



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
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May 11, 2007

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

07/08 - #01

In Attendance

<u>Yukon Land Use Planning Council (YLUPC)</u>	<u>YLUPC Staff</u>	<u>Yukon Government (YG)</u>	<u>NYPC:</u>
Doug Phillips – Chair Albert Peter – Member Ian Robertson – Member	Ron Cruikshank – Planning Director Rhoda Merkel - Administrator	John Spicer – EMR - Manager Tim Sellars – EMR Staff Jennifer Meurer – EMR Staff	Shirlee Frost, Chair

(A) = Action Items

Agenda Item 1: Agenda

Comment	Action Items
MOTION # 1: To accept the Agenda for the May 11, 2007 YLUPC Regular Board Meeting: Move Item 7.0 – Finance – Sam Skinner's Secondment motion into the 'In Camera' Session ADD To Item 6.0 Council's Schedule = Advantage North Conference and Comprehensive Community Planning Workshop To Item 5.3 Finance = PWPC Signing Authorities Moved: Albert Peter 2 nd Ian Robertson All In Favour – Carried	

Agenda Item 2: Review Minutes

Comment	Action Items
2.1 Minutes from March 16, 2007 – YLUPC Regular Board Meeting MOTION # 2: To approve the March 16, 2007 – 06/07 - # 10 Minutes, noting the editorial amendments. (A) Moved: Albert Peter 2 nd Ian Robertson All In Favour – Carried	YLUPC: Edit Minutes Status: Done

Agenda Item 3.0: Delegates:	
Comment	Action Items
N/A	

Agenda Item 4.0: Director's Report	
Comment	Action Items
<p>The Council was provided with a conference report from Ron Cruikshank. He and Doug Phillips attended the 'Getting Your Project Approved North of 60' conference in Edmonton in April 2007. Shawn & Shirlee presented on behalf of the NYPC and Ron presented on behalf of the Council; with many questions received from the audience. Doug Phillips said it was interesting to hear what other jurisdictions were doing; he said the Yukon has a simpler regime in comparison. He estimated 75% people in attendance at the conference were from the north and 25% from industry.</p> <p>Doug Phillips added that alarm bells rang with the North Yukon's land use plan because of the Inuvialuit land withdrawal issue associated with the region. Doug said a representative from the Inuvialuit stood up and threatened legal action because there has not been enough consultation with them. This could affect the approval of the North Yukon land use plan. The Council asked the YG and YLUPC staff to look into consultation obligations under the Inuvialuit Final Agreement, specifically the Order in Council. John Spicer - YG does have the authority to lift the moratorium but Consultation is required. John added the court has made a ruling about how much consultation is enough. NYPC General Terms of Reference (GTOR) states they will consult with the Inuvialuit during the planning process. The YG said they will consult with the Inuvialuit if the NYPC doesn't. YG - Ella LeGresley is working on this project. The Council would like a letter drafted addressing this issue.</p> <p>The Council asked if the PWPC was keeping a detailed account of all consultations being done in the Peel region. At the approval stage of the PWPC we want to show details of all consultation.</p> <p>MOTION # 3: To approve the May 11, 2007 Director's Report. Moved: Ian Robertson 2nd Albert Peter All In Favour – Carried</p>	<p>YLUPC & YG: Check into consultation obligation in the Inuvialuit Final Agreement STATUS: Done</p> <p>YLUPC: Peel – Keep a detailed account of all consultations. STATUS: Done</p> <p>YLUPC: Write a letter regarding consultation with Inuvialuit. STATUS: Done</p>

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1- North Yukon Planning Commission:	
Comment	Action Items
<p><u>Council's Involvement in the NYPC Land Use Plan</u></p> <p>The NY Table of Contents and Executive Summary were included in the Council's board package. The NY land use plan is in the final stage of completion. The Senior Liaison Committee (SLC) asked that a ten to fifteen page plain language summary be included in the plan. The SLC also asked for a chapter outlining options. The Council has hired a plain language writer to assist with rewriting and editing. The Commission is plans to go public consultation in June 2007. The Parties don't would like to have two or three weeks for their internal review process.</p> <p>Doug Phillips suggested we prepare for the public side; the release of the first land use plan for the Yukon will generate media interest, the Council and Commission need to craft a script with the same message about what the plan will do over time.</p> <p>Ian Robertson said it would be useful to include a plain language checklist between the NY land use plan and the General Terms of Reference (GTOR). He added that the public need to see the Issue, the value and how they are being dealt with and included key implementation recommendations.</p>	<p>YLUPC: YLUPC & NYPC craft a media script read for NY Land Use Plan release</p> <p>STATUS: mentioned in email to Shirlee.</p>

Agenda Item 5.2: Council Members Reappointment:	
Comment	Action Items
<p>Albert Peter received a letter from the Council of Yukon First Nations (CYFN) regarding his membership on the YLUPC. He is not going to seek reappointment. An ad is in the newspaper seeking a replacement for Albert's position on the Council. The Council suggested Albert write a brief job description and a summary of the qualifications for the individual to have that would compliment the Council and assist CYFN in their decision about who to nominate as a suitable replacement.</p>	<p>YLUPC Albert – write a summary for CYFN</p> <p>STATUS: Orientation added to the next Council meeting</p>

Agenda Item 5.3: Peel Watershed Planning Commission

Comment	Action Items
<p><u>Update</u> The PWPC is updating their signing authorities at the CIBC bank. Since Albert Peter is not seeking reappointment the Council needs to pass a Motion to remove him from the list of signing authorities. (A)</p> <p>MOTION # 4: To REMOVE Albert Peter from the list of signing authorities on the Peel Watershed Planning Commission CIBC Bank Account # 80 – 72 19717.</p> <p>Moved: Ian Robertson 2nd Doug Phillips All In Favour – Carried</p> <p>The Peel staff has been working on their resource assessment reports.</p> <p>Brian Johnston, PWPC Senior Planner, sent a proactive letter on April 17, 2007 to the YG outlining the commitments and due date YG made to the Commission regarding providing information. The PWPC received a response from the YG on May 10, 2007.. The YLUPC did not receive a copy of it yet. The EMR YG staff asked for more input and knowledge of who the Commission is dealing with in other YG departments outside the EMR office. EMR requested all correspondence be directed through their office as protocol. If EMR is kept informed they will seek to ensure deadlines are met. (A)</p> <p>The Council reviewed the workplan attached to the letter and confirmed the date the land use plan is scheduled for completion; Ron said he had a workplan summary sheet dated October 2006 dates he offered to give the Council. The Council was concerned the Peel was not following a critical path they suggested Ron Cruikshank meet with John Spicer – YG to build a critical path. (A)</p> <p>Brian Johnston, PWPC Senior Planner sent another letter on April 25, 2007 to Angus Robertson, Deputy Minister in the Yukon Government, Energy, Mines and Resources suggesting the YG bids for oil & gas in the Peel region is potentially undermining the regional planning process. It was well written, raises political issues and speaks to the urgency of the PWPC getting their land use plan completed.</p>	<p>YLUPC: Send CIBC letter confirming a Motion was passed removing AP from PWPC signing Status: Done</p> <p>YLUPC: Ron - talk to Brian PWPC about YG correspondence protocol. Status: Done</p> <p>YLUPC: Meet with YG – John Spicer to establish a critical path for the Peel. Status: YG has not responded the PWPC letters YLUPC: Provide Council with copy of May 10 YG letter to PWPC. Status: done</p>

Agenda Item 5.4: Dawson Regional Planning Commission

Comment	Action Items
<p>The YLUPC staffs, the YG and the Tr'ondek Hwech'in (TH) have been meeting to work out the details of the General Terms of Reference (GTOR) for the Dawson Planning Region. The fundamental issue is where the boundary for the region will be. TH has been working with the three affected First Nations to reach an agreement on this. Currently they have reached an agreement with the First Nation of Nacho-Nyak Dun (NND), they are still working with the Vuntut Gwitchin First Nation for "Area B". The Council looked at the map for a visual understanding of the issue.</p>	

Agenda Item 5.4: Dawson Regional Planning Commission

Comment	Action Items
<p>To expedite this process; the Council asked that a letter be prepared and sent to THHN outlining options. The options they suggested are: 1. the YLUPC would like planning in the Yukon to be seamless. 2. Use the Dispute Resolution Process (UFA) or the Arbitration Board to help resolve the issue 3. the YLUPC can prepare to plan elsewhere. Ron Cruikshank said an options paper had already been prepared previously regarding this; he will take it to a technical working group (TWG) meeting on May 15 & 16, 2007 in Dawson. (A) Shirlee Frost said the NYPC could have planned that area in their land use plan. They were told it was an issue between the VGFN & THHN, so they waited.</p> <p>The next steps for the Dawson Planning Region include: Complete the GTOR with the Budget & Workplan and the details of the information gathering stage as appendices.</p>	<p>YLUPC: Prepare letter to THHN outline options.</p> <p>Status: Not Done – address at GTOR meeting</p> <p>YLUPC: Complete the GTOR for the Dawson Planning Region.</p> <p>Status: Draft completed</p>

Agenda Item 5.5 0- Planning Atlas

Comment	Action Items
<p>Jeff Hamm and staff from DM Solutions will host a Planning Atlas Launch/Workshop session on June 13 & 14, 2007. (A)</p> <p>The YG requested a smaller presentation prior to the launch. (A)</p>	<p>YLUPC: Data Atlas Launch – June & give YG presentation</p> <p>STATUS: Done</p>

Agenda Item 6.0: Council's Schedule

Ian Robertson will attend the Advantage North Conference in Whitehorse, Yukon and the Canadian Institute of Planners Conference in Quebec City, Quebec in May and June on behalf of the Council.	
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Agenda Item 7.0: Finance:

Comment	Action Items
N/A	

Agenda Item 8.0: Correspondence:

Comment	Action Items
Acknowledged.	YLUPC STATUS: N/A

Agenda Item 8.0: IN Camera

Comment	Action Items
The Council prepared for the annual meeting of the Chairs. The Chair's meeting agenda included: Roles and Responsibilities, letter of understanding between the Commissions and the Council.	YLUPC STATUS: N/A

Meeting adjourned at 12:30 p.m.

The Next YLUPC Meeting will be June 14, 2007 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – May 11, 2007 – 07/07 - #01

Chair

YLUPC Secretariat

Date:



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June 14, 2007

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

07/08 - #02

In Attendance			
<u>Yukon Land Use Planning Council (YLUPC)</u> Doug Phillips – Chair Albert Peter – Member Ian Robertson – Member	<u>YLUPC Staff</u> Ron Cruikshank – Planning Director Rhoda Merkel - Administrator	<u>Yukon Government (YG)</u> John Spicer – EMR - Manager Jim Bell – EMR Staff Jennifer Meurer – EMR Staff	<u>N/A:</u>

(A) = Action Items

Agenda Item 1: Agenda	
Comment	Action Items
MOTION # 1: To accept the Agenda for the June 14, 2007 YLUPC Regular Board Meeting: Moved: Albert Peter 2 nd Ian Robertson All In Favour – Carried	

Agenda Item 2: Review Minutes	
Comment	Action Items
2.1 Minutes from May 11, 2007 – YLUPC Regular Board Meeting MOTION # 2: To approve the May 11, 2007 – 07/08 - # 01 Minutes, noting the editorial amendments. (A) Moved: Ian Robertson 2 nd Albert Peter All In Favour – Carried	YLUPC: Edit Minutes Status: Done

Agenda Item 3.0: Delegates: John Spicer – EMR - YG

Comment	Action Items
<p>The YG is doing an internal review of the North Yukon Draft Land Use Plan. They had an inter-departmental meeting on June 13, 2007. The YG said the Vuntut Gwitchin First Nation (VGFN) is waiting for the plan summary before they comment. The NYPC needs to review the comments from the Parties before the plan goes public. The Council & the YG agree it would be best to include all the options from all the Parties in the public consultation process vs. waiting until they are all decided.</p> <p>The Council asked if the YG & the Inuvialuit had any contact with one another yet. The YG is looking at the Order in Council, the North Yukon GTOR and the land claim agreements before they contact them. The Council told the YG to keep an excellent record of attempts made to consult.</p>	

Agenda Item 4.0: Director's Report

Comment	Action Items
<p>Ron and Shawn presented at the Yukon Environmental & Socio-Economic Assessment Act (YESSA) Workshop about cumulative effects in the North Yukon Region. It was attended by mostly Whitehorse residents.</p> <p>The PWPC invited Paul Mitchell Banks to a discussion session about the Muskwa Ketchika land use planning process. A copy of lessons learned will be distributed to the Council. (A)</p> <p>MOTION # 3: To approve the June 14, 2007 Director's Report. Moved: Ian Robertson 2nd Albert Peter</p> <p style="text-align: right;">All In Favour – Carried</p>	<p>YLUPC: Give Council a copy of the lesson learned from the Muskwa Ketchika planning Process. STATUS: Done</p>

