



Kluane National Park Management Board
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Meeting Minutes 2-25
6:00pm, February 18, 2025
KNPMB Office, Haines Junction

1. Call to Order

Meeting called to order at 6:02 pm. In attendance: Tom Buzzell (Chair), Todd Chambers, Ellen Bielawski, Grace Southwick (remote), Elsabe Kloppers, Darlene Small and Craig McKinnon (Ex-Officio Parks Canada), Aynslie Ogden (Office Manager). Absent: Robin Chambers.

2. Review draft Agenda 02-25

Motion 01 02-25 Todd motions to approve agenda, Ellen seconds, approved unanimously.

- Addition: Discuss question from Jackie about Management Plan Creative

3. Review Minutes 01-25

Motion 02 02-25: Todd motions to approve the minutes, Ellen seconds, approved unanimously.

- Note: These minutes were longer than usual so we have our own record of the feedback that was shared by the Board with the interviewers.

4. Presentations & New Business

4.1. Presentation on January 2025 UFA Boards & Committees Gathering **6:15** (Monique Martin, CYFN)

- NWT has a Boards & Committees forum (see their website for more info) that this gathering was modelled on.
- Effort was required to identify all the Boards & Committees, established under Final Agreements, that needed to be invited (KNPMB was identified at a very late date).
- The Training Policy Committee, who hosted the gathering, is looking to coordinate training that all Boards & Committees need.
- Discussed roles and responsibilities that was very impactful – Monique will share this PowerPoint with KNPMB.
- A follow-up meeting will be held with Chairs and Executive Directors that KNPMB will be invited to, tentatively in March, tentatively piggy-backed on the March 20th Implementation Working Group meeting.
- Gathering was attended by Tyler from Parks Canada's Whitehorse office.
- **Action 01 02-25:** Aynslie to follow up with Monique to get copies of presentations given at the January gathering.

4.2. Presentation on Haines Road Wildfire Risk Reduction Proposal **7:00** (Ryan Burlingame and Tyler Harbridge)

- KNPR has developed a proposal to develop a Haines Road Community Guard to reduce wildfire risk near the community of Haines Junction. This 65ha area is identified within the 2022 Haines Junction Community Wildfire Protection Plan as a high-risk area.

- The proposal is intended for National Office to see if funding might be available to support this work.
- KNPR hopes to hear in February / March whether funding for year 1 is available (winter 2026).
- If funded, this project will need to go to YESAB. It is likely to be assessed at the District Office level. Presently there is a two-month lag between when projects are submitted and assessments are able to be initiated.
- Harvested timber may be a source of fuelwood for the campground.
- Action 02 02-25: Aynslie to follow up with Ryan to get a copy of the PowerPoint presentation given to the Board

5. Old Business

5.1. Chair's Update

- Our email address has changed, do we need to order new business cards?
- Congratulations extended to Craig Mackinnon who has been appointed as Kluane National Park & Reserve's new Site Manager.

5.2. Site Manager's Update (Darlene/Craig)

- Thanks were extended to Grace for participating on the Site Manager Interview Board.
- The reservation system is open for the summer 2025 season and has had a lot of bookings; already \$70k in revenue.
- A change is being made to registration of overnight backcountry campers. Registration is mandatory; de-registration is no longer mandatory. This is because responses to incidents are being triggered by technology, not by not checking in at the end of the trip. KNPR will focus on providing information to backcountry visitors in advance on individual responsibilities and the importance of having a trip plan. This change will save a lot of administrative effort that is required to track down people who forget to de-register. There will be no change to icefield procedures.
- Team is working on a sheep report that will be presented at upcoming KNPMB meeting. A review of the Visitor Safety Plan is also underway.
- Craig and Birch attended meetings in Burwash Landing. Over 20 in attendance. The meeting included a presentation from Parks staff on efforts being made to support the initiation of trapping in the Park. YG indicated they are ready to issue permits once trappers are identified and are ready to begin commercial trapping (waiting for legislation changes to pass is not required for permits to be issued). KFN indicated they will send a letter to KNPMB to notify the Board when trapping commences.
- Resource Conservation Manager indeterminate position will be posted, will be local First Nation priority hire. After this there will be an internal competition then there will be a national competition. Hoping for First Nation participation on the hiring board.
- Scott Stewart is taking acting 1-year term position in policy/visitor safety.
- Action 03 02-25: KNPMB to discuss who from the Board can participate on the hiring committee for the Resource Conservation Manager position.
- Thanks were extended to Darlene for her tremendous work as Acting Site Manager.

