

YUKON LAND USE PLANNING COUNCIL

Annual Report 2003-2004

Mission

The Yukon Land Use Planning Council advocates land use planning as a comprehensive means of addressing cultural, social, economic and environmental sustainability. The Yukon Land Use Planning Council promotes an open, fair and public process that involves all Yukoners, as set out in Yukon First Nation Final Agreements.

Message from the Council

2003-4 was another year of achievements in regional planning in the Yukon. The Council is very pleased to see land use planning in the North Yukon region resume, continued activity in the Teslin Planning Region and agreement among the Parties to establish the Peel Watershed Planning Commission. The Council submitted its 9-year review, which examined both the past and the future of regional planning under Chapter 11, and anticipates working with the First Nations and Government to ensure the successful completion of regional plans throughout the Yukon in the next 10 years. The Council would like to congratulate the First Nations who completed their land claim negotiations this year, and looks forward to working with them as they begin claim implementation. The Council also commends the Yukon Government for achieving devolution and for conducting a smooth transfer of responsibilities.

Finally, a special thank you goes to our outgoing members, Lesley Cabott and Tom Cove, who left the Council this year after many years of dedication and commitment. I look forward to working with the new Council members Doug Phillips and Ian D. Robertson.

Albert Peter
Chair

YUKON LAND USE PLANNING COUNCIL

Annual Report 2003-2004

1. Introduction

This report summarizes the activities of the Yukon Land Use Planning Council, as required by the Yukon Government in its Flexible Transfer Payment contribution agreement. The annual activity report is to contain the following:

1. A brief description of implementation activities;
 2. A progress report on results and achievements;
 3. The scheduling or timing of major events; and
 4. An overall assessment of the achievements of the Council's obligations under the Final Agreement, its Implementation Plan, and related acts(s) of Parliament.
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2. Implementation Activities, Results and Achievements

The Council undertook two main types of activities this year: activities related to specific goals in the work plan, and ongoing activities associated with administering and maintaining the program. Highlights of the 2003-2004 implementation year include the following:

- submission of the 9-year review regarding the past and future of regional planning in the Yukon;
 - the successful restart of the North Yukon Planning Commission;
 - agreement on the General Terms of Reference for the Peel Watershed Planning Commission;
 - improvements in the budgeting and work planning process for the Council and Commissions;
 - hosting the annual meeting of the Federal Provincial Committee on Land Use;
 - drafting a proposed Land Designation System for the Yukon;
 - creation of an online data atlas; and
 - the successful fulfillment of ongoing financial and administrative responsibilities.
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2.1 Completing the 2003-2004 Work plan

The activities in this section correspond to the Council's work plan for 2003-2004. They are goal-based activities that attempt to fulfill the Council's planning-related responsibilities under Chapter 11 of the Final Agreements.

2.1.1 *Advanced Linkages Between Regional Planning and Other Management Processes*

The success of land use plans is largely based on their ability to be linked to other land management processes. Before plans are completed, the Council attempts to make this linkage stronger and more obvious. The Council completed the following activities associated with this goal:

- Prepared a draft discussion paper for consultation on the topic of regional land use designation systems.
- Held an annual workshop “Land Use Planning: What’s in Them for You” to explore how land use plans will have effect in various areas of land management, as well as to examine the proposed land use designation system. This workshop was attended by approximately 100 people representing a range of agencies, departments, NGOs and First Nations.
- Attended meetings of land user groups and other agencies, including the Kaska First Nation, Yukon Forestry, Parks Canada, Northern Tutchone Council, Canadian Parks and Wilderness Society Yukon, and the Yukon Environment Directorate.

2.1.2 *Advocated for Land Use Planning throughout the Yukon*

The Council carried out the following activities in an attempt to publicize land use planning, educate groups about planning, and assert the importance of planning alongside other land management processes:

- Continued to meet regularly with government at the technical and political level;
- Produced quarterly newsletters for distribution to First Nations, Governments, other land management agencies, UFA boards and committees, and various interested groups within and outside the Yukon;
- Re-organized and maintained the PlanYukon web site as a communication and information tool;
- Hosted a workshop on the effect of land use planning in other land management systems;
- Attended workshops and conferences held by other groups, including the Federal Provincial Committee on Land Use, the Geoscience Forum, Redefining Relationships Conference (regarding land claims implementation), and the Tourism Industry Association Yukon;
- Prepared presentation materials such as maps and posters for various meetings;
- Prepared public presentations and speeches for various conferences and workshops.

2.1.3 *Assisted in Establishing Planning Commissions*

The Council continued to assist the Parties in establishing planning commissions in two regions, the Peel River Watershed and the Northern Tutchone region. To this end, the Council and its staff continued to advise the Parties on the General Terms of Reference for the Northern Tutchone. This required meetings and conference calls with the groups involved. The primary outstanding issues remain the boundary of the planning region and commission membership.

The Council also worked with Nacho Nyak Dun, Tr’ondek Hwech’in Han, Vuntut Gwitchin, Gwich’in Tribal Council and Yukon Government to complete the Peel Action Plan. The General Terms of Reference for the Peel River Planning Region was near completion at the end of the fiscal year for recommendation to the Parties early in the 2004-5 fiscal year. The Council met with the Tetlit Gwich’in in order to consult on the Peel General Terms of Reference.

The Council attempted to gauge the willingness of First Nations and government to establish commissions other than in the currently active regions of the Northern Tutchone and Peel. In this effort, the Council produced a financial model of the coming 12 years of regional planning in the Yukon.

2.1.4 Administered Funding to Planning Commissions

Each year, the Council transfers money from Government to commissions by way of Flexible Transfer Payment funding agreements. The Council is responsible for reviewing and monitoring budgets, and continued to refine these agreements with the Commissions.

