



Dawson Regional Planning Commission

Moving Forward • Nän kää ndä tr'ädäl

April 30, 2019

Dawson Regional Planning Commission

Regular Board Meeting #1

Klondike Institute of Art and Culture (KIAC), Dawson City, YT

In Attendance			
<p><u>Dawson Regional Planning Commission</u> Debbie Nagano – Chair Art Webster – Vice Chair Alice McCulley - Member John Flynn - Member Angie Joseph-Rear - Member Dan Reynolds - Member</p>	<p><u>DRPC Staff</u> Tim Van Hinte - Senior Land Use Planner</p>	<p><u>Delegate/Guest:</u> Ron Cruikshank – Director YLUPC Gerald Isaac- Facilitator</p>	<p><u>Technical Working Group (TWG)</u> Krysti Horton – YG ENV Lee Whalen – TH Sam Skinner – Senior Planner YLUPC</p>

Acronyms: TWG – Technical Working Group
 SLC – Senior Liaison Committee
 AR – Aboriginal Relations, Implementation & Reconciliation
 YG – Yukon Government
 EMR – Energy, Mines and Resources
 ENV – Environment & Parks

Action Items: Status indicated is as of next meeting date

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
 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
 CLUPP – Common Land Use Planning Process

Meeting called to order 9:00

Agenda Item 1.0: “In Camera”	Action Items
<p>Motion #1</p> <p>To appoint Debbie Nagano Interim Chair of the DRPC for a period of six (6) months.</p> <p>Moved: Art Webster 2nd Angie Joseph-Rear Passed by Consensus</p> <p>Motion #2</p> <p>To appoint Art Webster as Interim Vice Chair of the DRPC for a period of six (6) months.</p> <p>Moved: John Flynn 2nd Dan Reynolds Passed by Consensus</p>	

Agenda Item 2.0: Review Agenda	Action Items
<p>Comments</p> <ul style="list-style-type: none"> • Members recommended adding a discussion of the Resource Assessment Report, local office, and land use planner hiring process to the agenda. • Members recommended adding “New Business” at the end of each agenda. • A hard copy of the Agenda package is preferred by most Members at least a week in advance to allow sufficient time to review. • Future Agenda items will include a report from the Chair and the Senior Planner. • Members recommended preparing both an “In Camera” agenda and a public agenda in the future. 	
<p>Motion #3</p> <p>To accept the Agenda as amended.</p>	

Moved: Art Webster	2nd John Flynn	Passed by Consensus	
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Agenda Item 3.0: Delegations	Action Items
Comments	
<ul style="list-style-type: none"> No delegations were present at the meeting. 	

Agenda Item 4.0: Minutes	Action Items
Comments	
<ul style="list-style-type: none"> Next meeting will have “In Camera” Minutes and Public Minutes. The Public Minutes will be posted online after Commission approval. Members discussed the draft report titled “Moving Forward Together: DRPC Training and Orientation Report. A few revisions were suggested including a summary of the log cabin exercise. 	A) Senior Planner will ask John Glynn-Morris to revise the report and will then post on the Commission’s website.
<p>Motion # 4</p> <p>To approve Moving Forward Together: DRPC Training and Orientation Report as amended.</p> <p>Moved: Dan Reynolds 2nd Angie Joseph Rear Passed by Consensus</p>	

Agenda Item 5.0: Finance and Administration	Action Items
<p>Comments</p>	
<p><u>DRPC Policy and Procedures</u></p> <ul style="list-style-type: none"> • Senior Financial Administrator joined the meeting via teleconference. • The Senior Planner introduced the draft DRPC Policies and Procedures document that was prepared by YLUPC with technical input from TWG. • Members discussed adding a policy on delegations which should include the following: <ul style="list-style-type: none"> - Delegates should register in advance of the meeting with the Chair or Senior Planner; - Attendance at the meeting is at their own cost; and - Speaking time should be limited to 5 minutes. • The Senior Planner stated that notification for Commission meetings is sent by email to a large list of First Nations, stakeholders and plan partners as far in advance as possible. • The Commission would also like to have a policy on advanced notice of meetings to the public. The Senior Planner said that he would add a policy for the Commission to review and that the Commission’s website will be used to post upcoming meeting dates. • The Senior Planner mentioned that the Commission can set up a meeting, for example, to hear from experts or stakeholders on a specific topic. • Amendments to the draft DRPC Policies and Procedures document will include: <ul style="list-style-type: none"> - Delegations policy; - In-camera agenda; - Advanced notice of meetings to the public; and - Remove “Question Period” from the “Order of Business” section • DRPC Policies and Procedures requires three (3) readings to pass the document, two (2) of which may occur at this meeting. 	<ul style="list-style-type: none"> A) Senior Planner will revise the DRPC Policies and Procedures for ratification at the next meeting. A) YLUPC Director and Senior Planner will follow-up with YG to finalize financial agreement and ensure that the work plan and budget can be amended through the Interim Report. A) Senior Planner to draft letter to the Parties concerning Terms of Reference and I&I statement

