

Dawson Regional Planning Commission (DRPC)
 October 28 & 29, 2014
 Regular Commission Meeting Minutes
 Meeting #19 (2014/2015)
 Tr'ondëk Hwëch'in Lands Conference Room, Dawson City, Yukon

In Attendance					
DRPC Scott Casselman - Chair Roger Ellis - Member Chester Kelly - Member Debbie Nagano - Member Peter Jenkins - Member Monica Krieger - Acting Senior Planner Sara Wray Enns – Planning Technician	<u>Yukon Land Use Planning Council (YLUPC)</u> Patrick Rouble - Chair Ron Cruikshank - Director Sam Skinner - Senior Planner	<u>Yukon Government (YG)</u> None	<u>Tr'ondëk Hwëch'in (TH)</u> Bill Kendrick – Senior Lands and Resources Officer/ Regional Planning Manager	<u>Vuntut Gwitchin Government (VGG)</u> Rosa Brown	<u>Guests</u> Jim Taggart Sebastian Jones

Acronyms:

TWG – Technical Working Group
 SLC – Senior Liaison Committee

MOU – Memorandum of Understanding

Action Items: Status indicated is as of next meeting date

Minutes prepared by: Sara Wray Enns, Planning Technician

Day 1 – October 28 2014

Meeting called to order at 9:10am by Scott Casselman, Chair.

Agenda Item 1: Commission Members Internal Session	
Motion to Go <i>In Camera</i> MOTION # 1: That the proceedings become <i>In Camera</i> to discuss internal commission matters. Moved: Peter Jenkins 2 nd Roger Ellis Passed by Majority Vote	Action Items Scott is to set up regular meetings with YLUPC. Commission staff are to work solely on the administration tasks until all outstanding reports are finished and operational funding is made available.
Debbie was opposed to Motion #1 because she did not think there was a need to go <i>In Camera</i> .	

<p>MOTION # 2: To suspend the "In Camera" session.</p> <p>Moved: Chester Kelly 2nd Roger Ellis Passed by Consensus</p> <p>Scott presented the discussion from the <i>In Camera</i> session as follows:</p> <ul style="list-style-type: none"> - There is a need for the Commission to have the outstanding meeting minutes approved. - There is a need for decisions around changed human resources starting in January 2015 including the extension of the contract between the DRPC and S. Francis Consulting Inc. - There is a need for increased communication with YLUPC. - The reception of the 2013-2014 Annual Report was delayed, and a Commission motion is still required to approve it. The 2014-2015 Interim Report has been drafted but remains outstanding. Payments to the Commission associated with the approval of both these documents were not received. This caused the Commission to be at risk of becoming financially insolvent in mid-October. The remedial actions proposed by YLUPC and YG were discussed with the SLC. The Yukon Government released funds to continue the operation of the DRPC Dawson City office until November 15 2014 and to fund a two-day Commission meeting dedicated to administrative matters and the completion of the outstanding Interim Report and Work Plan. - Currently Monica, Acting Senior Planner, has more accumulated overtime and unused holiday hours than expected. This is beyond the DRPC budgeted expenditure on Acting Senior Planner Salary. 	<p>No planning work is to be done.</p> <p>Monica is to use up part of her additional overtime and vacation time. Her regular work will finish November 30 2014. She will remain on staff until December 31st but is expected to not work during December.</p>
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Agenda Item 2 – Tab 1: The Basics	
Welcome to the New Planning Technician	Action Items
<p>The Commission welcomed Sara Wray Enns to the DRPC staff team in her new role as Planning Technician. Sara gave an overview of her education, qualifications and skill set.</p>	
Recording of Motions Made By Email	
<p>MOTION # 3: To Approve the 2013-2014 Audited Financial Statements</p> <p>Moved: Will Fellers 2nd Debbie Nagano Passed by Consensus via Email on July 28, 2014</p>	