The Council's financial administration work is ongoing throughout the year. The Council monitored and assisted both the Teslin and North Yukon commissions with the implementation of their 2003-2004 work plans and budget. As well, the Council continued to be the financial administrator for the North Yukon Planning Commission. This responsibility included all accounting, reporting, and assisting in hiring a financial administrator.

2.1.5 Provided Assistance and Capacity to Planning Commissions

The Council continued to assist planning commissions with administration, budgets and finances, project management, training, work plans, conflict resolution, Precise Terms of Reference, technical resources, and research and writing. Specific tasks the Council undertook this year in providing capacity to commissions included the following:

- Refining the administrative assistance it gives to planning commissions in order to ease their administrative burden, and to ensure they meet the terms of the Flexible Transfer Payments.
- Providing planning, information management, administrative and technical assistance to the North Yukon Commission. Tasks included chairing meetings, preparing minutes and agendas, writing Precise Terms of Reference, writing a preliminary issues survey, preparing base maps, collecting data, holding two open houses, writing its interim report, work plan and budget, and meeting with various groups and agencies regarding the planning process. This assistance was provided by one staff dedicated half time to the commission, and one staff providing the equivalent of 1 day per week of technical support.
- Providing technical assistance to the Teslin Regional Planning Commission in the form of mapping and data conversion, web site development and staff training. This assistance was provided by one staff providing the equivalent of 1 day per week of technical support.

2.1.6 Made Recommendations to Affected First Nations and Governments

The Council met and communicated frequently with Governments and First Nations throughout the year on its activities. The Council is mandated to make recommendations in section 11.3.3 of the Final Agreements, but more importantly, feels compelled to inform the parties of its activities.

2.1.7 Prepared for 10 year Review of the Implementation of the UFA

The implementation plan for the Umbrella Final Agreement calls for a review of the implementation plan in the ninth year of the 10-year implementation period, which occurred in 2003-2004. The Council prepared a 9-year review of its implementation at the request of the Implementation Review Group.

In addition, the Council began assembling its implementation products and reviewing progress and challenges associated with the implementation of Chapter 11 during the first implementation period. It also began considering the main areas of work and associated costs for the next 10-year period. This work is ongoing.

2.2 Ongoing Activities

To accomplish its implementation activities, the Council held 11 board meetings in this fiscal year, including one by conference call, and had one annual strategic planning session. The Council worked steadily over the past year to improve and clarify its fiscal relationship with the Yukon Government in the post-devolution context, and also worked with the commissions on work plans and budgets. The Council's administrative and financial work required one full-time financial administration staff, and occupies approximately half the Director's time.

The Council engages in several activities on an ongoing basis relating to digital technology and Geographic Information Systems. The Council employed one part time staff to maintain the website, maintain the office computer network, develop mapping products such as the online planning atlas, assist planning commissions with web maintenance and geographic information systems, and produce a variety of presentation materials.

In the area of land use planning, the Council employed two full time staff. They focused on liaising with First Nations; assisting the North Yukon Planning Commission and, to a lesser degree, the Teslin Regional Planning Commission; keeping apprised of land use planning issues and initiatives throughout the territory; implementing the Common Land Use Planning Process that was developed over the past several years; facilitating commission meetings; and educating and communicating on land use planning.

2.3 Summary of Activities

The following table summarizes activities throughout the past fiscal year. Major activities appear in bold.

Date 2003/04	Activity
April 4	Strategic Planning Session
April	Met with Minister Lang regarding various issues
April	Met with Yukon Government regarding devolution and funding
May	Met with Yukon Energy, Mines and Resources regarding forest management plans and land use plans
May	Consultation on the document "Financial Model for Completion of Regional Land Use Plans"
May 1	Met with Canada regarding previous audits
May 2	Met with Parks Canada re creation of new parks in a land claims context
May 1-2	Attended Performance-based budgeting workshop, Ottawa
May 5-8	Attended Planning Institute of BC conference, Nelson, BC
May 8	Met with Kaska representatives
May 8	Attended regular meeting of Teslin Regional Planning Commission
May 22	Met with Parties of the Peel River Watershed working group
June	Prepared "A Proposed Strategic Regional Land Designation System for Yukon"
July	Participated in Teslin Regional Planning Commission Technical Working Group meeting
July 7-12	Attended CYFN General Assembly
July 24	Met with Northern Tutchone Council re: Northern Tutchone Planning Region
July 24	Met with North Yukon Planning Commission
August	Attended VGFN General Assembly

Date 2003/04	Activity
August	Coordinated and hosted Federal Provincial Committee on Land Use annual meeting
September	Drafted 9-year implementation review report
September	Completed the revised North Yukon Planning Commission GTOR
September	Developed online data atlas
September	Attended Meeting with Kaska and CPAWS
October	Interim report and budget revision
October	Made presentation to Environmental Officer Training Program
October 2	Coordinated Financial Meeting
Oct 7-9	Coordinated and chaired North Yukon Planning Commission meeting
October 8	Met with Teslin Regional Planning Commission
November	Presented to 9-year review committee
November	Annual Tourism Industry Association Meeting
November	Council strategic planning session
November	Review of commission interim reports and budget revisions
Nov. 11-14	Attended Redefining Relationships conference
Nov. 14-18	Attended Geoscience Forum
Nov. 18-20	Attended Yukon North Slope conference
November 24	Presented at Teslin Information Fair
December 5-6	North Yukon Planning Commission meeting-facilitated and presented
Dec. 9-11	Attended Northern Planners Conference, Yellowknife
January	Held meeting of chairs of Council and Commissions
January 22	Presented to Kluane First Nation regarding boards and committees
January 26-29	Attended Cordilleran Mineral Round Up, Vancouver
February	Met with DAP/YESAA implementation staff regarding boundaries and linkages
February 7-8	Met with North Yukon Planning Commission
February 12	Met with planning commissions re: budgets and work plans
March	Participated on Biophysical mapping project committee
March 16-17	Coordinated YLUPC annual workshop: Land Use Plans: What's in Them For You
March 30-31	Attended First Nation Mining Symposium

3.0 Assessment of Implementation

The YLUPC continued to make progress in implementing Chapter 11 of the Final Agreements. It prepared a 9-year review of its activities for the Implementation Review Group in preparation for the 10-year review at the end of this implementation period. The review comprehensively analysed the Council's successes and shortcomings with regard to implementation.