Provisional Work Plan and Budget 2019-2020

- The Senior Planner introduced the Commission’s Provisional Work Plan and Budget and explained that it was prepared with the assistance of YLUPC prior to the existence of the Commission. This was required in order to meet deadlines in accordance with YG’s annual budget cycle.
- The YLUPC Director indicated that the Commission is not required to approve the current budget and work plan. However, YG has commented that the work plan is not consistent with the Terms of Reference due to delays in nominating the Commission. The ToR needs to be revised and the YLUPC Director and Senior Planner will follow-up with SLC to seek clarity. They will also seek clarity from SLC on office space in Dawson and hiring of the Land Use Planner.
- The YLUPC Director noted that the DRPC financial agreement has not been finalized and that DRPC has not yet received funding. While the work plan and budget are appended to the financial agreement, there is an opportunity to review and amend them in August/September at the Interim Report stage.
- The Commission expressed that the work plan and budget need to be finalized in order to begin to receive funding. Members were comfortable with the provisional work plan and budget with the understanding that changes will be proposed through the Interim Report.
- The Commission directed staff to prepare a letter to the Parties from the Chair indicating their concerns with the timeline in the ToR, the financial agreement and the delay in the Interests and Issues submission from YG.

Bank Account – Signatures

- The Senior Planner indicated that all cheques would require two signatures.
- Members signed the appropriate forms at the meeting in order to establish the Commission’s bank account.

Motion # 5

To accept the DRPC Policy and Procedures as amended (1st reading).

Moved: Dan Reynolds

2nd John Flynn

Passed by Consensus

<p>Motion # 6</p> <p>To accept the DRPC Policy and Procedures as amended (2nd reading).</p> <p>Moved: Dan Reynolds 2nd John Flynn Passed by Consensus</p>	
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Agenda Item 6.0: Correspondence and Relevant Media	Action Items
Comments	
<ul style="list-style-type: none"> • Senior Planner discussed recent correspondence with the Commission including a welcome letter from YLUPC and a letter from the Canadian Wildlife Service (CWS) about their new approach to species at risk conservation in the Yukon. • CWS staff was present at the Commission meeting and provided some background to the letter. • Senior Planner noted a potential conflict of interest due to a member of his family currently working for CWS. • Senior Planner recommended that the CWS letter be added to the next TWG agenda for discussion. • The Commission requested that any relevant media be added to future board packages. 	<p>A) Senior Planner to add letter from CWS to next TWG agenda for discussion</p> <p>A) Senior Planner to track and add relevant media to future Commission packages</p>

