fans are on order and one month out. Mueller can do most things, but if they can't, they have specialist sub-contractors available to deal with them. ie HVAC balancing, instrumentation. I have a tremendous sense of comfort feeling that we're on the right track here. Contracted Mueller to install Campground power pedestals to bring Lapie up to code. Getting pricing to put power pedestals at Admin bldg. as well as inspect/repair vehicle charging station.

Pumphouse 3 Backup Generator – Generator work is complete with the exception of SCADA controls which for some reason appears to be a challenge. The automatics work as designed. Also, we'll have our VFD drives repaired and functional soon. Pricing a spare VFD drive for the floor. We still have many electrical and control issues that require attention in our Water system as well as our town buildings. We have a list on-line to keep Mueller working. Most of these smaller jobs could be fillers for when they are working in Town on other projects which will save us on travel/accommodation.

Gardening – Irrigation repairs are still underway. Fertilizer is onsite and we'll lay the fall fertilizer soon and have our spring application on hand for early application next year. Holding older students late to do brushing at Lagoons, Landfill and Cross Country Ski Chalet (paintball).

Reporting – 2024 Annual Reports for Regulators are all complete and were submitted before the end of July. No questions or concerns so far. Starting on our 2025 reports and developing files for submission.

FireSmart – Took awhile but I've finally confirmed the 2025/2026 application has been submitted. Will develop a work plan once funding is approved which should be very soon.

Outhouse – Parsons called a week ago saying they would no longer be involved in the planning of an outhouse for truckers at the pullout at the Landfill. Rob sent me what he had in mind for the project. It included running hot and cold water as well as heat. I'm not sure where this project stands though I was told we would be getting funding directly from CIRNAC.



TOWN OF FARO MEMORANDUM

To: Mayor & Council
Date: August 14, 2025
From: Tina Freake, Manager of Recreation and Culture

Seniors Programs and Events: We held a painting class on Saturday, August 9th, led by talented local artist Jackie Irvine. We held a planning meeting and have dates set for the next Seniors trip, scheduled for September 10-12. Activities have been selected in consultation with the seniors group, and it is looking like full few days in Whitehorse. Some activities will include glass blowing at Lumel, a tour and workshop at YukonStruct, Fireweed Market, and more.

Pool Programming: Pool staff are currently running their last set of swimming lessons and have programming set for the rest of the season. Our end of season pool party is scheduled for Saturday, August 23, and the last day the pool will be open will be Thursday, August 28th. We will be open during the first week of school and are encouraging rentals from Faro and Ross River school. Swim Yukon attended Faro on August 5 and 6 to deliver a Swim Camp. We had a good turn out, this was also a good opportunity for us to connect with them and discuss partnerships and events for the Pool for next season.

Summer Camp: Rec staff planned and led two successful day camps this summer: One a sports theme and the other an art theme. Both camps were very well-attended and received great feedback. We also partnered with Yukon University to offer a STEM camp. This camp was also well-attended, and their leaders did a great job.

Arctic Winter Games: The Arctic Winter Games 2026 is coming up –and they want *our community* to be part of the excitement. As part of the “AWG in YOUR Community” campaign, they will be in Faro on Thursday, Sept 25th. Their goal is to connect with youth, educators, and community leaders to celebrate the upcoming Games and ensure every corner of the territory feels involved and inspired. Each stop on the tour will include three exciting components: school visits to include mascot-led assemblies or classroom drop-ins as well as tailored educational programming for students, community engagement with visits to local landmarks and social media content to highlight your community's connection to the Games, and “AWG in YOUR Community” Event. This tour will promote team Yukon Tryouts and how athletes can get involved, Youth Ambassador Program opportunities for young leaders, Community Viewing Parties for

Games week, Sponsor Giveaways and engagement, Educational Tools for teachers and youth workers to bring the Games into the classroom/ rec centres

Towable Grill: We are currently working on seeking funding sources for this project. It would not be eligible for CDF or Lotteries funding. History: over the past few events, it's been observed that the barbeques that we currently use for most big town events have reached the end of their life. They are getting damaged from being moved around so much and dangerous to use.

Weight Room: We have developed and carried out a regular weight room maintenance plan and have some recommendations for equipment replacement. We have removed some equipment that were deemed unrepairable and have two items left to remove from the facility. Over the past year we have asked for feedback from our regular users, Parsons employees, local personal trainers, RPAY, as well as a trainer from Whitehorse. We feel that our recommendations for this project reflect the feedback we have received, as well as the needs of our facility. We are taking our time to develop a solid application that will include good quality, commercial level equipment. As part of this capital project plan, we are working on securing quotes and developing a proposal to CDF for the September 15th application intake. If our project is approved, we anticipate that with the application deadline, approval process, procurement process, this project will be completed early 2026. In the meantime, we would like to order 1-2 pieces of cardio equipment, as we are currently down to one low-functioning treadmill.

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

Final Reports: We are diligently submitting final reports (SARB, YDAP, NHFS and YIF). The final report for CDF for the Kettle Café project is in process. Our Canada Summer Jobs project is coming to a close soon, and we are working compiling information for the final report and surveys.

Community Development Fund (CDF) – Kettle Café Project: We are excited to announce that the Grand Opening for the new Kettle Café trailer was held on Wednesday, August 13th during the market at the CRIC. Our CDF Kettle Café projects is coming to a close; we're currently working on the final reporting and meeting all of the terms within our agreement. We are very happy with the new trailer and the opportunities this will bring to the youth in our community.

Yukon University: We have partnered up with Yukon University to offer training and mentorship opportunities for our youth. We have secured funding to assist with the costs of training, supplies and materials to be used for Kettle Café operations, Barista training opportunities, online courses, and workshops. As part of this project, we have secured an individual to come out to Faro to offer on-site training in barista and café operations. Rebecca was at the Rec Centre on Thursday, April 10th do offer the first training session. The training session was well-attended, we all gained valuable training and recommendations that will greatly assist us in running the Kettle Café. We are currently working on securing a date for the second training session, with anticipated dates for the end of August or early September. The second training session will conclude our youth project with YukonU, and we will then work on the final reporting process.

Participation: We were so excited to be named a national finalist in the **2025 ParticipACTION Community Challenge presented by Novo Nordisk** and winner of the **Yukon's Most Active Community** along with **\$7,500** to support physical activity and sport initiatives in Faro. Throughout June, Faroites showed up in a big way across all of our recreation offerings. We saw a major increase in attendance at our drop-in programs, including Try Rugby sessions, volleyball, basketball, and increased weight room use at the Rec Centre. We hosted Junior Golf Nights at the driving range and celebrated an All-Girls Softball Day, promoting inclusive access to sport. Twice-weekly rec Softball at our community ball diamonds brought residents of all ages. In addition, the Rec Centre provided a full calendar of low- and no-cost activities, including open swims, aquafit, lane swims, adult co/ed softball, and drop-in basketball and volleyball nights.

