



Kluane National Park Management Board
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Meeting Minutes 06-26
Tuesday June 23, 2026 at 6:00pm

1. Call to Order
In attendance: Ellen Bielawski, Tom Buzzell, Robin Chambers, Todd Chambers (via Teams), Grace Southwick (via Teams), Tyler Harbidge, Aynslie Ogden. Regrets: Elsabe Kloppers, Craig Mckinnon.
2. IN CAMERA MEETING OF THE BOARD
3. Review Draft Agenda 06-26
Motion 01 06-26 Ellen motions to approve agenda, Robin seconds, approved unanimously, with addition of summary from Ellen of prescribed burn tour.
4. Review Minutes 05-26
Motion 02 06-26 Robin motions to approve minutes as amended, Ellen seconds, approved unanimously
5. Presentations & New Business
 - 5.1 Office Manager Wage Increase
Action 01 06-26: Letter to be drafted outlining pay increase, per discussion at March 17th in-camera meeting of the Board
Action 02 06-26: Look into whether Office Manager wage scale needs to be updated in the KNPMB Operating Procedures
 - 5.1. KFN Letter to Minister Dabrusin - Request for reappointments to the KNPMB
 - For information
 - 5.2. Public Programs and Events in Kluane this summer
 - For information
6. Old Business
 - 6.1. Chair's Update
 - 6.1.1. Budget Discussion
Action 03 06-26: Bring forward summary of actuals from past 5 years
Action 04 06-26: Make sure the line items in budget match the line items in contribution agreement
Action 05 06-26: Bring forward 2026-7 budget for approval at next meeting
 - Advertising and promotion – put to \$0 for this year (reflected under open house/outreach)
 - Computers and software – include budget for a new laptop, increase to \$2000
 - Courier and postage – no change
 - Contractor and professional – no change
 - Depreciation – put to \$0 for this year, this is an auditor adjustment
 - Elder and youth honoraria – no change
 - Honoraria – increase to \$30,000
 - Hospitality – put to \$0 for this year (reflected under open house/outreach)
 - Insurance - \$3,000
 - Interest and bank charges - \$1000
 - Internet \$2,000
 - Mileage and meals \$10,000
 - Meeting costs \$2,000
 - Office supplies \$1,000
 - Open house & outreach \$10,000

- Printing & publishing – put to \$0 for this year
- Rent \$15,000
- Telephone \$1,500
- Wages and salaries \$12,000
- Payroll remittances \$1,750
- WCB \$500
- Special project \$9,873 (will increase if clause 2.6 removed from contribution agreement)

6.1.2. Support for research in KNPR (set stage for future discussion)

Action 06 06-26: The Board expressed interest in continuing the discussion on how to support research in KNPR. Invite Craig and Carmen to discuss potential projects/initiatives prior to the Board retreat.

6.2. Site Manager's Update

6.2.1. Contribution Agreement Renewal

- The board discussed flexible contribution agreements that do not typically include clause 2.6 in the current draft of the KNPMB agreement.
- The \$9,000 payment in March 2026 is considered an advance payment on 2026-7.
- The new agreement will be one advance payment made at the beginning of the year (instead of four quarterly payments).
- The agreement will be amended annually for FDDIPI.

Action 07 06-26: The Board requested clause 2.6 be removed from the agreement, to be consistent with how flexible agreements are typically drafted.

Action 08 06-26: The Board reviewed budget consolidation reporting options on page 7 (to simplify estimate of eligible expenditures on page 6), and requested Parks make the following changes:

- Personnel and Community Engagement be separated;
- Honoraria to be moved into the Communications, Outreach and Promotion category and Professional Services and Projects category.

Action 09 06-26: Budget allocations discussed today to be reflected in next draft CA

Action 10 06-26: The Board requested clause 4.2 regarding accounting of interest (page 13) be removed from the agreement.

6.2.2. CAFN GA – Invite to join Parks Canada Booth

Action 11 06-26: If a Board member is available, the Board would prefer to have its own booth and would like the table to be beside the Parks table.

Action 12 06-26: Aynslie to contact Millie Joe to reserve booth beside Parks Canada if possible.

6.3. Alder Creek prescribed burn tour

- Ellen attended tour of site with Jeni/Brad from KNPR and CAFN staff.

7. Finance and Administration

7.1. May 2026 Financials

Motion 03 06-26 Ellen motions to approve May 2026 Financials, Robin seconds, approved unanimously

7.2. Administrator's Update

7.2.1. Results of Spring Retreat Poll

- There is not a weekend in the summer when everyone is available.
- Action 13 06-26: Schedule a second weeknight meeting after meeting with Craig/Carmen for project ideas and after Contribution Agreement is finalized (August?)

7.2.2. Estrada and Tan Update

- Action 14 06-26: Aynslie to follow up with Estrada and Tan on last information request – to figure out what \$971.75 in prepaid expenses were (in 2024?)

7.2.3. FNBC Update

- Bank account has been set up, we have bank cards, and need to make decision whether to transfer funds from CIBC to FNBC and how much funds.
- Funds need to be transferred to FNBC to at least cover bank account fees.

- The Board may want to maintain a balance at CIBC for a period of time in case there is a learning curve or challenges in making payments through online banking at FNBC

Motion 04 06-26 Robin moved to authorize issuing a check to deposit \$10,000 to FNBC to pilot test the new account. Todd seconds approved unanimously.

Action 15 06-26: Aynslie to try to e-deposit check; if unable, will go to town to make deposit.

Action 16 06-26: Aynslie to set up second account in Sage for FNBC Account

Motion 05 06-26 Ellen moved to direct Aynslie to initiate application for FNBC Credit Card, Robin seconds.

7.2.4. CIBC Update

- CIBC did not respond to Board's request for information on what our monthly charges would be, based on current use, if the account was updated to allow for online banking

8. Updates or Additions

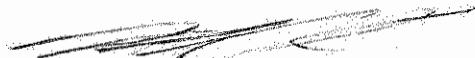
9. Action Log Review

10. Next Meeting Dates

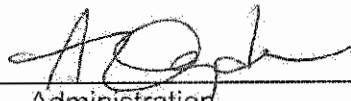
- Next KNPMB Meeting Date: Tuesday July 28
 - **Action 17 06-26:** Add to next meeting agenda - KFN trapping in the park
- CAFN GA July 17-19, 2026 – Saturday July 18th is the priority day to attend. Grace and Robin may be able to attend.

11. Adjournment

Motion 06 06-26 Ellen motions to adjourn at 9:11 pm, Robin seconds, approved unanimously.



Chair or Vice-Chair



Administration