



TOWN OF FARO

**Agenda
Town of Faro Regular Council Meeting
May 20, 2025, at 7:00 p.m.
Council Chambers**

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
 - 2.1 Council Meeting Agenda
- 3. DELEGATIONS & HEARINGS**
 - 3.1 RCMP Report
- 4. BUSINESS ARISING FROM DELEGATIONS & HEARINGS**
 - 4.1
- 5. ADOPTION OF MINUTES**
 - 5.1 Minutes of the May 6, 2025, Regular Meeting of Council
- 6. BUSINESS ARISING FROM MINUTES**
- 7. FINANCIAL**
 - 7.1 Finance Report
- 8. REPORTS**
 - 8.1 Mayor's Report
 - 8.2 Council Reports
 - 8.3 Administration's Reports
 - 8.3.1. Chief Administrative Officer
 - 8.3.2. Operations Manager
 - 8.3.3. Manager of Recreation and Culture
- 9. BYLAWS**
- 10. UNFINISHED BUSINESS**
 - 10.1 Elevator Yukon Report – Regional Arts center – Pre-Feasibility Study
 - 10.2 2025 Audit Quote – Metrix Group
- 11. NEW BUSINESS**
 - 11.1 Policy 2025-001 – Parking
 - 11.2 Policy 2025-002 – Lunchroom
 - 11.3 Town of Faro Organization Chart
 - 11.4 Interim CAO Appointment
- 12. CORRESPONDENCE FOR INFORMATION (OUT & IN)**
 - 12.1
- 13. PUBLIC QUESTION PERIOD**
- 14. IN-CAMERA**
- 15. ADJOURNMENT**



TOWN OF FARO
MEMORANDUM

To: Mayor & Council, CAO
Date: May 16, 2025
From: Lenka Kazda, General Manager, Finance
Re: Report to Council Meeting May 20, 2025

Payroll:

05/14/2025	Town Employees	\$ 43,730.07	April 28 - May 11, 2025 Pay Period
05/14/2025	Council Indemnities	\$ 6,781.46	April 1 - 30, 2025 Pay Period

Payment Register Summary May 1 -14, 2025

Administration	9,877.29
Environmental Services	3,298.14
Professional Fees & Remittance	54,323.39
PW and Gardening	4,589.60
Recreation and CRIC	14,115.09
Utilities	29,063.70
Total	115,267.21

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 May 1 - 14, 2025.
AND THAT Council receive for information the Draft Budget Analysis report for the period of January to April, 2025.

Moved: _____
Seconded: _____
Any discussion?
All in Favour?
Carried/Defeated



TOWN OF FARO MEMORANDUM

To:	Mayor & Council	May 21, 2025
From:	Tina Freake, A/CAO	
Re:	CAOs Report to Council	

Policy Development

You will notice on the agenda that two policies have been added for council's consideration. I have started the first draft of a Parking Policy and a Lunchroom Policy as requested. These policies are meant as a starting point for Council and the new CAO, with collaboration from management and staff.

Town of Faro Organization Chart

As requested we have drafted an updated version of the Town of Faro's organization chart. Please review and let me know if any amendments need to be made. Each department will need to verify their information is correct, and I anticipate some changes moving forward.

Job Posting

We have posted a casual/on-call job posting to assist with coverage at the Town Office. This has been posted internally for five days, from Friday, May 16th until Monday May 26th. If not filled internally, we will then post externally, as per our Collective Agreement.

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

We have included a current version of this report for Council's review.

Meetings with Premier & Minister

A meeting has been scheduled for Tuesday, May 20 with Premier and Minister Mostyn to meet with Mayor and Council to discuss projects for Faro and area. At the time of writing this report the meeting has not yet occurred, a verbal update will be provided.

Meeting with CIRNAC

A meeting with CIRNAC's Faro Project team and Parsons has been scheduled for Friday, May 30th at 10:00 am. They will provide us with an update on the project and discuss a potential forum for Faro sometime this summer/fall.

