



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

May 21st, 2004 @ , 9 a.m..

Minutes

Regular Board Meeting

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - -# 01

In Attendance:

Yukon Land Use Planning Council

Albert Peter – Chair
Doug Phillips- Member
Ian D. Robertson – Member
Tom Cove – Past Member

YLUPC Staff

Ron Cruikshank – Planning Director
Rhoda Gribben - Administrator
Gerald Isaac - FNPP
Shawn Francis – Land & Resource Planner
Jeff Hamm – Information Technologist /GIS

YTG

Jerome McIntyre – Senior Planner

VGFN

Graham Baird – Land Use Planner

Albert welcomed Doug Phillips & Ian D. Robertson to their first YLUPC Meeting as YLUPC members. Albert thanked them for their willingness to participate and join the Council as it strives to see land use plans produced throughout the Yukon.

Agenda Item 1: Agenda

Comment	Action Items
Accepted as presented	

Agenda Item 2: Review Minutes

Comment	Action Items
<p><u>Minutes from March 11th, 2004</u></p> <p>There were minor editorial changes noted.</p> <p>Agenda Item 5.6 – Schedules – Workshops & Conferences: The Council asked if reports were required after staff/Council-attended conferences? It was confirmed that reports are required. Conference details will be discussed in the Director's Report.</p> <p>MOTION:</p> <p>To accept the March 11th, 2004 YLUPC Minutes with the minor editorial changes.</p> <p>1st Ian D. Robertson 2nd Doug Phillips All Agreed - PASSED</p>	

Agenda Item 3: Delegates – N/A**Comment****Action Items****Agenda Item 4: Directors Report****Comment****Action Items**

Ron provided a summary of the Secretariats activities since the Council met last:

- March 16th – 17th, 2004 – What's In It For You! Workshop hosted by YLUPC:
The proceedings of the workshop are online.
Barry Holland from Muskwa Ketchika Management Area (MKMA) in B.C. was a keynote speaker. The Council asked what it cost to create the MKMA? The total cost is difficult to calculate. Shawn indicated that the Conservation Area Design (CAD) component cost approximately \$700,000.000; there are 6 other components. Tom confirmed the costs were large and difficult to determine because funding is integrated into various government departments. In the MKMA the First Nations interests are addressed differently, F.N.'s are observers only; they play no active role in decision-making.
- Council for Yukon First Nations (CYFN) Mining Symposium
YLUPC set-up display booth at CYFN Mining Symposium held in Whitehorse at CYFN gym, March 30/31, 2004.
- YLUPC Community Consultation
Ron & Albert traveled to Mayo (Nacho Nyak Dun FN -NND) and Ft. McPherson (Gwitch in Tribal Council -GTC) to discuss status of Planning in the Yukon, as well as receive input on YLUPC's Ten Year Review Submission produced by the Council.

In Mayo they meet with NND Chief Steven Buyck and NND Council.

In Ft. McPherson Ron & Albert met with the GTC and the Gwitch in Land Use Planning Board (GLUPB). They discussed the status of the planning in the Yukon. Sue MacKenzie and Jeff Hamm are making plans to meet to share information and technology.
They also attended a celebration for the completion and approval of Gwitch in Settlement Area (GSA) LUP. The GLUPB was conducting conformity checks based upon their approved plan and building an Implementation Plan (IP).
- B.C. Land Summit & the International Association of Impact Assessments (IAIA)
Ron presented and participated at Planning Institute of British Columbia (PIBC) - BC Land Summit in Vancouver in May 2004.
He also attended an IAIA workshop. The theme was how planning & Impact Assessment can work together. Ron will prepare and distribute a report.

1. Ron will check into costs of MKMA
2. Sue MacKenzie & Jeff plan to meet in near future to exchange info on LUP.
3. Ron prepare Conference report

Agenda Item 5.1: Teslin Regional Planning Commission	
Comment	Action Items
<p><u>5.1.1 Land and Living Space (LLS)– Teslin Region Natural Resources (Attached)</u></p> <p>YLUPC staff will prepare an analysis for the Council for comment and recommendations. Jerome for YTG said their technical comments wouldn't be ready till June 1st/04. The Council asked YTG for their technical and corporate response to TRPC to be cc'd to them, a.s.a.p. They would like to have it while they are conducting their review. Jerome (YG) said that the technical response will be ready for June 1st, 2004 but the corporate view will take longer.</p> <p>Jerome explained the current support groups: First, a GTOR is created. There are two committees formed, 1) A technical working group called TWG, it is a filter for technical info, this process is used more in the first end planning. 2) Higher end policy is referred to the Senior Liaison Committee = SLC. Doug said the process needs to be streamlined for cost efficiency. Jeff said comments from the TWG are submitted by each individual member, rather than one overall response.</p> <p><u>5.1.2 Future Activities – Council/Commission Meeting & TWG Meeting</u></p> <p>Commission appointments expire in August 2004. The Teslin Tlingit Council (TTC) - FN's and YG nominate three appointments each, total of six members. The process has been initiated, letters have been sent out to TTC April 20, 2004. YTG put an ad in the paper and sent out letters to the current Commission to see who was interested in being a Commission member; the deadline for nominating was end of May. The Council will need to create an orientation strategy for transition of Commission appointments. Expediting the appointments is critical for keeping the continuity and to recommend a draft LUP plan with in the set time frame. A letter should be sent to the TTC stressing this. It would also be advisable to have YTG and nominating FN's share prospective names to determine how people dynamics will work together, this would be a pro-active method. Time spent orientating new members can be reduced, by having YLUPC assist in process, as well as having old members and Chairs share their experiences and information with new members. The Executive Director, Bonnie Hurlock, employment contract is finished as of June 30th, 2004.</p>	<p>3. YLUPC staff: prepare analysis of LLS for Council.</p> <p>4. Obtain YTG's technical review for Council to review.</p> <p>5. YLUPC: establish an orientation strategy for new TRPC members.</p> <p>6. Send letter to TRPC regarding their FN appointments for the TRPC.</p>

Agenda Item 5.2: North Yukon Planning Commission (NYPC)	
Comment	Action Items
<p><u>5.2.1 Update on Commission Activities / Open House Presentation attached</u></p> <p>The Council Chair complimented the NYPC on their progress. Shawn, NYPC Coordinator said that the re-start up of the Commission was reduced to six months because of continuity (Shirley & Marvin's reappointment) and also because of tremendous support from YTG, VGFN YLUPC staff. He said the only way to get a LUP completed in three years is to keep the start up period within 6 to 8 months period.</p> <p>The NYPC is now fully into the information collection phase of the plan. They are moving forward with creation of core information sets, and creating the necessary partnerships for integration of info already available. They are getting the tools in place to be able to start planning next year.</p> <p>The summer will be a work period for technical staff.</p>	

Agenda Item 5.2: North Yukon Planning Commission (NYPC)

Comment	Action Items
<p>We are attending a wetlands information workshop in Old Crow co-hosted by Ducks Unlimited / YTG/VGFN/CWS & NYPC on May 26-27 2004.</p> <p>We will plan a workshop in Old Crow (OC) in October to validate info gathered over summer.</p> <p>The Council asked if there was any remote sensing and mapping of area in progress. Shawn said a satellite based visual tool for mapping is being used for now; Shawn indicated that it is not suitable for detailed analysis and mapping. Remote sensing will play an important role in the creation of a regional biophysical map, work that is in progress.</p> <p>The Council asked if major information gaps are being addressed by YTG. There is lots of information available. We are taking the current information, pulling it together to try to synthesize it. There is one key information set missing; NYPC has (ecological mapping) established its priorities info.</p> <p>Tom encouraged the Council to consider NYPC as an optimal situation on how planning regions are going to go forth in the future. The region represents an optimal situation; use it as a baseline. Other regions are more complicated. However, we need benchmarks to help us in the future and using NYPC for this purpose is advised.</p> <p>It was recommended that YLUPC extend an open invitation to the Teslin Commission (and all Commissions) encouraging them to send members to the YLUPC Board meetings. It is important for sharing and updating information and for communicating with one another. The Council agreed that this was an excellent idea.</p> <p><u>5.2.2 North Yukon Planning Commission Newsletter #1</u></p> <p>The Council acknowledged the NYPC Newsletter included for their information.</p> <p><u>5.2.3 NYPC Draft PTOR</u></p> <p>The PTOR was not included in Board Package (30 page document) and it was decided it would be reviewed later. The PTOR is the NYPC work plan for the next three years and has been distributed to all associated working groups. (Shawn provided the Council with a copy)</p> <p>The Council asked if they were going to have an opportunity to provide comments to the NYPC? And if having not provided comments were they delaying the process. They noted YTG's comments were included in section 7.0 Correspondence. Shawn said that he and Tim Sellars- YTG have been working closely, a meeting had already taken place where most of the YTG departments were present. He stressed that this PTOR is still a DRAFT and will be redrafted to incorporate the comments received. The PTOR is a proposal; it lays out the methods, products and time lines we are going to strive to achieve. NYPC is not waiting for further PTOR comments to proceed with the workplan.</p> <p>The Council asked what scale was being proposed for the plan? Adding that the issues should help in defining what scale to use. Shawn answered that all of this is outlined in the PTOR: a scale of 1:250K is proposed for most products. We have lots of data; this exercise will attempt to integrate these initiatives.</p>	<p>7. YLUPC send an open invitation to the NYPC to attend YLUPC Board Meetings</p>

Agenda Item 5.2: North Yukon Planning Commission (NYPC)	
Comment	Action Items

Comment

Action Items

Yes

11. Develop items in the To Do list for the

Agenda Item 5.3: Peel Watershed Planning Commission Update	
Comment	Action Items
<p>Pending</p> <p>YTG, thru the Minister of Energy, Mines and Resources are responsible for all Commission appointments. Council noted that when a nominee comes from a First Nation that name should not have to go thru the whole approval stage; it should be forwarded directly to the Minister for signature. Jerome will make a point to try and improve this system., recommending a different administrative process for FN's nominees.</p> <p><u>5.3.2 Update action Plan to establish the Peel Watershed Planning Commission</u></p> <p>The first Peel River Watershed Planning Commission Action Plan is completed. It represented the first stage for our Peel initiative.</p> <p>The Council will need to develop another action plan to redefine our future role.</p> <p>The new Council asked if it would help to approach the Minister requesting he make the Peel nominations a priority. They also asked if they could contact VGFN to ask whom they have chosen for their nominee. Tom said the only protocol is to ask first before action is taken.</p> <p><u>To Do LIST includes 6 items:</u></p> <ol style="list-style-type: none"> 1. Develop Training & Orientation of new Commission 2. Revise Policies & Procedures 3. Develop Work plan & Budget for 2004-2005 fiscal year. (Council does 1st year Administration) 4. Provide Commission with a package of prepared templates. 5. Develop Administrative Strategy = assigning Human Resource's to jobs 6. Planning model options: we have CLUPP, it includes the steps to create a whole plan but does not consider options for getting the work done. <p>Basic templates for the To Do List have already been developed they just need re-editing. Having these templates readily available will help expedite the planning process. Not everything is identified in Implementation Plan, and we are developing a more detailed process as we go.</p> <p>The Council noted that the Peel Region would be the first region with multiple FN participation, multiple communities, a high interest in whole area and a Trans boundary interest. The regional office (if there is to be one) community will be determined once the Commission is established. All these considerations will add to the cost of the plan.</p> <p>Council Mandate is to help Commissions complete establishment. All parties are consulted in the development of Peel Work Plans and Budgets; we want to keep everyone informed.</p> <p>Tom asked if the Council was given the "Financial Model Discussion Paper" to review. They had been given the 10 Year Review submission, which is not to be confused with the Financial Model document. It shows the way in which LUP's are funded; it forces everyone to consider how the LCA's are being implemented. Budgets & Workplans are used as a negotiating tool. They are being used to implement the LCA. It also shows how the budgets and workplans change from region to region.</p>	<p>next Council meeting.</p> <p>12. Consider writing a letter to Auditor General requesting Audit.</p> <p>13. Develop criteria to decide how and</p>

Agenda Item 5.3: Peel Watershed Planning Commission Update

Comment	Action Items
<p>(Jeff provided the Council with the document)</p> <p>The Council agreed that finances are very important. We, the Council could be the “bad guys, in controlling these Budgets. They suggested a letter be written to the Auditor General requesting them to come and do an audit and make recommendations. The LCA Negotiations claim in it’s haste did not completely cover all the administrative aspects. Force bureaucracy to change course.</p> <p>Council acknowledges the receipt of a support letter from the THHN for recommendation of the peel GTOR, May now move forward with posting minister approved GTOR on Web site.</p> <p><u>5.3.3 Presentation at Peel River Watershed Wildlife Workshop</u></p> <p>Glenda Clarke, NND has been in contact with YLUPC to invite us to CPAWS workshop in Mayo June 3rd/04. This workshop is a CPAWS initiative with support from NND. The Council asked who else was participating? Albert said he had asked for that information from Glenda but had not had a response yet.</p> <p>While discussing whether YLUPC should attend it raised the question of which conferences are appropriate for the YLUPC to attend. We are a teaching LUP body; we need to maintain our neutral standpoint, by viewing both the conservation and economic sides of LUP we are implementing the LCA. If YLUPC does decide to attend we need to send the message that LUPing is a joint process that takes into account all Parties affected (and all land uses). We must raise a neutral flag; people need to know we are neutral. We need to develop criteria for Council to decide how and what workshops & conference’s to participate in.</p> <p>It was decided that although this is a special interest group they don’t control the Council’s message. The Council agreed to have Albert attend this workshop. Work has already been done on ‘How to Prepare Regions for LUPing’, he will make a power point presentation.</p> <p>Council needs to develop a document to send out to the public and interested parties that we have a neutral standpoint; we are there to help and monitor commissions.</p>	<p>what conferences & workshops to participate in.</p>

