



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
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April 23, 2014

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse
 Meeting #01, 2014-2015

In Attendance

<u>Yukon Land Use Planning Council (YLUPC)</u>	<u>YLUPC Staff</u>	<u>Delegate/Guest:</u>	<u>Yukon Government (YG)</u>
Patrick Rouble- Chair Pearl L. Callaghan-Member Member Vacant	Ron Cruikshank -Director Heidi Faulds - Senior Financial Administrator Sam Skinner- Senior Planner Gerald Isaac- Policy Planning and Advisor	Roger Ellis – DRPC Ray Hayes- PWPC- Former Member Scott Casselman- DRPC Scott Heron-ENV Wilbur Smarch- TTC	Jim Bell-YG

- Acronyms:** TWG – Technical Working Group
 SLC – Senior Liaison Committee
 LCIS – Land Claim Implementation and Secretariat
 YG- Yukon Government
- First Nations:** EMR- Energy, Mines and Resources
 CTFN- Carcross/Tagish First Nation
 CAFN- Champagne & Aishihik First Nation
 KDFN- Kwanlin Dun First Nation
 LFN- Liard First Nation
 LSCFN- Little Salmon/Carmacks First Nation
 NND- First Nation of Na- Cho Nyäk Dun
 RRDC- Ross River Dena Council
 SFN- Selkirk First Nation
 TKC- Ta'an Kwäch'än Council
 TRT- Taku River Tlingit
 TTC- Teslin Tlingit Council
 TH- Tr'ondëk Hwëch'in
 WRFN- White River First Nation
 KDC- Kaska Dena Council
- Planning:** DRPC- Dawson Regional Planning Commission
 FRP- Final Recommended Plan
 RP - Recommended Plan
 RLUPC- Regional Land Use Planning Commission
 NYPC- North Yukon Planning Commission
 PWPC- Peel Watershed Planning Commission
 TOR- Terms of Reference
 TRPC- Teslin Regional Planning Commission
 KRPC- Kluane Regional Planning Commission
- Action Items:** Status indicated is as of next meeting date

A committee and

Meeting called to order 9:20 AM

Agenda	
Comments	Action Items
<p>MOTION # 1:</p> <p>To accept agenda of April 23, 2014 as presented.</p> <p>Moved: Pearl L. Callaghan 2nd Patrick Rouble Passed by Consensus</p>	

Agenda Item 2: Review Minutes	
Comments	Action Items
<p>MOTION # 2:</p> <p>To accept the Minutes of Feb 18, 2014 as presented.</p> <p>Moved: Pearl L Callaghan 2nd Patrick Rouble Passed by Consensus</p>	

Agenda Item 3.0: Delegation	
Comments	Action Items

Agenda Item 4.0: Director’s Report and topics discussed under the Director’s Report:	
Comments	Action Items

5.0: New & Unfinished Business

Agenda Item 5.1- North Yukon Regional Plan Implementation	Action Items
Comments	
<p><u>Northern Cross Field Trip</u></p> <ul style="list-style-type: none"> • North Yukon is the first plan approved by YG with conformity checks performed by YLUPC. • A major conformity check for Northern Cross has been completed and approved by YESAA. • A big observation with the seismic activity (during the field trip) is that the seismic lines performed in the 1950s had shown growth of vegetation around the lines with the exception of no growth in the line itself. • The new process does not disturb the vegetation and wildlife as much, but has been noted that the whereabouts of the porcupine caribou heard in unknown therefore difficult to assess any disturbance to the heard. • It was observed that only a small footprint is left after the new process of seismic lines is complete. • The knowledge gained observing the activity is a very valuable tool that can be utilized in many aspects of planning, and the safety and the control of the project was noted as a big priority. • YG is examining the impact the original activity had in the region, and it is believed that the vegetation will never completely grow back, however it is still a functioning wetland. • A relationship is being analyzed on how the seismic activity affects the wildlife in the area. • It is believed that Northern Cross followed proper procedures for this seismic activity. • One note is that employment was locally hired, if they met the requirements of the job in question. • Council inquired if there are regulatory checks in the activities by Northern Cross. YG indicated that there are spot checks to make sure proper procedures are followed. 	

Agenda Item 5.2: Peel Watershed Planning Commission

Comment	Action Items
<p><u>Review of Peel Planning Process and Conformity Checks</u></p> <ul style="list-style-type: none">• Council will be receiving the final thesis from the former student planner of the Peel planning process.• The thesis will be utilized for CLUPP and will be incorporated into the “Lessons learned” for the planning process.• Conformity checks will produce procedures similar to the North Yukon conformity checks.	

