



DRAFT AGENDA – DAY 1 – Tuesday, October 28th

Time	Topic	Tab #	Item
8:00-9:00	<i>Coffee/Set-Up</i>		
9:00-9:30	The Basics	Tab 1	<ul style="list-style-type: none"> Welcome new Planning Technician: Sara Wray Enns Recording of motions made via email (July to September) Delegations Approval of agenda *Motion required Approval of previous meeting minutes: March 19-20, 2014 and April 15-17, 2014 and May 13-15, 2014 and June 10-12, 2014 *Motions required Chair's Report Acting Senior Planner's Report Correspondence and Media
9:30-10:15	Commission Members Internal Session *In camera		*Motions required Internal discussions re: communications protocols, roles and responsibilities of Commission members and staff, and other topics to be decided
10:15-10:30	<i>Coffee Break</i>		
10:30-12:00	Administration & Finance *All or portions of this section may be conducted in camera, by motion of the Commission during the course of the meeting	Tab 2	<p><i>Current Financial Situation and Reporting Requirements</i></p> <ul style="list-style-type: none"> Review financial statements: May, Jun, Jul, Aug & Sep 2014 Review reporting and payment schedule (Appendix F) from 2014-2015 Transfer Payment Funding Agreement 2013-2014 Audited Financial Statements (approved Jul 2014) 2013-2014 Annual Report (Draft submitted Jul & Oct 2014, verbal comments from YG & YLUPC, Final submitted Oct 2014) *Motion required - approval of Final version Draft and Final 2014-2015 Interim Report (Apr 1-Aug 31, 2014) - to be submitted immediately after this meeting; review mid-year workplan and budget variance 2014-2015 Annual Report: due Jul 15, 2015 to YLUPC and Jul 31, 2015 to YG 2015-2016 Budget Estimates (submitted Aug & Oct 2014) 2015-2016 Workplan and Budget (Preliminary Draft due in Dec 2014) <p><i>Assumptions:</i> Preliminary Draft due by Dec 1, 2014 to YLUPC and Dec 15, 2014 to YG; Final Recommended due by Feb 1, 2015 to YLUPC and Feb 15, 2015 to YG; approved funding agreement to be in place by Mar 15, 2015</p> <ul style="list-style-type: none"> 2014-2015 Memorandum of Understanding with YLUPC (details on support to be provided to DRPC) – status update DRPC-YLUPC Draft Contribution Agreement (Sep 2014)



DRAFT AGENDA – DAY 1 – Tuesday, October 28th (continued)

Time	Topic	Tab #	Item
10:30-12:00	Administration & Finance (continued) *In Camera	Tab 2	<p><i>Human Resources Discussion</i> *In Camera</p> <ul style="list-style-type: none"> • Contracts between YLUPC and S. Francis Consulting Inc. (Mar and May 2014 for DRPC cumulative effects project) – status update • Contract between YLUPC and S. Francis Consulting Inc. (Jun 2014) for DRPC senior planning advisory services – for information only • Contract between YLUPC and Carrie Breneman Environmental Consulting (May 2014) for production of DRPC Resource Assessment Report summary – status update • Contract between YLUPC and Cabin Fever Office Services (Jun 2014) for minute taking services – for information only • Permission from YG for DRPC transfer of funds (Jul 2014) • Contract between DRPC and S. Francis Consulting Inc. (Jul-Oct 2014) for senior planning advisory services - status update • Contract between DRPC and Kathy Burden (Sep 2014) for Plan Alternatives: What We Heard report and Draft Plan communications materials – status update • Acting Senior Planner – Employment Agreement ends Dec 31, 2014 (no further extension as per written notice provided Mar 13, 2014) • Planning Technician Employment Agreement (Sep 22 to Dec 31, 2014) - potential for extension of current role or new role in 2015
12:00-1:00	<i>Lunch</i>		
1:00-3:00	Draft Plan Status Update	Tab 3	<p>Review current status of all sections of the Draft Plan including Commission decisions still required, time estimates, and skills required for completion.</p> <ul style="list-style-type: none"> • Overall layout and design • Foreword • Section 1: Introduction • Section 2: Description of Planning Region • Section 3: Plan Concepts and Tools/Strategies • Section 4: General Management Direction • Section 5: Landscape Management Units • Section 6: Plan Implementation and Revision • Section 7: References • Appendices <p>This update is essential to inform Commission decision-making for the remainder of the meeting, and to assist in the creation of new workplans and budgets for the upcoming year.</p>



