



Kluane National Park Management Board  
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Meeting Minutes 03-18  
March 17, 2018  
Kluane National Park Management Board Office  
10:30 am

## 1. Call to Order 10:40 a.m.

**In Attendance** – Robin Chambers - Chair, Mickey Beattie, Michael Riseborough, Elsabe Kloppers, Linaya Workman - Park Site Manager, Sylvie Gewehr - Administrator

## 2. Review and approve draft Agenda 03-18

There will be no presentation on the Dark Sky Preserve.

Motion 01-03-18: Michael R. motions to adopt the agenda with the above mentioned change. Michael B. seconds the motion. Approved unanimously.

## 3. Review and approve draft Minutes 02-18

It would be useful for the Board members to receive the minutes in advance to allow for reviewing time. The Administrator will strive to do that for future meetings.

Motion 02-03-18: Elsabe K. motions to accept Minutes 02-18. Michael R. seconds the motion. Approved unanimously.

Action Item 01-03-18: The Administrator will create an action log listing all action items identified during board meetings and their status. This action log will be sent out to the Board members in advance of every meeting with the previous meeting's minutes.

## 4. Presentation on the Resource Conservation function (Craig McKinnon, Resource Conservation Manager)

## 5. Old Business

### 5.1 Operating Procedures update

The new Operating Procedures Draft is based on the Board's previous discussions, comments and questions submitted by Board members, and on two other boards' operating procedures (the Yukon Water Board and the Yukon Fish and Wildlife Management Board). The Administrator identified the sections that were deleted in 2008 and the ones that were added to this new draft as suggestions.

Discussion:

- 1.1. Nothing to add or change.
- 1.2. Appointment Term: the Board agrees with the addition of a paragraph stating the Secretariat will contact nominating parties 6 months before the expiry of any member's term. It would also be beneficial for the Board to stagger the appointment terms.

- 1.3. Nothing to add or change.
- 1.4. Chair and Co-Chair Responsibilities: change the third bullet to “the Secretariat *and in the absence of the Chair, the Co-Chair will assume that responsibility*”; add to the fourth bullet “*if the Chair is not available, the Co-Chair and then any other signing authorities will be called upon*”; remove the eighth bullet; add “*exercise the authority, and receive honoraria benefits*” to the last sentence.
- 1.5. Member Responsibilities: in the third bullet “or four in one year” needs to be removed; the end of the last bullet needs to be changed to “in writing *to the Chair.*” as the Chair is responsible for contacting the nominating parties.
- 2.1. Secretariat: the suggested addition about the calendar recording members’ extended absences does not need to be in operating procedures. The Board members will contact the Secretariat when they plan on being away for extended periods and the question will also be raised at each Board meeting.
- 2.2. Meetings: “Meetings may be held without a quorum, but no motions can be made” should stay; everything from “KFN and CAFN government...” to “... and Burwash Landing” should be removed.
- 2.3. Minutes: other boards delete their meeting recordings once the pertaining minutes are approved. This can be applied and put into the KNPMB operating procedures. In the third paragraph, the second sentence needs to be changed to “...will be distributed to *the public, KNPR, and the CAFN Chief and Council and KFN Chief and Council.*” To distribute the minutes to the public, the website and a Facebook page could be used.
- 2.4. Decisions & Motions: remove “where possible” at the end of the first sentence; add the suggested paragraph on voting procedures; remove “Decisions and Motions...of the members.” and “Absent members may...present agree.”; and add the proposed sentence on electronic vote.
- 2.5. Recommendations to the Minister: the second paragraph will be simplified and moved to 2.6 and the last paragraph will be removed.
- 2.6. Accountability: “*and Outreach*” will be added to the title of this section; The first sentence will be removed; the second sentence will be changed to: “The Board *will hold two Annual Open House or outreach activities in the Traditional Territories* and write an Annual Report...”; in the third paragraph, third bullet, “*or email*” will be added.
- 2.7. Participation Protocol: this whole section can be removed and some of its contents will be summarized under 1.5. or 3.1.
- 3.1. Code of Conduct: the first sentence will be changed to: “Board members, *staff, and Board representatives* will...”; the second paragraph will be removed.
- 3.2. Conflict of Interest: the second paragraph will be removed.
- 4.1. Honoraria, Per Diems and Travel: the suggested addition covering Board member travel honoraria and meeting preparation will be included. Other boards compensate their members for travel time and also for preparation time. This seems fair and encourages member participation.
- 4.2. Income & Expenditures: the title will be changed to “*Financial Responsibilities*”; the sentence “*All the Board members are responsible for financial obligations*” will be added to this section.
- 4.3. Confidentiality: nothing left in this section, will be removed.
- At the end of the document add: “*These operating procedures may be reviewed at the discretion of the Board.*”

Action Item 02-03-18: The Board will start looking into the next First Nations representatives nominations in October 2018.