1. Agenda Item 5.4: Planning Regions in the Southern Yukon	
Comments	
<p><u>Teslin Planning region – Update and Action</u></p> <ul style="list-style-type: none"> ○ Letter to YG requesting the next planning region be established was sent Feb 26th, YGs response indicated that CLUPP needs to be finalized and that preparation of the Teslin Planning region needs to be reassessed from where the planning had previously ended. ○ TTC indicated that no matter what the outcome of the Peel decision is, it will be incorporated into the future planning of the Teslin area. ○ TTC is ready to put their names forward for the planning Commission and would like to start moving forward with the establishment of the commission, as establishment can be a huge time delay. ○ YG indicated the they need to review CLUPP to make sure the planning can continue without issues, and that the previous planning products that were produced by the previous Teslin Commission need to be reviewed. ○ A concern that has been brought forward; some First Nations are small in number and they don't have the resources or funds to support a regional plan. ○ Council mentioned that the planning process needs to be relatively fair with all the planning regions, and CLUUP should help centralize the planning process. 	

Agenda Item 5.5: UFA Board and Committee Course	
Comments	
<ul style="list-style-type: none"> ● Yukon College is establishing a course for Boards and Committees that introduces members to the UFA. ● The Yukon College is looking for feedback on the significance and content of the course. ● Council indicated that it would be useful to have the First Nation individuals that were a part of the original land claim agreements to be involved in the UFA course. ● Council's secretariat will provide feedback to the Yukon College on the UFA course. 	

Meeting reconvened 1:30pm

<p>Agenda Item 5.6: Substantive Potential Improvements to CLUPP</p>	
<p>Comments</p>	
<p>The source list for CLUPP has been obtained through YLUPC workshops, thesis, Lessons Learned, meeting of the Chairs, and YG.</p> <p>Concept #1: Interim Measures- Can the Parties agree how these apply to the region.</p> <p>Concept #2: Resources Assessment reports are taking too much time, and costing too much money.</p> <p>Concept #3: Resource Assessment Reports should have a futuring component.</p> <p>Concept #4: Resources assessment Reports should include the required information not just data.</p> <p>Council would like to see all knowledge including tradition knowledge incorporated into the Resource Assessment Reports YG mentioned it may be useful to provide the framework that is required in the Resource Assessment Reports, and explain the context that the data will be used in.</p> <p>Concept #5: Parties to provide guidance/parameters to the Commission as to the Scenarios so that the Commission can produce Scenarios that would be more possible and accepted by all Parties.</p> <p>YG indicated that it is important the Commissions produce a land use plan that is approvable.</p> <p>Concept #6: The Parties indicate the “Land Use Issues” that are desired to be addressed in the plan.</p> <p>Concept # 7: The role of “Stakeholders” and The Public” needs to be more clearly defined.</p> <p>Concept # 8: A multi-year Work plan is an option.</p> <p>Concept # 9: More intense “Orientation and Training”.</p> <p>Concept #10:” Proposed Modifications to the Recommended Plan” should be clearly defined to the Commissions.</p> <p>Concept #11 “Party to Party Agreements” before and during the process to help development a common understanding of their roles and responsibilities.</p> <p>Concept #12: Council to be identified as provider for “Financial Administration”.</p> <p>Concept #13: Commission to ask for “Methods Reports” for all core products.</p> <p>Concept #14: A “Lands Designation System” would be agreed to in the ToR.</p> <p>Concept #15: “Planning Principles” to be included in ToR.</p> <p>Concept #16: Senior Planners to receive would receive a document that helps guide staff in planning and administration.</p> <p>A letter to YG will be sent and the Concepts may be changed and /or reviewed for establishment to CLUPP. Council feels a CLUPP committee may need to be formed and the recommendations have to be sent to all effected Parties and incorporated into CLUPP for the remaining planning regions. Further discussion will continue on possible members of a CLUPP committee, may include former Commission Members, YG, CYFN, and planners.</p>	<p>A) Send letter to (YG-ADM-EMR) and effected parties with CLUPP recommendations, advice and to establish a process.</p>

Agenda Item 5.7: Communications	
Comment	Action Items
<p><u>PR Video Update</u></p> <p>Progress in being made and writers are have now been contacted.</p> <p><u>YLUPC-YG-CYFN co-sponsored Regional Planning Conference</u></p> <ul style="list-style-type: none"> • YLUPC will communicate with the effected Parties to confirm arrangements for Conference (2 days in duration). • Possible date in November 2014 and establishment of working group needs to be organized to follow through with the conference. • January and February 2015 may also be possible dates. 	

