


Peel Watershed Planning Commission: Meeting #2 Minutes

March 4th, 2005
Westmark Inn - Whitehorse

Meeting #2, March 4, 2005 In Attendance:	
<u>Peel Watershed Planning Commission</u> Sam Wallingham – Chair Marvin Frost – Member Steve Taylor – Member Albert Genier – Member (By teleconference from 10:30 am –12:15 pm & 1:15 pm-2: 15 pm) Absent: Kenn Roberts Abe Wilson	<u>YLUPC</u> Shawn Francis – Coordinator/Land Use Planner Ron Cruikshank – YLUPC Director Gerald Issac – First Nation Policy/Planning Advisor, Meeting Facilitator <u>Yukon Government</u> Tim Sellars – Land Use Planner

Agenda Item #1: Welcome, Opening Prayer	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Meeting began at 9:30 AM <u>without</u> quorum. • Gerald Isaac provided welcoming comments and established that quorum was not met. 	

Agenda Item #2: Review Agenda	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Agenda was reviewed by Commission members • Only general information items would be covered until quorum was reached with Albert Genier's teleconference contact. • Ron Cruikshank suggested that the Peel logo/slogan be added to the agenda. Sam Wallingham suggested adding the item as 3.4 <p>The following motion was passed when Albert Genier joined the meeting via teleconference at 10:30 AM:</p> <p>Motion #1: To accept agenda as presented with the addition of 3.4 - PWPC Logo/Slogan 1st Steve Taylor 2nd Sam Wallingham All in Favor Passed by Consensus</p>	

Agenda Item #3: Meeting Minutes and Activity Report (TAB 1)	
Discussion Topic	Action Item
<p>**NOTE** Only those Action Items NOT completed from previous meeting are carried forward to the Action Item column. </p> <p>3.3 Activity Update</p> <ul style="list-style-type: none"> Shawn Francis provided verbal activity update for period February 4 - March 3, 2005. Most activity has focused around joint staffing strategy and office set-up with NYPC. There are only three job interviews remaining to be held by March 7, 2005. Staffing date of April 1, 2005 is still anticipated. <p>3.4 PWPC Logo/Slogan</p> <ul style="list-style-type: none"> The Peel logo/slogan is still outstanding and is an important symbol to provide recognition for the group. Letterhead, business cards, etc. cannot be ordered until a logo is designed and produced. The Commission discussed various options to have a logo designed, ranging from school competitions to open competitions to professional graphic designers. It was decided that in consideration of time, a professional graphic designer should be sought to produce the logo. A proposal would be sought from 3 local design firms, with the Commission providing the general theme and slogan. A general graphic theme of the major landscape elements of the Peel Region was felt appropriate – Mountains, Rivers and the Plateau. The general theme of “working together” or “working for the future” was felt appropriate. Gerald would investigate suitable Athapascan translations. <p>Note: Albert Genier joined the meeting via teleconference at 10:30 AM. Previous agenda items requiring motions for approval were then covered.</p> <p>3.1 Review and Approval – Meeting #1 Minutes (Dec 17-18, 2004, Whitehorse)</p> <ul style="list-style-type: none"> No comments <p>Motion #2: To approve Peel Watershed Planning Commission’s Meeting #1 Minutes (Dec. 17-18, 2004, Whitehorse) 1st Marvin Frost 2nd Steve Taylor All in Favor Passed by Consensus</p> <p>3.2 Review and Approval – Special Meeting #2 (Feb. 4, 2005 via teleconference)</p> <ul style="list-style-type: none"> Discussion concerning staffing and hiring, and hiring strategy. <p>Motion #3: To approve Peel Watershed Planning Commission’s Special Meeting #2 Minutes (Feb. 4, 2005 via teleconference) 1st Steve Taylor 2nd Albert Genier All in Favor Passed by Consensus</p>	<p>1. YLUPC to engage local design firms or similar alternative in design and production of PWPC logo. Gerald to check suitable translations for word themes. Contact local graphic designers for quotes based upon criteria/guidelines submitted for logo design and report to the next scheduled PWPC meeting.</p>

