

# Peel Watershed Planning Commission

## Special Meeting # 2

Suite 201 – 307 Jarvis Street

Whitehorse, Yukon Territory

February 4, 2005

### Summary Minutes

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Attendance In Person:

Sam Wallingham, Chair  
Shawn Francis  
Ron Cruikshank  
Gerald Isaac  
Kenn Roberts  
Jim Bell

Attendance Via Speakerphone:

Albert Genier  
Marvin Frost  
William Koe  
Steve Taylor

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Meeting came to order at 1:30 pm.

**1. Welcome and Agenda Review**

GERALD ISAAC welcomed everyone to the meeting and reviewed the agenda out loud. After some discussion the following motion came forward;

Motion 1.	To accept the agenda as presented.
Moved by:	Sam Wallingham
Seconded by:	Marvin Frost
Passed by:	consensus

## **2. Activity Update**

SHAWN FRANCIS provided an overview of the activities which had taken place from December 17, 2004 until this day, and referred everyone to the document titled Activity Update as handed out. It outlined the activities and status of various issues. A lot of action items were in relation to the decision to pursue a planning model to have joint meetings. Joint work planning, getting agreements in place to share office space, and development of job descriptions and statements of qualifications for the positions were some of the issues dealt with. The job competition has closed and some good applicants had been secured he said.

RON CRUIKSHANK said the Council had reviewed the documents and approved of having the Yukon Government view them. The Yukon Government had seen them.

## **3. Draft 2005/2006 Workplan and Budget**

RON CRUIKSHANK said there is a revision period in November for this document and as the year progresses updates can be done. All Commissioners had received a draft workplan and budget in previous correspondence. The timing for this budget and workplan is to pass a motion today, then it goes to Council who recommends it to the Yukon Government, who ultimately approves it.

SHAWN FRANCIS said the annual workplan and budget flows from the three year workplan which this group developed. We've taken that information and chunked out the next years' work. We have the draft 2005/2006 workplan and budget. We want to keep it tight with the annual workplan, and it makes it simple to create annual ones from the three year workplan. At the next meeting we will draw up the three year workplan. We have established joint staff and resource sharing between the two Commissions. We have a round of community events in April/May where we collect regional interests from the communities and tell people what our proposed three year workplan will be. In Fall, we revise our terms of reference and then do focussed community work, which takes us into January. We then get our data ready and out, and by January to March of 2006 we produce a resource assessment report which documents the issues within the region. It's a logical workplan. The other product we want to create is the regional issues and interests summary, the results of the April to May workshops. Hope to have three community consultation periods this coming year. We've started the First Nations consultation requirements on the budgets and have received comments from everyone except Na-Cho Nyäk Dun which promised to have them to us by Monday, February 7, 2004. We will provide comments to everyone in their meeting packages for next time. The general consensus from First Nations is that it looks good. The Yukon Government has had a preliminary look at it. One comment they made related to community working groups and a line item in the Peel budget for a coordinator. We will pull that out of the budget. They also wanted more information on the joint staffing. We will update the workplan based on those comments. We also received comments from the Tetlit Gwich'in. We tried to capture issues from previous discussions.

SAM WALLINGHAM asked about the working groups in the communities.

SHAWN FRANCIS said the main concern was that we were establishing another land claim board. It was a misunderstanding. We need to clearly convey that there is no intent to have a separate, stand alone entity.

RON CRUIKSHANK said for the March meeting we need a strategy for how the communities will be engaged. Need a session to put ideas down on paper on how you will involve the communities in the process.

SHAWN FRANCIS said we need to know if Vuntut Gwitchin First Nation/Old Crow want to participate fully. Nothing's finalized. We will plan later in the year.

WILLIAM KOE asked if they would come into McPherson. The Peel River Watershed is right above us he said.

SAM WALLINGHAM said most definitely, we will be there.

SHAWN FRANCIS spoke about the salary for a coordinator, which was a hold-over, so we will remove it. That will shave money off he said.

GERALD ISAAC said there will be further discussion on how the Commission would communicate and consult with the communities. That's on the agenda for the next commission meeting.

RON CRUIKSHANK said staff from here may be in touch with you so as to prepare on how to contact each of the communities.

STEVE TAYLOR said face to face community meetings was the most important thing. As long as we have room for that. The driving force must be to have all the people involved, the rest will fall into place after that.

ALBERT GENIER said he agreed. He hoped NND comments would be received by Monday.

GERALD ISAAC said we have received some comments from First Nations which had not been reflected in the workplan and budget. Consultation with First Nations was to be complete by February 7, 2005.

WILLIAM KOE said he agreed, a lot of work would come from the communities. Traditional knowledge must be incorporated.