Agenda Item 6.0 Finance and Administration	
Comments	
<p><u>Financial Statements (Mar 2014)</u></p> <p>Council reviewed the Mar 2014 Financial Statements.</p> <p><u>Work plan and Budget 2014-2015</u></p> <p><u>Motion #4</u></p> <p>To accept Work plan and Budget for the period 2014/ 2015 for YLUPC.</p> <p style="text-align: center;">Moved: Pearl L. Callaghan 2nd Patrick Rouble Passed by Consensus</p> <p><u>New Financial Agreements with YG</u></p> <p>Council reviewed the financial agreements and noted it was temporary until Yukon and Canada complete the negotiations on accounting for surpluses.</p>	

Agenda Item 7.0 Correspondence & Relevant Media	
Comments	

Agenda Item 8.0 Schedule and Next Meeting	
Comments	
<p><u>Motion #5</u> To accept Work plan and Budget for the period 2014/ 2015 for YLUPC.</p> <p style="text-align: center;">Moved: Pearl L. Callaghan 2nd Patrick Rouble Passed by Consensus</p> <p><u>Motion #6</u> To accept Work plan and Budget for the period 2014/ 2015 for YLUPC.</p> <p style="text-align: center;">Moved: Pearl L. Callaghan 2nd Patrick Rouble Passed by Consensus</p> <p style="text-align: center;">“ In Camera” YESAA Legislative Review HR Contracts Renewal</p> <p><u>Motion #7</u> To extend the contract of the Senior Policy and Planning Advisor for an additional term of 2 years.</p> <p style="text-align: center;">Moved: Pearl L. Callaghan 2nd Patrick Rouble Passed by Consensus</p> <p><u>Motion #8</u> To extend the contract for the Senior Financial Administrator for an additional term of 3 years.</p> <p style="text-align: center;">Moved: Pearl L. Callaghan 2nd Patrick Rouble Passed by Consensus</p>	

Approval of Regular Board Meeting #01- 14/15 April 23, 2014
By Motion #3, at Regular Board Meeting #02-14/15 June 16, 2014

Chair

YLUPC Secretariat

Date:



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June 16, 2014

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse
 Meeting #02, 2014-2015

In Attendance

<u>Yukon Land Use Planning Council (YLUPC)</u>	<u>YLUPC Staff</u>	<u>Delegate/Guest:</u>	<u>Yukon Government (YG)</u>
Patrick Rouble – Chair Pearl L. Callaghan – Member George Nassiopoulos – Member	Ron Cruikshank – Director Heidi Faulds – Senior Financial Administrator Gerald Isaac – Policy Planning and Advisor		Jim Bell – YG

Acronyms: TWG – Technical Working Group Action Items: Status indicated is as of next meeting date
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- Planning: DRPC – Dawson Regional Planning Commission
 FRP – Final Recommended Plan
 RP – Recommended Plan
 RLUPC – Regional Land Use Planning Commission
 NYPC – North Yukon Planning Commission
 PWPC – Peel Watershed Planning Commission
 TOR – Terms of Reference
 TRPC – Teslin Regional Planning Commission
 KRPC – Kluane Regional Planning Commission
 CLUPP – Common Land Use Planning Process

Meeting called to order 10:10 AM

Agenda Item 1.0: New Member	
Comments	Action Items
New Member George Nassiopoulos was introduced and provided a brief history of himself.	

Agenda	
Comments	Action Items
<p>MOTION # 1:</p> <p>To accept agenda of June 16, 2014 with the addition of "In camera" Conflict of Interest.</p> <p>Moved: Pearl L. Callaghan 2nd George Nassiopoulos Passed by Consensus</p>	

Agenda Item 3: Minutes	
Comments	Action Items
<p>MOTION # 2:</p> <p>To accept the Minutes of April 26, 2014 with the addition of the acronym CLUPP- Common Land Use Planning Process. Council requested the Agenda from the meeting be included with the Minutes that are being reviewed.</p> <p>Moved: Pearl L Callaghan 2nd Patrick Rouble Passed by Consensus</p>	

Agenda Item 4.0: Director’s Report and topics discussed under the Director’s Report:	
Comments	Action Items
<ul style="list-style-type: none"> • A tour to the communities is scheduled for this year and Council would like to include the RRCs. • Council secretariat attended the NTC gathering in May 2014 and provided a presentation on land use planning in the Yukon. 	

5.0: New & Unfinished Business

Agenda Item 5.1- Peel Watershed Planning Commission	Action Items
Comments	
<p><u>Review of Peel Planning Process (N.Grzybowski Thesis)</u></p> <ul style="list-style-type: none"> • Council will post the thesis with an introduction/disclaimer on the YLUPC website including a link. • Council questioned what impact the thesis of the Peel will have on the legal case, YG indicated that it will not have any impact as the Court case only deals with the legality of the process. • Council’s secretariat feels the thesis and Chapter 11 should be reviewed to insure the “Lessons Learned” be brought forward in future planning commissions. • It was also noted that there is interest in YLUPC providing a Planning 101 Workshop in the communities and to the RRCs. • Council believes the thesis will be a valuable tool in future planning processes. <p><u>Peel Legal Proceedings</u></p> <ul style="list-style-type: none"> • Legal documents are available regarding the court case, and it is believed that it may hold valuable information for future land use planning processes as to the interpretation of the planning process to different Parties. • The court case begins July 7, 2014 for one week and is open to the public. 	<p>A) Email Members the thesis and the Peel Legal documents.</p>