Agenda Item 5.4: 10 Year Review: Workplan for Continuing Consultation

Comment	Action Items
<p><u>5.4.1 YLUPC/NND Meeting in Mayo & YLUPC/GTC Meeting in McPherson</u></p> <p>It is YLUPC’s goal to reach the individual FN’s now, while they are renegotiating to next 10 Years of implementation of the LCA with Canada.</p> <p>It was suggested that it would be better to make a 10-Year Presentation at next CYFN Leadership meeting where all the Yukon First Nations Chiefs are present. It would also be a good time to discuss nominations & appointments to Boards & Committees. The next leadership meeting is in September 2004. The Council will request to be added to their agenda.</p> <p>Yukon FN’s are asking for a year of grace for funding. Final negotiations for the next 10 years will not be completed by the end of the 2005 fiscal year, which is the end of the current LCA funding obligation. The Federal election will also add to the delays.</p>	<p>14. Request to be added to CYFN’s Leadership Meeting in Sept 2004.</p>

Agenda Item 5.4: 10 Year Review: Workplan for Continuing Consultation	
Comment	Action Items

Agenda Item 5.5: Schedules for May/June/July/August																						
<u>Comment</u>	Action Items																					
<p><u>Yukon First Nation 2004 General Assembly's</u></p> <p><u>Yukon First Nation 2004 General Assembly dates:</u></p> <table><tr><td>LS/CFN</td><td>June 8 – 11, 2004</td><td>@ Airport Lake</td></tr><tr><td>SFN</td><td>June 11 – 13, 2004</td><td>@ Minto Landing</td></tr><tr><td>NND</td><td>June 22 – 26, 2004</td><td>@ Mayo</td></tr><tr><td>NTC</td><td>June 28 – 30, 2004</td><td>@ Little Salmon Village</td></tr><tr><td>CYFN</td><td>July 6 – 8, 2004</td><td>@ Pelly Crossing</td></tr><tr><td>CAFN</td><td>July 17 – 19, 2004</td><td>@ Kusawa Lake</td></tr><tr><td>VGFN</td><td>July 2004</td><td>@ Teslin</td></tr></table> <p>There is a series of letters prepared on behalf of Council asking FN's if they would like our presence at their GA's. LSCFN have informally asked for YLUPC presence at their GA.</p> <p>Council decided it most effective for Council to participate in CYFN & NTC GA's. Other GA's representation would be deemed as necessary. Gerald to lead.</p>	LS/CFN	June 8 – 11, 2004	@ Airport Lake	SFN	June 11 – 13, 2004	@ Minto Landing	NND	June 22 – 26, 2004	@ Mayo	NTC	June 28 – 30, 2004	@ Little Salmon Village	CYFN	July 6 – 8, 2004	@ Pelly Crossing	CAFN	July 17 – 19, 2004	@ Kusawa Lake	VGFN	July 2004	@ Teslin	
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CYFN	July 6 – 8, 2004	@ Pelly Crossing																				
CAFN	July 17 – 19, 2004	@ Kusawa Lake																				
VGFN	July 2004	@ Teslin																				

Agenda Item 5.6: On going Work from 2004/2005 Workplan	
Comment	Action Items
<p>YTG has questioned on one item in YLUPC's workplan regarding YLUPC's intention to develop and define the relationship between the YLUPC & Yukon Economic and Socio Assessment Act (YESAA). YTG does not feel this is a priority. The YLUPC secretariat has prepared a letter addressed to YESAA about major linkages but has not sent it out yet. This workplan item will not take a lot of time or funds. If the YESAA Board is appointed within the next year this will raise its priority.</p> <p>Shawn: would like the Council to consider a strategy for advancing the discussion around Regional Land Use Designations Systems (RLUDS). He prepared and distributed a discussion paper about how to advance Regional LUP in Yukon. YTG has provided a written response (today). Shawn is already consulting with VGFN on developing a Regional Land Use Designation concept that NYPC may use in their LUP. Developers want consistency. Integrated Resource Management (IRM) is coming to the forefront: Chapter 11 calls for IRM. The LU designation system is one tool to help facilitate IRM.</p>	<p>15. Develop a strategy to advance the discussion around RLUDS for Yukon.</p>

Agenda Item 6.0: Financial Report	
Comment	Action Items
6.1 <u>YLUPC Variance Report/Accounts Payable March/April/May 2004</u>	

Agenda Item 6.0: Financial Report

Agenda Item 6.0: Financial Report			
Comment			Action Items
6.2	Rhoda provided the Council with a summary of the financial status to date. She provided an Accounts Payable summary for the last three months. Variance Reports will be made included in the package for the next YLUPC Regular Board meeting in June		16. Arrange for the new Council to sign signatory cards at CIBC
	<u>Bank Signatories</u> The Council signed the attached Memo to CIBC identifying the Change in Signatories to the YLUPC, NYPC & the TRPC Bank accounts. Ian noted that his signatory always includes a D between this first and last name.		
MOTION: To acknowledge and approved of the addition of Doug Phillips and Ian D Robertson as new signatories to the YLUPC, NYPC and TRPC CIBC Bank accounts and the removal of Lesley Cabbott and Tom Cove from the same accounts.			
1 st Ian D. Robertson 2 nd Albert Peter All Agreed - PASSED			
6.3	<u>Approval of the 2002/2003 Audited Financial Statements</u> Considering these financial statements were done, the new Council appointments they asked for reassurance from Ron that the statements were correct. Ron gave them reassurance.		
	MOTION: To approve the 2002/2003 Audited Financial Statements prepared by MacKay.Ca Chartered Accountants.		
1 st Ian D. Robertson 2 nd Albert Peter All Agreed - PASSED			
6.4	<u>Sign the Flexible Transfer Agreement between YTG & YLUPC</u> We do not have a signed funding agreement at this point. Jerome –YTG confirmed that the FTP package has been forwarded to the Minister for approval and signature. The reasons for the delay include: 1. Canada and Yukon contribution agreement delayed 2. More discussion regarding workplans 3. One budget & workplan submission for all (Council & Commissions) holds up the whole process if one budget /workplan is being debated.		
	<u>OR Transfer funds for Interim Funding</u> The Council acknowledged an Interim Funding agreement between YLUPC & NYPC. It has been the procedure used in April & May to transfer funds for bridge financing for YLUPC in the absence of an FTP.		
MOTION: To acknowledge and approve of the Interim Funding agreements between YLUPC and the NYPC for the months of April, May and June (if need be). Funds will be reimbursed once the 2004/2005 FTP funding has been received from YTG.			
1 st Albert Peter 2 nd Ian D. Robertson All Agree - PASSED			
6.6	<u>Review and IMPROVE the Annual Budgetary Cylce (ABC) Financial Model</u> Once the FTP is completed, a meeting between the Parties’s will be scheduled to discuss the ABC model. The proposed agenda for the June meeting is: 1. ABC 2. Budget Templates 3. Multi-year Funding Agreements.		

Agenda Item 7.0: Correspondence

Comment	Action Items
Correspondence is provided to the Council for information purposes.	

Agenda Item 8.0: IN Camera – N/A

Comment	Action Items

Meeting adjourned at 3 p.m.

Council Working Session scheduled for June 4th, 2004 at 1 p.m. at the YLUPC office.

Albert's term in finished on August 27th, 2004, the Council would like to plan a meeting prior to his departure.

Doug Phillips noted he would be absent from August 28th, 2004 to October 2nd, 2004. .

Next Regular Board Meeting date is July 15th, 2004 at YLUPC office at 1 p.m.

Approval of Regular Board Meeting Minutes – May 21st, 2004– Meeting #04/05 - #01

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

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June 4, 2004 @, 1:30 p.m.

Minutes

Special Board Meeting

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/06 - -# 02

In Attendance:

Yukon Land Use Planning Council

Albert Peter – Chair
 Doug Phillips- Member
 Ian D. Robertson – Member

YLUPC Staff

Ron Cruikshank – Planning Director
 Rhoda Gribben - Administrator
 Lori Young – Administrative Assistant
 Jeff Hamm – Information Technologist & GIS

Agenda:

1. Chair Report/Update
2. Flexible Transfer Agreement
3. Teslin Regional Planning Commission
 - 3.1 Review TRPC's 'Land-Living Space' document
 - 3.2 Next Steps
4. IN CAMERA

Glenda Koh's Employment Contract

Agenda Item 1: Chair Report/Update:

Comment	Action Items
<p><u>CPAWS Peel River Watershed Wildlife Workshop – June 3rd in Mayo</u></p> <p>Albert did a presentation in Mayo on June 3rd at the CPAWS workshop on behalf of the YLUPC. There were two other workshops in Mayo at the same time, attendance included mostly high school students. He presented YLUPC's mandate and mission statement, referring to relevant references from the Land Claim Agreement specifically Chapter 11 – Land Use Planning. Albert also discussed linkages and LCA – Chapter 16. Shawn provided him with "What's in A Plan" component. He gave them an update on the Peel Planning Commission status highlighting what a land use plan and the planning process could do. Mark O'Donahue – A biologist from YTG Renewable Resources and Elaine Elexi from a North Territories Dena Youth Group also did a presentation. In his closing remarks Albert congratulated CPAWS for the workshop and for assisting in 'getting the ball rolling'.</p>	

Agenda Item 1: Chair Report/Update:

Comment	Action Items
He left notes and reference to our website.	

Agenda Item 2: Flexible Transfer Payment Agreements

Comment	Action Items
<p>As an introduction, Ron explained to the Council the GTOR/PTOR. Commissions are being asked to use the GTOR to implement Chapter 11, LUP. The Council uses the FTP agreement to bind Commission to the GTOR. Funding was confirmed thru the LCA. The PTOR is the Commission's Budget & Workplan BUT is not approved by any of the Parties. The PTOR identifies the funding amounts the GTOR does not. The NTC is proposing that dollar amounts be established before Commissions are established. The Council thought that YTG might not want to commit to a dollar amount in a legal agreement.</p> <p>Each year, the government sends out an allocation letter to the Commissions indicating the maximum they will be funded for the next fiscal year, currently the allocation # is \$350,000 per year. Teslin is submitting budgets to their allocation numbers not to the actual amount that they need. This is an issue that needs to be addressed with YTG and may require legal advise.</p> <p><u>YLUPC FTP for 2004/2005:</u> MOTION: The Council agreed to sign the 2004/2005 Funding Agreement with YTG with a cover letter expressing a list of concerns regarding the amount being allocated to Teslin including an acknowledgment that there would be a need for an amendment in November 2004. Moved: Doug Phillips 2nd Ian D. Robertson</p> <p>IT was noted that the Minister should sign FTP's last not first.</p> <p><u>YLUPC FTP with NYPC 2004/2005:</u> MOTION: The Council agreed to sign the FTP agreement between NYPC and the YLUPC for \$43,128 for the 2004/2005 fiscal year. Moved: Ian D. Robertson 2nd Doug Phillips</p> <p><u>YLUPC FTP with the TRPC for 2004/2005:</u></p> <p>Council needs to look at numbers and direct how much is spent on administration and how much on planning. Targets expectations identified to the Commission before they do their budgets. For example, 48% being spent on TRPC's administration, 1/3 or 33% in the first year, less in subsequent years would be a better target. Costs could further be reduced by centralizing GIS and Admin using the YLUPC office</p>	<p>1. Seek advise regarding Allocation #'s.</p> <p>.</p> <p>2. FTP agreement signed; INCLUDE a cover letter expressing a list of the Council concerns.</p> <p>3. Review Budgets to determine HOW and What to categorize \$'s</p>

Agenda Item 2: Flexible Transfer Payment Agreements

Comment	Action Items
<p>At the moment the TRPC is not fulfilling their approved workplans. It will be six-months before all the changes they are expecting will be resolved. A new Commission may want to redefine the TRPC workplan.</p> <p>A letter needs to be drafted stating that the TRPC must complete all reporting requirements listed in the 2003/2004 FTP agreement. To date their Financial information and their Meeting Minutes have not been forwarded to the Council. The work plan needs to be amended before final approval.</p> <p>The Council wants to have TRPC's 2002-2003 reporting requirements completed before this years funding released.</p> <p>The Council will try to arrange a meeting between the TRPC Chairs and the YLUPC. Albert, will contact TTC Chief Eric Morris. The Council needs to prepare a clear list of expectations to have on hand at this meeting.</p> <p>MOTION:</p> <p>The Council moved to postpone signing the 2004/2005 FTP agreement between the TRPC & YLUPC pending the receipt of the reporting requirements identified in the 2003/2004 FTP agreement and a resolution of the status of the Commission.</p> <p>Moved: Ian D. Robertson 2nd Albert Peter.</p>	<p>4. Send letter to the TRPC before the FTP for 2004/2005 is signed.</p> <p>5. Albert will contact Chief Eric Morris for an update on TRPC.</p> <p>6. Arrange a meeting with TRPC Chairs.</p> <p>7. Create a clear list of expectations for the TRPC</p>

Agenda Item 3: Teslin Regional Planning Commission

Comment	Action Items
3.1 <u>Review TRPC's 'Land-Living Space' document</u>	
3.2 <u>Next Steps</u>	

Agenda Item 4: Glenda Koh's Contract

Comment:	Action Items

Next Regular Board Meeting date is July 15th, 2004 at YLUPC office at 1 p.m.

Approval of Special Board Meeting Minutes – June 4th, 2004 – Meeting #04/05 - #02

Chair

YLUPC Secretariat

Date:



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Special Board Meeting

YLUPC & TRPC

June 17th, 2004

Meeting # 04 - 05 / #03

In Attendance:

Council:

Acting Chair & Albert Peter – Member
Doug Phillips – Council Member
Ian D. Robertson – Council Member

YLUPC Staff:

Ron Cruikshank, - Planning Director
Rhoda Gribben – Administrator/Note taker

TRPC Member:

Brenda Oziewicz
William Sydney - Absent

The meeting was called to order at 1:30 p.m.

Agenda:

1. Ways the Council might assist the Commission to expedite the appointment of the new commission and how management of the planning process can be handled during the expected gap between the end of the commission's current mandate and reformation
2. Council's plans for responding to Land: A Living Space
3. Flexible Transfer Payment Agreement and future work planning

Unfortunately with the absence of William Sidney, the Council was unable to complete the proposed agenda.

