



**Agenda**  
**Town of Faro Regular Council Meeting**  
**October 7, 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 Robert Pollhammer, Yukon Arctic Ultra
    - Request to waive fees for use of the Recreation Centre foyer, kitchen, and youth lounge during the 2026 Event.
  - 3.2 Inspector Graham Gurski, M Division Yukon RCMP, and Sgt Cedric Prioulx, Ross River/Faro Detachment Commander
    - Introduction of New Ross River/Faro Detachment Commander
4. BUSINESS ARISING FROM DELEGATIONS & HEARINGS
5. ADOPTION OF MINUTES
  - 5.1 Minutes of the September 16, 2025, Regular Meeting of Council
  - 5.2 Minutes of the September 24, 2025, Special 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
9. BYLAWS
10. UNFINISHED BUSINESS
  - 10.1 Draft Procedural Bylaw
  - 10.2 Recreation Centre Renovation Project

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

## **11. NEW BUSINESS**

- 11.1 Municipal Office Closure for Christmas Holidays
- 11.2 Input on 2026 Fees – Fees and Charges Bylaw
- 11.3 Proposed Canada Community Building Fund (CCBF) Application – Automated Well Head Bleeder Proposal
- 11.4 Special Meeting with Dr. Brendan Hanley, MP, and Stacey Hassard, MLA Pelly-Nisutlin, re: Faro Mine Remediation Project's Tse Zul Camp Potable Water and Septic Project
- 11.5 Yukon Election – Potential All-Candidates Event for Faro

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

- 12.1 Letter from Assistant Deputy Minister, Economic Development, dated September 16, 2025, re: Stakeholder Engagement on Removing Barriers to Internal Trade: Party-Specific Exceptions under the Canadian Free Trade Agreement
- 12.2 Email from Yukon Environmental and Socio-Economic Assessment Board (YESAB) dated September 16, 2025, re: Response about Faro Mine Remediation Project's Tse Zul Camp Potable Water and Septic Project
- 12.3 Letter from Director, Faro Mine Project, Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) dated September 22, 2025, re: Response about Faro Mine Remediation Project's Tse Zul Camp Potable Water and Septic Project
- 12.4 Email from Canadian Union of Postal Workers, dated September 24, 2025, re: Canada Post Mandate Review

## **13. PUBLIC QUESTION PERIOD**

## **14. IN-CAMERA**

- 14.1 Property Matter – in accordance with Municipal Act Section 213 (3)(b) Re: 20 Lapie Crescent
- 14.2 Property Matter – in accordance with Municipal Act Section 213 (3)(b) Re: Lot 206 / 559 Ladue Crescent
- 14.3 Employment Matter – in accordance with Municipal Act Section 213 (3)(c & d) Re: Manager of Operations

## **15. ADJOURNMENT**



**Town of Faro  
Regular Meeting Minutes  
September 16, 2025, at 7:00 p.m.  
Council Chambers**

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**PRESENT:**

Mayor	Jack Bowers	CAO	Kimberly Ballance
Councillors	Gary Jones	Ops Manager	Mark Vainio
	Michelle Vainio	Rec. Manager	Tina Freake
	Neil Yee	Executive Assistant/ Financial Assistant	Trudy Amos

Delegation: Jackie Bellemare, Jodi-Lyn Newnham, Stantec

Public Present: 8    Public on Zoom: 7

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**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

2.1 Council Meeting Agenda

Resolution 25-310

Jones, Vainio

**THAT** the agenda for the September 16, 2025, Meeting of Council be adopted as presented with the amendment of adding 11.5 Leave of Absence of Councillor Michell-Larocque.

Carried

**3. DELEGATION**

Resolution 25-311

Vainio, Jones

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

Carried

3.1 Stantec, Jackie Bellemare, Civil Lead in Buildings, Jodi-Lyn Newnham, Senior Strategic Advisor, and Lynne Burrell, Architect, NWTAA.

- Stantec's Engineering and Architectural Services

Jodi-Lyn introduced Stantec as a regional service provider of engineering services and thanked Council for their time. Jackie introduced the team from Stantec to Council. The company has been in the Yukon since 1973, starting as Stanley Consulting Whitehorse (SCW) and now operating as Stantec. There

are over 40 employees working in the Whitehorse office, but we have other offices all over Canada to draw resources from when needed.

Provided an overview of the types of architectural, civil, water/wastewater, and many other projects. They have been involved in projects in Faro, including work at the Health Centre, as well as archaeological work and HVAC work at the mine site.

Lynne Burrell provided an overview of other regional projects, including the Dawson design-build Recreation Centre, Mayo Fire Hall, and Pelly Crossing Pool. These projects used specialists drawn from other areas of the country as well as the Whitehorse Office. Watson Lake and Old Crow building condition assessments have also been completed. She also provided an overview of their ability to act as an Owner's Representative to verify that construction projects are completed correctly and meet costing requirements.

Jackie advised that Stantec can tailor their level of involvement to the needs of the Town of Faro. She thanked Council for the opportunity to speak on this.

Mayor Bowers thanked Stantec for their presentation.

Resolution 25-312

Vainio, Jones

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

Carried

**4. BUSINESS ARISING FROM DELEGATION**

Nothing Presented.

**5. ADOPTION OF MINUTES**

5.1 Minutes of the September 2, 2025, Regular Meeting of Council

Resolution 25-313

Jones, Yee

**THAT** the minutes of the June 03, 2025, Regular Meeting of Council be adopted as presented with the amendments of spelling correction of McCloud to McLeod, Fun to Fund, and corrections to Councillor Yee's verbal report.

Carried

**6. BUSINESS ARISING FROM MINUTES**

Nothing Presented.

**7. FINANCIAL**

7.1 Finance Report

Resolution 25-314

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 August 28 – September 10, 2025.

## **8. REPORTS**

### Mayor's Report

Mayor Bowers gave a verbal report.

Spoke with Constable Kristin and was told the new RCMP sergeant, Cedric Proulx, will be here on September 22, 2025.

Over the years, the Anglican Church has contributed a lot financially. Mayor Bowers would like to see the Anglican & Catholic Church share the Church of Apostles building rather than using the Recreation Centre for services.

### Council Reports

Councillor Jones had nothing to report.

Councillor Vainio gave a verbal report.

Attended the Seniors' trip to Whitehorse, which was a fabulous trip, and everyone enjoyed it.

The Chief Superintendent of the RCMP M Division will be attending the AYC Board meeting this weekend with some of her senior staff. This would be a good time for the people attending to talk about the RCMP situation in Faro.

Councillor Yee summarized his written report.

### 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.

Fire Smart job advertisement has been posted in advance of, but in preparation for funding approval.

The area between the old and new shop has been cleaned up and is ready for fencing. It may not happen this year. Winterizing key water infrastructure is the first priority.

#### **General Manager of Recreation and Culture**

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

Council requested clarification on the Pool report re: page 7 Campbell Region Training Fund no longer exists. Manager Freake advised that there is a different training fund available. Council also requested clarification about structural concerns raised for the deck under the chemical room.

The CRIC report was also good and nice to see staff recommendations. These will be reviewed as part of the budget process. Some of the concerns raised were with the shower costs and use after hours. Perhaps a door code can be updated weekly and distributed for RV Park users. This will be reviewed with the annual review of Fees.

## 9. BYLAWS

### 9.1 Zoning Bylaw – First Reading.

#### Resolution 25-315

Jones, Vainio

**BE IT RESOLVED THAT** Council provide **First Reading** of Bylaw 2025-07 – Town of Faro Zoning Bylaw.

Councillor Vainio read the bylaw.

Vote called on Bylaw 2025-07 (Resolution 25-315)

Three in Favour  
Councillor Yee Opposed  
Carried

*"Bylaw #2025-07, I now declare having been read a First Time this 16th day of September 2025."*

## 10. UNFINISHED BUSINESS

### 10.1 Canada Communities Building Fund Approval – Secondary Security Network (2025-002)

#### Resolution 25-###

Jones, Vainio

THAT Council accepts the Canada Community Building Fund Project Approval re: the Town of Faro's Project Proposal, 2025-002, Secondary Security Network; and,

FURTHER THAT Administration is authorized and directed to implement the project.

Council requested a presentation from Total North about the secondary security network and requested information about alternative service providers.

Tabled

## 11. NEW BUSINESS

### 11.1 Report from Elevator Yukon re: Housing Accelerator Fund (HAF) – Town of Faro Servicing Standards Policy – Cost Sharing Arrangement

#### Resolution 25-316

Vainio, Yee

THAT Council accepts the Report prepared by Elevator Yukon dated September 5, 2025, re: Housing Accelerator Fund (HAF) – Town of Faro Servicing Standards Policy – Cost Sharing Arrangement; and,

FURTHER THAT Council waives the Bidding Process, as set out in Section 5 of the Town's Purchasing Policy, and authorizes the execution of a Shared Services Agreement with the Town of Watson Lake for the development of a Servicing Standards Policy with services to be provided by WSP Canada.

Defeated

Council requested that Administration consider alternative methods for developing a Servicing Standards Policy using existing standards and adapting them for the Town of Faro.

11.2 Request for Approval re: Faro Cemetery Bylaw 80-15, Section 26, Plot 11B, 11D, and 12A.

Resolution 25-317

Jones, Yee

WHEREAS Bylaw 80-15, adopted on September 10, 1980, provides for the control and regulation of the Faro Cemetery; and,

WHEREAS Section 26 of the Bylaw requires the written consent of Council for the installation of a plot marker or border; and,

WHEREAS the Town of Faro has received a written request for permission to:

- Install a border around Cemetery Plots: 11B, 11D, and 12 A; and,

NOW THEREFORE BE IT RESOLVED THAT Council approves the request for the installation of a border around each of the following plots: 11B, 11D, and 12A.

Carried

11.3 Report to Council from CAO, dated September 8, 2025, re: Request to Waive Fees for Diocese of Yukon, Anglican Church.

Resolution 25-318

Yee, Vainio

RESOLVED THAT Council waives rental fees for the Diocese of Yukon, Anglican Church, as follows:

- Fees will be waived for up to 6 hours/month for use of the Sportsman's Lounge within the Recreation Centre's Regular Hours of Operation,
- Standard booking processes will be followed, and
- This will be effective for a 6-month trial period ending February 28, 2026.

Carried

11.4 Report to Council from CAO, dated September 12, 2025, re: Airport Fuel Tanks.

Resolution 25-319

Yee, Jones

RESOLVED THAT Council accepts the Report to Council re: Airport Fuel Tanks, dated September 12, 2025, and directs the CAO to initiate a public bid process for their sale; and,

FURTHER THAT Council directs CAO to proceed with an Environmental Site Assessment for the eventual termination or transfer of the Lease associated with

Carried

### 11.5 Leave of Absence

#### Resolution 25-320

Jones, Yee

THAT Council grant a leave of absence for Councillor Wendy Michell-Larocque, for the Regular Council Meeting held on September 16, 2025.

Carried

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

### 12.1 AYC Lobbying:

- a) Response letter from the Yukon Utilities Board to the Association of Yukon Communities re: Request for the Establishment of a Municipal Rate Class in Yukon's Utility Rate Design

Councillor Vainio left the meeting at this point.

Council discussed the letter and the impact on other ratepayers.

Councillor Vainio returned to the meeting at this point.

- b) Response letter from the Royal Canadian Mounted Police to the Association of Yukon Communities re: RCMP Staffing in Yukon Communities
- c) Response letter from the Minister of Justice and Attorney General to the Association of Yukon Communities re: RCMP Staffing Duration in Yukon Communities

Council discussed RCMP staffing levels in the communities and requested that Councillor Jones and CAO Ballance to raise the need for an increase to the municipal comprehensive grant at the AYC Meeting this weekend.

- 12.2 Letter from Minister of Community Services, Richard Mostyn, dated September 10, 2025, re: Faro Petition for Inquiry per Section 337 of the Municipal Act

Mayor Bowers noted that Paragraph 7.2 of the Code of Conduct identifies that the Mayor is the spokesperson and will be retaking this role as the person responsible for making comments on behalf of the Town of Faro.

Councillor Yee read a statement noting his disappointment in the response made by the Minister and the failure of the Ministry to fully examine the request made by a significant portion of the community, as evidenced by the number of petition signers.

- 12.3 Letter from Minister of Community Services, Richard Mostyn, dated September 11, 2025, re: Faro Water, Sewer and Road Upgrades – Phase 3A (Investing in Canada Infrastructure Program (ICIP))



Council discussed this letter and the need for Council to consider this option as part of strategic planning moving forward. There are several infrastructure upgrades needed, and the methodology to implement them will need to be considered. Council discussed the scope of the Phase 3A work and requested Administration to provide the Phase descriptions for Council to review.

### 13. PUBLIC QUESTION PERIOD

Resolution 25-321

Vainio, Jones

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

Carried

*Council responded to questions from the gallery.*

Resolution 25-322

Vainio, Jones

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

Carried

### 14. IN CAMERA

Resolution 25-323 Time: 9:03 p.m.

Vainio, Jones

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

Carried

### In camera discussion

Resolution 25-324

Vainio, Yee

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

Carried

### 15. ADJOURNMENT

Resolution 25-325

Vainio, Yee

**THAT** the 16th day of September 2025, Regular Meeting of Council be adjourned at 9:55 p.m.

Carried

Approved at the Regular Meeting of  
Council held on October 7, 2025, by  
Resolution # 25-\_\_\_\_

\_\_\_\_\_  
Jack Bowers, Mayor

\_\_\_\_\_  
Kimerly Ballance, CAO



**Minutes**  
**Town of Faro Special Council Meeting**  
**September 24, 2025, at 6:30 p.m.**  
**Council Chambers**

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**PRESENT:**

Deputy Mayor  
Councillors

Michelle Vainio  
Wendy Michell-Laroque  
Gary Jones

CAO

Kimberly Ballance

Public Present: 0

Public on Zoom: 0

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**1. CALL TO ORDER**

Deputy Mayor Vainio called the meeting to order at 6:33 pm

**2. ADOPTION OF AGENDA**

**2.1 Council Meeting Agenda**

Resolution: 25-326

Jones, Michell-Larocque

THAT the Agenda for the September 24, 2025, Special Meeting of Council be adopted as presented.

Carried

Resolution: 25-327

Jones, Michell-Larocque

THAT Council do convene to the in-camera meeting.

Carried

**3. IN-CAMERA**

**3.1 Conduct of Investigation - in accordance with Municipal Act Section 213 (3)(g)  
re: Harassment Complaint**

*In-Camera discussion*

Resolution: 25-328

Michell-Larocque, Jones

THAT Council do now revert into Regular Meeting of Council.

Carried

Resolution: 25-329

Michell-Larocque, Jones

WHEREAS the Town of Faro's Harassment in the Workplace Policy is in the process of being reviewed and updated resulting in a lack of direction for the completion of investigations in an accountable and transparent manner;

NOW THEREFORE BE IT RESOLVED THAT Council directs the CAO to contract third-party investigator, Angela Drainville from North Country Consulting LP, for the completion of the Harassment Investigation dated September 12, 2025; and,

FURTHER THAT Angela Drainville is directed to complete the investigation in accordance with the Occupational Health and Safety Act, Part 19 of the Occupational Health and Safety Regulations and best practices for Harassment in the Workplace Policies and Procedures.

Carried

#### 4. ADJOURNMENT

Resolution: 25-330

Jones, Michell-Larocque

THAT the September 24, 2025, Special Meeting of Council be adjourned at 6:47 p.m.

Carried

Approved at the Regular Meeting of  
Council held on October 7, 2025, by  
Resolution # 25-\_\_\_\_\_

\_\_\_\_\_  
Jack Bowers, Mayor

\_\_\_\_\_  
Kimberly Ballance, CAO



## TOWN OF FARO MEMORANDUM

To: Mayor & Council, CAO  
Date: October 2, 2025  
From: Lenka Kazda, General Manager, Finance  
Re: Report to Council Meeting October 7, 2025

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Second property tax late payments letters were mailed to 16 property owners in the total amount of approximately \$59,000.

Quarterly w/s/r statements were printed. We cannot mail them due to the Canada Post strike and we encourage residents to come to pick them up at the Town Office or to contact us to have them emailed.

There are still funds available in the Community Lottery Program for local groups to apply for funding for eligible recreation, arts and sports programs. The use of the funds must be approved by Council before the end of the year.

### Payroll:

09/17/2025	Town Employees	\$ 48,343.81	Sept 1-14, 2025, Pay Period
10/01/2025	Town Employees	\$ 46,839.87	Sept 15 - 28, 2025, Pay Period
10/01/2025	Council Indemnities	\$ 5,662.20	September 1 - 30, 2025, Pay Period

### Payment Register Summary September 11 – October 1, 2025

Administration	\$15,609.02
Environmental Services	\$5,673.68
Fire Dept	\$15,809.99
Professional Fees & Remittance	\$72,917.34
PW and Gardening	\$5,034.48
Recreation and CRIC	\$7,116.78
Utilities	\$11,241.22
<b>Total</b>	<b>\$133,402.51</b>

**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 September 11 to October 1, 2025.

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

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

Any discussion?

All in Favour?

Carried/Defeated

## **AYC Report Sept 20, 2025 quarterly meeting (Carmacks)**

Chief Superintendent Linday Ellis of the Yukon RCMP made a presentation to the AYC group. It was extensive, compassionate, and honest.

There is a country-wide crisis with recruitment and staffing.

Numerous people brought the staffing issues that are taking place in their respective communities.

The RCMP are attempting to stagger the members moves/relocations.

The Superintendent indicated that they are in the process of updating their policies and policing methods. Part of their strategy to try to find community members to assist the RCMP.

The RCMP are forming a Yukon advisory committee which will provide a lens on diverse community relations sharing information and improving communication. If you wish to be selected and nominated to be appointed to this committee, the Town of Faro office has the contact information.

Submitted by: Gary Jones



## TOWN OF FARO MEMORANDUM

To: Mayor & Council

From: Kimberly Ballance, CAO

Re: CAO's Report to Council

October 2, 2025

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### **New Zoning Bylaw**

- Proposed Date for Public Open House to review/discuss Zoning By-Law updates with the public remains TBD. Awaiting response from Elevator Yukon.
- The draft Zoning Bylaw will be posted with the updated maps early next week.
- Large scale maps will be posted in Council Chambers for public review next week (once they arrive).
- After the second reading of the Bylaw is approved, Council is required to hold a Public Hearing. Notice of the Public Hearing must be provided for 2 weeks prior to it being held, in accordance with the legislation.

### **Strategic Plan Process Implementation is underway**

- Questionnaire – resulted in 8 written responses.
- Sept 24 & 25 – non-management staff workshops have been completed, and good input was received from all departments. Staff have been invited to submit additional comments by email should they think of them after the workshop.
- October 1 – Fire Department Volunteers workshop has been completed. Some additional feedback was received in writing from those not able to attend.
- October 2-8 – 2 of 5 Individual Council Member Interviews have been completed
- October 15 – Planning is underway for Public Open House on October 15.
- October 18 – Council Workshop [tentative date s/t Council input]

### **Housing Accelerator Fund (HAF)**

- Six (6) Applications were received by October 2, and one other applicant has been identified as having a potential application. The submitted applications include 5 single family homes, and 1 duplex. A report from Elevator Yukon regarding the award of funds will be forthcoming.
- Council will need to determine if another round of applications will be considered for new construction, following the renovation round.