Agenda Item 5.2: Dawson Regional Planning Commission	
Comment	Action Items
<p><u>Update on DRPC Progress</u></p> <p style="text-align: center;"><u>Planning</u></p> <ul style="list-style-type: none"> • DRPC is in the process of drafting their land use plan, and indicated the increased time required to produce the draft plan is vital to producing a quality land use plan. • DRPC is now looking to produce a draft plan by the end October (later than estimated), for public release. • It has been suggested that SLC review the draft prior to the release. • Public consultations will take place in November and December 2014. • DRPC will be sending an informal letter with a brief explanation for the time/money increase, as the DRPC will now require funding until Mar 2015. • The communication with YG and all affected Parties has been open, so a further delay past March 2015 is not expected by YG. • Traditional Economy Area (TEA) has become a controversial zone; the Commission and TWG have modified the LMU to increase acceptability. • A "Wetland Habitat Protection" area is being considered by the DRPC Commission. <p style="text-align: center;"><u>Staffing/Administration</u></p> <ul style="list-style-type: none"> • DRPC has staffing issues and will be down to one employee by the end of June. The DRPC has decided to hire a local employee (administration/GIS technician) to help with the current administration and planning in the Dawson Office. • Council has provided financial support with additional technical support. • DRPC has requested the newest member initial the Conflict of interest form, indicating that no conflict of interest exists. • DRPC is questioning if the office in Dawson will be required after Dec 2013. • Council feels the use of funds on contractors can be quite costly and would be looking for the Council secretariat to provide planning support in an alternative capacity for future land use plans. 	
Agenda Item 5.3: YESAA Legislative Changes	Action Items
<p>Comments</p> <ul style="list-style-type: none"> • YESAA bill S6 has been tabled in the Senate and then will pass through the House of Commons. • YESAA process for land use planning conformity checks has been altered. The current legislation has the Commission performing the conformity checks, not YLUPC. • YG indicated that if the Commissions no longer exist then the conformity check review may default to the Council Secretariat to perform the conformity checks. • Both the Council and CYFN indicated that the changes that have been proposed in bill S6 are not consistent with Chapter 11. • Council feels they have made the appropriate interjections on bill S6. YG mentioned that after bill S6 is passed, it may be beneficial for all Parties involved to get together and discuss the possible implications. 	

Reconvene at 1:25

Agenda Item 5.4: Substantive Potential Improvements to the Common Land Use Planning Process	
Comments	
<ul style="list-style-type: none"> • Council secretariat will be meeting with YG this week for additional collaboration on CLUPP. • YG and Council are to contribute funds to complete the CLUPP process. • Council believes that the planning process (including the ToR) needs to be tightened up, to provide consistency to all planning regions, and process guidance. • Budget and timelines of deliverables need to be key concepts in CLUPP. • Council also believes that the budgetary matters need to be monitored more closely. • A CLUPP amendment may be that the Resource Assessment Report be completed for the Commission prior to the start up of the planning process. • Employee contract expiration date is also another key issue that should be considered in CLUPP. 	

Agenda Item 5.5: Communications	
Comments	
<p><u>PR Video</u></p> <ul style="list-style-type: none"> • The script and potential narrators will be available by the end of July 2014. 	

Agenda Item 5.6: Finance and Administration	
Comments	
<p><u>Financial statements (May 2014)</u></p> <ul style="list-style-type: none"> • Council reviewed the financial statements <p><u>Sole Source Contract Changes</u></p> <ul style="list-style-type: none"> • First and Second reading completed June 16, 2014, regarding Sole Source Contract Changes. • Council secretariat has requested the increase as the \$10,000 amount does not adequately fund contracts. • Council will complete third reading for Sole Source contracts, but is requiring that all proper procurement policies are followed at all times. • The amount of the increase for Sole Source Contracts will be determined at the Next Council meeting; the amount that is being proposed is \$30,000. • Council agreed to defer decision until the next Council meeting. 	

Agenda Item 6.0 Correspondence & Relevant Media	
Comments	
<ul style="list-style-type: none">Council reviewed correspondence	

Agenda Item 7.0 Schedule and Next Meeting	
Comments	
Next Meeting: July 28, 2014	

Approval of Regular Board Meeting #02- 14/15 June 16, 2014

By Motion #3, at Regular Board Meeting #03-14/15 July 28, 2014

Chair

YLUPC Secretariat

Date:



