

**CONFERENCE OF MANAGEMENT AUTHORITIES (CMA) MEETING
MINUTES - APPROVED
Conference call August 24, 2010**

Attendees:

<p>MANAGEMENT AUTHORITIES</p> <p>Wildlife Management Advisory Council (WMAC (NWT))</p> <p>Rob Gau, WMAC (NWT) member</p> <p>Jennifer Lam, WMAC (NWT) support person (Joint Secretariat)</p> <p>Gwich'in Renewable Resources Board (GRRB)</p> <p>Amy Thompson, GRRB Executive Director</p> <p>Sahtu Renewable Resources Board (SRRB)</p> <p>Walter Bayha, SRRB Chair</p> <p>Wek'èezhii Renewable Resources Board (WRRB)</p> <p>Grant Pryznyk, Interim WRRB Chair (present from 9:00-9:50)</p> <p>Jody Snortland, WRRB Executive Director</p> <p>Tłıchǫ Government</p> <p>No representatives</p>	<p>Government of the Northwest Territories (GNWT)</p> <p>Lynda Yonge, Manager - Biodiversity Conservation, Environment and Natural Resources</p> <p>Government of Canada</p> <p>Joanne Tuckwell, Species at Risk Coordinator, Parks Canada</p> <p>Malcolm Robb, Manager, Mineral Development, Indian and Northern Affairs (INAC)</p> <p>Bruce MacDonald, Manager – Northern Conservation, Environment Canada (EC)</p> <p>OBSERVERS</p> <p>None</p> <p>SECRETARIAT</p> <p>Joanna Wilson, Species at Risk Implementation Supervisor</p> <p>Michelle Henderson, Species at Risk Coordinator</p>
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MEETING CHAIR: Grant Pryznyk (CMA Chairperson) from 9:00-9:50, Walter Bayha (CMA Alternate Chairperson) from 9:50-11:05.

9:00 AM – meeting called to order

1. Roundtable introductions

2. Agenda

- a. Decision: Agenda approved as presented.

3. Minutes from last meeting

Minor changes to the draft minutes from the last CMA meeting were reviewed by Joanna Wilson.

- a. Decision: Minutes for CMA meeting June 2-3, 2010 approved as amended.

ACTION ITEMS:

- i. Secretariat to send approved minutes to CMA representatives.

4. 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's response to the Species at Risk Committee (SARC) about the approved assessment schedule was reviewed by CMA representatives, finalized by the CMA Chairperson, and sent to SARC on July 22, 2010.
- b. Decision: CMA representatives responding by the deadline supported GNWT inviting Dehcho First Nations, Akaitcho Territory Government and Northwest Territory Métis Nation to be observers on this conference call. In the end the invitation was not issued because of timing and logistics issues.

5. Annual Report from the SARC

Rob Gau (SARC Alternate Chairperson) gave an overview of the 2009/10 SARC Annual Report, which was submitted to the CMA on June 28, 2010.

6. CMA Annual Report

Michelle Henderson gave an overview of the draft 2009/10 CMA Annual Report, which must be submitted to the Minister of Environment and Natural Resources (ENR) by September 30, 2010.

- The Inuvialuit Game Council (IGC) may be part of the new CMA established under the proposed *NWT Wildlife Act*. However, IGC is not currently a member of the CMA established under the *Species at Risk (NWT) Act* and will not be included in this annual report.

- a. Decision: 2009/10 CMA Annual Report approved as presented.

ACTION ITEMS:

- ii. Secretariat to submit approved Annual Report to Minister of ENR on behalf of CMA.
- iii. Secretariat to send the approved Annual Report to all CMA representatives.

7. Species at Risk Stewardship Program

Amy Thompson (Stewardship Subcommittee member) gave an update on the status of the Stewardship program.

- The brochure and application package have been finalized and are available on the ENR website.
- In future years, application packages will be available at the beginning of the fiscal year and funding decisions will be made soon afterward, to allow more time for the projects.
- There is no multi-year funding available at this time.
- Michelle Henderson is planning a mail-out to distribute the brochures throughout the NWT on August 30th.