### **Procedural Bylaw**

- Draft Bylaw is included as a separate item on the Agenda.

### Procurement Policy

- Draft Policy considerations will be included on the next Council Agenda.
- Consideration of signing authority requirements will be necessary to proceed with modernizing payment processes.

### Tourism Cooperative Marketing Fund (TCMF)

- Administration has reviewed marketing activities for the Town of Faro that will be proposed in the 2026 budget process for Council's consideration.
- Administration has pre-emptively applied to the TCMF for these activities because the submission deadline was October 1, 2025. If successful, they would be funded at 50% of the cost.
- The Faro Guide costs would also be offset by local business advertising sales.

Publication/Activity	Cost
Facebook Ads	\$250
Whitehorse Guide	\$3,250
Milepost	\$1,982
Alaska Highway Business and Travel Guide	\$6,170
Bells Travel Guide	\$1,575
Up Here Magazine	\$1,875
Faro Guide	\$10,000
Highway Sign (Klondike & Robert Campbell Intersection)	\$2,500
<b>Total</b>	<b>\$27,602</b>

### Employment Matters

- Union negotiations were completed during the week of September 15; the member ratification vote is scheduled for October 3, 2025, using Simply Voting (online voting). Results will be known early next week.
- Ongoing facilitation of Third-party Harassment Investigations.
- Interviews for Manager of Recreation and Culture have been scheduled for mid-October.

### Action Items:

- Develop draft of the following for Council's consideration:
  - Violence and Harassment in the Workplace Policy – draft policy to be drafted and presented to JH&SC in November 2025.
  - 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
  - Cemetery Bylaw – update to reflect existing practices
  - Animal Control Bylaw – requires review by Council and the public, but won't be prioritized until the Strategic Plan, Procedural Bylaw and Procurement Policy are completed.



**Town of Faro  
MEMORANDUM**

**To:** Mayor & Council

October 2, 2025

**From:** Mark Vainio, Operations Manager

**Re:** PW report to Council for October 7, 2025

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**Landfill/Bylaw** – HHW shed is completed, painted and set up by KBL. JD Loader is back in service

**Wells** – Still have to pour a pad around the wellhead and install the fence. We'd like to contract Mueller to install automatic valves for SCADA controlled bleeders to our wells. Quote for \$75,000 – CCBF? Need it done this year as heat trace for Well 121 has failed and Well 161 doesn't have any frost protection.

**Water** –SCADA call-out auto-dialer has been repaired. The phone line was never moved to the building which is why NWTel hadn't been able to find it the last two visits. The line was located on the street and brought into the building. WIN911 was tested and is operating normally. #2 Booster Pump VFD in Distribution PH3 has been repaired and is working on automatic. Water service failure on Ross Road has been repaired. Centrix (UV parts finder) is working in the Yukon on a project and will be stopping by to look at our UV system and introduce themselves later this month.

**Property Development** – Mueller – to do - Two new 20-amp plugins for treadmills in the Rec. Will have to bring these in from the panel downstairs. Replace fan motors in Pool area. Sheep shack has been painted and outhouse repaired and painted. Phase 1 Environmental Site Assessment (ESA) started at Faro Airport Fuel Facility.

**Pumphouse 3 Backup Generator** – Still waiting for SCADA controls and VFD drives to be completed. We're pursuing this with vigorously. Adding all Backup Generators to our SCADA system.

**Gardening** – Done and cleaned up for this year. Report completed and available if you want to see it. Planning for 2026.

**Vector** – Yates and Douglas sewers have been pulled this year. Also, all manholes brought to grade. Grading and Calcium has been done on Douglas Drive.

**FireSmart** – Funding has not yet been approved for 2025. Will post soon as "pending funding approval".

**Mitchell Road Outhouse** – Did a project proposal with estimates and scope of work for submission to CIRNAC and YG who will both be funding the project. Construction expected for 2026 if approved.



**SCHEDULE "A"**  
**PROCEDURAL BYLAW**

<b>1</b>	<b>PURPOSE</b>	<b>4</b>
<b>2</b>	<b>DEFINITIONS</b>	<b>4</b>
<b>3</b>	<b>GENERAL PROVISIONS</b>	<b>6</b>
<b>4</b>	<b>NOTICE OF COUNCIL MEETINGS</b>	<b>6</b>
<b>5</b>	<b>MEETINGS</b>	<b>7</b>
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<b>6</b>	<b>DUTIES AND ROLES OF THE CHAIR</b>	<b>8</b>
<b>7</b>	<b>CONDUCT OF MEMBERS AND GUESTS</b>	<b>9</b>
<b>7.1</b>	<b>ROLE OF MEMBERS</b>	<b>9</b>
<b>8</b>	<b>CALL TO ORDER / ATTENDANCE</b>	<b>11</b>
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<b>10</b>	<b>DELEGATIONS AND PRESENTATIONS</b>	<b>14</b>
<b>11</b>	<b>MOTIONS AND ORDER OF PUTTING QUESTIONS</b>	<b>15</b>
<b>12</b>	<b>RULES OF DEBATE</b>	<b>18</b>
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## 1 PURPOSE

To establish the Town of Faro' procedures for governing the calling, place and proceedings of Meetings and provide notice of Meetings to the public.

## 2 DEFINITIONS

In this Bylaw, the following words shall have the meaning given herein:

**"Acting Mayor"** – shall mean the Member selected by Council to preside at a Meeting in the absence of the Mayor or Deputy Mayor.

**"Administration"** – shall mean the administrative and operational arm of the municipality, comprising of its various departments and including its employees who operate under the leadership of the CAO.

**"Business Day"** – shall mean a day on which the Town Office is open for business.

**"CAO"** – shall mean the Chief Administrative Office appointed by the Council of the Town of Faro, or person designated as the Acting CAO.

**"Chair"** – shall mean the Mayor, Deputy Mayor, Acting Mayor or person given the responsibility to direct the conduct of a Meeting.

**"Committee"** – shall mean any advisory or other Committee, Sub-Committee or similar entity that is carrying out a power, duty or function delegated by Council but excluding Committee of the Whole. Committees may only be created by a Resolution of Council which identifies its purpose, term, appointees and any other requirements deemed necessary by Council.

**"Committee of the Whole"** – shall mean all the Members of Council present at a Meeting while sitting in Committee.

**"Consent Agenda"** – shall mean items on an Agenda that may be dealt with by Council or Committee in accordance with Section 9 of this Bylaw.

**"Council"** – shall mean the Council of the Town of Faro.

**"Delegation"** – shall mean a person(s) addressing Council, Board or Committee at a Meeting for the purpose of making a request or recommendation.

**"Deputy Mayor"** – shall mean the person appointed as Deputy Mayor by Council.

**"Mayor"** – shall mean the person elected to the position of Mayor for the Town of Faro.

**"In-Camera Meeting"** – shall mean a Meeting closed to the public in accordance with Section 213 of the Municipal Act and Section 5.4 of this Bylaw.

**"Majority"** – shall mean more than half of the Members present and voting on an issue. The count shall include only those present including the Chair of the Meeting.

**"Meeting"** – shall mean any Regular, Special, In-Camera or other Meeting of Council or Committee.

**"Member"** – shall mean a Member of Council or a Committee as the case may be.

**"Main Motion"** – shall mean a question to be considered by Council or Committee which is moved, seconded, presented, read by the Chair and is subject to debate.

**"Municipal Act"** – shall mean *the Municipal Act, RSY 2002, C. 154*

**"Presentation"** – shall mean a person(s) providing information to Council, Board or Committee at a Meeting on an issue that impacts the community in a broad manner (e.g. RCMP Report).

**"Point of Order"** – may be called by any Member of Council and means to call attention to:

- (a) any breach of the Rules of Debate of Council; or
- (b) any defect in the constitution of any Meeting of the Council; or
- (c) the use of improper, abusive or offensive language; or
- (d) notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
- (e) any other informality or irregularity in the proceedings of Council.

**"Quorum"** – shall be the minimum number of Members of Council or Committee that must be present at a Meeting to vote on motions and Bylaws. This number shall be equal to a majority of members of Council or Committee as the case may be. Quorum may be reduced to two (2) members if, due to a pecuniary interest of a member of council in relation to a matter, only two members of council are entitled to vote on the matter, those two members constitute a quorum for the matter.

**“Recorded Vote”** – shall mean the recording in the Minutes the name and vote of every Member present on any matter or question.

**“Resolution”** – shall mean a motion that has been voted on by Council or a Committee and represents a binding decision of Council.

**“Special Circumstances”** – shall mean a situation or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public or the property of the residents of the Town of Faro, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.

### **3 GENERAL PROVISIONS**

- 3.1 Where rules are not provided within this Bylaw for the proceedings of the Council or Committees, Roberts Rules of Order shall prevail.
- 3.2 In the event of any conflict between the provisions of this Bylaw and those contained in any of the authorities set out previously, the provisions of this Bylaw shall apply.
- 3.3 Subject to the Municipal Act, the rules established in this Bylaw shall be the rules governing the proceedings of the Council and its Committees.
- 3.4 An amendment, suspension or repeal of this Bylaw shall be considered at any Meeting of Council, where Notice of the proposed amendment, suspension or repeal was given at a previous Regular Meeting of Council. Council may not waive such Notice.
- 3.5 Council may suspend the Notice Provisions of this Bylaw where there are Special Circumstances.

### **4 NOTICE OF COUNCIL MEETINGS**

- 4.1 The CAO shall give Notice of each Inaugural and Regular Meeting to all residents of the Municipality by posting on the Municipal Office bulletin board, a notice which lists:
  - the type of Meeting
  - date and time of Meeting
  - location of Meeting
- 4.2 The CAO shall give 24 hours' Notice of each Special Meeting to the public by posting on the Municipal Office bulletin board a Notice which lists:
  - the type of Meeting

- date and time of Meeting
  - location of Meeting
  - the issue(s) to be discussed
- 4.3 The CAO shall give Notice of each Meeting to all members of Council and to other persons as the CAO deems advisable in writing.
- 4.4 The CAO may provide additional notifications and may create procedures to identify other methods of notice (online, digital sign, additional posting locations etc.) which may vary based on legislative requirements or the nature of the Meeting.

## **5 MEETINGS**

### **5.1 Inaugural Meetings**

- 5.1.1 The Inaugural Meeting of Council shall be held within 14 days after a General Election.
- 5.1.2 The date, time and location of the Inaugural Meeting will be set at the discretion of the CAO.

### **5.2 Regular Meetings**

- 5.2.1 Regular Meetings of Council shall be held in the Municipal Council Chambers as follows:
- on the first and third Tuesday of each month at 7:00 p.m. with the following exceptions:
    - the Meeting scheduled for the first Tuesday in January will be cancelled;
    - the Meeting scheduled for the third Tuesday in December will be cancelled.
  - on such other day and place as may be determined by a majority of Council upon the passing of a Resolution.
  - when the day for a Regular Scheduled Meeting of Council falls on a Holiday, Council shall meet at the established hour on the next following day which is not a Holiday, Saturday nor Sunday.
- 5.2.2 Regular Meetings of Council may continue after 10:00 p.m. with a motion carried by a majority vote by Council.

- 5.2.3 Regular Meetings of Council may continue past 11:00 p.m. with a motion carried by a unanimous vote by Council.

### **5.3 Special Meetings**

- 5.3.1 In accordance with Section 214 of the Municipal Act, the CAO shall call a Special Meeting of Council when requested in writing by the Mayor or any two (2) Council Members.
- 5.3.2 The CAO may call a Special Meeting if they can confirm that a quorum is available for the meeting, and subject to the notice requirements in Section 5.3.3 and Section 214(2) of the Act being provided.
- 5.3.3 Twenty-four (24) hours' notice shall be provided to all Members of Council by the CAO. Notice shall be provided in writing and must state the nature of the business to be discussed.
- 5.3.4 The only business to be dealt with at a Special Meeting is that which is given in the Notice of the Meeting.
- 5.3.5 Special Meetings of Council may continue after 10:00 p.m. with a motion carried by a majority vote by Council.
- 5.3.6 Special Meetings of Council may continue past 11:00 p.m. with a motion carried by a unanimous vote by Council.

### **5.4 In-Camera Meetings**

- 5.4.1 All Meetings shall be open to the public except that a Meeting or part of a Meeting may be closed to the public in accordance with Section 213(3) of the Municipal Act.
- 5.4.2 No Member, Officer or employee of the Town shall disclose the content of the matter or substance of the deliberations of a Closed Meeting, unless expressly authorized to do so by Council as required by law.
- 5.4.3 The CAO shall be present at all Closed sessions.

## **6 DUTIES AND ROLES OF THE CHAIR**

### **6.1 Role of Chair**

- 6.1.1 It shall be the role of the Chair to:

- a) open the Meeting by taking the Chair and calling the Members to order.
- b) advise that anyone present may not record (video or audio) without permission.
- c) announce the business before Council in the order in which it is to be acted upon.
- d) receive and submit, in the proper manner, all motions presented by the Members.
- e) put to a vote all motions which are moved and seconded, or necessarily arise in the course of the proceedings and to announce the result.
- f) decline to put to a vote, motions that infringe upon the rules of procedure.
- g) designate the Member who has the floor when two (2) or more Members wish to speak at the same time.
- h) restrain the Members within the rules of order when engaged in debate.
- i) make any decision required to maintain order and decorum.
- j) call by name any Member persisting in breach of the rules of order of the Council and order the Member to vacate the Council Chambers.
- k) authenticate by signature all Bylaws, Resolutions and Minutes of the Council.
- l) inform the Council, when necessary or when referred to for the purpose, on a Point of Order.
- m) represent and support the Council, declaring its will and obeying its decisions in all things.
- n) ensure that the decisions of Council are in conformity with the laws and Bylaws governing the activities of the Town of Faro.
- o) adjourn the Meeting without the question being put in the case of grave disorder arising in the Council Chambers.
- p) order any individual or group in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting, and to order the individual or group to vacate the Council Chambers where such behaviour persists.
- q) adjourn the Meeting when the business is complete.
- r) shall vote on all motions.

## **7 CONDUCT OF MEMBERS AND GUESTS**

### **7.1 Role of Members**

#### **7.1.1 It shall be the role of the Members to:**



- a) participate in Council Meetings and Committee Meetings to which the member is appointed by Council;
- b) keep in confidence matters that are discussed at In-Camera Meetings

7.2 No Member shall:

7.2.1 speak disrespectfully of:

- a) the reigning Sovereign or any of the Royal Family;
- b) the Governor-General of Canada;
- c) the Government of Canada;
- d) the Government of the Yukon;
- e) a current or previous member of Council; or
- f) a current or previous employee of the Town of Faro.

7.2.2 use indecent, offensive or insulting language;

7.2.3 speak on any subject other than the subject in debate;

7.2.4 disobey the rules of Council or a decision of the Chair regarding order or practice or upon the interpretation of the rules of Council. If a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall forthwith put the question "that such Member be ordered to leave his / her seat for the duration of the Meeting of the Council", and there shall be no amendments, debate or adjournment allowed on the question, but if the Member apologizes, he/she may, by vote of the remaining Members of Council, be permitted to retake his/her seat.

7.3 No Member or Guest shall:

- a) record (video or audio) any Meetings without the prior permission of the Council;
- b) use offensive words or unparliamentary language in or against the Council or against any member, staff or guest;
- c) disturb the Council, staff or guest, by any disorderly conduct disconcerting to the speaker or the Assembly;
- d) speak on any subject other than the subject in debate;
- e) disobey the rules of Council or the decisions of the Chair on questions of order or practice or upon the interpretation of the rules of Council; or
- f) be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next Meeting and without making an apology to Council.

- 7.4 Members of the public attending the meeting electronically must truthfully identify themselves by name or by turning on their video. Persons who fail to comply with this requirement upon request by Council will be removed from the Meeting.
- 7.5 Persons shall be allowed to address Council or Committee with the permission of the Council or Committee. The Chair shall be permitted to authorize such persons to address Council or Committee, however the Chair's determination may be appealed by the remaining members of the Council or Committee by Resolution.

## **8 CALL TO ORDER / ATTENDANCE**

- 8.1 Within fifteen (15) minutes after the time set for a Meeting, and if the Chair does not attend, the designate shall call the Members to order if a quorum is present and shall preside during the Meeting or until the arrival of the Chair. Where the Chair has advised the CAO that he/she will not be at the Meeting the designate will be advised as soon as practicable.
- 8.2 If no quorum is present within twenty (20) minutes after the time set for a Meeting, the CAO shall record the names of those present and the Meeting shall stand adjourned until the same time on the following day which is not a Holiday, Saturday nor Sunday. If no quorum is present at the rescheduled Meeting, the Meeting shall stand adjourned until the next Regular Meeting.
- 8.3 A Member shall contact the CAO to advise that he/she will not be present at the Meeting as soon as practicable. Should a Member advise that they will be absent for two (2) or more consecutive Regular Meetings, the CAO will include on the next Regular Agenda, a Motion to authorize a Leave of Absence for the Member. The absence of a Council Member from one (1) Regular Meeting or Special Meeting shall not require a Council Approval for a Leave of Absence nor will it impact their remuneration.

NOTE: This section will necessitate an update to the Council Indemnity Bylaw to align the terms for the Leave of Absences and Council Remuneration.

- 8.4 If the CAO has been notified by a sufficient number of Members prior to the scheduled Meeting that there will be no quorum; the CAO may cancel the Meeting of Council or Committee. The CAO shall post the Notice of Cancellation on the Municipal Office bulletin board as soon as practicable.

## **9 PROCEEDINGS OF COUNCIL MEETINGS**

- 9.1 The CAO shall have prepared, for the use of Members, an Agenda as set out below for Regular and Special Meetings. Amendments to the Agenda format may be made by the CAO for Committee Meetings.

