

**Conference of Management Authorities (CMA) Meeting Minutes**

**Approved**

**Conference Call November 24, 2011 1:30 – 3:30PM**

<b>Representatives:</b>	<b>Name of Representative</b>
<b>Wildlife Management Advisory Council (NWT) (WMAC(NWT))</b>	Rob Gau, WMAC(NWT) member
<b>Gwich'in Renewable Resources Board (GRRB)</b>	Amy Thompson, Executive Director Johnnie Charlie, GRRB Member
<b>Wek'eezhii Renewable Resources Board (WRRB)</b>	Jody Snortland Pellissey, Executive Director Grant Pryznyk, CMA Chairperson and WRRB member
<b>Tłı̨chǫ Government</b>	John B. Zoe, Senior Advisor Marjorie Matheson-Maund, Implementation Coordinator
<b>Department of Environment &amp; Natural Resources, GNWT</b>	Ray Case, Assistant Deputy Minister, ENR Lynda Yonge, A/Director, Wildlife Division
<b>Government of Canada</b>	Bruce MacDonald, Manager, Northern Conservation, Environment Canada Mike Byrne, Aboriginal Affairs and Northern Development Canada (AANDC)
<b>Invited Participants</b>	
<b>Dehcho First Nations</b>	Misty Ireland, Dehcho First Nations Member
<b>Northwest Territory Métis Nation</b>	Chris Heron, Aquatic Resources Coordinator (AAROM) Arthur Beck, NWT Métis Nation Member Marie-France Bernèche, Environmental Projects Officer
<b>Species at Risk Committee (SARC)</b>	James Firth, SARC Chairperson
<b>Species at Risk Secretariat</b>	
	Joanna Wilson, Species at Risk Implementation Supervisor Michelle Henderson, Species at Risk Coordinator
<b>Regrets</b>	
	Walter Bezha, Sahtu Renewable Resources Board Ifan Thomas, Parks Canada Teresa Joudrie, Aboriginal Affairs and Northern Development Canada

**[1:05PM – CMA 101 convenes]**

*Secretariat presented a summary of Conference of Management Authorities' progress and business to date to new and interested representatives.*

**[1:35PM – Meeting called to order]**

- 1. Introductions:** (*led by Grant Pryznyk*)
- 2. Agenda:** Review of agenda (*led by Grant Pryznyk*)
  - a. Decision #D20111101: Consensus to approve November 24<sup>th</sup> conference call agenda with no changes.
- 3. Minutes from last meeting:** Review of minutes (*led by Grant Pryznyk*)
  - a. Decision #D20111102: Consensus to approve the June 2011 meeting minutes with no further changes.
- 4. Review of action items:** Review of action items and decisions made to date (*led by Joanna Wilson*)
- 5. CMA decisions made since last meeting:** Review of decisions made since June 2011 conference call (*led by Joanna Wilson*)
  - a. Decision #D20111103: Final layout of 2010-11 CMA Annual Report approved by Alternate co-Chairperson, June 28, 2011.
  - b. Decision #D20111104: Letter to SARC in response to their letter on information gaps approved by Chairperson August 16, 2011.
  - c. Decision #D20111105: Letter to Minister of ENR submitting 2010-11 CMA Annual Report approved by Chairperson on August 16, 2011.
- 6. CMA letters sent and received:** (*led by Joanna Wilson*)
  - a. No letters received
  - b. Two letters sent (above)
- 7. GNWT report on actions:** Report from Department of Environment and Natural Resources (ENR) (*led by Lynda Yonge*)
  - a. Representatives have changed; Lynda Yonge and Ray Case are now the representatives for ENR.
  - b. Annual reports from CMA and SARC have been received and been submitted by the Minister of ENR to be tabled in the Legislative Assembly.
  - c. The Minister of ENR sent a letter to AANDC indicating that the responsibilities of the Management Authorities are increasing with the *Species at Risk Act* and *Species at Risk (NWT) Act*, leading to additional costs. A copy of the letter was provided.
  - d. The Secretariat has provided a draft letter and estimate of costs for individual Management Authorities to use if they want to raise the issue with AANDC themselves.
- 8. SARC update:** Update since September 26-27, 2011 (*Led by James Firth, SARC Chairperson*)
  - a. There was discussion on how SARC and CMA can pass information back and forth.
  - b. The SARC would like to link the NWT Species at Risk webpage to Management Authorities' web pages.