Agenda Item: Update provided to the Council

Comment

Brenda Oziewicz provided the Council with an update of the status of the Teslin Regional Planning Commission.

The TRPC held a meeting on June 4th, 2004, regarding the Executive Director's Contract, they did have quorum, but decision was not reached. A 2nd special meeting was arranged for June 16th, to come to a decision regarding the Executive Director's Employment Contract, it did not go well, four members were present and minutes were taken. With four members present, the Commission did have quorum. Gwen Wally was going to leave the meeting but was reminded that if she did leave they would no longer have a quorum. Brenda felt compelled to leave the meeting and is considering resigning from the Commission but has yet to do so. Brenda indicated that once she left the meeting, the Commission would not have quorum and no decision could be made.

She encouraged the Council to adopt the following recommendations to incorporate in the General Terms of Reference (IGTOR) for assisting in the success of

Agenda Item: Update provided to the Council	
Comment	
<p>future Commissions.</p> <ol style="list-style-type: none"> 1. Each Commission should have one Chairperson. Do not encourage Co-Chair's. 2. Government of Yukon (YTG) hiring practices and policies should be incorporated into the Commissions policy and procedure guidelines and used when hiring staff and contractors. YTG advocates hiring Yukoners, do not encourage out of territory consultant planners. 3. The dynamics of Commission memberships should be gender balanced, ½ male, ½ female. 4. Individual perspectives of the Commission membership should be considered; to include representative for conservation, economic and first nations interests 5. The YLUPC must develop and provide Precise Terms of Reference (PTOR), Budgetary & Workplan and Planning Model templates to the Commission to consider and follow in the initial stages of decision-making. 6. The Council should regularly attend Commission meetings through out the whole planning exercise. 7. Encourage and instruct Commission on consensus decision-making techniques. 8. Provide the Commissions clear, honest reflections of their Planning Products. <p>The Council expressed the concern that the Commission is not on target for plan production, based upon its review of Land: A Living Space. There is a need for a transition strategy and associated funding costs and these will be asked for. Council agreed to talk to William about his absence and the agenda items that were to be covered.</p>	

<p>Meeting adjourned at 3:30 p.m.</p> <p>Approval Special Board Meeting Minutes, YLUPC & TRPC, June 17th, 2004, Meeting # 04 - 05 / #03 At YLUPC Regular Board Meeting August 26th, 2004</p>	
<p>_____</p> <p>Chair</p>	<p>_____</p> <p>YLUPC Secretariat</p>



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
 PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

July 15th, 2004 1 p.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #04

In Attendance:

Yukon Land Use Planning Council

Albert Peter – Chair
 Ian Robertson - Member
 Doug Phillips – Member

YLUPC Staff

Ron Cruikshank – Planning Director
 Rhoda Gribben - Administrator
 Shawn Francis – NYPC Coordinator
 Glenda Koh - Researcher

Jeff Hamm – Information Manager
 Gerald Isaac - FNPP
 Lori Young – Assistant Administrator

VGFN: Graham Baird

YTG - John Spicer – Senior Manager & Jerome McIntyre – Senior Planner

Agenda Item 1: Agenda

Comment	Action Items
Accepted as presented	

Agenda Item 2: Review Minutes

Comment	Action Items
<p>2.1 Minutes from May 21st, 2004 - 04/05- #01 Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p> <p>2.2 Minutes from June 4th, 2004 - 04/05 - #02 Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p> <p>2.1 & 2.2 Minutes were approved with minor editorial changes noted separately.</p> <p>2.3 Minutes from June 17th, 2004 – 04/05 - #03 The Council delayed the approved of the June 17th Minutes pending: 1. The inclusion of the Agenda with the Minutes. 2. Confirmation of whether Gwen Wally was going to leave the meeting and was encouraged to stay due the Commission being without Quorum. These revised minutes will be presented at the next Council Board meeting.</p>	

Agenda Item 3: Delegates – N/A

Comment	Action Items
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Agenda Item 4: Directors Report	
Comment	Action Items
<p>The Directors report covers items not covered on the Agenda: <u>LS/CFN General Assembly:</u> Gerald set up the YLUPC booth and fielded questions from delegates. Land use planning was not on the Agenda.</p> <p><u>Operational Options and Consideration for Planning Commissions in the Yukon</u> An Internal DRAFT discussion document is being prepared by the YLUPC staff providing examples or templates to be used as planning model options. It will be used as a reference to help Commissions make informed decisions regarding their planning model choice. The Council agreed with the importance of this document but encouraged the staff not spend too much time on it. They suggested keeping the report concise, including examples, which demonstrate the pro's and con's of each planning method and lay out the fundamental planning guidelines. Although there are various planning methods, the planning fundamentals remain the same.</p> <p><u>Administration Summary</u> Rhoda is preparing a draft summary of the Annual Budgetary Cycle (ABC). The intent is an attempt to explain simply this complex system. It will be ready for the Council prior to the approval of the Interim Report in November.</p> <p><u>Open Source Conference</u> Jeff attended a workshop in June in Ottawa called 'Open Source Conference', a conference report was distributed via email and can also be accessed online. He will utilize his new knowledge and contacts as he develops the Yukon Data Atlas.</p> <p>The Council requested as an introduction for acronym use; when first used in all written documents, parenthesizing acronyms following the complete name.</p>	<p>1. Keep Options document: concise, include example showing pro's & con's and provide fundamental planning guidelines.</p> <p>2. In all documents spell out 1st, name in full followed by parenthesized acronyms.</p>

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1: Teslin Regional Planning Commission (TRPC)	
Comment	Action Items
<p>5.1.1 <u>TRPC Meeting of July 13th, 2004</u> Ron and Doug arrived at Teslin at 8:45 a.m. for a 9 a.m. meeting; quorum was never achieved. The time was spent in discussion with the members present. Some of the issues that were discussed included Co-Chairs, policy and resignations. The Chief of the Teslin Tlingit Council (TTC), Eric Morris, rejected William Sidney's letter of resignation. Both Brenda and Richard have not sent an official letter of resignation, which still makes them active members of the Commission. TRPC member appointments are complete as of August 1st, 2004.</p> <p>5.1.2 <u>Transition Strategy Development and</u> 5.1.3 <u>Interim Funding Agreement</u></p> <p><u>Funding</u> YLUPC agreed in their May 2004 meeting that they could not send the TRPC funds before meeting with the Chairs. The TRPC replied by saying YTG supported their workplan in a letter in March. The Council told YTG the reason for withholding funds was based on management and accountability to fulfill YLUPC mandate. YTG agreed that TRPC's workplan has changed since their March letter.</p>	<p>3. Provide TRPC with funding thru a Interim Funding Agreement.</p> <p>4. Requested John Spicer to ask the Minister of EMR-YTG for a meeting with YLUPC.</p> <p>5. Pay approved TRPC expenses as an Interim</p>

Agenda Item 5.1: Teslin Regional Planning Commission (TRPC)

Comment	Action Items
<p>The Council is prepared to cover the expenses of the TRPC with an Interim Funding Agreement, which will confirm the funds will be repaid once a FTP is signed based on a revised workplan. The Council wants to wait for the new Commission to discuss funding and other outstanding decisions. During transition, the TRPC has been asked to provide a cost estimate of the Commission expenses. This agreement is bridge financing, not FTP funding. The Council can do TRPC administration.</p> <p><u>Staff Contract</u></p> <p>The employment contract between the TRPC and Bonnie Hurlock (BH) is pending including how she will be paid for July's salary. The Council would like the new Commission to decide future staffing.</p> <p>We, the YLUPC, must ensure the TRPC is following the reporting requirements and their policies and we would like to resolve issues internally rather than pay legal fees.</p> <p>Both Ian and Doug have talked to Minister Archie Lang, YTG; who recognized that land use planning is a public exercise, not only a First Nation one. The Council agreed that they may need to meet with the Minister to confirm the YLUPC mandate and asked John Spicer to forward their concerns.</p> <p><u>Commission RE/Appointments</u></p> <p>The TRPC member's terms are finished as of July 31st, 2004. For the benefit of the new Commission members, YLUPC will facilitate a meeting between the past and new TRPC members. This will be arranged after their Commission's appointments are confirmed. The Council suggested to YTG to have the next TRPC complete a one-year term and to stagger the appointment due dates when members are appointed at the start of a Commission. With all the TRPC member's terms complete all at the same time, continuity is difficult to maintain.</p> <p><u>Teslin Tlingit Council Meeting – July 16th, 2004</u></p> <p>A meeting has been scheduled for tomorrow, July 16th, 2004 with the Parties; YLUPC, YTG and the TTC. Agenda items include: 1. What is our transition plan between the existing and future Commission. And 2. Recommend an Interim Funding Agreement.</p> <p><u>Land, a Living Space Report</u></p> <p>The YLUPC will provide staff resources to help advance the Land and Living Space (LLS) to the next stage, as we have completed our review.</p> <p>The TTC been encouraged to do their review as well. YTG requested a response from their departments within three weeks because the TRPC wanted a quick turn around but by June 16th everything at the TRPC had changed. They have discussed the document internally and have approximately 20 pages of comments from their review. The most common comment was a request for a question and answer session.</p> <p>John Spicer – YTG confirmed that he would take the Council concerns back to YTG for discussion and direction.</p> <p>5.1.4 The Council acknowledged the Annual Activity Report submitted to the Council by the TRPC.</p>	<p>Funding Agreement. (YLUPC do administration)</p> <p>6. Facilitate a meeting with past and present Commission members.</p> <p>7. YTG- (John) – request that the new TRPC members have a one year term and to stagger future Commission terms</p> <p>8. Provide YLUPC staff to help advance the LLS to the next stage</p>

Agenda Item 5.2: North Yukon Planning Commission

Comment	Action Items
<p>5.2.1 <u>Commission Activities:</u> The NYPC will spend the summer gathering information. They are working towards plan completion and implementation by 2006. The complete North Yukon Plan could serve as a template for new Commissions.</p> <p>A copy of the NYPC draft Precise Terms of Reference was distributed to the Council for review.</p> <p>The final draft of the PTOR will be complete this fall. A copy of PTOR will be provided to the Council for review. It will include a breakdown of how much this planning exercise is estimated to cost. Shawn is coordinating joint cost sharing ventures with outside agencies that is reducing planning costs.</p> <p>The Council requested a task breakdown; a who will be doing what section be added to the NYPC PTOR. They would like NYPC PTOR to be used as a template for the future Peel River Watershed Commission.</p> <p>Meeting #5 of NYPC scheduled for August 4th in Old Crow where a draft copy of regional issues for NY will be presented.</p> <p>A community consultation event is tentatively scheduled for the 3rd week in October in Old Crow. The Commission is planning for a series of workshops that will focus on fish/ wildlife and heritage as well as other major topic discussions.</p> <p>The Environment Canada program called, 'The 'Processing Northern Eco-System Initiative' focuses on cumulative effects and thresholds have requested to use NY as a scenario base; Shawn would like to discuss this topic with the Council at August's Regular Council meeting. It is an Agenda item at NYPC meeting #5 in Old Crow.</p>	<p>9. Add a 'Who will be doing What?' section to the NYPC PTOR.</p> <p>10 Add NYPC Processing Northern Ecosystem Initiative to the next YLUPC Regular Board meeting agenda.</p>

Agenda Item 5.3: Peel Watershed Planning Commission Update

Comment	Action Items
<p>Gerald provided an update to the Council regarding the Peel. An extension of the last 'Peel Action Plan' has been developed with time frames and scheduling generalizing target dates to 2007</p> <p>Jerome – YTG said the nominee names have been collected for the Peel Commission, under the THHN Land Claim Agreement (LCA) these names need to be forwarded back to the affiliated parties to confirm everyone agrees with the names submitted; their reply is estimated to take 4 weeks, then the names are forwarded to the Minister – EMR, his reply is approximately 6 weeks.</p>	

Agenda Item 5.4: New Building/Office Space for YLUPC

Comment	Action Items
<p>The YLUPC lease at 307 Jarvis ends April 2005. The Council will need to make a decision to move our office space soon.</p> <p>As the planning process continues to add Commissions a larger space will be necessary. Council is still looking at the possibility of sharing office space with similar organizations. The Kwanlin Dun Cultural Centre construction has been delayed; it is not known when this office space option will be available.</p>	<p>11. Research available options for YLUPC new office space.</p>

Agenda Item 5.5: Newspaper “Article”

Comment	Action Items
<p>Glenda Koh is currently working on developing the first of a series of ¼ page newspaper articles, to appear every other month, the purpose is to educate and raise public awareness of the LUP process. She estimates it will take approximately 20 hours per article.</p> <p>The Council encouraged Glenda to promote the following concepts in her writings:</p> <p>1. Try to reach a broader audience, 2. LUP is intended to create clarity and allows for protection and development, 3. LUP is a road map to show “this is where we are headed”, 4. It is not a conservation tool, 5. Integrated Resources support consistency, 6. LUP is not an exercise to block development, 7. Use specific examples 8. use some graphics (map of planning regions) 9 explain the acronyms.</p> <p>It was agreed to use the Yukon News for these publications and to take a stand on placement (not at the end of the newspaper)</p>	<p>12. Use the Yukon News to publish LUP newspaper articles & consider placement.</p>

Agenda Item 5.6 Annual Activity Report YLUPC

Comment	Action Items
<p>YLUPC has submitted the written portion of the Annual Activity Report (AAR) to YTG. They forward it to Ottawa who want to know how funds were spent for past fiscal year. The second portion of the AAR is the YLUPC, NYPC, and TRPC audited financial statements, they are due to be submitted to YTG on July 31st.</p> <p>The Council agreed that the 2002-2003 and the 2003 – 2004 Annual Activity Reports should be distributed using plain card stock VS. a glossy product.</p>	<p>13. Use PLAIN card stock for AAR.</p>

Agenda Item 5.7 Council Appointments

Comment:	Action Items
<p>The Council offered their ‘Congratulations’ to Albert on his reappointment to YLUPC and asked him to continue in hold the Chair position.</p> <p>The Council added a request for a letter to be written the Minister - EMR to stagger Council & Commission appointment terms</p>	<p>14. Ron to write a letter to Minister - EMR</p>

Agenda Item 5.8 Schedule for July/August

Comment	Action Items
<ul style="list-style-type: none"> ▪ Aboriginal Council Land & Resource Management conference (Nov 5-6/04) Council will NOT attend. ▪ Mineral Exploration Round UP 2005 - Council will NOT attend, YLUPC focus will be on Geosciences Forum in Whitehorse. ▪ Council will attend CYFN GA; a date has not been confirmed. Send letter requesting to present an update on the Peel Commission, NYPC, the LUPC process at GA OR at the Leadership meeting, and to set up the YLUPC booth. ▪ Council will be represented at Gwitchin Tribal Council (GTC) GA in Inuvik August 5th –7th. Gerald will make a presentation on behalf of the Council, he & Glenda will be setting up the YLUPC display booth at this assembly. ▪ NYPC will make a presentation at VGFN GA August 5-7 	

Agenda Item 6.0: Financial Report

Comment	Action Items
<p>The Council acknowledged June 2004 Accounts Payable.</p> <p>MOTION: The Yukon Land Use Planning Council accepts the 2003/2004 Audited Financial Statements completed by MacKay LLP subject to a final review by the YLUPC Planning Director and Administrator. 1st Ian Robertson 2nd Doug Phillips Motion Passed</p>	<p>15. Sign 2003-2004 YLUPC Audited Financial Statements after final review.</p>

Agenda Item 7.0: Correspondence

Comment	Action Items
<p>The Council acknowledges the attached Correspondence.</p>	

Agenda Item 8.0: IN Camera

Comment	Action Items
<p>N/A</p>	

Meeting adjourned at 4:20 p.m.