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

- May 01	First Review Date for Sale of Lot 258
- May 02-04	Crane & Sheep Festival 2025 weekend
- May 04-10	National Emergency Preparedness Week
- May 06	Regular Council Meeting
- May 15	Joint Health & Safety Committee Meeting
- May 19	Victoria Day – Office Closed
- May 20	Meeting with Minister Mostyn and team at 2:30 pm
- May 20	Special Council Meeting – Review of 2025 Financial Audit
- May 20	Regular Council Meeting
- May 30	Meeting w CIRNAC re Faro Mine Remediation at 10:00 am
- Jun 03	AYC Executive – Site Visit to Faro
- Jun 03	Regular Council Meeting
- Jun 07	Local's Fun Golf Tournament
- Jun 10-12	Faro Mine Remediation Project Regulatory Working Group (<i>Effluent Quality Standards and the Remediation Plan Design</i>)
- Jun 17	Regular Council Meeting
- Jun 19	Joint Health & Safety Committee Meeting
- Jun 21	National Indigenous Peoples Day (Saturday)
- Jun 23	In Lieu of National Indigenous Peoples Day - Office Closed
- Jun 25	Circuit Court in Faro
- Jul 01	Canada Day - Office Closed
- Jul 08	Regular Council Meeting
- Jul 17-19	Faro Golf Club Annual Tournament
- Jul 22	Regular Council Meeting
- Aug 12	Regular Council Meeting
- Aug 18	Discovery Day - Office Closed
- Aug 20	Circuit Court in Faro
- Sep 01	Labour Day - Office Closed
- Sep 02	Regular Council Meeting
- Sep 16	Regular Council Meeting
- Sep 30	National Day for Truth and Reconciliation - Office Closed
- Oct 07	Regular Council Meeting
- Oct 13	Thanksgiving Day - Office Closed
- Oct 15	Circuit Court in Faro
- Oct 21	Regular Council Meeting
- Nov 04	Regular Council Meeting
- Nov 11	Remembrance Day - Office Closed
- Nov 18	Regular Council Meeting
- Dec 02	Regular Council Meeting
- Dec 16	Regular Council Meeting
- Dec 25	Christmas Day - Office Closed
- Dec 26	Boxing Day - Office Closed



Town of Faro Memorandum

To: Mayor & Council
Date: Tuesday, May 21, 2025
From: Tina Freaake, Manager of Recreation and Culture
Re: Recreation & Culture Services Report

Summer Pool & Student Positions: Our Pool Coordinator, Kellen Smith, will be arriving in Faro next Friday, May 23rd. The Lifeguard posting has closed, and we are in the process of coordinating interviews. We are also seeking funding for positions for Junior Lifeguards and student positions at the Rec Centre to assist with day camps and events. If and when funding is secured, we will post for these positions.

Staff Housing: Thank you to Public Works staff and our cleaning staff for getting the staff house repaired and ready. Our Pool Coordinator and Assistant Gardner will be sharing accommodations this season.

Summer Planning: We are actively planning events and activities for the summer of 2025. This is taking up quite a bit of our time lately. Our goal is to prepare a summer community calendar outlining Town of Faro events and activities, as well as community events. If you have a community event you would like us to include or know of an organization that does, please let us know. We would be happy to include all events for Faro and the Campbell Region.

Professional Development: So far Rec staff have completed courses in Food Handler, Food Allergen, and WHMIS, and are currently working towards Playground Safety and WHMIS certification. We are also working with RPAY to host an Active Play Leadership Workshop. We would need a minimum of five participants. This course is meant for program facilitators, summer staff and anyone looking to enhance their leadership skills and expand their repertoire of fun and engaging activities. The workshop focuses on managing group dynamics, learning to lead with confidence, physical literacy, and building a games resource.

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

Spring Aquatics Workshop: We have registered our Pool Coordinator for this workshop and have received the agenda for the week. We look forward to having a Faro representative at this workshop and having the opportunity to take part in training and networking opportunities.

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 RPAV staff to assist in planning the event and logistics to make this a great conference and showcase Faro.

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

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

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

Yukon University: We have partnered up with Yukon University to offer training and mentorship opportunities for our youth. We have secured funding to assist with the costs of training, supplies and materials to be used for Kettle Café operations, Barista training opportunities, online courses, and workshops. As part of this project, we have secured an individual to come out to Faro this month to offer on-site training in barista and café operations. Rebecca was at the Rec Centre on Thursday, April 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.