Campbell Region Summer Sports Program - Youth Investment Fund: Thanks to funding from the Youth Investment Fund, we were able to introduce a new initiative - The Campbell Region Summer Sports Program, which brought high-quality sports instruction to Faro. This added extra excitement to local programming and broadened access to sports like rugby, golf, lacrosse and softball. We also offered a Summer Sports Day Camp from July 22-25 that was well attended and provided a safe and fun environment for kids in the community.

The town also worked closely with multiple community partners to offer accessible, inclusive, and low-cost programs that removed barriers to participation.

Girls at Bat: One standout example is our partnership with the Jays Care Foundation and Softball Yukon to run Girls at Bat – an intro to softball/baseball program focused on empowering girls through sport. The Jays Care Foundation and Softball Yukon provided us with all of the equipment necessary along with new gloves and Blue Jays hats for each participant to keep! This initiative created a supportive space for female youth to be active and build confidence.

Junior Golf Nights: We also partnered with the Faro Golf Club to run Junior Golf Nights every other Thursday. Overall, the turnout was amazing with over 20 different kids/youth attending over the course of the summer. All equipment was provided, and the sessions were free, ensuring youth of all ages and skill levels could participate.

Rugby: Thanks to funding and equipment from the Yukon Rugby Federation, we offered free Try Rugby sessions on Monday evenings in June and July, introducing a new sport and drawing residents of all ages to the school field.



TOWN OF FARO BYLAW 2025-06

A Bylaw to provide for the acquisition of Lot 42 Faro, YT, Plan 31525 in 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 Section 265 (e) provides that Council may, by bylaw, acquire for municipal purposes any real property;

AND WHEREAS the Council deems it expedient to acquire Lot 42 Faro, YT, Plan 31525 for municipal/recreational purposes;

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 “**Lot 42 Property Acquisition Bylaw**”

2.0 Definitions

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

2.1 “Act” means the *Municipal Act*, revised Statutes of the Yukon 2002, Chapter 154, and associated regulations and amendments;

2.2 “Council” means the elected Council for the Town of Faro;

2.3 “Faro” means the municipal corporation of the Town of Faro.

3.0 Acquisition Terms & Conditions

3.1 This bylaw shall authorize Council of the Town of Faro to complete the purchase of real property, titled as Lot 42 Faro, YT, Plan 31525, from Yukon Government, Energy, Mines, & Resources for the acquisition price of one dollar (\$1.00).

3.2 The terms and conditions for this acquisition that shall bind Faro, now and into the future, are recorded as follows:

If at any time after the transfer of the Property to the Town, the Town begins to use the Property for any purpose other than a public purpose or transfers the Property to a third party, the Town will pay Yukon the amount of Three Thousand and One Hundred Dollars (\$3,100.00) at the time of the change in use, and such amount will be due and payable immediately.

Town of Faro

4.0 Effective Date

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

READ A FIRST TIME this ____ day of _____, 2025

READ A SECOND TIME this ____ day of _____, 2025

READ A THIRD TIME and finally passed this ____ day of _____, 2025

Jack Bowers, Mayor

Kimberly Ballance, CAO

**GOVERNMENT OF YUKON
PURCHASE AND SALE
AGREEMENT**

BETWEEN:

THE GOVERNMENT OF YUKON
as represented by the Minister of Energy, Mines and Resources
(“Yukon”)

AND:

THE TOWN OF FARO,
a municipal corporation constituted under the *Municipal Act*,
as represented by the Mayor and the Town Clerk
(the “Town”)

WHEREAS

- A. Yukon and the Town have identified certain lands that the Town wishes to obtain and use for a public purpose; and
- B. Section 78 of the *Lands Regulations*, OIC1983/192, authorizes Yukon to sell a lot or parcel to a municipality for nominal consideration if certain requirements are met.

THEREFORE, in consideration of the covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

1. Purchase

- 1.1. Yukon will sell to the Town certain lands located at Faro, Yukon, being Lot 42, Plan No. 31525 LTO, as set out in the attached sketch dated March 28, 2025 (the “Property”), at the purchase price and on the terms and conditions set out in this Agreement.
- 1.2. The Property is sold on an “as is, where is” basis.
- 1.3. The Town agrees to use the Property for a public purpose.

2. Purchase Price

- 2.1. The purchase price of the Property shall be one dollar (\$1.00).
- 2.2. If at any time after the transfer of the Property to the Town, the Town begins to use the Property for any purpose other than a public purpose or transfers the Property to a third party, the Town will pay Yukon the amount of Three Thousand and One Hundred Dollars (\$3,100.00) at the time of the change in use, and such amount will be due and payable immediately.

3. Goods and Services Tax

- 3.1 The Town agrees to pay any goods and services tax, payable in respect of the Balance, in accordance with the *Excise Tax Act* of Canada.

4. Completion

- 4.1. The sale will be completed on _____, 2025 (“Completion Date”).
- 4.2. The Property shall be transferred to the Town on the Completion Date.

5. Possession

- 5.1. The Town shall have vacant possession of the Property at 2:00 p.m. of the Completion Date.

12. Effective Date

- 12.1. This Agreement will be effective upon the signing of both Parties, and if signed on different dates, the latter of those dates.

IN WITNESS WHEREOF the Town has duly executed this agreement of purchase and sale under seal at the Town _____, Yukon this, _____ day of _____ 2025.

THE CORPORATE SEAL OF)
THE TOWN OF _____)
Was hereunto affixed in)
the presence of:)
)
)
)
)
)

Mayor)
)
)
)

Town Clerk)
)

IN WITNESS WHEREOF Yukon has duly executed this agreement of purchase and sale at the Town of Whitehorse, Yukon, this _____ day of _____ 2025.

Witness

Colin Urquhart
Manager, Client Services
Land Management Branch



Recommendation to Council

Re: Reconsideration of Resolution 25-054

Date: August 13, 2025

Recommendation:

That Council rescind Resolution 25-054, as approved at their March 3, 2025 Regular Meeting of Council, due to the change in the Diocese's plan for demolition of only a portion of the Catholic Church, rather than the entire facility.