### **9.1.1 Agenda for a Regular Meeting of Council**

#### **AGENDA**

Town of Faro – Regular Council Meeting  
Month / Day / Year @ Time  
Council Chambers

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 DISCLOSURE OF PECUNIARY INTEREST**
- 4 DELEGATIONS AND PRESENTATIONS**
- 5 BUSINESS ARISING FROM DELEGATIONS AND PRESENTATIONS**

#### **PART I – CONSENT AGENDA**

- 6 MINUTES**
  - 6.1 The review and passing of the Minutes of the previous Meetings.
  - 6.2 Minutes of Committees
- 7 MISCELLANEOUS MOTIONS**
  - 7.1 Financial Report
  - 7.2 Correspondence

#### **PART II – OTHER ITEMS**

- 8 BYLAWS**
- 9 REPORTS**
- 10 ITEMS FOR DIRECTION**
- 11 IN-CAMERA MEETING**
- 12 IN-CAMERA MEETING REPORT**

## **13 ADJOURNMENT**

### **9.1.2 Agenda for a Special Meeting of Council**

#### **AGENDA**

Town of Faro – Special Council Meeting

Month / Day / Year @ Time

Council Chambers

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 DISCLOSURE OF PECUNIARY INTEREST**
- 4 MATTER(S) FOR WHICH SPECIAL MEETING WAS CALLED**
- 5 ADJOURNMENT**

- 9.2 The CAO is responsible for the creation of Agendas for all Meetings of Council.
- 9.3 The CAO will maintain and update procedures for the distribution of the Agenda Package to Council and the public. The CAO will implement distribution processes that are appropriate for individual Members of Council and for the public.
- 9.4 The business of Council shall, in all cases, be taken up in the order in which it stands upon the Agenda, or unless otherwise decided by a majority of Council.
- 9.5 With the approval of Council, a matter of an urgent nature may be added to the Agenda for Council's consideration subject to compliance with any required notice provision set out in legislation or municipal bylaw. This will be completed via a Resolution of Council. The item shall be provided in writing to the CAO prior to the commencement of the Meeting.
- 9.6 At each Meeting, the Minutes of the preceding Meeting(s) shall be submitted for adoption and, once approved by a majority of Members present, shall be signed by the Chair and the CAO.
- 9.7 A Consent Agenda shall be utilized for Regular Meetings of Council for items identified in the Agenda under PART I – CONSENT AGENDA. The process shall be as follows:

- 9.7.2 The Chair shall introduce by way of a Motion, duly moved and seconded, the items contained in the Agenda under PART I – CONSENT AGENDA.
- 9.7.3 The Chair shall then inquire whether any Members wish to debate any items set forth in the Motion.
- 9.7.4 Any Member who wishes to debate or amend an item set forth in the Motion shall advise the Chair of the item(s) number.
- 9.7.5 Any items that have been identified for debate or amendment shall be debated or amended by Council.
- 9.7.6 If at the conclusion of the debate, no amendments have been proposed to any of the items the Chair shall then call the vote on the Consent Agenda Motion.
- 9.7.7 If at the conclusion of the debate amendments have been proposed, the Chair shall report all amendments to Council. The Chair shall then call the vote on each amended Motion prior to a vote on the Consent Agenda Motion.
- 9.7.8 The Chair shall separately introduce any item on which a Member has declared a Pecuniary Interest in accordance with The Municipal Act prior to a vote on the Consent Agenda.
- 9.7.9 A Member may request a separate vote on an item listed in the Consent Agenda. These items will be dealt with prior to a vote on the Consent Agenda.
- 9.7.10 All items that are identified for clarification, amendment, pecuniary interest or separate vote shall be addressed in the order the items appear on the Agenda.
- 9.7.11 The Chair shall then call for a vote on the Consent Motion excluding the items that have already been resolved.
- 9.8 Each item contained in a Consent Agenda shall include its own appropriately worded and properly moved and seconded Motion.
- 9.9 The CAO is hereby authorized to make minor deletions, additions or other changes in form to any Resolution or Bylaw before it is signed or sealed for the purpose of ensuring complete implementation of the actions of Council forming the subject matter.

## **10 DELEGATIONS AND PRESENTATIONS**

- 10.1 A person who would like to appear as a Delegation or Presentation in a Meeting of Council, Board or Committee must complete and submit the prescribed form (Appendix "A") and a copy of their Delegation Report / Presentation Report to the CAO by noon on Wednesday, one week prior to a Council Meeting.

- 10.2 The subject matter of Delegation / Presentation must be a matter within municipal jurisdiction.
- 10.3 A Delegation / Presentation consisting of one (1) person shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter beyond the five (5) minute time limit.
- 10.4 A Delegation / Presentation consisting of more than two (2) persons shall be limited to two (2) speakers, and each shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter(s) beyond the ten (10) minute time limit.
- 10.5 Council may, but is not required to, make a decision in response to a Delegation / Presentation following the Delegation / Presentation. Council may request that Administration bring forward a recommendation at a subsequent Meeting.
- 10.6 Members of Council or a Committee may seek clarification from the presenter(s) but will not enter into debate on the subject matter.
- 10.7 A presenter shall be limited to two (2) Delegations / Presentations in a calendar year on the same subject matter.
- 10.8 The CAO shall have the discretionary authority to determine whether sufficient detail has been provided in the prescribed form (Appendix "A") and to request additional information as required from the presenter or an Employee of the Town.
- 10.9 The CAO shall have the authority to determine the Meeting at which a Delegation / Presentation will be scheduled, having regard to time sensitive issues.
- 10.10 The CAO reserves the right to deny a Regular Meeting Delegation / Presentation request where the subject matter includes content which falls within Section 213(3) of The Municipal Act. The CAO may schedule an In-Camera delegation / presentation as appropriate.

## **11 MOTIONS AND ORDER OF PUTTING QUESTIONS**

- 11.1 All Motions must be properly moved and seconded and shall be in writing.
- 11.2 Notwithstanding Section 11.1 of this Bylaw, Motions that are properly moved and seconded may be introduced verbally, pertaining to the following:

- a) a Point of Order or Point of Personal Privilege;
- b) a Motion to defer / table; (see Section 11.9)
- c) a Motion to withdraw a Motion before the Chair;
- d) a Motion to recess;
- e) a Motion for the previous question which shall not be passed without a majority vote of all Members; (see Section 11.7)
- f) a Motion that the Council resolve itself into Committee of the Whole, and/or to rise into Council;
- g) a Motion to separate a question;
- h) a Motion to continue a Regular Council Meeting beyond 10:00 p.m.;
- i) a Motion to continue a Regular Council Meeting beyond 11:00 p.m.;
- j) a Motion to adjourn a Meeting.

11.3 Motions that have been introduced in accordance with Section 11.2 shall be duly recorded in the Minutes.

11.4 After a Motion is read or stated by the Chair, it shall be deemed to be in possession of the Council and can be withdrawn before decision or amendment, only with leave of Council expressed by a Motion put forth by the mover of the original Motion.

11.5 A Motion properly before Council for decision, must receive disposition before any other Motion can be received except a Motion to amend, defer (adjourn debate) for the previous question, to adjourn a Meeting, to extend the hours of closing proceedings, or on a matter of a quorum.

11.6 A Motion to amend:

- a) shall be presented in writing;
- b) shall receive disposition of Council before a previous amendment on the question;
- c) the question shall be allowed only once;
- d) shall be relevant to the question to be received.

11.7 A Motion for the previous question (to call the question):

- a) cannot be amended;
- b) on the main Motion, cannot be proposed when there is an amendment under consideration;
- c) shall preclude all amendments of the main question;
- d) when resolved in the affirmative, the question is to be put forthwith without debate or amendment;

11.8 A Motion to adjourn the Council Meeting:

- a) shall always be in order, except as provided in this Section, and shall be put immediately without debate;
- b) when resolved in the negative, cannot be made again until after some intermediate proceeding has been completed by Council;
- c) is not in order when a Member is speaking, nor during the verification of a vote;
- d) cannot be amended; and
- e) is not in order immediately following the affirmative Resolution of a Motion for the previous question.

11.9 A Motion to defer:

- a) shall always be in order, except as provided in this Section and shall be put immediately;
- b) shall be debated only on the date or time to which the item will be deferred;
- c) when resolved in the negative, cannot be made again until after some intermediate proceeding has been completed by Council;
- d) is not in order when a Member is speaking, nor during the verification of a vote; and
- e) is not in order immediately following the affirmative Resolution of a Motion for the previous question.

11.10 After a question is finally put by the Chair, no Member shall speak to the question, nor shall any other Motion be made until after the vote is taken and the result has been declared.

11.11 If a Member disagrees with the declaration of the Chair on the result of a vote, such Member must object immediately after such declaration, and request that the vote be retaken, and when so requested, the Chair shall have the vote retaken.

11.12 Debate shall be restricted to each proposal in its turn when a question has been separated upon the agreement of Council.

11.13 The manner of determining the decision of Council on a Motion shall be indicated by visual or vocal means as declared by the Chair, except for recorded votes.

11.14 Upon enactment, every Bylaw shall be endorsed by the Chair and the CAO with the date of enactment thereof and the Corporate Seal shall be affixed thereto.



## 12 RULES OF DEBATE

- 12.1 Every Member at a Council Meeting, including the Chair, shall vote when a question is put, except where he/she is prohibited by statute from voting or disqualified to vote by reason of a Declared Pecuniary Interest, or is absent from the Council Chambers when the question is put.
- 12.2 If any Member present at a Meeting of Council does not vote when a question is put, he/she shall be deemed as voting in the negative, except where he/she is excused by Council from voting on the matter, prohibited from voting by statute or disqualified by reason of a Declared Interest.
- 12.3 Any question on which there is an equality of votes shall be deemed to be negative.
- 12.4 Any Member who has declared a Pecuniary Interest in an Item on an Agenda shall leave the meeting during the time that the matter is being considered, or voted on, so as to not influence the discussion or determination by Council. Such action shall be noted in the Minutes.
- 12.5 Any Member who is not disqualified from voting by any Act may request that a recorded vote be taken prior to, or immediately subsequent to the taking of a vote.
- 12.6 Upon a recorded vote being requested by a Member on any matter or question, the CAO shall ask those Members voting in favour of the question to indicate in a vocal or visible manner until their vote has been recorded. The CAO shall then ask those Members voting in opposition to the question to indicate in a vocal or visible manner until their vote has been recorded. Any Member who does not indicate his/her vote at the time of a recorded vote shall be deemed to be voting in the negative.
- 12.7 The CAO shall record the manner in which each Member voted in the Minutes by listing the Members in alphabetical order by last name. The CAO will also record the name of any Member who was prohibited or excused from voting.
- 12.8 Every Member speaking on any question or Motion shall address the Chair.
- 12.9 When two (2) or more Members wish to speak, the Chair shall designate the Member who is to have the floor and the Member, who in the opinion of the Chair, first requested to speak shall have the floor.
- 12.10 Each Member shall be allowed to speak only once on the question for a maximum period of five (5) minutes, except the Member who has made a

Motion and/or an amendment to such Motion, shall be permitted the final reply to close the debate, and such final reply shall be limited to three (3) minutes.

- 12.11 A Member may speak a second time to a question, upon the concurrence of the Chair, but only if the question has not yet been put to a vote, and the Member shall be permitted an additional three (3) minutes, after which the Member who moved the Motion being debated, shall be granted a final reply which shall be limited to three (3) minutes.
- 12.12 No Member shall interrupt the Member who has the floor, except to raise a Point of Order or a question of quorum.
- 12.13 When a Member raises a Point of Order, the Member shall ask leave of the Chair to raise a Point of Order, and after a leave is granted, shall state the Point of Order to the Chair and the Chair shall then state and decide upon the Point of Order; and
  - a) thereafter, the Member shall address only the Chair for the purpose of appealing to Council from the decision of the Chair; and
  - b) if no Member appeals, the decision of the Chair shall be final; and
  - c) Council, if appealed to, shall decide the question, without debate, and its decision shall be final.
- 12.14 No person except Members and Officers of the Town of Faro shall be allowed to come to the Council table during the sittings of Council without permission from the Chair or Council.
- 12.15 When the Chair is putting a question, Members shall remain in their seat and make no noise or disturbance.
- 12.16 When a Member is speaking to an issue, Members shall remain in their seat and make no noise or disturbance.

### **13 RECONSIDERATION**

- 13.1 Any Member may bring forward a Motion for reconsideration.
- 13.2 An issue shall not be brought back for reconsideration for a period of 12 months from the date that the Motion was originally determined.
- 13.3 A request for reconsideration by a majority of members of Council will override the reconsideration rule set out in section 13.2. This will require the completion of the Form in Appendix B and submission of it to the CAO

who will include it on the next Regular or Special Meeting of Council, as necessary.

#### **14 ACCESS TO INFORMATION FOR COUNCIL**

- 14.1 Members of Council shall have access to information through the CAO in order to fulfill their mandate as a Member, provided he/she is not prohibited by statute from having such information.
- 14.2 Files and documents may not be removed from the care and control of the CAO and, under no circumstances, shall such material be removed from the Municipal Office, except as required by Statute.

#### **15 ELECTRONIC PARTICIPATION AT MEETINGS**

- 15.1 Members of Council or Committee may participate electronically in Meetings that are open or closed to the public, and their participation will be included in determining whether or not a quorum of members is present at any point in time.
- 15.2 The CAO shall determine the method of electronic participation that will be utilized and will consider the method based on available technology, budgetary considerations and transparency of the method to the public.
- 15.3 Members of Council that wish to participate in a Meeting electronically shall make arrangements with the CAO as soon as possible prior to the Meeting. The CAO will endeavour to make this option available, however precedence shall be given to the Members participating in person.
- 15.4 The CAO and Council shall ensure that the Meeting is not unnecessarily delayed or interrupted due to a Member's participation via an electronic means including the following:
  - if a telephone line is staticky making it difficult for Council or the public to hear the Member, who is participating electronically, the method will cease to be utilized at that Meeting;
  - if an internet or WIFI connection does not have sufficient speed to allow for viewing/hearing the Member, who is participating electronically, the method will cease to be utilized at that Meeting;
  - if a Member or Council is experiencing technical difficulties in setting up or keeping a connection with a Member who is participating electronically, precedence will be given to the Members participating in person and the method will cease to be utilized at that Meeting;
  - If a member(s), who is participating electronically, is required for the purposes of quorum, and their electronic connection is lost, the

meeting shall be recessed for a period of not more than 15 minutes to re-establish the connection. If a connection cannot be re-established, then the meeting is deemed to be over.

- 15.5 A Member's electronic participation in a Meeting shall be recorded in the Minutes of the Meeting as such. Electronic participation shall be considered in determining Council Member attendance.
- 15.6 Members shall not be permitted to participate electronically for a period of more than two (2) Regular Meetings without being authorized to do so by a Resolution of Council.
- 15.7 Members participating electronically in a In-Camera Meeting will take all measures possible to ensure that their participation does not permit non-members to hear, see or participate in the Meeting proceedings. Security of In-Camera Meeting information is paramount. If a Member is unable to abide by this provision, they should not participate in the In-Camera Meeting.

**APPENDIX "A" TO BYLAW NO. 2025-??**

**DELEGATIONS AND PRESENTATIONS REQUEST**

By completing and signing this form I agree that I have received and reviewed the rules for giving a Delegation or Presentation and understand that I will be required to follow the procedures laid out in the Town of Faro' Procedural Bylaw.

I understand that this Delegation / Presentation Request Form is a public document and will be part of the Agenda Package for Council and the public.

Presenter(s) Name(s): \_\_\_\_\_

Presenter(s) Signature(s): \_\_\_\_\_

Phone Number or Email: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

Available Dates to Present: \_\_\_\_\_

(Note: Actual Presentation date to be determined by CAO)