The Next Regular Board Meeting date is August 26th, 2004 at 1 p.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – July 15th, 2004 – Meeting 03-04 - #04

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

August 26th, 2004 1 p.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #05

In Attendance:

Yukon Land Use Planning Council

Albert Peter – Chair
Ian Robertson - Member
Doug Phillips – Member

YLUPC Staff

Ron Cruikshank – Planning Director
Rhoda Gribben - Administrator

Shawn Francis – NYPC Coordinator
Lori Young – Assistant Administrator

YTG -

John Spicer – Senior Manager - EMR

Agenda Item 1: Agenda

Comment	Action Items
Accepted as presented	

Agenda Item 2: Review Minutes

Comment	Action Items
2.1 Minutes from July 15 th , 2004 – 04/05 # 05 were approved with minor editorial changes noted. Moved: Ian Robertson 2 nd Doug Phillips All In Favor – Carried	
2.2 Minutes from June 17 th , 2004 – 04/05 - #03 were approved with minor editorial changes noted. Moved: Ian Robertson 2 nd Doug Phillips All In Favor – Carried	

Agenda Item 3: Delegates – N/A

Comment	Action Items
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Agenda Item 4: Director's Report

Comment	Action Items
The attached Director's Report covers items not covered on the Agenda including: Annual Reports: A copy of YLUPC's 2003/2004 will be provided to the Council at our next Regular Board Meeting Communication Items: A variety of written submissions have been distributed to Vision North, CYFN Newsletter, and the Yukon News.	1. Give Council of the YLUPC's 2003/2004 Annual Report

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1: Teslin Regional Planning Commission (TRPC)	
Comment	Action Items
<p>5.1.1 <u>Transition Strategy</u></p> <p>John Spicer – Senior Manager from Energy, Mines and Resources, YTG was present to discuss the Teslin Regional Planning Commission Transition Strategy with the Council.</p> <p>Ron said the YLUPC staff met to discuss a transition strategy for Teslin Regional Planning Commission and has produced a draft for the Council. This will be shared with the Parties after comments from the Council. John said that in the Parties meeting with Teslin in June there was consensus that YLUPC would provide the transition strategy for Teslin.</p> <p>Some of the main points: YTG would like bring to the attention of the new Commission members includes:</p> <ol style="list-style-type: none"> 1. Once nominated the member does not represent the Party who nominated them, the Commission must work as a team. 2. To help maintain continuity; provide opportunity for the previous Commission to assist/train the new Commission members. 3. YLUPC will take the lead role in the orientation session with the assistance of the Parties. 4. Set out expectations at the beginning. 5. The new Commission can decide whom they hire and the model for getting the work done. <p>The Council requested the wording in the appointment letters to the new TRPC (and the Peel Commission nominations) read, “appointed until the Land Use Plan is complete; to a maximum of three years”. John confirmed YTG has been discussing wording and a post plan for Commission members.</p> <p>The Council asked how we establish policies for Commission’s beyond the General Terms of Reference (GTOR)? They agreed that the Commission’s job is to produce a land use plan and that YLUPC should provide them with the policies to do so. YLUPC uses the Flexible Transfer Agreement between YLUPC and the Commissions for providing funding and it is these agreements that conditions associated with YLUPC policies can be added.</p> <p>MOTION: The Council agreed that a formal letter addressed to the Minister of EMR/YTG needs to be drafted outlining YLUPC recommendations regarding standard policies for the success of future Commissions.</p> <p>1st Doug Phillips 2nd Ian Robertson All in Favor Carried</p> <p>John confirmed nomination names have been forwarded to the Minister/EMR. There will be a meeting with the Teslin Tlingit Council (TTC) once the names have been narrowed down. The target date for the completion of the nomination process and official appointment of the new TRPC is the end of September.</p> <p>Attachment A: A Draft 90-Day Workplan for Teslin includes a start up strategy, goals, and activities, products and timelines (best estimates). Some key points are: Our meeting orientation needs may change depending on which TRPC member will be coming back from the previous Commission.</p>	<p>2. Write letter to YTG outlining YLUPC recommendations. (standard Policies)</p> <p>3. YLUPC: Prepare TRPC’s Interim Report</p>

Agenda Item 5.1: Teslin Regional Planning Commission (TRPC)

Comment	Action Items
<p>A Draft budget will be created by the YLUPC with key areas identified for the new Commission's input. The Interim Report for Teslin is due on October 15th, 2004; their first meeting may be after this date. The YLUPC will need to submit the Interim Report on behalf of Teslin. The Council requested the removal of the Dahk Ka Regional expense line item. The Council recommended arranging a conference call with Olsen and Olsen rather than flying a representative to the Yukon to participate in the Land, A Living Space (LLS) debriefing in September.</p> <p>Attachment B: Hansen & Associates submitted a proposal regarding facilitating the Teslin Planning Commission Review; they are requesting \$12,000 to complete the task. The Council agreed that it was necessary to hire a consultant to assist in with the TRPC transition including the completion of the interview component. The YLUPC policies read we must use a tendering process for contracts over \$5,000. The Council agreed that Ron could hire Hansen & Assoc. if the cost was under \$5,000;. Ron said he would talk to Gaye Hansen about narrowing the focus of her proposal and reducing the costs.</p> <p>MOTION: Contact Hansen & Associates to request an amendment to the Teslin Regional Planning Commission Review proposal and to keep the cost at no more than \$5,000. Moved: Ian Robertson 2nd Doug Phillips All Agreed Carried.</p> <p>Attachment C: Land, A Living Space: Email from John Spicer/YTG to Ron Cruikshank, Planning Director-YLUPC regarding the Teslin transition strategy and emphasizing the need to meet regarding the Land, a Living Space (LLS) document. YTG has completed a formal review of the LLS which they will provide to YLUPC before the debriefing meeting scheduled for September 9th with YTG, YLUPC & the TTC. The Council agreed the first step is to develop a template, they requested a YLUPC staff be assigned to reorganize the document into a different format. Council will take the lead role in writing the draft response, all the Parties will agree upon the final copy.</p> <p>The Council requested we evaluate the status of the information Olsen and Olsen's used to arrived at this LLS product.</p> <p>5.1.2 <u>TRPC – Debriefing – Notes to Council</u></p> <p>This draft document was reviewed by the Council and helped them determine whether or not to hire a consultant to assist with the Teslin Regional Planning Commission Review and what work will need to be completed by the YLUPC staff.</p>	<p>for October's YLUPC Board Meeting (remove Dahk Ka as an expense).</p> <p>4. Request Olsen and Olsen participate in LLS debriefing Conference call.</p> <p>5. Call Hanson & Assoc. regarding TRPC Review proposal.</p> <p>6. YTG – Provide YLUPC with a copy of their LLS review before debriefing meeting.</p> <p>7. YLUPC- assign a staff member to LLS document review.</p> <p>8. Request information from Olsen & Olsen</p>

Agenda Item 5.2: North Yukon Planning Commission

Comment	Action Items
<p>5.2.1 <u>Update on Commission Activities:</u> Shawn Francis, NYPC Planning Coordinator provided the Council with an update.</p> <p><u>North Yukon's Activities:</u></p> <ul style="list-style-type: none"> ❖ The summer has been devoted to the completion of projects/work. ❖ On August 3rd, Shawn meet with the North Yukon Renewable Resource Council (NYRRC), they discussed their roles, mandates and the possibility of sharing information. ❖ On August 4th, the NYPC had a regular board meeting in Old Crow. They focused on their workplan for the next year and the data and data products they plan to create. ❖ The Commission and NYPC staff attended the Vuntut Gwitchin General Assembly on August 4th – 7th in Old Crow. 	

Agenda Item 5.2: North Yukon Planning Commission

Comment	Action Items
<p><u>Projects:</u> The NYPC tendered a request for proposals for a Regional Bio-Physical Map. Gartner Lee was awarded the contract. The map will cover both the North Yukon and Peel Planning Region. The Oil & Gas branch of YTG will contribute \$10,000 towards this project; the information will be shared between the Parties. The Commission has contracted Isaac Anderton of Environmental Dynamics Inc. to complete a Fisheries Values Map of the North Yukon region. The Commission has provided \$12,000 to the Vuntut Gwitchin First Nation (VGFN) Heritage Dept. to produce the heritage information required for the plan. The information creation phase of the plan is a lot work. Shawn is considering options for additional assistance which include: 1. Contracting specific elements or products 2. Hiring a GIS technician to service multiple Commissions using partnership agreements (through YLUPC) 3. Additional agency assistance. In the third week of October a workshop is scheduled in Old Crow to validate the information collected with the community The next Commission meeting is anticipated to be will be in Old Crow in October, associated with the workshop.</p> <p><u>Precise Terms of Reference (PTOR):</u> The updated Draft PTOR will be completed in the near future.</p> <p><u>Issues Paper:</u> The draft issues paper will be complete in approximately two weeks (week of September 5-13th). The structure will be a description of the issues which are considered most important, and how the plan will address them.</p> <p><u>Northern Eco-system Initiative (NEI):</u> Albert asked about the Northern Eco-system Initiative? Shawn told the Council about this federal program being initiated by Environment Canada. Annually, \$175,000 has been allocated for the next four years to research thresholds and cumulative effects, which will assist with land and resource decision making north of 60. All the funding could go to the NWT if Yukon does not show interest. Environment Canada is looking for a place to get involved, Shawn said this could be beneficial to capitalize on their funding and expertise. The NYPC is beginning discussions with NEI and YLUPC should consider the benefits to multiple Commissions.</p>	

Agenda Item 5.3: Peel Watershed Planning Commission Update

Comment	Action Items
<p><u>Appointments:</u> John confirmed that all their names have been decided on, but the Tr'ondek Hwech'in Han Nation (THHN) Land Claim Agreement #11.5.2 read their names must be forwarded to the THHN Council before YTG can approve them. John received direction today (August 26th) from Caucus to forward the names to Minister-EMR. We are planning to send packages with a 14-day response time to First Nations as a final consensus measure.</p> <p>Gerald and Glenda provided a written report to the Council of their trip to the Tetlit Gwich'in General Assembly in Inuvik in August. Jeff is in Inuvik discussing information sharing possibilities with Sue Mackenzie, the Gwich'in Land Use Planning Board.</p>	

Agenda Item 5.4: Land Designation System

Comment	Action Items
<p>YTG would like to start some formal discussions on the land designation system. They are asking ‘What do we expect and “What do we need to see in order to make decisions?” Tim Sellars is working on a draft document stating ‘this is what we need to see in a plan from YTG’s perspective’.</p> <p>The Council agrees formal discussions between the Parties need to begin. Once a land designation system has been approved, they would like to see it become a policy. It is within the Council’s mandate to encourage Parties to agree on a land designation system and requested that this topic be included in the formal letter YLUPC is planning to write to the Minister of EMR.</p> <p>Shawn said to create a version # 2 would not that difficult, his questions was how much consultation did the Council want to pursue? Council stated said that consultation should be focused on First Nations with Commissions established and the Government of Yukon.</p> <p>The Council postponed further discuss on the details of the land designation system until their Strategic Planning session in October 2004.</p>	<p>9. Discuss land designation system at Strategic Planning Session in October.</p> <p>10. Add land designations to the letter YLUPC is writing to YTG – Minister of EMR.</p>

Agenda Item 5.5: Development Assessment Process (DAP) Implementation Update

Comment	Action Items
<p>Attached was a letter written, but not sent, by YLUPC staff in February 2004 addressed to DAP. It was in response to the announcement of the DAP regional land boundaries. We are suggesting our and their boundaries should be the same. The Council agreed that due to the fact their boundaries cannot be changed we could change our boundaries. The Council requested a map that shows the differences between the two boundaries be presented to them before this letter does get sent to the DAP office.</p>	<p>11. Create map showing the difference between the DAP and YLUPC regional boundaries</p>

Agenda Item 5.6 Update of YLUPC Workplan

Comment	Action Items
<p>The Council agreed to meet on October 8th, 2004 for a Strategic Planning Session.</p>	<p>12. Strategic Planning session – Oct 8th/04</p>

Agenda Item 5.7 Schedules for September/October

Comment:	Action Items
<p>⇒ YLUPC will not have a regular board meeting in September.</p> <p>⇒ Land, A Living Space discussion – September 9th, 2004</p> <p>⇒ Peel Parties Meeting - end of September</p> <p>⇒ Council for Yukon First Nations General Assembly – Sept 14 – 16th in Whse. – Request to be on Agenda</p> <p>⇒ October 7th, 2004 - YLUPC Regular Board Meeting</p> <p>⇒ October 8th, 2004 - YLUPC Strategic Planning Session</p>	

Comment	Action Items
<p>The Council acknowledged July 2004 Accounts Payable and Variance Report.</p> <p>MOTION: In the absence the Teslin Regional Planning Commission members, The Yukon Land Use Planning Council accepts the 2003/2004 Audited Financial Statements for the Teslin Regional Planning Commission completed by MacKay</p> <p>Moved by: Ian Robertson 2nd Doug Phillips Motion Passed Carried</p>	

Comment	Action Items
The Council acknowledges the attached Correspondence.	