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July 28, 2014

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse
 Meeting #03, 2014-2015

In Attendance

<u>Yukon Land Use Planning Council (YLUPC)</u>	<u>YLUPC Staff</u>	<u>Delegate/Guest:</u>	<u>Yukon Government (YG)</u>
Patrick Rouble – Chair Pearl L. Callaghan – Member George Nassiopoulos – Member	Ron Cruikshank – Director Heidi Faulds – Senior Financial Administrator Gerald Isaac – Policy Planning and Advisor Sam Skinner- Senior Planner	Leslie Cabott Mary Walden	Jim Bell – YG Renee Mayes- YG Stephen Mills-AR Suzan Davy-AR

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 AR – Aboriginal Relations, Implementation & Reconciliation
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Action Items: Status indicated is as of next meeting date

- Planning:** DRPC – Dawson Regional Planning Commission
 FRP – Final Recommended Plan
 RP – Recommended Plan
 RLUPC – Regional Land Use Planning Commission
 NYPC – North Yukon Planning Commission
 PWPC – Peel Watershed Planning Commission
 TOR – Terms of Reference
 TRPC – Teslin Regional Planning Commission
 KRPC – Kluane Regional Planning Commission
 CLUPP – Common Land Use Planning Process

Meeting called to order 10:06 AM

Agenda Item: 1 Agenda	
Comments	Action Items
<p>MOTION # 1:</p> <p>To accept agenda of July 28, 2014 with the addition of Implementation and Reconciliation Director at 1pm, break at 11:45.</p> <p>Moved: George Nassiopoulos 2nd Pearl L. Callaghan Passed by Consensus</p>	

Agenda Item 3: Minutes	
Comments	Action Items
<p>MOTION # 2:</p> <p>To accept the Minutes of June 16, 2014 as presented</p> <p>Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus</p>	

Agenda Item 4.0: Director’s Report and topics discussed under the Director’s Report:	
Comments	Action Items
<ul style="list-style-type: none"> The Yukon. Council Secretariat and the Chair attended the CAFN GA, providing opportunities to have informal discussions. <p><u>North Yukon/Northern Cross</u></p> <ul style="list-style-type: none"> It’s estimated that Northern Cross will have a very sizeable exploration project, and there has been no feedback loop on the conformity check YLUPC performed in the North Yukon last year. YG is responsible for keeping the tally on the cumulative effects for the Northern Cross project and YG will provide an annual report on the activity. 	

5.0: New & Unfinished Business

Agenda Item 5.1- Peel Watershed Planning Commission	Action Items
Comments	
<p><u>Court Case</u> Council Secretariat attended the Peel Court case, and the trail is now over and a ruling from the judge is expected sometime in the fall in 2014.</p> <p>The Yukon News had requested a comment on the Peel court case, the Council proved a comment; In response to your request for a comment...</p> <p>The Yukon Land Use Planning Council is awaiting the outcome and judgement of the court. Once we receive the decision we will be in a better position to comment on any possible changes to land use planning in the Yukon.</p>	

Agenda Item 5.2: Dawson Regional Planning Commission	
Comment	Action Items
<p style="text-align: center;"><u>Update on DRPC Progress</u></p> <ul style="list-style-type: none"> • The Commission met in June and was able to get through the whole region, the LMUs have not been finalized as of yet. • Late Sept for draft plan products will be presented to the Commission in their meeting, and Draft Plan is now scheduled to be completed at the end of Oct 2014. • The Senior Planner will not be renewing her contact and will be finished with the Commission at the end of December 2014. • YG will require an estimate on any funds the DRPC will require to continue past March 2015. • DRPC is in the process of hiring a technician. • There has been no formal request from the Commission regarding the extension on deliverables. • Council is concerned that there has been no formal request for funding from the Chair and the Chair has not returned calls. • Council does not feel the Council should be actively performing the duties of the Commission, however providing the resources (support) to the commissions is within Council’s mandate. • Council feels there was not a previous commitment to the work plan and budgets, and it has put the Commission in vulnerable position. • Council would like to see a formal request from the Commission, a request from the Commission staff is not sufficient. • Council would like a clear definition of support (what support Council is to provide to Commission). A clear definition of Commission and Council is required for CLUPP. • It was suggested that Council provide some HR support, and maybe take over the HR to provide the Commission with more realistic timelines. <p style="text-align: center;"><u>Draft/Audited Financial Statements</u></p> <p>Motion # 3</p> <p>To accept the Draft Audited Financial Statements for the fiscal year 2013-2014 for DRPC.</p> <p style="text-align: center;">Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus</p> <p>Motion # 4</p> <p>To accept the Final Audited Financial Statements for the fiscal year 2013-2014 for DRPC and submit to YG.</p> <p style="text-align: center;">Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus</p>	<p>A) Send letter to DRPC Commission (Chair) requested a formal response for funding, deliverables, and activities (a realistic work plan), include a deadline for response.</p>
Agenda Item 5.3: Substantive Potential Improvements Common Land Use Planning Process	
<p>Contribution agreement for CLUUP review will be provided by YG. The amount had been set at \$50,000.</p>	