Nature of Business (please attach additional information as required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delegation / Presentation Submitted: Yes / No

~~~~~  
FOR CAO USE:

Delegation or Presentation (circle one)

Staff Report / Recommendation Required: Yes / No

Staff Person: \_\_\_\_\_

Delegation / Presentation Approved: Yes / No

Date of Meeting: \_\_\_\_\_

CAO: \_\_\_\_\_ Date: \_\_\_\_\_

## DELEGATIONS AND PRESENTATIONS

1. A person who would like to appear as a Delegation or Presentation in a Meeting of Council, Board or Committee must complete and submit the prescribed form (e.g. Appendix "A") and a copy of their Delegation Report / Presentation Report to the CAO by 12:00 noon on Wednesday, a week prior to a Council Meeting.
2. The subject matter of Delegation / Presentation must be a matter within municipal jurisdiction.
3. A Delegation consisting of one (1) person shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter beyond the five (5) minute time limit.
4. A Delegation consisting of more than two (2) persons shall be limited to two (2) speakers, and each shall have five (5) minutes to address Council. Members or Officers may ask questions or seek additional information from the presenter(s) beyond the ten (10) minute time limit.
5. A Presentation to Council will be provided with a time limit by the CAO.
6. Council shall not make a decision in response to a Delegation / Presentation during the Delegation / Presentation. Members of Council or a Committee may seek clarification from the presenter(s) but will not enter into a debate or discussion on the subject matter.
7. A presenter shall be limited to two (2) Delegations / Presentations in a calendar year on the same subject matter.
8. The CAO shall have the discretionary authority to determine whether sufficient detail has been provided in the prescribed form (e.g. Appendix "A") and to request additional information as required from the presenter or an employee of the Town of Faro.
9. The CAO shall have the authority to determine the Meeting at which a Delegation / Presentation will be scheduled, having regard to time sensitive issues.
10. The CAO reserves the right to deny a Regular Meeting Delegation / Presentation request where the subject matter includes content which falls within Section 213(3) of The Municipal Act. The CAO may schedule an In-Camera delegation / presentation as appropriate.
11. Council may choose to defer a decision on a delegation to a future meeting if additional information is requested from either the presenter or staff.

**APPENDIX "B" TO BYLAW NO. 2025-??**

**COUNCIL REQUEST FOR RECONSIDERATION**

WHEREAS Section 13.3 of the Town of Faro' Procedural Bylaw requires that the majority of the Members of Council is required to Reconsider an Item prior to the 12 month timeline set out in Section 13.2.

NOW THEREFORE the following Members of Council of the Town of Faro, representing a majority of the Council, wish to reconsider the Resolution or Bylaw No.:

\_\_\_\_\_  
\_\_\_\_\_

| NAME OF MEMBER | SIGNATURE OF MEMBER |
|----------------|---------------------|
| 1. _____       | _____               |
| 2. _____       | _____               |
| 3. _____       | _____               |
| 4. _____       | _____               |
| 5. _____       | _____               |

|                            |
|----------------------------|
| CAO Use Only:              |
| Date:                      |
| Time Received: a.m. / p.m. |



3502 RACINE RD. ■ YELLOWKNIFE, NT ■ X1A 3J2 ■ 867 920-2728 ■ EMAIL: TAG@TAGYK.COM ■ WWW.TAGYK.COM

Sole Sourced  
Approved by Res#  
24-262 (July 17, 2024)

To: Town of Faro

FAO: Tina Freake- Manager of Recreation and Culture

Dear Tina,

Taylor Architecture Group (TAG) and TAG Engineering are pleased to submit this proposal to complete a space planning and pre-design exercise with the Town of Faro (the Client) that will inform a renovation of the existing community recreation centre.

Included in this proposal is a summary of our understanding of the scope and our plan for completing it, along with a breakdown of the associated fees and a provisional schedule. We have also included some notes on opportunities to add value for the client to consider. As requested, we have provided information on TAG, profiles of similar projects that we have completed in recent years, and resumes for the team members who will be involved in the project.

TAG has been operating exclusively in the north for over forty years, and the overwhelming majority of our projects have been completed in small, remote communities. We bring a wealth of context specific technical expertise to our projects but also a personal appreciation for the value of public buildings in northern communities. We are excited to work through this space planning exercise with you and to develop a plan for completing the renovation.

In addition to the, space planning exercise, we have included pricing for two optional services:

1. A Building Condition Assessment including Mechanical and Electrical systems
2. Creation of a set of As-Built drawings of the facility that can be used to develop accurate plans for the proposed renovations

These have been included as optional services, as they are not strictly required to complete the space planning exercise but they may be useful to the client to inform financial decisions, and to advance the design process. Also, a recent building condition assessment may be required for some of the funding sources the client is considering.

The fee and methodology presented in this proposal are based on the information so far exchanged between TAG and the Town of Faro. If something in our methodology or fee does not match your expectations, or if we have missed an important aspect of the scope, please let us know and we will be happy to revise this proposal accordingly.

We appreciate the opportunity to submit a proposal to support your project and look forward to answering any questions you may have.

Sincerely

Simon Taylor  
Owner and Principal- Taylor Architecture Group  
867 920 2728  
Simon@TAGYK.COM



Page 1



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Facing Page Top Left To Bottom Right: The display area in the lobby of Kugaaruuk Hamlet Office with display spaces carefully matched to the size of the items displayed. The Tl'cho Cultural Centre under construction in Behchoko. Residents of Gjoa Haven examine a model of the proposed addition to the Nattilik Heritage Centre. Children relax by the basketball court after the grand opening of Lutselk'e Dene School. Dancers celebrate the opening of Elsipogtog First Nation School. Student artwork on display at Lutselk'e Dene School

## 2. METHODOLOGY

### PROJECT UNDERSTANDING

The Town of Faro is looking to renovate various spaces within the existing Rec Center to better meet the needs of the community.

The specific renovations so far identified by the client are:

1. The expansion/renovation of an existing commercial kitchen on the ground floor, including the creation of a new outside access point to facilitate easy loading.
2. The addition of a secondary, "galley style" kitchen for regular use connected to the commercial kitchen.
3. Re-purposing of an existing space into a staff room with a kitchenette.
4. The removal of a partition wall between the existing entrance hall and the curling rink which is currently serving as a multi-purpose/storage space.
5. Relocation of the fitness room to the far end of the curling rink space and provide new access and access controls to facilitate 24-hour use by residents.
6. The addition of shower and laundry facilities to the relocated fitness room.

Together, these amount to a significant renovation of the facility that will require careful planning to deliver value to the client and minimize disruption to the operation of the Rec Centre. The client has indicated that the first phase of this renovation will be a space planning exercise to refine the vision for the renovated space. The updated space plan will form part of the client's application for further renovation funding. Of the renovations listed above, the client has indicated that expanding and updating the commercial kitchen should be treated as the next phase and given the highest priority.

### WORK PLAN

Upon contract award, we will schedule a startup meeting to review the scope and ensure that the client's intent has been accurately captured in TAG's proposal. Following the meeting, TAG will circulate minutes including a week by week schedule for completing the project.

We recommend holding an in person meeting to review the space planning work completed by the client so far. Jason and a support person will drive to Faro to meet the client's team and tour the building, taking pictures and measurements as needed. During the visit we would host a group discussion with the client and stakeholders about the project goals and the client's current space requirements. This information will form the basis of a Draft Functional Program for the renovated facility, describing the new spaces and their requirements.

The team may need to access the roof to and/or crawl spaces if to confirm conditions and locations of mechanical penetrations etc. It will be very helpful if a staff person who maintains the building is available to show the team around and discuss any known issues with building systems.

Following this visit, we will arrange a second meeting (likely virtual to reduce costs) with the client and any staff members or other stakeholders who want to contribute to the space planning exercise. During the meeting we will review the draft functional

program together and make edits and notes as needed. The design team will use the updated functional program to develop a concept floor plan for the renovated facility. We will also complete a review of the building code to identify any potential issues with the renovation plan and a summary of the remedial action that will need to be taken. If any remedial action required by the code has the potential to adversely impact the project budget or the schedule, TAG will advise the client of alternative strategies to meet project goals. When this work is complete, TAG will provide the client team with a draft report that summarizes all the work completed and lays out a path for completing the project, beginning with the commercial kitchen renovation and expansion. An order of magnitude cost estimate for the planned renovations will be included in the report.

The draft report will include summaries of the mechanical and electrical engineering requirements of the renovation and advise as to whether additional consultants (for example a structural engineer, Kitchen designer) will be required to complete the next stage of the project. Generally we prefer to review the draft report with clients as part of the submission process so we can answer pressing questions right away whenever possible. This review meeting will also provide a good opportunity to talk about the different project delivery methods that are available, if any changes, clarifications, or additions are required to the report, the design team will complete these and provide a final report to the client.

We anticipate that roughly three weeks will be needed to complete the space planning report following the visit to Faro.

### OPPORTUNITIES TO ADD VALUE

When the team visits Faro, there will be ample time to talk about the overall goals of the renovation project and the needs of the community. We can also discuss opportunities to "piggyback" other small renovations and upgrades onto the planned upgrades for example to improve accessibility, energy efficiency and generally extend the life of the building.

TAG also has considerable experience facilitating new funding for clients to complete renovation and new construction projects. We can make time to discuss the client's funding plans and how TAG can support this process if needed. The final report will include recommendations on planning the renovation to meet the current funding plan and options for seeking additional funding.

### COMMUNICATION AND INFORMATION MANAGEMENT

TAG's project manager, Jason McMillan will be the client's point of contact throughout the life of the project and will ensure we maintain the meeting schedule agreed with the client at project startup. If emergencies do occur which require staffing changes, we have qualified back-up design and management personnel ready and available to ensure project continuity.

Communications will be documented in writing in the form of schedule updates, minutes of meetings, or follow up emails to any phone discussions.

### 3. ESTIMATED FEES AND EXPENSES

The following table describes TAG's fees for the major project tasks and an estimate of reimbursable expenses. Pricing for optional items has been provided separately for the client's consideration. The final table lists hourly rates for project personnel for additional work outside of the identified scope.

| Space Planning                                                                 |                 |
|--------------------------------------------------------------------------------|-----------------|
| Scope Item                                                                     | Fee             |
| Functional Program                                                             | \$6,410         |
| Architect Site Visit (assumes two staff, on site for a full day or equivalent) | \$5,530         |
| Building Code Review                                                           | \$2,320         |
| Space Planning Report and OM Cost Estimate                                     | \$10,890        |
| Allowance for additional meetings as needed                                    | \$1,590         |
| General Administration                                                         | \$500           |
| <b>Sub-Total Fees</b>                                                          | <b>\$26,740</b> |
| <b>Estimated Expenses</b>                                                      |                 |
| Hotel (Two visitors for one night in Faro)                                     | \$500           |
| Gas and Incidentals                                                            | \$486           |
| <b>Sub Total Expenses</b>                                                      | <b>\$986</b>    |
| <b>Total fees and Expenses for Space Planning (Excl GST)</b>                   | <b>\$27,726</b> |

| Optional Services (Including Expenses) |          |
|----------------------------------------|----------|
| Building Condition Assessment          | \$10,446 |
| As-Built Drawings                      | \$2,240  |

| Hourly Rates for Additional Work        |       |
|-----------------------------------------|-------|
| Simon Taylor                            | \$250 |
| Jason McMillan                          | \$210 |
| Andrew Marston                          | \$190 |
| Emad Hussein                            | \$225 |
| Engineering/Architectural Support Staff | \$175 |

## 5. PROJECT TERMS AND CONDITIONS

### PROJECT TERMS

1.1 Billing will occur monthly, and will include a summary of hours incurred, and organized by phase of work. The Client shall pay TAG within 30 days after date of issuance of an invoice.

1.2 An invoice unpaid after 30 days shall bear interest calculated monthly at the rate equal to Canada Revenue Agency's (CRA) rate for unpaid corporate tax per month.

1.3 As per Canadian Construction Documents Committee (CCDC) recommendations, the architect requires the owner to carry a contingency on top of the construction budget to handle small changes that may arise. TAG's involvement in this project assumes that the owner will carry a contingency of five percent of the construction contract value. While the intent will be to sign a standard GNWT contract, it is the expectation of TAG that The Client acknowledges that the standard of care for construction documentation does not require perfection. As described by the RAIC in their Doc 5 guideline document: "Clients should understand that the standard of care does not require perfection and therefore that not all errors and omissions should be considered negligent errors or omissions"

1.4 The addresses for official notices in writing between the Architect and the Client shall be as stated in this document. The delivery of notices shall be by hand, by courier, by first class mail, by facsimile, or by other means of electronic communication during the transmission of which no indication of failure of receipt is communicated to the sender. A notice shall be deemed to have been received by the addressee on the date of delivery if delivered by hand or by courier or, if sent by mail, it shall be deemed to have been received five calendar days after the date of mailing, not counting days without mail service. If sent by electronic means, a notice shall be deemed to have been received on the date of its transmission, provided that if such day is not a working day, or if received after the end of normal business hours on the date of its transmission at the place of receipt, then it shall be deemed to have been received at the opening of business at the place of receipt on the first working day next following the transmission. Any change in address of the parties for official notices shall be communicated by official notice in accordance with this Article.

1.5 Additional Involvements will be undertaken during the execution of the project and outlined in invoices as extras, should additional involvements or activities be requested by the Client and confirmed in writing.

1.6 The project contract shall be governed by the laws of Yukon

1.7 This agreement represents the entire contract between the Client and the Architect, and supersedes all prior negotiations, representations, agreements or contract, either written or oral. The contract may be amended only in writing, signed by the Client and the Architect.

1.8 Goods and Services Tax (GST) of 5% is not included in the project fee total, and shall be applied to each invoice.

### Indemnification

Subject to the limitation of liability, the Architect and the Client shall each indemnify and hold harmless the other from and against all claims, demands, losses, costs, damages, actions, suits or proceedings in respect of claims by a third party, provided such claims are attributable to:

1. negligent performance of professional services by the Architect or by those for whom the Engineer is responsible in law, or
2. a breach of this agreement by the part from whom indemnification is sought.

### Limitations of Liability

Any and all claims, whether in contract or for which the client has or may have against the Architect in any way arising out of or related to the Architect's duties and responsibilities, including those arising from indemnification as described in this agreement, shall be limited in amount to the amount of insurance covering provided, as noted below, of the agreement that is available at the time the claim is made.

Professional liability insurance to be carried by the Architect shall be a claims made policy with limits of not less than \$ 1,000,000 per claim, with an aggregate limit of not less than \$ 1,000,000 within any policy year. This policy shall be maintained continuously from the commencement of the Services and, subject to commercial availability, for a minimum of three years after the Project Completion date (i.e., completion of Architect's services as noted in this agreement). The Client acknowledges that the actual amount of insurance available at any given time under a claims made policy will be dependent on the aggregate amount of all claims made during a policy year.

The Architect's liability pursuant to shall be limited to \$1,000,000. In the event of a claim, the client agrees to pay TAG's deductible.



TAYLOR ARCHITECTURE GROUP

3502 RADDINE RD. ■ YELLOWKNIFE, NT ■ X1A 3J2 ■ 867 920-2728 ■ EMAIL: TAG@TAGYK.COM ■ WWW.TAGYK.COM

## AGREEMENT PAGE

THIS AGREEMENT IS MADE  
ON:

DATE

July 19/20

BETWEEN THE CLIENT:

SIGNATURE BY AUTHORIZED SIGNATORY

LARRY BARRON

CLIENT/OWNER AUTHORIZED SIGNATORY (PRINT NAME)

CEO

POSITION

AND THE ARCHITECT:  
TAYLOR ARCHITECTURE GROUP

SIGNATURE BY AUTHORIZED SIGNATORY

SIMON TAYLOR

AUTHORIZED SIGNATORY (PRINT NAME)

PRINCIPAL

POSITION

FOR THE PROJECT, AS DESCRIBED THROUGHOUT THIS PROPOSAL DOCUMENT.

## INFORMATION FOR INVOICING

COMPANY NAME TO INVOICE: Town of Faro

PO NUMBER (IF APPLICABLE):

BILLING ADDRESS: BOX 580

CITY/POSTAL CODE: Faro

ACCOUNTS PAYABLE CONTACT: Lenka Kazda

PHONE: 867-994-2728

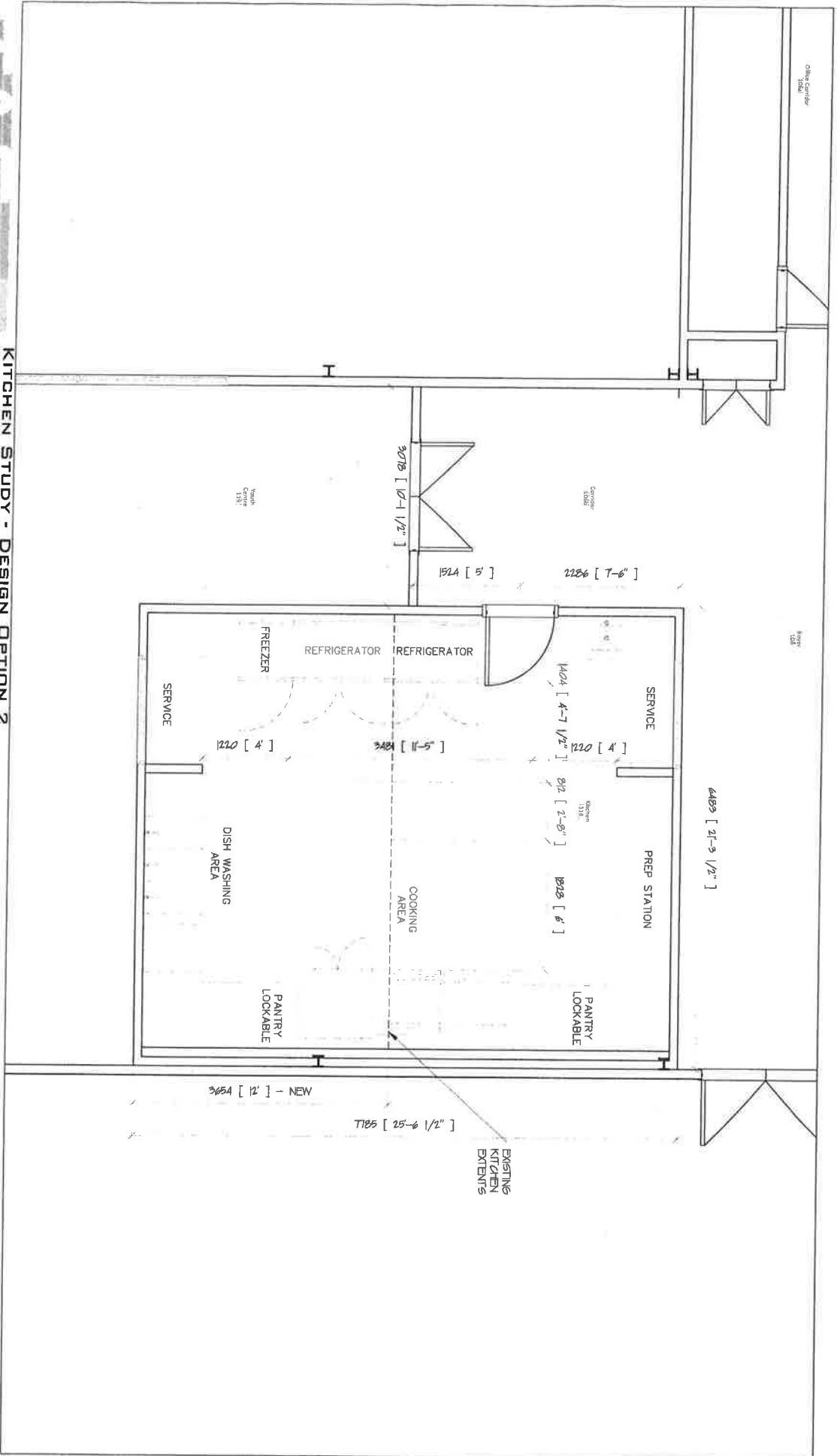
FAX:

EMAIL: finance@faroynukon.ca

INVOICE DELIVERY PREFERENCE:

(as per checked items)





# KITCHEN STUDY - DESIGN OPTION 2

Faro Arena Renovations Faro, YT

2025-03-07

24-020

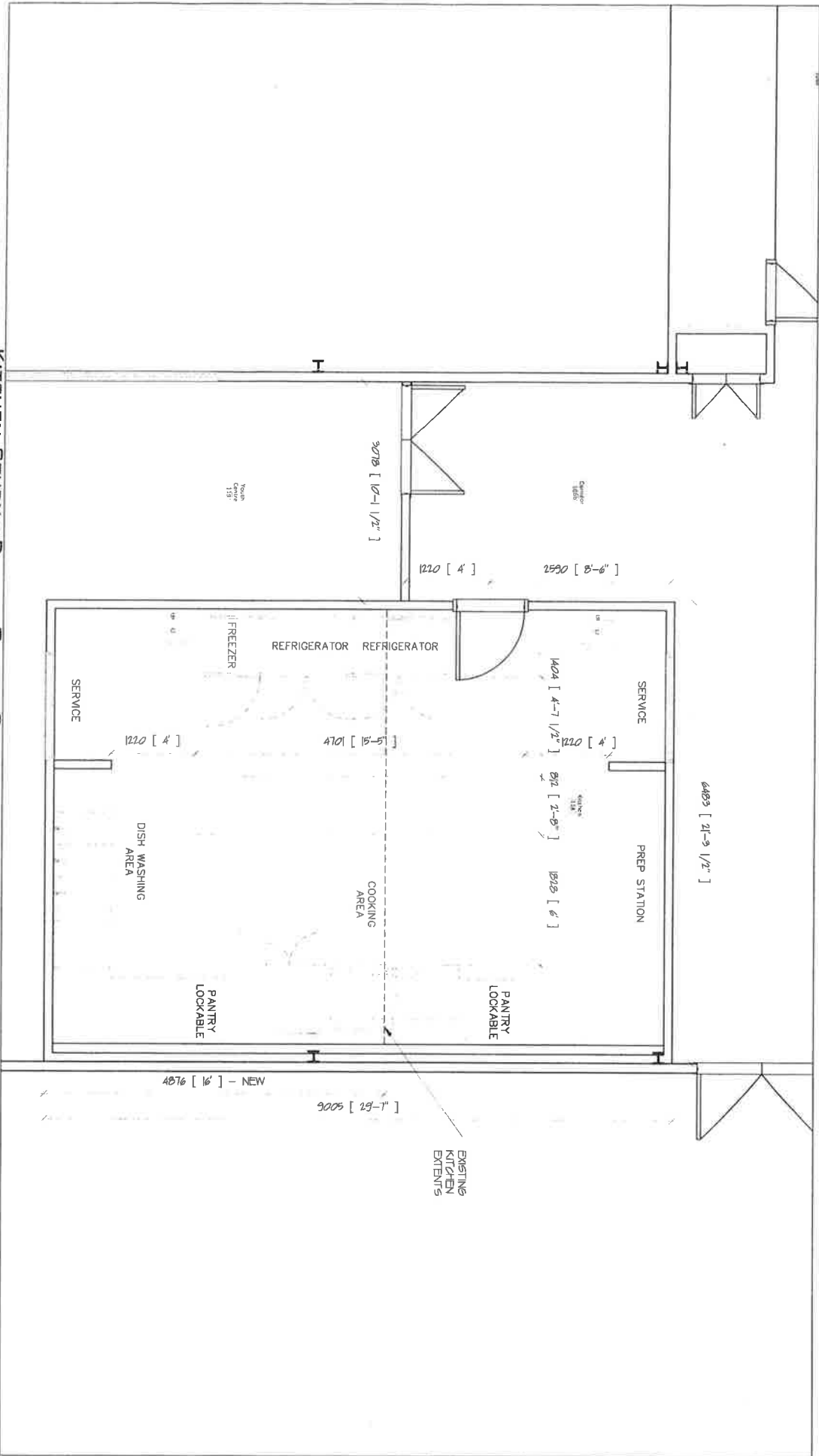
Study Drawings

TAYLOR ARCHITECTURE GROUP

project north

A001

1:50



KITCHEN STUDY - DESIGN OPTION 3

Faro Arena Renovations, Faro, VT

2025-03-07

24-020

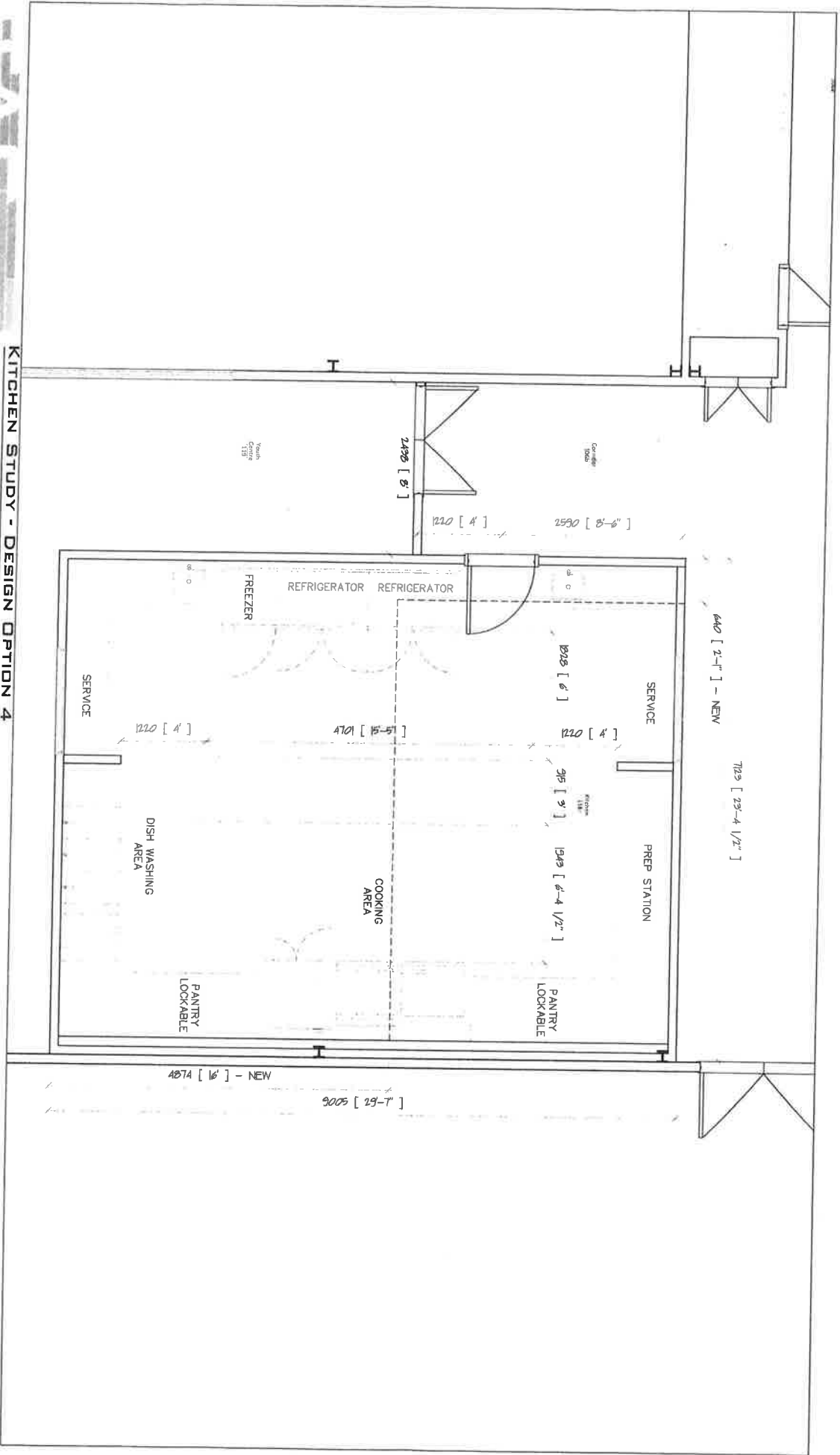
Study Drawings

Project north

A001

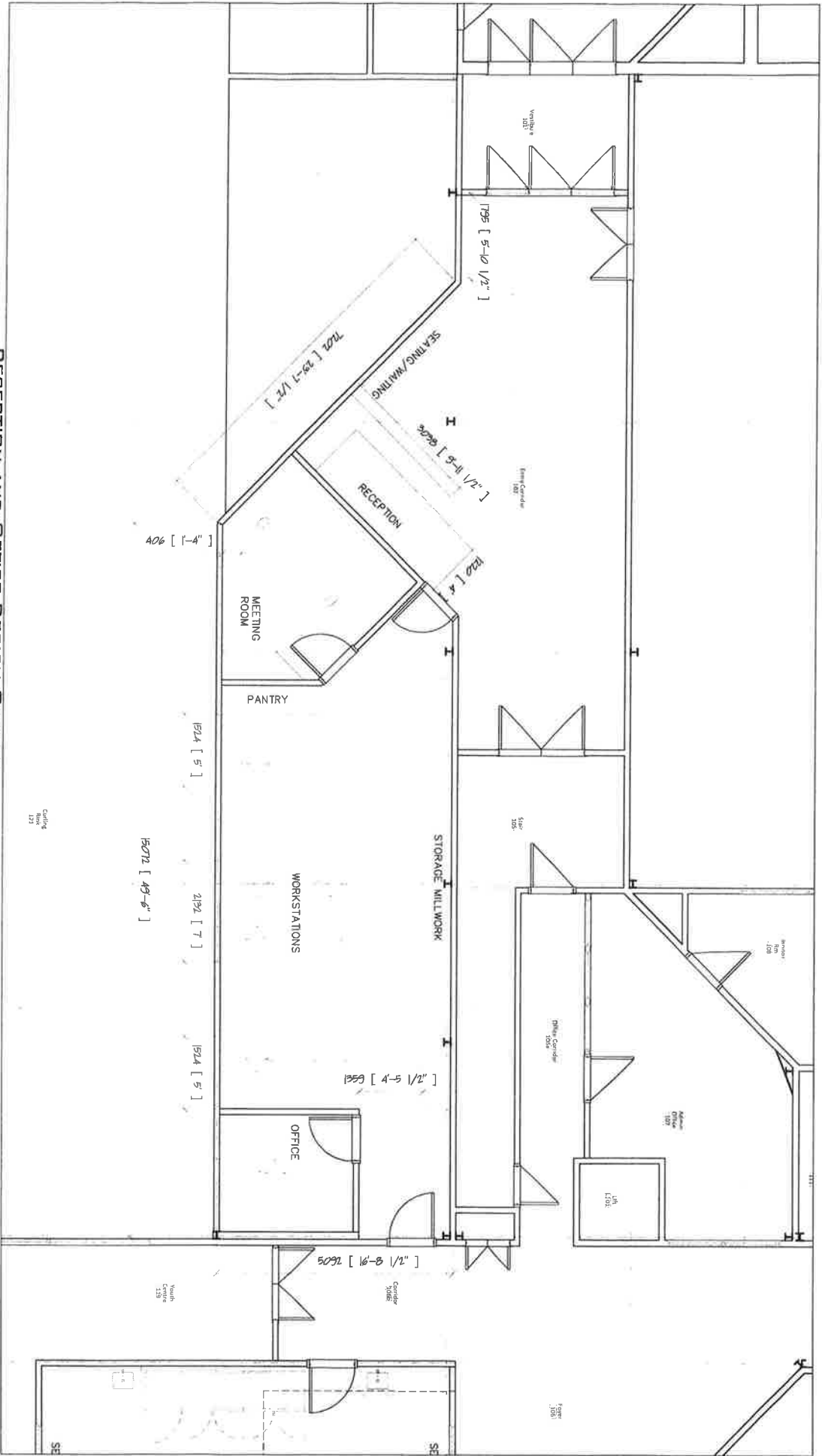
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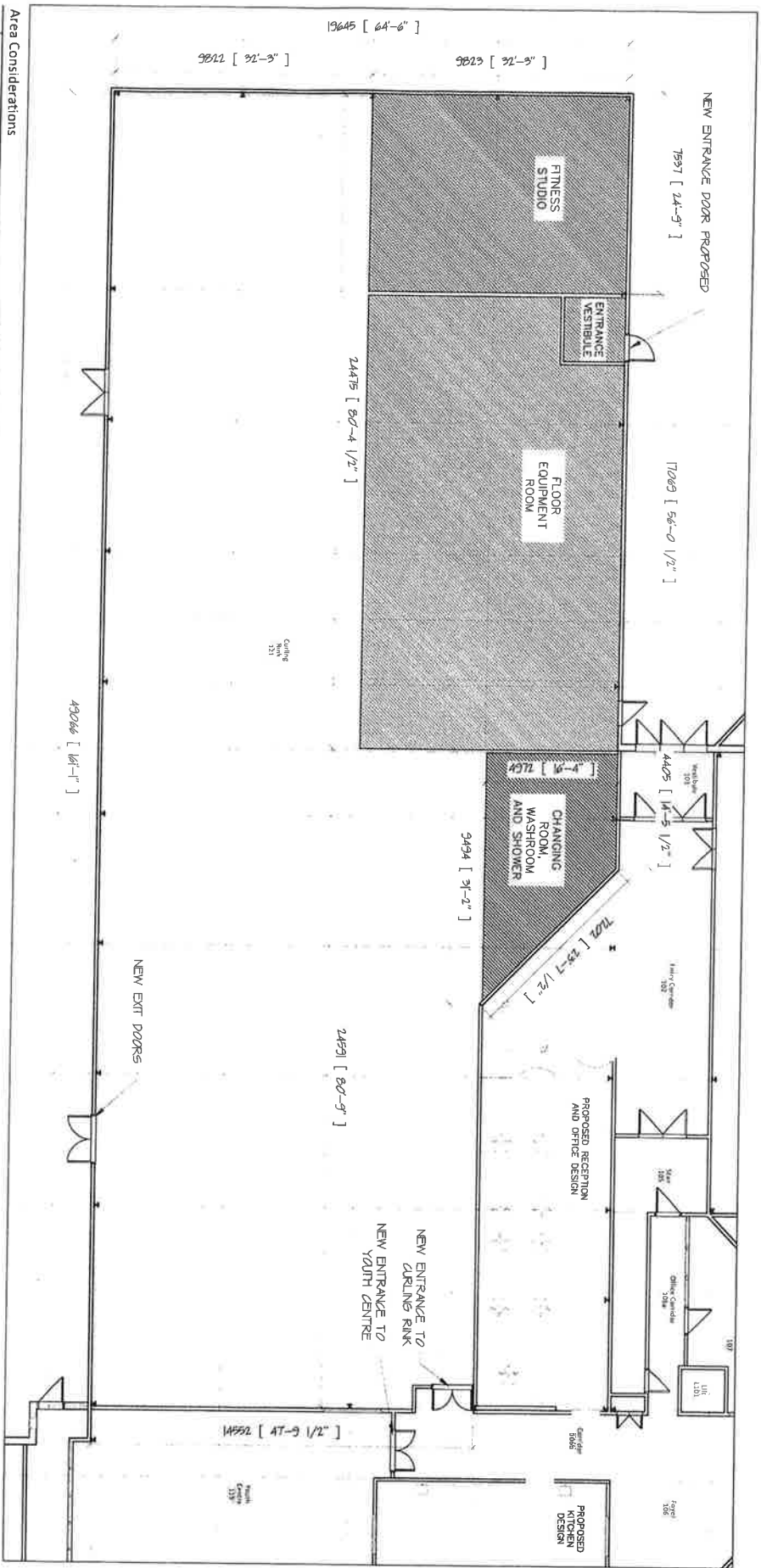
KITCHEN STUDY - DESIGN OPTION 4

Faro Arena Renovations, Faro, YT  
2025-03-07 24-020  
Study Drawings



RECEPTION AND OFFICE DESIGN OPTION

Faro Arena Renovations Faro, YT  
2025-03-11 24-020  
Study Drawings



| Area Considerations                   |                 |
|---------------------------------------|-----------------|
| Room Name                             | Area            |
| 01. PROPOSED FITNESS / EXERCISE SPACE |                 |
| FLOOR EQUIPMENT ROOM                  | 1,721.05 sq ft  |
| FITNESS STUDIO                        | 13,645.00 sq ft |
| CHANGING ROOM, WASHROOM AND SHOWER    | 362.21 sq ft    |
| ENTRANCE VESTIBULE                    | 60.06 sq ft     |