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1- North Yukon Planning Commission:	
Comment	Action Items
<p>The Council was provided with a copy of the NYPC land use plan to review. Ian said there were significant gaps and inherent biases throughout the document. He said it had not improved significantly from the December document. He wondered if they were going to develop the oil & gas resources section more completely as there is no consideration about how oil & gas is going to get to the market. He would expect this given that the NYPC had the Fekete Report. He said industry wants a framework to start with; the Fekete Report was a good start. North Yukon is going from the perspective that all the answers lie in two variables (linear disturbance and fragmentation) Ian suggested looking back at Alberta 10 years ago for a reference. Ron referred them to page 32 of the NY land use plan, and read a paragraph referencing access to oil & gas. Ron said this land use plan focused on cumulative effects, thresholds and the relationship between seismic lines and caribou.</p> <p>The Council was concerned about how much detail they should provide in their comments about the land use plan, and to what extent would they be perceived as interfering with the role of the Commissions. They agreed it would be better if the YG expressed its concerns about the plan. John Spicer – YG agreed that it would be awkward for the Council to offer specific comments to the Commissions. He added the Parties will sort out whether or not the plan achieves the big picture objectives. Ron Cruikshank referred to the Council to Chapter 11 and the NY – General Terms of Reference (GTOR) suggesting they use it as a basis for evaluation. The YLUPC need to compare whether the North Yukon accomplished the mandate in Chapter 11 and the GTOR. They also wanted to compare the land use plan to the Albert Peter Chart about linkages. The Council agreed a checklist would be developed (A) and used to evaluate if the NY – land use plan achieved the objectives in their GTOR and Chapter 11. Send a letter to the Commission with the checklist attached. (A) The Council said it was the Commission and the Parties job to decide the content of the plan.</p> <p>The Council would like a plan analysis done to see what did or did not work for us as a reference for future commissions; a 'Lessons Learned' document. (A) The YLUPC & YG will meet in September to review this.</p> <p>In the land use planning process it is the staff of a commission that does all the research. The commission members don't know about land use planning, they take recommendations from the staff. The commissions do not do the plans, the staff do. Ian added that good land use plans that work, go back to the basics, they answer the simple questions so the average person can understand it. The Parties need a measurable reading level standard to give commissions. If the plan is not easy to read or follow no one will use it, it will be hard to decipher what the plan is recommending. (A) The land use plan is in a technical stage and has to be made into a simpler format before it is recommended. The Council asked Ron to write a one page executive summary of the plan.</p>	<p>YLUPC: Create a checklist using the NY-GTOR & Chap 11 as a basis for evaluating the NY land use plan. (Albert Peter's chart)</p> <p>STATUS: Done</p> <p>YLUPC: Develop a checklist used to evaluate land use plan</p> <p>STATUS: Done</p> <p>YLUPC: Send letter to NYPC with checklist attached and the concern regarding a reading level standard.</p> <p>STATUS: Done</p> <p>YLUPC: Meet with YG in September to create a 'Lessons Learned' document.</p> <p>STATUS: September</p>

Agenda Item 5.1- North Yukon Planning Commission:

Comment	Action Items
	<p>YLUPC: (Ron) write a one page summary of the NY land use plan.</p> <p>STATUS: Done</p>

Agenda Item 5.2: Council for Yukon First Nation (CYFN) Council Member Appointment:

Comment	Action Items
<p>Steven Buyck has been appointed to the YLUPC by CYFN. He is a member of the First Nation of Nacho-Nyak Dun. Albert Peter's term is completed on August 28, 2007. The Council agreed an invitation should be extend to Steven to attend the next Council meeting. (A)</p> <p>Albert Peter will be given an exit survey to complete. (A) The YG asked for a copy of it. The information on exit surveys is designed to be confidential. It was suggested the survey have Part A: for the Parties, Part B: for the Council and Part C: a confidential summary written in the members own words.</p>	<p>YLUPC: Invite Steven to next Council meeting STATUS: Done</p> <p>YLUPC: Give Albert an Exit Survey STATUS: Not Done</p>

Agenda Item 5.3: Peel Watershed Planning Commission

Comment	Action Items
<p>The Council would like to see if the Commission is on time and on budget at every meeting. The PWPC has changed the completion date of the land use plan. (A) The Council would like to ensure the Commission has all the resources it needs to keep to their schedule. If there are concerns the Council can contact the YG about them. The Council suggested the Commission's Land Use Planner provide their Senior Planner with monthly internal report which would be passed to the YLUPC Planning Director and brought to Council meetings for review. They said this should be a standard policy and procedure and would like to see it mandated for the Dawson Planning Commission. They want to see a critical path is being used for keeping track of progress. Reminders do help aid in getting the job done faster. Is there an ongoing comparison between their workplan and their GTOR being done? They would like this point added into future GTOR's. The Council asked if the Senior Planner had training in project management. The Council asked for a copy of the newspaper article which referred to the PWPC as the Peel Watershed Advisory Committee, the Council asked for this to be clarified with the newspaper (A)</p> <p>The PWPC released a statement of intent on their website. Ron pointed out the reference to wilderness is not mandated in Chapter 11. Jim Bell – YG said the statement of intent reflect everything they heard from their consultation. The YG said they would follow up on this question. (A)</p>	<p>YLUPC: Have Peel's monthly variance report for Council at every meeting. – compare it to critical path. Status: Done</p> <p>YLUPC: Add to future GTOR's – comparison between workplan & GTOR comparison/update report. Status: Done</p> <p>YLUPC: Correct article in newspaper STATUS: Done</p>

Agenda Item 5.4: Dawson Regional Planning Commission (DRPC)

Comment	Action Items
<p>Tr'ondek Hwech'in (TH) and VGFN have not finalized the land boundary issue. The Council reiterated the fact that unless there is a overlap agreement in place, they will not establish the planning region. Vuntut Gwitchin First Nation (VGFN) verbally confirmed they do not wish to be a member of the Dawson Commission. The YG is expecting a written confirmation from them. The Council agreed they would send a letter to VGFN asking what their intended position will be on the Dawson Regional Planning Commission. (A)</p> <p>The Council was concerned about the location of the office. It is planned to be in Whitehorse for the first year and in Dawson for the second and third year. They want all regional planning office to be located in Whitehorse. Ron said the Tr'ondek Hwech'in staff want the office in Dawson as all the members of the Commission will reside in Dawson and TH feels very strongly about this.</p> <p>There is a GTOR meeting scheduled for June 15 (tomorrow) The information collection stage will begin once the GTOR is recommended. The Council asked if YLUPC staff could check if the Northern Strategy Trust 2006 funding could be used for mapping. (A) The Council asked if the YG sent them a letter identifying Dawson as their next priority planning region. (A)</p>	<p>YLUPC: Write VGFN regarding DRPC Status: Draft in Board Package</p> <p>YLUPC: check Northern Strategy Trust 2006 Funding STATUS: Done</p> <p>YLUPC: Did the YG send YLUPC a letter identifying Dawson as the next planning region. STATUS: Letter</p>

Agenda Item 5.4: Dawson Regional Planning Commission (DRPC)

Comment	Action Items
	received referring to Dawson as next region

Agenda Item 5.5 - Yukon Planning Atlas

Comment	Action Items
Jeff Hamm, YLUPC staff will provide the Council with a one hour Yukon Data Atlas demonstration tomorrow. A two day workshop was held on June 13 & 14, 2007 in Whitehorse.	YLUPC: STATUS: Done

Agenda Item 5.6 – Land Use Planning & Land Use Permitting Linkage:

Comment	Action Items
The Council agreed the YESSA Executive Director and the YLUPC Planning Director (Ron Cruikshank) need to keep each informed and updated on a regular basis. (A) The two bodies need to see how they are linked.	YLUPC: Keep in contact with YESSA STATUS: Ongoing

Agenda Item 6.0: Council's Schedule

CYFN General Assembly – July 30 & 31, 2007 in Moosehide (near Dawson City): Council's booth at this event	
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Agenda Item 7.0: Finance:

Comment	Action Items
<p><u>Remove Albert Peter from YLUPC & North Yukon signing authority at CIBC Bank.</u></p> <p>MOTION #: 4 To REMOVE Albert Peter from the list of signing authorities on the North Yukon Planning Commission CIBC Bank Account # 80 – 69 22414.</p> <p>Moved: Doug Phillips 2nd Ian Robertson All In Favour - Carried</p> <p>MOTION #: 5 To REMOVE Albert Peter from the list of signing authorities on the Yukon Land Use Planning Council CIBC Bank Account # 80 – 99 29312.</p>	

Agenda Item 7.0: Finance:		
Comment		Action Items
Moved: Ian Robertson	2 nd Doug Phillips	All In Favour- Carried

Agenda Item 8.0: Correspondence:	
Comment	Action Items
Acknowledged.	YLUPC STATUS: N/A

Agenda Item 8.0: IN Camera		
Comment	Action Items	
<p><u>Employment Agreement – Sam Skinner</u></p> <p>MOTION #: 6 The YLUPC agrees to enter into an Employment Agreement with Samuel J. Skinner as a Planning Analyst effective April 23, 2007 to March 31, 2008. The salary for this position is \$56,000 per year.</p> <p>Moved: Doug Phillips 2nd Ian Robertson All in Favor - Carried</p>	<p>YLUPC: Sign employment agreements with all the staff STATUS: Not Done</p>	
<p><u>Staff Secondment Agreement</u></p> <p>MOTION #: 7 The YLUPC agrees to Second Sam Skinner, YLUPC Council employee to the Peel Watershed Planning Commission as <i>the Peel Planning Analyst</i> for the terms outlined of his Employment Agreement (April 23/07 to March 31/08). The salary has been negotiated and is included in Sam's Employment Agreements with the YLUPC. The PWPC Senior Planner, Brian Johnston, will complete Sam's performance review, with assistance from YLUPC.</p> <p>Moved: Albert Peter 2nd Ian Robertson All in Favor, Carried</p>		
<p><u>Employment Agreement Extension: Shawn Francis</u></p> <p>MOTION #: 8 The YLUPC agree to extend Shawn Francis, June 3, 2005 Employment Agreement completion date to August 31, 2007.</p> <p>Moved: Albert Peter 2nd Ian Robertson All in Favor - Carried</p>		

Agenda Item 8.0: IN Camera

Comment	Action Items
<p><u>Employment Agreement – Gerald Isaac</u></p> <p>MOTION #:9 The YLUPC agrees to enter into an Employment Agreement with Gerald Isaac as a First Nation Policy & Planning Advisor effective June 1, 2007 to May 31, 2010. The Director may negotiate up to \$62,500.</p> <p>Moved: Ian Robertson 2nd Albert Peter All in Favor - Carried</p> <p><u>Employment Agreement – Rhoda Merkel</u></p> <p>MOTION #: 10 The YLUPC agrees to enter into an Employment Agreement with Rhoda Merkel as a Senior Financial Administrator effective June 1, 2007 to May 31, 2010. The Director may negotiate up to \$55,000.</p> <p>Moved: Ian Robertson 2nd Albert Peter All in Favor - Carried</p> <p>The following items were discussed and are now pending consultation with Commission Chairs:</p> <p><u>Memorandum of Understanding – PWPC/NYPC & YLUPC:</u> The YLUPC did not to enter into a MOU with the Commissions until editorial changes where made to the agreement.</p> <p><u>Cost of Living – Salary Increase</u> The YLUPC will adopt and implement a cost of living adjustment for the staff based on the Yukon cost of living price index. Once adopted all staff who have more than one year of employment will be entitled to an annual cost of living adjustment to their salary, retroactive to April 1, 2007.</p> <p><u>Schedule A: Rates of Pay (YLUPC Policies & Procedures)</u> The Council agreed to adopt Schedule A: Rates of Pay for all YLUPC employees, pending confirmation of the general acceptability of the Commission Chairs.</p>	

Meeting adjourned at 12:30 p.m.

The Next YLUPC Meeting will be August 3, 2007 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – June 14, 2007 – 07/08 - #02

Chair

YLUPC Secretariat

Date:



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August 3, 2007

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

07/08 - #03

In Attendance			
<u>Yukon Land Use Planning Council (YLUPC)</u> Doug Phillips – Chair Albert Peter – Member Ian Robertson – Member	<u>YLUPC Staff</u> Ron Cruikshank – Planning Director Rhoda Merkel - Administrator	<u>Yukon Government (YG)</u> Tim Sellars – EMR Staff Jennifer Meurer – EMR Staff	<u>Delegate/Guest:</u> Steven Buyck- CYFN nominated Member <u>PWPC:</u> Brian Johnston

(A) = Action Items

Welcoming Comments:

The Council welcomed Steven Buyck to the Council meeting. Land Use Planning is an exciting but challenging process; they are looking forward to working with him for the next three years.