<p>MOTION # 4: To accept the Contribution Agreement from the Yukon Land Use Planning Council for \$50,000 in additional funding (September 15 to December 31 2014) to be utilized for senior planning advisory services and any additional planning expertise and technical services deemed necessary to complete Commission tasks</p> <p>Moved: Roger Ellis 2nd Will Fellers Passed by Consensus via Email on September 30, 2014</p> <p>MOTION # 5: To change section 5.4.1 (e) of the Dawson Regional Planning Commission Policies and Procedures (October 2012), referring to Goods and/or Services Contracts, to read: <i>"Contracts with a value not exceeding \$50,000 for the supply of goods and/or services may be entered into on the basis of a sole-source bid. In such situations however, the definition of "Contract" shall be adhered to. For contracts with a value exceeding \$50,000, competitive bids shall be requested from a minimum of three prospective bidders or by a publicly advertised invitation to bid. Quotations are not required where there is a sole source of supply."</i></p> <p>Moved: Roger Ellis 2nd Chester Kelly Passed by Consensus</p>	
<p>Delegations</p>	<p>Action Items</p>
<p>There were no delegations requested for this meeting.</p>	
<p>Approval of the Agenda</p>	
<p>Peter noted that the <i>Commission Members Internal Session</i> had been moved to the front of the agenda. Monica suggested that the Commission had not received the outstanding draft meeting minutes and that their placement on the agenda should be moved to the morning of October 29th so the Commission has a chance to read them over.</p> <p>MOTION # 6: To accept the Agenda for the October 28-29 Meeting as amended.</p> <p>Moved: Peter Jenkins 2nd Chester Kelly Passed by Consensus</p>	
<p>Chair's Report</p>	<p>Action Items</p>
<p>Scott welcomed Sara to the Commission. He recognized the difficulty the Commission had over the summer months with Kathy Burden's resignation in June, leaving Monica to run the DRPC office on her own. Scott acknowledged the individual support from Heidi Faulds, Sam Skinner, and Shawn Francis. He also acknowledged</p>	

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<p>YLUPC financial support for other contractors including Kathy Burden’s work on the Plan Alternatives “What We Heard” Report, Carrie Breneman on the Resource Assessment Report Summary, and the minute takers for the last few meetings. Scott emphasized the importance of approving past meeting minutes. He talked about how the Commission is tasked with creating a Recommended Plan and that part of this is overseeing the administrative matters of the Commission. It is now time for the Commission to get its house in order. With all this in the background however Monica, Shawn and Sam have made good progress on the completion of the Draft Plan.</p>	
<p>Acting Senior Planner’s Report</p>	<p>Action Items</p>
<p>A written report was presented and attached to the agenda package. From June 13-October 26 Monica worked to contract appropriate senior planner services. She maintained communication between the Commission and YLUPC, TWG, SLC as well as the public. She extended the DRPC office lease until December 31 2014. She worked on the draft 2013-2014 Annual Report and draft 2014-15 Interim Report, and submitted budget estimates for the 2015-16 fiscal year. With the help of Debbie, she hired and trained new Planning Technician Sara Wray Enns. She oversaw contracts with Carrie Breneman to write the RAR summary and Kathy Burden to finish the Plan Alternatives: What We Heard Report. She ran the Commission office in Dawson independently over the summer. She worked to finish the 2013-2014 Audit.</p>	
<p>Correspondence and Media</p>	<p>Action Items</p>
<p>Correspondence received during the period May 30 2014 – October 2014 was logged and distributed to Commission members in the agenda package.</p> <p>The included in the correspondence are listed as follows:</p> <ul style="list-style-type: none"> - letters regarding new appointments of George Nassiopoulos to YLUPC and Peter Jenkins to the DRPC; - correspondence regarding the 2013-2014 Audit; - notification of the release of “Water for Nature, Water for People Yukon Water Strategy and Action Plan”; - response to the June 10th meeting from Stuart Schmidt of Schmidt Mining Corp . <p>Bill commented that no letters from TH regarding Peter Jenkins’ appointment were included in the agenda package. Monica responded saying only correspondence directly CC’ed to the Chair or the Commission were included.</p>	