Agenda Item #4: Review Correspondence (TAB 2)	
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Discussion Topic	Action Item
<p>Letter #1</p> <ul style="list-style-type: none"> Sam Wallingham noted that the letter requesting assistance from YLUPC was not included in correspondence package. YLUPC's reply to Sam Wallingham's letter of request for assistance indicating positive support to the request. A Memorandum of Understanding will be drafted between the PWPC and YLUPC outlining the level of assistance, funding arrangements etc. The joint staffing issue was raised as part of this discussion and the following points were made: <ul style="list-style-type: none"> Steve Taylor inquired as to the Peel Commission/YLUPC policy on First Nations hiring. Ron Cruikshank replied that we follow Chapter 22.2 clause regarding First Nations hiring. In previous competitions, First Nations candidates were assigned additional marks in the ranking process and this process was followed in the joint NYPC-PWPC staff hiring. Shawn Francis indicated that it was important that the Commissions do not see themselves as having a training mandate and that we should do what we can but that should not be the focus. Capacity building can occur in many other ways. Albert Genier inquired as to the status of the hiring process and the desire to inform Commission members of the selected candidates. Sam Wallingham suggested that once the hiring committee had completed the interviews and made the selections, the top candidate names and the rationale for selection could be circulated to the Peel Commission members. This was agreed as an appropriate strategy. Sam Wallingham and Shawn Francis indicated that the hiring committee had the final decision on staff hiring and this was for information purposes only. 	<p>2. Forward names of successful job applicants to Peel Commission members for information purposes and rationale for selection.</p>
<p>Letter #2</p> <ul style="list-style-type: none"> YG letter regarding Regional Land Use Planning Content. Ron Cruikshank explained that this letter was sent to YLUPC from YG to provide a perspective on YG's desired plan content. YLUPC had done a large amount of work on this topic over the past years. The next step would be to engage FN's actively engaged in Chapter 11 planning. A potential June 2005 workshop with active planning for FN's, YG, and Commissions was anticipated. 	
<p>Letter #3</p> <ul style="list-style-type: none"> Tetlit Gwich'in Council letter requesting support from Peel Commission for nomination of portion of Peel River as National Historic Site. Ron Cruikshank suggested the best response to this request would be to reply that the Peel Commission will be visiting Ft. McPherson in May for the Issues and Interest sessions and that a presentation to the Commission on this topic would be welcomed. 	<p>3. Shawn Francis to draft letter of response to Tetlit Gwich'in Council letter and Sam Wallingham to review and approve.</p>
<p>Letter #6</p> <ul style="list-style-type: none"> Letter from VGFN indicating review of Peel 2005 - 2006 budget and work plan (for information only). This was the only formal letter received. Other FN's provided comments via email. This situation highlighted the current lack of clarity surrounding budget and work plan review processes. There is an need to determine who will be the contact person for each of the 4 First Nations and the possibility of setting up a TWG. 	<p>4. Shawn Francis to draft letters to all participating FN's with the following topics: 1) TWG/SLC members, 2) workplan/budget review process and, 3) level of involvement for the different communities. Letters to be reviewed by Sam Wallingham.</p>

Agenda Item #5: Commission Finances (Tab 3)	
Discussion Topic	Action Item
5.1 Financial Update <ul style="list-style-type: none"> Rhoda provided an update and variance report (included in meeting package) 	
5.2 Status of 2005-2006 Workplan and Budget <ul style="list-style-type: none"> YG will provide comment next week – March 7-11 	