That Council determine a % based rate reduction for waste delivered from this demolition, to easily operationalize fee collection for waste disposal site use.

Background:

Representatives from the Roman Catholic Diocese of Whitehouse attended the March 4, 2025 Regular Meeting of Council to discuss plans to replace the Catholic Church Building in Faro. Following the delegation, Council approved the following Resolution.

4. BUSINESS ARISING FROM DELEGATION

Resolution 25-054

Jones/ Michell-Larocque

THAT Council propose a flat-rate of \$60,000 for the landfill tipping fees resulting from the demolition of replacement of the Catholic Church in Faro by the Roman Catholic Diocese of Whitehorse.

Carried

The Diocese representatives have provided an update to the Town of Faro that demolishing the whole structure and building a log church in its place is no longer a feasible option given the restrictive nature of the National Building Code, rendering the project to be cost prohibitive. Instead they plan to demolish the portion of the building that is no longer used (the old rectory) and refurbish the remaining church building. A demolition permit has been issued and demolition work is imminent.

The Diocese representatives have requested an additional reduction in the tipping fees from the 50% reduction that was granted. They advised that funds are scarce and any further concession that the Town of Faro is able to provide would be appreciated.



Recommendation to Council

Re: Procedural Bylaw Update

Date: August 14, 2025

For Discussion:

It is recommended that the Town's current Procedural Bylaw 2007-05 (attached) be updated to reflect increased principles of:

- Good governance
- Transparency
- Accountability to the public
- Accountability from the public

Implementing standardized meeting procedures is helpful to Council's ability to make decisions effectively and efficiently. It also helps the public to understand Council, and therefore the Town of Faro's, decision-making process.

Following discussion of the recommendations by Council, the CAO will draft an updated bylaw for review by Council.

Recommendations for updates:

- Update Definitions
 - Meeting – to clarify that a meeting is an event where a quorum of Council and a Minute Taker is present, at a duly constituted meeting, for the purpose of advancing municipal business but would not include attendance at municipal conferences / public events.
- Delegations / Presentation
 - Add a delegation / presentation application form to the bylaw
 - Subsequently add this form to the website for submission electronically by members of the public.
 - Amend the timeline for submission of these applications to be the same as the agenda deadline (i.e. ~1 week prior to the meeting)
- Eliminate Committee of the Whole procedures during Regular and Special Meetings.

- Discuss a new process to permit public input through authorization by the Chair. Procedures should be developed for this purpose to ensure control of the Council Meeting is maintained.
- Update the procedure for calling a Special Meeting to improve transparency and ensure that all Council Members and the public are aware of the meeting, while retaining a relatively short timeframe to hold a Special Meeting to enable the municipality to respond to matters quickly.
- Eliminate the public Q&A session
 - Council should be permitted the same level of accountability by the public that it provides to the public. Members of the public should be required to provide the advance notice of matters they would like to discuss which would be through the delegation process.
- Reports from Members of Council
 - Council should clarify the purpose of this section and consider whether the purpose enhances / improves municipal decision-making and operations.
 - Is this for reporting on matters related to:
 - A Council Member's role on Council?
 - A Council Member's role as an appointee to a municipal board/committee?
 - A Council Member's role on a board/committee that they sit on as a member of the community?
 - A Council Member's personal opinion about something happening in the community or in the region?
 - A request information from Administration?
 - Other?
- Strengthen the Rules of Debate processes (speaking time, reconsideration etc)
- Improve Agenda preparation processes to provide better notice to Council and the public. (timelines, notice etc).
- Remove the appointment of a Deputy Mayor from the Procedural Bylaw and put it into a separate Appointment Bylaw.
- Amend In-Camera Meeting Procedures to provide increased transparency and accountability within Municipal Operations. (i.e. Closed Meeting Agendas and Minutes)

Submitted by: Kimberly Ballance, CAO

Procedures Bylaw # 2007 - 05

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TOWN OF FARO BYLAW 2007 – 05

A bylaw to provide rules governing the proceedings of council and the transaction of the business of council.

WHEREAS Section 217(1) of the *Municipal Act*, (R.S.Y. 2002), provides that council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and generally for the transaction of its business;

WHEREAS Section 217(2) of the *Municipal Act*, provides that no bylaw relating to council procedures shall be amended except under notice given in writing to the members of the council and openly announced at a regular meeting of council preceding the first reading of the amendment;

AND WHEREAS Section 190 of the *Municipal Act*, provides that council may establish council committees to consider matters referred to them by council, may appoint the members of the council committees, and may require reports of the findings or recommendations of the committees.

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

SHORT TITLE

1. This bylaw may be cited as the "**Procedures Bylaw**".

DEFINITIONS

2. In this bylaw:
 - (1) Whenever the singular, masculine or feminine is used in this bylaw it shall be considered as if plural, feminine or masculine has been used where the context of the bylaw so requires.
 - (2) "ADMINISTRATION" mean the employees of the town.
 - (3) "BUSINESS DAY" means a day on which the Town offices are open for business.
 - (4) "CHAIRPERSON" means the Mayor, Deputy Mayor or presiding officer who presides over council or committee meetings
 - (5) "COMMITTEE" means a committee appointed by council under Section 190 of the *Municipal Act* to provide advice and make recommendations to council as requested by council.
 - (6) "COMMITTEE OF THE WHOLE" means a committee of the whole council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting or the resolution to go in camera, may be passed.
 - (7) "COUNCIL" means the duly elected council of the Town of Faro.
 - (8) "COUNCIL COMMITTEE" means a committee or other body established by council under the *Municipal Act* that is made up of council members only.
 - (9) "IN CAMERA" means a meeting closed to the public as authorized by section 213(3) of the *Municipal Act*.

- (10) "MEETING" means a duly constituted regular or special meeting of council and any committee meeting of council where municipal business is conducted or issues are discussed.
- (11) "MEMBER" means a member of council, duly elected and continuing to hold office.
- (12) " MOTION" means a standard terminology used by council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions.
- (13) "*MUNICIPAL ACT*" means Chapter 154 of the Revised Statutes of the Yukon, 2002.
- (14) "PERSON" means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.
- (15) "TOWN" means the Corporation of the Town of Faro.
- (16) "TOWN MANAGER" means the Chief Administrative Officer or designate appointed in accordance with Section 183 of the *Municipal Act*.

APPLICATION

- 3. The following rules shall be observed and shall be the rules and regulations for the order and conduct of business in all regular or special meetings of council, all in camera meetings of council, all committee of the whole meetings and all council committee meetings.
- 4. Unless otherwise provided in the *Municipal Act* or this bylaw, The Robert's Rules Of Order Newly Revised, 2000/10th Edition as revised from time to time shall apply.