| Total Area                            | 2,928.32 sq ft  |
| 02. EXISTING FITNESS ROOM             | 2,354.11 sq ft  |

## FITNESS / EXERCISE SPACE - DESIGN OPTION 1

Faro Arena Renovations Faro, YT  
 March 2025 24-020  
 Study Drawings





**Town of Faro - Bylaw 2023-04**

**Fees and Charges Bylaw**

**Schedule "A"**

*Approved Schedule as updated on ~~April 1, 2025~~*

*With Resolution #25-123*

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department     | Fee Type                            | Description                                | Additional Details                    | Unit | Fee       | GST applicable | Effective Date for Fee |
|----------------|-------------------------------------|--------------------------------------------|---------------------------------------|------|-----------|----------------|------------------------|
| Animal Control | Dog License                         | Annual, Neutered                           | Section 5                             |      | \$ 15.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Dog License                         | Annual, Unneutered                         | Section 5                             |      | \$ 30.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Dog License                         | Lifetime, Neutered                         | Section 5                             |      | \$ 50.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Dog License                         | Lifetime, Unneutered                       | Section 5                             |      | \$ 100.00 | GST Exempt     | 2024-05-01             |
| Animal Control | Dog License                         | Lifetime, Special Needs                    | Section 5                             |      | n/c       |                | 2024-05-01             |
| Animal Control | Cat License                         | Lifetime, Neutered                         | Section 5                             |      | \$ 10.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Cat License                         | Lifetime, Unneutered                       | Section 5                             |      | \$ 50.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Dangerous Animal                    | Annual                                     | Section 5.13                          |      | \$ 75.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Replacement of lost dog license tag |                                            | Section 5.9                           |      | \$ 5.00   | GST Exempt     | 2024-05-01             |
| Animal Control | Dog or Cat Permit                   |                                            | Section 6                             |      | \$ 50.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Kennel Permit                       | Annual                                     | Section 7.2                           |      | \$ 100.00 | GST Exempt     | 2024-05-01             |
| Animal Control | Special Permit                      |                                            | Section 8.2                           |      | \$ 75.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Hen Permit                          |                                            | Section 9.1                           |      | \$ 50.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Dangerous Animal                    | License                                    | Section 11.6.3                        |      | \$ 75.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Impoundment                         | First in 12 month period with a license    | Section 13.9                          |      | \$ 30.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Impoundment                         | First in 12 month period without a license | Section 13.9<br>Must purchase License |      | \$ 50.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Impoundment                         | Second in 12 month period                  | Section 13.9                          |      | \$ 80.00  | GST Exempt     | 2024-05-01             |
| Animal Control | Impoundment                         | Third or more in 12 month period           | Section 13.9                          |      | \$ 150.00 | GST Exempt     | 2024-05-01             |
| Animal Control | Impoundment                         | Daily care fee after first 24 hour period  | Section 13.10.3                       |      | \$ 50.00  | GST Extra      | 2024-05-01             |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department     | Fee Type         | Description                                         | Additional Details      | Unit | Fee       | GST applicable | Effective Date for Fee |
|----------------|------------------|-----------------------------------------------------|-------------------------|------|-----------|----------------|------------------------|
| Administration | Business License | Notice of Change                                    |                         |      | \$ 30.00  | GST Exempt     | 2025-01-01             |
| Administration | Business License | Request an Appeal                                   |                         |      | \$ 70.00  | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 1                                             | Resident                |      | \$ 10.00  | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 1                                             | Non-Resident            |      | \$ 20.00  | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 2                                             | Resident                |      | \$ 40.00  | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 2                                             | Non-Resident            |      | \$ 70.00  | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 3                                             | Resident                |      | \$ 80.00  | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 3                                             | Non-Resident            |      | \$ 140.00 | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 4                                             | Hawker-Pedlar           |      | \$ 140.00 | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 5                                             | Resident                |      | \$ 160.00 | GST Exempt     | 2025-01-01             |
| Administration | Business License | Class 5                                             | Non-Resident            |      | \$ 280.00 | GST Exempt     | 2025-01-01             |
| Administration | Property Taxes   | Annual Property Taxes are levied by separate Bylaws |                         |      |           |                | Due July 1st           |
| Administration | Photocopying     | Minimum Charge                                      |                         |      | \$ 5.00   | GST EXTRA      | 2024-05-01             |
| Administration | Photocopying     | Black                                               |                         | page | \$ 0.25   | GST EXTRA      | 2024-05-01             |
| Administration | Photocopying     | Black                                               | customer supplied paper | page | \$ 0.20   | GST EXTRA      | 2024-05-01             |
| Administration | Photocopying     | Colour                                              |                         | page | \$ 0.50   | GST EXTRA      | 2024-05-01             |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department     | Fee Type                                        | Description               | Additional Details      | Unit | Fee      | GST applicable | Effective Date for Fee |
|----------------|-------------------------------------------------|---------------------------|-------------------------|------|----------|----------------|------------------------|
| Administration | Photocopying                                    | Colour                    | customer supplied paper | page | \$ 0.45  | GST EXTRA      | 2024-05-01             |
| Administration | Fax                                             |                           |                         |      | \$ 5.00  | GST EXTRA      | 2024-05-01             |
| Administration | Tax Certificate                                 |                           |                         |      | \$ 25.00 | GST Exempt     | 2023-07-01             |
| Administration | Penalty on any invoices not paid within 90 days | as per Resolution #24-319 |                         |      | 10.00%   |                | 2024-09-17             |



## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department     | Fee Type                            | Description                                  | Additional Details | Unit | Fee         | GST applicable | Effective Date for Fee |
|----------------|-------------------------------------|----------------------------------------------|--------------------|------|-------------|----------------|------------------------|
| Administration | Community Development - Advertising | Focused on Faro                              | One Page           |      | \$ 500.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Focused on Faro                              | Half Page          |      | \$ 300.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Focused on Faro                              | 1/3 Page           |      | \$ 200.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Focused on Faro                              | 1/6 Page           |      | \$ 100.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Focused on Faro - Local Societies and Groups | 1/6 Page           |      | n/c         |                |                        |
| Administration | Community Development - Advertising | Faro Guide                                   | Full Page          |      | \$ 650.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Faro Guide                                   | Half Page          |      | \$ 420.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Faro Guide                                   | Third Page         |      | \$ 315.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Faro Guide                                   | Quarter Page       |      | \$ 255.00   | GST Extra      | 2024-01-01             |
| Administration | Community Development - Advertising | Faro Guide                                   | Back Cover         |      | \$ 2,000.00 | GST Extra      | 2024-01-09             |
| Administration | Community Development - Advertising | Faro Guide                                   | Inside Cover       |      | \$ 1,300.00 | GST Extra      | 2024-01-09             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department | Fee Type                                              | Description                               | Additional Details | Unit              | Fee       | GST applicable | Effective Date for Fee |
|------------|-------------------------------------------------------|-------------------------------------------|--------------------|-------------------|-----------|----------------|------------------------|
| Cemetery   | Plot License                                          | Purchase the plot                         |                    | Single Grave Plot | \$ 100.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Plot License                                          | Purchase the plot                         |                    | Add'l Grave Plot  | \$ 100.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Transfer or Assignment of Cemetery License            |                                           |                    |                   | \$ 10.00  | GST Exempt     | 2024-05-01             |
| Cemetery   | Interment Permit                                      |                                           |                    |                   | \$ 20.00  | GST Exempt     | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave - Casket               |                                           |                    |                   | \$ 500.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave - Casket               | During November 1 -April 30 (winter work) |                    |                   | \$ 625.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave -Casket - Weekend Work |                                           |                    |                   | \$ 750.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave -Casket - Weekend Work | During November 1 -April 30 (winter work) |                    |                   | \$ 937.50 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave - Urn                  |                                           |                    |                   | \$ 200.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave - Urn                  | During November 1 -April 30 (winter work) |                    |                   | \$ 250.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave - Urn - Weekend Work   |                                           |                    |                   | \$ 300.00 | GST EXTRA      | 2024-05-01             |
| Cemetery   | Excavating and Refilling Grave - Urn - Weekend Work   | During November 1 -April 30 (winter work) |                    |                   | \$ 375.00 | GST EXTRA      | 2024-05-01             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department   | Fee Type                             | Description                             | Additional Details | Unit      | Fee       | GST applicable | Effective Date for Fee |
|--------------|--------------------------------------|-----------------------------------------|--------------------|-----------|-----------|----------------|------------------------|
| Zoning Bylaw | Development Permit - Applications    | Principle Building or Use               | Section 3          |           | \$ 550.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Applications    | Accessory Building or Structure         | Section 3          |           | \$ 55.00  | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Applications    | Signs or Other                          | Section 3          |           | \$ 55.00  | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Applications    | Board of Variance                       | Section 3          |           | \$ 550.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Applications    | Appeal to Council                       | Section 3          |           | \$ 550.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Applications    | Bylaw Amendment                         | Section 4          |           | \$ 550.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Voluntary Fines | Fail to obtain a Dev Permit             | Section 6.2        | up to ... | \$ 500.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Voluntary Fines | Fail to comply w D P Conditions         | Section 6.2        | up to ... | \$ 500.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Voluntary Fines | Fail to comply w Right of Entry         | Section 6.4        | up to ... | \$ 500.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Voluntary Fines | Fail to comply w a Notice of Violation  | Section 6.3        | up to ... | \$ 500.00 | GST Exempt     | 2024-07-01             |
| Zoning Bylaw | Development Permit - Voluntary Fines | Parking a vehicle contrary to the bylaw | Section 7.7        |           | \$ 200.00 | GST Exempt     | 2024-07-01             |
|              |                                      |                                         |                    |           |           |                |                        |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department       | Fee Type                   | Description                                    | Additional Details                                    | Unit                           | Fee       | GST applicable | Effective Date for Fee |
|------------------|----------------------------|------------------------------------------------|-------------------------------------------------------|--------------------------------|-----------|----------------|------------------------|
| Equipment Rental | Equipment with Operator    | Front End Loader                               | add 50% for callout outside of regular business hours | per hour                       | \$ 250.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Excavator                                      | add 50% for callout outside of regular business hours | per hour                       | \$ 260.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Rubber Tire Backhoe                            | add 50% for callout outside of regular business hours | per hour                       | \$ 200.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Grader                                         | add 50% for callout outside of regular business hours | per hour                       | \$ 300.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | John Deere Tractor                             | add 50% for callout outside of regular business hours | per hour                       | \$ 150.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Ride-On Lawn Mower                             | add 50% for callout outside of regular business hours | per hour                       | \$ 100.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | JD 450 Dozer                                   | add 50% for callout outside of regular business hours | per hour                       | \$ 180.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Steam Trailer (w/ 2 operators min)             | add 50% for callout outside of regular business hours | per hour                       | \$ 250.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Vactor Truck (w/ 2 operators min)              | add 50% for callout outside of regular business hours | per hour                       | \$ 550.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Tandem Dump Truck                              | add 50% for callout outside of regular business hours | per hour                       | \$ 240.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Pickup Trucks (plus applicable wage rate/hour) | add 50% for callout outside of regular business hours | per hour                       | \$ 65.00  | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Goose-neck Trailer                             | add 50% for callout outside of regular business hours | per day                        | \$ 100.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Reg. Trailer                                   | add 50% for callout outside of regular business hours | per day                        | \$ 50.00  | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment with Operator    | Sewer Camera (w 2 operators)                   | add 50% for callout outside of regular business hours | per hour                       | \$ 185.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment without Operator | Mobile Air Compressor                          | operator may be requested at applicable wage rates    | per day                        | \$ 300.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment without Operator | Plate Packer                                   | operator may be requested at applicable wage rates    | per day                        | \$ 150.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Equipment without Operator | Thaw Machine                                   | operator may be requested at applicable wage rates    | per day / changing to per hour | \$ 30.00  | GST EXTRA      | 2024-05-01             |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department       | Fee Type                          | Description                                           | Additional Details                                 | Unit                              | Fee       | GST applicable | Effective Date for Fee |
|------------------|-----------------------------------|-------------------------------------------------------|----------------------------------------------------|-----------------------------------|-----------|----------------|------------------------|
| Equipment Rental | Equipment without Operator        | 2 - 3" Water Pump                                     | operator may be requested at applicable wage rates | per day                           | \$ 200.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Tire Change Over/Repairs          | Change Over, up to 20"                                | Tire/Rim must be off vehicle                       | unit                              | \$ 30.00  | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Tire Change Over/Repairs          | Change Over, over 20"                                 | Tire/Rim must be off vehicle                       | unit                              | \$ 100.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Tire Change Over/Repairs          | Flat Repair, up to 20"                                | Tire/Rim must be off vehicle                       | unit                              | \$ 40.00  | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Tire Change Over/Repairs          | Flat Repair, over 20"                                 | Tire/Rim must be off vehicle                       | unit<br>Plus applicable wage rate | \$ 100.00 | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Small Equipment - Tool Rentals    | Subject to availability                               | Business hours only                                | per day                           | \$ 50.00  | GST EXTRA      | 2024-05-01             |
| Equipment Rental | Empty Sodium Hypochlorite Barrels |                                                       |                                                    | each                              | \$ 40.00  | GST EXTRA      | 2024-05-01             |