Comment	Action Items
<p>MOTION: The Yukon Land Use Planning Council agreed to pay Bonnie Hurlock for services provided to the Teslin Regional Planning Commission for the month of July 2004 at her regular monthly salary of \$6,282.00.</p> <p>MOVED: Doug Phillips 2nd Albert Peter All in Favor Carried</p>	

Chair
YLUPC Secretariat
Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

October 7th, 2004 - 9 a.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #06

In Attendance:

Yukon Land Use Planning Council

Albert Peter – Chair
Ian Robertson - Member
Doug Phillips – Member

YLUPC Staff

Ron Cruikshank – Planning Director
Rhoda Gribben - Administrator

CPAWS – Mac Hislop

Yukon Government (YG)

Tim Sellars – YTG – Land Use Planner
Jerome McIntyre – YTG – Land Use Planner

Consultant: Tom Cove

Agenda Item 1: Agenda

Comment	Action Items
The Agenda was approved the addition of VICE Chair to be added to Agenda Item # 4.0	

Agenda Item 2: Review Minutes

Comment	Action Items
2.1 Minutes from August 26th, 2004 – 04/05 # 05 were approved with minor editorial changes noted. Moved: Ian Robertson 2 nd Doug Phillips All In Favor – Carried	

Agenda Item 3: Delegates – N/A

Comment	Action Items
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Agenda Item 4: Director's Report

Comment	Action Items
The attached Director's Report covers items not covered on the Agenda including: Annual Reports: the reports need a final read and to unify formatting before they are ready to forward to YG. Letter to Minister Archie Lang – Energy Mines and Resources/YG: the letter requested by the Council at the Aug 26 th , 2004 outlining YLUPC's recommendations regarding standard policies and a land designation system has been prepared by staff, Ron said this letter	

Agenda Item 5.1: Teslin Regional Planning Commission (TRPC)

Comment	Action Items
<p>The Council agreed on the need to complete the LLS review before the new Commissions orientation meeting, which they suggested should occur before the end of October. At this meeting a definite timeline could be determined.</p>	<p>circulate their comments.) and determine a definite timeline for activity.</p>

Agenda Item 5.2: North Yukon Planning Commission

Comment	Action Items
<p>5.2.1 <u>Update on Commission Activities:</u></p> <p>In the absence of Shawn Francis, Ron provided the Council with an update for the NYPC.</p> <p>Senior Liaison Committee Report: Ron said that the Deputy Minister, EMR, Angus Robertson and Hugh Monaghan, VGFN said they were very happy with Shawn's presentation and the work he is doing in the North Yukon Region.</p> <p>The Commission has a Heritage Workshop/Consultation event planned in Old Crow on October 27 & 28th, 2004 and a Fish & Wildlife Workshop/Consultation event planned for November 2nd – 4th also in Old Crow. The Council has been doing mapping for the NYPC.</p>	

Agenda Item 5.3: Peel Watershed Planning Commission Update

Comment	Action Items
<p>5.3.1 <u>Report from Peel Action Plan Group-Eagle Plains:</u></p> <p>The Council questioned the heading, <i>Extra Ordinary Costs</i> for the Technical Working Group (TWG)? Jerome said in the development of the General Terms of Reference (GTOR) the Gwich'in Tribal Council (GTC) was concerned that they might have higher costs to participate in TWG. The Council asked him to look into history of why the clause was included in the GTOR as they were concerned about the precedent it would set and they understood that the implementation funding was intended to cover GTC's participation.</p> <p><i>Location and Set Up:</i> Everyone agreed that the Peel Watershed Planning Commission would use the YLUPC office for the 2004/2005 fiscal year.</p> <p>5.3.2 <u>Start Up Schedule/Plan:</u></p> <p>The Council staff has prepared a one-page summary of the 'Commission Starter Kit' components; the original version had too much information for a new commission.</p>	

Agenda Item 5.4: Development Assessment Process (DAP) Implementation Update

Comment	Action Items
<p>5.4.1 DRAFT Letter to Dale Eftoda, Chair, Yukon Environmental and Socio-economic Assessment Board (YESAB) outlining five comments regarding the current YESAB implementation work including a map comparing the regional</p>	

Agenda Item 5.4: Development Assessment Process (DAP) Implementation Update	
Comment	Action Items
<p>boundaries.</p> <p>The Council reviewed the letter and directed the secretariat rewrite the letter stressing the point regarding the operational boundary linkages between DAP and YLUPC and the request for a meeting to discuss their model for implementing Chapter 12 of the UFA and how we can create linkages to YLUPC mandate in Chapter 11, Land Use Planning.</p> <p>The Council noted the Northern Tutchone Council (NTC) boundary problem would be solved if YLUPC does use the DAP boundaries.</p> <p>5.4.2 A Map showing the differences between the YESAB and YLUPC regional boundaries.</p>	<p>3. Rewrite letter to YESAA incorporating Council comments.</p>

Agenda Item 5.5: Kaska Forestry Stewardship Council (KFSC)	
Comment	Action Items
<p>The Council received a letter from the KFSC requesting YLUPC share any information we have that would assist them in their upcoming workshops in November.</p> <p>The Council agreed that unless the Minister of Energy, Mines, and Resources (EMR) directs the Council otherwise our mandate provides us direction to work within an area with a settled land claim agreement. This may not be the case in the Kaska region due to their Bi-lateral agreement with the YG.</p> <p>The Council asked Tom Cove to ask Norm MacLean, Chair of the KFSC for clarification on the intent of their request, after which the Council will determine if they need to seek direction from the Minister of EMR</p>	<p>4. Tom Cove: ask Norm for more information regarding his letter.</p>

Agenda Item 5.6 YLUPC's presentation to the Council for Yukon First Nations (CYFN)	
Comment	Action Items
<p>The Council has been granted 20 minutes, at 2:30 p.m. today to make a presentation to Yukon First Nations leaders at the CYFN Leadership meeting being held this week in Whitehorse at the CYFN office. Gerald has put a briefing package together for them. The Council agreed it was an opportunity to raise awareness on issues, to reiterate the message presented in the nine-year review and to request what the First Nations priorities are regarding regional planning.</p>	<p>5. Presentation to CYFN Leadership Meeting – Oct 6th @2:30 p.m.</p>

Agenda Item 5.7 Schedules for October/November:	
Comment:	Action Items
<p>⇒ October 8th, 2004 - YLUPC Strategic Planning Session</p> <p>⇒ Peel Watershed Planning Commission Orientation Meeting – November 2004 (date TBA)</p> <p>⇒ Geoscience Forum – November 2004</p>	

Agenda Item 6.0: Financial Report

Comment	Action Items
<p>The Council acknowledged September 2004 Accounts Payable and Variance Report.</p> <p>Glenda Koh's employment position will be advertised.</p> <p>Shawn is currently working full-time for the NYPC with half his pay being paid by NYPC, in January he will enter into an Employment Contract with the NYPC and not with the YLUPC.</p>	

Agenda Item 7.0: Correspondence

Comment	Action Items
The Council acknowledges the attached Correspondence.	

Agenda Item 8.0: IN Camera

Comment	Action Items
N/A	

Meeting adjourned at 12 noon

The Next Regular Board Meeting date is November 7th, 2004 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – October 7th, 2004– Meeting 03-04 - #06

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
 PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

November 5th, 2004 - 9 a.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #07

In Attendance:

Yukon Land Use Planning Council

Albert Peter – Chair
 Ian Robertson - Member
 Doug Phillips – Member

YLUPC Staff

Ron Cruikshank – Planning Director
 Rhoda Merkel - Administrator

Yukon Government (YG)

Jerome McIntyre – YTG – Land Use Planner

Agenda Item 1: Agenda

Comment	Action Items
<p>The Agenda was approved the addition:</p> <ol style="list-style-type: none"> 1. of VICE Chair to be added to Agenda Item # 4.0: the Directors Report 2. and a Motion to open a bank account for the Peel to Agenda 5.3: Peel Watershed Planning Commission 	

Agenda Item 2: Review Minutes

Comment	Action Items
<p>2.1 Minutes from October 5th, 2004 – 04/05 # 06</p> <p>MOTION:</p> <p>The Council agreed to adopt the Oct 4th, 2004 minutes with the following changes noted:</p> <p>5.1.1 change the word encouraged to recommended</p> <p>5.3.1 change the wording to reflect how Gwich'in Tribal Council (GTC) will participation in Technical Working Group (TWG).</p> <p>Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p> <p>Action Item #2: Schedule meeting with the Teslin Tlingit Council (TTC) – A meeting hasn't been scheduled.</p>	<p>1. Schedule Meeting with TTC.</p>

Agenda Item 3: Delegates – Jerome McIntyre – Senior Planner, Yukon Government (YG)	
Comment	Action Items
<p>At the October 7th YLUPC Reg. Board Meeting Jerome was asked to look into why the clause ‘ Extra Ordinary Costs’ in the Technical Working Group (TWG) Appendix was included in the Peel Watershed Planning Commission (PWPC) General Terms of Reference (GTOR).</p> <p>Jerome confirmed that the GTC Land Claim Agreement (LCA) does provide funds for them to participate in their implementation. He referred to Clause 11.4.1 of the Umbrella Final Agreement which reads ‘ <i>within it’s approved budget, may engage and contract technical or special experts for assistance and may establish a secretariat to assist it in the carrying out its functions und this chapter</i>’, there is no parameters put on what would constitute an ‘extra ordinary cost’. This clause was included in the GTOR as a point for the Commission to consider when developing their budget; assisting with extra ordinary costs means subsidy. In conclusion, rather than using a monetary means to create fairness, YG did an analysis on how to lower TWG costs overall and equalize costs between regions, he determined if the meetings where held in Dawson this would eliminate a situation where one agency had to pay significantly more than others to participate on TWG. Ian Robertson suggested that operational issues and decisions of this nature be reflected in policy developed by YLUPC.</p> <p>The Council recommended that the allocation letter sent by YG annually to YLUPC and Commissions identifying the allocation amount for the following fiscal year should only be sent to the YLUPC and not to Commission; in the past the current procedure creates expectations at the Commission level. In the future the Council would like to use the Precise Terms of Reference to measure reporting where they said they would be and how much money they used to get there and what this is the amount you have left to complete your plan. Jerome said he would take the Council’s comments back to the YG for discussion.</p>	<p>2. Jerome will take Council’s recommendations back to YG for discussion.</p>

Agenda Item 4: Director’s Report - NA	
Comment	Action Items
All items in Director’s Report are covered on the Agenda.	

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1: YLUPC Interim Report Submission	
Comment	Action Items
<p>The Council reviewed YLUPC’s Interim Report making various editorial suggestions and requested a note be added to 2.1 Introduction, 2nd bullet regarding the nine-year review; ‘<i>the Government of Canada have promised interim funding for one year.</i>’ They also have written us a letter which states that any unspent funds remaining after the 10 year Implementation period for both the YLUPC and Commissions will NOT be carry forward into the next funding agreement: the Land Claim Agreement Secretariat are requesting that these fund be allowed to be carry forward.</p> <p>MOTION: The Council agreed to submit the YLUPC Interim Report (including the noted changes to the workplan) requesting an annual total of \$524,938.64. (the same amount requested in the first budget submission) Moved: Doug Phillips 2nd Ian D. Robertson All in Favor CARRIED</p>	<p>3. Add comment to 2.1 - bullet #2 of Interim Report.</p>

Agenda Item 5.2: North Yukon Planning Commission

Comment	Action Items
<p><u>Interim Report</u> The Council asked if the NYPC was on track and on budget compared to their PTOR? The workplan reflects the NYPC in their information-gathering phase of their planning.</p> <p>The Council requested a cover letter to accompany our submission and it draw attention to the NYPC success.</p> <p>MOTION: The Council agreed to submit the NYPC Interim Report requesting an annual total of \$247,978.77. (a variance of \$2,733.23 less than was requested in their first budget request) Moved: Ian D. Robertson 2nd Doug Phillips All in Favor CARRIED</p>	<p>4. In the cover letter attached to the Interim Reports draw attention to NYPC success.</p>

Agenda Item 5.3: Peel Watershed Planning Commission

[illegible]

Agenda Item 6.0: Financial Report

Comment	Action Items
The Council acknowledged the attached October Accounts Payable Summary.	

Agenda Item 7.0: Correspondence

Comment	Action Items
The Council acknowledges the attached Correspondence. Rhoda noted that emails received by the staff are not included into Correspondence unless they are forwarded to her.	

Agenda Item 8.0: IN Camera

Comment	Action Items
N/A	

Meeting adjourned at 3:34 p.m.