CONTROL AND CONDUCT OF MEETING

- 5. Subject to the *Municipal Act*, the chairperson shall preside over the conduct of the meeting and:
 - (1) shall maintain order and preserve the decorum of the meeting;
 - (2) shall decide points of order without debate or comment other than to state the rule governing;
 - (3) shall determine which member has the right to speak;
 - (4) shall rule when a motion is out of order; and
 - (5) may call a member to order.
- 6. When the chairperson 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. The chairperson may step down from the chair for the purpose of taking part in the debate, in which case the deputy mayor or other member may be called to take the chair.
- 8. When any person, including a member, is addressing council, that person shall:

- (1) not shout or immoderately raise his voice, or use profane, vulgar or offensive language;
 - (2) not speak on matters other than the matter before council;
 - (3) not denigrate any person, staff, or member of council; and
 - (4) obey the rules of procedure of the council.
9. If any person, member or officer acts contrary to section 8, that person, member or officer shall be immediately censured by the chairperson.
10. When a person, member or officer has been admonished by the chairperson, it shall be recorded in the minutes of the meeting of council.
11. If any person, member or officer acts contrary to section 8 twice in a meeting of council the person, member or officer shall, on the order of the chair, be excluded from the meeting and from council chambers.
12. No exclusion of a member shall be for more than the meeting in progress.
13. A member called to order by the chairperson shall immediately cease speaking.

Rules of Order Governing Council Meetings

14. A quorum shall consist of a majority of the whole council or, in the case of vacancies, a majority of the remaining members of council.
15. If a quorum of council is not present;
 - (1) within thirty (30) minutes after the time fixed for a regular or special meeting of council, the Town manager shall ensure the names of the council members present are recorded and council shall stand adjourned until the next regular or special meeting.
 - (2) within fifteen (15) minutes after the time fixed for a committee meeting, the meeting shall be re-scheduled.
16. If a member of council arrives late at a regular or special meeting or committee meeting, no prior discussion shall be reviewed for that member's benefit except with the unanimous consent of all members present at the meeting.

Conflict of Interest

17.
 - (1) Members are disqualified from being members of a municipal council where,
 - (a) being a shareholder, officer or director of a corporation, other than a society, that has dealings or contracts with the municipality, they vote at a meeting of the council on any question in relation to the corporation, or participate in the consideration of the question by the council, or
 - (b) being a member, shareholder, officer, or employee of a society that has dealings or contracts with the municipality, they do not declare their relationship to the society or not-for-profit corporation in a council meeting before voting on or participating in the consideration by council of any question in relation to the society, or

- (c) being a party to dealings or a contract with the municipality, or being a member of a partnership that has dealings or a contract with the municipality, they vote at a meeting of the council on any question in relation to the dealings or contract, or participate in the council's consideration of the question.
- (2) If a council member has declared a conflict of interest in a matter before council, the council member shall leave the meeting room while discussion and voting on the matter takes place. The members' withdrawal shall be recorded in the minutes.

Electronic Participation at Meetings

- 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 Town manager prior to 4:30 p.m. on the day of the meeting. Two members of council must be physically present to constitute a quorum.
- 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.
- 20. If technological problems prevent participation, the member shall be marked absent.
- 21. If communications are lost during the meeting and the member cannot be reconnected, the minutes will reflect when the member left the meeting.
- 22. Agenda packages shall be delivered to members participating electronically by weekend courier or electronically, whichever is the most efficient and least expensive method of doing so, as determined by the Town manager.
- 23. Delegations may participate electronically if they can arrange to do so at no cost to the Town.

Regular Meetings

- 24. The council shall hold its regular meetings on the first and third Tuesdays of each month in council chambers at the Town Office. 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 chairperson shall declare the meeting adjourned.
- 25. When the day fixed for a regular meeting of council falls on a legal holiday, the meeting shall be held on the following business day, which is not a legal holiday.
- 26. Council may, by resolution, postpone or cancel a regular meeting of council.
- 27. Council shall hold a minimum of one regular meeting of council per month.

Agendas

28. Notice for each meeting shall be given in the form of an agenda not less than forty-eight (48) hours prior to the time of the meeting.
29. With the exception of the delegations section of the agenda, no business other than that stated in the regular meeting agenda shall be transmitted at that meeting unless a resolution therefore is passed unanimously by all members present.
 - (1) An amendment to the delegations section of the agenda may be made by a resolution passed by a majority of all members present.
30. A copy of the notice and all documents pertaining to the business listed on the agenda referred to in section 27 shall be:
 - (1) placed in each member of council's in box to be picked up by the member of council;
 - (2) posted in the Town office and post office; and
 - (3) upon request, sent to the local media.
31. Documents pertaining to the business listed on the agenda shall be made available to the public at the meeting on the day and date specified and shall not be made available prior to such time.
32. Upon the council meeting being called to order by the Mayor, the following shall be the order of business on the agenda unless otherwise determined by unanimous consent of the members present at the meeting:
 - (1) Call to Order
 - (2) Adoption of Agenda
 - (3) Delegations & Hearings
 - (4) Business Arising from Delegations & Hearings
 - (5) Adoption of Minutes
 - (6) Business Arising from Minutes
 - (7) Accounts Payable
 - (8) Financial
 - (9) Reports
 - (10) Bylaws
 - (11) Unfinished Business
 - (12) New Business
 - (13) Correspondence for Information (Out & in)
 - (14) Public Question Period
 - (15) In Camera
 - (16) Adjournment

Delegations

33. Any person or delegation wishing to appear before council or committee shall give notice, including the item that they wish to address, verbally or in writing, to the Town manager by no later than 12:00 noon on the day on which the council or committee meeting is to be held.
34. Persons or delegations addressing council shall state their name and the purpose of their presentation.

- (1) Delegates to regular meetings of council may speak to any item that is on the regular meeting agenda, and may be invited to participate in any discussion of the issue on the agenda.
 - (2) 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.
35. The chairperson may limit the time of speaking to five (5) minutes for any individual or delegation appearing before council or committee.
36. 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.
37. Upon the request of the chairperson, any person disrupting the proceedings of council shall be removed from council chambers.

Public Hearing

38. 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.
39. The chairperson shall call three (3) times for appearances from the gallery, and should there be no appearances the chairperson shall declare the public hearing closed.

