



PEEL WATERSHED
 PLANNING COMMISSION
 TOGETHER FOR THE PEEL • CHUU TL'TI GEENJIT KHETOK

**Peel Watershed Planning Commission:
 Special Meeting #8 Minutes
 April 9, 2008
 By Teleconference
 Whitehorse, Yukon**

Special Meeting #8, April 9, 2008

In Attendance:

Peel Watershed Planning Commission

Albert Genier – Chair
 Ray Hayes
 Steve Taylor
 David Loeks

Absent

Marvin Frost
 Peter Kaye

Support Staff

Brian Johnston – Senior Planner
 Megan Wright – Office Administrator

Agenda Item #1: Welcome and Review of Agenda

Discussion Topic	Action Item
Meeting began at 3:10 pm <ul style="list-style-type: none"> • Brian thanked all Commission members for coming and attending by teleconference and introduced Megan Wright, the new Office Administrator. • Commission members reviewed the agenda. 	

Agenda Item #1: Welcome and Review of Agenda	
Discussion Topic	Action Item
<p>Motion #1: To accept the agenda with corrected item numbering.</p> <p>Moved: 1st Albert Genier 2nd Steve Taylor All in Favour Passed by Consensus</p>	

Agenda Item #2: Review and Approval of Previous Minutes	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • The minutes were reviewed. • Delete “by teleconference...” left in heading in error. <p>Motion #2: To accept Meeting #13 Minutes, March 7, 2008 with change as outlined.</p> <p>Moved: 1st Dave Loeks 2nd Steve Taylor All in Favour Passed by Consensus</p>	

Agenda Item #3: Chair’s and Members’ Reports	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • The Chair had nothing to report. • Dave Loeks reported that he has finished the Plan Principles but has not emailed them to the Commission members yet for final review. • Ray Hayes reported that he interviewed and hired Megan Wright as Office Administrator and interviewed a candidate for the Land Use Planner. • Steve Taylor reported concern about potential uranium exploration in his region and the lack of regulations in place. The THH do not have a formal statement on the issue yet but will likely draft a public statement in the near future. 	

Agenda Item #4: Director’s Report	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Brian Johnston reviewed his report including HR, Policies and Procedures, and Contracts and highlighted a few key issues; • The new Flexible Transfer Payment Agreement received from YG removes the word “flexible” and has a few points that could be problematic, such as; <ul style="list-style-type: none"> ○ the 5% limit on transferring funds between line items; ○ deadlines for filing year end reports 30 days before year end; ○ employment requirements that may conflict with employment standards; ○ and a lack of clarity for “satisfactory performance”. • Albert Genier and Ray Hayes also expressed concerns over these points. • Brian has not yet had time to review the document thoroughly but will. • Brian expanded on the Resource Assessment Report by noting that; <ul style="list-style-type: none"> ○ all completed draft chapters have been forwarded to the respective domain experts, except for Access and Transportation; ○ Water Resources is complete except for the introduction. ○ some revisions are needed for the Tourism & Recreation chapter, based on comments from Cathryn Paish and Bruce Downie of YG. 	<ol style="list-style-type: none"> 1. Brian Johnston will review the new Flexible Transfer Payment Agreement and highlight concerns for the Commission.

Agenda Item #5: Conservation Priorities Assessment Report	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Dave Loeks expressed concern over the labeling of “non-wilderness” areas in the legend of the “Wilderness Map” and suggested new wording to give the correct impression. • Albert Genier agreed with Dave and suggested that areas of continued use be differentiated from old seismic lines. <p>Motion #3: The PWPC endorses the Conservation Priorities Assessment Report and authorizes the distribution of the report to the Parties for review and comments. Moved: 1st Steve Taylor 2nd Ray Hayes All in Favour Passed by Consensus</p>	<ol style="list-style-type: none"> 2. Brian Johnston to bring concerns to Sam Skinner and Don Reid. 3. Commission members will consider alternate labels for “non-wilderness” areas.