| Equipment Rental | After Hours Call Out Fee          | Subject to mobilization and demobilization costs      | OR applicable wage rates                           | Minimum                           | \$ 320.00 | GST EXTRA      | 2024-05-01             |
| Service Fees     | Wages - TOF Employees             | During regular business hours                         |                                                    |                                   | \$ 80.00  | GST EXTRA      | 2024-05-01             |
| Service Fees     | Wages - TOF Employees             | Outside of regular business hours - two hours minimum |                                                    | per hour                          | \$ 160.00 | GST EXTRA      | 2024-05-01             |
| Service Fees     | Sale of Materials and Supplies    | Cost to be confirmed by PW department                 |                                                    | Market Value + 50% OH             |           | GST EXTRA      | 2024-05-01             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
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| Department | Fee Type                          | Description                                                             | Additional Details                                               | Unit                          | Fee       | GST applicable | Effective Date for Fee |
|------------|-----------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------|-----------|----------------|------------------------|
| Landfill   | Tipping Fees and Controlled Waste | Brush and clean wood, compost                                           |                                                                  |                               | No Charge |                | 2023-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | White goods not containing ODS                                          | ODS = Ozone Depleting Substances                                 |                               | No Charge |                | 2023-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | Vehicle bodies (fluids drained, no ODS, tires off)                      | SW Account Holders only                                          |                               | \$ 102.40 | GST Exempt     | 2025-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | Tires off rims                                                          |                                                                  |                               | No Charge |                | 2023-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | E-waste                                                                 |                                                                  |                               | No Charge |                | 2023-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | Scrap metal                                                             |                                                                  |                               | No Charge |                | 2024-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | Bagged Residential Waste                                                | Residential property <b>WITHOUT</b> an account at the Town       | per Bag                       | \$ 10.24  | GST Exempt     | 2025-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | Sorted waste Small Household Load for non-resident or owner of Faro     | residential property without an account at the Town              | per Load                      | \$ 102.40 | GST Exempt     | 2025-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | Sorted Waste* Commercial                                                |                                                                  | cubic metre (m <sup>3</sup> ) | \$ 123.90 | GST Exempt     | 2025-07-01             |
| Landfill   | Tipping Fees and Controlled Waste | Unsorted Waste* Commercial                                              |                                                                  | cubic metre (m <sup>3</sup> ) | \$ 298.34 | GST Exempt     | 2025-07-01             |
| Landfill   | Special Handling Fees             | Tires on rims                                                           | 24" or under, otherwise not accepted                             | per tire                      | \$ 40.96  | GST Exempt     | 2025-07-01             |
| Landfill   | Special Handling Fees             | White Goods containing ODS                                              |                                                                  | each                          | \$ 66.56  | GST Exempt     | 2025-07-01             |
| Landfill   | Special Handling Fees             | Vehicles containing fluids or ODS (or if unknown), and/or with tires on |                                                                  | each                          | \$ 204.80 | GST Exempt     | 2025-07-01             |
| Landfill   | Special Handling Fees             | Empty Heating oil tank (well drained)                                   | TOF will no longer accept heating oil tanks that are not drained |                               | \$ 76.80  | GST Exempt     | 2025-07-01             |
| Landfill   | Special Handling Fees             | Asbestos                                                                |                                                                  | cubic metre (m <sup>3</sup> ) | \$ 512.00 | GST Exempt     | 2025-07-01             |
| Landfill   | Residential Collection            | Urban Residential                                                       |                                                                  | per quarter                   | \$ 71.46  | GST Exempt     | 2025-07-01             |
| Landfill   | Residential Collection            | Country Residential                                                     |                                                                  | per quarter                   | \$ 35.73  | GST Exempt     | 2025-07-01             |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
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| Department | Fee Type                         | Description                                                         | Additional Details                                          | Unit                  | Fee       | GST applicable | Effective Date for Fee |
|------------|----------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------|-----------------------|-----------|----------------|------------------------|
| Landfill   | Commercial/Industrial Collection | 6 yard container                                                    | Where the Town supplies a container:                        | per quarter           | \$ 666.94 | GST Exempt     | 2025-07-01             |
| Landfill   | Commercial/Industrial Collection | 4 yard container                                                    | Where the Town supplies a container:                        | per quarter           | \$ 444.62 | GST Exempt     | 2025-07-01             |
| Landfill   | Commercial/Industrial Collection | Container to collect Cardboard                                      | Where the Town supplies a container:                        | per quarter           | \$ 307.20 | GST Exempt     | 2025-07-01             |
| Landfill   | Commercial/Industrial Collection | Other commercial premises                                           |                                                             | per quarter           | \$ 148.88 | GST Exempt     | 2025-07-01             |
| Landfill   | Management Facility              | Small Load from a residential household                             |                                                             |                       |           |                | 2023-07-01             |
| Landfill   | Regional Waste Transfers         | Sorted Waste                                                        | conversion of $m^3 = \frac{3}{4}$ tonne, or at \$300/ tonne | cubic metre ( $m^3$ ) |           | GST Exempt     | 2023-07-01             |
| Landfill   | Regional Waste Transfers         | Demolition Materials                                                | conversion of $m^3 = \frac{3}{4}$ tonne, or at \$300/ tonne | cubic metre ( $m^3$ ) |           | GST Exempt     | 2023-07-01             |
| Landfill   | Regional Waste Transfers         | Un-Sorted Waste                                                     | conversion of $m^3 = \frac{3}{4}$ tonne, or at \$450/ tonne | cubic metre ( $m^3$ ) |           | GST Exempt     | 2023-07-01             |
| Landfill   | Sale of Compost Material         | Limit of 2 cubic metres per individual per year                     | as per Resolution 22-227                                    | per $m^3$             | \$ 30.07  | GST EXTRA      | 2025-07-01             |
| Landfill   | Call-out fee to open Landfill    | During Town Public Works regular hours (Monday - Friday 8am-4:30pm) |                                                             |                       | \$ 51.20  | GST EXTRA      | 2025-07-01             |
| Landfill   | Call-out fee to open Landfill    | Outside of regular business hours                                   |                                                             |                       | \$ 327.68 | GST EXTRA      | 2025-07-01             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department      | Fee Type                | Description                     | Additional Details        | Unit      | Fee         | GST applicable | Effective Date for Fee |
|-----------------|-------------------------|---------------------------------|---------------------------|-----------|-------------|----------------|------------------------|
| Recreation Fees | Recreation - Campground | Camp Site w 15 / 20 Amp & Water | John Connelly RV Park     | per Night | \$ 50.00    | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp Site w 15 / 20 Amp & Water | John Connelly RV Park     | per Week  | \$ 275.00   | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp Site w 15 / 20 Amp & Water | John Connelly RV Park     | per Month | \$ 875.00   | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp Site w 50 Amp Full Service | Laple Crescent Sites      | per Night | \$ 65.00    | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp Site w 50 Amp Full Service | Laple Crescent Sites      | per Week  | \$ 400.00   | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp Site w 50 Amp Full Service | Laple Crescent Sites      | per Month | \$ 1,200.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp/Tent w/o hook-up           |                           | per Night | \$ 25.00    | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp/Tent w/o hook-up           |                           | per Week  | \$ 150.00   | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp/Tent w/o hook-up           | w additional tent on site | per Night | \$ 13.00    | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Camp/Tent w/o hook-up           | w additional tent on site | per Week  | \$ 79.00    | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Tenting in Over-Flow Area       |                           | per Night | \$ 16.00    | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | RV in Over-Flow Area            |                           | per Night | \$ 30.00    | GST Included   | 2024-05-01             |



## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

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| Department      | Fee Type                | Description                                             | Additional Details        | Unit      | Fee       | GST applicable | Effective Date for Fee |
|-----------------|-------------------------|---------------------------------------------------------|---------------------------|-----------|-----------|----------------|------------------------|
| Recreation Fees | Recreation - Campground | Unserviced Over-Flow Areas, designated Spec Town Events | (depending upon Approval) | per Night | \$ 13.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Over-Flow Areas, designated Special Town Events         | Determined by Council     |           |           | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Dump Station Use Only                                   | for Non-Resident          |           | \$ 10.00  | GST Exempt     | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Dump Station Use Only                                   | for Resident              |           | No Charge | GST Exempt     | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Shower Only                                             |                           |           | \$ 7.00   | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Monthly Shower Pass                                     | for Resident              |           | \$ 35.00  | GST Included   | 2024-07-17             |
| Recreation Fees | Recreation - Campground | Laundry                                                 | Washer                    |           | \$ 3.00   | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Campground | Laundry                                                 | Dryer                     |           | \$ 2.00   | GST Included   | 2024-05-01             |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
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| Department             | Fee Type                                 | Description               | Additional Details             | Unit            | Fee              | GST applicable      | Effective Date for Fee |
|------------------------|------------------------------------------|---------------------------|--------------------------------|-----------------|------------------|---------------------|------------------------|
| Recreation Fees        | Recreation - Facility Room Rental        | Sportsman's Lounge        | Local Resident Rate            | per hour        | \$ 40.00         | GST Included        | 2024-05-01             |
| <b>Recreation Fees</b> | <b>Recreation - Facility Room Rental</b> | <b>Sportsman's Lounge</b> | <b>Non-Resident Rate</b>       | <b>per hour</b> | <b>\$ 100.00</b> | <b>GST Included</b> | <b>2024-05-01</b>      |
| Recreation Fees        | Recreation - Facility Room Rental        | Youth Lounge              | Local Resident Rate            | per hour        | \$ 35.00         | GST Included        | 2024-05-01             |
| <b>Recreation Fees</b> | <b>Recreation - Facility Room Rental</b> | <b>Youth Lounge</b>       | <b>Non-Resident Rate</b>       | <b>per hour</b> | <b>\$ 65.00</b>  | <b>GST Included</b> | <b>2024-05-01</b>      |
| Recreation Fees        | Recreation - Facility Room Rental        | Gymnasium                 | Local Resident Rate            | per hour        | \$ 40.00         | GST Included        | 2024-05-01             |
| <b>Recreation Fees</b> | <b>Recreation - Facility Room Rental</b> | <b>Gymnasium</b>          | <b>Non-Resident Rate</b>       | <b>per hour</b> | <b>\$ 100.00</b> | <b>GST Included</b> | <b>2024-05-01</b>      |
| Recreation Fees        | Recreation - Facility Room Rental        | Weight Room               | Local Resident Rate            | per hour        | \$ 40.00         | GST Included        | 2024-05-01             |
| <b>Recreation Fees</b> | <b>Recreation - Facility Room Rental</b> | <b>Weight Room</b>        | <b>Non-Resident Rate</b>       | <b>per hour</b> | <b>\$ 100.00</b> | <b>GST Included</b> | <b>2024-05-01</b>      |
| Recreation Fees        | Recreation - Facility Room Rental        | Pool                      | (between 1 to 20 people)       | per hour        | \$ 40.00         | GST Included        | 2024-05-01             |
| Recreation Fees        | Recreation - Facility Room Rental        | Pool                      | (between 21 to 50 people)      | per hour        | \$ 65.00         | GST Included        | 2024-05-01             |
| Recreation Fees        | Recreation - Facility Room Rental        | Arena                     |                                | per hour        | \$ 50.00         | GST Included        | 2024-05-01             |
| Recreation Fees        | Recreation - Facility Room Rental        | Old Curling Rink          | Local Resident Rate            | per hour        | \$ 40.00         | GST Included        | 2024-05-01             |
| <b>Recreation Fees</b> | <b>Recreation - Facility Room Rental</b> | <b>Old Curling Rink</b>   | <b>Non-Resident Rate</b>       | <b>per hour</b> | <b>\$ 100.00</b> | <b>GST Included</b> | <b>2024-05-01</b>      |
| Recreation Fees        | Recreation - Facility Room Rental        | Rec Centre Concession     |                                | per hour        | \$ 32.00         | GST Included        | 2024-05-01             |
| Recreation Fees        | Recreation - Facility Room Rental        | Arena Concession          |                                | per hour        | \$ 32.00         | GST Included        | 2024-05-01             |
| Recreation Fees        | Recreation - Facility Room Rental        | After-Hours Staff Support |                                | per hour        | \$ 38.00         | GST Included        | 2024-05-01             |
| Recreation Fees        | Recreation - Facility Room Rental        | All Room Rentals          | 25% Discount for 10+ Hours/Day |                 |                  |                     |                        |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
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| Department      | Fee Type                                           | Description                                    | Additional Details             | Unit               | Fee      | GST applicable | Effective Date for Fee |
|-----------------|----------------------------------------------------|------------------------------------------------|--------------------------------|--------------------|----------|----------------|------------------------|
| Recreation Fees | Recreation - Equipment Rental Fees                 | Folding tables taken off-site                  |                                | per table/ per day | \$ 12.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Folding chairs taken off-site                  |                                | per chair/ per day | \$ 3.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Dishes, pots, pans (returned clean)            |                                | per day            | \$ 25.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Table Cloths                                   |                                | per cloth/ per day | \$ 6.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Projector                                      | includes staff setup           | per day            | \$ 30.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Small Screen                                   | includes staff setup           | per day            | \$ 10.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Large Screen                                   | includes staff setup           | per day            | \$ 20.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | PA System (speakers incl. mics)                | includes staff setup           | per day            | \$ 20.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Steam Table & Trays at Rec centre              | includes 3 trays with lids     | per day            | \$ 45.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Steam Table & Trays if taken out of Rec Centre | includes 3 trays with lids     | per day            | \$ 60.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Equipment Rental Fees                 | Popcorn Machine                                | not including popcorn and bags | per day            | \$ 40.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Service                               | Helium - 12" Latex Balloon                     | Advance notice required        | each               | \$ 2.00  | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Service                               | Helium - Small Foil Balloon                    | Advance notice required        | each               | \$ 5.00  | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Service                               | Helium - Large Foil Balloon                    | Advance notice required        | each               | \$ 10.00 | GST Included   | 2025-05-01             |
| Recreation Fees | Recreation - Service                               | Helium - XL Foil Balloon                       | Advance notice required        | each               | \$ 35.00 | GST Included   | 2025-05-01             |
|                 |                                                    |                                                |                                |                    |          |                |                        |
| Recreation Fees | Drop-In Rates - Arena, Weight Room, Squash, & Pool | Child 3 and under                              | with guardian                  | per day            | n/c      |                | 2024-05-01             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department      | Fee Type                                           | Description         | Additional Details                                                                                                               | Unit    | Fee      | GST applicable | Effective Date for Fee |
|-----------------|----------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------|---------|----------|----------------|------------------------|