Special Council Meetings

40. Special meetings of council shall be called in accordance with section 214 the *Municipal Act*.
41. Notice of special meetings of council shall be given by the Town manager at least twenty-four (24) hours before the time of the meeting on a form attached to this bylaw as Schedule "A".

No business other than that stated in the notice for such special meeting shall be transacted at that meeting unless ALL MEMBERS of the council are present and a resolution therefore is passed UNANIMOUSLY.
42. Special meetings of council and committee meetings shall not exceed a duration of three hours.

Committee of the Whole

43. Council may, by resolution, go into the committee of the whole at any time during a regular or special meeting of council.
44. In addition to section 42, a 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.

In Camera Meeting

45. Council or a council committee may, by resolution, close a meeting to the public if;
 - (1) in the case of a council, the council decides during the meeting to meet as a council committee to discuss a matter; and

- (2) the matter to be discussed is a matter contemplated by section 213(b) of the *Municipal Act*.

46. Council shall not pass resolutions or bylaws at an in camera meeting.

Minutes

47. The Town manager shall ensure that minutes of all proceedings of council in regular or special meetings of council, any council committee meeting or any committee meeting are recorded in accordance with the *Municipal Act*; and

- (1) are legibly recorded; and
- (2) when adopted, certified as correct; and
- (3) when adopted, signed by the chairperson presiding at the meeting.

48. Copies of the minutes shall be open for inspection by any person and that person may make copies of them on the payment of a fee set out in the Town of Faro Fee Schedule Bylaw.

49. At every regular meeting of council the minutes of the previous regular meeting and any special meeting held more than forty-eight (48) hours prior to the current meeting shall be considered for adoption.

Resolutions

50. A resolution introduced at a regular or special council meeting shall have a distinguishing number.

SPECIAL COMMITTEES / BOARDS

51. Council may, by bylaw, establish boards to advise council of specific and continuous responsibilities of council.

- (1) The mayor is automatically because of office a member of all boards, commissions, committees, or other organizations which the council has the right to establish under the *Municipal Act*.
- (2) All boards shall submit minutes of every meeting to council.
- (3) Council may, by bylaw dissolve any board.
- (4) All meetings of boards shall be open to the public.

52. Council may, by bylaw, establish special committees to advise council on specific matters not being of a continuous nature.

- (1) The mayor shall be an ex officio member of all special committees.
- (2) The appointment of a committee member shall be for a term as specified by the committee chairperson.
- (3) The committee chairperson shall submit a written report on the work and conclusion of the committee not later than thirty days following the dissolution of the committee.
- (4) Each special committee chairperson shall make written reports to council not less than once every three (3) months on the activities of their respective committees.

- (5) All special committee meetings shall be open to the public.

BYLAWS

53. Pursuant to section 218 of the *Municipal Act*, every bylaw shall have three distinct and separate readings before it is finally adopted, but no more than two (2) readings may take place at any one (1) meeting.
54. A bylaw introduced at a council meeting shall have a distinguishing name and number.

DEPUTY MAYOR

55. Council shall from amongst its members on a rotating basis, appoint councilors to serve as deputy Mayor who shall have those powers contemplated by section 182 of the *Municipal Act*.

REPEAL

56. Bylaw 93-05 is hereby repealed.

COMING INTO FORCE

57. This bylaw shall come into full force and effect upon the final passing thereof.

NOTICE OF INTENT: July 17, 2007

FIRST READING: August 14th, 2007

SECOND READING: August 14th, 2007

THIRD READING: September 4th, 2007

FINALLY ADOPTED: September 4th, 2007


Michelle Vainio, Mayor


Hermann Minderlein, CAO



Procedures Bylaw # 2007 - 05

SCHEDULE "A"

NOTICE OF SPECIAL MEETING

This is to inform you that a special meeting of Town Council has been requested.

DATE OF MEETING:

PLACE OF MEETING:

TIME OF MEETING:

PURPOSE OF MEETING:

MEETING REQUESTED BY:

MEETING REQUESTED AT:

DATE MEETING REQUESTED:

Town Manager

Date



Recommendation to Council

Re: Strategic Planning Process

Date: July 29, 2025

Recommendation:

That Council adopt the Recommended Strategic Planning process defined below for the development of its 2025 - 2027 Strategic Plan.

Background

Strategic Planning can be completed in a variety of ways. This can include internal development by staff or external development by hiring a consultant. Both methods should incorporate public information gathering, internal consultation with employees and significant Council input.

While using an external consultant is often utilized by municipalities, its downfall is often the development of a cookie-cutter plan that doesn't truly reflect the wants and needs of the community. Faro's remote location puts it at a disadvantage for this approach in terms of meaningful, in-person public consultation that reaches the entire community.

Based on the current challenges facing the Town, both internal and external, and the delayed development of a Strategic Plan during this term of Council, Administration is recommending that an internally developed plan with fulsome community consultation be adopted as the method for developing the Strategic Plan.

Recommended Strategic Planning Process

The Process to develop the Strategic Plan will be led by the CAO through engagement workshops / individual interviews with Council, Municipal Employees, Fire Department Volunteers, and the Public as follows:

1. Public Notice to invite comments / input to the planning process through a survey advertised locally and on the Town's Website and Facebook Page. (September)
2. Directed notices to local service clubs/organizations inviting written comments or offering to participate in their regular meeting to facilitate input. (September)

3. Employee & Fire Department Volunteer Workshop(s) – segregated workshops with union, non-union, and Fire Department Volunteers (September)
4. Council Member Individual interviews (September/October)
5. Public Open House, let by staff, to gather additional public input (tentative, subject to the amount of public input received through the survey – October)
6. Council Workshop (October) to review and consolidate input received and identify goals and action-oriented projects (October)
7. Develop Draft Plan, including methods for benchmarking and plan evaluation processes, for review by Staff/Council with a response period (November)
8. Amend Plan as necessary (November)
9. Draft Plan presented to Council for adoption / public review (December)

The following questions will be used to identify the needs of the community and to determine Strategic Plan Priorities:

- Are we delivering the appropriate quantity/quality of services?
- What services do we really need?
 - What projects do we want to move forward with?
 - What programs do we want to see (new or continuance of existing)?
 - Which facilities / infrastructure are/is most important?
- Are there services we are prepared to do without?
- Are we organized in the best way possible to deliver services?
- How can we adapt the organization to accommodate future changes in our operating requirements?
- Do we have the organizational capabilities and corporate supports we will need to be successful in the future?
- What risks are we willing to accept?
- What are we willing to pay for?