The main conclusion of the review was that the activities of the Council have been hindered by unsettled land claims and slow implementation. The Council anticipates not achieving its goal of having all eight proposed regions engaged in land use planning until five years after the completion of the current 10-year implementation period, with another five years required to complete and approve the land use plans. Moreover, the final agreement implementation plan did not allocate any resources to plan implementation and review.

The Council will continue to advocate for ongoing resources and funding for land use planning in the Yukon, for the implementation of a common land use planning process, and for the integration of land use planning in the overall land management regime of the Yukon.

Auditors' Report

To the Members of the Yukon Land Use Planning Council

We have audited the statements of financial position of the Yukon Land Use Planning Council as at March 31, 2004 and the statements of revenue, expenditures and surplus and cash flows for the year then ended. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Council as at March 31, 2004 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Whitehorse, Yukon

May 28, 2004

Mackay LLP

Chartered Accountants

Yukon Land Use Planning Council

Summary Statement of Financial Position

As at March 31,	2004	2003
Assets		
Current		
Cash	\$ 23,341	\$ 67,976
Accounts receivable	5,342	5,104
Prepaid expenses	1,113	634
	29,796	73,714
Capital assets (note 2)	47,889	48,728
	\$ 77,685	\$ 122,442
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 13,636	\$ 4,800
Deferred revenue (note 6)	---	51,534
	13,636	56,334
Members' Equity		
Investment in capital assets	47,889	48,728
Surplus	16,160	17,380
	64,049	66,108
	\$ 77,685	\$ 122,442

Yukon Land Use Planning Council

Summary Statement of Cash Flows

For the year ended March 31,	2004	2003
Cash provided by (used in)		
Operating activities		
Excess (deficiency) of revenue over expenditures (operating fund)	\$1,220	\$ 9,865
Change in non-cash operating working capital	(45,855)	16,404
Adjustment for capital and investment transactions included in operations		
Capital assets acquired from operations	9,896	2,738
	(34,739)	29,007
Investing activities		
Capital assets purchased	(9,896)	(2,738)
Increase (decrease) in cash	(44,635)	26,269
Cash, beginning of year	67,976	41,707
Cash, end of year	\$ 23,341	\$ 67,976

Yukon Land Use Planning Council

Operating Fund Statement of Financial Position

As at March 31,	2004	2003
Assets		
Current		
Cash	\$ 23,341	\$ 67,976
Accounts receivable	5,342	5,104
Prepaid expenses	1,113	634
	\$ 29,796	\$ 73,714
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 13,636	\$ 4,800
Deferred revenue (note 6)	---	51,534
	13,636	56,334
Members' Equity		
Surplus	16,160	17,380
	\$ 29,796	\$ 73,714

Yukon Land Use Planning Council

Operating Fund Statement of Revenue, Expenditures and Surplus

For the year ended March 31,	2004	2003
Revenue		
Government of Yukon (note 5)	\$ 1,129,642	\$ ---
Indian Affairs and Northern Development, Canada (note 5)	51,534	807,890
Other	---	609
	1,181,176	808,499
Expenditures		
Administration - advertising and recruitment	295	1,033
Administration - equipment	5,756	2,736
Administration - general	72,876	66,768
Administration - GST	4,403	4,166
Administration - office supplies	2,568	1,787
Administration - office support	200	1,354
Administration - printing	434	594
Administration - rentals	32,673	29,046
Administration - travel/conferences	2,487	669
Contributions (note 4)	624,406	305,565
Council - honoraria	56,513	55,615
Council - meeting costs	1,270	3,714
Council - travel/conferences	32,645	31,014
Planning - equipment	54	282
Planning - general	275,727	247,157
Planning - staff development	3,283	45
Planning - travel/conferences	17,888	22,830
Professional services	20,567	5,100
Special projects	18,455	16,421
	1,172,500	795,896
Transfer to capital fund	9,896	2,738
	1,182,396	798,634
Excess (deficiency) of revenue over expenditures	(1,220)	9,865
Surplus, beginning of year	17,380	7,515
Surplus , end of year	\$ 16,160	\$ 17,380

Yukon Land Use Planning Council

Capital Fund Statement of Financial Position

As at March 31,	2004	2003
Assets		
Capital assets (note 2)	\$ 47,889	\$ 48,728
Investment in Capital Assets		
Balance, beginning of year	\$ 48,728	\$ 57,829
Additions		
From operations fund		
- Investment in capital assets	9,896	2,738
	58,624	60,567
Deduction		
Amortization of capital assets	10,735	11,839
Balance, end of year	\$ 47,889	\$ 48,728

Yukon Land Use Planning Council

Capital Fund Statement of Cash Flows

For the year ended March 31, 2004 2003

Source of Capital Funds

From the General Fund		
- capital expenditures	\$ 9,896	\$ 2,738

Application of Capital Funds

Capital assets	\$ 9,896	\$ 2,738
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Increase in capital fund cash and cash, end of year	\$ ---	\$ ---
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Yukon Land Use Planning Council

Notes to Financial Statements

March 31, 2004

1. Accounting Policies

The Council was established pursuant to the Umbrella Final Agreement. Article 11.3.0 identifies the Council's responsibilities. The following is a summary of the significant accounting policies used by management in the preparation of these financial statements.