Agenda Item 7.0: New & Unfinished Business	Action Items
Agenda Item 7.1: Engagement and Communications Strategy	
Comments	
<p><u>Discussion and Brainstorming</u></p> <ul style="list-style-type: none"> • Nicole Percival (YLUPC Contract Planner) and John Glynn-Morris (Public Engagement Contractor) joined the meeting via teleconference. • YLUPC Director mentioned that the Commission needs to develop a strategy on how to engage the public in the planning process and that this will be a question at the upcoming Gold Show. • Members suggested an FAQ hand out be prepared for the Gold Show. In addition, questions could be prepared to ask the public how they would like to be involved or related to features in the region that are important to them. • Senior Planner presented some examples of engagement tools being used by YG and the City of Whitehorse Official Community Plan (OCP) update process. • John Glynn-Morris provided his perspective to the group and stated that there is value in asking the public how they want to be engaged. The public will be more supportive of the process if they are asked to be involved from the beginning. Some people want to be involved up front while others will wait until there is a planning product available for comment. • Key suggestions from John Glynn-Morris included: <ul style="list-style-type: none"> - Planning takes time so think of this as a process; - Commission has the opportunity to hit the “Reset Button” and can learn from the previous Commission moving forward; - Commission needs to be clear as to how it will use public input in the process; - Think about engagement from the citizen’s perspective. If you want people to participate, you need to be clear on expectations. Remember, you need the public’s help. • The Commission mentioned that they would like to create certainty and ensure all Members are on the same page with respect to how public engagement. 	<ul style="list-style-type: none"> A) YLUPC Director to look into a contract for consultant to prepare an engagement strategy A) Senior Planner to prepare pamphlet, infographic, schedule and other materials for the Gold Show A) Senior Planner to inquire about booth at the CYFN GA

- The Chair mentioned that the Commission is not starting from the beginning and that they have some documents that need to be revised. Most of the feedback that the original Commission received was that there was too much science in the documents not enough Traditional Knowledge (TK).
- YLUPC Director indicated the ToR has an engagement section for the Commission to review.
- John Glynn-Morris pointed out that the public participation spectrum is important to consider. There are ways to communicate that relate to the questions you ask and the way we bring people together. We solve the wrong problem all the time so make sure that you ask the right questions. Overall, the goal of an engagement strategy is to provide a type of “road map”.
- Other engagement ideas discussed included advertising by Facebook, newspaper, radio (CFYT) and mail-drop at the post office
- YLUPC Director and Senior Planner recommended that the Commission direct staff to request a proposal from John Glynn-Morris to develop an engagement strategy for the Commission.

Dawson Gold Show

- The Commission discussed their upcoming participation at the Gold Show. Members suggested that staff develop an introductory pamphlet for public distribution liked that included contact information. This pamphlet could also be distributed by mail to the community.
- The Commission also suggested that staff prepare an infographic explaining key milestones in the planning process to display along with other items (e.g. Commission photo, regional map).
- Members pointed out that there is value in asking the public some questions at the Gold Show to obtain feedback. Potential questions could include:
 - How should we engage the community in the planning process?
 - What is important to you in the Dawson Region?
- The Commission liked the ideas of an event in Dawson to promote interest in the planning process. The Senior Planner suggested that maybe attendance at the Council of Yukon First Nations General Assembly (CYFN GA) from June 25-27, 2019 would be a possibility.

Agenda Item 7.2: Planning Products	Action Items
Comments	
<p><u>YLUPC Memo – Status of Planning Products</u></p> <ul style="list-style-type: none"> • YLUPC Senior Planner gave a presentation to Members about the status of the Commission’s previous planning products (i.e. Vision Statement, Resource Assessment Report (RAR), Issues & Interests (I&I) Report, Cumulative Effects Report, Plan Alternatives). He explained that new issues may need to be addressed as part of this new process (e.g. Indian River wetlands). • YLUPC Contract Planner explained that updating of the RAR started last year and that TWG has made good progress on the document. The update is approximately 75% complete and that she is waiting on some outstanding feedback from YG. YG staff indicated that they will connect with the Contract Planner to address what is missing to ensure that the document moves forward. • The Senior Planner was hoping to have the RAR completed by the end of June 2019. It is a large and complex document that takes a heavy amount of staff time to complete. YLUPC Senior Planner, Contract Planner and TWG have done a great job on the document to date. • YLUPC Senior Planner mentioned that the Plan Alternatives document does not have to be updated according to the ToR but rather that is meant as a reference document of the Commission to consider. • YLUPC Senior Planner stated that the Cumulative Effects Report was reviewed and will require some updating. • Members suggested moving the discussion of the Commission’s Vision Statement and Planning Principles to the next meeting. 	<p>A) YLUPC and TWG will work at completing RAR by end of June 2019.</p> <p>A) Commission will review Vision Statement and Planning Principles for next meeting.</p>
<p>Motion #7</p> <p>To review of the Vision Statement at the next Commission Meeting.</p> <p>Moved: Art Webster 2nd Debbie Nagano Passed by Consensus</p>	