| Recreation Fees | Drop-In Rates - Arena, Weight Room, Squash, & Pool | Child (4-12 years)  |                                                                                                                                  | per day | \$ 4.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Drop-In Rates - Arena, Weight Room, Squash, & Pool | Youth (13-18 years) | Youth under 18 are not permitted to use the Weight Room. Youth (16-18) must be supervised by an adult when using the Weight Room | per day | \$ 5.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Drop-In Rates - Arena, Weight Room, Squash, & Pool | Adult (19-59 years) |                                                                                                                                  | per day | \$ 6.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Drop-In Rates - Arena, Weight Room, Squash, & Pool | Senior (60+ years)  |                                                                                                                                  | per day | \$ 5.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Drop-In Rates - Arena, Weight Room, Squash, & Pool | Family (*)          |                                                                                                                                  | per day | \$ 15.00 | GST Included   | 2024-05-01             |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department      | Fee Type                 | Description         | Additional Details | Unit        | Fee       | GST applicable | Effective Date for Fee |
|-----------------|--------------------------|---------------------|--------------------|-------------|-----------|----------------|------------------------|
| Recreation Fees | Arena Fees (Season Pass) | Child (4-12 years)  |                    | Season Pass | \$ 42.00  | GST Included   | 2025-10-01             |
| Recreation Fees | Arena Fees (Season Pass) | Youth (13-18 years) |                    | Season Pass | \$ 54.00  | GST Included   | 2025-10-01             |
| Recreation Fees | Arena Fees (Season Pass) | Adult (19-59 years) |                    | Season Pass | \$ 66.00  | GST Included   | 2025-10-01             |
| Recreation Fees | Arena Fees (Season Pass) | Senior (60+ years)  |                    | Season Pass | \$ 54.00  | GST Included   | 2025-10-01             |
| Recreation Fees | Arena Fees (Season Pass) | Family (*)          |                    | Season Pass | \$ 108.00 | GST Included   | 2025-10-01             |

# Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department      | Fee Type                    | Description                 | Additional Details                                              | Unit                   | Fee       | GST applicable | Effective Date for Fee |
|-----------------|-----------------------------|-----------------------------|-----------------------------------------------------------------|------------------------|-----------|----------------|------------------------|
| Recreation Fees | Weight Room Membership Fees | Youth (13-18 years) (16-18) | Youth must be supervised by an adult when using the Weight Room | 1 month                | \$ 25.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Youth (13-18 years) (16-18) | Youth must be supervised by an adult when using the Weight Room | 3 months               | \$ 50.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Youth (13-18 years) (16-18) | Youth must be supervised by an adult when using the Weight Room | 1 year                 | \$ 150.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Adult (19-59 years)         | Key Deposit Required (not included in pricing)                  | Local Resident 1 month | \$ 50.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Adult (19-59 years)         | Key Deposit Required (not included in pricing)                  | Local Resident 3 month | \$ 85.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Adult (19-59 years)         | Key Deposit Required (not included in pricing)                  | Local Resident 1 Year  | \$ 250.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Adult (19-59 years)         | Key Deposit Required (not included in pricing)                  | Resident 1 month       | \$ 60.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Adult (19-59 years)         | Key Deposit Required (not included in pricing)                  | Non-Resident 3 month   | \$ 100.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Adult (19-59 years)         | Key Deposit Required (not included in pricing)                  | Non-Resident 1 Year    | \$ 300.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Senior (60+ years)          | Key Deposit Required (not included in pricing)                  | Resident 1 month       | \$ 25.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Senior (60+ years)          | Key Deposit Required (not included in pricing)                  | 3 months               | \$ 50.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Senior (60+ years)          | Key Deposit Required (not included in pricing)                  | 1 year                 | \$ 150.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Family (*)                  | Key Deposit Required (not included in pricing)                  | 1 month                | \$ 130.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Family (*)                  | Key Deposit Required (not included in pricing)                  | 3 months               | \$ 220.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Weight Room Membership Fees | Family (*)                  | Key Deposit Required (not included in pricing)                  | 1 year                 | \$ 600.00 | GST Included   | 2024-05-01             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department      | Fee Type                         | Description                              | Additional Details                             | Unit     | Fee       | GST applicable | Effective Date for Fee |
|-----------------|----------------------------------|------------------------------------------|------------------------------------------------|----------|-----------|----------------|------------------------|
| Recreation Fees | Squash Court Membership Fees     | Youth (13-18 years)                      |                                                | 1 month  | \$ 20.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Youth (13-18 years)                      |                                                | 3 months | \$ 30.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Youth (13-18 years)                      |                                                | 1 year   | \$ 50.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Adult (19-59 years)                      | Key Deposit Required (not included in pricing) | 1 month  | \$ 30.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Adult (19-59 years)                      | Key Deposit Required (not included in pricing) | 3 months | \$ 60.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Adult (19-59 years)                      | Key Deposit Required (not included in pricing) | 1 year   | \$ 120.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Senior (60+ years)                       | Key Deposit Required (not included in pricing) | 1 month  | \$ 20.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Senior (60+ years)                       | Key Deposit Required (not included in pricing) | 3 months | \$ 30.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Squash Court Membership Fees     | Senior (60+ years)                       | Key Deposit Required (not included in pricing) | 1 year   | \$ 50.00  | GST Included   | 2024-05-01             |
|                 |                                  |                                          |                                                |          |           |                |                        |
| Recreation Fees | Faro Pool - Season's Pass        | Child (4-12 years)                       |                                                |          | \$ 75.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Faro Pool - Season's Pass        | Youth (13-18 years)                      |                                                |          | \$ 75.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Faro Pool - Season's Pass        | Adult (19-59 years)                      |                                                |          | \$ 100.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Faro Pool - Season's Pass        | Senior (60+ years)                       |                                                |          | \$ 75.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Faro Pool - Season's Pass        | Family (*)                               |                                                |          | \$ 200.00 | GST Included   | 2024-05-01             |
| Recreation Fees | Faro Pool - Swim Lesson/Aqua Fit | 8 lessons/classes (30-min-session)       |                                                |          | \$ 60.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Faro Pool - Swim Lesson/Aqua Fit | 1 lesson/class (30-min-session)          |                                                |          | \$ 10.00  | GST Included   | 2024-05-01             |
| Recreation Fees | Faro Pool - Swim Lesson/Aqua Fit | Private lesson/class (30-minute-session) |                                                |          | \$ 30.00  | GST Included   | 2024-05-01             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department | Fee Type | Description | Additional Details | Unit | Fee | GST applicable | Effective Date for Fee |
|------------|----------|-------------|--------------------|------|-----|----------------|------------------------|
|------------|----------|-------------|--------------------|------|-----|----------------|------------------------|

**Notes:**

Drop-in and passes do not include programming unless otherwise specified.

Campsite Rentals include dumping at the dump station.

The renter agrees to rent all equipment rentals are in "as-is" condition and the costs of replacement of equipment due to loss or damage outside of regular wear and tear will be the responsibility of the renter.

\$25.00 FOB Deposit is Required to gain access to the weight room and squash court out side of regular hours (not included in pricing)

FOB deposits can be returned for up to 1 year of being inactive. FOBs inactive for more than 1 year no longer qualify for a deposit return.

**Memberships:**

Child

Ages 4-12

Youth

Ages 13-18

Adult

Ages 19-59

Senior

Age 60+

Family

Family is defined as 2 adults and all children up to age of 18 living in the same residence. A Family membership may include adult children to the age of 25 provided they are currently enrolled in a full-time educational program. Family Memberships are only available to local A local resident is defined as someone who has a residence in Faro. This includes those living in Faro who own or rent their home, and seasonal residents who own their seasonal home in Faro.

Local Residents

In order to get the local resident membership rate the resident must provide proof they live in the Town by providing a local civic address and either a valid Yukon Drivers licence (or ID) with a Faro PO Box Number or a recent WSR invoice from the Town of Faro.



## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department | Fee Type                                | Description                                   | Additional Details                               | Unit        | Fee      | GST applicable | Effective Date for Fee |
|------------|-----------------------------------------|-----------------------------------------------|--------------------------------------------------|-------------|----------|----------------|------------------------|
| Utilities  | Water & Sewer - Minimum User Access Fee | Minimum Monthly Charge - Turned On or Off     | User Access Fee to Underground Water/Sewer mains | Per Quarter | TBD      | GST Exempt     | 2025-07-01             |
| Utilities  | Residential: Water Utility Rates        | Each Dwelling Unit                            |                                                  | Per Quarter | \$164.78 | GST Exempt     | 2025-07-01             |
| Utilities  | Residential: Water Utility Rates        | Each Unconnected Dwelling Unit                | 50% of Connected Rate                            | Per Quarter | \$82.39  | GST Exempt     | 2025-07-01             |
| Utilities  | Residential: Apartments                 | First Apartment                               |                                                  | Per Quarter | \$164.78 | GST Exempt     | 2025-07-01             |
| Utilities  | Residential: Apartments                 | Second and each additional                    |                                                  | Per Quarter | \$90.63  | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Minimum Charge                                |                                                  | Per Quarter | \$164.78 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | First Business                                |                                                  | Per Quarter | \$164.78 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Each Additional Business                      |                                                  | Per Quarter | \$164.78 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Catering Service - Kitchen                    |                                                  | Per Quarter | \$179.75 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Catering Service - Other Facilities           | Per fixture                                      | Per Quarter | \$25.88  | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Office                                        | Per fixture                                      | Per Quarter | \$25.88  | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Garage - Service Station                      |                                                  | Per Quarter | \$164.78 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Vehicle or Equipment Wash Bay                 |                                                  | Per Quarter | \$329.57 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Theatre, Rec Centre, Health Centre, of School | Per fixture                                      | Per Quarter | \$25.88  | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Coin Laundry                                  | Each Machine                                     | Per Quarter | \$179.75 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Commercial Laundry                            | Each Machine                                     | Per Quarter | \$359.54 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates         | Hotel - Base Rate incl Boiler & Laundry       |                                                  | Per Quarter | \$179.75 | GST Exempt     | 2025-07-01             |

## Town of Faro - Fees & Charges Bylaw - Bylaw 2023-04 - Schedule "A"

Approved Schedule as updated on April 1, 2025  
With Resolution # 25-123

| Department | Fee Type                                                     | Description                                                                     | Additional Details                             | Unit                              | Fee                     | GST applicable | Effective Date for Fee |
|------------|--------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------|-------------------------|----------------|------------------------|
| Utilities  | Commercial: Water Utility Rates                              | Hotel - Rental Rooms or Dwelling Units                                          |                                                | Per Quarter                       | \$44.95                 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates                              | Hotel - Each Public Facility Fixture (e.g.: Restroom)                           |                                                | Per Quarter                       | \$25.88                 | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates                              | Lounge, Café, Tavern, Restaurant, Dining Room                                   |                                                | Per Quarter                       | \$179.75                | GST Exempt     | 2025-07-01             |
| Utilities  | Commercial: Water Utility Rates                              | Lounge, Café, etc. - Each Public Facility Fixture (e.g.: Restroom)              |                                                | Per Quarter                       | \$25.88                 | GST Exempt     | 2025-07-01             |
| Utilities  | Bulk Water Sales                                             | To Residential Properties within Town of Faro                                   |                                                | Per Cubic Meter (m <sup>3</sup> ) | \$3.41                  | GST Exempt     | 2025-07-01             |
| Utilities  | Bulk Water Sales                                             | To Commercial & Non-Residential Properties within Town of Faro                  |                                                | Per Cubic Meter (m <sup>3</sup> ) | \$6.83                  | GST Exempt     | 2025-07-01             |
| Utilities  | Bulk Water Sales                                             | To Residential Properties outside Town of Faro                                  |                                                | Per Cubic Meter (m <sup>3</sup> ) | \$20.42                 | GST Exempt     | 2025-07-01             |
| Utilities  | Bulk Water Sales                                             | To Commercial/Non-Residential Properties outside Town of Faro                   |                                                | Per Cubic Meter (m <sup>3</sup> ) | \$30.65                 | GST Exempt     | 2025-07-01             |
| Utilities  | Bulk Water Sales                                             | Residential Account Minimum                                                     |                                                | Per Quarter                       | \$54.48                 | GST Exempt     | 2025-07-01             |
| Utilities  | Bulk Water Sales                                             | Residential Account Maximum                                                     |                                                | Per Quarter                       | \$164.78                | GST Exempt     | 2025-07-01             |
| Utilities  | Bulk Water Sales                                             | Commercial/Non-Residential Account Minimum                                      |                                                | Per Quarter                       | \$164.78                | GST Exempt     | 2025-07-01             |
| Utilities  | Sewer Rates                                                  | 30% of the calc'd water charge, with minimum of \$49.43                         |                                                |                                   | 30% of water rate       | GST Exempt     | 2025-07-01             |
| Utilities  | Sewer Rates                                                  | Unconnected Building                                                            | Section 901(2)                                 |                                   | 100% of applicable rate | GST Exempt     | 2025-07-01             |
| Utilities  | Sewer Rates                                                  | Bulk Liquid Sewage Disposal                                                     |                                                | Per Load                          | \$306.43                | GST Exempt     | 2025-07-01             |
| Utilities  | Backflow Prevention Device                                   | Town-Supplied                                                                   | Includes fittings                              |                                   | \$138.24                | GST EXTRA      | 2025-07-01             |
| Utilities  | Turn curb stop on or off                                     | During regular business hours, call out fee applies outside of regular hours    | thawing or steaming frozen pipes not included. |                                   | \$100.00                | GST Exempt     | 2024-07-01             |
| Utilities  | Turn curb stop on - after being tuned off for a quick repair | During regular business hours, call out fee applies outside of regular hours    |                                                |                                   |                         |                | 2024-07-01             |
| Utilities  | Penalty                                                      | Charged if quarterly water, sewer and refuse invoices unpaid after the due date |                                                |                                   | 10%                     | GST Exempt     | 2024-07-01             |

| Department              | Fee Type                       | Description                                                            | Additional Details                                        | Unit | Fee       | GST applicable | Effective Date for Fee |
|-------------------------|--------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------|------|-----------|----------------|------------------------|
| Pad Rental (By Quarter) | Stalls 9, 19, 23, 24, 31,      | Raises in rent are governed by the Residential Landlord and Tenant Act | Notices must be mailed in June to be effective in October |      | \$ 222.83 | GST Exempt     | 2025-10-01             |