Reconvene at 1:30

Agenda Item 5.4: Communications	
<p>Comments</p> <p><u>PR Video</u></p> <p>Council reviewed the script, any recommendations will be forthcoming.</p> <p><u>YLUPC –YG –CYFN Co-sponsored Northern Planning Conference</u></p> <ul style="list-style-type: none">• Leslie Cabott updated on the progress of the Northern Planning Conference... Phase 1 is complete, CANNOR application has been submitted, letter has been sent to CYFN requesting funding , YG will fund \$10,000, prepared a high level conference budget, YG, YLUPC, CYFN, PIBC, APP have been confirmed as the planning committee. KD Cultural centre and hotel rooms have been booked (blocked off) for the conference.• The scoping report has been sent to YLUPC (yet to be reviewed) , the conference objectives includes, the Planners discussing the future in planning, and one of the key objectives of the conference is to build trust in the planning community• Themes that may be discussed; climate change, resource development, planning methods, sharing regional plans, governance.• Looking for a way to include CLUPP in the conference.• Council reviewed 2 draft programs, and a list of key note speakers was reviewed.• Next Steps; YLUPC approve Draft report, Theme, Program and speakers, respond to CANNOR's request, implements Phase 2, and organize conference planning meeting (Sept 2014).• Council suggested YG Community Services should be contacted to participate. <p><u>CYFN GA</u></p> <p>Council secretariat attended the CYGN GA.</p>	

Agenda Item 5.5: Finance & Administration

Comments

Financials Statements (June 2014)

Council reviewed the June 2014 Financial statements

Draft/Final Audited Financial Statements

Motion # 5

To accept the Draft Audited Financial Statements for the fiscal year 2013-2014 for YLUPC.

Moved: Pearl L Callaghan 2nd George Nassiopoulos Passed by Consensus

Motion # 6

To accept the Final Audited Financial Statements for the fiscal year 2013-2014 for YLUPC and submit to YG.

Moved: Pearl L Callaghan 2nd George Nassiopoulos Passed by Consensus

Motion # 7

To commit to Cover the DRPC audit cost for the year 2013-2014.

Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus

Annual Report will be reviewed by Council and approved asap.

Motion # 8

Approval for Council to Discuss Policy and Procedure changes.

Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus

Motion # 9

Per Policies and Procedures Section 5.3.2 f), currently reads;
*"Purchases for goods and/or services with a value of over **\$10,000.00** shall require obtainment and consideration of three comparable quotations as set out in Section 5.4 "Contracting" prior to a decision to proceed with purchase. Quotations are not required where there is a sole source of supply"*

Motion to alter Section 5.3.2 f) to read;
*"Purchases for goods and/or services with a value of over **\$30,000.00** shall require obtainment and consideration of three comparable quotations as set out in Section 5.4 "Contracting" prior to a decision to proceed with purchase. Quotations are not required where there is a sole source of supply.*

Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus

Agenda Item 5.5: Finance & Administration

Comments

Motion # 10

Move Motion 9 as amended

Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus

- AR presented the TPFA with a change to accounting for surpluses.
- The surplus Council has needs to be accounted for in a different account.
- It was made clear that the accounting of the surplus has to be administered by the Council, not flow through the Commission.

- YG mentioned that 11.3.4 (Chapter 11) permits Council to pay for additional expenses for the Commission.
- Council is concerned that if additional funding does not flow through the Commission, that it does not depict the true financial picture of the Commission, and also that it may be read that the Commission is not independent, and it appears the line is blurred between the Council and the Commission.

- The question posed to AR is, can YLUPC flow the funds to DRPC directly?
- AR has put the question to Canada, and will confirm how the money is to flow.
- ARR wanted to make it clear the original funds put aside by Canada was to go directly to fund the Commissions, the funding is required to flow as was originally intended
- AR believes that is a requirement of the Commission to make sure they follow the budget and work plan and that they're properly staffed.

Motion # 11

Travel reimbursement Support

To provide travel support to First Nations without Land Claim agreements to maximum of 2 (two) people, upon direction of YLUPC secretariat.

Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus

Motion # 12

Pearl Callaghan and George Nassiopoulos are to act as Vice Chair in the absence of the Chair.

Passed by Consensus

Agenda Item 6.0 Correspondence & Relevant Media	
Comments	
<ul style="list-style-type: none"> Council reviewed correspondence 	

Agenda Item 7.0 Schedule and Next Meeting	
Comments	
<p>Next Meeting: Sept 19, 2014</p> <p>TH GA, inform DRPC of attendance (August 2014)</p>	

Approval of Regular Board Meeting #03- 14/15 July 28, 2014.
 By Motion #3, at Regular Board Meeting #04-14/15 Sept 19, 2014.

