

**Peel Watershed Planning Commission:
Special Meeting #3 Minutes
Teleconference
April 8, 2005
YLUPC Board Room - Whitehorse**

Special Meeting # 3 April 8, 2005	
In Attendance:	
<p>Peel Watershed Planning Commission Sam Wallingham – Chair Albert Genier - Member (via teleconference) Marvin Frost – Member (via teleconference) Kenn Roberts- Member</p>	<p>YLUPC Shawn Francis – Coordinator/Land Use Planner Ron Cruikshank, YLUPC Director Gerald Isaac – First Nation Policy/Planning Advisor, Meeting Facilitator</p>
<p>Absent: Abe Wilson – Member Steve Taylor – Member</p>	<p>Yukon Government Tim Sellars, Land Use Planner</p>

Agenda Item 1: Welcome	
<p>Meeting began at 9:10</p> <ul style="list-style-type: none"> • Gerald Isaac opened the meeting by welcoming everyone. 	Action Item

Agenda Item 2: Review Agenda	
<p>Discussion Topic</p> <ul style="list-style-type: none"> • Commission members reviewed agenda. <p>Motion #1: To accept the Agenda as presented</p> <p>1st Kenn Roberts 2nd Marvin Frost All in Favour Motion passed by consensus</p>	Action Item

Agenda Item 3: Staff Hiring	
Discussion Topic	Action Item
<ul style="list-style-type: none"> Ron Cruikshank reviewed staff hiring to date and start times for employees. He is still working on the employee contracts and the secondment agreements. YLUPC is hiring the employees and the Commissions will be seconding the employees. YLUPC board members reviewed the employment contracts at their last board meeting and wanted to include start and end dates for employees and a process for termination of employment. He will have the agreements and contracts within two weeks. Shawn Francis reviewed progress in the office to date. There was a staff meet and greet April 6, 2005 and the workplan, office environment, start dates and travel commitments were reviewed. The office is now up and running and on schedule. Marvin Frost welcomed the new staff and thanked YLUPC, Ron Cruikshank and Shawn Francis for their work to date. Kenn Roberts commented upon the good progress and good administration. Marvin Frost asked about the time limits of the secondment and Ron Cruikshank replied that the time line is no later than June 2, 2005 to October 31, 2005. Albert Genier inquired about a termination clause for seconded employees. Ron Cruikshank replied that the termination clause would be covered in the Policies and Procedures. <p>Motion #2: To second Brian Johnston as the senior planner in a fulltime position from the YLUPC. In shared positions with the NYPC, second John Ryder as Land Use Planner, Richard Vladars as GIS/Data Technician and Kathleen Zlimmer as Office Administrator from the YLUPC.</p> <p>1st Sam Wallingham 2nd Albert Genier All in Favour Motion passed by consensus</p>	<p>1. Ron Cruikshank to forward agreements and contracts to commission.</p>

Agenda Item 4: Policies and Procedures	
Discussion Topic	Action item
<ul style="list-style-type: none"> Ron Cruikshank made the changes requested at the last meeting and preceded to review the 3rd draft of the Policies and Procedures manual with the Commission He will include a title page and index. Albert Genier made note of typos in 1.2.4 (the) and 1.2.6 (recorded). He thought that 1.1.7 should also make reference to Chapter 2 and the process for replacing members. 1.2.7 should include distribution of agenda and information in minimum of 3 days to parties mentioned as well as commission members before a meeting. Tim Sellars confirmed that the Commission should use the Government of Yukon Travel rates. 	<p>2. Tim Sellars will provide the Commission with YTG updated travel rates.</p>

<ul style="list-style-type: none"> • Kenn Roberts expressed concerns about the possibility of ongoing conflicts of interest and how to address this if a member must constantly be absent. • Albert Genier would like to include a remedy for continued conflict of interest under 1.1.6. All Commission members agreed. • Sam Wallingham reflected that there should be 100% consensus for remedy from remaining members. • Kenn expressed concern about the termination of secondment and how that would take place. Ron Cruikshank said that the termination would be dealt with by adding a clause in the Human Resource manual that would include termination by consensus of members (not quorum). • Ron Cruikshank suggested that a review of the Policies & Procedures would be appropriate after December 31, 2005. <p>Motion #3: To approve the Peel Watershed Planning Commission Policy and Procedures handbook of March 31, 2005 (with changes noted).</p> <p>1st Kenn Roberts 2nd Sam Wallingham All in Favour Motion passed by consensus</p>	<p>3. Ron Cruikshank to include under 1.1.6 that multiple conflicts of interest are not acceptable and will be dealt with by Commission. He will also correct noted typo's, and change 6.1.5 to Government of Yukon.</p>
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Agenda Item 5: Draft Precise Terms of Reference