Submitted by: Kimberly Ballance, CAO

July 16, 2025

Town of Faro
P.O. Box 580
Faro, YT
Y0B 1K0

Attention: Lenka Kazda, General Manager, Finance

Dear Mrs Kazda:

RE: 2024 MANAGEMENT LETTER

We recently completed our audit of the financial statements of the Town of Faro (the "Town") for the year ended December 31, 2024. Our examination was made in accordance with Canadian generally accepted auditing standards and accordingly included a review of a number of the systems of operating and financial controls and such tests and procedures, as we considered necessary in the circumstances. The objective of our audit was to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether due to fraud or error, and issue and auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, an audit would not necessarily identify all such matters that may be of interest to management in discharging its responsibilities. Therefore, it is inappropriate to conclude that no such matters exist. However, the following matters are presented for your consideration.

PREVIOUS OBSERVATIONS

Properties Held for Resale

As we noted previously, the Town has recorded properties held for resale at the estimated fair market value of the underlying land for the noted properties. The total value appears to be reasonable, however, values have not been identified for each property. Furthermore, the estimate has not been updated since 2013.

To ensure the value of the properties held for resale continues to be recorded at the lesser of original cost or net realizable value (market value) we recommend that properties be examined specifically and updated each year as necessary.

Management's response:

The management team accepts the Auditor's findings and recommendation.



Mobile Home Park Tax Rates

As we noted previously, residents of the mobile home park (MHP) are being billed utilizing residential rates for both property taxes and utilities despite the fact that the MHP is currently zoned as commercial property per the assessment and Town bylaw.

We recommend the Town investigate this matter and, either correct the billing rates, or update the zoning and / or bylaw.

Management's response:

This is currently being discussed during the OCP /Zoning review and changes are in progress.

Chart of Accounts

As we noted previously, the Town's current chart of accounts is cumbersome. Currently, the account groupings are inconsistent, and a portion of the accounts do not have account numbers assigned to them and / or the account numbers are being used multiple times which creates confusion.

The Town should consider modifications to the chart of accounts including assigning distinct account numbers to each account, and that accounts be reorganized by function. This will allow for more efficient use of the chart of accounts.

Management's response:

The management team accepts the Auditor's findings and recommendation. The management team acknowledges the need for a comprehensive review of the chart of accounts and ensure any changes made are aligned with other financial areas of the town.

Town Utility Rates

Historically the Town has not generated enough utility fee revenue to fully offset the costs related to providing these services.

The Federation of Canadian Municipalities recommends operating utilities on a full cost recovery basis.

To achieve this, we recommend that the Town consider increasing utility rates. This will also help ensure that funding for water and sewer systems is sufficient to sustain them into the future.

Seasonal Employees

We noted that a seasonal employee's file did not contain evidence regarding their approved remuneration and the commencement and finish dates were agreed upon verbally only.

We continue to recommend that all employee files contain employment commencement and termination letters each time they leave or join the Town.

This communication is prepared solely for the information of management and is not intended for any other purpose.

Yours truly,

METRIX GROUP LLP

A handwritten signature in black ink, appearing to read "Philip J. Dirks", is positioned below the company name.

Philip J. Dirks, CPA, CA
Partner

Faro Golf Club
PO Box 96, Faro YT, Y0B 1K0



August 11, 2025

Mayor & Council
Town of Faro
P.O Box 580
Faro, YT Y0B 1K0

Dear Mayor & Council,

We would like to express our deepest gratitude to the Town of Faro for all the assistance and generous support for the Faro Golf course and of the tournament. The Faro Golf Club and the community is a very appreciative recipient of your generosity.

The annual tournament and keeping up the course would not happen without the generous contributions of the Town of Faro – thank you to Mayor & Council for your continued support, to the Town Office staff for all the behind the scenes work you do, to the Public Works staff and gardening department who do endless work to help make it all happen – getting the tent set up this year, when you were already so busy, was quite the feat, to the Campbell Region Interpretive Centre staff for assistance with rentals and your welcoming promotion, to the Rec staff for encouraging everyone to come out. Having a youth golf program was fantastic this year. As always, the grass this year was incredible.

Thank you so much for your level of deep commitment to helping us to be a community builder and to making a significant impact at our tournament. The 48 teams who played had a fabulous time. This year, once again, we had people participate from several communities. One golfer from the U.K. timed his vacation in Canada so that he could play in the Faro tournament.

Again, thank you kindly for your willingness to support our community's recreation.

Sincerely,

Gary Jones
President, Faro Golf Club



**Office of the Minister of Economic Development
PO Box 2703, Whitehorse, Yukon Y1A 2C6**

July 23, 2025

Lauren Hanchar, President, Association of Yukon Communities
#140-2237 2nd Avenue
Whitehorse, YT Y1A 0K7

Dear Lauren Hanchar:

RE: Strengthening Yukon's Municipal Workforce Capacity

Thank you for your letter of June 20, 2025, regarding the growing challenges municipalities face in recruiting and retaining skilled professionals. I appreciate your advocacy on behalf of Yukon communities and the thoughtful resolution brought forward at the 2025 Association of Yukon Communities' (AYC) Annual General Meeting.

The Government of Yukon recognizes that thriving, resilient communities are vital to the territory's success. The capacity of municipalities to deliver essential services depends on a stable and skilled workforce. The concerns you raised reflect broader labour market pressures that require a coordinated response.

In support of municipal capacity building, I would also like to highlight that the Government of Yukon made funding for the Community Training Trust Society (CTTS) permanent earlier this year. This long-term investment ensures that municipalities continue to have access to flexible, locally delivered training that supports workforce development and enhances service delivery.

We continue to support municipal asset management training to strengthen municipal infrastructure planning and investment. This work has included FCM funding, accessed in collaboration with the Association of Yukon Communities (AYC). Training has been delivered through the Sustainable Communities Forum where up to three representatives from each municipality and First Nation are funded to come together to learn, share knowledge, and build collaborative approaches.

We have also made significant investments to the Comprehensive Municipal Grant (CMG), which provides core funding to municipalities across the territory. These enhancements reflect our

commitment to ensuring that local governments have the financial stability and flexibility needed to meet their operational and strategic goals.

We agree that addressing these workforce challenges is not solely a municipal issue, but a territorial one. The Government of Yukon is committed to working collaboratively with AYC to ensure that communities have the tools and support they need to attract and retain the people who make our communities livable, safe, and economically vibrant.

We acknowledge the three key areas you have identified for potential collaborations: the Employment Standards Act, the Yukon Nominee Program, and training and professional development for municipal staff. These areas fall under the mandates of the Department of Economic Development and the Department of Community Services.