Chair

YLUPC Secretariat

Date:



YUKON LAND USE PLANNING COUNCIL

201 - 307 Jarvis Street, Whitehorse, Yukon Y1A 2H3
 PHONE (867) 667-7397 FAX (867) 667-4624 EMAIL ylupc@planyukon.ca

Sep 19, 2014

Regular Board Meeting Minutes

YLUPC Board Room, 307 Jarvis Street, Whitehorse
 Meeting #04, 2014-2015

In Attendance

<u>Yukon Land Use Planning Council (YLUPC)</u>	<u>YLUPC Staff</u>	<u>Delegate/Guest:</u>	<u>Yukon Government (YG)</u>
Patrick Rouble – Chair Pearl L. Callaghan – Member George Nassiopoulos – Member	Ron Cruikshank – Director Heidi Faulds – Senior Financial Administrator Gerald Isaac – Senior Policy Planning and Advisor Sam Skinner- Senior Planner	Roger Ellis-DRPC Leslie Cabot-Public	Jim Bell – YG Renee Mayes- YG

Acronyms: TWG – Technical Working Group Action Items: Status indicated is as of next meeting date
 SLC – Senior Liaison Committee

AR – Aboriginal Relations, Implementation & Reconciliation
 YG – Yukon Government

First Nations:

EMR – Energy, Mines and Resources
 CTFN – Carcross/Tagish First Nation
 CAFN – Champagne & Aishihik First Nation
 KDFN – Kwanlin Dun First Nation
 LFN – Liard First Nation
 LSCFN – Little Salmon/Carmacks First Nation
 NND – First Nation of Na- Cho Nyäk Dun
 RRDC – Ross River Dena Council
 SFN – Selkirk First Nation
 TKC – Ta’an Kwäch’än Council
 TRT – Taku River Tlingit
 TTC – Teslin Tlingit Council
 TH – Tr’ondëk Hwëch’in
 WRFN- White River First Nation
 KDC – Kaska Dena Council

Planning:

DRPC – Dawson Regional Planning Commission
 FRP – Final Recommended Plan
 RP – Recommended Plan
 RLUPC – Regional Land Use Planning Commission
 NYPC – North Yukon Planning Commission
 PWPC – Peel Watershed Planning Commission
 TOR – Terms of Reference
 TRPC – Teslin Regional Planning Commission
 KRPC – Kluane Regional Planning Commission
 CLUPP – Common Land Use Planning Process

Meeting called to order 9:12 AM

Agenda Item: 1 Agenda	
Comments	Action Items
<p>MOTION # 1:</p> <p>To accept agenda of Sept 19, 2014 with the addition of Legal Under finance, and an upcoming conference under Schedule.</p> <p>Moved: George Nassiopoulos 2nd Pearl L. Callaghan Passed by Consensus</p>	

Agenda Item 3: Minutes	
Comments	Action Items
<p>MOTION # 2:</p> <p>To accept the Minutes of July 28, 2014 as amended.</p> <p>Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus</p>	

Agenda Item 4.0: Director’s Report and topics discussed under the Director’s Report:	
Comments	Action Items
All topics will be addressed during the meeting.	

5.0: New & Unfinished Business

Agenda Item 5.1- Peel Watershed Planning Commission	Action Items
Comments	
<p><u>Conformity Checks</u></p> <ul style="list-style-type: none"> • A formal letter has been received from YG directing YLUPC to perform conformity checks for the Peel Watershed Land Use Plan. • Confirmation/Direction needs to be received from the First Nations involved to complete conformity checks for the Peel Watershed Land Use Plan within their traditional territory. • YG has rejected some new projects submitted for the Peel Watershed Land Use Plan, some existing projects may proceed, however new projects must follow the conformity check process. • YG indicated that the reason they requested YLUPC to complete the conformity checks is to have an impartial third party complete the conformity checks. • YG mentioned that when a Commission does not exist that the next closest Party to the plan is requested to complete the conformity checks, YLUPC is the next closest Party. 	<p>A) Respond to YG letter indicating YLUPC will be performing conformity checks in the Peel Watershed Region, with clarification on Crown land vs. First Nation land.</p>

