



# Dawson Regional Planning Commission

On The Land We Walk Together • Nän kāk ndä tr'ädäl

February 19, 2020

Dawson Regional Planning Commission

Emergency Meeting #1 2019-2020

Yukon College, Dawson City, YT

In Attendance			
<p><b>DRPC</b></p> <p>Debbie Nagano – Chair            Art Webster – Vice Chair            Alice McCulley - Member            Angie Joseph-Rear - Member            Dan Reynolds – Member            John Flynn - Member</p>	<p><b>DRPC Staff</b></p> <p>Tim Van Hinte - Senior Land Use Planner            Katie Fraser – Land Use Planner            Nicole Percival – Land Use Planner</p> <p><b>Technical Working Group (TWG) / Senior Liaison Committee (SLC)</b></p> <p>Lee Whelan - TH            Natasha Ayoub – TH            Kyle Russell - YG            Sam Skinner – YLUPC</p>	<p><b>Delegate/Guests:</b></p> <p>Ron Cruikshank –YLUPC            Copper Joe Jack – YLUPC            Krysti Horton – YG (as TWG rep)</p>	<p><b>Public / Audience:</b>            N/A</p>

**Acronyms:** TWG – Technical Working Group  
 SLC – Senior Liaison Committee  
 YG – Yukon Government  
 EMR – Energy, Mines and Resources  
 ENV – Environment & Parks  
 CE – Cumulative Effects

**First Nations:** FNNND – First Nation of Na- Cho Nyäk Dun  
 TH – Tr'ondëk Hwëch'in  
 VGFN – Vuntut Gwitchin First Nation

**Planning:** DRPC – Dawson Regional Planning Commission  
 CLUPP – Common Land Use Planning Process  
 THFA - Tr'ondëk Hwëch'in Final Agreement

**Action Items:** Status indicated is as of next meeting date

Meeting called to order at 9:30

Agenda Item: Finance and Administration (Tab 5) <i>“Emergency Meeting”</i>	Action Items
<b>Comments</b>	
<p>As per Section 3.4.2 (c) of the Commission’s Policies and Procedures (June 2019), an emergency meeting may be held at any time by consensus of the members. Due to unforeseen circumstances, the regular public meeting scheduled for February 20, 2020 was postponed. However, the Commission decided to hold an Emergency Meeting to pass key financial items.</p> <p><b><u>Chair to Chair Meeting with Council</u></b></p> <p>The Chairs of YLUPC and DRPC met to discuss the following:</p> <ul style="list-style-type: none"> <li>• <b>DRPC Work Plan and Budget:</b> Imperative that the Commission move forward and approve the Final Work Plan and Budget.</li> <li>• <b>Vice Chair Additional Responsibilities:</b> DRPC Chair proposed that DRPC Vice Chair take on some additional financial and HR responsibilities due to the fact that these matters are often time sensitive and he is located in Whitehorse. These items may include: <ul style="list-style-type: none"> <li>○ HR matters (i.e. conducting performance reviews)</li> <li>○ Financial (i.e. Document signing on behalf of DRPC)</li> <li>○ Vice Chair in agreement with proposal– any recommendations that he makes will be passed by the Commission for approval (see <b>Motion #1</b>)</li> <li>○ Vice Chair will track time allocated to these tasks for reimbursement</li> </ul> </li> <li>• <b>FN Letter to the Premier:</b> Letter from TH, NND and VGFN to the Premier regarding interim land withdrawals from staking was discussed.</li> <li>• <b>Meeting Facilitator:</b> The Commission has the option to hire a meeting facilitator during key stages of the planning process to facilitate Commission discussions.</li> <li>• <b>Northwest Boreal Landscape Conservation Cooperative Gathering:</b> YLUPC ED informed the Commission that the Council is working with the group to support a gathering in May 2020. The Commission will likely be invited to this event.</li> </ul>	<ol style="list-style-type: none"> <li>1. YLUPC Executive Director to set out finance and HR responsibility for Vice Chair for clarity</li> <li>2. Senior Planner to send in final recommended work plan and budget to Parties, YLUPC</li> <li>3. Notify Dawson Office landlord of Commission’s decision to continue with lease until March 31, 2021</li> </ol>

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**Motion #1**

Vice Chair to take on additional Financial and Human Resource responsibilities on behalf of (but with approval from) the DRPC

**Moved: Dan Reynolds 2<sup>nd</sup> John Flynn Passed by Consensus**

**Financial Statements**

- Senior Planner and Commission reviewed the financial statements up to December 2019. Senior Planner projecting a small surplus at the end of the year.
- Engagement meeting activities were over budget but that general category is still under budget.
- Senior Planner informed the Commission that any surplus can be rolled into next year.
- Commission had no questions on financial statements at this time.

**Appointment of Financial Auditor**

- YLUPC Senior Financial Administrator recommended Crowe MacKay as the Commission's financial auditor for 2019-2020.
- This firm did the audit for DRPC and YLUPC last year.

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**Motion #2**

To appoint Crowe MacKay as the Commission's Financial Auditor for 2019-2020.

**Moved: Dan Reynolds 2<sup>nd</sup> Alice McCulley Passed by Consensus**

**Lease for Dawson Office/Workspace**

- Dawson-based LUP affirms that the Dawson office space meets her needs. It is spacious and is a good central location for the public.
- Current rent is \$650/month
- Senior Planner recommended that the lease be renewed for another year (ending March 2021)

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**Motion #3**

To approve the continuation of the Dawson Workspace lease from April 1, 2020 to March 31, 2021

**Moved: Art Webster 2<sup>nd</sup> Angie Joseph-Rear Passed by Consensus**

**Final Recommended Work Plan and Budget 2020-2021**

- Senior Planner discussed the changes that had been made as per the comments received from YG and TH during the draft phase.
- Senior Planner explained next steps to the Commission
  - Once final recommended work plan and budget is approved it is sent to the Parties who have 20 days to submit comments.
  - Following approval of the budget by YG and the work plan by the Parties, the financial agreement can be prepared.
  - Adjustments can be made to the work plan and budget at the interim report phase. (September 2020)
- YLUPC Executive Director inquired as to if there are any further comments expected from YG and TH. Senior Planner and Krysti Horton did not think that there would be further comments to their best knowledge.

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**Motion #4**

To approve the Final Recommended Work Plan and Budget 2020-2021

**Moved: Art Webster 2<sup>nd</sup> Angie Joseph-Rear Passed by Consensus**

**Emergency Meeting Adjourned at 10:30**

**Approval at Regular Board Meeting #05 – 20\21**

By Motion #2 at Regular Board Meeting #05 – 20/21



Aug 3 2020

Chair

DRPC Secretariat

Date