The Next Regular Board Meeting date is December 9th, 2004 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – November 5th, 2004– Meeting 03-04 - #07

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

December 9th, 2004 - 9 a.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #08

In Attendance:

Yukon Land Use Planning Council

Albert Peter – Chair
Ian Robertson - Member
Doug Phillips – Member

YLUPC Staff

Ron Cruikshank – Planning Director
Rhoda Merkel - Administrator

Yukon Government (YG)

John Spicer – Manager - EMR
Tim Sellars – Land Use Planner
Jim Bell – EMR Staff

North Yukon Planning Commission

Shirlee Frost – Chair
Dave Brekke – Member
Doug Brownlee - Member

Delegates

Kirstie Simpson – Oil & Gas – YG

CPAWS

Jim Pojar
Mac Hislop

Agenda Item 1: Agenda

Comment	Action Items
The Agenda was approved as presented.	

Agenda Item 2: Review Minutes

Comment	Action Items
<p>2.1 Minutes from November 5th, 2004 – 04/05 - #7</p> <p>MOTION: To approve the November 5th, 2004 – 04/05 #7 Minutes as presented. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 3: Delegates – Kirstie Simpson – Oil & Gas Disposition – Yukon Government (O&G-EMR)	
Comment	Action Items
<p>Kirstie explained the powerpoint presentation about ‘Best Practices Management’ that the O & G- EMR branch created. She provided a photocopy of the presentation for everyone in attendance.</p> <p>The Council asked if YG is coordinating their efforts with the three LUPing processes we now are attempting to complete? Is YG prioritizing in the regions we are now working with and how much integration is there with the other YG departments? We are concerned that our timelines may be affected if YG isn’t working on the same priorities.</p> <p>John S said the short answer is ‘YES’; YG is attempting to coordinate both processes. NYPC/Shawn has been in contact with agencies helping us to coordinate efforts; a cost sharing agreement was signed with NYPC for a Biophysical Information Map.</p> <p>Doug B said Yukon’s data sets available are the best in Canada to access, he requested that raw data also be made available to make the information more useful.</p> <p>Everyone agreed that the principle of Best Practices was the best method.</p>	

Agenda Item 4: Director’s Report - NA	
Comment	Action Items
<p>Items in Director’s Report are covered on the Agenda with the exception of the following:</p> <ol style="list-style-type: none"> 1. Geoscience Forum: Gerald provided a written report; it concluded that it was a quiet year, YESSA had a booth and more people were interested in. 2. 2...CYFN – YLUPC Chair – Albert Peter presented YLUPC concerns including the 9 Year Review, Land designation System, coordinating land boundaries to follow YESSA’s, staggered Commission appointments, and making LUPing a priority within FN governments, to Yukon First Nation Chiefs. We offered them a copy of our Strategic Plan and we may be invited back once the information is reviewed and discussed. The Chief’s present (not all were there) wanted a better understanding of LUP and how to play a more supportive role. 3. YLUPC made a presentation at the Renewable Resource Council & the Fish & Wildlife Management Board Workshop. They would like to see a more integrated process and had questions regarding boundaries; they also wanted to know which Planning Commissions were coming next. 	

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1: North Yukon Planning Commission	
Comment	Action Items
<p>North Yukon Update:</p> <p>At the YLUPC staff level we are discussing how to plan staffing to help the NYPC. We are considering the creation of a staffing agreement for the 2005/2006 fiscal year.</p> <p>Shirlee Frost thanked the Council for their invitation for the Commission to participate at the board meeting. She said on June 3rd, 2003 a letter was sent to the YLUPC from the NYPC requesting Council's support through out their planning exercise, a formal reply was never received. The Commission views the Council as a central hub for all planning commissions and encourage them not to get distracted on the wording in the Land Claim Agreement regarding the definition of the Council's role in implementation of land use planning. Commission members are not land use planners, we are just citizens. The Vuntut Planning Commission spent too much time on Administration. We are now sharing GIS, Planning and Administrative staff, this arrangement is working wonderfully! Our Land Use Planner's contract is completed at the end of December. The Commission would like to focus on land use planning and would like the Council to handle their human resource need. The Commission is concerned that if they have to handle administrative duties it could postpone the completion of the land use plan. . Any other model we feel would fail the result would be the demise of the NYPC. The Peel may want to use the same model, our vision it to use the central hub and share corporate knowledge. In a letter from the NYPC, signed by Shirlee Frost, Chair, making a formal request for employment contracts to be between the YLUPC and Commission employees. The Council would request the salaries to be paid back to the Council to cover this expense; the funds would come from Commission budgets. The Commission would like to keep Shawn Francis as their land use planning coordinator and if they are willing, share him with the Peel Watershed Planning Commission.</p> <p>Both Dave Brekke & Doug Brownlee reiterated Shirlee's comments and suggested the Council review the pay scales of YLUPC staff as they have assumed more responsibility due to the Commission's request, they said the Commission would help with the additional costs.</p> <p>The Council agreed they prefer the current arrangement of having planning staff as YLUPC staff, they said it provided the Council with better information and connection to your progress. The Council will support the Commissions request to handle the human resources for them. The Council asked Ron to review job descriptions. The Council will help to develop a job sharing agreement for Commissions.</p> <p>MOTION: To prepare a formal agreement for job sharing between the YLUPC and the North Yukon Planning Commission (<i>and other planning commissions</i>) to be completed by December 31st, 2004. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried Motion:</p> <p>The Council apologized for not sending a response to the NYPC's June 3rd, 2003 letter and thanked them for coming to the board meeting.</p> <p>Schedule until Year end & 2005/2006 Workplan</p> <p>Agenda Item moved to 5.10 Schedule for December & January.</p>	<p>1. YLUPC: send NYPC a formal response letter requesting YLUPC support in administering the human resources for the Commission.</p> <p>2. Ron: review YLUPC job descriptions.</p> <p>3. YLUPC: Develop a job sharing agreement</p>

Agenda Item 5.2: Peel Watershed Planning Commission (PWPC)	
Comment	Action Items
<p>December 17, 18, 2004 Meeting Agenda:</p> <p>Selection of Chair: The package contains a document on ‘How to Select a Chair’; we also have a ‘Starter Kit’ to give to the Commission. Selection of the Chair we plan to do at the end of the meeting for two reasons; 1. to give the members time to think about it and 2. to give them more time to get to know one another.</p> <p>Logo Selection: postpone</p> <p>The focus on the second day is ‘What is in a Land Use Plan’</p> <p>Yukon News Press Article:</p> <p>Included in the package for information only.</p> <p>Schedule until year end and 2005/2006 Workplan</p> <p>Agenda Item moved to 5.10 Schedule for December & January</p> <p>Interim Funding Agreement:</p> <p>MOTION: To enter into an Interim Funding Agreement between the YLUPC and the PWPC for the total funding allocation for the 2004/2005 fiscal year, YLUPC will transfer \$48,825.00 into the PWPC CIBC Bank Account. Moved: Ian Robertson 2nd Doug Phillips All in Favor Carried</p> <p>MOTION: To transfer \$48,825 (forty eight thousand eight hundred and twenty five dollars) from Yukon Land Use Planning Council’s CIBC Bank Account #80 – 99 29312 to the Peel Watershed Planning Commission CIBC Bank account #80 – 72 19717 in December 2004. Moved: Doug Phillips 2nd Ian Robertson All in Favor Carried</p>	<p>4. YLUPC Transfer funding into PWPC bank account.</p>

Agenda Item 5.4: Teslin Regional Planning Commission (TRPC)	
Comment	Action Items
<p>Transition Strategy:</p> <p>For information, without the nominations finalized the Transition Strategy is on hold.</p> <p>YLUPC response to YG Letter Regarding Recommencement Strategy: 2005/2006 Annual Workplan & Budget Development: The Council agreed to send a letter to the Parties (YG and the Teslin Tlingit Council (TTC)) indicating that YLUPC is unable to</p>	<p>5. YLUPC: Write a letter to the Parties</p>

Agenda Item 5.4: Teslin Regional Planning Commission (TRPC)

Comment	Action Items
submit a 2005/2006 Workplan and Budget on behalf of the TRPC until Commission membership nominations are resolved.	RE: TRPC's 2005/2006 Workplan & Budget
John Spicer, YG confirmed that three names have gone forward for nomination to the Minister.	

Agenda Item 5.5: YLUPC/Commission Agreements Re: Assistance

Comment	Action Items
The Council passed a MOTION to prepare a formal job sharing agreement, refer to 5.1 North Yukon Planning Commission for more details	

Agenda Item 5.6: Office Space

Comment	Action Items
YLUPC's office space lease is finished at the end of March 2005.	6 YLUPC: Write letter to Davos Holdings LTD, our office space landlord.
We are comfortable in this location and there is enough space although we do find the temperature control in the office a challenge.	
The Council requested that a letter be sent to our landlord, Davos Holding LTD, to begin negotiations for another term. A list of our concerns include: 1 The rate per square foot 2. the length of the Lease/term 3 find a solution of climate control 4. Potential to reconfigure walls and 5. the inventory status of the office.	

Agenda Item 5.7: Meeting of the Chairs

Comment	Action Items
Agenda Item moved to 5.10 Schedule for December & January	

Agenda Item 5.8: Draft Strategic Plan

Comment	Action Items
A copy of the Draft Strategic Plan was included in the package.	7. YLUPC: Send YLUPC Strategic Plan to Parties.
The Council gave their approval to distribute a copy to the Parties and they hoped they would receive some feedback from it.	

Agenda Item 5.9: 9 Year Review: Implementation Review Group

Comment	Action Items
To be discussed in the working session this afternoon.	

Agenda Item 5.10: Schedule for December & January

Comment	Action Items
To be discussed in the working session this afternoon	

Agenda Item 6.0: Financial Report	
Comment	Action Items
The Council acknowledged the attached November Accounts Payable Summary and Variance Report.	

Agenda Item 7.0: Correspondence	
Comment	Action Items
Acknowledged.	

Agenda Item 8.0: IN Camera	
Comment	Action Items

Meeting adjourned at 2.30 p.m.

The Next Regular Board Meeting date is January 19th, 2005 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – December 9th, 2004– Meeting 03-04 - #08

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

January 19th, 2005 - 1 p.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #09

In Attendance:

Yukon Land Use Planning Council

Ian Robertson - Member
Doug Phillips – Member

YLUPC Staff

Jeff Hamm – Acting Planning Director
Rhoda Merkel - Administrator
Shawn Francis – NYPC & PWPC Coordinator

Yukon Government (YG)

John Spicer – Manager - EMR
Tim Sellars – Land Use Planner
Jim Bell – EMR Staff

Delegates

N/A

CPAWS

Mac Hislop

RRC Labarge

Manfred Hoefs

Not affiliated

Bill Terice

Agenda Item 1: Agenda

Comment	Action Items
Item 5.5.1 and 5.6 will be reviewed in Camera	

Agenda Item 2: Review Minutes

Comment	Action Items
<p>2.1 Minutes from December 9th, 2004 - #04-05 - 08 The Council requested both first and last names be identified in minutes.</p> <p>MOTION: To approve the December 9th, 2004 – 04/05 - #08 Minutes with minor changes noted. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 3: Delegates – Bill Trerice	
Comment	Action Items
Bill Trerice informed the Council of a Earth Observation Initiative conference being held at Brussels, Belgium on February 16 th , 2005. More than 20 nations will be signing a 10-year commitment to create a global model linking all systems together. Bill felt this would bring the sciences of the world to another level. This conference will create global awareness. Bill provided the Council with a one-page handout.	

Agenda Item 4: Director's Report - NA	
Comment	Action Items
<p>Jeff Hamm, as Acting Director, gave the Council an update. He said we are carrying on with business as usual in Ron's absence. He prepared a detailed activity report that the Council acknowledged.</p> <p>MOTION: To approve the January 19th, 2005 Directors Report. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1: North Yukon Planning Commission (NYPC)	
Comment	Action Items
<p>5.1.1 Draft Workplan & Budget</p> <p>Shawn Francis provided a brief overview of the NYPC Budget and Workplan for the 2005 / 2006 fiscal year. He said it follows very closely to their Precise Terms of Reference. In 04/05 the NYPC was getting information from their plan partners, finishing the regional database. In 05/06 they will be making land use planning decisions and hosting more workshops. The NYPC will be working with the Northern Ecosystem Initiative, helping the Commission to do scenario based planning using ALCES. All the work the Commission has done to date will be imputed into this computer program (ALCES). The NYPC is planning to have their final plan ready by March 31st, 2006. Shawn noted the Commission member's terms are complete in June of 06; the Commission would like to be available for the last two months of their term to discuss their land use plan.</p> <p>The Council asked if industry is using ALCES? Shawn explained many benefits to using ALCES, John Spicer from YG confirmed that YG is considering using ALCES. He said they are trying to organize a workshop that would be useful for the Council to participate in. The Council said they would like to know more about ALCES.</p> <p>MOTION: To forward the North Yukon Planning Commission's 2005 –2006 Workplan and Budget to the Yukon Government for review. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 5.2: Peel Watershed Planning Commission (PWPC)	
Comment	Action Items
<p>Shawn Francis was introduced as the Interim Coordinator for the Peel Watershed Planning Commission.</p> <p>5.2.1 Request for Council Assistance from Commission Chair – Moved to 8.0 In Camera</p> <p>5.2.2 Meeting # 2 – Briefing Notes and Chronology: The Council acknowledged the attached briefing notes and chronology.</p> <p>5.2.3 Draft Workplan & Budget</p> <p>Shawn Francis explained that the PWPC and the NYPC workplan would work very closely together; additional staff will be hired to help.</p> <p>The Peel has four communities to work in resulting in higher travel costs. The Peel will do a similar workplan as the NYPC did this year. Shawn will work as the Peel coordinator until April when a Senior Planner is hired then he'll take a mentoring role, as required. Council noted that watershed mapping was included a data development project, and wondered why the Fed/YG had not done this? Shawn replied that all agencies are waiting for the new base mapping being produced by NRCan, before a comprehensive Yukon watershed-mapping effort begins. The Council asked if a letter addressed to NRCan who is responsible for delivering the maps to stress the necessity of them being completed would be something they could do to help the PWPC? John Spicer – YG said that is would not hurt. Shawn has forwarded the workplan and budgets to the four affected First Nations requesting a January 24th response deadline. Shawn has a meeting with the Vuntut Gwitchin First Nation on Friday, January 28th, 2005 and will discuss both the NYPC and PWPC Budget & Workplan with them. The Council suggested giving the B & W to each community Commission member to take to their First Nation Council, giving them the responsibility for the reply.</p> <p>MOTION: To forward the Peel Watershed Planning Commission's 2005 –2006 Workplan and Budget to the Yukon Government for review. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	<p>1. YLUPC: Forward letter requesting maps</p> <p>2. YLUPC: forward NYPC & PWPC 2005/2006 Workplan and Budgets to YG</p>