Recreation Plan: Our current Recreation Plan, Bylaw #2012-08, A bylaw to Adopt the Town of Faro Recreation Plan 2018 – 2023, has expired and is due for an update. A recreation plan is a strategic document that outlines the vision, goals, and strategies for developing and managing recreational opportunities. It typically spans a specific period, in this case, five years, and serves as a roadmap to enhance the quality of life for residents through various recreational activities and facilities. The plan takes into consideration the unique characteristics of our community, including its population, geography, culture, and available resources. A copy of this plan was provided to council at last meeting, with a request for direction and a plan to move forward.



Policy No.: 2025-001

Policy Title:	Town of Faro Staff Parking Policy
Policy Group:	Staff
Employee Group:	All Users

1.0 PURPOSE:

- 1.1 The purpose of this policy is to ensure the efficient and equitable use of parking facilities for municipal staff, enhance safety, and promote a professional work environment. This policy aims to foster a respectful work environment while optimizing parking resources for all municipal staff.

2.0 Scope

- 2.1 This policy applies to all departments, municipal employees, contractors, and temporary staff who require parking while conducting municipal business.

3.0 Designated Staff Parking Areas

- 3.1 Staff parking will be clearly marked or communicated, and designated in specific areas throughout each department including the Town Office, Recreation Centre, Arena, Public Works, Landfill, and Campbell Region Interpretive Centre.
- 3.2 Parking spaces will be allocated based on department needs, roles, and availability.

4.0. Compliance

- 4.1 All staff must park their vehicles in designated staff parking spots during working hours.

5.0 Parking Regulations

- 5.1 Vehicles must be parked within designated lines and not obstruct access to other vehicles or emergency exits.
- 5.2 Staff are prohibited from parking in visitor, disabled, or reserved spaces unless authorized.
- 5.3 Parking in non-designated areas may result in disciplinary action or towing at the owner's expense.

6.0 Accountability

- 6.1 Department supervisors are responsible for ensuring that their staff are aware of and comply with this policy.
- 6.2 If violations occur, the responsible staff member may be subject to disciplinary measures, as outlined in the Progressive Discipline Policy.

7.0 Exceptions

- 7.1 Any exceptions to this policy must be approved by the department supervisor and documented in writing.

8.0 Review and Amendments

- 8.1 This policy will be reviewed annually and updated as necessary to meet the needs of the municipal government and its staff.

9.0 Acknowledgment

All staff must acknowledge their understanding and acceptance of this policy. *(add page for signatures?)*

Effective Date	Council Approved	Date Approved
		Jack Bowers, Mayor
		, CAO



Policy No.: 2025-002

Policy Title:	Town of Faro Lunch Room Policy
Policy Group:	Staff
Employee Group:	All Users

1.0 PURPOSE:

- 1.1 This policy outlines the guidelines for the use of the staff lunch area provided in the Community Services Building, ensuring a clean, safe, and enjoyable environment for all employees during their lunch breaks. By adhering to these guidelines, we can ensure a positive and respectful environment for all employees.

2.0 Scope

- 2.1 This policy applies to all municipal government employees.

3.0 Policy Guidelines

- 3.1 Designated Lunch Area:
 - The staff lunch area is exclusively located in the new Community Services Building.
 - Use of the former Public Works building for lunch or any breaks is strictly prohibited.
- 3.2 Lunch Break Options:
 - Employees are encouraged to utilize the designated lunch area for eating and relaxing during their breaks.
 - Staff members are also permitted to leave the premises during their lunch break, provided they return on time.
- 3.3 Cleanliness and Maintenance:
 - Employees are responsible for cleaning up after themselves in the lunch area. This includes disposing of trash properly, ensuring that tables and appliances are left clean for the next user, as well as washing, drying and putting away dishes.
 - Any spills or messes should be cleaned up immediately.

- 3.4 Noise Levels:
- Employees should maintain a respectful noise level to ensure a pleasant atmosphere for all staff members during lunch breaks.
- 3.5 Respect for Shared Space:
- All staff are encouraged to respect the needs and preferences of others when using shared appliances or facilities.

