

**CONFERENCE OF MANAGEMENT AUTHORITIES (CMA) MEETING MINUTES**

**Approved**

**Face-to-face meeting January 7-8, 2011**

**DAY ONE: January 7, 2011**

**Attendees:**

<p><b>MANAGEMENT AUTHORITIES</b></p> <p><b>Tłıchǫ Government</b> Marjorie Matheson Maund John B. Zoe</p> <p><b>Wek'èezhii Renewable Resources Board (WRRB)</b> Jody Snortland Charlie Rabesca</p> <p><b>Sahtu Renewable Resources Board (SRRB)</b> Walter Bayha</p> <p><b>Gwich'in Renewable Resources Board (GRRB)</b> Amy Thompson Liz Hansen</p> <p><b>Wildlife Management Advisory Council (WMAC (NWT))</b> Bruce Hanbidge Larry Carpenter</p>
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<p><b>Government of Canada</b> Bruce MacDonald, Environment Canada Ifan Thomas, Parks Canada</p> <p><b>Government of the Northwest Territories</b> Susan Fleck Ernie Campbell</p> <p><b>SPECIES AT RISK COMMITTEE (SARC) MEMBERS IN ATTENDANCE AS PARTICIPANTS:</b></p> <p>Donna Mulders Jay Horesay Suzanne Carrière James Firth Rob Gau Karin Clark</p> <p><b>SECRETARIAT</b> Joanna Wilson Michelle Henderson</p>
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*DAY 1: Meeting of the Conference of Management Authorities (CMA) with Species at Risk Committee (SARC) members*

**MEETING CHAIR:** Susan Fleck (interim Chair)

9:00am – meeting called to order

**1. Opening prayer**

**2. Agenda**

- a. Decision: Members indicated that the process being used by the Secretariat to develop CMA agendas is acceptable. The process includes circulating draft agendas for discussion, by email or by conference call if desired.
- b. Decision: Agenda approved with addition of GNWT Report on Actions.

**3. Introductions**

**4. SARC and CMA: working together – Joanna Wilson**

Presentation and discussion of the roles of the SARC and CMA and how the two groups work together to accomplish NWT Species at Risk program objectives.

**5. SARC's assessment process and objective biological criteria – Suzanne Carrière, SARC**

Presentation and discussion of SARC's assessment process and objective biological criteria for assessing species.

- a. CMA suggested revisions for SARC to take under advisement.

**6. SARC's guidelines for species status reports – Rob Gau, SARC**

Presentation and discussion of SARC's guidelines for species status reports. Three documents were discussed: 'General guidelines for species status reports', 'Detailed instructions for preparation of a SARC status report: traditional and community knowledge component', and 'Detailed instructions for preparation of a SARC status report: scientific knowledge component'.

- a. CMA suggested that SARC look at the Aboriginal Traditional Knowledge guidelines of COSEWIC (Committee on the Status of Endangered Wildlife in Canada).
- b. CMA suggested revisions for SARC to take under advisement.
- c. Action: SARC asked to advise CMA when a knowledge shortfall is suspected for species on the five-year assessment schedule.
- d. Action: SARC asked to define the difference between traditional knowledge and community knowledge.
- e. Action: Secretariat to solicit input from Management Authorities for traditional knowledge contacts on an ongoing, species-dependent basis.
- f. Action: Secretariat to ensure it sends all status report Requests for Proposals (RFPs) to CMA representatives and SARC members for their dispersal.

**7. SARC's process for prioritizing species and presentation of SARC's proposed 5-year assessment schedule – James Firth, SARC**

Presentation and discussion of SARC's prioritization checklist and background information SARC used to prioritize the 26 species requested by CMA. Submission of SARC's proposed 5-year assessment schedule for approval by CMA on January 8, 2011.

- a. CMA suggested revisions to the background information document for SARC to take under advisement.
- b. Action: SARC asked to describe the threats on the backgrounder sheet using a more consistent point system.
- c. Action: CMA advises having SARC members assist with correct vocabulary in Aboriginal languages on backgrounder sheet.
- d. Action: Under the heading 'Community Concern' on the prioritization checklist,

Approved June 10, 2011

SARC asked to specify whether the ranking is based on community concern or public concern .

- e. Action: Once a year, SARC is asked to add another year onto the 5-year assessment schedule and update it, which will feed into the CMA's workplan.
- f. Decision: CMA agrees with SARC's suggestion to do one large status report for all the Barren-Ground Caribou herds together, but suggests the Qamananirjuak herd be excluded.