Agenda Item #6: Policies and Procedures	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Brian Johnston ran through the new Policies and Procedures created by former PWPC Administrator, Kathleen Zimmer, pointing out that they are more thorough and organized than those used by Council, and that the Council may wish to adopt them as well, and could share in the cost of the contract to have them produced. • New travel rates taken from YG, effective April 1, 2008 have been added since the members received their copies. Staff salary ranges were also added to the appendix. • Brian Johnston proposes pre-authorization of overtime for administrative ease. <p>Motion #4: The PWPC recognizes that Commission staff will likely have to invest some overtime during peak periods and in order to maintain the work schedule. The PWPC therefore pre-authorizes overtime for staff, on the condition that it is recorded on time sheets and approved by the Senior Planner for Commission staff, and approved by a Commission member for the Senior Planner’s time sheet. All overtime will be recorded as an expense in monthly budget variance reports, and made available to the Commission members at Commission meetings.</p> <p>Moved: 1st Dave Loeks 2nd Ray Hayes All in Favour Passed by Consensus</p>	

Agenda Item #7: Staff Contracts	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Brian Johnston outlined the staff contracts for Brian Johnston, Sam Skinner and Megan Wright as well as the qualified applications received for the Land Use Planner position. • Nadele Flynn was interviewed on April 9, 2008 by Brian, and Commission members Ray Hayes and Albert Genier who all recommend making her an offer. <p>Motion #5: The PWPC approves the contract of Brian Johnston, Senior Land Use Planner at Step 4 of Schedule B of the Policies and Procedures, with Annual Vacation equivalent to 10% of earned annual salary or twenty-five work days off, with pay, per year. The contract is effective as of April 1, 2008.</p>	<p>4. Brian Johnston to offer an employment contract for the position of Land Use Planner to Nadele Flynn.</p>

Agenda Item #7: Staff Contracts	
Discussion Topic	Action Item
<p>Moved: 1st Ray Hayes 2nd Dave Loeks All in Favour Passed by Consensus</p> <p>Motion #6: The PWPC approves the contract of Sam Skinner, Land Use Planner, at Step 2 of Schedule B of the Policies and Procedures, with Annual Vacation equivalent to 8% of earned annual salary or twenty work days off, per year. The contract is effective April 1, 2008.</p> <p>Moved: 1st Dave Loeks 2nd Ray Hayes All in Favour Passed by Consensus</p> <p>Motion #7: The PWPC approves the contract of Megan Wright, Office Administrator, at Step 3 of Schedule B of the Policies and Procedures, with Annual Vacation equivalent to 8% of earned annual salary or twenty work days off, per year. The contract is effective April 9, 2008.</p> <p>Moved: 1st Steve Taylor 2nd Ray Hayes All in Favour Passed by Consensus</p> <p>Motion #8: The PWPC authorizes the Chair and Senior Planner to offer an employment contract to Nadele Flynn, for the position of Land Use Planner and authorizes the Chair to sign a contract. The salary will be between Step 1 and Step 3 of Schedule B of the Policies and Procedures, effective as soon as possible.</p> <p>Moved: 1st Ray Hayes 2nd Dave Loeks All in Favour Passed by Consensus</p>	

Agenda Item #8: Signing Authority for Administrator & Commission Member Ray Hayes	
Discussion Topic	Action Item
<p>Motion #9: The PWPC grants signing authority to Commission Member, Ray Hayes, and Office Administrator, Megan Wright, on CIBC Bank Account #80-7219717.</p>	

Agenda Item #8: Signing Authority for Administrator & Commission Member Ray Hayes	
Discussion Topic	Action Item
<p>In addition to Ray Hayes and Megan Wright, signing authority is currently held by: Brian Johnston, Albert Genier, David Loeks, Peter Kaye, Marvin Frost, and Steve Taylor from the Peel Watershed Planning Commission, and Doug Phillips, Ian Robertson, Ronald Cruikshank and Rhoda Merkel from the Yukon Land Use Planning Council.</p> <p>Moved: 1st Dave Loeks 2nd Steve Taylor All in Favour Passed by Consensus</p>	

Agenda Item #9: Planning Principles	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Dave Loeks has completed the Planning Principles but has not yet forwarded them by email to the Commission members, for a final review. • Agreed to defer this item for later discussion. 	

Agenda Item #10: Short-listing of Land Use Planner Candidates	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Discussed earlier under Staff Contracts 	

Agenda Item #11: Next Steps	
Discussion Topic	Action Item
<ul style="list-style-type: none"> • Brian Johnston will determine the date of the next meeting and advise. It will focus on the advancing the Scenarios analysis. 	

Meeting adjourned at 4:50 pm

Approval of Peel Watershed Planning Commission Special Meeting # 8 Minutes (April 9, 2008, Whitehorse, Yukon)

Motion #2, Meeting #14, July 14, 2008

To accept the Special Meeting #8 Minutes, April 9, 2008, as presented.



Chair



Senior Planner

Date: Dec 09, 2008