| Pad Rental (By Quarter) | Stalls 44, 47, 52, 55, 59      | Raises in rent are governed by the Residential Landlord and Tenant Act | Notices must be mailed in June to be effective in October |      | \$ 375.62 | GST Exempt     | 2025-10-01             |
| Pad Rental (By Quarter) | New Stall rentals on Ross Road |                                                                        |                                                           |      | \$ 750.00 | GST Exempt     | 2023-04-01             |
|                         |                                |                                                                        |                                                           |      |           |                |                        |

## **RV Fees in the Yukon**

**Carmacks:** Hook-up \$43/night, Shower not included, WIFI

**Dawson City RV Park:** \$30/night for tenting and no service

\$60/night for 30A Pull Through

Showers extra, WIFI, Carwash, Laundromat

Prices were in 2024

**Pioneer RV Park:** 15A \$51 + GST

30A \$54 + GST

Dry Parking or Tenting \$27 - \$30 + GST

WIFI, Showers and Firewood not included, Carwash

**Cariboo RV Park Whitehorse:** serviced sites start at \$44/night

unserviced sites start at \$38/night

Tenting \$28/night

WIFI, Showers, Hot water dishwashing station and Sanidump included!

**Watson Lake:** \$56/night for full hook-up, WIFI

# MUELLER ENTERPRISES LTD.

Water Treatment Plant Project

PRESENTED TO  
MARK VAINIO  
CHRIS POTVIN

PRESENTED BY  
JASON WILNEFF



**MUELLER**  
ENTERPRISES LTD.



# Goals and Objectives

This section outlines the key metrics for success.



## PROJECT INTEGRATION AND RELIABILITY

ENSURE SEAMLESS INTEGRATION OF MECHANICAL AND ELECTRICAL SYSTEMS INTO THE EXISTING SCADA INFRASTRUCTURE AT THE TOWN OF FARO WATER TREATMENT

THIS GOAL FOCUSES ON DELIVERING A UNIFIED SOLUTION WHERE STAINLESS STEEL PIPING, MOTORIZED VALVES, AND CONTROL SYSTEMS WORK TOGETHER RELIABLY. PROGRAMMING AND COMMISSIONING WILL BE TAILORED TO THE EXISTING SCADAPACK RTU AND WEINTEK HMI, ENSURING LONG-TERM OPERATIONAL STABILITY AND EASE OF MONITORING.



## COST TRANSPARENCY AND VALUE DELIVERY

PROVIDE THE TOWN OF FARO WITH A WELL-DOCUMENTED PROPOSAL THAT MAXIMIZES VALUE THROUGH COMPETITIVE PRICING.

THIS PROPOSAL OUTLINES ALL MATERIAL, LABOR, AND SUBCONTRACTOR COSTS, REFLECTING A COMPREHENSIVE SOLUTION. ENSURING THE TOWN RECEIVES FULL VALUE FOR ITS INVESTMENT.



## OPERATIONAL EFFICIENCY AND AUTOMATION

Enhance the plant's operational efficiency through automated valve control and real-time system feedback.

By installing motorized valves and programming automatic timing controls, the system will reduce manual intervention and improve water flow management. Features like failure alarms and open/close status indicators will support proactive maintenance and reduce downtime.



# Scope of Work

1. MECHANICAL INSTALLATION OF STAINLESS STEEL PIPING AND VALVES FOR BACKFLUSHING FRESH WATER WELL HEADS.
2. INSTALLATION OF MOTORIZED VALVES AT THE WATER TREATMENT PLANT.
3. ELECTRICAL INTEGRATION AND CONTROL PROGRAMMING FOR SCADA SYSTEM.
4. COMMISSIONING AND STARTUP SUPPORT.

PHASE 1

PHASE 2

PHASE 3

PHASE 4

PHASE 5



Initiation

Planning

Execution

Monitoring

Closure



# Pricing Structure

Competitive rates for all project needs

## MECHANICAL SCOPE

MATERIALS: \$3,750.00  
LABOUR (2 TRADESMEN, 3 DAYS): \$10,080.00  
TRAVEL (WHITEHORSE TO FARD): \$2,920.00  
LIVING OUT ALLOWANCE (3 NIGHTS): \$1,800.00  
TRUCK RENTALS: \$975.00  
SUBTOTAL: \$19,525.00

## VALVE & ELECTRICAL SCOPE

MATERIALS: \$7,142.86  
LABOUR (ELECTRICIAN, 96 HOURS): \$11,520.00  
TRAVEL: \$2,400.00  
LIVING OUT ALLOWANCE: \$2,000.00  
TRUCK RENTALS: \$1,680.00  
ELECTRICAL PERMIT: \$1,042.54  
SUBTOTAL: \$25,785.40

## AUTOMATION PACKAGE

DESIGN, PROGRAMMING, COMMISSIONING, AND EQUIPMENT: \$30,006.67

TOTAL PROJECT COST: \$75,317.07 (TAX NOT INCL)

Our pricing structure is designed to be **transparent and competitive**, ensuring that you receive the best value for your investment. We provide a breakdown of costs in a clear manner, allowing clients to easily understand the financial aspects of each project. This transparency helps build trust and fosters a strong working relationship.

Additionally, we offer **flexible pricing options** to accommodate various project scopes and budgets. By tailoring our packages to meet your specific requirements, we aim to deliver not only exceptional service but also a pricing plan that aligns with your financial objectives. This commitment ensures a successful partnership for all parties involved.





MUELLER ENTERPRISES IS PLEASED TO PRESENT THIS COMPREHENSIVE PROPOSAL FOR THE UPGRADES TO THE TOWN OF FARO WATER TREATMENT PLANT. THIS SCOPE INCLUDES MECHANICAL INSTALLATION OF STAINLESS STEEL PIPING AND VALVES, ELECTRICAL INTEGRATION OF MOTORIZED VALVES, AND AUTOMATION PROGRAMMING TO ENHANCE OPERATIONAL EFFICIENCY AND RELIABILITY.

OUR PRICING BREAKDOWN PROVIDES FULL TRANSPARENCY ACROSS MATERIALS, LABOR, TRAVEL, AND AUTOMATION COMPONENTS, ENSURING THE TOWN RECEIVES A COMPLETE AND COST-EFFECTIVE SOLUTION.

THE TOTAL PROJECT COST OF \$75,317.07 REFLECTS OUR COMMITMENT TO QUALITY, SAFETY, AND LONG-TERM VALUE.

WE APPRECIATE THE OPPORTUNITY TO SUPPORT THE TOWN OF FARO IN THIS IMPORTANT INFRASTRUCTURE INITIATIVE AND REMAIN AVAILABLE FOR ANY QUESTIONS, CLARIFICATIONS, OR NEXT STEPS IN THE APPROVAL PROCESS.

THANK YOU!

## Contact Information: How to Reach Us



[www.Muellerenterprises.ca](http://www.Muellerenterprises.ca)



[Sales@muellerenterprises.ca](mailto:Sales@muellerenterprises.ca)



867-335-9845





EXCEEDING EXPECTATIONS!  
DELIVERING RESULTS!



Economic Development  
PO Box 2703 (F-1), Whitehorse, Yukon Y1A 2C6

September 16, 2025

Dear Stakeholder:

**Stakeholder Engagement on Removing Barriers to Internal Trade: Party-Specific Exceptions under the Canadian Free Trade Agreement**

---

On behalf of the Government of Yukon, I am writing to inform you of our continued efforts to strengthen the Yukon's position as a domestic trade partner within Canada by reviewing our trade exceptions under the Canadian Free Trade Agreement (CFTA) to see where we can reduce our exceptions and strengthen Yukon's commitment to free internal trade within Canada.

Reducing barriers to internal trade continues to be of high priority across Canada at this pivotal time of economic uncertainty. The Government of Canada, all provinces and territories are working to reduce barriers to internal trade to make it easier for all Canadian businesses, including Yukon businesses, to buy, sell, invest and work in other provinces and territories. The Government of Yukon is looking for opportunities to further reduce our exceptions, while advocating for our people, communities, industries and businesses.

As part of these efforts, the Government of Yukon is considering removing some of its Party-Specific Exceptions under the CFTA. One of these exceptions excludes your organization from procurement obligations under Chapter 5 of the CFTA as a "MASH" sector organization (*municipalities, academic institutions, schools, social services agencies and health authorities*). For the Yukon, the following entities are excluded:

1. Regional, local, district or other forms of municipal government; and
2. Francophone School Board and publicly funded academic, health and social service entities.

Procurement processes under the CFTA are designed to make markets more open and competitive, which can lower the costs of government procurement contracts and ensure that public funds are used more efficiently. They help reduce red tape for businesses and professionals doing business across interprovincial boundaries.

This exception allows currently excluded entities to maintain their existing procurement practices, regardless of CFTA obligations. Removing this exception would bring the Yukon into closer alignment with other Canadian jurisdictions since all other federal, provincial and territorial governments cover municipalities, academic institutions, schools and hospitals (the "MASH" sector) under the CFTA. Currently, the Yukon is the only jurisdiction in Canada that does not cover the MASH sector under any of its CFTA government procurement obligations.

Procurement obligations, including public tendering, under CFTA Chapter 5 are triggered when procurement values exceed specific value thresholds that are recalculated every two years to account for inflation. For 2024-25, this threshold for the MASH sector is \$133,800 for goods or services, excluding construction, or \$334,400 or greater for construction projects.

You can find the Yukon's schedule of Party-Specific Exceptions under the CFTA's government procurement chapter here: <https://www.cfta-alec.ca/cfta-agreement/schedule-of-yukon>

We recognize that changes of this nature may bring both opportunities and challenges. Specifically, adapting procurement practices requires time, resources, and careful consideration of local and organizational factors. That is why we are committed to open dialogue and meaningful engagement before any decision is made. We want to work with you to fully understand how this exception affects your operations and how the Government of Yukon can support your organization and ensure a smooth transition if the exception is removed in the future.

As you are aware, the territorial election is forthcoming. Once the writ is issued, the Government of Yukon will operate in a caretaker capacity. During this period, we can accept information but can't engage in dialogue, including making statements or commitments that might bind a future government.

If you have any perspectives, questions, and considerations, please contact our team at [tradepolicy@yukon.ca](mailto:tradepolicy@yukon.ca) by December 16, 2025.

We look forward to engaging with you on this important initiative.

Yours truly,



Blair Phelps  
Assistant Deputy Minister, Economic Development  
Government of Yukon

- cc. Richard Gorczyca, ADM, Highways and Public Works
- cc. Rebecca Turpin, ADM, Community Development, Community Services
- cc. Gurmaan Rai, ADM, Corporate Services, Health and Social Services
- cc. Ashley Kayseas, ADM, Education

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**Fw: Faro Mine Remediation Project - 048C25 - TSE Zul Camp Potable Water and Septic**

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**From** CalebW.Light <caleb.light@yesab.ca>

**Date** Tue 2025-09-16 12:16 PM

**To** Kimberly Ballance <cao-faro@faroyukon.ca>

 1 attachment (86 KB)

Mayors Letter - Faro Mine - Potable Water and Septic - YESAB.pdf;

Good Afternoon, Kimberley - after sending the message (below) to the Mayor, I notice that your email was the originator of the letter from the Mayor and Faro's town council. I hope our response makes it through the correct lines of communication. Feel free to reach out if you have any questions.

Regards,

Caleb Light

Executive Committee Manager, Head Office  
Yukon Environmental and Socio-economic Assessment Board  
200-309 Strickland Street  
Whitehorse, YT Y1A 2J9  
Cell: 867-456-3241  
Caleb.Light@yesab.ca  
[www.yesab.ca](http://www.yesab.ca)

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**From:** CalebW.Light <caleb.light@yesab.ca>

**Sent:** Tuesday, September 16, 2025 12:12 PM

**To:** mayor@faroyukon.ca <mayor@faroyukon.ca>

**Cc:** Kent.Bretzlaff <Kent.Bretzlaff@yesab.ca>; Noelle.Palmer <Noelle.Palmer@yesab.ca>

**Subject:** Re: Faro Mine Remediation Project - 048C25 - TSE Zul Camp Potable Water and Septic

Good Afternoon Mr. Bowers,

Thank you for providing us with the resolutions passed by Faro's town council regarding the Faro Mine Remediation Project's Tse Zul Camp Potable Water and Septic project. The Executive Committee here at YESAB has completed its screening of the Faro Mine Remediation Project (YOR 2019-0149) and is no longer involved in the project's assessment. Once the Decision Bodies issue the decision document for the project it will be available on the YOR.

Given the views contained in the resolutions, I would encourage you to engage with the Faro Mine Remediation project team at CIRNAC, as well as the Decision Bodies (Government of Yukon, Natural Resources Canada, CIRNAC and Fisheries and Oceans Canada).

If you have any questions about the Executive Committee's screening process or the Designated Office assessment process, please feel free to reach out to myself (caleb.light@yesab.ca) or the acting Assessment District Manager for Watson Lake, Noelle Palmer (noelle.palmer@yesab.ca).

Regards,

Caleb Light

Executive Committee Manager, Head Office  
Yukon Environmental and Socio-economic Assessment Board  
200-309 Strickland Street  
Whitehorse, YT Y1A 2J9  
Cell: 867-456-3241  
Caleb.Light@yesab.ca  
[www.yesab.ca](http://www.yesab.ca)

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**From:** YESAB.Reception <YESAB.Reception@yesab.ca>

**Sent:** Monday, September 15, 2025 8:30 AM

**To:** CalebW.Light <caleb.light@yesab.ca>; Laura.Melvin <Laura.Melvin@yesab.ca>

**Subject:** Fw: Faro Mine Remediation Project - 048C25 - TSE Zul Camp Potable Water and Septic

**Head Office Reception**

Suite 200-309 Strickland Street

Whitehorse, YT Y1A 2J9

Ph: 867-668-6420 Fax: 867-668-6425

Toll free: 1-866-322-4040

[yesab@yesab.ca](mailto:yesab@yesab.ca)

Website: [www.yesab.ca](http://www.yesab.ca)



We acknowledge, recognize, and respect that we live, work, and play within the Traditional Territory of the Kwanlin Dün First Nation and Ta'an Kwäch'än Council. However, our work also takes place in the Traditional Territories of all Yukon First Nations.

*NOTICE: Please be advised that this email communication may be made public through its addition to the YESAB Online Registry (YOR) and the corresponding document registry. In accordance with sections 118 and 119 of YESAA, YESAB must maintain a register containing all documents that are produced, collected or received by Designated Offices, the Executive Committee or panels of the Board in relation to assessments. In addition, this email communication may be disclosed pursuant to YESAB's obligations under the Federal Access to Information Act and Privacy Act*

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**From:** Kimberly Ballance <cao-faro@faroyukon.ca>

**Sent:** Friday, September 12, 2025 4:02 PM

**To:** YESAB.Reception <YESAB.Reception@yesab.ca>

**Cc:** Mayor Bowers <mayor.bowers@faroyukon.ca>

**Subject:** Faro Mine Remediation Project - 048C25 - TSE Zul Camp Potable Water and Septic

You don't often get email from cao-faro@faroyukon.ca. [Learn why this is important](#)

Hello Mr. Bretzlaff,

Please see the attached letter.

Regards,  
Kimberly Ballance  
Chief Administrative Officer  
Town of Faro  
Office: 867-994-2728 ext. 4





September 22, 2025

**Jack Bowers, Mayor**

Town of Faro

Box 580

Faro, Yukon Y0B 1K0

[mayor@faroyukon.ca](mailto:mayor@faroyukon.ca)

Dear Mayor Bowers:

Thank you for your letter of September 12, 2025, regarding the Faro Mine Remediation Project and Council's concerns with the proposed development of on-site potable water and septic systems at the Tsē Zūl Camp on the Faro Mine site.

The Tsē Zūl Camp requires long-term potable water and wastewater systems to support operations at the Faro Mine Remediation Project. We share your interest in ensuring that the future systems are cost effective and represent an environmentally sound, responsible solution.

A feasibility study reviewed several options for wastewater management including continued hauling. On site treatment was identified as the most cost-effective option. It also reduces environmental and health and safety risks, presents less logistical risk and is aligned with Yukon Territorial regulations.

Potable water options are less constrained by regulation. On-site potable water treatment was pursued to provide health, safety, environmental, and operational benefits. At the same time, we recognize the concerns outlined in your letter. To address these, an additional sensitivity analysis will be completed prior to advancing to validate costs and benefits using updated engineering estimates and occupancy projections.

Tsē Zūl camp construction and ongoing care and maintenance activities have created many employment and contract opportunities for a variety of local citizens and subcontractors. Looking to the future, once active remediation is underway, the Faro Mine Remediation Project is expected to generate over 5,000 direct and indirect jobs, and contribute close to \$1B (billion dollars) to the Yukon's GDP over the 25 years of







active remediation and into post remediation monitoring and maintenance. Maximizing local and regional economic benefit remains a priority for our delivery of this work.

We would appreciate the opportunity to review the outcome of our sensitivity analysis with Mayor and Council once it is available and to provide an update on the project. In addition, we remain open to returning to Faro at a time convenient for you, to host a public session so we can share information about the project and our plans and to hear directly from the community.

Thank you again for bringing forward the views of your Council and community. We look forward to continuing to collaborate with you, Council and the community as we advance this important project.

Sincerely,

Geoff Karcher, P.Eng  
Director, Faro Mine Remediation Project  
E: [Geoff.Karcher@rcaanc-cirnac.gc.ca](mailto:Geoff.Karcher@rcaanc-cirnac.gc.ca)  
T: (613) 410-6570

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**From:** Marty Le Gallez <mlegallez@cupw-sttp.org>  
**Sent:** Wednesday, September 24, 2025 12:44:34 PM  
**To:** Mayor Bowers <mayor.bowers@faroyukon.ca>  
**Subject:** Letter from CUPW | Canada Post Mandate Review

**BY EMAIL AND MAIL**

September 24, 2025

Mayor Jack Bowers  
Town of Faro  
PO Box 580 200 Campbell St  
Faro YT Y0B 1K0  
mayor.bowers@faroyukon.ca

Dear Mayor Bowers,

**Re: Upcoming Mandate Review of Canada Post Could Affect Jobs and Services in Your Community**

I am writing you to let you know that the Federal Government is planning a mandate review of Canada Post from October 2025 to March 2026. At this time, we do not have details regarding the format, process or terms of reference. We are very concerned that there is no guarantee of public or stakeholder consultation (please see enclosure).

I had written you earlier this year about the Industrial Inquiry Commission (IIC) launched to review negotiations between Canada Post and our union. Unfortunately, it examined issues that were beyond collective bargaining and made some recommendations for drastic service cuts. Notably, these were in the form of post office closures and to resume conversion to community mailboxes – something the first Liberal Government after Harper was elected to stop.

CUPW's recommendations for expanded services, including things like postal banking, seniors check ins, community hubs, the reinstatement of an improved Food Mail Program, were rejected as a means to immediately address the financial challenges faced by Canada Post. This, despite the fact that many individuals, municipalities and organizations have supported our efforts over the years.

Canada Post also used the IIC to set up its demands for regulatory changes that could form the basis of the mandate review. We believe that regulatory changes should only be examined after Canada Post returns to stabilized operations, the full impact of the January 2025 stamp price increase is realized, and when parcel volumes reflect sectoral demand.

Canadians deserve to have their say on a public service they own. Our Federal Government must respect their voice, their needs, their communities, including those in rural, remote and Northern locations, workers and their rights, and safeguard public services and jobs – not try to quietly erode them.

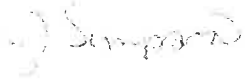
I am asking your municipality to:

- 1) Pass a resolution asking for a delay on this mandate review,
- 2) Ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions, and;
- 3) Make a written and/or oral submission to the upcoming mandate review – if you have the capacity and depending upon how the review is structured.

Should you have any questions or concerns, please feel free to reach out to me via Vanessa Murenzi at [vmurenzi@cupw-sttp.org](mailto:vmurenzi@cupw-sttp.org)

Thank you for your attention to this matter.

Sincerely,



Jan Simpson  
National President  
Canadian Union of Postal Workers

Encl.

PS - We are pleased to see some municipal-level pushback around the unilateral change in delivery practice for the red flags on rural mailboxes. This has raised concerns, in particular for elderly residents and those with mobility issues, who now have to go to their mailbox to check for mail.

C.C.:

National Executive Board  
Regional Executive Committees  
CUPW Locals  
CUPW Specialists

/mlg cope 225

## Appendix A

### Canada Post Corporation Review

*Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.*

**Source:** Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

## **Federal Government Plan: Canada Post Corporation Review**

**WHEREAS** the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

*Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.<sup>1</sup>*

**WHEREAS** the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

**WHEREAS** the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

**WHEREAS** it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

**THEREFORE, BE IT RESOLVED** that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

**THEREFORE, BE IT RESOLVED** that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**THEREFORE, BE IT RESOLVED** that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

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<sup>1</sup> Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

## MAILING INFORMATION

- 1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

- 2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3



