



**Town of Faro  
Special Meeting Minutes  
November 1, 2025, at 12:00 p.m.  
Council Chambers**

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**PRESENT:**

Mayor	Jack Bowers	CAO	Kimberly Ballance
Councillors	Gary Jones		
	Wendy Michell-Larocque		
	Michelle Vainio		
	Neil Yee		

Public Present: 0      Public on Zoom: 0

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**1. CALL TO ORDER**

Mayor Bowers called the meeting to order at 12:06 p.m.

**2. ADOPTION OF AGENDA**

**2.1 Council Meeting Agenda**

Resolution 25-376

Vainio, Michell-Larocque

**THAT** the agenda for the November 01, 2025, Special Meeting of Council be adopted as presented.

**3. NEW BUSINESS**

**3.1 New Procedural Bylaw – Mock Meeting run-through**

Council walked through three rounds of the mock meeting agenda. Council discussed the processes for adding an item to the Agenda, amending Minutes, the Consent Agenda, how to request to discuss and amend items included in the Consent Agenda section and amending motions. Council also discussed the requirements and process for declaring a Pecuniary Interest and the process for requesting a recorded vote.

Council recessed briefly at 1:15 p.m.

Council resumed at 1:25 p.m.

### 3.2 Strategic Planning Workshop for Council

Council reviewed information presented by the CAO about the employee, volunteer and public input received to date, including the areas that the community is very satisfied with and those areas requiring improvement.

Council reviewed the draft Vision and Mission Statements prepared based on the lengthier versions identified in the Official Community Plan and concurred with the statements as presented.

Council reviewed and discussed the three main themes that the CAO had identified in the information gathering process:

- Provide Municipal Services in a Transparent, Accountable and Cost-Effective Manner
- Build a Stronger Sense of Community
- Build Internal Municipal Capacity for employees and volunteers

Council provided input into these themes individually and collectively to identify projects and processes that would be necessary for these themes to become goals within the Strategic Plan.

Council recessed briefly at 2:55 p.m.

Council resumed at 3:05 p.m.

Council discussed the importance of both public and internal communication methods, including the Town's Website, Facebook page and traditional media. They discussed the importance of supporting staff and volunteers with necessary training, as well as the need to enhance or refresh long-standing recreation events.

The outsourcing of engineering for future infrastructure development was discussed as there is a clear need to ensure that future projects are completed in a manner that is consistent with the Town's needs and standards. The creation of engineering standards was also discussed.

Facility maintenance was discussed at length in terms of the needs for various facilities and the overall quantity of Town-owned facilities. In order to meet the maintenance requirements for these facilities, both for general operations and safety, Council discussed work that can be done in-house and work that may need to be contracted out.

Council discussed the interest in attaining a new Ice Plant for the Arena, and the clean-up work needed at the arena prior to this being possible, including the

removal of the old ice plant equipment and the removal of the underground oil tank.

Modernization of internal processes, including work orders, timecards, communications, and financial practices, was discussed and identified as an important step to improve efficiency within the Town's operations.

#### 4. ADJOURNMENT

Resolution 25-377

Vainio, Jones

**THAT** the November 01, 2025, Special Meeting of Council be adjourned at 3:50 p.m.

Approved at the Regular Meeting of  
Council held on November 18, 2025, by  
Resolution # 25-\_\_\_\_



Jack Bowers, Mayor



Kimberly Ballance, CAO