Agenda Item 5.3: Teslin Regional Planning Commission (TRPC)	
Comment	Action Items
<p>5.3.1 Response from YG, TTC to YLUPC Letter of December 15, 2004.</p> <p>The YG has sent a response to the YLUPC but the TTC have not. Blanche Warrington from TTC called the YLUPC office questioning this agenda item and requesting a copy of the December 15th letter as she had not yet seen it.</p> <p>The YG has appointed three members; the 3 TTC members have not yet been appointed.</p> <p>As indicated in the December 15th, 2004 letter, YLUPC is not prepared to create a budget and workplan for Teslin for the 2005/2006 fiscal year. The Council asked the YG if they are prepared to provide them with an updated GTOR and a PTOR to help them determine how to prepare Teslin's workplan. John Spicer –YG said that there is enough information available using the Council's workplan/budget template and understanding where Teslin ended in their last workplan to know where to begin to create the workplan/budget for 2005/2006. John also confirmed that the Minister –EMR and the Chief of the TTC plan to meet this week about</p>	

Agenda Item 5.3: Teslin Regional Planning Commission (TRPC)	
Comment	Action Items
<p>the commission membership. The Minister has asked that a workplan and budget be prepared for Teslin with the reassurance that the remaining members would be appointed in the near future.</p> <p>The Council said they want to see the appointments finalized and an agreement from the TTC and YG that a review of the 'Land, A Living Space' (LLS) will be conducted immediately after appointments. If this is done the workplan and budget will be done by the end of the month. (January 2005)</p> <p>5.3.2 Land: A Living Space (LLS) The Council asked if YG had finished their analysis of LLS? Reviews have been completed internally, and individually, in the technical working group but a review has not been done together. John Spicer showed a memo to the Council indicating a meeting regarding a LLS review should be scheduled. He said the YG has been ready for the review since September.</p> <p>The Council agreed the review of LLS by Brian Johnson was very good and agreed to distribute it as Council view.</p> <p>MOTION: To adopt Brian Johnston review of LLS as the Council response and distribute the document to the Yukon Government and the Teslin Tlingit Council. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p> <p>MOTION: To send a letter to YG and TTC requesting 1. Senior Liaison Meeting Schedule 2. Members appointments 3. Plan LLS Review with a deadline date of January 31st, 2005 for a response to these questions, then the Council will put a priority on Telslins workplan & budget for 05/06. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	<p>3. YLUPC: Distribute YLUPC's review of the LLS to YG and TTC.</p> <p>4. YLUPC: Send a letter to YG & TTC regarding the 05/06 B & W for the TRPC.</p>

Agenda Item 5.4: Meeting of the Chairs	
Comment	Action Items
<p>The Council meet with Sam Wallingham, Chair – PWPC and Shirlee Frost, Chair – NYPC this morning. There was discussion regarding staffing arrangements and budgeting. The Council is looking forward to working collaboratively with Commissions. They appreciated a comment made by Shirlee, she said it was important for the NYPC to look at their workplan and take a step backwards and help the Peel Commission.</p>	

Agenda Item 5.5: YLUPC Support to Commissions	
Comment	Action Items
5.5.1 Staffing – Job Descriptions - <i>Moved to 8.0 In Camera</i>	

Agenda Item 5.5: YLUPC Support to Commissions	
Comment	Action Items
5.5.2 Office Space - Moved to 8.0 In Camera	

Agenda Item 5.6: 9-Year Review: Implementation Review Group	
Comment	Action Items
5.6.1 Framework for Review – discussion - Moved to 8.0 In Camera	

Agenda Item 5.7: Response to YG Letter regarding plan content	
Comment	Action Items
<p>The Council commented on the letter they received from the YG regarding the contents of a land use plan, in general they said it was generic, with not enough direction. John Spicer – YG said the intent of the letter was to promote discussion. The YG could give a 40 page document with details and analysis but would like to host a workshop in conjunction with the YLUPC's land designation system.. We would like to meet to discuss this.</p> <p>The Council will prepare a response letter to the YG indicating they are glad the YG is taking the initiative to consider what the contents of a land use plan should be, they would like the details to be more prescriptive and to have the information included into Commissions General Terms of Reference (GTOR) and PTOR's. The Council will ask for Teslin reestablishment to be used as an example as a focus of redefining their GTOR.</p>	5. YLUPC: Prepare response letter to YG regarding the Contents of a Land Use Plan.

Agenda Item 5.8: Schedule for January/February/March	
Comment	Action Items
February 10 th , 2005 was scheduled for the next YLUPC Regular Board meeting.	

Agenda Item 6.0: Financial Report	
Comment	Action Items
The Council acknowledged Accounts Payable Summary for January and Variance Report as of December 2004.	

Agenda Item 7.0: Correspondence	
Comment	Action Items
Acknowledged.	

Agenda Item 8.0: IN Camera	
Comment	Action Items
<p>5.2.1 Request for Council Assistance from Commission Chair & 5.5.1 Staffing – Job Descriptions</p> <p>The Council directed staff to develop an agreement for providing human resource support to NYPC & PWPC. A dispute resolution process and staffing strategy for YLUPC are to be prepared for review by Council. An interim review of the</p>	<p>6. YLUPC: Develop agreement for providing</p>

Agenda Item 8.0: IN Camera	
Comment	Action Items
agreement will be conducted by Council in August	Commissions with support.
5.6.1 Framework for Review – discussion	
Council received a draft 9 year review document, which will be discussed further at the next meeting.	

Meeting adjourned at 5 p.m.

The Next Regular Board Meeting date is February 10th, 2005 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – January 19th, 2005– Meeting 04/054- #09

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

February 10th, 2005 - 1:30 p.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #10

In Attendance:

Yukon Land Use Planning Council

Albert Peter - Chair
Doug Phillips – Member
Ian Robertson - Member

YLUPC Staff

Ron Cruikshank – Planning Director
Rhoda Merkel - Administrator
Shawn Francis – NYPC & PWPC Coordinator

Yukon Government (YG)

Jim Bell – EMR Staff
Tim Sellars – Land Use Planner

Agenda Item 1: Agenda

Comment	Action Items
Add “Albert Peter” to be discussed in Camera	

Agenda Item 2: Review Minutes

Comment	Action Items
2.1 Minutes from January 19 th , 2004 04/05 - #09 MOTION: To approve the January 19 th , 2004 04/05 - #09 Minutes. Moved: Ian Robertson 2 nd Doug Phillips All In Favor – Carried	

Agenda Item 3: Delegates N/A

Comment	Action Items

Agenda Item 4: Director's Report - NA	
Comment	Action Items
<p><u>Kwanlin Dun First Nation (KDFN) Office Space Rental:</u></p> <p>A meeting was held in January with a representative from KDFN and boards and committees interested in occupying space in their Cultural Centre which will be ready in late 2007, 2008. A floor plan was provided the cost and square footage for the space has not been determined.</p> <p>MOTION: To approve the February 10th, 2005 Directors Report. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1: North Yukon Planning Commission (NYPC)	
Comment	Action Items
<p>5.1.1 Final Workplan & Budget</p> <p>The Council reviewed the NYPC Final Budget and Workplan for the 2005/2006 fiscal year. A meeting was held with the YG to review budget and workplan for 05/06 they had questions concerning the Northern Ecosystem Initiative. (NEI) The Council asked Shawn Francis for more information regarding the funding allocated to this project. Shawn explained that this initiative was in the preliminary stages of development and all the criteria and key indicators have not been developed yet. Shawn invited the Council to the Westmark on March 2nd, 2005 to attend a workshop about NEI and ALCES. Shawn said the North Yukon plan is not dependant on the ALCES model; it is one tool they are considering for evaluating different land use options. The Commission will develop different scenario's with its plan partners, this will begin at our workshops in May 2005.</p> <p>The Council asked for a DRAFT – short and simple 'Memorandum of Understanding (MOU)' with NYPC for the next Council meeting. The same general MOU will be used for all Commission.</p> <p>MOTION: To forward the North Yukon Planning Commission's Final 2005 –2006 Workplan and Budget to the Yukon Government. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	<p>1. YLUPC: Attend Workshop at Westmark on March 2nd RE: ALCES & NEI</p> <p>2. Develop a MOU for between YLUPC & NYPC for next Council meeting.</p>

Agenda Item 5.2: Peel Watershed Planning Commission (PWPC)	
Comment	Action Items
<p>5.2.1 Letter to PWPC RE: Request for Council Assistance from Commission Chair – Sam Wallingham</p> <p>The Council approved the attached response letter be sent to Sam Wallingham, Chair of the PWPC regarding their request for the Council to provide planning assistance to them. The Council will provide the Planning, Financial Administration</p>	<p>4. Send PWPC response letter</p>

Agenda Item 5.2: Peel Watershed Planning Commission (PWPC)	
Comment	Action Items
and Geographic Information System assistance they are requesting, details of the arrangement will be outlined in a Memorandum of Understanding to be implemented April 1 st , 2005.	

Agenda Item 5.3: Teslin Regional Planning Commission (TRPC)	
Comment	Action Items
<p>5.3.1 Letter regarding the future of the TRPC.</p> <p>The Council reviewed the attached letter, they asked the sentence committing to sending the Land: A Living Space report to Minister Archie Lang be deleted. They agreed that the letter should read that due to the Parties inability to proceed with the Commission, we, the Council, will not be submitting a budget for the 2005/2006 on behalf of the TRPC and will be terminating the lease with the Teslin Tlingit Council for the office space in Teslin.</p> <p>Excess or surplus funds being held by the Commission will need to be reallocated.</p>	<p>5. YLUPC: Send a letter to YG & TTC regarding the 05/06 B & W for the TRPC and the office space.</p>

Agenda Item 5.4: 9 Year Review: Implementation Review Group	
Comment	Action Items
<p>5.4.1 Additional submission to the IRG regarding Chapter 11.</p> <p>The Council discussed the 9-Year Review Report in a working group session in the morning of February 10th, 2005.</p>	<p>6. Provide an revised/edited version of the 9-Year Review report to YLUPC - Chair</p>

Agenda Item 5.5: Response to YG letter regarding Plan Content	
Comment	Action Items
<p>YLUPC prepared a Draft response letter to YG regarding the Content of a Land Use Plan.</p> <p>YG is initiating this project, requesting YLUPC to participate in a joint workshop with them.</p> <p>The Council had originally thought they would develop a broad outline to present to the Parties who could use it to adapt to each region. The Council is recommending having a smaller working group session on a technical level to develop a discussion paper .</p>	<p>7. Schedule a working group session with Parties – RE: Content of a Land Use Plan</p>

Agenda Item 5.6: Lease Agreement	
Comment	Action Items
<p>5.6 .1 Davos Holding LTD Letter (Motion Required)</p> <p>The Council reviewed the attached letter from Davos Holdings LTD, the landlord at for YLUPC's office space at 307 Jarvis St. The</p>	<p>8. Check what operating expenses are covered in the lease.</p>

Agenda Item 5.6: Lease Agreement	
Comment	Action Items
<p>Council referred to the third paragraph, *we include all operating expenses*, they asked to check what was actually included or covered under ALL operating expenses and determine if the specifics should be included in the new lease agreement.</p> <p>MOTION: To enter into a Lease Agreement with Davos Holding LTD for the office space at 307 Jarvis St. Suite # 201, Whitehorse, Yukon Y1A 2H5, as per the conditions of the letter dated January 21st, 2004 (should be 2005) offering the space for \$17/sq ft up to October 15th, 2007 for the entire second floor (2854 sq/ft) Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	<p>9. Enter into a lease agreement with Davos Holdings LTD.</p>

Agenda Item 5.7: YLUPC 2005/2006 Workplan & Budget	
Comment	Action Items
<p>The Council reviewed the 05/06 Workplans and Budgets for YLUPC, NYPC and the PWPC thoroughly in their working group session in the morning. The work is still under review.</p>	

Agenda Item 5.8: Schedule for February/March/April	
Comment	Action Items
<p>5.8.1 Special Meeting: Last week of February</p> <p>A Special Board Meeting was scheduled for February 21st, 2005. The Agenda would include: 1. 9-Year Review 2. Workplans & Budgets for 05/06 3. Memorandum of Understanding between YLUPC and Commissions 4. Lease for office space</p> <p>5.8.2 Schedule next YLUPC Regular Board Meeting</p>	<p>10. Special Board Meeting Feb 21/05</p>

Agenda Item 6.0: Financial Report	
Comment	Action Items
<p>The Council acknowledged Accounts Payable Summary for January and Variance Report as of January 2005</p>	

Agenda Item 7.0: Correspondence	
Comment	Action Items
<p>There was an addition to the attached Correspondence list; Albert received an email from Bonnie Hurlock. She is working with the TTC, who are organizing a 'Northern Nations Alliance (NNA) workshop to explore opportunities in First Nation strategic land use planning and related mapping activities. She is suggesting the YLUPC be invited to participate. The NNA is also looking for</p>	<p>11 Acquire more information on the</p>

Agenda Item 7.0: Correspondence	
Comment	Action Items
potential funding sources. The workshop is on April 12 th to 14 th , 2005. The Council agreed that they need more information before they could provide a response to the requests.	information on the NNA workshop

Agenda Item 8.0: IN Camera	
Comment	Action Items
<p>Employment Contracts <u>Yukon Land Use Planning Council Planning Director:</u> By mutual agreement, the Council agreed to extend Ronald Cruikshank's existing employment contract to March 31st, 2005.</p> <p><u>North Yukon & Peel Watershed Planning Commission Coordinator</u> The Council discussed Shawn Francis's employment contract, Albert, YLUPC Chair will talk to Shirlee Frost, NYPC Chair and Sam Wallingham, PWPC Chair.</p> <p>Details to IN Camera session are filed separately.</p>	<p>12 Extend Ron's Contract to March 31/05</p> <p>13. YLUPC Chair talk to NYPC & PWPC Chairs RE: Shawn Francis Employment Contract</p>

Meeting adjourned at 5 p.m.