GERALD ISAAC asked for a motion to accept the workplan and budget. The following motion came forward;

Motion 2.	To accept the draft 2005-2006 Peel Watershed Planning Commission workplan and budget as presented, with necessary updates as discussed.
Moved by:	Marvin Frost
Seconded by:	Kenn Roberts

Passed by: consensus

RON CRUIKSHANK said comments received from First Nations needed review and feedback should be provided those persons who contributed, recognizing their contributions.

#### **4. PWPC – NYPC – YLUPC Staff and Resource Sharing**

SHAWN FRANCIS said we want to enter into a sharing arrangement for joint office space, staff, and resources between the North Yukon Planning Commission, the Peel Watershed Planning Commission and the Yukon Land Use Planning Council. He spoke about the Lease Agreement saying the total cost to the PWPC would be approximately \$670.00 per month. It would require a Memorandum of Understanding (MOU) between the parties. We are able to move in tomorrow if we desire.

KENN ROBERTS asked if members would have access, so as to review materials from time to time.

SHAWN FRANCIS said yes people are welcome to drop in during regular business hours.

RON CRUIKSHANK said there is usually a workspace here. He encouraged people to drop by.

MARVIN FROST said it sounded good. The following motion came forward;

Motion 3.	The Peel Watershed Planning Commission will enter into an office sharing agreement with the Yukon Land Use Planning Council, and the North Yukon Planning Commission, based on shared costs of \$17/ft. sq. for 202 Jarvis Street. Office sharing agreement to begin on February 1, 2005 and end October 2007.
Moved by:	Sam Wallingham
Seconded by:	Steve Taylor
Passed by:	consensus

#### **5. Office Equipment**

SHAWN FRANCIS spoke about this issue saying we are looking for agreement from the Commission members to give the staff the approval to get things rolling, to get the necessary capital items for the joint NYPC and PWPC office space until the end of March.

KENN ROBERTS said he wanted to encourage local buying and purchases.

SHAWN FRANCIS said he would be bringing some things forward at the next meeting. If we agree in principle to spend a maximum of \$5,000 that's what we need. The following motion came forward;

Motion 4.	To purchase necessary office furniture and equipment this fiscal period to a maximum of \$5,000.00. Staffing decisions must be completed before all necessary office equipment and furniture is purchased.
Moved by:	Kenn Roberts
Seconded by:	Albert Genier
Passed by:	consensus

## **6. Staffing Model and Hiring Strategy**

SHAWN FRANCIS said the organizational model was included in the handouts. We are looking for four new people to help both commissions. A senior planner and three shared positions to work jointly. Many promising applications had been received. We will begin screening next week. Sam Wallingham would be involved in the entire process. No decisions had been made because the competition just closed.

KENN ROBERTS asked about hiring processes for First Nations.

SHAWN FRANCIS said a good number of the applicants were First Nations. There is a clause from Chapter 22 included in our hiring process.

RON CRUIKSHANK said we allow extra points for First Nations candidates.

SHAWN FRANCIS said about half the applications are from outside the Yukon.

MARVIN FROST said he would like to meet to review some of the applications.

SAM WALLINGHAM agreed to meet with Marvin Frost next week. Once things are in place an evening get-together will be held so everyone can meet each other he said.

## **7. Work Remaining for 2004-2005 Fiscal Period**

SHAWN FRANCIS said the three year workplan needed to be written and the policy and procedures manual put in place. A community consultation strategy needed to be developed so as to gain clear direction and guidance as to where we are going. Once the three year workplan is completed, we will fine tune it over the Summer and in September-November we will revise it to reflect the new more focussed direction learned over the course of the Summer. The Commission needs to come back to the workplan every so often. By March 31 we will have a good three year workplan in place. If we finish those by end of March, we will have completed our Commission start-up date as we said we would.

STEVE TAYLOR said other Boards use operating procedures, a piece of paper spelling this out. Will there be operating procedures, and if so, will they fit into the Precise Terms of Reference.

RON CRUIKSHANK said we would have a separate draft Precise Terms of Reference and Policies and Procedures. Two products will be created. The issue would be further discussed at the next PWPC meeting.

SAM WALLINGHAM said traditional knowledge would be discussed at the next PWPC meeting as well.

ALBERT GENIER asked about future reviews, how would that be addressed.

RON CRUIKSHANK said The Implementation Working Group agrees, and Canada has acknowledged that funding is required under the agreement.

### **8. Next Meeting Date and Adjournment**

It was agreed to meet as follows:

Thursday March 3, 2004, for three or four hours in the evening.

Friday March 4, 2005, all day. Lunch with the North Yukon Planning Commission.

Everyone would be emailed to confirm. The following motion came forward;

Motion 5.	To adjourn the meeting.
Moved by:	Albert Genier
Seconded by:	Sam Wallingham
Passed by:	consensus

Meeting adjourned at 3:00 pm.

Approval of Peel Watershed Planning Commission Special Meeting # 2 Minutes  
February 4, 2005

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Chair

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Date

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Peel Watershed Planning Commission