4.0. Compliance

- 4.1 Failure to adhere to this policy may result in disciplinary action, as it is essential to maintain a harmonious and functional workplace.

5.0 Accountability

- 5.1 Department supervisors are responsible for ensuring that their staff are aware of and comply with this policy.
- 5.2 If violations occur, the responsible staff member may be subject to disciplinary measures, as outlined in the Progressive Discipline Policy.

6.0 Exceptions

- 6.1 Any exceptions to this policy must be approved by the department supervisor and documented in writing.

7.0 Review and Amendments

- 7.1 This policy will be reviewed annually and may be amended as necessary to reflect the needs of the staff and the organization.

8.0 Acknowledgment

All staff must acknowledge their understanding and acceptance of this policy. *(add page for signatures?)*

Effective Date	Council Approved	Date Approved
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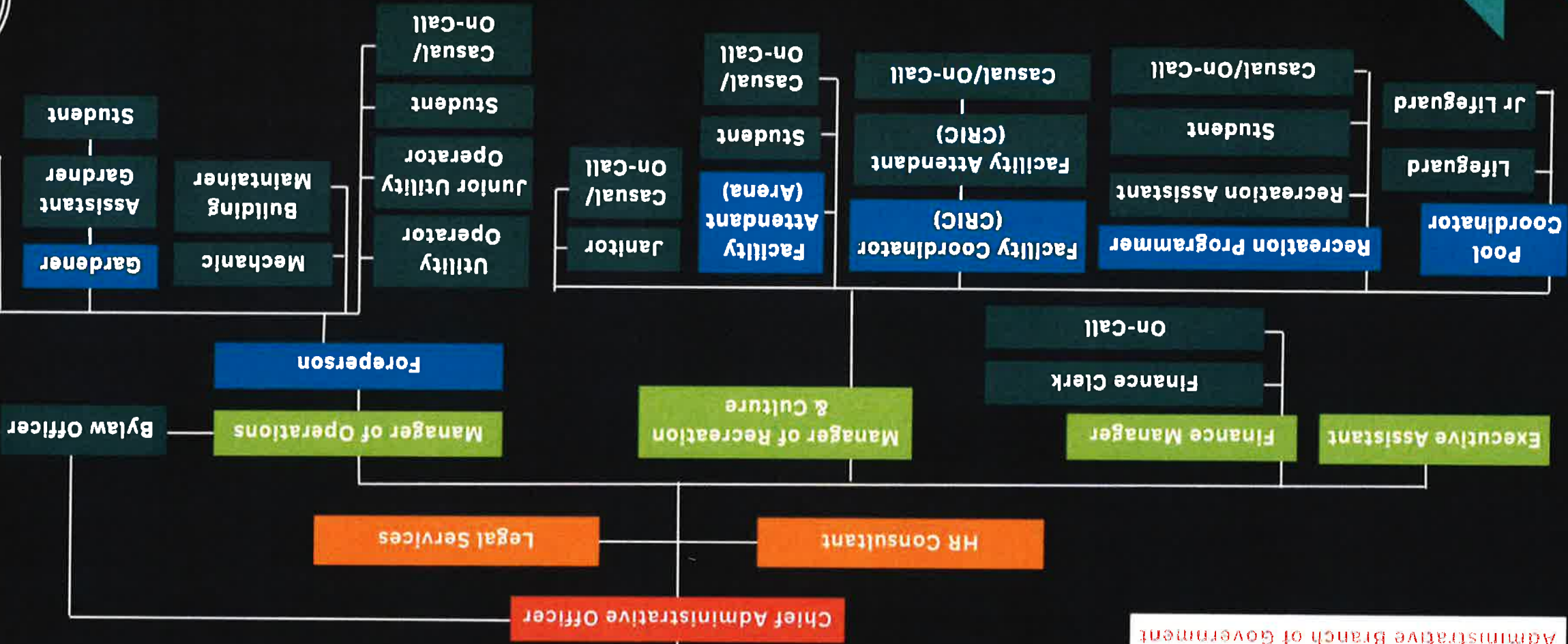
Jack Bowers, Mayor

, CAO

Town of Faro Organization Chart



Legislative Branch of Government



Administrative Branch of Government



TOWN OF FARO

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