Action Item 03-03-18: The Administrator will create a Facebook page for the Board. This page will not allow for comments and will be used to share approved meeting minutes and other relevant information.

Action Item 04-03-18: The Administrator will update the Operating Procedures in accordance with what was discussed today and will present the updated document at the April 21 meeting.

Motion 03-03-18: Michael R. moves to adopt the updated operating procedures at the next Board meeting and apply them retroactively to this meeting. Michael B. seconds the motion. Approved unanimously.

## 5.2 Trapping Request

There is nothing to report. Linaya is still waiting on the legal opinion from PCA.

Action Item 05-03-18: The Board members will prepare legal questions that they might have for the next meeting and review the documentation provided by Linaya.

## 6. Finance and Administration

### 6.1. Budget review and funding question

It seems that the initial payment of \$22,156 received in April 2017 was for the previous fiscal year (2016-17). Waiting on final confirmation from PCA.

There is still a large amount of money left in the budget allowing for purchases such as office supplies, promotional items, and special prizes for open houses.

Action Item 06-03-18: The Administrator will recover the KNPMB sign from Ron Chambers and ask him for an invoice.

Action Item 07-03-18: The Administrator will acquire more office supplies, such as toner cartridges and paper.

Action Item 08-03-18: The Administrator will acquire special prizes to be given out as door prizes at upcoming open houses.

### 6.2 Upcoming budgeting and financial tasks for year end

To be discussed with the Yukon Field Unit's Finance Manager.

### 6.3 Admin update on orders, insurance, credit card, etc.

The Administrator has ordered the swag: red soup containers, sticky notes booklets and a table throw.

Of the three different business card proofs provided by Arctic Star, the Board members prefer the one depicting the Ä'äy Chu Valley. It would however be even preferable to the Board members to be able to use Libby Dulac's painting of the Lowell Glacier on the business card.

Action Item 09-03-18: The Administrator will try to obtain Libby Dulac's permission to use the painting on the business cards and will have the cards printed with either the painting or the photograph showing the Ä'äy Chu Valley.

The Directors and Officers Insurance will be through The Co-operators and the Commercial Liability and Office Contents Insurances are through Aon.

An invitation to attend the Kluane Lake Research Summit on May 4 & 5, 2018 was received. The event will take place in Burwash Landing and is hosted by Kluane First Nation and the Dän Keyi Renewable Resources Council. PCA will have a booth there. The Administrator will sign the Board up for a booth and will attend at least one day. Board members will attend depending on availability.

It will not be possible for the Board to get a regular business card and the Canada Post prepaid Visa card is the best option available, as it can be acquired and managed through the Canada Post office in Haines Junction.

Motion 04-03-18: Michael R. motions to give the Administrator the approval to purchase a Canada Post credit card and load it with \$2,000. Elsabe K. seconds the motion. Approved unanimously.

#### 6.4 Draft website presentation

Presentation of the draft website developed on Wix by the Administrator. The Board members are in approval of publishing this website as soon as a domain name can be purchased for it.

Action Item 10-03-18: The Administrator will add links directing to the relevant sections of the Final Agreements on the website.

#### 6.5 Meeting schedule for the summer

New dates determined in addition to the ones fixed during Meeting 02-18:

Tuesday, May 22, 2018 at 5:30 pm

Saturday, June 16, 2018 at 10:30 am (tentative, pending Barb J. availability).

Saturday, July 21, 2018 at 10:30 am

Tuesday, August 14, 2018 at 5:30 pm

Saturday, September 15, 2018 at 10:30 am

KCDC and Visitor Experience will give presentations to the Board on April 21.

### 7. New Business

#### 7.1. March 6 & 7 Management Planning Meeting Report

Nothing to add.

#### 7.2. Board participation in the management planning consultation working group

Robin C. and Elsabe K. are interested in participating.

Action Item 11-03-18: The Administrator will send Graham Dodds Robin's and Elsabe's names and email addresses for the consultation working group.

### 8. Updates or Additions

Nothing to add.

### 9. Next Regular Meeting Date – Saturday April 21 at 10:30 a.m., KNPMB Office

### 10. Adjournment at 4:00 p.m.

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Chair or Vice-Chair

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Administrator