Agenda Item 1: Agenda

Comment	Action Items
MOTION # 1: To accept the Agenda for the August 3, 2007 YLUPC Regular Board Meeting: Moved: Albert Peter 2 nd Ian Robertson All In Favour – Carried	

Agenda Item 2: Review Minutes

Comment	Action Items
2.1 Minutes from June 14, 2007 – 07/08 - #02 – YLUPC Regular Board Meeting MOTION # 2: To approve the June 14, 2007 – 07/08 - # 02 Minutes, noting the editorial amendments. (A) Moved: Ian Robertson 2 nd Albert Peter All In Favour – Carried	YLUPC: Edit Minutes Status: Done

Agenda Item 2: Review Minutes

Comment	Action Items
MOTION # 3: To approve the IN CAMERA section of the June 14, 2007 – 07/08 - # 02 Minutes. Moved: Ian Robertson 2 nd Albert Peter All In Favour – Carried	

Agenda Item 3.0: Delegates: N/A

Comment	Action Items

Agenda Item 4.0: Director's Report

Comment	Action Items
<p><u>Data Atlas Project:</u> Ron Cruikshank met with Tim West who works with Geoconnections/Canadian Government in Ottawa. Mr. West was pleased with how the Data Atlas Project unfolded. He said they will feature our project in their newsletter. He also said they may be able to continue funding us. We have received all the outstanding funding from the 06/07 fiscal year. The Council wanted Jeff Hamm to touch base with the Inuvialuit Registry System (A)</p> <p><u>Summer Legal Interim:</u> The legal interim has been assigned and has completed a list of projects. She has researched legal case studies that involve regional plans that have gone into the government for approval. There were two: 1. Cameron Hill, NWT 2. Gwich'in Land Use Plan, NWT. A consultation case in the Yukon in Carmacks will have implications on how we consult; this issue is being tracked.</p> <p><u>Inuvialuit Consultation Question:</u> In September (A), the Council would like an update from the YG and the NYPC regarding how the North Yukon Land Use Plan is going to consult with the Inuvialuit. There is an Order in Council still in effect. Tim Sellars – YG said consultation with the Inuvialuit will occur after the draft plan is released. Ron will write a one page briefing to include in the Councils' next Board package. (A) We will also put a strong consultation component into the next Commission orientation session. (A)</p> <p>*Gerald Isaac will be the Acting Director in Ron Cruikshank's absence. (August 6 – 22)</p> <p>MOTION # 4: To approve the June 14, 2007 Director's Report. Moved: Ian Robertson 2nd Albert Peter All In Favour – Carried</p>	<p>YLUPC: Jeff – touch base with the Inuvialuit Registry System STATUS: Done</p> <p>YLUPC: Provide Council with update on how consultation will occur with the Inuvialuit. STATUS: Done</p> <p>YLUPC: Write a summary regarding the consultation process STATUS: In progress</p> <p>YLUPC: Include consultation in the commission orientation session. STATUS: Done</p>

Agenda Item 4.0: Director's Report

Comment	Action Items

Agenda Item 5.0: Unfinished Business
**Agenda Item 5.1- Council for Yukon First Nation Council Member Appointment:
Welcome and Introduction of Steven Buyck**

Comment	Action Items
<p>The Council provided Steven Buyck with a verbal explanation of the land use planning process in the Yukon; their role in the process and what the current goals and objectives are.</p> <p>Some of the main points were:</p> <ul style="list-style-type: none"> ➤ In an attempt to speed up the process, YLUPC is creating templates in the hopes of reducing the amount of time Commissions have to devote to administrative duties; we are using secondment agreements for employees; standardized workplan & budget templates, and the Common Land Use Planning Process. Teslin used an independent planning process and was not successful, we did not get a product we could use. Administration can bog commission's down. ➤ In the pre-commission establishment phase both the Yukon Government and the YLUPC are prioritizing our projects according to the needs of the new commission. ➤ The Council uses the 'no surprises' approach, more involvement throughout the process will help in the approval stage. ➤ There are two active commissions: <ol style="list-style-type: none"> 1. The North Yukon Planning Commission is in the Draft Plan Stage. 2. The Peel Watershed Planning Commission staff has been working on the North Yukon plan. This is slowing down the Peel planning process. The PWPC is in the resource assessment stage. The Peel has had three members resign: two at the beginning of the process and one due to time commitments; they currently have one of the six seats awaiting reappointment. ➤ The next priority planning region is in the Dawson Region. The Council is encouraging land use planning to flow from north to south. YLUPC staff has been preparing the General Terms of Reference (GTOR) for Dawson; the first draft is in today's Council board package. We hope to have the Dawson Commission members appointed by the end of 2007 with orientation in the new year. ➤ Due to capacity, we will not take on more than three commissions at one time. ➤ YLUPC has prepared a checklist for First Nations to complete to help them determine if they are ready to do land use planning. Overlap issues are keeping First Nations from doing land use planning; we are encouraging First Nations to solve their own overlap issues before they request land use planning. ➤ YESAB and YLUPC are working to define the relationship between RLUPC and YESAB. 	<p>YLUPC: Contact</p>

**Agenda Item 5.1- Council for Yukon First Nation Council Member Appointment:
Welcome and Introduction of Steven Buyck**

Comment	Action Items
<ul style="list-style-type: none"> ➤ There is no money for implementing land claims in the Yukon. In the land claim agreements, implementation rests with the YG First Nations. The Council asked for a status update from Cathy Constable from Land Claims Secretariat – YG and the Implementation Review Group. (A) ➤ We are appointed by the Parties, but when we sit at the table we are not working for them, our mandate is Chapter 11 of the Umbrella Final Agreement: <i>Land Use Planning</i> 	<p>Cathy Constable – request an update STATUS: Done</p>

Agenda Item 5.2: North Yukon Planning Commission (NYPC):

Comment	Action Items
<ul style="list-style-type: none"> ➤ The Executive Summary for the NY Draft Land Use plan was included in the board packages. ➤ The NYPC is going to do a Gwitchin translation summary as an appendix for their land use plan. The Council asked when the deadline for completion of this project is. (A) ➤ The NYPC is prepared to do consultation in the Fall. The consultation and review remarks will take till the end of December to complete, another six months will be required to finish the details. ➤ There will be a meeting on August 7 regarding YG comments on the NYPC Draft Land Use Plan. The Council would like to have a copy of the YG comments. (A) ➤ We have contacted Gaye Hanson requesting a media training session in September. 	<p>YLUPC: When is the Gwitchin Translation due for completion? STATUS: New Schedule being determined</p> <p>YLUPC: Give Council copy of YG comments on NY land use plan. STATUS: Done</p> <p>YLUPC: Media Training in September. STATUS: Sept 20</p>

Agenda Item 5.3: Peel Watershed Planning Commission (PWPC)

Comment	Action Items
<p>Brian Johnston provided the Council with a PWPC update.</p> <p><u>Information Collection & Analysis Stage:</u> The PWPC is completing their information collection and analysis stage. They have been getting requested information faster. The 'Table - Outstanding YTG Data Sharing Commitments' which they sent to the YG is included in the board package, it gives the Council an up- to- date view of where the PWPC is on information gathering. The 'Table' is tracking 15 projects; and outlines what, who and when each projects is scheduled to be completed. Of the 15 projects listed, 2 are on time, and four are completed. Tim Sellars – YG commented on the 'Table', he said the YG disagrees with some of the information presented and they have not made some of the commitments listed. The Council said they stress communication, if there is a disagreement – a discussion regarding expectation should occur between YG & the PWPC. The Council said this information can be reviewed during the 'Lessons Learned' meeting scheduled for August 24, 2007; they would like a summary at their next Board Meeting. (A) The target date for completion of the conservation assessment reports is the end of October or November 2007. The resource assessments are at various stages. Brian will take the information to the communities for consultation. Brian said Sam Skinner was doing an excellent job on spatial analysis. The Council was concerned that at the outset there is a need for a balanced approach, so people see both sides; we don't want to look as though we are focusing only on conservation. Brian explained how they are providing a balanced approach.</p> <p><u>Peel Commission Member's Nomination:</u> The PWPC members' nomination terms expire in October 2007. The YG sent letters to the PWPC members regarding their re-nomination to the Commission. The members are appointed through a consultation and approval process, YG have to follow the protocol outlined in the UFA.</p>	<p>YLUPC: At Sept 12 meeting – Lessons Learned – review the Table – Outstanding YTG Data Sharing Status: Done</p>

Agenda Item 5.4: Dawson Regional Planning Commission (DRPC)

Comment	Action Items
<p><u>General Terms of Reference (GTOR) Development:</u> The Technical Working Group (TWG) has been working on the GTOR for the Dawson Planning Region for the past two years. This GTOR will included:</p> <ul style="list-style-type: none"> ➤ A budget ➤ Templates ➤ A Memorandum of Understanding ➤ One year review by the Council ➤ Table of Contents for a Land Use Plan ➤ Staff: Senior Planner will start work on day one ➤ Dawson administration will be done by YLUPC in the first year. 	<p>YLUPC: Ask Commission Senior Planner's for suggestions regarding the practical side of whether or not to have the Dawson Office location in Dawson City.</p> <p>Status: Done</p>

Agenda Item 5.4: Dawson Regional Planning Commission (DRPC)

Comment	Action Items
<p>The Council raised their concern with having the office location in Dawson. This is a practical issue that could become problematic. We need to build in an alternate solution or leave this detail out of the GTOR. The Council asked for a Pro's & Con's document (A) in practical terms about whether the office will or will not work in Dawson; we can ask the Commissions Senior Planners, (Brian & Shawn) for suggestions. Doug Phillips will contact Chief Darren Taylor, TH regarding this.</p> <p>The Council reviewed the GTOR; their comments will be included in a revised document and included in the board meeting package for their next Council meeting.</p>	<p>YLUPC: Edit Dawson GTOR</p> <p>STATUS: Done</p> <p>YLUPC: Contact TH Chief D. Taylor – RE: Office Space</p> <p>STATUS: Not Done</p>

Agenda Item 5.5 – Policy and Procedures Change: Schedule ‘A’ – Rates of Pay
Annual Activity Reports: YLUPC, NYPC, PWPC
Audited Financial Statements

Comment	Action Items																																																																		
<p><u>Policy and Procedures Changes: Schedule ‘A’ – Rates of Pay</u></p> <p>Amended & signed #07/08 - # 02 June 14, 2007 – Schedule A – Rates of Pay</p> <p>_____</p> <p>Chair</p> <p>_____</p> <p>Secretariat</p> <p>Schedule A - Rate of Pay</p> <table><tr><th></th><th>Step 1</th><th>Step 2</th><th>Step 3</th><th>Step 4</th><th>Step 5</th></tr><tr><td colspan="6">YLUPC</td></tr><tr><td>Planning Director</td><td>\$75,000</td><td>\$78,250</td><td>\$81,500</td><td>\$84,750</td><td>\$88,000</td></tr><tr><td>First Nation Policy & Planner Advisor</td><td>\$55,000</td><td>\$57,500</td><td>\$60,000</td><td>\$62,500</td><td>\$65,000</td></tr><tr><td>Planning Advisor & Information Technologist</td><td>\$68,000</td><td>\$69,750</td><td>\$71,500</td><td>\$73,250</td><td>\$75,000</td></tr><tr><td>Land Use Planner</td><td>\$58,000</td><td>\$60,500</td><td>\$63,000</td><td>\$65,500</td><td>\$68,000</td></tr><tr><td colspan="6">RLUPC</td></tr><tr><td>Senior Land Use Planner</td><td>\$70,000</td><td>\$72,000</td><td>\$74,000</td><td>\$76,000</td><td>\$78,000</td></tr><tr><td>GIS/Data Technician</td><td>\$ 48,000</td><td>\$ 51,500</td><td>\$55,000</td><td>\$58,500</td><td>\$62,000</td></tr><tr><td>Land Use Planner</td><td>\$58,000</td><td>\$60,500</td><td>\$63,000</td><td>\$65,500</td><td>\$68,000</td></tr><tr><td>Office Administrator</td><td>\$ 45,000</td><td>\$46,875</td><td>\$48,750</td><td>\$50,625</td><td>\$52,500</td></tr></table> <p>The Council acknowledged the Schedule A – Rate of Pay Table, it was in the package for the information purposes.</p> <p>A Motion was passed at the Chair’s Meeting on July 10, 2007 accepting the pay scales for the job positions listed; YLUPC, NYPC & the PWPC Chair’s were present.</p> <p>Changes to the staff salary occurred on the payroll at the end of July, it included the addition of a ‘Cost of Living Allowance’, and was retroactive to April 1, 2007.</p>		Step 1	Step 2	Step 3	Step 4	Step 5	YLUPC						Planning Director	\$75,000	\$78,250	\$81,500	\$84,750	\$88,000	First Nation Policy & Planner Advisor	\$55,000	\$57,500	\$60,000	\$62,500	\$65,000	Planning Advisor & Information Technologist	\$68,000	\$69,750	\$71,500	\$73,250	\$75,000	Land Use Planner	\$58,000	\$60,500	\$63,000	\$65,500	\$68,000	RLUPC						Senior Land Use Planner	\$70,000	\$72,000	\$74,000	\$76,000	\$78,000	GIS/Data Technician	\$ 48,000	\$ 51,500	\$55,000	\$58,500	\$62,000	Land Use Planner	\$58,000	\$60,500	\$63,000	\$65,500	\$68,000	Office Administrator	\$ 45,000	\$46,875	\$48,750	\$50,625	\$52,500	
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Agenda Item 5.6 – Albert Peter: Recognition and Thank-you	
Comment	Action Items
Albert Peter's nomination to the YLUPC expires on August 28, 2007. He will complete an exit survey with Gaye Hanson and YLUPC will host a going away lunch for him on that day.	YLUPC: Host luncheon for Albert on day he completes an Exit Survey STATUS: Done

Agenda Item 6.0: Council's Schedule

Doug Phillips will be away from September 21, 2007 to October 21, 2007.

YLUPC will attend the Tr'ondek Hwech'in General Assembly scheduled for October.

Agenda Item 7.0: Finance:**Comment**

YLUPC Variance Report was acknowledged by the Council

The Lease for our office space is due for renewal on October 15, 2007. At our September board meeting, we will discuss the options of moving or renewing our lease with Davos Holdings Ltd. **(A)**

Action Items

YLUPC: Research options for Leasing in Whse.

STATUS: Done

Agenda Item 8.0: Correspondence:**Comment**

In a letter to Jim Prentice – Minister for Indian & Northern Affairs Canada and to Premier Dennis Fentie – Yukon; Chief Massie of the Ta'an Kwach'in Council requested land use planning in their traditional territory. Both responses directed Chief Massie to make their request for land use planning to the YLUPC. To date, YLUPC has not received a letter. YLUPC will draft a letter to Chief Massie. **(A)**

Action Items

YLUPC: Send letter to Chief Massie.

STATUS: Done

Agenda Item 9.0: IN Camera**Comment****MOTION #11:**

The Yukon Land Use Planning Council approved the extension of Shawn Francis, Senior Land Use Planner for the North Yukon Planning Commission Employment Agreement to December 31, 2007.