Discussion Topic	Action Item
<ul style="list-style-type: none"> • Shawn reviewed the basic 3-year Workplan with Commission. To be included is a map of oil and gas dispositions and more information and details after gathering issues and interests this summer. The time line is the same as the one the Commission reviewed in December. New employee names will be added to the organizational chart on page 20. Tim Sellars distributed the map. • The total budget for each Commission is approximately \$900,000 but each commission does detailed budgeting for each year and budget is matched to work plan. • A discussion ensued regarding payment of information from First Nations. The information may already be collected but there was a cost involved in that collection for which First Nations should be compensated. If information is used from First Nations, there should be a fair market value payment. In addition, if there are gaps in information, First Nations should be the first choice for contractors to fill those gaps. • Shawn Francis replied that in the NYPC process, as many NGO groups as possible were involved in the sharing of information. They entered into an information sharing agreement with the VGFN and only contracted out for gaps in the information. Hopefully the same process can apply for the PWPC, as the budget could not accommodate payment for all information. • Albert Genier expressed concern that the process of the TWG was not clearly defined. • Ron Cruikshank replied that there was plenty of time over the summer to decide on the particulars of information gathering and sharing and that the Commission should review and revise the PTOR if necessary. <p>Motion #4: To approve the Peel Watershed Planning Commission Precise Terms of Reference (3 year work plan) dated March 31, 2005.</p> <p>1st Kenn Roberts 2nd Marvin Frost All in Favour Motion passed by consensus</p>	

Agenda Item 6: Hunt Oil Company of Canada Ltd. – Land Use Permit Application for Turner Lake Wetlands 3-D Seismic Program	
Discussion Topic	Action Item
<ul style="list-style-type: none"> Shawn Francis updated the Commission on the application and reviewed the draft letter. The Commission and others have been asked to comment on the effects of the Land Use application which involves carrying out a winter 3-D seismic project 05/06 in existing land disposition from 2001-2002. The project would involve 230K of winter cat train with route over many creeks and streams but no permanent bridges. There would be 620K of seismic grid. Some lines would be hand cut and some lines would be 5M lines. Also included would be an onsite camp and airstrip. The site has lots of seismic activity. The map included in the submission shows access from Ft. McPherson due south along east side of Peel with crossing at Caribou river, along gully to Plateau proper. Tim Sellars commented that three quarters of the trail would follow the same route as the J21 cleanup. Albert Genier commented that the J21 project did not cleanup all the sites and left debris on the riverbank. Kenn Roberts commented that linear progression and percussion over shot method might be more environmentally friendly. Both Albert Genier and Kenn Roberts concurred that the most environmentally friendly method to record seismic activity should be used and that cleanup of the site should be insured. Sam Wallingham questioned the Commissions role in commenting on technical aspects and also suggested that there was a need for a better map, to include aerial, hard copy and digital. 	<p>4. Shawn to redraft letter to include best practices comment, a need for better maps, including aerial, both hard copy and digital.</p>

Agenda Item 7: Peel Commission Community Tour (May – June 2005)	
Discussion Topic	Action item
<ul style="list-style-type: none"> Gerald Isaac ran through the schedule for the initial community partners meetings and explained that these meetings are to set up for the public issues and interest meetings in May/June and what presentations may be included. Once all communities have confirmed dates, Commission members can confirm who will be present for the public meetings. Not all members can make all meetings but a minimum of 3 members should be at each meeting. Gerald Isaac is still working on confirming the date for Ft McPherson and mode of transportation. Albert Genier and Kenn Roberts expressed the desire to drive instead of flying to Ft McPherson for the purpose of team building and discussion opportunity 	<p>5. Gerald to confirm dates for public meetings and forward to Commission members ASAP and then confirm member's attendance.</p>

Agenda Item 8: Logo