(a) Capital assets

Capital assets are recorded at cost in the capital fund. The cost of capital assets and payments on debt, which are not funded from capital sources, are charged to operations and matched with the applicable revenue source in the year of expenditure. These expenditures are also recorded as an addition to assets of the capital fund with a corresponding increase in the investment in capital assets. Amortization is calculated by the declining balance or straightline method at the annual rates set out in note 2 and is recorded in the capital fund.

(b) Financial instruments

All significant financial assets, financial liabilities and equity instruments of the council are either recognized or disclosed in the financial statements together with available information for a reasonable assessment of future cash flows, interest rate risk and credit risk.

2. Capital Assets

			2004		2003
	Rate	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	20%	\$ 124,639	\$ 79,840	\$ 44,799	\$ 44,865
Equipment under capital lease	20%	13,097	10,007	3,090	3,863
Leasehold improvements	1/3 S.L.	8,575	8,575	---	---
		\$ 146,311	\$ 98,422	\$ 47,889	\$ 48,728

3. Commitment

The council leases premises under a long term lease expiring in March, 2005. The annual payments required under the lease are \$32,453 (\$31,498 in 2003)

4. Contributions

Yukon Land Use Planning Council (YLUPC) made a contribution of \$263,719 (2003- \$43,550) to the North Yukon Planning Commission (North Yukon Planning Commission) and \$360,687 (2003- \$262,015) to the Teslin Planning Commission (TPC).

Yukon Land Use Planning Council

Notes to Financial Statements

March 31, 2004

5. Revenue and contributions

	YLUPC	North Yukon Planning Commission	2004 TPC	2003 Total	Total
Funding received	\$ 556,770	\$ 212,185	\$ 360,687	\$ 1,129,642	\$ 827,436
Deferred revenue (note 6)	---	51,534	---	51,534	(19,546)
Net revenue	\$ 556,770	\$ 263,719	\$ 360,687	\$ 1,181,176	\$ 807,890
Contributions (note 4)	\$ ---	\$ 263,719	\$ 360,687	\$ 624,406	\$ 305,565

In 2003 the revenue was received from Indian Affairs and Northern Development, Canada.

6. Deferred Revenue

During the year Yukon Land Use Planning Commission paid the 2003 deferred revenue of \$51,534 to the North Yukon Planning Commission.

7. Economic Dependence

The Council is economically dependent on Yukon Territorial government funding.

North Yukon Planning Commission 2003-2004 Annual Report

1. Introduction

This report summarizes the activities of the North Yukon Planning Commission, as required by the Government of Yukon in its flexible transfer payment contribution agreement. The annual activity report contains the following information:

1. A brief description of implementation activities;
2. A progress report on results and achievements;
3. The scheduling or timing of major events; and
4. An overall assessment of the achievements of the Commission's obligations under the Final Agreement, its Implementation Plan, and related acts(s) of Parliament.

The audited financial statements follow this annual activity report and together they form the annual report.

2. Description and Timing of Activities, Results and Achievements

North Yukon Planning Commission member appointments were confirmed in late June 2003, more than a year after the resignation of the Vuntut Planning Commission members. The North Yukon Planning Commission has been active since July 2003 when commission members underwent a two-day orientation session. The first regular commission meeting took place in October 2003.

In the period August 2003 – March 2004, the commission focused primarily on establishing the necessary administrative and planning support structures, and creating the necessary partnerships for effective plan development and eventual implementation.

As a result of the June 2003 North Yukon Planning Commission member nominations, the commission was not able to create its first annual workplan and budget until after the October 2003 meeting. The November 2003 workplan and budget corresponded with the interim activity reporting period. The North Yukon Planning Commission annual workplan for the period October 2003-March 2004 was goal and deliverable based. The following sections provide an update on the results and achievements of the 2003-2004 North Yukon Planning Commission annual workplan.

2.1. Commission Meetings

Three North Yukon Planning Commission commission meetings and one special session were held during the 2003 – 2004 fiscal period:

1. Orientation Session, Whitehorse, July 23-24, 2003
 2. Board Meeting #1, Whitehorse, October 8-9, 2003
 3. Board Meeting #2, Old Crow, December 5-6, 2003
 4. Board Meeting #3, Whitehorse, February 7-8, 2004
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2.2. Planning Tasks and Products

The following planning tasks and products were completed during the 2003 – 2004 fiscal period:

1. The first six-months of Commission operations (October 2003 – March 2004) focused on administrative and work planning tasks. During this time, North Yukon Planning Commission completed the initial phase of its long-term planning process, *Phase 1: Commission Start-Up*. This included development of the *Draft Precise Terms of Reference (February 26, 2004)*, a *Policies and Procedures Manual (February 9, 2004)*, and establishment of necessary communications, staffing and administrative support (i.e. office set-up, telephone and internet communications, staffing assistance from Yukon Land Use Planning Council (YLUPC)).
 2. *Regional Issues and Interests*, as compiled by the Vuntut Planning Commission, were re-submitted to source agencies and governments for validation. The Government of Yukon and several other groups have responded to this request. This information is currently being integrated to form the basis of the North Yukon Planning issues document.
 3. North Yukon Planning Commission completed a significant component of its *Information Management Strategy*; accessible, core agency spatial information sources were compiled with the assistance of the North Yukon Technical Working Group and Yukon Land Use Planning Council. An on-line Geographic Information Systems Planning Atlas has been developed with YLUPC assistance, providing North Yukon Planning Region spatial information to any interested user in an easily accessible and interactive format.
 4. The initial components of the North Yukon Planning Commission *Communication Strategy* were implemented with the preliminary development of its website (www.nypc.planyukon.ca) and the posting of newspaper articles (the first North Yukon Planning Commission newsletter was not released until May 2004, approximately one month after the anticipated release date). YLUPC is providing web hosting and Internet support services to the Commission.
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2.3. Special Events