The Next Regular Board Meeting date is March 17th, 2005 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – February 10th, 2005– Meeting 04/05- #10

 Chair YLUPC Secretariat Date: _____



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
 PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

February 21st, 2005 - 1:30 p.m.
 10 Year Review and 2005-2006 Working Plans and Budgets
 Working Session
YLUPC Board Room, 307 Jarvis Street, Whitehorse
 04/05 - #11

In Attendance:

Yukon Land Use Planning Council

Albert Peter - Chair
 Doug Phillips – Member
 Ian Robertson - Member

YLUPC Staff

Ron Cruikshank – Planning Director

Work tasks for the Working Session

Comment	Action Items
<ol style="list-style-type: none"> 10 Year Review Work plans & Budgets for 2005/2006 Additional Item: Response to February 15, 2005 letter “<i>Invitation to Present and Request for Financial Contribution at Northern Native Alliance Workshop on First Nation Land Use Planning</i>” – added to the agenda because of the need for an immediate response. Council decided to discuss this item first. 	

Work task Item 1: “*Invitation to Present and Request for Financial Contribution at Northern Nations Alliance Workshop on First Nation Land Use Planning*”

Comment	Action Items
<p>The Council reviewed the request for participation at, and funding for, the workshop “<i>Northern Nations Alliance Workshop on First Nation Land Use Planning</i>”. The Council considered the request in light of its mandate to facilitate land use planning through Chapter 11 of the Yukon First Nation Final Agreements. The documents provided with the invitation did not make it clear</p> <p>which First Nations were apart of the Alliance. However, it did appear that most of the area of the NNA members traditional territory was</p>	<p>Write NNA letter stating Director will present but funds are not available.</p> <p>Add motion at next</p>

<p>in British Columbia. The Council noted the current status of Chapter 11 implementation of the FN's that appeared to be apart of the Alliance:</p> <ol style="list-style-type: none"> 1. Teslin Tliigit traditional territory: Chapter 11 regional land use planning being conducted by Teslin Regional Planning Commission; 2. Carcross Tagish First Nation/Kaska Tribal Council traditional territory: land claim not settled, Chapter 11 regional planning not possible; 3. Champagne Aishihik traditional territory: the Council has not recommended the Kluane Planning Region as priority area and the First Nation has not indicated to Council that it has an immediate desire to implement Chapter 11. <p>The Council concluded that, at this point in time, its interests in the NNA traditional territory was fairly limited or being met. The Council decided that it would write a letter of response that indicated that its Director (Ron Cruikshank) would be available to present to the workshop but it would not provide funding.</p>	Council meeting
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Work task: Work plans and Budgets for 2005/2006

Summary of Work done	Action Items
<p>The Council reviewed the work plan and budget developed by the Secretariat. The Council conducted a thorough review of the work plan and asked for a series of changes and the Director recorded these. These included:</p> <ul style="list-style-type: none"> • Acknowledging that the link between regional planning and YESA legislation should be developed "one step at a time". The first step should be to work clarifying the role regional planning commissions have in development reviews <i>while</i> they are producing land use plans; • Increasing the emphasis on defining the contents of a land use plans and expectations of the Parties for the plan; • Add a communication element to the work plan; • More clearly define the recommendations that may come from the work of the Council and the associated products. <p>Budget changes included: removing YESA discussion paper contract, add funds for a trip out of territory for one commission member to visit an active planning commission (Deh cho?), providing funds for a more active and working Council.</p>	<p>Alter the 2005-2006 budget and work plan as indicated. Ian Robertson designated to review changes before submission</p>

Agenda Item 3: 10 Year Review: Supplementary submission to the Implementation Review Group

Summary of Work done by Council	Action Items
<p>Council reviewed the supplementary submission done by the Director and requested changes. These were recorded by the Director and included:</p> <ol style="list-style-type: none"> 1. improving the definition of progress with respect to Chapter 11 implementation 2. adding a figure that would represent the complex roles and responsibilities in the planning process and financial decision making process 3. moving the section "sub-regional or district planning" to the section that involved funding issues associated with Commissions 4. removing references to the lack of settled claims being the reason more planning commissions were not established 5. add section regarding the selection of commission members and the problems associated with the capacity to fill all the Boards and committees. Also note the need for staggered appointments to avoid "no Commission/Council" periods 6. Make reference to the Auditor General's report with respect to "managing for results" in the section regarding work plans and funding decision points 	<p>Director to make changes and submit to Chair for approval and submission</p>

Agenda Item 3: 10 Year Review: Supplementary submission to the Implementation Review Group	
Summary of Work done by Council	Action Items

Meeting adjourned at

Approval of Working Session Record – February 21st, 2005

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

March 31, 2005 - 1:30 p.m.

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

04/05 - #11

In Attendance:

Yukon Land Use Planning Council

Albert Peter - Chair
Doug Phillips – Member
Ian Robertson - Member

YLUPC Staff

Ron Cruikshank – Planning Director
Rhoda Merkel - Administrator
Kathleen Zimmer - Administrator

Yukon Government (YG)

John Spicer – EMR
Tim Sellars – Land Use Planner

The Council welcomed Kathleen Zimmer, she has been hired as the NYPC / PWPC Administrator.

Agenda Item 1: Agenda

Comment	Action Items
All Employment Contracts will be moved to 9.0 IN Camera MOTION: To accept the Agenda as presented, moving all Employment Contracts to 9.0 In Camera. Moved: Ian Robertson 2 nd Doug Phillips All In Favor – Carried	

Agenda Item 2: Review Minutes

Comment	Action Items
2.1 Minutes from February 10th, 2005 04/05 – #10 Referring to 5.5 – Response to YG Letter: the Council asked that reference to the proposed joint workshop with YG – EMR staff read that they would like a working group session rather than a larger workshop. Omit the line ‘ before we would agree to participate’. MOTION: To approve the February 10 th , 2005 04/05 – #10 Minutes. Moved: Ian Robertson 2 nd Doug Phillips All In Favor – Carried 2.2 Record of Working Session – February 21, 2005	

<p>The Council reviewed the working session notes. Editorials were noted in regard to YLUPC's response to the Northern Alliance Workshop Committee.</p> <p>MOTION: To approve the Record of Working Session – February 21, 2005. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	
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Agenda Item 3: Delegates**John Spicer – Director- Corporate Policy & Land Claims Branch – Energy, Mines and Resources – Yukon Government**

Comment	Action Items
<p>John invited the Council to participate in the EMR – Oil & Gas workshop on April 26 & 27, 2005 in Whse. It is called Best Management Practices – Oil & Gas. Council member Ian Robertson will attend the Oil & Gas Workshop on the 26th, Doug Phillips will attend both the 26th and 27th. The cost is \$100 each to attend.</p> <p>The YG was asked by the Northern Nation Alliance (NNA) to participate in a panel discussion at their upcoming April 14 – 16, 2005 workshop. The YG indicated in a letter to the NNA that their message in a panel discussion would be the similar as YLUPC regarding their view of regional land use planning; they will attend to answer questions.</p> <p>Ron Cruikshank – YLUPC has been invited to speak at the NNA workshop. YLUPC has a standard Chapter 11 – UFA – Land Use Planning presentation already prepared. The Council asked that he describe the Council's role and relationships with regional planning commissions and note that the planning associated with the signed Yukon First Nations must work within the Chapter 11 process.</p>	

Agenda Item 4: Director's Report

Comment	Action Items
<p>Teslin Regional Planning Commission office equipment was brought back to Whse in March 2005. The last day of the office lease was March 31, 2005. The Council asked John Spicer if there was any news of the status of TRPC's nominations? John said there is a response letter in the mail responding to YLUPC letter regarding TRPC status; he said they support the Council's decision to close the office in Teslin. Nominations for the TRPC are not finalized.</p> <p>A copy of the 10 Year Review was given to the Council. The Council staff may be asked to give the Implementation Review Group another presentation. Ron Cruikshank will keep the Council informed if he is notified.</p> <p>MOTION: To approve the March 31st, 2005 Director's Report. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1: North Yukon Planning Commission (NYPC)	
Comment	Action Items
<p>5.1.1 Status of Commission Work – Shawn Francis Shawn did a presentation on the status of the North Yukon for YG's Internal Working Group. He is working on the Issues and Interest Paper, the Resource Assessment Reports and preparing for Plan Scenario develop. The Council asked that status reports include deadlines and whether or not there is any variance in the work plan and an updated time schedule for changes. There is a Meet & Greet to meet the new office staff planned for the afternoon of April 6th, 2005.</p>	<p>1. Meet & Greet new staff April 6</p>

Agenda Item 5.2: Peel Watershed Planning Commission (PWPC)	
Comment	Action Items
<p>5.2.1 Staff Hiring Update The Council requested that the Policies and Procedures for PWPC be the same as YLUPC. The rates of pay for travel and meals are based on the rates prescribed by the Treasury Board of Canada. The Government of Yukon sets honoraria rates. It was requested that honoraria rates be indicated on members nomination letter and a code of conduct appendix; this is the practice the Federal Government uses.</p> <p>5.2.2 Contract: Brian Johnston – moved to 9.0 In Camera</p> <p>5.2.3 Status and Schedule of Commission Work Commission meet March 3 & 4, with 2 members absent without providing notice.</p> <p>This Commission may face the question of whether Land Use Permits would advance while land use planning is in progress, as a large seismic operation is proposed for an area within the Peel. The answer was 'YES', they follow the guidelines found in Chapter 12 of the Umbrella Final Agreement.</p> <p>It was agreed that Commissions would need guidance regarding what they will do when they do receive permits. The YG said they are not clear about the process yet; they do want to see policies developed or a set of guidelines provided by the Council to Commissions advising them on this topic. John Spicer – EMR and Ron – YLUPC will meet to discuss this.</p> <p>Albert Peter and Albert Genier will be in attendance in Mayo at the community consultation event in May.</p> <p>Fort McPherson has asked that the community consultation event planned for May be moved to June 8 – 10th, 2005.</p>	<p>2. John & Ron to meet to discuss Land Use Permit process</p> <p>3. Peel Consultation event in Mayo & Dawson in May</p> <p>4. Peel Consultation event in Ft McPherson in June 2005</p>

Agenda Item 5.3: Lease Agreement	
Comment	Action Items
<p>5.3.1. The Council reviewed the Lease Agreement provided by Davos Holdings Ltd and accepted the lease with the following changes noted:</p> <p>3.2 on Page #3 – Remove clause</p> <p>5.2 C - Omit open ended clause.</p> <p>6.4 What about fixed furniture? Not a leasehold improvement</p> <p>7.1 Change to 'not unreasonably withheld' with respect to sub-leasing</p> <p>Council indicated that changes could be made by on the lease provided simply by crossing out or adding changes and having both</p>	<p>5. Edit and Sign Office Space Lease with Davos Holdings</p>

Agenda Item 5.3: Lease Agreement	
Comment	Action Items
YLUPC and the landlord initial it.	

Agenda Item 5.4: 2004-2005 Year End Flexible Transfer Payment Agreement with Yukon Government	
Comment	Action Items
<p>The YLUPC was given \$102,000 in additional funding with the understanding that it will be divided evenly between the NYPC and PWPC (\$ 51,000 each) in the 05/06 fiscal years.</p> <p>MOTION: To accept the amended 2004 - 2005 Funding Agreement between YLUPC and the YG, subject to the final agreements being the same as the drafts. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	6. Sign Funding agreements with YG

Agenda Item 5.5: 2005-2006 Flexible Transfer Payment Agreement with Yukon Government	
Comment	Action Items
<p>MOTION: To accept the 2005/2006 Funding Agreement between the YLUPC and the YG, subject to the final agreements being the same as the drafts. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 6.0: Council's Schedule	
Comment	
<p><u>Peel Issues and Interest Workshop – May and June 2005</u> Albert Peter and Albert Genier will attend the Peel consultation sessions in Mayo. A lunch will be provided.</p> <p><u>Northern Nations Alliance Workshop</u> Ron Cruikshank will attend and make a presentation.</p>	7. Ron – give presentation to NNA.

7.0 Financial Report	
Comment	Action Items
<p>MOTION: To hire Mackay and Partners services to audit the YLUPC, NYPC, PWPC and the TRPC finances. Moved: Ian Robertson 2nd Doug Phillips All In Favor – Carried</p>	

Agenda Item 8.0: Correspondence

Comment	Action Items
Acknowledged	

Agenda Item 9.0: IN Camera

Comment	Action Items
<p>Topic: Contracts with staff to be seconded to planning commissions Decision: Secondment process done in two steps: Step 1: staff enter into contracts with Council Step 2: Council/Commissions develop staff secondment agreements</p> <p>Topic: Evaluation and Contract: Ron Cruikshank, Director, YLUPC Decision: Conduct evaluation of Ron Cruikshank (led by Ian Robertson) and enter into contract after evaluation is complete for the period May 1, 2005- October 31, 2007, within the salary range for the position</p>	<p>Develop contracts for staffs Develop secondment agreements Conduct Ron Cruikshank's Evaluation (by April 15th) Ian Robertson Prepare Contract for Ron Cruikshank</p>

Meeting adjourned at 5 p.m.

The Next Regular Board Meeting date is tentatively scheduled for April 25, 2005 at the YLUPC office.

Approval of Regular Board Meeting Minutes – March 31, 2005– Meeting 04/05- #11

Chair

YLUPC Secretariat

Date: