

Peel Watershed Planning Commission: Meeting #1 Minutes

December 18, 2004
YLUPC Board Room - Whitehorse

Meeting #1, December 17 & 18, 2004
In Attendance:

Peel Watershed Planning Commission

Sam Wallingham – Chair
Albert Genier - Member
Marvin Frost – Member
Abe Wilson – Member
Kenn Roberts- Member
Steve Taylor – Member

YLUPC

Shawn Francis – Coordinator/Land Use Planner
Ron Cruikshank, YLUPC Director
Gerald Isaac – First Nation Policy/Planning Advisor, **Meeting Facilitator**

Yukon Government

Jim Bell, Land Use Planner Consultant
Tim Sellars, Land Use Planner

*This meeting had a working session on December 17 and on the morning of December 18, 2004. These minutes cover the public portion of the Commission's meeting. (December 18, 2004: 2:45 pm - 4: 15 pm) The meeting adjourned around 4:15 pm

Agenda Item 1: Acceptance of Agenda: Public Meeting December 18, 2004

Discussion Topic	Action Item
<ul style="list-style-type: none"> • Review and adopt agenda <p>Motion #1:</p> <p>Acceptance of PWPC agenda dated December 17 & 18, 2004 as presented</p> <p>1st: Kenn Roberts 2nd: Marvin Frost</p>	<p>Motion passed by consensus</p>

Agenda Item 2: Selection of PWPC Chairperson		
Discussion Topic	Action Item	
<ul style="list-style-type: none"> Floor opened for expression of interest in chair position Albert Genier and Sam Wallingham expressed willingness to stand for Chair position (Both removed from discussions prior to decision on interim chair) After deliberation by remaining Commission members, the whole Commission reached consensus to have interim chairs for two periods. <p>Motion #2: Selection of PWPC Chair</p> <p>The Peel Watershed Planning Commission (PWPC) moves that Sam Wallingham be selected as the first Commission Chair, effective immediately, until April 30, 2005. After this date, Albert Genier will serve as Commission Chair for a period of 4 months for the period May 1 to August 30, 2005. The position of chair is to be reviewed on or before September, 2005</p> <p>1st Kenn Roberts 2nd Steve Taylor Motion passed by consensus</p>	<p>1. Confirmation received from Chair candidates.</p>	
Agenda Item 3: Commission Office Space		
Discussion Topic	Action Item	
<ul style="list-style-type: none"> Chairperson Sam Wallingham was instructed to enter into discussions with North Yukon Planning Commission Chairperson (Shirlee Frost) and to work out the details of cooperative approaches for the cost sharing of not only staff positions but also the confirmation of shared office space for the two Commissions adjacent to the Yukon Land Use Planning Council offices. Sam Wallingham preferred that a meeting of the Commission Chairpersons should take place around January 20, 2005. <p>Motion #3: Commission Office Space</p> <p>The Peel Watershed Planning Commission (PWPC) moves that it will seek to share office space with the North Yukon Planning Commission (NYPC) adjacent to the YLUPC office at 307 Jarvis Street in Whitehorse, Yukon.</p> <p>1st Albert Genier 2nd Sam Wallingham Motion passed by consensus</p>	<p>2. Confirm Chairs meeting</p> <p>3. Negotiate terms & conditions of office rental with owner. Prepare formal correspondence & Rental Agreement</p>	

Agenda Item 7: 2005-2006 Annual Work Plan and Budget	
Discussion Topic	Action Item
<ul style="list-style-type: none"> Commission discussed deadline associated with 2005-2006 Annual Work Plan and Budget. This included a mid January target date for submission to Council. Staff to have 2005-2006 in PTOR and staffing and office sharing management previously discussed 	7.YLUPC prepare draft 2005-2006 Annual Work Plan and Budget for Commission based on results of this meeting, and linkage to draft PTOR. Draft 2005-2006 annual Work Plan and Budget to be presented to PWPC at next meeting (March 4, 2005)

Agenda Item 8: PWPC Letter Request for Assistance	
Discussion Topic	Action Item
<ul style="list-style-type: none"> Commission recognized the need for a formal request letter, which is to be fashioned after the NYPC letter of June 2003, requesting assistance from YLUPC. 	8.YLUPC prepare draft letters content based upon NYPC sample letter. Present to PWPC at next meeting (March 4, 2005)

Agenda Item Meeting Adjournment	
Discussion Topic	Action Item
<p>Motion # 5 Move to adjourn PWPC meeting #1</p> <p>1st Sam Wallingham 2nd Kenn Roberts Motion passed by consensus</p>	

Meeting adjourned at 4:15 p.m.

The Next Regular Board Meeting date is March 4, 2005 in Whitehorse.

Approval of Peel Watershed Planning Commission Meeting # 1 Minutes – (December 18th, 2004 in Whitehorse, Yukon)

Chair

Peel Watershed Planning Commission

Date: