

Agenda Item 3.0 Finance	
Comment	Action Items
<p><u>Variance Report</u></p> <p>The Financial Administrator advised that a year end variance report will be prepared ASAP to determine carry-over surplus. YLUPC is to follow up on the indexing of the total allocation amount (\$935k) with respect to "FIDIPY" or annual adjustment for inflation.</p>	<p>2) Determine if TOR allocation amount is to be indexed under "FIDIPY"</p>
Agenda Item 4.0: Correspondence and Media	
Comment	Action Items
<p>Commission reviewed correspondence and media. Discussion of an appropriate response on YESAB reviews during the various stages of Plan production. At this time, the Commission will track projects, but not respond to application reviews.</p>	<p>3) Respond to YESAB re: No Comment at this time on project reviews</p>
Agenda Item 5.0 Reports	
Comment	Action Items
<p><u>Chair's report:</u></p> <p>The Chair provided a recap of meetings with YG and YLUPC to sort out the budget approval process. As new players become familiar with the process, it will hopefully become smoother. Key tasks during the period included sourcing of office space and contracting a designer for the logo. Communication between meetings is important.</p> <p>Commission members commented that requests for feedback should be clearly identified with a BOLD NOTE. When necessary, a conference call can be convened for discussion amongst the members between scheduled meetings.</p> <p><u>Senior Planner's Report:</u></p> <p>The Senior Planner updated the Commission on activities during the period. Key tasks included issuing an RFP for office space & a call for Expressions of Interest for Technical Support Services to the Commission. A Press Release was distributed advising the public of the Commission's operational status. A discussion document has been prepared to map out the consultation process. A presentation on the Dawson Planning Process was delivered to the Dawson City Chamber of Commerce. Importance of collaborative approaches was stressed.</p>	

Agenda Item 6.4 Lease of Office Space	
Comment	Action Items
<p>The Commission intends to open an office in the region as soon as possible. A request for proposals resulted in three alternative lease options. Of those, the preferred option is a main floor office on 2nd Avenue, which is available for occupancy mid-May. An alteration of the workplan to accelerate the opening of the Dawson office is considered by YG as a “justifiable alteration”, given the immediate need to establish a foothold in the community before all available space is gone. The provisional budget needs to be amended to include an amount for heat and lighting for the office space.</p> <p style="text-align: center;">MOTION #4</p> <p style="text-align: center;">To enter into a Lease Agreement with Diana Andrew and Martin Gehrig for office space at 1075-2nd Ave, Dawson City, YT for a period from May 15, 2011 to December 31, 2013 at a monthly rent of \$2047.50 (incl. GST).</p> <p style="text-align: center;">Moved Will Fellers 2nd Chester Kelly Passed by Consensus</p>	<p>7) Chair to sign Lease Agreement on behalf of Commission</p> <p>8) Senior Planner to modify budget and account for utility costs for office space.</p>

Agenda Item 6.5 Logo Design	
Comment	Action Items
<p><u>Logo</u></p> <p>Much discussion about the alternate designs and a preferred styling for the logo. Preference for simplicity was unanimous. Incorporating a fish would be consistent with the importance of salmon to the planning region. Logo should also depict landforms and gold(pan) elements.</p> <p>A tagline along the lines of “moving forward” or “trail leading forward” should be developed and translated into Han.</p> <p>The Senior Planner will communicate comments to the graphic designer, and proceed with preparation of a Final Logo based on the preferred option</p>	<p>9) Senior Planner to communicate feedback to graphic designer and proceed with development of a final version of the logo</p>

Agenda Item 6.6 Policies and Procedures	
Comment	Action Items
<p><u>Policies and Procedures</u></p> <p>A general discussion around section by section reviews guided by YLUPC Director. More clarity around financial matters is to be achieved by moving some policy statements into the Funding Agreement.</p>	<p>10) Senior Planner to follow up with YLUPC on comments received from YG</p>


<p>Agenda Item 6.7 Housing Policy</p>	
<p>Comment</p>	
<p><u>Housing Policy</u></p> <p>MOTION #7:</p> <p>To move “in-camera” for a discussion on a Housing Policy for Commission staff.</p> <p>Moved 2nd Passed by Consensus</p> <p>Discussion on the provision of housing allowance to Senior Planner or other staff upon relocation to Dawson. General agreement that staff housing allowance would not be adopted as policy by the Commission.</p> <p>MOTION #8:</p> <p>To return to open session of the Commission</p> <p>Moved 2nd Passed by Consensus</p>	
<p>Adjournment of Day 1</p>	
<p>Proceedings were adjourned for the day @ 4:30 PM</p>	

Meeting called to order at 9:05AM by Gerald Isaac

Agenda Item 7.0 New and Unfinished Business	Action Items
7.1 New Business	
<p>Comment: Consultation Protocol:</p> <p>The Senior Planner reviewed a draft consultation protocol for the Dawson planning process. It was noted that background information should be provided in advance of public meetings, where possible. Alternative forms to written or verbal submission to the Commission should be accepted. First Nations should be advised of proposed meeting times as a courtesy, although agreement may be unnecessary to proceed with an event.</p> <p>A schedule of Community Meetings was presented by the Senior Planner. Meetings will be held in Old Crow, Dawson City and Whitehorse. It will be difficult to reconvene the whole of the Commission for community forums during the summer. It was agreed that a quorum would not be established for participation of Members in community meetings.</p> <p>A booth is to be set up at the Dawson International Gold Show. The Senior Planner will man the booth during the show, with help from Commission members available at that time.</p>	<p>11) Senior Planner to revise and repost Consultation Protocol</p>
<p>Workplan Review May- Sept:</p> <p>The workplan for the summer was discussed. It will be difficult to maintain a continuous presence in Dawson until such time as accommodation becomes more readily available. The Senior Planner will travel to Dawson as often as possible, given time and budget constraints. It is expected that by August, the Senior Planner will be available full-time in the Dawson office. Official 'relocation' of the Senior Planner to Dawson will occur in September.</p>	
<p>Field Trip Planning:</p> <p>It was agreed that it was premature to schedule a field trip for this summer. Once issues are identified, it may be appropriate to have a familiarization trip to better understand concerns. The Commission will reconsider this for next years workplan.</p>	

Agenda Item 8.0: Next Meeting	
Comment:	
Next Meeting: The next meeting of the Dawson Regional Planning Commission is scheduled for October 12 & 13, in Dawson City.	
Adjournment	
The meeting was adjourned at 2:00PM to allow visitors to make the scheduled Air North return flight to Whitehorse.	

Approval of Regular Board Meeting Minutes #02 2011-12- Apr 27 & 28, 2011
By Motion #2, at Regular Board Meeting #03 2011-12- October 12 & 13, 2011



Chair



Senior Planner

Date: October 12, 2011