Agenda Item #6: Review and Discuss Draft Policies and Procedures Manual (Tab 4)	
Discussion Topic	Action Item
<ul style="list-style-type: none"> Ron Cruikshank used NYPC, TRPC, YLUPC to create a draft Policies and Procedures manual. Most YLUPC policies relate to office administration and human resources policies. It seems reasonable that as YLUPC is hiring staff, they will follow the YLUPC Human Resources Policies and Procedures. Contents of the presented package are parts that pertain directly to the Commission members and its operations in notes below. Ron Cruikshank reviewed Policies and Procedures to Commission, with discussion after every section. Only changes to be made are noted: <p>ADD:</p> <ol style="list-style-type: none"> 1. Introduction to include section on amendments to document <ul style="list-style-type: none"> Must have consensus by commission And all members present 1.1 <ul style="list-style-type: none"> Definition of Commission Member / no alternatives 1.1.2 <ul style="list-style-type: none"> If a person is away 3 meetings in a row, the commission writes a letter to the Minister of YG to recommend action, cc to affected FN or nominating agency Reasonable cause is to be decided by Commission 1.1.4 <ul style="list-style-type: none"> Commission expects full care and attention given to meeting from each member 1.1.6 <ul style="list-style-type: none"> CC to affected FN's 1.2.3 <ul style="list-style-type: none"> Who will be spokesperson in absence of the chairperson? Other members or staff with permission of commission 1.2.5 <ul style="list-style-type: none"> Minutes and correspondence is one way to track 2.1.4 <ul style="list-style-type: none"> In camera is not for public Members time is not to be recorded 2.1.6 <ul style="list-style-type: none"> Take treasurer out 3.3 <ul style="list-style-type: none"> Add office to PWPC 3.4 <ul style="list-style-type: none"> Fall back clause 3.5 	<p>5. Ron Cruikshank to edit draft Policies & Procedures Manual with noted changes for the next Commission Meeting</p>

Agenda Item #6: Review and Discuss Draft Policies and Procedures Manual (Tab 4)

Discussion Topic	Action Item
<ul style="list-style-type: none"> • Change to \$2500 <p>3.1.3</p> <ul style="list-style-type: none"> • Include business and quote from UFA <p>4.1.4</p> <ul style="list-style-type: none"> • Should be \$300 not \$325 for chair <p>4.1.5</p> <ul style="list-style-type: none"> • Leave out numbers and leave in Private Residential Allowance clause <p>4.1.6</p> <ul style="list-style-type: none"> • Add return trip <p>4.2.2</p> <ul style="list-style-type: none"> • And/or <p>4.2.5</p> <ul style="list-style-type: none"> • Clarify for staff <p>6.0</p> <ul style="list-style-type: none"> • Delete 	

Agenda Item #7: Review and Discuss 3-Year Workplan (draft PTOR) (Tab 5)

Discussion Topic	Action Item
<ul style="list-style-type: none"> • Shawn provided a brief overview of the draft PTOR included in the Commission meeting package. • The draft PTOR is very similar to NYPC but the timing and consultation requirements are different • In the current version of the document, a number of sections will need to be filled in based on consultations with participating parties and agencies: <ol style="list-style-type: none"> 1) Land Status 2) Data Requirements and Detailed workplan for producing the data products <ul style="list-style-type: none"> • Table 2 needs to be filled out • Need additional information on the who and when 3) Organizational Chart <ul style="list-style-type: none"> • Section 2.3.1 requires elaboration • Section 2.3.2 needs more details • Shawn recommended that the best strategy will be to remove the various sections that we don't currently have answers for, leave in and expand what we do know, and then release and circulate the draft PTOR for consultation. Based on the results of the consultation and issues and information work over summer 2005, the Commission could then revisit the draft PTOR in the fall and update/revise when all details are known. • Tim Sellars indicated it would be a good addition to state how the Commission plans to work with GTC/GLUPB • After a brief discussion by the Commission, it was decided that Shawn should complete the necessary changes to the draft PTOR and submit to Commission for approval at next meeting. A simplified version will be required to distribution with April Newsletter. 	<p>6. Shawn Francis to make necessary revisions to draft PTOR for review and acceptance by Commission at next Meeting. A brief 2-page summary will also be produced for distribution with April Newsletter.</p>