Moved: Ian Robertson

2nd Albert Peter

All in Favour

Action Items

YLUPC: Signed Contract with SF

STATUS: Done

Meeting adjourned at 12:00 - Noon

The Next YLUPC Meeting will be September 17, 2007 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – June 14, 2007 – 07/08 - #02

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

September 17, 2007

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

07/08 - #04

In Attendance			
<u>Yukon Land Use Planning Council (YLUPC)</u> Doug Phillips – Chair Steven Buyck – Member Ian Robertson – Member	<u>YLUPC Staff</u> Ron Cruikshank – Planning Director Rhoda Merkel - Administrator Brian Johnston – PWPC Shawn Francis – NYPC Jeff Hamm - YLUPC	<u>Yukon Government (YG)</u> Tim Sellars – EMR Staff Jennifer Meurer – EMR Staff Jim Bell – EMR Staff John Spicer – EMR Manager Ed van Randen– EMR Staff	<u>Delegate/Guest:</u> Cathy Constable- YG <u>NYPC:</u> Dave Brekke

(A) = Action Items

Agenda Item 1: Agenda	
Comment	Action Items
MOTION # 1: To accept the Agenda for the September 17, 2007 YLUPC Regular Board Meeting with the following: Addition: 9.0 - In Camera Session: Assign an Acting Chair Conflict of Interest - overview for new Council member Moved: Ian Robertson 2 nd Steven Buyck All In Favour – Carried	

Agenda Item 2: Review Minutes	
Comment	Action Items
2.1 Minutes from August 3, 2007 – 07/08 - #03 – YLUPC Regular Board Meeting MOTION # 2: To approve the August 3, 2007 – 07/08 - #03 Minutes. Moved: Ian Robertson 2 nd Steven Buyck All In Favour – Carried	

Agenda Item 3.0: Delegates: Cathy Constable – Director, Land Claim & Self Government Implementation Land Claim & Implementation Secretariat	
Comment	Action Items
<p>Ron introduced Cathy Constable to the Council. Cathy is a Director with the Land Claim & Self Government Implementation Secretariat. The Final Agreement Parties, through Implementation Review Group (IRG), is reviewing the implementation of the Yukon First Nation Land Claims process. The YLUPC had provided Cathy with a list of questions, which were included in the Council's meeting package.</p> <p>She told the Council; the IRG's work is finished. A report called, "<i>Yukon First Nation Final and Self-Government Agreement implementation Reviews</i>", will shortly be forwarded to the new Canadian Minister of Indian Affairs and Northern Development and the other Final Agreement Parties for review. She could not provide the Council with any details of the report because it has not been formally transmitted to the Parties yet. The current First Nation financial agreement expires in March 2009. The IRG report will inform the Parties as they prepare to develop their mandates for negotiation of new implementation arrangements due to be in effect by April 1, 2009. The report is a public document, and once transmitted to the Parties, will be available for the YLUPC to read.</p> <p>Although she could not specify the amount, she did say the report indicated more funding will be required to implement the land use planning chapter. The IRG did their calculations based on planning for all eight Yukon planning regions. The report also recommends that only three regions should be in the planning process at one time. Until the new implementation arrangements have been negotiated and come into effect, the funding for the Council & Commission is status quo. Currently, an assessment of how much money should be allocated to land use planning is being done annually, when the YG negotiates its board and council funding arrangement with Canada. With respect to Canada's funding to the Yukon government for its implementation responsibilities, Deputy Ministers makes the final decision on how the money the YG receives to implement land claims is spent.</p> <p>The Council asked if changes could be made to the report. Cathy C said it's too late to make changes to the report per se, but if the Council would like to continue to share information with the Parties they could forward their comments to the Implementation Working Group. The changes would have to be forwarded to them soon, not next spring. Cathy C said the YLUPC may not agree with all the comments in the report, however, it represents consensus among the IRG representative for all Parties involved in the review.</p> <p>The Council thanked Cathy Constable for providing them with this update.</p>	<p>YLUPC: Get Report</p> <p>Status: Done</p>

Agenda Item 4.0: Director's Report

Comment	Action Items
<p><u>Data Atlas:</u> Jeff Hamm gave a presentation in Yellowknife at the IPY – GeoNorth Conference on August 20-24, 2007. Natural Resource Canada paid for his travel expenses. His presentation was well received and innovative. The Council asked for Jeff's presentation notes to be circulated.</p> <p><u>Media Training Session:</u> A communication/media training session is planned with Gaye Hansen.</p> <p>MOTION # 4: To approve the September 17, 2007 Director's Report. Moved: Ian Robertson 2nd Steven Buyck All In Favour – Carried</p>	<p>YLUPC: Circulate Jeff's presentation notes from GeoNorth conference.</p> <p>STATUS: Done</p>

Agenda Item 5.0: Unfinished Business**Agenda Item 5.1- North Yukon Planning Commission (NYPC)**

Comment	Action Items
<p>Ron Cruikshank and Shawn Francis provided the Council with an update for the NYPC.</p> <p>The NYPC submitted the North Yukon draft land use plan to the Parties for review in May & July. Both the Senior Liaison Committee (SLC) comments on the draft plan and the NYPC response letter back to the YG regarding their comments were in the Council's board package. NY proposed to hold public consultation in November and December 2007. The public consultation schedule includes Old Crow, Mayo, Whitehorse, Dawson and Fort McPherson. A detailed consultation schedule will be included in the Interim Report due in October. Before the public consultation occurs, the NYPC is trying to decide what to do about the interim land withdraw in their region and are considering specific items the Senior Liaison Committee (SLC) commented on.</p> <p>The media training workshop will assist with developing a series of common messages to be used, by the Council and Commissions and the YG, when media calls for interviews.</p> <p>The NYPC will run out of money at the end of October or November. The Council acknowledged the Commissions need for a funding commitment.</p> <p>The Council asked if there was an implementation plan developed for inclusion in the draft plan. Shawn F said they have prepared a proposal containing the Commissions perspective of what they will be doing after the plan, including annual tracking. Shawn acknowledged that it was a proposal and not formally agreed to by the Parties. The Council would like to see an Implementation Plan that measures performance.</p>	<p>YLUPC: Create a series of common media messages for next board package.</p> <p>STATUS: In progress</p>

Agenda Item 5.1- North Yukon Planning Commission (NYPC)

Comment	Action Items
<p>The Council asked if the Gwitchin translation was completed. Shawn F responded it was not possible to complete until NYPC hears back from the Parties.</p> <p>Seeing the completion and approval of a land use plan is the Council's goal. Other First Nations have requested land use planning but are waiting for the NYPC to finish.</p> <p>The Council wanted to know why the NYPC forwarded the draft workplan & budget to the YG for review before the Council saw it. It is the Council's role to forward workplans & budget to the YG after they have been reviewed and approved by them. Shawn F said we are working with the Technical Working Group (TWG) members to help establish timelines and consultation sessions. Once this 1st pass is complete, we will be making a formal submission to Council and Parties.</p> <p>Dave Brekke said the Commission would like clarity regarding their role. There is "fuzziness" in the current process. He said, when the NYPC was formed the relationship with the Council was very different. He pointed out that the NYPC staff is putting in many overtime hours. They are spending too long on human resource issues and in the end come up with the same answers. Administrative issues are taking away from the time they would spend working on land use planning. The NYPC staff helped to establish the PWPC, this took time. The NYPC is completing the first land use plan in the Yukon's land use planning process, everyone wants a good job. Giving people ownership of the plan and maintaining relationships takes time. The Commission is very proud of the work being done by the NY planning staff.</p> <p>The Council acknowledged it did take time to complete the review of staff salaries, but, a thorough review was a necessary approach to ensure fairness. The Council is concerned that the timelines for the completion of the NY land use plan are being missed, causing the Commission to be frustrated, so they have now decided to bypass the YLUPC and go directly to the YG for workplan & budget approvals. Council is also concerned about motions passed at the last NYPC board meeting committing to the extension of staff employment agreements to the end of March 2008. This motion was passed without the assurance there would be approval for the funds to pay the staff and without consultation with both the Council and the Parties. Ultimately the Council is responsible for accounting for how land use planning funding is spent. Council is answerable to the Auditor General of Canada.</p> <p>John Spicer said YG's technical working group has been working with Shawn F to help establish timelines. The formal budget and workplan is due in October 2007. The YG would like to finish the consultation stage in the next 3rd & 4th quarter of 2007-2008.</p>	

Agenda Item 5.2: Peel Watershed Planning Commission	
Comment	Action Items
<p>Brian Johnston, Peel Senior Land Use Planner provided the Council with the Peel Watershed Planning Commission update</p> <p>The Peel staff has been coordinating the production of the resource assessment reports (RA). Additional staff resources will need to be found if the RA reports are to be completed by Christmas. A technical writer will need to be hired to assist with the projects. Brian J said a new schedule will be provided to the Council at their next board meeting. The Council suggested the PWPC send a letter to the Council requesting a technical writer. Ron C & Brian J will document the Peel's workplan needs for the next Council meeting. The Council asked if there was a RA template done; Brian J said they are developing a template.</p>	<p>YLUPC: Ron C & Brian J will develop a new RA timeline schedule including what resources the Council could provide for next board meeting.</p> <p>Status: Done</p>

Agenda Item 5.3: Dawson Regional Planning Commission	
Comment	Action Items
<p>The General Terms of Reference (GTOR) for the Dawson Regional Planning Commission is close to completion. Jeff Hamm completed a map outlining the planning boundary. We still need to gain support from First Nation of Na-cho Nyak Dun (NND) regarding the overlap agreement between TH & NND. The NYPC & PWPC Senior Planners provided their input on the Dawson office space proposal and the Council discussed the options. They emphasized that the commission and senior planner relations are invaluable at the beginning or establishment of the planning process. It was decided Doug Phillips would contact the TH Chief Darren Taylor regarding the Dawson Office Space issue.</p> <p>YLUPC has been asked to make a presentation at the Tr'ondek Hwech'in General Assembly on October 13, 2007 in Dawson City, Yukon. The YLUPC Chairs is out of town, so Ron C will make the presentation on behalf of the Council.</p>	<p>YLUPC: Clarify NND position. Status: Letter sent</p> <p>YLUPC: Doug Phillips call TH Chief RE: office in Dawson Status:</p> <p>YLUPC: Ron to present at TH - GA Status: Done</p>

Agenda Item 5.4: From Claim to Plan – A Guide for Producing Regional Plans in the Yukon	
Comment	Action Items
<p>For the next three months, YLUPC staff will be using a B.C. model to create a commission level source book. The document will be approximately forty pages of planning related information ready for review in December. The book will focus on regional planning and not on the administration of a public board. A production schedule, a table of contents and examples of writing styles will be in the Board package for the next YLUPC meeting.</p>	<p>YLUPC: RLUPC level Source Book by Christmas. Status:In progress</p> <p>YLUPC: Progress work chart for next board meeting. Status: Not Done</p>

Agenda Item 5.5 – Lessons Learned From Regional Planning Process

Comment	Action Items
Two meetings, including the staff of YLUPC & YG, have occurred regarding the 'lessons learning in the planning process'. A draft internal document is being developed. We have not engaged the two commissions because they are busy doing land use planning.	YLUPC: Developing lessons learned document STATUS: Draft completed

Agenda Item 5.6 – Data Atlas

Comment	Action Items
YLUCP has received all the outstanding funding from 2006/2007. Jeff has been traveling to conferences to give presentations on the Yukon Data Atlas. The information has been very well received. Additional funding may be available.	

Agenda Item 6.0: Council's Schedule

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Agenda Item 7.0: Finance:

Comment	Action Items
<u>Options for Leasing Office Space:</u> The YLUPC office space lease expires on October 31, 2007. The landlord, Davos Holdings LTD, has offered us a 36 month lease at 19 dollars, gross, per square foot; Council agreed to renew the lease. The office space is in need of maintenance; a list of in-house improvements will be made and requested as conditions to renewing the lease. The lease offers two parking spaces in the back of the building; more parking has been negotiated in an adjacent lot for an extra, separate fee.	YLUPC: present office space lease at next board meeting STATUS: Done

Agenda Item 8.0: Correspondence:

Comment	Action Items
The Correspondence was acknowledged.	

Agenda Item 9.0: IN Camera

Comment	Action Items
<p><u>Acting Chair:</u> YLUPC members appointed Ian D. Robertson as acting chair in the absence of YLUPC chair, Doug Phillips.</p> <p><u>Conflict of Interest:</u> The Council reviewed possible conflict of interest scenarios for information only purposes.</p> <p><u>Roles & Responsibility Letter from Peel Watershed Planning Commission:</u> Ian Robertson & Brian Johnston will meet privately to discuss this.</p> <p><u>Sam Skinner Salary Adjustment:</u> A new salary will be negotiated with Sam S when his current employment agreement is finished on March 31, 2008. The Council recommended putting Sam S into a position currently listed on the pay scale in his new April 1, 2008 employment agreement.</p> <p><u>NYPC – Human Resource Related Motion:</u> <u>MOTION # Staff Contract Extension:</u> YLUPC will send a letter to the commissions expressing concern over the implications the motions passed at NYPC Meeting # 15 held September 8, 2007. The commission has not secured funding to meet the payment commitment indicated in the motion associated with Agenda Item 4.2 or the payment commit indicated in the motion associated with Agenda Item 4.3. Also, Agenda Item 4.3 related to work completed in the previous fiscal year.</p>	<p>YLUPC: STATUS:</p>

Meeting adjourned at 4:30 p.m. – Noon

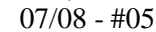
The Next YLUPC Meeting will be October 24, 2007 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – September 17, 2007 – 07/08 - #04

Chair

YLUPC Secretariat

Date:



Agenda Item 3.0: Delegates:

Comment	Action Items
Yukon Government staff introduced Lyle Dinn to the Council. Lyle has been hired for a year to replace Jim Bell. Lyle has a forestry planning experience and has had success in public planning & approval.	