Officials from both departments are committed to engaging with the Association of Yukon Communities to better understand your perspectives and explore opportunities for collaboration. Relevant branches will reach out to the AYC Executive Director to initiate these discussions.

Thank you again for your leadership and commitment to strengthening Yukon communities. I look forward to continued collaboration as we work together to address these shared priorities.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Pillai". The signature is fluid and cursive, with a large initial "R" and a stylized "Pillai".

Ranj Pillai

Minister of Economic Development



Minister's office (CM-6)
PO Box 2703, Whitehorse, Yukon Y1A 2C6

July 23, 2025

Lauren Hanchar
President
Association of Yukon Communities
Email: ayced@ayc-yukon.ca

VIA EMAIL

Re: Support for Standardized Municipal Election Administration

Dear President Hanchar,

Thank you for letter regarding the Association of Yukon Communities' (AYC) resolution on the administration of municipal elections. The Government of Yukon acknowledges the effort required by municipalities to administer elections and remains committed to supporting fair, accessible, and well-managed electoral processes.

As noted in our previous correspondence, the 2021 pilot project between Elections Yukon and the City of Whitehorse, along with their collaboration during the October 2024 municipal election, provided valuable insights. The outcomes of these initiatives will serve as a strong foundation as we consider the future role of Elections Yukon in municipal elections across the territory.

In response to your 2023 resolution to undertake a joint review of the *Municipal Act*, I understand that the Community Affairs branch has discussed with your Executive Director the idea of establishing an informal group to review this matter. I see value in this collaborative approach, given the success of our collaboration on the Comprehensive Municipal Grant (CMG) review and the Ministerial Committee on Solid Waste. The group could research the challenges municipalities face in administering elections and explore how municipal elections are conducted across Canada.

I welcome continued dialogue with the Association of Yukon Communities and seek your agreement to empower this group and seek their advice. Their insight, and that of your member communities, is invaluable as we consider improvements to the legislative and administrative frameworks that support local elections.

Thank you again for your advocacy and leadership.

Sincerely,

A handwritten signature in blue ink, consisting of a stylized circular mark followed by a horizontal line extending to the right.

Richard Mostyn
Minister of Community Services



Minister's Office
PO Box 2703, Whitehorse, Yukon

July 23, 2025

Lauren Hanchar
President
Association of Yukon Communities
#140-2237 2nd Avenue
Whitehorse, YT Y1A 0K7

Dear Lauren Hanchar,

Re: Enhancing Interdepartmental Information Sharing to Support Vulnerable Persons

Thank you for your letter regarding the Association of Yukon Communities' recent resolution regarding amending relevant legislation to permit appropriate and secure sharing of information between government departments as it relates to service delivery and improved outcomes for vulnerable individuals.

As a public body and custodian, the Department of Health and Social Services is subject to both *Health Information Privacy and Management Act* (HIPMA) and the *Access to Information and Protection of Privacy Act* (ATIPPA), as well as several other pieces of legislation that consider information management and privacy of all Yukoners receiving care and services through Health and Social Services. These pieces of legislation establish rules that Health and Social Services must follow to collect, use, disclose, secure and manage personal and health information of individuals, and provides clarity and certainty to custodians about the sharing of those records to support patient outcomes.

Appropriate privacy and information management practices continues to be an important pillar of Health and Social Services' provision of trusted and safe health care and social services for Yukoners. The department is committed to working with health and social system partners to improve the quality and timely delivery of these services, while ensuring secure sharing of personal and health information of individuals. When required, we work with appropriate Yukon government departments and ensure that privacy protocols are consistently upheld, and that individuals' information is handled with the utmost care, transparency, and accountability. These efforts are guided by privacy legislation and best practices to protect the rights and dignity of all Yukoners.

Thank you for taking the time to reach out and provide this update on this resolution. We look forward to continuing to work with you, communities, and government departments to support the continued health, safety, and well-being of Yukoners.

Please know the Department of Health and Social Services welcomes the opportunity to hear more from the Association of Yukon Communities about this resolution, as well as specific examples around where vulnerable individuals may be experiencing barriers. The Deputy Minister of Health and Social Services, Matt King, is available to meet with you to discuss this further. He can be reached at Matt.king@yukon.ca

Yours truly,

A handwritten signature in blue ink, appearing to read 'Tracy-Anne McPhee'.

Tracy-Anne McPhee
Minister of Health and Social Services



Minister's office (CM-6)
PO Box 2703, Whitehorse, Yukon Y1A 2C6

August 6, 2025

Lauren Hanchar
President
Association of Yukon Communities
#140-2237 2nd Avenue
Whitehorse, YT Y1A 0K7
Email: ayced@ayc-yukon.ca

VIA EMAIL

Re: Request to Increase and Index the Community Recreation Assistance Grant

Dear President Hanchar,

Thank you for your letter regarding the Community Recreation Assistance Grant (CRAG). I appreciate the Local Advisory Councils bringing forward these concerns through your association.

Recreation plays a vital role in fostering healthy, inclusive and vibrant communities. I appreciate the work that local authorities for recreation do to ensure that community members can participate in meaningful programming and have access to recreational facilities. I am pleased to let you know that the Sport and Recreation Branch is conducting a review of the CRAG program funding.

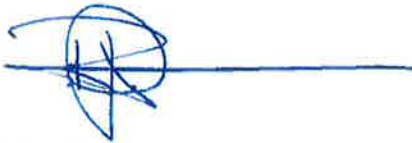
This review will explore how the Community Recreation Assistance Grant can reflect current economic conditions and the cost of delivering services in unincorporated communities. The review will also consider the feasibility of indexing future CRAG allocations to inflation, as well as opportunities to strengthen support for recreation programming in unincorporated communities across the Yukon.

We remain committed to engaging with communities throughout this process and welcome continued dialogue with the Association of Yukon Communities (AYC) and local advisory councils. While the duration of the review is currently unknown, we will ensure that AYC is kept informed as timelines and key milestones become clearer.

If you would like to discuss this further, please do not hesitate to reach out to Marie Cairns, Director at the Sport & Recreation Branch at marie.cairns@yukon.ca or by phone at 867-667-5608.

Thank you once again for your letter, your collaborative approach, and the important work you do in support of Yukoners across the territory.

Sincerely,



Richard Mostyn
Minister of Community Services



Minister's office (CM-6)
PO Box 2703, Whitehorse, Yukon Y1A 2C6

August 6, 2025

Lauren Hanchar
President
Association of Yukon Communities
Email: ayced@ayc-yukon.ca

VIA EMAIL

Re: AYC National Building Code

Dear President Hanchar,

Thank you for your June 20th letter regarding the Association of Yukon Communities' (AYC) resolution calling for a review and regional adaptation of National Building Code (NBC) adoption under the *Building Standards Act*.

The Government of Yukon is committed to maintaining modern and safe building standards that protect public well-being, support resilient infrastructure, and enable inter-territorial and interprovincial mobility for skilled tradespeople. I understand this resolution was sponsored by the City of Whitehorse, and I appreciate the leadership shown in bringing this important issue forward.

I am pleased to report that a facilitated workshop was held on May 5th, bringing together staff and senior officials from the City of Whitehorse and the Government of Yukon. The purpose of the workshop was to identify potential challenges related to the adoption of the 2025 NBC and to explore practical solutions. As a large share of the territory's construction and development takes place within the City of Whitehorse, this session served as an important first step in identifying how Community Services can support all Yukon municipalities and the broader building community in preparing for the upcoming code changes.

The workshop included:

- A presentation from the National Research Council on the changes in the 2025 NBC;
- Discussion of concerns related to the 2025 National Building Code;

- Discussion of the *Building Standards Act* and processes related to adopting and modifying the NBC;
- A review of opportunities for the Government of Yukon-led support such as extended support for code interpretation and collaboration on technical bulletins;
- Opportunities for training and capacity building;
- An update on the City of Whitehorse's Development Review and E-permitting system; and,
- An update on Government of Yukon's work related to the National Energy Code and Energy Tiers

A key outcome of the workshop was a shared understanding that enhanced training and capacity-building opportunities for the building community could address many of the concerns raised. Based on this, Community Services is working closely with the City of Whitehorse to explore how best to deliver education, training, and support to builders and local governments.

The *Building Standards Act* establishes the timeline for Yukon's adoption of updates to the National Building Code. The National Building Code of Canada 2025 update will be issued in December 2025 and come into force on April 1, 2027. The Building Safety and Standards Branch is committed to using this time to provide communication and education on the upcoming code changes – ensuring that builders, municipalities, and other stakeholders are well-prepared to navigate the transition.

I appreciate AYC's collaborative spirit and look forward to continued engagement as we strive to uphold the integrity of Yukon's building standards in a manner that is rooted in modern safety standards.

Thank you again for your leadership and advocacy on behalf of Yukon communities.

Sincerely,



Richard Mostyn
Minister of Community Services



Minister's office (CM-6)
PO Box 2703, Whitehorse, Yukon Y1A 2C6

August 6, 2025

Lauren Hanchar
President
Association of Yukon Communities
Email: ayced@ayc-yukon.ca

VIA EMAIL

Re: AYC Support for Fire Marshal's Office

Dear President Hanchar,

Thank you for your June 20 letter regarding the concerns raised by the Association of Yukon Communities (AYC) and its member municipalities about the support provided by the Yukon Fire Marshal's Office.

Municipal fire departments and their dedicated volunteers support public safety across the territory. The Government of Yukon values the ongoing partnership between communities and the Fire Marshal's Office and remains committed to strengthening the support we provide to local fire services.

The findings of the 2021 Fire Service Review remain relevant, and the Department of Community Services continues to use this report as a guiding framework for long-term improvements. The Fire Marshal's Office is making good progress implementing key recommendations in this report to ensure safe and sustainable fire services across the territory. In addition to continuing to advance on many of the operational recommendations, such as bringing Scene Safety Response Unit in previously unserved areas – the Fire Marshal's office has also been engaged in a strategic planning process.

Drawing on outside expertise and the input from territorial fire service leaders, the strategic planning process builds on the work of the Fire Service Review and will help establish a clearer pathway to strengthening fire services across Yukon.

I want to assure you public safety remains a priority, and Yukon government has continued to make significant investments in Yukon's fire service. These investments include:

- significantly increasing the honorarium for volunteer firefighters in unincorporated communities to now \$30.74 per hour, up from \$22 per hour. This adjustment was the first since 2009 and applies to both emergency responses and training sessions;
- funding the Annual Yukon Fire Service Conference in March 2025;
- purchasing and delivering new turn-out gear, self-contained breathing apparatus and air bottles for a number of FMO managed fire departments;
- providing new Scene Safety Response Unit Trucks for Pelly Crossing and Champagne, equipped with a 300-gallon tank and 300gpm pump; and,
- implementing the First Responder Health online program for Yukon fire service volunteers, to proactively address mental health concerns, while alleviating the stigma around mental health.

I appreciate your advocacy on behalf of Yukon's municipalities and fire services, and I look forward to working collaboratively to ensure our communities remain safe and resilient.

Sincerely,

A handwritten signature in blue ink, consisting of a stylized circular mark with a horizontal line extending to the right.

Richard Mostyn
Minister of Community Services



Minister's office (CM-6)
PO Box 2703, Whitehorse, Yukon Y1A 2C6

August 6, 2025

Lauren Hanchar
President
Association of Yukon Communities
Email: ayced@ayc-yukon.ca

VIA EMAIL

Re: Strengthening Emergency Management, Fire Service, and EMS Support

Dear President Hanchar,

Thank you for your letter on behalf of the Association of Yukon Communities and its member municipalities regarding territorial emergency management. I appreciate your thoughtful articulation of the challenges facing Yukon communities and the constructive recommendations put forward at your 2025 Annual General Meeting.

The Government of Yukon acknowledges the increasing frequency and severity of climate-related events and the strain they place on local governments, residents, and infrastructure. We recognize the importance of a well-coordinated, well-resourced emergency management system that ensures readiness at every level.

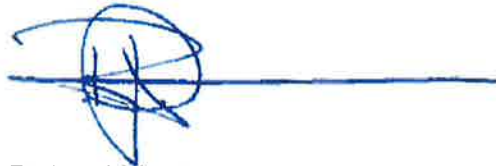
Your recommendations—including enhancing evacuation coordination, strengthening the capacity of the Fire Marshal's Office, establishing fair EMS cost recovery agreements, and investing in prevention and resiliency—are timely and align with our shared commitment to public safety.

I want to assure you that our department is actively assessing how to strengthen our approach to emergency preparedness and response. We are engaging closely with municipalities, First Nations governments, and other partners to chart a path forward that

is collaborative, community-informed, and sustainable. I welcome AYC's continued input as we advance this important work.

Thank you again for your advocacy and dedication to Yukon communities. I look forward to continued collaboration as we work together to enhance emergency management across the territory.

Sincerely,



Richard Mostyn
Minister of Community Services