DRAFT AGENDA – DAY 1 – Tuesday, October 28th (continued)

Time	Topic	Tab #	Item
3:00-3:15	<i>Coffee Break</i>		
3:15-5:00 and continued on Day 2...	Workplan & Budget Decisions *All or portions of this section may be conducted in camera, by motion of the Commission during the course of the meeting	Tab 4	<ul style="list-style-type: none"> • Review of staffing/contracting options for 2014-2015 • In camera – Personnel Decisions *Motions required • Draft 2014-2015 Interim Report: identify workplan schedule, division of tasks, and additional funding required for remainder of current fiscal year (Oct 31 to March 31, 2015) <p><i>*Confirm responsibilities, timelines and communications protocol for:</i></p> <ul style="list-style-type: none"> -Preparation of Draft report and review by Commission -Submission of Draft report to Parties and YLUPC -Review of Draft by Parties and YLUPC and submission of comments to Commission -Review of comments received and preparation of Final report -Review of Final report by Commission and motion to approve -Submission of Final report to Parties and YLUPC -Release of funding payment <ul style="list-style-type: none"> • Official 2015-2016 Workplan and Budget: identify workplan schedule, division of tasks, and additional funding required for new fiscal year (Apr 1, 2015 to Mar 31, 2016) <p><i>Confirm responsibilities, timelines and communications protocol for:</i></p> <ul style="list-style-type: none"> -Preparation of Preliminary Draft and review by Commission -Submission of Preliminary Draft to Parties and YLUPC -Review of Preliminary Draft by Parties and YLUPC and submission of comments to Commission -Review of comments received and preparation of Final Recommended version -Review of Final Recommended version by Commission and motion to approve -Submission of Final Recommended version to Parties and YLUPC <ul style="list-style-type: none"> • Dawson office lease – as per motion at June meeting, was extended to cover Jul 1 to Dec 31, 2014 *Motion required to extend past Dec 31, 2014
5:00	Adjourn Day 1		



DRAFT AGENDA – DAY 2 –Wednesday, October 29th

Time	Topic	Tab #	Item
8:00-9:00	<i>Coffee/ Set-Up</i>		
9:00-9:15	Recap of Day 1 + Goals for Day 2		Format for the remaining discussions today + expected outcomes and decisions
9:15-10:15	Workplan & Budget Decisions (continued)	Tab 4	Continuation of discussions and decisions from the previous day *All or portions of this section may be conducted in camera, by motion of the Commission during the course of the meeting
10:15-10:30	<i>Coffee Break</i>		
10:30-12:00	Workplan & Budget Decisions (continued)	Tab 4	Continuation of discussions and decisions from the previous day *All or portions of this section may be conducted in camera, by motion of the Commission during the course of the meeting
12:00-1:00	<i>Lunch</i>		
1:00-3:00	Workplan & Budget Decisions (continued)	Tab 4	Continuation of discussions and decisions from the previous day *All or portions of this section may be conducted in camera, by motion of the Commission during the course of the meeting
3:00-3:15	<i>Coffee Break</i>		
3:15-4:30	Workplan & Budget Decisions (continued)	Tab 4	Continuation of discussions and decisions from the previous day *All or portions of this section may be conducted in camera, by motion of the Commission during the course of the meeting
4:30-5:00	Next Steps	Tab 5	<ul style="list-style-type: none"> • Next regular Commission Meeting: Nov 24-26? Nov 25-27? *Confirm dates and location • Decision Making for Climate Change course: Nov 27 or 28? *If interested, confirm dates and location • Any potential dates for December?
5:00	Meeting Adjourned		