Agenda Item 4.0: Director's Report

Comment	Action Items
<p><u>Data Atlas:</u> A delegate from Russia has asked to come to the Yukon in November to work on the Data Atlas with Jeff at a cost of three days of Jeff's time.</p> <p><u>Media Training Session:</u> A communication/media training session with Gaye Hansen was held in October at the Westmark, Whse. All the YLUPC staff attended the session, with the exception of Kathleen Zimmer who was out of town. PWPC members who participated: Albert Genier, Chair; NYPC members who participated: N/A</p> <p><u>Other Comments:</u> The Council asked for conference reports from all staff who attend conferences and meetings like the Technical Working Groups (TWG) meeting. The Council also asked for the briefing notes, provided to them in their meeting package, to include: 1. whether or not the Commissions are on time and on budget, and 2. concisely outline issues which require the Council's help. (A)</p> <p>MOTION # 4: To approve the October 24, 2007 Director's Report. Moved: Ian Robertson 2nd Steven Buyck All In Favour – Carried</p>	<p>Did not come</p> <p>YLUPC: Prepare briefing notes to include details listed</p> <p>STATUS: done</p>

Agenda Item 5.0: Unfinished Business**Agenda Item 5.1- North Yukon Planning Commission (NYPC)**

Comment	Action Items
<p><u>Outcome of Senior Liaison Meeting</u> Doug Phillips participated, by phone, in two Senior Liaison Committee (SLC) meetings; the committee agreed March 31, 2007 would be the final date for the completion of the North Yukon Land Use Plan.</p> <p><u>North Yukon Planning Commission Draft Plan Release</u> The NYPC Draft Plan will be released to the public on November 5, 2007 in Old Crow. Ron Cruikshank will attend on the Council's behalf.</p>	

Agenda Item 5.1- North Yukon Planning Commission (NYPC)

Comment	Action Items
<p>The plan summary document will be used during the consultation events scheduled in Old Crow, Mayo, Dawson, Fort McPherson and Whitehorse in November and December. The draft plan is also being distributed through the mail and the website. Stakeholders have until January 15, 2008 to submit their comments. The Council suggested setting a deadline date of December 15, 2007 for bigger issue comments. YLUPC & the YG staff are using the January 15 date as the completion date for a draft implementation strategy. The Council asked the YG, if the plan was submitted to the YG by March 31, 2008, when the plan would be approved?</p> <p><u>Common Media Message:</u> Since the NYPC did not attend the media workshop, the Council hopes the media message spoke publicly by all the Parties is rehearsed with a clear concise message. The Council suggested the Commission brief the three government caucuses (NDP, Yukon Party & Liberals). Ed V – YG asked, as a courtesy, for the commission to refer questions to the right Party, i.e. don't answer for the YG.</p> <p><u>NYPC Interim Report</u> The Council will request funding for the NYPC up to March 31, 2008; a contingency plan will need to be developed if their land use plan is not completed by then.</p> <p>The Council placed the hiring a writer by Christmas as the highest work plan priority; the Council staff will take the lead role to ensue one is found. (A)</p> <p>YLUPC will write to the YG to request the use of the government's commercial printer to print the NY land use plan at the expense to the YG.</p> <p>Concerns to be addressed in the interim report letter or a letter addressed to the NYPC include: (A) Printing costs; Commission member participation in presenting the plan to communities; editorial; Gwitchin translation; contingency consultation schedule, link to website, Major issues by December 15/07, Final comments by January 15/08, plan material sent to communities in advance of the community consolation, Christmas holiday concerns.</p>	<p>YLUPC: Hire an Editor for NY plan by Christmas</p> <p>STATUS: Not Done – Project outline being developed</p> <p>YLUPC: Write letters to: YG/Interim Report & NYPC addressing the issues listed in the minutes.</p> <p>STATUS: Done</p>

Agenda Item 5.2: Peel Watershed Planning Commission

Comment	Action Items
<p><u>PWPC Appointment Delay</u></p>	<p>YLUPC: Ensure PWPC Members are</p>

Agenda Item 5.2: Peel Watershed Planning Commission

Comment	Action Items
<p>Ed V – YG updated the Council on the status of the Peel commission re-appointments. He said the YG has received the outstanding consensus letters from the affected First Nations, and the reappointment letters were forwarded to cabinet for approval. The Council wanted Ed V – YG to express to the YG-Minister YLUPC's unhappiness about the PWPC re-appointment delays; the delay caused friction between the Council & Commissions. The PWPC Chair asked YLUPC Chair what YLUPC was doing about the getting the PWPC's appointments processed quicker. Ray Hayes is the newly appointed commission member replacing Sam Wallingham; the reappointed Peel Commission members are Marvin Frost (VGFN); Steve Taylor(TH); Albert Genier (NND); Peter Kaye (GTC); and Dave Loeks (YG) . (A)</p> <p><u>PWPC Oil & Gas Disposition Response</u> The PWPC letter to the YG could have been clearer about recommending specific areas to be removed from the Oil & Gas Disposition.</p> <p><u>PWPC Interim Report</u> The Council discussed the time frames for the completion of the Resource Assessment Reports. Doug Phillips asked Ron to send him an email about what information is lacking and when and from whom they were due so he can call the Premier to get help. (A) EMR staff could assist the commission with getting the information from other YG departments if information requests the commission makes to other YG departments were copied to the EMR department. The Council asked Ron to forward the YG request to the PWPC. (A). An information gathering protocol and policy should be added to the lessons learned documentation and to the source book.</p> <p>PWPC Interim Report (pg. 7) suggests reclassifying the Planning Analyst Position to a Land Use Planner Position. We will discuss this issue in Camera, but, let it be noted, the Council would like to see everyone on the pay scale eventually.</p> <p>PWPC Interim Report (pg 8) The Council asked how the PWPC could be doing scenarios when the RAR are not completed. Revisions will need to be made to the PWPC workplan because the critical path is unrealistic. The Council asked what resources were needed to ensure the PWPC land use plan remains on schedule.</p>	<p>reappointed quickly.</p> <p>Status:</p> <p>YLUPC: RON: Send Doug Phillips an email about outstanding Peel information</p> <p>STATUS: Not Done</p> <p>YLUPC: PWPC Review workplans in Interim Report – RE: critical path</p> <p>STATUS: Done</p> <p>YLUPC: What resources does the PWPC need?</p> <p>STATUS: done</p>

Agenda Item 5.3: Dawson Regional Planning Commission (DRPC)

Comment	Action Items
<p>The Council received a letter from the First Nation of Na-cho Nyäk Dun confirming support for the proposed Dawson Regional Planning boundary. This finalizes one outstanding issue. The location of the planning office is still unresolved. (A)</p> <p>Pre-commission establishment preparation work done is being done for the Dawson Region. The DRPC is</p>	<p>YLUPC: Finalize location of DRPC – Doug P call TH Chief Darren Taylor</p> <p>Status: Not Done</p>

Agenda Item 5.4: YLUPC Interim Report

Agenda Item 5.5 – 10 Year Review: *Yukon First Nation Final and Self Government Agreement Implementation Reviews*

Page 5 of 7

Agenda Item 9.0: IN Camera

Comment	Action Items
<p>Council does not approve the salary range proposed for the Senior Planner.</p> <p>The Yukon Land Use Planning Council agrees to extend the current January 1st, 2005 to June 30th, 2006 (Extended to December 31, 2007) Employment Agreement with Shawn Francis – NY Senior Planner LUP to March 31, 2008.</p> <p>The Yukon Land Use Planning Council agrees to extend the current April 1st, 2005 to October 31st, 2007 Employment Agreement and Secondment Agreement with Kathleen Zimmer as an Office Administrator to March 31, 2008.</p> <p>The Yukon Land Use Planning Council agrees to extend the current May 1st, 2005 to October 31st, 2007 Employment Agreement and Secondment Agreement with Richard Vladars as a Geographic Information Systems Technician to March 31, 2008</p> <p>The Yukon Land Use Planning Council agrees to extend the current June 1, 2005 to October 31st, 2007 Employment Agreement and Secondment Agreement with John Ryder as a Land Use Planner to March 31, 2008.</p> <p>Moved: Ian D. Robertson 2nd Steven Buyck All In Favour – Carried</p> <p>MOTION # 9: To approved and recommended PWPC's Interim Report (totaling \$328,065 and due November 1, 2007) for submission to the Yukon Government.</p> <p>Moved: Ian Robertson 2nd Steven Buyck All In Favour – Carried</p> <p>MOTION # 10 : The Yukon Land Use Planning Council agrees to extend the current November 2, 2003 to November 1, 2007 Employment Agreement with Jeff Hamm as a Planning & Information Advisor to March 31, 2008</p> <p>Moved: Ian D. Robertson 2nd Steven Buyck All In Favor – Carried</p> <p>MOTION # 11: The Yukon Land Use Planning Council agrees to extend the current May 1, 2005 to October 31, 2007 Employment Agreement with Ronald Cruikshank as a Planning Director to March 31, 2008.</p> <p>Moved: Ian D. Robertson 2nd Steven Buyck All In Favour – Carried</p>	
<p>Meeting adjourned at 3:30 p.m.</p> <p>The Next YLUPC Meeting will be December 10, 2007 at 9 a.m. at the YLUPC office.</p> <p>Approval of Regular Board Meeting Minutes – October 24, 2007 – 07/08 - #05</p> <p>_____ Chair</p> <p>_____ YLUPC Secretariat</p> <p>_____ Date:</p>	

Agenda Item 3.0: Delegates: Cathy Constable – Director, Land Claims & Self-Government Implementation - YG John Spicer - Director, Corporate Policy & Land Claims - YG	
Comment	Action Items
<p>Cathy & John wished the Council & YLUPC Staff a Merry Christmas. They are at the Council meeting to discuss situations arising over the past year.</p> <p>Council Role:</p> <p>YG said their sense is the Council has a good idea of what needs to be done to implement Chapter 11 UFA. But, the interpretation of the Chapter 11 in the North Yukon Draft Land Use Plan is not supported by the UFA. The perspective presented is '<i>a how the world should be rather than how the world is</i>' point of view. The NY Plan was an expensive model; the Commission sees their role as ongoing. Canada has agreed to provide 7.4 million dollars for planning the use of the land in the Yukon; there is no guarantee that this is going to change. Future commissions need to adopt a less expensive planning model. The Commission is not hearing YG comments. The YG has sent the NYPC letters which the Commission has not responded to. We need open communication with one another.</p> <p>The Council said they were experiencing the same frustration as the YG regarding the interpretation of the UFA and the Council welcomes stronger direction as to what we can do and what we can't do. (A) The Council is managing the budget and the time lines, not the writing of the land use plan. The Council has said they want to work with the Parties; we do not want an unapproved land use plan. We acknowledge funding for implementation has not been allotted. The Commissions look to the Council for direction and blame the Council when there is a breakdown in the system; for example, when YG did not reappoint the Peel Commission members on time, this created friction between the Council and Commission. Our roles need to be clarified.</p> <p>The YG said, "there is no one place where the buck stops in this process". We are tiptoeing around, steering without holding the hammer, rather than attempting to speak with one voice using the Implementation Review Group (IRG). What the role of the Commissions post-plan development is not addressed in the Agreements or IPs. The symptoms from not sorting out expectations are seen in budget planning, staffing, products received by the YG and in the misinterpretation of the UFA.</p> <p>The Council asked whose role it was to explain the interpretation of the UFA to the NYPC. In the past, the Council has asked the YG to support them, in writing, with financial budgeting decisions. The YLUPC is responsible for the Financial Administration of the 7.4 million dollars for land use planning. The Commissions are accountable to YLUPC for their workplan & budget and to complete a land use plan; but, the Terms of Reference (TOR) was signed by all the Parties.</p> <p>The YG & YLUPC staff will go back to their offices and make a list of duties they think they are responsible for and any questions they have regarding their roles. YLUPC (Ron C) and the YG (Cathy C and John S) will meet in January 2008 to discuss how to accomplish a "reality check" that includes addressing the roles & responsibilities of the YLUPC, the regional commissions, the affected First Nations, CYFN and the YG. Ron will also ask the Commissions for their input.</p>	<p>YG: provide interpretation direction to YLUPC regarding UFA</p> <p>STATUS: Ongoing</p> <p>YLUPC & YG: Meeting regarding Roles & Responsibilities in January 2008</p> <p>STATUS: Ongoing</p> <p>YLUPC: Ask Commissions for their input regarding roles & responsibilities</p> <p>STATUS: Not done yet</p>

Agenda Item 3.0: Delegates: Cathy Constable – Director, Land Claims & Self-Government Implementation - YG John Spicer - Director, Corporate Policy & Land Claims - YG	
Comment	Action Items
<p><u>December 12, 2007 YG letter to YLUPC: RE: YLUPC 2006/ 07 Annual Report</u> The Council reviewed the letter with YG staff; Ron will write a response letter to the YG. (A)</p> <p>The YG asked for more detail of expenditures on the Audited Financial Statements. YLUPC will forward the request to MacKay LLP, our accountant. (A)</p>	<p>YLUPC: Send letter to YG – RE: Annual Report Status: Done</p> <p>YLUPC: Send letter to Mackay LLP requesting more details in expenditures on audited financial statements Status: In March</p>

Agenda Item 4.0: Director's Report	
Comment	Action Items
<p><u>Geoscience Forum:</u> Gerald Isaac wrote a conference report. The report suggested YLUPC become more involved with mineral interests.</p> <p>MOTION # 4: To approve the December 17, 2007 Director's Report.</p> <p>Moved: Ian Robertson 2nd Steven Buyck All In Favour – Carried</p>	

Agenda Item 5.0: Unfinished Business

Agenda Item 5.1- North Yukon Planning Commission (NYPC)	
Comment	Action Items
<p><u>2007/2008 Work Plan Status</u> A chart outlining the North Yukon's workplan status is included in the Council's board package.</p> <p><u>Consultation of the Draft Plan</u> Shawn Francis just completed a very intensive successful consultation schedule. Shawn told the Council the number one question was what the ongoing role of the Commission was going to be; and next, what YESAB's role was going to be.</p>	<p>YLUPC: Develop transition strategy for NYPC for April 1, 2008</p> <p>STATUS: NYPC workplan done</p>

Agenda Item 5.1- North Yukon Planning Commission (NYPC)

Comment	Action Items
<p><u>Preparation of a Transition Strategy for April 1, 2008</u> A transition strategy for the information and administration strategy will need to be prepared and ready to set in motion on April 1, 2008. (A) Jeff Hamm described Council's current strategy for managing regional planning data is ensuring information produced by the Commissions is accessible to the public. Jeff indicated that consolidating and documenting the North Yukon's regional database is a significant part of his current work plan. Council supported for Jeff's initiative, but acknowledged the maintenance of a 'regional database' will require strong support from Yukon Government. Council asked YLUPC staff to engage the Parties in further discussion about Council/Party roles in maintaining the regional database. (A)</p>	<p>YLUPC: Make presentation to YG: RE: information storage.</p> <p>STATUS: Not done</p>

Agenda Item 5.2: Peel Watershed Planning Commission

Comment	Action Items
<p><u>2007/2008 Work Plan Status</u> The Peel is struggling with data collection; the YG & the Commission are working together to sort this out. The Council suggested using the GANT Chart to manage a critical path. (A) The Peel has focused on conservation information for one year and three months because there are no Special Management Areas in the Peel region. The Commission is doing the work that is similar to the Yukon Protected Area Strategy (YPAS). The PWPC need to determine where the special management areas will be based on biological conservation and other methods. The information in the Peel region is more sensitive, agreements are being signed before information sharing can occur. The conservation information and economic development assessments will comprise the resource assessment reports.</p> <p>The Council discussed a letter written, upon direction from the PWPC, to YESAB regarding the use of the wind river trail by a mining company. The NYPC chose not respond to YESAB applications. The Council requested a letter be sent to the PWPC to remind them that, according to the UFA, development can proceed during the land use planning process. (A)</p> <p>Steven Buyck wanted it noted in the minutes that he declared a possible conflict of interest regarding Peel issues but the Council determined he was not.</p> <p><u>Orientation of New Peel Commission Member: Ray Hayes</u> Ray Hayes introduced himself to the office staff. Doug Phillips and Ray have also met</p>	<p>YLUPC: Use GANT chart - PWPC STATUS: Done in Workplan</p> <p>YLUPC: Send letter to the PWPC</p> <p>STATUS: Done</p>

Agenda Item 5.3: Dawson Regional Planning Commission (DRPC)

Comment	Action Items
<p><u>Terms of Reference (TOR) Recommendation</u></p> <p>Ron Cruikshank spoke to Vuntut Gwitchin First Nation (VGFN) Deputy Chief Roger Kyikavichic while he was in Old Crow attending NY's Draft Land Use Plan début. Ron asked the VGFN Deputy Chief for a letter from VGFN verifying their support of the Dawson boundary. VGFN Chief Joe Linklater has assumed complete responsibility for the DRPC file and will provide an answer on behalf of VGFN, after he meets with his Council. The YLUP Council would like a letter written to Tr'ondek Hwëch'in (TH) Chief, Darren Taylor, (cc'd to VGFN) encouraging agreement on what the boundary will be between VGFN and TH. The Dawson boundary issue needs to be resolved before land use planning can occur in the Dawson region. (A)</p> <p>The Council reviewed the TOR. They would like a tighter agreement and the wiggle words like 'may be' and open ended phrases to be taken out or reworded. Their general opinion was the TOR did not have enough clarity. The Council would also like to see the Flexible Transfer Agreement revised and the addition of the Council's role of establishing employee wages. They would also like the DRPC to use a project management software tool.</p>	<p>YLUPC: Write letter to TH – RE: Dawson Boundary</p> <p>Status: done</p> <p>YLUPC: Reword TOR</p> <p>Status: Ongoing</p>

Agenda Item 5.4: Information Management Planning for Regional Planning in the Yukon

Comment	Action Items
<p>A presentation was given to the Council by Jeff Hamm about data management concepts for regional plan implementation. He stressed the importance of maintaining the integrity of the regional planning database in support of plan monitoring and plan review. Jeff outlined the data management support Council provides to regional commissions, including documentation, analysis and distribution. A proposal has been submitted to GeoConnections (NRCan) for additional funding to document and publish regional planning data in the Yukon Planning Atlas. Council concurred that sustainable management of regional planning data is within Council's mandate, but suggested further discussion is needed with Yukon Government to ensure their support and avoid duplication of effort.</p>	

Agenda Item 5.5 – Yukon Regional Planning Sourcebook for Commission Members

Comment	Action Items
<p><u>Table of Contents: Progress to date</u></p> <p>Derrick Hynes has been hired to write the commission members source book. Ron Cruikshank showed the Council a model or example of what YLUPC is trying to produce. The commission member source book is an avenue for the Council to explain roles and responsibilities, clearly and strongly. The project should be completed in February 2008. More information will be included in the next Council meeting package.</p>	<p>YLUPC: Add more information to next Council package – Source Book.</p> <p>STATUS: Done</p>

Agenda Item 6.0: Council's Schedule

Doug Phillips will be out of the Yukon until February 4, 2008

MOTION # 5:

To appoint Ian Robertson to the position of Acting Chair of the Yukon Land Use Planning Council for the duration of: December 22, 2007 to February 4, 2008.

Moved: Steven Buyck

2nd Doug Phillips

All In Favour – Carried

Agenda Item 7.0: Finance:**Comment****Action Items****MOTION # 6:**

The Council approves the following signatories to CIBC Bank Account # 80 – 90 29312: Doug Phillips, Ian Robertson, Steven Buyck, Ron Cruikshank and Rhoda Merkel.

Moved: Ian Robertson

2nd Steven Buyck

All In Favour – Carried

Forms are at CIBC waiting for the Council members signatures.

Agenda Item 8.0: Correspondence:**Comment****Action Items**

The Correspondence was acknowledged.

Agenda Item 9.0: IN Camera**Comment****Action Items**Flexible Transfer Payment Agreement Monitoring

The Council examined motions passed by the Peel & North Yukon Commissions which indicated that seconded staff had been paid beyond their employment agreements. The Council requested that the Director obtain documentation regarding these payments to understand what exactly had transpired. The Council believed the payments were in violation of the agreements we have with the Commission and with the staff. The Director was instructed to pursue reimburse from the staff.

PWPC Senior Planner Contract Extension**MOTION # 7:**

Effective November 1, 2007 to March 31, 2008 the Council Agrees to pay Brian Johnston – Peel Watershed Senior Land Use Planner according to Step 3 of his salary range.

Moved: Ian Robertson

2nd Steven Buyck

All In Favour – Carried

YLUPC:

STATUS:

Agenda Item 9.0: IN Camera

Comment	Action Items
<p><u>YLUPC Planning Advisor/Info Tech position</u></p> <p>MOTION # 8: The Yukon Land Use Planning Council agrees to enter into an employment agreement with Jeff Hamm for the position of Senior Planner for the Yukon Land Use Planning Council (redefined position and new job description) and will be remunerated according to Step 5 of his salary range. The employment agreement will be effective November 1, 2007 to July 31, 2009.</p> <p>Moved: Ian Robertson 2nd Steven Buyck All In Favour – Carried</p>	

Meeting adjourned at 2:30 p.m.

The Next YLUPC Meeting will be Monday, February 11, 2008 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – December 17, 2007 – 07/08 - #06

Chair_____
YLUPC Secretariat_____
Date:

Agenda Item 3.0: Delegates: John Spicer - Director, Corporate Policy & Land Claims – YG

Comment	Action Items
<p>Angus Robertson, Deputy Minister of EMR - YG sent a letter to Carcross/Tagish First Nations (CTFN) and Teslin Tlingit Council (TTC) regarding the re-establishment of the land use planning process in their region; the letter is cc'd the YLUPC. TTC expressed their desire to see the land use planning process re-established in their region during the community tour hosted & attended by the Yukon Premier: Dennis Fentie. The YG endorsed YLUPC's position to establish the Greater Dakh Ka Region. The letter suggests CTFN & the TTC contact John Spicer – YG to schedule a meeting with YLUPC & the YG to discuss the issue in more detail.</p>	<p>YG/YLUPC: attend a meeting with CTFN & TTC RE: Establishing Greater Dakh Ka Region. Status:</p>

Agenda Item 4.0: Director's Report

Comment	Action Items
<p>The items on the Directors report are covered on the agenda.</p>	

Agenda Item 5.0: Unfinished Business**Agenda Item 5.1- North Yukon Planning Commission (NYPC)**

Comment	Action Items
<p><u>2007/2008 Work Plan Status</u> The NYPC will need at least one more commission meeting in 08/09 to revise the Draft Plan. YLUPC can handle the NY administration and FTP obligations. Shawn Francis's employment agreement is completed on March 31, 2007; but, he may be available after March 31, 2007 on a 'contract for service' basis. In 08/09, the Commission will still exist - without a staff presence. The NYPC does not have to consult with VGFN regarding their workplan & budget. YLUPC Annual Budget will cover most of the NY budget expenses. John Spicer – will write the NYPC about their Workplan and budget. Where finding comes from needs to be clarified.</p> <p><u>Draft Plan Comments</u> Included in the Board Packages for information purpose.</p> <p><u>2008/2009 Workplan & Budget and Transition Strategy</u> The Council wanted to know if YLUPC will store the NY information in the future.</p>	<p>YLUPC: YLUPC will handle NY's administration in 08/09 STATUS YLUPC: YLUPC will pay for most of NY's expenses in 08/09 Where funding comes from needs to be clarified. STATUS:</p> <p>YLUPC/YG: will YLUPC store NY info in the future? STATUS:</p>

Agenda Item 5.2: Peel Watershed Planning Commission	
Comment	Action Items
<p><u>2007/2008 Work Plan Status – Resource Assessment Outline & 2008/2009 Annual Workplan & Budget</u></p> <p>The Commission has instructed the PWPC staff not to come to the Council meeting to discuss the details of their 2008/09 Annual Workplan & Budget. Consultation on Budget & Workplans is a mandatory step; so, the Council will call the PWPC Chair. The Council reviewed the Peel workplan & budget and instructed Ron to write a letter addressing the following questions and concerns:</p> <ol style="list-style-type: none"> 1. Plan Principles: should come before the scenarios 2. Conservation & Development Modeling: 2-1: do conservation modeling only and 2-2: develop modeling needs to be involved with scenario modeling too 2.3: conservation modeling needs to include development model. 3. Conflict map: Comparative Analysis of Conservation and Resource development perspective Build three scenarios – 1. conservation priority perspective 2. resource development perspective 3. balances perspective 1 & 2 4. September commission meeting should be selection of preferred scenarios based on August workshop event and used to write the draft plan by November 1, 2008. 5. If draft plan is released by November 1/08 we believe it is possible to have a recommended plan by March 31/09 6. Budget comments: YLUPC will pay ¼ of the cost for an administrator's full time employment Reduce GIS researcher salary and pay a contractor to do work Add money for Elders Honoraria <p><u>Orientation of New Peel Commission Member: Ray Hayes</u> A summary of the information given to Ray Hayes was provided to the Council.</p>	<p>YLUPC: YLUPC Chair to call PWPC Chair – RE: 08/09 workplan & budget STATUS:</p> <p>YLUPC: Send letter to the PWPC STATUS:</p>

Agenda Item 5.3: Dawson Regional Planning Commission (DRPC)	
Comment	Action Items
<p><u>Planning in “Area B” (northern boundary delineation work)</u></p> <p>YLUPC is waiting for a response to a letter they sent to VGFN and TH asking for a decision to be made regarding the planning boundary.</p> <p>Although the Council is not ready to recommend the DRPC – TOR, they encouraged the YLUPC staff to keep moving forward on the work. The Council asked the YG to look for potential commission members. The Council asked Ron to review the reference to roles and responsibilities in the TOR. Ron suggested a definitive roles and responsibility statement be attached to the TOR. Another meeting to finalize TOR is needed.</p> <p><u>Preparation Work Prior to Commission</u></p>	<p>YLUPC: YG – compile list of names for potential commission members.</p> <p>Status: YLUPC: Reword TOR and keep moving forward on the work.</p>

Agenda Item 5.3: Dawson Regional Planning Commission (DRPC)	
Comment	Action Items
The YG is compiling a list of available information in the Dawson region.	Status: Ongoing

Agenda Item 5.4: Yukon Land Use Planning Council	
Comment	Action Items
<p><u>2008/2009 Workplan & Budget</u> The Council reviewed their budget; their comments will be reflected in a revised 08/09 workplan & budget.</p> <p>The Council asked for the salaries to be checked in all the budgets and verified that they are in line with the salary range pay scale.</p> <p>The Council asked that Board Liability Insurance be added to the budget.</p>	<p>YLUPC: revise workplan and budget STATUS: YLUPC: Add Board Liability Insurance to Budget STATUS:</p>

Agenda Item 5.5 – Commission Member Source Book	
Comment	Action Items
<p><u>Table of Contents: Progress to date</u> The Council decided to put the source book project on hold until the roles and responsibilities are determined.</p>	<p>YLUPC: put source book on hold STATUS:</p>

Agenda Item 5.6 – Roles & Responsibilities	
Comment	Action Items
<p><u>Letter from Commissions</u> The Peel & North Yukon Planning Commissions wrote a 'joint statement' outlining what they understand to be their role in the planning process. The 'joint statement' letter was cc'd to the affected First Nations (against the advice of the YLUPC Planning Director). YLUPC prepared a response letter and forwarded to the same Parties.</p> <p><u>CLUPP Roles & Responsibilities</u> The Council asked the YG to make resolutions regarding the roles & responsibilities issue as a priority. The YG is trying to understand roles and responsibilities. The Council is expecting the YG to take the lead in defining what Chapter 11 outlines as the roles and responsibilities of the Parties. The Council and the YG discussed the need for solutions in defining who has responsibility for what. The YG and YLUPC staff will continue to review Chapter 11 of the UFA for clearer interpretation; defining the UFA language has been difficult. In the absence clear roles and responsibilities, Chapter 11 is being interpreted individually.</p> <p>The Council recommended the Common Land Use Planning Process but the Parties did not provide formal approval for it. What is the commissions responsibility for implementing their land use plan?</p>	<p>YLUPC/YG: review Chp 11 – UFA. STATUS:</p> <p>YLUPC: revise workplan and budget STATUS:</p>

Agenda Item 5.6 – Roles & Responsibilities

Comment	Action Items
<p>Both the NY & PW planning commissions asked the YLUPC to assist them with their administration; unfortunately, there has been a breakdown in administering the Memorandum of Understanding (MOU). Are we being forced to have more legal agreements?</p> <p><u>Senior Liaison Committee Meeting - PWPC</u> The 'joint statement' letter was not brought up at the SLC meeting. The SLC did not comment on the PWPC timelines during the budget review. Their message to the commission was "we will support you".</p> <p><u>YLUPC & YG Meetings:</u> Cathy Constable, Ed Van Randen and John Spicer – YG and Ron Cruikshank – YLUPC met to discuss the roles and responsibility issue. It was decided it was too early for the commissions to participate. More meetings are scheduled for the future.</p>	

Agenda Item 6.0: Council's Schedule

Strategic Planning Session: postponed until roles and responsibilities have been determined	
Integrated Resource Management Workshop – Dawson – March 18 & 19, 2008 - Ron & Gerald will attend	

Agenda Item 7.0: Finance:

Comment	Action Items
<p>In December the Council passed a Motion to add Steven Buyck as a new signatory to the YLUPC bank account. Forms are at CIBC waiting for Doug Phillips and Ron Cruickshank signatures.</p> <p>The Council acknowledged the January Variance Report and 30K surplus. The Council asked for the website to be updated with the excess funds.</p>	<p>YLUPC/YG: Hire someone to update website</p> <p>STATUS:</p>

Agenda Item 8.0: Correspondence:

Comment	Action Items
The Correspondence was acknowledged.	

Agenda Item 9.0: IN Camera	
Comment	Action Items
<u>Roles & Responsibilities</u> Covered in main portion of meeting.	YLUPC: STATUS:
<u>Flexible Transfer Payment Agreement Monitoring</u> Send liability letter to Commissions along with liability forms.	
<u>Exit Survey for Sam Wallingham & Albert Peter</u> Upon request, Sam Wallingham and Albert Peter's exit surveys can be sent to commissions.	
<u>Director's Future (contract ending March 31, 2008)</u> To be an Agenda Item at March's Council meeting	

Meeting adjourned at 5:30 p.m.

The Next YLUPC Meeting will be February 29, 2008 – Teleconference Call at 10 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – February 14, 2008 – 07/08 - #07

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

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February 29, 2008

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse

07/08 - #08

In Attendance	
<u>Yukon Land Use Planning Council (YLUPC)</u> Doug Phillips – Chair Steven Buyck – Member (telephone) Ian Robertson – Member	<u>YLUPC Staff</u> Ron Cruikshank – Planning Director Rhoda Merkel - Administrator

(A) = Action Items

Agenda Item 1: Peel Watershed Planning Commission

Comment	Action Items
<p>YLUPC consulted with the PWPC regarding their 08/09 Workplan & Budget on February 21, 2008. This year the PWPC presented their workplan & budget to the Senior Liaison Committee (SLC) not the Council. Doug talked to Angus Roberston – YG about this violation of protocol and Angus apologized. Doug questioned Angus, 'Why is the Council here? If the SLC already approved the budget'. Angus reassured Doug that from here on, the YG will do their job and YLUPC can do ours.</p> <p>The PWPC total cost for plan production is exceeding one million dollars.</p> <p>The Council asked if the PWPC Terms of Reference refers specifically to a requirement to take a balanced planning approach. (A)</p> <p>Has the YG agreed to provide the commission with the information required to complete the resource assessment reports? (A)</p> <p>Gerald Isaac, YLUPC staff, has been helping the commission with facilitation work.</p> <p>MOTION #1: Accept the PWPC 08/09 Workplan & Budget YLUPC recommends the Peel Watershed Planning Commission 2008 -2009 Work plan and Budget totaling \$438,129.00 to the Minister of Energy, Mines and Resource of the Yukon Government for approval. The Council approved the budget with the acknowledgement that their concerns will be addressed in the cover letter to the YG – cc'd to the PWPC. (summary below)</p> <p>Moved: Steven Buyck 2nd Ian Robertson All in Favour Carried</p>	<p>YLUPC: Refer to Peel TOR – was a balanced planning approach prescribed</p> <p>STATUS:</p> <p>YLUPC: How much info can the YG provide to the Peel for the RA reports</p> <p>STATUS:</p> <p>YLUPC: ask YG how much information they are providing the PWPC for the RA reports</p> <p>STATUS:</p>

The following letter summarizes the Council's concerns regarding the PWPC 08/09 Workplan & Budget:

**A Review of the Peel Watershed Planning Commission's
2008/2009 Work plan and Budget**

Introduction: The Yukon Land Use Planning Council reviews and recommends work plans and budgets for regional planning commissions (UFA, 11.9.2). As part of this process, the Council consults with the Commission about their submission. The Council met with representatives of the PWPC on February 21, 2008; during this Consultation, the Council gained insight into the nature of the Commission's submission and has the following recommendations:

Recommendation # 1: RE: Submission Date and Total Cost of Recommended Plan

PWPC Workplan Proposes: Submit the Recommended Plan in July 2009.

Discussion: If July 2009 date is adopted, the total time for production will be 4.75 years (Commission members nominated in October 2004); the total cost estimate will be \$1.45 million dollars. The land claim agreements provide approximately \$8 million for eight planning regions; the Council is concerned it will not be possible to plan the entire Yukon at the rate the commissions are being allocated funds. The Council examined the PWPC's workplan process and concluded that the earliest date for completion of a Recommended Plan is March, 31, 2009.

Council's Recommendation: Submit Recommended Plan March 31, 2009 at a cost not exceeding \$1.3 million.

Recommendation # 2: RE: Content of the Resource Assessment Report

PWPC Workplan Proposes: the resource assessment reports are to be completed in April, 2008, without any comparative analysis of conservation and resource development values. The Commission is proposing this analysis to take place during the Scenario stage.

Discussion : the concluding chapter in a resource assessment report should summarize the issues/opportunities, the nature of the value conflicts present, and describe in map/written form the extent, magnitude and implications for future land management. This summary chapter in the RAs needs to be written in plain language, and, represents the most important part of the resource assessment report. It is required prior to the development of regional scenarios because the scenarios should focus on resolving the areas of conflicts identified in the RAs. The majority of the public will not wade through a lengthy report but wants to know what the issues and opportunities the plan proposes to address. This common understanding is essential before people can move forward and effectively contributes their ideas and concerns into the plan scenarios.

Council's Recommendation: The Resource Assessment Reports, April 2008 include:

- summary maps and texts regarding the region's conservation and development potential;
- an assessment of current and potential areas of land use conflicts.

Recommendation # 3: RE: “Balancing” resource conservation with the need for resource use and access

PWPC Workplan Proposes: the development of regional scenarios will utilize conservation modeling, with higher resource development areas removed from the conservation models.

Discussion : the commission should expand their scenarios to include models where the development of the region’s resources is the focus of the modeling, including associated access routes. This would balance the conservation focused modeling that they are already planning to do as part of their process. From the beginning, the importance of taking a balanced approach was emphasized. If the process is perceived to be unbalanced and possibly biased in one direction or the other, the commission’s credibility will be undermined and it is unlikely that reasonable consensus can be achieved on a recommended plan. Transparency and fairness are essential to a successful process.

Council’s Recommendation: the Commission should create several scenarios using the application of a land designation system. Scenarios would include: 1. one with a conservation priority focus, 2. one with a development perspective and 3. one which tries to balance these. The level of detail in the analysis should be sufficient for a layperson to understand the implications associated with each option and the difficult choices that may be involved in achieving consensus. This should be done with input from the public, stakeholders and Parties prior to the selection of the recommended scenario that would form the basis for the draft plan. While technical staff are compiling the scenarios, the commission can concentrate on converting plan goals, objectives and underlying principles into criteria that would be used to evaluate which scenario is most desired.

Recommendation # 4: RE: Draft Plan/Recommended Plan

PWPC Workplan Proposes: public, stakeholder and Parties consultation would occur *after* the selection of the Recommended Scenario and *again* after the Draft Plan has been produced.

Discussion: the recommended scenario and the “heart” of the draft plan would be very similar in nature. As mentioned above, it is important for the public and all the stakeholders to have a clear understanding of the issues and opportunities before technical staff prepares the plan scenarios. Similarly, we expect they would like to have an opportunity to contribute to scenario development and selection of evaluation criteria. While the Commission could employ a consultation round in the scenario development phases, the modeling period would need to be shortened to stay on schedule. Provided they have had the opportunity for this input, the commission would then be showing the public not only what the consequences of the individual scenarios are but also how the scenarios fared when they were evaluated against criteria the commission developed. The public will see the direction the plan is going and will be able to provide constructive, focused, input that can be incorporated into the draft plan that is to be completed and released by December 1, 2008.

It is Council’s view that this would lead to more open, iterative and transparent approach that would facilitate release of the draft plan by December 1, 2008. It would also result in a more complete product and time for consultation before finalizing the recommended plan by March 31, 2008.

Council's Recommendation: Scenario work completed by September (primarily by technical staff with stakeholder input while commission develops evaluation criteria); followed by public review of scenario outcomes by October 15 and draft plan production and release December 1, 2008 and Recommended Plan, March 31, 2009.

Summary of the Council's proposed timeframes for the PWPC

Resource Assessment Reports (including summary analysis): **April 2008**

Scenarios/Option Report: **July/August 2008**

Recommended Scenario/option: **selected at September's Commission meeting and release for public comment**

Draft Plan (including implementation chapter): **December 1, 2008**

Recommended Plan: **March 31, 2009**

Regarding the budget approval process, the Council does not believe the Senior Liaison Committee (SLC) meetings (e.g. Feb 6/08 – PWPC SLC meeting) are an appropriate venue for *decisions* relating to annual workplans and budgets. The land claim agreements are quite clear on the process which budget decisions are made: 1. the Parties are to consider commissions budgets and workplans after the Council has reviewed and consulted with the commissions on them; 2. the Council recommends a final budget and workplan to the Parties. We ask that the SLC and commissions respect our role and follow the process as set out in the UFA.

Agenda Item 2: North Yukon Planning Commission

Comment

YLUPC is aware the North Yukon Planning Commission (NYPC) will require funds to complete work during the plan approval period. The Council has identified \$20,000 in its budget for NYPC related work. **(A)** The Council agrees to pay the commission's expenses, on their behalf, during the transition period when requested to do so by the commission. To be clear, we are assuming administrative responsibility for convenience only, as the commission is an independent body and will remain accountable for how these funds are spent.

Council also believes the costs associated with commission activity should be charged against the North Yukon plan production costs; therefore, expensed against the ~ \$ 8 million dollars the Umbrella Final Agreement Implementation Plan created for regional planning commissions (*UFA IP Schedule 1, Part 2*). The Council will total these costs and request reimbursement from the UFA IP Schedule 1, Part 2 funding at the interim report period in November.