5.3. Question from Jackie about Management Plan Creative Review

- Robin and Ellen identified to meet with Jackie to review Management Plan Creative.
- Robin has been away (in Hawaii for the month, back March 1st)
- Jackie would like to know if we would like to wait for Robin's return, have Ellen take this on herself, or appoint another board member.
- Action 04 02-25: Ellen to work with Jackie to provide input on behalf of the Board.

- 5.4. Letter from Minister Guilbeault to KNPMB re: Trapping Recommendation
 - For information
- 5.5. Letter from Minister Guilbeault to Minister Clark re: Trapping Recommendation
 - For information
- 5.6. Email from Environment re: cancellation of Grizzly Bear population project
 - For information
- 5.7. Presentation and Report from UFAIP Engagement Session November 26, 2024
 - For information
- 5.8. Attendance at Boards & Committees Engagement Session - March 20th
 - There will be both in-person and online options for attendance
 - Expected to be a half-day meeting. All welcome to attend.
 - Ellen is available, Tom is available except between 3-5pm, Elsabe is available to attend virtually, Todd may be able to attend depending on timing.
- 5.9. Ellen - ECCC Policy on Assessing Imminent Threats
 - KNPMB does not need to respond to this. This is a new policy and it has been finalized.
6. Finance and Administration
 - 6.1. November, 2024, December 2024, January 2025 Financials

Motion 03 02-25 Elsabe motions to approve November 2024, December and January Financial Statements, Todd seconds, approved unanimously
 - 6.2 Community day at Kathleen Lake
 - **Action 04 02-25**: KNPMB to host a community day at Kathleen Lake. Hot dogs, burgers, door prizes, skiing / ice fishing, campfire. Advertise on Facebook. Saturday April 5th 1pm to 5pm. Craig to investigate what help we could get from Parks. Invite to CAFN Lands/Guardians, KFN. Purchase food in March (hotdogs, burgers, marshmallows, hot chocolate, chips, condiments). Tom and Todd will bring ice augers. Parks will bring set of ice fishing rods that KNPMB purchased. Tom to bring stove to boil water for drinks. Parks bring outreach trailer. Parks to bring BBQ. Plan food for 75. Tom to reach out to CAFN and KFN directly to invite them to participate. Provide honoraria for Elders to participate.
 - **Action 05 02-25**: Aynslie to create a save the date poster.
- 6.2. Administrator's Update
 - Cellphone has been purchase – phone number will be ported from landline within the next week
 - WCB Annual Employer Payroll Report due February 28, 2025. Report has been submitted
 - T4s due February 28, 2025. Christa assisted and are complete. All should have received via mail.
 - CIBC – no update on signing authority.
 - Q4 funding request submitted in January, funds have already been received/deposited into our account
 - **Action 07 02-25**: Year end purchases. Aynslie to share by what we anticipate carry forward to be as well as opportunities/needs for purchases for next meeting on March 19
 - New KNPMB website at <https://kluanenpmb.ca/> Site is live but has not been announced – not receiving a lot of traffic.

- Action 08 02-25: Aynslie to create additional page with information on KNPMB mandate.
- First Nations Bank – process to open account starts with sending a letter of direction.
 - We can get a credit card – must have a separate guarantee account with balance that covers card limit.
 - Online Bill payments can be set up for two signatures. With this anything online would need dual access e.g. one person cannot do anything until the 2nd person confirms it and sends it through.
 - Action 06 02-25: Aynslie to proceed with preparing letter of direction for FN Bank

7. Updates or Additions

- February 4th Sheep Working Group Meeting – discussed regulatory proposals, flexible / adaptive management approach was preferred over a prescriptive approach. Deadline was March, 2025, takes two years to implement. Deadline bumped to May, 2025. Parks and KNPMB abstained from voting. Next meeting March 3, 2025 at new hall in Takhini, then April 9th.

8. Action Log Review

9. Next Meeting Dates

- Next meeting: March 18, 2024
- Scheduling extra meeting for KNPMB Work Planning and Strategic Planning (in April or May, two evenings in a row?, bring in dinner and start earlier?)

10. Adjournment

- Meeting adjourned at 8:27 pm



Chair or Vice-Chair



Administration