Representatives of the North Yukon Planning Commission members and staff participated in the following special events:

1. North Yukon Planning Commission members attended the Vuntut Gwitchin First Nation Annual General Assembly in Old Crow (August 8-10, 2003). The purpose of the commission's attendance was to introduce the Commission members to the community, and to provide an update on North Yukon Planning Commission activities.
2. North Yukon Planning Commission members attended the Yukon Inter-Tribal Watershed Council Meeting in Ft. Yukon, Alaska (August 18-21, 2003). The purpose of North Yukon Planning Commission attendance at this meeting was to announce the formation of the Commission to other First Nations, and to establish linkages with Alaska Gwich'in communities and planning efforts.
3. One North Yukon Planning Commission member attended an Annual Financial Cycle Meeting in Whitehorse (October 2, 2003). The purpose of this YLUPC-facilitated meeting was to inform Commissions of financial administration requirements, and suggested changes to the current system.
4. One North Yukon Planning Commission member attended the *Annual Yukon Renewable Resource Council Meeting*, Oct. 20-21, Old Crow. The purpose of North Yukon Planning Commission attendance was to gather information on Yukon Renewable Resource Council issues and perspectives on land management-related topics.
5. One North Yukon Planning Commission member and the Coordinator / Land Use Planner attended the *Porcupine Caribou Management Board Meeting*, Oct. 29-30, Ft. McPherson.

The purpose of Commission attendance at this meeting was to create linkages with this important management board, and to update the Porcupine Caribou Management Board on Commission activities and the proposed work plan.

6. North Yukon Planning Commission Coordinator / Land Use Planner attended the *Yukon Geoscience Forum*, Nov. 14-18, Whitehorse. The purpose of attendance at this meeting was to gather information on the Yukon mineral exploration industry, and to gauge interest in the North Yukon region.
7. North Yukon Planning Commission Coordinator / Land Use Planner attended the *Northern Planners Workshop*, Dec. 9-11, Yellowknife. The purpose of attendance at this meeting was to share northern planning experiences and expertise among Yukon, NWT and Nunavut regional planners and commission members. One member of YLUPC and two members of the Teslin Regional Planning Commission also attended.
8. North Yukon Planning Commission presentation to UFA Implementation Review Group, Jan. 15, 2004. The Coordinator / Land Use Planner provided recommendations to the Implementation Review Group regarding observations of the Chapter 11 process, with special emphasis on learning from the experiences of the Vuntut Planning Commission.
9. Two North Yukon Planning Commission members attended the YLUPC workshop *Yukon Regional Land Use Plans – What's in Them For You?* March 16-17, 2004.

Numerous staff-level meetings with agency and non-government staff occurred throughout the 2003-2004 fiscal period – these are not represented in the above listing of events.

3. Assessment of 2003-2004 Activities

3.1. Commission Start-Up

As proposed in the 2003-2004 annual workplan, North Yukon Planning Commission completed *Phase 1: Commission Start-Up* within an approximate 6-month timeframe (October 2003 – March 2004). However, it should be noted that achieving this schedule would not likely have been possible without the contribution of three important factors:

1. Two previous Vuntut Planning Commission members are members of the North Yukon Planning Commission, including the North Yukon Planning Commission Chair. Without the continuity of these two members, and the transfer of their insights and lessons learned from the Vuntut Planning Commission to the North Yukon Planning Commission, it is unlikely that the Commission start-up could have been achieved in the six-month time frame.
 2. YLUPC played a central role in assisting the North Yukon Planning Commission through staffing, financial administration, planning and technical support. The high level of YLUPC assistance in Commission operations allowed the Commission members to focus on the development of their planning process and workplan, without having to become unnecessarily involved in the day to day financial administration and operations.
 3. Due to the activities and previous work of the Vuntut Planning Commission from 2001-2002, the community of Old Crow and VGFN leadership were accepting and relatively knowledgeable of the Chapter 11 planning process. The North Yukon Planning Commission was able to build on the previous work of the Vuntut Planning Commission, and therefore did not have to begin from “zero”. Such a situation may not exist in other planning regions.
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3.2. North Yukon Planning Commission Planning Model

The North Yukon Planning Commission is using a different planning model (i.e how the plan is being produced) than the previous Vuntut Planning Commission and the current Teslin Regional Planning Commission; North Yukon Planning Commission has adopted a “diffuse” planning model where many necessary Commission functions and technical support services are being provided through partnerships with existing agencies and UFA boards and committees. YLUPC staff are providing financial administration, planning, meeting facilitation and Geographic Information Systems expertise to the North Yukon Planning Commission with additional technical assistance being provided through agency staff and domain expertise where required. Information products are being created and funded collaboratively between the North Yukon Planning Commission and Government of Yukon, Vuntut Gwitchin First Nation, Canadian Wildlife Service, Ducks Unlimited, Parks Canada and Department of Fisheries and Oceans.

To date, the North Yukon Planning Commission planning model has been very effective but the success of this approach will ultimately dependent on a high level of coordination, cooperation and commitment by all plan partners. The amount of time required to create the necessary partnerships and joint-work planning has in some cases taken longer than anticipated, and has resulted in an approximate one-month delay in the proposed North Yukon Planning Commission schedule of activities. Beyond the one-month delay, all proposed work plan activities and products were completed during the 2003-2004 fiscal period.