**DAY TWO: January 8, 2011**

Attendees:

<p><b>MANAGEMENT AUTHORITIES</b></p> <p><b>Sahtu Renewable Resources Board (SRRB)</b> Walter Bayha</p> <p><b>Gwich'in Renewable Resources Board (GRRB)</b> James Firth Amy Thompson Liz Hansen</p> <p><b>Wildlife Management Advisory Council (WMAC (NWT))</b> Bruce Hanbidge Larry Carpenter Rob Gau</p> <p><b>Wek'èezhii Renewable Resources Board (WRRB)</b> Jody Snortland Charlie Rabesca</p>	<p><b>Tłı̨chǫ Government</b> John B. Zoe Marjorie Matheson Maund</p> <p><b>Government of Canada</b> Ifan Thomas, Parks Canada</p> <p><b>Government of the Northwest Territories</b> Ernie Campbell Susan Fleck</p> <p><b>SECRETARIAT</b> Joanna Wilson Michelle Henderson</p>
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**MEETING CHAIR:** Walter Bayha (CMA Alternate Chair)

9:00am – meeting called to order

**1. Minutes from last meeting**

Review of draft minutes and action items from August 2010 conference call.

- a. Decision: Consensus to approve the minutes.

**2. CMA decisions made since last meeting**

Decisions made by CMA representatives over email since the last meeting were reviewed by Joanna Wilson:

- a. Decision: CMA visual identity and symbol approved by Alternate co-chairs September 15, 2010.

- b. Decision: Cover letter submitting annual report (text) to Minister approved by Chairperson September 3, 2010.
- c. Decision: Final layout of annual report approved by Chairperson October 6, 2010.
- d. Decision: Cover letter presenting formatted annual report to Minister approved by Chairperson October 6, 2010.
- e. Decision: Letter replying to SARC's request for an invitation approved by Chairperson November 25, 2010.
- f. Decision: Invitation to SARC members to attend one day of January meeting approved by all by email December 1, 2010.

### 3. **GNWT Report on Actions**

There are a number of actions the Minister of ENR must do under the *Species at Risk (NWT)* Act. GNWT requested that there be a standing agenda item to formally report back to CMA about GNWT actions.

- a. The Minister tabled CMA 2009-10 Annual Report and SARC 2009-10 Annual Report in October 2010 legislative session.
- b. ENR representatives provided Minister of ENR with an annotated agenda for this meeting and will continue to do this in the future.

### 4. **SARC's 5-year assessment schedule**

CMA continued its discussion of the proposed 5-year assessment schedule submitted by SARC on January 7, 2011 for approval.

- a. Decision: Consensus to approve proposed 5-year assessment schedule with no changes.
- b. Action: CMA will send a letter to SARC with formal approval of assessment schedule.

### 5. **CMA Rules of Conduct and Operating Procedures**

CMA reviewed changes in revised draft 'CMA Rules of Conduct and Operating Procedures' and discussed additional outstanding matters respecting its operation.

- a. Action: WRRB and Tłıchǫ Government to review recommendation for observer participation at CMA meetings by February 14, 2011.
- b. Decision: CMA to appoint an 'ad-hoc' Chair for species-specific CMA meetings. CMA Chairperson to remain the spokesperson of the CMA.
- c. Decision: CMA will advise observers and participants of their roles at CMA meetings in writing.
- d. Decision: CMA approves standing invitation as participants for SARC Chair and an additional resource person (if needed) at CMA meetings.
- e. Decision: CMA approves standing invitation as observers for Management Authority resource staff.
- f. Action: Secretariat to make requested changes to the document as per the discussion.
- g. Decision: CMA approves Rules of Conduct and Operating Procedures in principle pending additional changes made by the Secretariat.

- h. Decision: CMA to post meeting minutes on NWT Species at Risk website when approved.

**6. Management Plans and Recovery Strategy guidelines – Joanna Wilson**

CMA discussed the preliminary draft of the draft management plan and recovery strategy guidelines. In addition to general guidelines, a more detailed template would be useful. The Gwich'in Renewable Resources Board has consultation guidelines that could be mentioned.

- a. Decision: Secretariat to revise the document as per the discussions.
- b. Decision: CMA to have a workshop on developing a process and templates for management plans and recovery strategies.
- c. Action: When assessment schedules are discussed, CMA will have a standing agenda item to discuss plans for any likely management plans or recovery strategies.
- d. Action: CMA to send other suggestions on the draft guidelines to Secretariat by February 14, 2011.

**7. Species at Risk Stewardship Program – Amy Thompson**

The Species at Risk Stewardship Program awarded funding to six projects across the NWT. The Stewardship Committee presented a summary of the 2010-11 program year and presented a revised brochure and application package to CMA.

- a. Action: To revise the application package on a yearly basis (including the year on the application form) and include the deadline date explicitly.

**8. Communications – Joanna Wilson**

The Secretariat has been working with Tait Communications to develop a new visual identity for the CMA, including the Annual Report template, webpages, letterhead, and other visual materials. When the new website is launched, the CMA Chairperson as spokesperson can help to promote it.

- a. Decision: CMA prefers to use the CMA program identifier with 'species at risk' for clarity.
- b. Action: When setting agendas for future meetings, Secretariat to prepare a draft press release in advance, if appropriate.

**9. Next meeting**

- a. June 9-10, 2011 in Yellowknife. Details to follow closer to date(s).

**10. Closing prayer**