Agenda Item 3 – Tab 2: Administration and Finance

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Review of Financial Statements	Action Items
<p>Monthly financial statements were presented to the Commission as part of their agenda package.</p> <p>Scott gave an overview of the Commission’s current finances.</p> <p>YLUPC has offered us a \$50,000 contribution agreement to provide for senior planning services and other technical support. We will not receive this until our administrative work detailed above is settled with the Yukon Government and they release the DRPC operational funding.</p>	
2013-2014 Audited Financial Statements	Action Items
<p>The 2013-2014 Audited Financial Statements were presented in the agenda package as complete and accepted.</p>	
2013-2014 Annual Report	Action Items
<p>The draft 2013-2014 Annual Report was due July 2014 to YLUPC. Monica was unable to get approval from the Commission for her draft of the Annual Report. There was an email issue and her draft did not make it to YLUPC. Funding is attached to the approval of the Annual Report; that funding was withheld causing a situation in which the Commission would have been in default. Scott received the report on September 30th. After meeting with YLUPC Chair and Director, Patrick Rouble and Ron Cruikshank, Scott made revisions to the draft of the Annual Report after concerns about the professionalism and appropriateness of content in Monica’s draft. Scott’s draft was submitted to YG and approved, though it was not approved by consensus from the Commission.</p> <p>Debbie raised concerns about how Monica and Scott’s drafts differed. Debbie was also concerned about the timing of the changes after Scott’s meeting with Ron and Patrick.</p> <p>Patrick responded by saying the meeting was planned in advance of any participant having seen Monica’s Annual Report draft because of the threat of the Commission going into default.</p> <p>The approval of the 2013-2014 Annual Report was tabled until October 29 2014 to give Debbie an opportunity to review both drafts.</p>	
2014-2015 Interim Report	Action Items
<p>A draft of the 2014-2015 Interim Report was due to YLUPC on September 15th 2014. This draft is still outstanding. In order to complete this report DRPC needs to make key decisions on the changes in the 2014-2015 work plan and the human resource situation in 2015.</p>	<p>That the Commission discuss and finalize the work plan that takes us to the release of the Draft Plan in order to finish the Interim Report.</p>

Agenda Item 3 – Tab 2: Administration and Finance	
2014-2015 Annual Report	Action Items
A report template was given in the agenda package and it was noted that this report would need to be completed by July 15, 2015.	
2015-2016 Work Plan and Budget Estimates	Action Items
The 2015-2016 Budget Estimates were presented in the agenda package along with relevant correspondence. They were submitted by email from Monica to YG and YLUPC on August 15 and September 3 2014. The same information was submitted with an official Commission cover letter on October 6 2014 after the Commission was notified that email correspondence from Commission staff was not sufficient.	A finalized 2015-2016 work plan and budget will still need to be submitted. This can be done once further guidance is given by the SLC, YG or YLUPC.
2014-2015 MOU with YLUPC and DRPC-YLUPC Draft Contribution Agreement	Action Items
The 2014-2015 MOU and the DRPC-YLUPC contribution agreement are both in draft form. These will be finalized once operational funding has been re-established.	Finalize and sign the 2014 MOU and YLUPC contribution agreement pending the acceptance of reports and consequent re-establishment of funding after November 15th 2014.
Contracts and Employment Agreements	Action Items
Commission contracts, both ongoing and recently completed, were presented in the agenda package. An <i>In Camera</i> discussion about human resources moving forward will be continued after presentations on the progress of the Draft Plan are given.	

Agenda Item 4 - Tab 3: Draft Plan Status Update	
Draft Plan Status Update	Action Items
Shawn and Sam gave an update on the progress made on the Draft Plan. This included a revamp of the land use designation system based on Commission direction at the last meeting. There will be key decisions that need to be made in December. If they are not the work plan will be further delayed.	

The Commission Adjourned for the day at 5:00 pm

The Meeting recommenced at 9:10 am

Agenda Item 5 – Tab 1: The Basics Continued	
Approval of Past Meeting Minutes	Action Items
<p>MOTION # 7: To approve the March 19-20 2014 Meeting Minutes as presented/amended.</p> <p>Moved: Chester Kelly 2nd Debbie Nagano Passed by Consensus</p> <p>Peter noted that the action item under Correspondence and Media in the March 19-20 2014 Meeting was not completed. This action item read: "Monica to write letter(s) to Yukon Trappers Association and other appropriate individuals regarding YTA involvement as stakeholders in the planning process, and reiterating how individual trappers can stay informed and involved".</p> <p>MOTION # 8: To approve the April 15-17 2014 Meeting Minutes with the understanding that the presentations from the meeting and the discussion around these presentations be attached to the meeting minutes as an addendum after approval.</p> <p>Moved: Peter Jenkins 2nd Roger Ellis Passed by Consensus</p> <p>The meeting Minutes from May 13-15, 2014 and June 10-12, 2014 were recorded by a third party minute taker and were not deemed adequate for review yet.</p>	<p>Monica to write letter(s) to Yukon Trappers Association and other appropriate individuals regarding YTA involvement as stakeholders in the planning process, and reiterating how individual trappers can stay informed and involved.</p> <p>Monica is to continue her meeting minute edits for the 2014 May and June meetings and present them as complete drafts to the Commission at the end of the week of November 3 – 7.</p>
Approval of the 2013-2014 Annual Report	
<p>MOTION # 9: To accept the 2013-2014 Annual Report as it has been presented to and accepted by the Yukon Government.</p> <p>Moved: Peter Jenkins 2nd Roger Ellis Passed by Consensus</p> <p>Debbie's concern was that there were two annual reports presented. She would like to know the difference between the two reports. As it stands the difference seems to be the variance in the description of Commission activities and the rationale behind delays. After discussion consensus was reached to pass the motion.</p>	