Auditors' Report

To the Members of the North Yukon Planning Commission

We have audited the statements of financial position of the North Yukon Planning Commission as at March 31, 2004 and the statements of revenue, expenditures and surplus, and cash flows on for the year ended March 31, 2004. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 2004 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Whitehorse, Yukon

May 28, 2004

Mackay LLP

Chartered Accountants

North Yukon Planning Commission

Summary Statement of Financial Position

As at March 31,	2004	2003
Assets		
Current		
Cash	\$ 212,665	\$ 20,873
Accounts receivable	1,191	1,484
Prepaid expenses	3,403	3,841
	217,259	26,198
Capital Assets (note 2)	9,713	8,678
	\$ 226,972	\$ 34,876
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 3,235	\$ 3,235
Commitment (note 3)		
Members' Equity		
Investment in capital assets	9,713	8,678
Surplus	214,024	22,963
	223,737	31,641
	\$ 226,972	\$ 34,876

North Yukon Planning Commission

Summary Statement of Cash Flows

For the year ended March 31,	2004	2003
Cash provided by (used in)		
Operating activities		
Excess of revenue over expenditures	\$ 191,061	\$ 4,147
Change in non-cash operating working capital	731	1,535
Adjustment for capital and investment transactions included in operations		
Capital assets acquired from operations	3,260	---
	195,052	5,682
Investing activities		
Capital assets purchased	(3,260)	---
Increase in cash	191,792	5,682
Cash, beginning of year	20,873	15,191
Cash, end of year	\$ 212,665	\$ 20,873

North Yukon Planning Commission

Operating Fund Statement of Financial Position

As at March 31,	2004	2003
Assets		
Current		
Cash	\$ 212,665	\$ 20,873
Accounts receivable	1,191	1,484
Prepaid expenses	3,403	3,841
	\$ 217,259	\$ 26,198

Liabilities

Current		
Accounts payable and accrued liabilities	\$ 3,235	\$ 3,235

Members' Equity

Surplus	214,024	22,963
	\$ 217,259	\$ 26,198

North Yukon Planning Commission

Operating Fund Statement of Revenue, Expenditures and Surplus

For the year ended March 31,	2004	2003
Revenue		
Yukon Land Use Planning Council (note 4)	\$ 263,718	\$ 43,550
Other	3	11
	263,721	43,561
Expenditures		
Administration - advertising and recruitment	492	---
Administration - equipment	130	---
Administration - general	2,680	2,963
Administration - GST	1,426	1,383
Administration - office supplies	323	111
Administration - printing	130	---
Administration - rentals	15,267	25,474
Administration - repair and maintenance	129	---
Administration - travel (recovery)	---	(345)
Council - honoraria	19,641	2,105
Council - travel/conferences	19,895	---

Planning - housing	---	3,000
Planning - travel/conference	5,837	291
Planning - staff development	---	732
Professional services	3,450	3,700
	69,400	39,414
Transfer to capital fund	3,260	---
	72,660	39,414
Excess of revenue over expenditures	191,061	4,147
Surplus, beginning of year	22,963	18,816
Surplus, end of year	\$ 214,024	\$ 22,963

North Yukon Planning Commission

Capital Fund Statement of Financial Position

As at March 31,	2004	2003
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Assets

Capital assets (note 2)	\$ 9,713	\$ 8,678
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Investment in Capital Assets

Balance, beginning of year	\$ 8,678	\$ 10,847
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Additions

From operations fund		
- Investment in capital assets	3,260	---
	11,938	10,847

Deduction

Amortization of capital assets	2,225	2,169
--------------------------------	--------------	-------

Balance, end of year	\$ 9,713	\$ 8,678
-----------------------------	-----------------	----------

North Yukon Planning Commission

Capital Fund Statement of Cash Flows

For the year ended March 31, 2004 2003

Source of Capital Funds

From the General Fund - capital expenditures	\$ 3,260	\$ ---
---	----------	--------

Application of Capital Funds

Capital Assets	3,260	---
Increase in capital fund cash and cash, end of year	\$ ---	\$ ---

Notes to Financial Statements

March 31, 2004

1. Accounting Policies

The Commission was established pursuant to the Umbrella Final Agreement. Article 11.4.0 identifies the Commission's responsibilities. The following is a summary of the significant accounting policies used by management in the preparation of these financial statements.

(a) Capital assets

Capital assets are recorded at cost in the capital fund. The cost of capital assets and payments on debt, which are not funded from capital sources, are charged to operations and matched with the applicable revenue source in the year of expenditure. These expenditures are also recorded as an addition to assets of the capital fund with a corresponding increase in investment in capital assets. Amortization is calculated by the declining balance method at the annual rates set out in note 2 and is recorded in the capital fund.

(b) Financial instruments

All significant financial assets, financial liabilities and equity instruments of the commission are either recognized or disclosed in the financial statements together with available information for a reasonable assessment of future cash flows, interest rate risk and credit risk.

2. Capital Assets

			2004 Accumulated Amortization	Net Book Value	2003 Book Value
	Rate	Cost			
Furniture And equipment	20%	\$ 15,824	\$ 6,111	\$ 9,713	\$ 8,678

3. Commitment

The Commission has a minimum lease commitment for its equipment to May 31, 2004 as follows:

2005	\$ 964
------	--------

The Commission entered into a 12 months rental agreement in February 2004 for its premises, expiring in January 2005.

2005	\$3,000
------	---------

4. Revenue

The revenue from Yukon Land Use Planning Council was \$263,718 in 2004 (\$43,550 in 2003). The revenue in 2004 consisted of \$212,184 current year funding, \$19,546 from 2003 funding and \$31,988 from 2002 funding.