Action Items

YLUPC: add 20K to YLUPC budget for NY

STATUS:

Agenda Item 3.0: Yukon Land Use Planning Council	
Comment	Action Items
<p>MOTION # 2: The Yukon Land Use Planning Council moved to recommend the Yukon Land Use Planning Council's 2008/2009 Workplan and Budget totaling \$ 543,390 to the Minister of Energy, Mines & Resources of the Yukon Government for approval.</p> <p>Moved: Ian Robertson 2nd Steven Buyck All in Favour.....Carried</p>	<p>YLUPC: send PWPC & YLUPC to the YG for approval</p> <p>STATUS:</p>

Agenda Item 4.0: Dawson Regional Planning Commission	
Comment	Action Items
<p>We anticipate the Dawson Regional Planning Commission (DRPC) will come into existence in 2008/2009. We plan to submit a workplan/budget on their behalf once the Parties agree on the Terms of Reference; hopefully, by November's interim report period.</p> <p>The Council recommends a multi-year budget and workplan and a roles & responsibility appendix be included in the terms of reference provided to all new commissions in the hope of eliminating some the misunderstandings that have arisen. (A) A multi-year budget and workplan would assist the Council with their overall responsibility for program oversight, with tracking commission progress, with ensuring commissions are accountable for staying on schedule and within their allotted budget. Approved terms of reference are the benchmark used when we comment on workplans and budgets; and for greater clarity, we recommend this additional detail be an appendixes to the DRPC's Terms of Reference.</p>	<p>YLUPC: include multi-year budget in Dawson's TOR and a roles & responsibility appendix.</p> <p>STATUS:</p>

Agenda Item 5.0: Other Business	
Comment	Action Items
<p>MOTION # 3: The YLUPC requests Mackay CA to audit the YLUPC, NYPC and PWPC financials for the 2007/2008 fiscal year. (A)</p> <p>Moved: Ian Robertson 2nd Steven Buyck All In Favour – Carried</p> <p><u>PWPC letter RE: Sam Skinner:</u> The PWPC send a second letter requesting Sam's salary be paid retroactive to October 11, 2007 when they passed a motion in their meeting to change his salary remuneration. The Council dealt with this issue previously and it was decided that Sam current employment agreement would be honored to its completion date of March 31, 2008.</p> <p><u>YG & YLUPC staff meetings RE: Roles & Responsibilities:</u> Ron will complete a summary of the meetings with the YG & YLUPC regarding Chapter 11's interpretation of roles and responsibilities.</p>	<p>YLUPC: send letter to Mackay CA requesting their services to do audit</p> <p>STATUS:</p> <p>YLUPC: write letter to PWPC RE: Sam's contract</p> <p>STATUS:</p>

Agenda Item 5.0: Other Business

Comment	Action Items
<p>Chief Simon Mervyn from the First Nation of Na-cho Nyak Dun (NND) requested a phone call from Doug Phillips to update him on the background of the correspondence they have recently received. The PWPC sent a letter to affected First Nations defining the roles and responsibilities of their Commission, YLUPC sent a response letter requesting a written response from the YG and the affected First Nations on what they see the roles & responsibilities of the Council to be.</p> <p>Chief Mervyn has assigned Albert Peter, former YLUPC chair and a NND member and hired consultant, to handle the SLC/PWPC file; Albert Peter was going to meet, on behalf of NND, with Angus Robertson, with the YG, today. Albert has offered be a communication liaison to help to get information to the First Nation to help keep everyone informed. Commission nominees should also be fulfilling the role of communicating information to their communities.</p>	

Meeting adjourned at 3:30 p.m.

The Next YLUPC Meeting will be on Tuesday, March 25, 2008 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – February 29, 2008 – Special Board Meeting 07/08 - #08

Chair

YLUPC Secretariat

Date:

Agenda Item 3.0: Delegates: John Spicer - YG

Comment	Action Items
<p><u>Senior Liaison Committee (SLC) Meeting:</u> The SLC had meetings with the Parties, the PWPC & the NYPC and has crafted a letter to the Commissions regarding their 'Joint Statement' letter they sent to the Parties. The Council will review the letter to see what they have to say, and the Council can craft a letter about how the decisions will affect the future based on our experience in the past. The letter provides suggestions and is not intended to be a policy directive. A meeting is being planned to review the Roles and Responsibilities, Albert Peter, former YLUPC Chair, will be in attendance on behalf of NND.</p>	

Agenda Item 4.0: Director's Report

Comment	Action Items
<p>The YLUPC website is being updated and a bio for Steven Buyck is being added. We have had two staff meetings. Two Staff are taking a Project Management course in April.</p> <p>All other items on the Directors report are covered on the agenda.</p>	<p>YLUPC: updating website Status: done</p>

Agenda Item 5.0: Unfinished Business**Agenda Item 5.1- North Yukon Planning Commission (NYPC)**

Comment	Action Items
<p><u>Meeting Agenda for the March 26, 2008 : final Meeting</u></p> <p>Doug Phillips and Ron Cruikshank will attend the NYPC final meeting. We need clarification of 08/09 activities, Ron has met with Shawn Francis to discuss the strategy of the North Yukon office. The point person for the commission once Shawn is gone is the NYPC Chair, Shirlee Frost, and Ron, when Shirlee is unavailable There will be three tasks: 1. Final Recommended plan 2. Clean up of files and archiving information 3. administration. YLUPC is paying for ¼ of the commission administrator's time to allow her to do NYPC work. She will be answering their phone and responding to emails. The assets will be absorbed into the YLUPC office, if they are sold, the revenue will go into the NYPC account. The Commission may need to pass a motion to transfer assets to YLUPC. The Council will need to adopt a policy for the future: commission assets are for use by future regional land use planning commissions. (bring an asset disposal policy example to next Council meeting).</p>	<p>YLUPC: attend NYPC meeting: Get clarification on: Office Assets Point-Person = Chair Admin Strategy Official Ceremony for Final plan STATUS: Done</p> <p>YLUPC: Debrief NYPC members STATUS: Not done</p>

Agenda Item 5.1- North Yukon Planning Commission (NYPC)

Comment	Action Items
<p>To assist the Council in future commissions, a surveys need to be given to debrief the NYPC members. John Spicer – YG added: The Commission will still exist, the appointments still stand. YLUPC will manage administration and the website, the Commission will be called upon to review and discuss amendments to the plan. The Commission will not need to do consultation on the final plan, the YG will do that. Commission members can attend future consultation events as citizens, honoraria will not be paid, as they will not be present on behalf of the Commission.</p> <p><u>Plan Submission Event</u> The Council will acknowledge the work the NYPC members have done at the meeting tomorrow. We can also ask the Commission what their plans are for an ‘official ceremony’ of the approved land use plan.</p> <p><u>Transition Strategy and Memorandum of Understanding (MoU)</u> YLUPC will write the MoU for the NYPC, it will be very simple, given the work load is maintenance only.</p>	<p>YLUPC: Asset disposal policy example. STATUS: Done</p> <p>YLUPC: Write letter to NYPC regarding the need for asset disposal policy motion and the need for debriefing surveys. STATUS: not done</p> <p>YLUPC: Sign MoU with NYPC Status: done</p>

Agenda Item 5.2: Peel Watershed Planning Commission

Comment	Action Items
<p><u>Response to 2008/2009 Workplan and Annual Budget –Transfer Payment</u> The Commission reviewed their budget at their Senior Liaison Committee meeting and assumed it was approved. The letter from the SLC to the Commission will state the approval process for approval of the commission’s workplan & budget.</p> <p>The YG submitted a list of changes they would like to see in the Peel workplan before approval can occur.</p> <p>The YG is implementing a new funding agreement, this is causing a delay. We hope a new agreement will be agreed upon before April 15.</p> <p><u>Memorandum of Understanding – (MoU)</u> We do not have a MoU with the PWPC. The Council agreed to add a section relating to staffing. The PWPC is hiring their staff, and abandoning the secondment agreement with the Council. The Council wants to ensure the commission uses the salary ranges agreed to by the Chairs at their July 2007 meeting. The PWPC is also making amendments to their policy and procedures. The Council is responsible for regional commissions and therefore desires to have all commissions have near identical Policies & Procedures.</p>	<p>YLUPC: Add staffing reference to Peel MoU. STATUS:</p> <p>YLUPC: Sign MoU with PWPC Status: not done</p>

Agenda Item 5.3: Integrated Resource Management Workshop	
Comment	Action Items
<p>Tr'ondek Hwëch'in (TH) and Vuntut Gwitchin First Nation (VGFN) invited First Nations and the Yukon Government to their Integrated Resource Management Workshop. Both Teslin and Carcross First Nations were there. Gerald and Ron are working on a trip report document. TH wanted to see the connection between YESAB and YLUPC. TH is encouraging other First Nations to be prepared for land use planning.</p> <p>Questions were asked about the process for establishing a commission. We do provide the commissions with an evaluation sheet to assist them in determining their planning readiness, if they formally request land use planning in their region. YLUPC secretariat has also prepared a <i>'what makes a good commission'</i> document.</p> <p>The Minister is seeking names of potential nominees for the Dawson commission. TH is eager to start planning. The boundary issue is still pending. YLUPC will continue to review and write the TOR for Dawson.</p> <p>Steven Buyck attended on behalf of the First Nation of Na-cho Nyak Dun. Ron Cruikshank gave two presentations. The first presentation was included in the board packages. The second presentation was the link between YLUPC and YESAB.</p>	<p>YLUPC: trip report of the IRMW</p> <p>Status: Done</p>

Agenda Item 5.4: Yukon Land Use Planning Council WP/Budget	
Comment	Action Items
<p><u>2008/2009 Workplan & Budget – Transfer Payment Agreement</u></p> <p>The YG has reviewed the Council's budget and have forwarded a list of questions and concerns. The detail being requested has been excessive and time consuming to reply to and emphasizes the need for a standardized template for the workplan. The YG has decided to add a 'conditional appendix' to our funding agreement to ensure their concerns are addressed. YLUPC can seek short term secure investments with the funds.</p> <p>YG is concerned that the Planning Atlas is duplicating YG work. YG does not want the Planning Atlas to be a priority, the Council's priority is to assist commissions, and the planning atlas helps us do this. For the Dawson start up, the planning atlas will be invaluable to assist in the information load period. The money from NRCan is for content load of the North Yukon and Peel.</p> <p>The YG would like to add what each employee does to the workplan. We need to revise the workplan and create a template that outlines what needs to be done and when tasks are completed. The Council does this review in our interim report in November.</p>	<p>YLUPC: Sign FA with YG</p> <p>STATUS: Done</p> <p>YLUPC: meet with YG to discuss W/P details</p> <p>STATUS: Done</p> <p>YLUPC: Invest funding</p> <p>STATUS: Done</p>

Agenda Item 5.4: Yukon Land Use Planning Council WP/Budget

Comment	Action Items
<p>The Council asked what the procedure is when they see something wrong at the commission level, do they: 1. go to the commission or 2. go to the YG? Answer: inform Parties, agree on actions, address commissions.</p> <p>The YG provided the Council with a new funding agreement, there was not time to review it prior to. YLUPC will need to compare the past agreement to the new agreement and determine the differences and compare. We will schedule a meeting with YG and continue to review the agreement; agreement will need to be reached soon, as it is year end and the Council will need funds to continue operations. The new agreement has the Council receiving funds quarterly; the Council suggested investing the funds to earn interest.</p>	

Agenda Item 5.5 – Implementation and Monitoring a Regional Land Use Plan

Comment	Action Items
<p><u>Recommendation by Council</u> YLUPC sent a letter to the YG in 2006 asking them to clarify commissions' role during implementation. The Council hoped the letter from the SLC will address this question.</p> <p>Further discussion on Item 5.5 was moved to Item 9.0: IN Camera.</p>	

Agenda Item 5.6 – Roles & Responsibilities

Comment	Action Items
<p><u>Progress by the Parties on Council/Commission letters</u> Moved for discussion under Item # 9 – In Camera</p>	

Agenda Item 6.0: Council's Schedule

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Agenda Item 7.0: Finance:

Comment	Action Items
<p><u>Status as of March 15, 2008</u> The Council will have approximately 10K surplus at year end.</p> <p>The Council would like Directors Liability A.S.A.P. and would like more information on WCB. A variance report to March 15, 2008 was provided to the Council.</p>	<p>YLUPC: Obtain Directors Liability Insurance STATUS: Done</p>

Agenda Item 8.0: Correspondence & Relevant Media:

Comment	Action Items
N/A	

Agenda Item 9.0: IN Camera

Comment	Action Items												
<p><u>Director's Future (contract ending March 31, 2008)</u></p> <p>MOTION # 3: To sign an employment agreement with Ron Cruikshank effective March 31, 2008 to March 31, 2011, he will be remunerated at step # 5 of his salary range (performance measures included in contract).</p> <p>Moved: Steven Buyck 2nd Ian Robertson All In Favour – Carried</p> <p><u>Amendment to Schedule A – Rate of Pay:</u></p> <p>MOTION # 4 : To amend the Schedule A – Rate of Pay to add the Senior Planner position.</p> <table><tr><td>YLUPC</td><td>Step 1</td><td>Step 2</td><td>Step 3</td><td>Step 4</td><td>Step 5</td></tr><tr><td>Senior Planner</td><td>\$ 68,500</td><td>\$71,750</td><td>\$75,00</td><td>\$78,250</td><td>\$ 81,500</td></tr></table> <p>Moved: Steven Buyck 2nd Ian Robertson All In Favour – Carried</p>	YLUPC	Step 1	Step 2	Step 3	Step 4	Step 5	Senior Planner	\$ 68,500	\$71,750	\$75,00	\$78,250	\$ 81,500	<p>YLUPC: Sign RC's employment contract</p> <p>STATUS: done</p> <p>YLUPC: update pay scale in policies & procedures</p> <p>STATUS: done</p>
YLUPC	Step 1	Step 2	Step 3	Step 4	Step 5								
Senior Planner	\$ 68,500	\$71,750	\$75,00	\$78,250	\$ 81,500								

Meeting adjourned at 4:30 p.m.

The Next YLUPC Meeting will be May 16, 2008 at 9 a.m. at the YLUPC office.

Approval of Regular Board Meeting Minutes – March 25, 2008 – 07/08 - #09

Chair

YLUPC Secretariat

Date: _____