Agenda Item 6 - Tab 4: Work Plan and Budget	
	Action Items
<p>The Commission with the guidance of Monica, Shawn and Sam drafted up a list of tasks left that are necessary to complete the Draft Plan. It was decided that the Work Plan and Budget moving forward should reflect full Commission attendance at all Draft Plan public review events.</p>	

Agenda Item 7 - Tab 2: Administration and Finance Continued	
Human Resources Moving Forward	Action Items
<p>MOTION # 10: That the proceedings become <i>In Camera</i> with the participation of Ron Cruikshank and Patrick Rouble to discuss personnel matters.</p> <p>Moved: Peter Jenkins 2nd Chester Kelly Passed by Consensus</p> <p>MOTION # 11: To suspend the "In Camera" session.</p> <p>Moved: Roger Ellis 2nd Peter Jenkins Passed by Consensus</p>	<p>Include Heidi and Sam's salaries in the budget estimates in the 2014-2015 Interim Report.</p> <p>Monica is to continue on as Acting Senior Planner until November 30th when she is expected to take vacation days off for the remainder of December.</p> <p>Monica, Sam and Ron will draw up a contract for Shawn to continue offering planning expertise to the DRPC.</p> <p>The Commission would like to request the support of Sam Skinner for senior planner services with the mechanism and nature of this support to be negotiated with YLUPC and Sam Skinner.</p> <p>The Commission would like to continue contracting the support of S. Francis Consulting Inc.</p> <p>Sara will continue reporting to Monica in November, but in December will report to either Scott or Sam. There will currently be no changes to her job description.</p>

Agenda Item 7 - Tab 2: Administration and Finance Continued	
	<p>Shawn Francis will give the Commission information on the expected number of days he thinks he will need to work on the Draft Plan until it is finalized.</p> <p>Monica will spend the rest of her time with the Commission working on the following tasks: The 2014-2015 Interim Report as her first priority; the May and June Meeting Minutes as her second priority; finishing the Plan Alternatives “What We Heard Report”; writing a letter to the Yukon Trappers Association; ensuring all the outstanding Methods Reports are completed; wrapping up her position as Acting Senior Planner; transferring her responsibilities to Sam and Sara; conducting a performance review for Sara; completing an Exit survey.</p>

Agenda Item 8 - Tab 4: Office Lease Extension	
	Action Items
It was decided that the Commission could not commit to an extension of the office lease until the re-instatement of its funding.	Once the outstanding Commission reports have been approved and funds have been released a motion is to be made via email to extend our office lease into 2015.

Agenda Item 9 - Tab 5: Next Steps	
Decision Making for Climate Change Course	Action Items
It was decided that due to resource constraints this course would not be worth pursuing at this time.	

Agenda Item 9 - Tab 5: Next Steps	
Next Commission Meeting	Action Items
The next meeting will be tentatively booked December 9-11 in Dawson City.	
Interim Report Moving Forward	Action Items
The next stages of the Interim Report were discussed.	Staff will send out the Draft 2014-15 Interim Report Friday. It will include the Commission's projected budget for the 3 rd and 4 th quarters. The Commission will review it over the weekend and give any changes to Scott by Monday November 3, 2014.

Meeting adjourned at 3:25 pm

Approval of Minutes of Regular Board Meeting #19 (October 28-29, 2014)

By Motion #6 at Regular Board Meeting #20 (December 17, 2014)



Sara Wray Enns – Planning Technician

December 22, 2014

Date



Scott Casselman – Chair

December 22, 2014

Date