5. Economic Dependence

The Commission is economically dependent on Yukon Territorial government funding, flowing through the Yukon Land Use Planning Council.

Teslin Regional Land Use Planning Commission 2003-2004 ANNUAL REPORT

1. Introduction

The Commission is a public body mandated by the Final Agreement to develop and recommend a regional land use plan to the governments of Yukon, Canada and the affected First Nations.

The Annual Report to March 31, 2004 is submitted as a requirement of the *2003-2004 Flexible Transfer Payment Funding Agreement* between the Teslin Regional Land Use Planning Commission (the 'Commission') and the Yukon Land Use Planning Council (the 'Council'). The Annual Report includes a brief description of implementation activities, progress on results and achievements, the timing of major events, and an overall assessment of the achievements of the Commission's obligations under the *Teslin Tlingit Council Final Agreement and Implementation Plan*.

In addition to the Funding Agreement and the Final Agreement, The Commission's activities are governed by the *General Terms of Reference* (GTOR) developed by the Parties, and the *Precise Terms of Reference* (PTOR) approved by the Commission in September 2002.

2. Commission Activities

2.1 Meetings

The Commission held 11 regular meetings to direct the implementation of the planning program and to oversee the financial and administration operations of the planning office. In addition to regular meetings, the Commission also met with community members, government representatives, industry groups, General Assemblies, affected First Nations and the Technical Working Group to discuss regional land use issues and provide updates on the planning program.

The Commission had one vacancy for part of the fiscal year due to a resignation in January 2003. The new member, a nominee of the Teslin Tlingit Council, was appointed in September 2003 by the Yukon Government.

2.2 Workshops

Commission members attended the following conferences and workshops:

- *Regional Land Use Planning and Cumulative Effects Management Linkages and Applications Workshop*, Whitehorse, February 10 & 11, 2003
- *Access Corridor Study Workshop*, Teslin, June 25, 2003
- *Federal/Provincial/Territorial Land Use Committee Annual Meeting*, Whitehorse August 19, 2003
- *Yellowstone to Yukon North*, Blue River, September 14 – 16, 2003
- *Land Use Planning Workshop*, Yellowknife, December 9 - 11, 2003
- *Cordilleran Mining Conference*, Vancouver, January 25 – 30, 2004
- *Yukon Regional Land Use Plans: What's In Them – For You?*, Whitehorse, March 16 & 17, 2004

2.3 Financial Administration

The Commission maintained its planning office in Teslin. The Commission employed one part time financial and administration staff person, and a full time Executive Director.

The Commission fulfilled the reporting requirements outlined in its funding agreement with the Council. The following information was provided:

- approved minutes from all Commission meetings
- quarterly financial statements with digital back-ups of the Simply Accounting system
- all reports, workshop proceedings and publications produced by the Commission
- mid-term interim activity report
- revised 2003-2004 work plan and budget
- 2004-2005 annual work plan and budget

The financial audit for the fiscal year 2003-2004 was prepared by MacKay LLP Chartered Accountants. The audited financial statements follow this report.

3. Major Planning Activities and Products

During the 2003-2004 fiscal year, the Commission completed Phases 2, 3, and 4 of its Precise Terms of Reference: *Identify Issues; Develop Plan Goals; and Analyze and Evaluate Land Capabilities*. In doing so, the Commission completed the projects described below.

3.1 Sustainable Resource and Environmental Management Strategy

The Commission contracted Olson+Olson Planning & Design to develop a sustainable resource and environmental management strategy for the regional land use plan. The contract was intended to:

1. identify the vision, values and goals for the future development of the Teslin planning region;
 2. identify important resource and environmental issues;
 3. identify the cultural, traditional and contemporary resource values, interests and opportunities;
 4. assist the Commission to implement a consensus-forming process with all stakeholders and the public in order to assess the land use trade-offs and potential land use conflicts and recommend management direction and strategies.
-

3.2 Background Planning Study

The Commission published a background planning study entitled *Community Values, Vision, Goals and Perspectives on the Teslin Region Natural Resources*. The Commission proposes to use the report as background information during the consensus building process. It will be the basis for the public, community, governments, industry and stakeholders to evaluate options for the conservation and development of the land and resources; and to identify appropriate planning tools and management direction.

3.3 Information Brochure

To promote public education and communications, the Commission published an information brochure in September 2003 for distribution to community residents, boards and councils, government agencies, affected First Nations and stakeholders. The brochure discussed the work completed by the Commission in the previous fiscal year and outlined the major tasks to be completed by Olson+Olson Planning & Design. A schedule of the Fall 2003 community consultation strategy and meetings was widely distributed along with the brochure.

3.4 Community Consultation

The following groups were consulted with, and events were attended by the Commission during the fall of 2003:

- Teslin Tlingit Council Executive and Lands staff
- Teslin Renewable Resources Council
- Teslin Tlingit Council Land Management Committee
- Teslin Tlingit Elders
- Community Information Fair
- Community Workshop on Legislative Options for Protecting Special Places
- Tlingit Clans Drop-In and Information Meeting
- Community Drop-In and Information Meeting
- Community Consultation Meeting

The Commission sponsored four community information planning sessions on the topics of:

- Development Assessment Process and the Yukon Environmental and Socio-Economic Assessment Act by Yukon DAP Unit (May 8, 2003)
 - Teslin Region's Minerals and Geology (October 7, 2003)
 - Legislative Options to Protect Special Places (November 28, 2003)
 - Teslin Region's Wildlife Counts and Harvesting Data (November 29, 2003)
-

3.5 Heritage Report

The Commission produced a report entitled *Insight into Traditional Teslin Tlingit Views Towards the Land and Views on Land Stewardship*. The commission contracted Sheila Greer, Consulting Anthropologist and Archaeologist to assist with the documentation and interpretation of Teslin Tlingit cultural information and traditional management practices.

