



Kluane National Park Management Board  
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## Meeting Minutes 03-25

Tuesday March 18, 2025 at 6:00pm  
KNPMB Office, Haines Junction

1. Call to Order
2. Review draft Agenda 03-25  
**Motion 01 03-25** Robin motions to approve agenda with two additions, Elsabe seconds, approved unanimously.
  - Add to old business – update from Ellen on graphic design review of management plan
  - Add to old business – update from Elsabe on sheep meeting
3. Review Minutes 02-25  
**Motion 02 03-25:** Elsabe motions to approve the minutes, Ellen seconds, approved unanimously.
  - Update to Ellen was not sure if she will be available to attend meeting on March 20<sup>th</sup>
  - Update second 6.2 to 6.3 and add letter “d” to end of cell phone purchase
4. Presentations & New Business
  - March 3, 2025 Letter from KFN Chief Dickson to Minister Guilbeault, no action required
5. Old Business
  - 5.1 Chair's Update
    - 5.1.1 Planning for April 5<sup>th</sup> Community Day at Kathleen Lake – Action Items:
      - Parks
        - Will make staff available to provide support for planning / preparation and on the day of the event
        - Will look into clearing a skating rink, bring outreach trailer (as was done at northern nights), bring a barbeque, heat up day use shelter, and facilitate activities
        - Will have someone on site to sell fishing licenses
        - Will make generator on trailer available to boil water
        - Will look into bringing plastic reusable cups from Da Ku
        - Brendan will check in with St Elias Ski Club about grooming the trails for the event
        - Jake will ensure wood is stocked in shelter, garbage cans are empty
        - Brendan/Erin will bring crafts for kids to do in day use shelter, cornhole game
        - Will bring printed copies of the Management Plan
        - Will donate a few shirts, postcards, magnets etc. for door prizes

- Will set up displays inside day use shelter to encourage conversation (e.g. kokanee salmon information, fire, etc.)
- Brendan will touch base with Resource Conservation to see if someone is available to be on hand to ask questions about displays.
- Will amplify event advertising on their social media
- Erin is available to do a campfire talk
- Will bring water jugs (same set up as for northern nights)
- Todd and Tom
  - Will bring supplies for ice fishing – will plan to stay close to the day use shelter
- Aynslie
  - Will place grocery and catering order through Little Green Apple - burgers, hotdogs, hot chocolate and coffee, bubbly, juice boxes, tea, buns, condiments, chips, veggie tray, fruit tray, cheese and cracker tray.
  - Will prepare updated poster and post around town, send to CAFN and KFN and Parks to share around
  - Will bring KMPMB booth materials to set up in day use shelter
- Tom
  - Will pick up food order when available
  - Will bring stove/large pot for boiling water
  - Will reach out to CAFN to see if Guardians can come out to help with ice fishing
  - Will call Simon Johnson in Burwash to see if anyone is available to help out
- Robin and Todd
  - Will purchase door prizes – split between winter and summer activities, focus on small prizes, some for kids some for adults. Check was issued to advance funds for purchase.
  - Will check if Ron is available to do a campfire talk.
- Elsabe and Robin
  - Elsabe in town April 4<sup>th</sup> and can pick up any last-minute things; Robin can as well
- All Board members
  - Will wear nametags and be on hand for informal discussions

**Motion 03 03-25** Robin motions to approve budget of \$1000 for door prizes for the April 5<sup>th</sup> event, Todd seconds, approved unanimously. (\$1000 advance payment issued)

**Motion 03 03-25** Robin motions to approve Aynslie to order/purchase of food from Little Green Apple for 75 people the April 5<sup>th</sup> event, Todd seconds, approved unanimously.

#### 5.1.2 Planning for special meeting on strategic planning

- **Action 01 03-25:** Planning for the afternoon of Sunday June 1<sup>st</sup>, Craig to check to see if space beside Thechàl Dhàl visitor centre available; plan to order/pick-up catering to bring to the meeting.

#### 5.1.3 Request for contribution agreement amendment and renewal

- Plan to start negotiating new agreement in the fall; current agreement ends at the end of 2025-26 FY
- Desire to make a request to Parks to be able to access all of the funding that has been allocated over the term of the agreement. This requires allowing the Board to be able to carry-over funding from one fiscal year to the next. This change would enable the Board to do a larger project.
- Annual cost of living increases should be factored into the agreement
- Action 02 03-25: Craig to check in with Finance to see how long it may take to renegotiate the new agreement and to explore what options exist for allowing flexibility desired by the board to carry over funds

#### 5.1.4 Participation on the Resource Conservation Manager Hiring Committee

- Lisa Larson will be acting in this position for the next six months, which allows time for the recruitment process to not interfere with the operating season

### 5.2 Site Manager's Update

#### 5.2.1 Parks Canada Boards and Committees – Best Practices Initiative.

- National initiative to assess Parks' boards and committees – what is working well and doesn't work well -- with intent of providing tools and lessons learned to support new committees as they are established.
- This initiative is now requesting information from existing boards and committees e.g. copies of our orientation packages, on-boarding checklists, recruitment posters, templates for doing minutes, meeting planning checklists.
- KNPMB was interviewed in January 2025 by the Firelight Group who was doing research to support the development of a co-management board for a new park in NWT.

#### 5.2.2 Trapping update

- KFN has exclusive trapping rights in the southern Thechàl Dhâl region. KFN has rights to trap in the northern region and is seeking exclusive rights to this region.
- YESAB requires environmental assessment for trapping activity – exploring who needs to lead this (KFN?) and if it can be led by Parks and if so if Parks can submit for the whole park to ease the bureaucracy for KFN and CAFN.
- Adopting YG Trapping Regulations requires legislative changes (e.g. to ensure regulations recognize area within the park that allows trapping). Parks would like to identify concessions that each First Nation will hold.
- Parks is looking to develop a policy for use of cabins to make it fair to everyone – hope to follow policies set by KFN/CAFN for their cabins by their citizens. CAFN has a cabin use policy and cabin that is managed through the Heritage Lands and Resources Department. KFN cabin rentals through property management/public works.
- Public communications strategy? Parks adopted signage used by YG with a few small modifications, so signage reflects an Indigenous trapping area. KFN is leading communications and plans to involve both Parks and KNPMB.

### 5.3 Attendance at B&C Engagement Session - March 20 1-4:30

- Action 03 03-25: Robin to attend first hour; Elsabe to attend last couple hours. Todd will try to join as well.

### 5.4 Management Plan Graphic Design Review (Ellen)

- Requested maps provide more context as to where the map location is within the park.
- Also requested languages be reflected as living languages and place names reflect what is in use at the time and may change with time.
- Action 04 03-25: Ask Brendan to print off copies for distribution on Community Day

#### 5.5 Sheep Working Group Meeting Update

- Met early March in new Takhini hall to discuss regulatory change proposals (outside the park). Neither Parks nor KNPMB voted on proposals because they were for outside the park.
- Next meeting scheduled for April 9, 2025.
- Action 05 03-25: Elsabe will circulate proposals that were discussed for information

### 6 Finance and Administration

#### 6.1 February 2025 Financials

**Motion 04 03-25** Robin motions to approve, Robin seconds, approved unanimously

#### 6.2 Administrator's Update

##### 6.2.1 Year-end purchases –

**Motion 04 03-25** Elsabe motions to approve the following year-end purchases, Robin seconds, approved unanimously

- Robin and Todd to purchase swag for the April 5 event (budget of ~ \$1,000)
- Aynslie to purchase logo swag – request invoice date before end of year – tin cups (popular), water bottles, buffs (budget of ~ \$3,500)
- Aynslie has to order Starlink mini through our account – hardware and hardshell case with the discounted roaming pay as you go package option (budget of ~ \$800)
- Robin and Todd to purchase action packer with plastic plates, cups and knives and forks from Canadian Tire (budget of ~ \$300)
- Aynslie to order a new printer

##### 6.2.2 CIBC Signing Authority

- Action 06 03-25: Board members to forward documents received from CIBC to Aynslie

##### 6.2.3 Draft Letter of Direction – First Nations Bank

- Action 07 03-25: Aynslie approved to send letter to First Nations Bank

##### 6.2.4 New KNPMB webpage – Mandate

##### 6.2.5 Cellphone

- Action 08 03-25: Aynslie will need to go into Bell to port number

### 7 Updates or Additions

### 8 Action Log Review

- Action 09 03-25: Agenda item for Strategic Planning Session – what questions would we like to ask of all Parks Canada employees, what criteria would make someone well suited to work here.
- Action 10 03-25: Agenda item for Strategic Planning Session – what does KNPMB need from Ex-Officio Site Manager

### 9 Next Meeting Dates

- Community Day: April 5, 2025
- KNP All Staff Meeting May 12, 2025

- Next meeting: May 13, 2025
  - Agenda item: 15-minute presentations from KNP Managers on what is planned for the season
- Strategic planning session: Sunday June 1, 2025
- March 31-April 4 CAFN Muskrat Camp at Kloo Lake
- July 18-20 CAFN GA at Dalton Post

10 Adjournment



Chair or Vice-Chair



Administration