Agenda Item 5.2: Dawson Regional Planning Commission

Comment

Action Items

Update on Dawson Progress

- SLC indicated in June 2014 that DRPC was on budget, however losing a staff member has caused further delays in planning and administrative duties.
- DRPC is considerably behind on their planning duties due to staffing issues.
- DRPC has hired a planning technician who will begin Sept 22, 2014.
- DRPC has requested YLUPC to help fund some planning activities, and this request has been approved by YG.
- The contribution agreement for \$50,000 between YLUPC and DRPC has been completed but not signed.
- DRPC's Annual Report has not been submitted to YG which has delayed their funding payment, the Annual Report is vital to keep the cash flow on- going.
- YLUPC still has not received a response to the letter requesting an official request for funding and any work plan changes from the DRPC.
- DRPC staff have been having a difficult time receiving responses from the Commission, the majority of the members are out of town.
- YLUPC Chair has been in contact with the DRPC Chair in August 2014, but has not received a formal response from the DRPC Commission.
- YLUPC Chair also contacted the DRPC Vice- Chair and indicated the need for the Annual Report and the Interim Report, however neither have been received as of Sept 19, 2014.
- Council is questioning if it would be worthwhile for YLUPC to take over the planning process for DRPC if their members continue to be unreachable and the funding stops.
- Council is uneasy in funding DRPC until their YG funding comes through as, all of the email received from the Acting Senior Planning have all the information provided to complete the Annual and Interim Report, these need to be formalized and vetted through the Commission.
- DRPC has requested additional funding for 2015-2016, however no official paperwork has been received by YG or Council to explain the reason for the additional funding request.
- YG is under the impression that the DRPC is closing their office Dec 31, 2014 as the Commission has not made an official request for further funding.
- DRPC indicated that with no responses coming from the Commission, it feels like the Commission is falling apart which is too bad when they are getting so close to finishing the draft plan.
- The DRPC has continually had staffing issues and these issues need to be addressed by the DRPC immediately. Council will take these HR issues that have effected the DRPC and include them as Lessons Learned in CLUPP.
- The majority of the planning work is being completed by YLUPC Senior Planner and a contractor.
- YLUPC Senior Planner has completed a chart to help with the completion of the Plan.

“ IN CAMERA”

Council discussed the financial /planning issues with the DRPC.

Agenda Item 5.2: Dawson Regional Planning Commission	
Comment	Action Items
<p>MOTION #3:</p> <p>Council to send letter to DRPC informing the Commission and cc'd to the Parties and all DRPC Commission members, that if the Commission does not submit their Annual Report and Interim Report by Sept 30, 2014 the Council will take remedial action.</p> <p>Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus</p>	
Agenda Item 5.3: Substantive Potential Improvements Common Land Use Planning Process	Action Items
<ul style="list-style-type: none"> • CLUPP RFP has been advertised on YLUPC Website and in the local News Papers. The deadline for submission is Oct 6, 2014 at 3pm. • A presentation will be made to the Council in Mar 2014 providing the outcome of the RFP. • The funding for the CLUPP review was provided by YG, a contribution agreement has been signed to reflect the funding commitment. • Council suggested that former Council and Commission members may also add value to the CLUPP review. 	

Reconvene at 1:15

Agenda Item 5.4: Communications	
Comments	
<p><u>PR Video</u></p> <ul style="list-style-type: none"> • A single Panel with be completed by a contractor and an illustrator has been contacted • The Single panel will be available Oct 2014 for Council to review. • Council has been in need of an update PR video, as the current PR video is outdated. 	

<p><u>YLUPC-YG-CYFN</u></p> <ul style="list-style-type: none"> • Council should receive the CANNOR funding for \$90,000 for the Northern Planners Conference. • YG’s contribution is contingent on CANNOR funding. • Alberta Planning Institute may also contribute funding to the Northern Planners Conference • Northern Planners Conference needs to be up and running with in the next 2 weeks to make the Conference viable, this includes the drop dead date and the website for the conference. <p>MOTION #4:</p> <p>Subject to CANNOR funding a contract may be sole sourced for the Northern Planners Conference.</p> <p>Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus</p>	
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Agenda Item 5.5: Finance & Administration	
Comments	
<p><u>Financial Statements (Aug 2014)</u></p> <p>Council reviewed the Aug 2014 Financial statements.</p> <p><u>Annual Report</u></p> <p>MOTION #5:</p> <p>Need email date of passing of Annual Report from Ron</p> <p>To approve and submit the Annual Report to YG.</p> <p>Moved: George Nassiopoulos 2nd Pearl L Callaghan Passed by Consensus</p> <p><u>Interim Report</u></p> <p>Council suggested changes to the Interim Report. Council Special Assignment days to be increased for the 2015-2016 Budget.</p> <p><u>Salary Review</u></p> <p>Council will review Salary Review at a later date.</p>	

Agenda Item 5.5: Finance & Administration	
Comments	
<p><u>Legal Issues</u></p> <ul style="list-style-type: none"> • Council suggested that they may be some interpretation needs for future Council activity. • Council will not retain a lawyer immediately but will seek legal advice on specific topics. 	

Agenda Item 5.6 Correspondence & Relevant Media	
Comments	
<ul style="list-style-type: none"> • Council reviewed correspondence 	

Agenda Item 6.0 Schedule and Next Meeting	
Comments	
<p>Next Meeting: Oct 31, 2014</p> <p>Strategic Planning: Oct 16 & 17, in Haines Jct.</p> <p>Chair to attend Geo Science (Nov 2014)</p>	

Approval of Regular Board Meeting #04- 14/15 Sept 19, 2014.
By Motion #3, at Regular Board Meeting #05-14/15 Oct 31, 2014.

Chair

YLUPC Secretariat

Date: