



Kluane National Park Management Board
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Meeting Minutes 01-18
February 3, 2018
Kluane National Park Management Board Office
10:30 am

1. Call to Order 10:56 a.m.

2. In Attendance – Barb Joe - Chair (phone), Robin Chambers (phone), Michael Riseborough, Elsabe Kloppers, Linaya Workman - Park Site Manager, Sylvie Gewehr - Administrator

3. Review and approve draft Agenda 01-18

Motion 01-01-18: Robin C. motions to adopt the agenda. Elsabe K. seconds the motion.
Approved unanimously.

4. Review and approve draft Minutes 03-17 and Minutes 05-17

Motion 02-01-18: Michael R. motions to accept Minutes 03-17. Robin C. seconds the motion.
Approved unanimously.

Motion 03-01-18: Robin C. motions to accept Minutes 05-17. Michael R. seconds the motion.
Approved unanimously.

5. Old Business

- Operating Procedures update and NJC travel rates

During Board meeting 02-17 it was discussed that the Board's rates for per diems and mileage should be stated to follow National Joint Council (NJC, formerly known as Treasury Board) directives. NJC rates are reviewed quarterly, latest rates date from January 1st, 2018.

Motion 04-01-18: Michael R. motions to adopt prevailing NJC travel rates. Elsabe K. seconds the motion. Approved unanimously.

Operating procedures have been in draft form since December 2008. The Board discussed the document at meeting 02-17, but made no final decisions. One concern voiced during that meeting was that the operating procedures would need to be compared to the UFA, CAFN FA and KFN FA to ensure it follows the directives found in the Final Agreements. The Administrator reviewed the Final Agreements and their corresponding Implementation Plans. All of these documents only give directives pertaining to the Board's mandate and make it clear that it will be up to the Board to define their operating procedures. Operating procedures should be reviewed and discussed at future meetings when all Board members are present.

Action Item 01-01-18: The Administrator will clean up the draft operating procedures and send the document out to the Board members to review for next meeting.

6. Finance and Administration

- **Financial update**

Q- Why is GST added back?

A- As a non-profit, the Board is entitled to recover 50% of GST paid on purchases.

Q- Who will calculate amortization expenses?

A- Though non-profits are not required to capitalize assets, PSAB 3150 states that the organizations receiving government funding need to capitalize assets. Items such as the printer and furniture could be capital assets, depending on the threshold value the Board will define.

Motion 05-01-18: Michael R. motions to accept threshold value of fixed capital assets at \$5,000. Robin C. seconds the motion. Approved unanimously.

Q- Why is the revenue in the 2017-2018 Budget higher than the actual revenue received on the Budget Summary Report?

A- It is unclear from the previous budget summaries how much funding the Board was meant to receive for this fiscal year. This needs to be clarified and corrected to be in compliance with the Contribution Agreement and CRA.

Action Item 02-01-18: The Administrator will find the source of discrepancies in the budget and correct the budget, to be reviewed at the next Board meeting.

Q- Why is the expense amount for YWCHSB lower than their minimum payment amount of \$150?

A- After the Board made their payment to YWCHSB, there was a refund, reducing the total expense amount for that line item.

There still is a fair amount of money left in advertising and promotions line item, which could allow for a swag order.

Motion 06-01-18: Elsabe K. motions to approve the Administrator to order swag for up to \$500. Robin C. seconds the motion. Approved unanimously.

Action Item 03-01-18: The Administrator will order swag for up to \$500.

Q- The Board was supposed to participate in the ARRC Dec 5, 2017 Open House expenses. Has the Board been invoiced by the ARRC for it?

A- Not yet.

Action Item 04-01-18: The Administrator will get the December 5, 2017 Open House invoice from the Alsek Renewable Resources Council.

It would be useful to have a column showing the commitment amounts in the budget. Information was lacking to create commitments for this fiscal year, but should definitely be included in next fiscal year's budget.

- **Commercial Insurance and Board Insurance**

The quotes received by Aon are for the Commercial Insurance, Contents and General Liability for an annual premium of \$1,000 and the Board and Directors Insurance would be for about \$650 a year. Aon only provided one quote, but more could be obtained from T.A. Firth and The Co-operators.

Action Item 05-01-18: The Administrator will contact T.A. Firth and The Co-operators for more insurance quotes.

- **Design Quote**

Quote received from Arctic Star Printing is for \$100 for the logo rebuild, for business card design work at \$75/hour and for business card printing (various prices depending on paper quality and quantity). The logo rebuild would enhance the logo colours and allow the Board to

be in possession of a high quality digital file. The improved logo can then be used to create the business cards. The information on the business card should remain general (no Board member names), so that it can be used by everyone. It would be most economical to order 500 cards. The total for logo rebuild, business card design and printing would be just under \$500.

Q- Does the Board have a webpage?

A- The Board used to have one, but it does not exist anymore. The domain name would have to be purchased, but there still are options for free websites too. Amy McKinnon and Andy Pauls at CAFN might be able to help as well.

Action Item 06-01-18: The Administrator will get a fixed quote on the business card design work from Arctic Star printing.

Motion 07-01-18: Michael R. motions to approve the Administrator to get the logo rebuild done by Arctic Star Printing. Robin C. seconds the motion. Approved unanimously.

- **Office Hours and Summer Employment**

The KNPMB office needs to have fixed open hours for the public to be able to come in. Two half days would allow the Administrator to still be flexible with the number of work hours. Afternoons are preferable. Also, starting April 9, the Administrator will be working part-time for Parks Canada, on Mondays and Tuesdays all day, and on Wednesday mornings. Lunch hour and afternoons might be the best to accommodate the public.

Motion 08-01-18: Michael R. motions to adopt KNPMB office open hours from 12 p.m. to 4 p.m. on Wednesdays and Thursdays. Elsabe K. seconds the motion. Approved unanimously.

It would be good to have the big sign on the building to help public find the office and to have a sign with open hours in the door.

Action Item 07-01-18: The Administrator will contact Ron Chambers about touching up the sign. If he agrees, Elsabe will ask Sean Sheardown to bring the sign to Ron.

Action Item 08-01-18: The Administrator will create a sign with office hours and contact information for the door.

- **Meeting Schedule and Conference Calling**

Having a conference calling option may allow for more Board members to attend meetings and help avoid not having quorum. Teleconferencing fees with Northwestel are extremely high (\$0.37 per minute per participant). There are other options through international calling cards that would be much cheaper.

Action Item 09-01-18: The Administrator will find out if PCA can provide the Board with a teleconferencing number, and if not, look into calling card options.

Meeting Schedule: - Monday, February 19 at 5:30 p.m.

- Saturday, March 17 at 10:30 a.m.

- Saturday, April 21 at 10:30 a.m.

Further dates will be determined at the February 19 meeting.

7. New Business

- **Discussion about the Chair position**

Barb J. wishes to step down from the Chair position, as she originally only agreed to do it on an interim basis and she is too busy at the moment with various other positions.

Motion 09-01-18: Michael R. motions to nominate Robin Chambers as Chair and Elsabe Kloppers as Co-Chair. Barb J. seconds the motion. Approved unanimously.

Robin Chambers will be Chair and Elsabe Kloppers Co-Chair starting on February 4, 2018.

- Park management planning workshop (Nov 2017) and park zoning meeting (Jan 2018) reports

Informal update on the Matatana Resort by Barb J.: CAFN are proceeding with the project. They are currently securing funding to proceed with the project and will discuss it in depth at the upcoming special General Assembly on February 9th, 10th and 11th.

Informal update on the Bighorn Project by Robin C: KCDC and KFN are waiting on the new management plan for the park to proceed.

PCA would like to give a basic presentation to the KFN elder's council on the park planning process and its current status in February and March.

- Park management planning meeting March 6&7

The elder's workshop on management planning had to be moved to April 5th and will be held in Haines Junction at Daku. It will allow to find out what their vision for the park is. It would be preferable if one or more Board members could attend.

The next park management planning meeting is on March 6 and 7. Michael R. and Robin C. won't be able to attend, Elsabe K. will attend. Robin C. and Elsabe K. will attend the April 5th meeting. Barb J. will try to attend one or both of the meetings.

Action Item 10-01-18: The Administrator will ensure Gerald D. and Mickey B. are aware of these meetings and find out if they can attend.

- Trapping in the Park

On November 30th, 2015, Dave Dickson, a KFN member, submitted a formal request to trap in the park to Parks Canada. Some legal opinion has been provided by PCA's Department of Justice on this. The Board will have to look into the question and provide recommendations on it. This file is strictly confidential.

Action Item 11-01-18: The Administrator will scan and send the documentation to the Board members, who will review it and discuss at future meetings.

The interests of White River First Nation may come into play in this discussion as well. In the absence of a Final Agreement for White River, they remain under the Indian Act. There are clauses in KFN's FA speaking to the WRFN question. PCA has a legal obligation to consult with WRFN, but they do not have a place at the KNPMB as they do not have a FA.

- Upcoming Presentations by PCA staff

Linaya would like Resource Conservation to give the Board a presentation on February 19.

8. Updates or Additions

Greg Leblanc from KCDC may contact the Board about giving a presentation on the Bighorn Project.

PCA and KFN recently had a meeting to review all the reports on studies and research pertaining to the Bighorn Project that has been done in the Donjek Valley this past season.

9. Next Regular Meeting Date – Monday February 19 at 5:30 p.m., KNPMB Office

10. Adjournment at 1:30 p.m.