3.6 Other Products

Other projects completed by the Commission include:

- A review of the Final Agreement's land-related jurisdictions, rights and obligations
- Completed the Commission website www.teslinplanning.ca/
- Digitization of new data and several new maps for the Geographic Information System data atlas:
- Training of planning staff and Teslin Tlingit Council Lands and Resources staff in Geographic Positioning System and OziExplorer; Introduction to ARCGIS Level 1; and website administration.

4. Overall Assessment of Implementation Achievements

The commission will not complete the land use plan within the anticipated three-year time frame. The startup and orientation period delayed planning well into 2002. The commission member appointments expire on August 1, 2004, which may also further delay completion of the land use plan.

The Commission has nonetheless made progress. By fast tracking the planning program outlined in the Precise Terms of Reference, the Commission built upon the previous year's work and completed Phases 2 through 4 of the Precise Terms of Reference.

The Commission provided a written submission to the Implementation Review Group established by the Parties to complete the 9-year implementation review of the Final Agreement Implementation Plan. The submission included a comprehensive program overview of the mandate, objectives, resources, management and planning activities and outputs. Also, several recommendations and suggestions were offered through the Commission's evaluation of the resource base and lessons learned. The Commission attended an Implementation Review Group meeting to discuss specific issues identified by the Implementation Review Group and to answer questions.

Auditors' Report

**To the Members of the
Teslin Planning Commission**

We have audited the balance sheet of the Teslin Planning Commission as at March 31, 2004 and the statements of revenue and expenditures, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 2004 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Whitehorse, Yukon

June 10, 2004

Mackay LLP

Chartered Accountants

Teslin Planning Commission

Statement of Revenue and Expenditures

For the year ended March 31,	2004	2003
Revenue		
Yukon Land Use Planning Council (note 2)	\$ 360,687	\$ 262,015
Expenditures		
Administration - advertising and recruitment	2,108	8,006
Administration - equipment	2,157	1,074
Administration - general	32,867	16,809
Administration - GST (note 4)	---	4,010
Administration - maintenance and repairs	---	417
Administration - office supplies	1,744	2,504
Administration - office support	110	514
Administration - printing	77	---
Administration - rentals	12,924	6,386
Administration - travel/conferences	---	290
Capital purchases	---	15,226
Council - honoraria	32,260	28,071
Council - meeting costs	---	500
Council - travel/conferences	23,403	21,940
Planning - general	180,772	133,081
Planning - mapping	2,191	15,560
Planning - staff development	2,892	160
Professional services	5,158	5,984
Special projects	18,037	---
	316,700	260,532
Excess of revenue over expenditures	\$ 43,987	\$ 1,483

Teslin Planning Commission

Statement of Changes in Net Assets

For the year ended March 31,			2004	2003
	Invested in Capital Assets	Unrestricted	Total	Total
Balance, beginning of year	\$ 15,226	\$ (918)	\$ 14,308	\$ (2,401)
Excess of revenue over expenditures	---	43,987	43,987	1,483
Capital assets purchased	---	---	---	15,226
Balance, end of year	\$ 15,226	\$ 43,069	\$ 58,295	\$ 14,308

Balance Sheet

As at March 31,	2004	2003
Assets		
Current		
Cash	\$ 40,770	\$ 8,399
Accounts receivable	5,608	3,995
Prepaid expenses	1,125	1,100
	47,503	13,494
Capital assets (notes 1a and 3)	15,226	15,226
	\$ 62,729	\$ 28,720
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 4,434	\$ 14,412
Net Assets		
Invested in capital assets	15,226	15,226
Unrestricted	43,069	(918)
	58,295	14,308
	\$ 62,729	\$ 28,720

Teslin Planning Commission

Statement of Cash Flows

For the year ended March 31,	2004	2003
Cash provided by (used in)		
Operating activities		
Excess of revenue over expenditures	\$ 43,987	\$ 1,483
Change in non-cash operating working capital		
Accounts receivable	(1,613)	(3,995)
Prepaid expenses	(25)	(1,100)
Accounts payable and accrued liabilities	(9,978)	11,412
Adjustment for capital and investment transactions Included in operations		
Capital assets acquired from operations	---	15,226
	32,371	23,026
Investing Activities		
Purchases of Capital Assets	---	(15,226)
Increase in cash	32,371	7,800
Cash, beginning of year	8,399	599
Cash, end of year	\$ 40,770	\$ 8,399

Teslin Planning Commission

Notes to Financial Statements

March 31, 2004

1. Accounting Policies

The Commission was established pursuant to the Umbrella Final Agreement. Article 11.3.0 identifies the Commission's responsibilities. The following is a summary of the significant accounting policies used by management in the preparation of these financial statements.

(a) Capital assets

The cost of capital assets is charged to operations. These expenditures are also recorded as capital assets on the balance sheet with an offsetting addition to the invested in capital assets.

(b) Financial Instruments

All significant financial assets, financial liabilities and equity instruments of the Commission are either recognized or disclosed in the financial statements together with available information for a reasonable reassessment of future cash flows, interest rate risk and credit risk.

2. Economic Dependence

The Commission is economically dependent on Yukon Territorial government funding, flowing through the Yukon Land Use Planning Council.

3. Capital Assets

	2004 Cost	2003 Cost
Office Furniture	\$ 1,558	\$ 1,588
Computer Equipment	13,668	13,668
	\$ 15,226	\$ 15,226

4. Comparative Amounts

In 2003, the Commission's GST expense was recorded in it's own category. In 2004, this expense (total \$5,642.00) has been recorded in the expenditures category to which it relates.

Yukon Land Use Planning Council

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