- i. Action #A20111101: Secretariat to look into linking the NWT Species at Risk website to the websites of the Management Authorities and regulatory boards.
- c. In the course of gathering information for species status reports, SARC becomes aware of research opportunities and would like to inform the CMA when important information exists but is not yet available to SARC.
- d. Management Authorities should be aware that the availability of information for status reports will be a recurring issue, especially with respect to traditional knowledge.
  - i. Decision #D20111106: SARC should notify CMA of these research opportunities and information gaps by sending a letter.
  - ii. Action #A20111102: Secretariat to draft a procedure for passing information regarding research opportunities and availability of information, and circulate to CMA for review.

**9. Peary Caribou Management Plan/Recovery Strategy:** (*Led by Rob Gau*)

- a. WMAC (NWT) and ENR will pursue developing a plan under the *Species at Risk (NWT) Act* to compliment the national recovery strategy.
- b. The *Species at Risk (NWT) Act* allows for the preparation of recovery documents in advance of any listing. This proactive approach is being taken for Peary Caribou.
- c. Government of Canada is interested in being involved.

**10. CMA web portal:** Update on using CMA intranet (*Led by Michelle Henderson, Secretariat*)

- a. The internal CMA web portal is now up and running. Agendas and minutes from past meetings are available there. Meeting materials (digital binders) are also being added to the portal.

**11. Species at Risk website:** Update on website usage (*Led by Joanna Wilson, Secretariat*)

- a. There was a review of website activity to date and Google Analytics reports were provided.
- b. Action #A20111103: Secretariat to report on website usage every 6 months and review website yearly.

**12. Species at Risk Stewardship Program:** Update on preparations for 2012-13 Species at Risk Stewardship Program (*Led by Michelle Henderson, Secretariat*)

- a. It is important for the sub-committee to have a Terms of Reference.
- b. Action #20111104: CMA representatives to send feedback on draft Terms of Reference to Michelle Henderson by Friday, December 2, 2011
- c. Action #A20111105: Secretariat to make revisions to draft Terms of Reference as discussed.

**13. Process for CMA decision-making:** Discussion on CMA decision-making process (*Led by Grant Pryznyk*)

- a. Decisions on CMA expenditures are made by ENR through the Secretariat. Formal recommendations or requests from CMA to ENR should be made in writing.
- b. Certain CMA decisions must be formalized through written consensus agreements, as per the *Species at Risk (NWT) Act*.
- c. Decision #D20111107: CMA to continue making administrative decisions by consensus with no motion or vote required.

**14. CMA learning sessions:** (Led by Joanna Wilson, Secretariat)

- a. There was support for holding CMA learning sessions at face-to-face meetings.
- b. Action #A20111106: Secretariat to pursue holding a January 2012 learning session.
- c. Action #A20111107: CMA representatives to send their ideas for learning sessions to the Secretariat.

**15. Schedule of meetings:** (Led by Michelle Henderson, Secretariat)

- a. Decision #D20111108: Consensus to approve draft schedule of meeting dates and locations with no changes.

**16. Next steps and action items:** (Led by Grant Pryznyk)

- a. Action #A20111108: Bring forward discussion for nomination process for Chairperson and Alternate Chairperson at January 2012 face-to-face meeting.
- b. Action #A20111109: Secretariat to send a request for CMA representatives to nominate people for Chairperson and Alternate Chairperson.
- c. Action #A20111110: Chairperson and Alternate Chairperson to present their 'lessons learned and thoughts for the future' at the next CMA meeting.
- d. Action #A20111111: Secretariat to present some challenges and lessons learned at the next CMA meeting.

**[Meeting adjourn: 3:10PM]**

**2012 Meeting Dates:**

January 10-11, 2012 – Yellowknife – Tree of Peace Friendship Centre

June 5-6, 2012 – Norman Wells – Norman Wells Community Centre