ACTION ITEMS:

- iv. Secretariat to send mail-out distribution list to CMA representatives.

- v. CMA representatives to notify Secretariat of any additional contacts who should receive brochures.
- vi. Secretariat to arrange advertising through news media, including radio.

8. CMA Rules of Conduct

Joanna Wilson gave an overview of revisions to the draft CMA Rules of Conduct made since the last meeting.

- Details on the roles of the CMA, Management Authorities and Secretariat will be moved to an appendix.
- As spokesperson for the CMA, and following review by the CMA where appropriate, the Chairperson may approve CMA letters and public documents including press releases, key messages, website content, brochures and fact sheets. The Tłıchǫ Government needs to be informed of this.
- There was discussion about how observers should be invited to CMA meetings and what their level of participation should be. The CMA Rules of Conduct need to reflect the current status under the *Species at Risk (NWT) Act*. There was support for two levels of participation, 'Observer' and 'Participant'. When a Management Authority wishes to invite someone to a CMA meeting, the level of desired participation should be specified. The invitee needs to be clear on their roles at the meeting. Invitations may be approved for multiple meetings.
- There was discussion about whether the maximum number of Observers or Participants should be limited. Since expenses will be paid by the Observer/Participant or by the Management Authority who invites them, this may not be an issue.

ACTION ITEMS:

- i. WRRB representatives to bring the Chairperson's role as spokesperson to the attention of Tłıchǫ Government representatives.
- ii. Secretariat will ask Tłıchǫ Government to review the Rules of Conduct.
- iii. All CMA representatives will send any further edits or suggestions to the Secretariat by September 7th.
- iv. Secretariat will send a revised draft to CMA representatives in September or early October, for approval by email.

9. Communications: establishing a public presence for the CMA and sharing public documents

Joanna Wilson gave an overview of plans for developing symbols, visual identities, website, letterhead, annual report layout, brochure and poster for CMA, SARC and NWT Species at Risk.

- Visual identities will be finalized this fall so that annual report design can be finalized by October.
- The website is scheduled to be complete in December.

10. Options for CMA visual identity

Options for CMA symbol and visual identity provided by the design contractor were reviewed.

- There was support for the continued use of the peregrine falcon silhouette, and general agreement that caribou should not be prominent in the visual identity.
- There was support for the use of colourful species icons.
- 'CMA Symbol 3' was the preferred option for a CMA symbol, but with a frog instead of a fish, and a generic bear instead of a caribou.
- There was a suggestion to explore the use of a circle design and possibly a wolverine in place of the bear.

ACTION ITEMS:

- i. Secretariat will work with contractor to produce a revised visual identity for CMA.

11. Access to Information and Protection of Privacy Act (ATIPP)

Joanna Wilson gave an overview of how ATIPP applies to the CMA.

- Because it is established under GNWT legislation, CMA is subject to ATIPP.
- With very few exceptions, any document or record that is brought to the CMA, or produced by the CMA, may be made public upon request. This includes meeting minutes, emails and handwritten notes.
- All CMA representatives should be aware of this and choose their words accordingly. CMA minutes are not verbatim and do not attribute statements to a particular person or Management Authority.
- Exceptions to ATIPP:
 - Cabinet confidences
 - Offences under another Act
 - Person privacy impacted
 - Business interest impacted
 - Would result in risk or detriment to the survival or recovery of an assessed species (sec. 146 of *Species at Risk (NWT) Act*)
 - Traditional Knowledge that a Management Authority does not want disclosed (sec. 146)
- Other than the exceptions listed above, CMA records may only be held back under ATIPP if it can be shown that releasing them would cause harm.
- So far, no requests for CMA records have been received under ATIPP.

12. Five-year workplan of the CMA

Michelle Henderson gave an overview of the draft CMA workplan.

- The workplan will be updated frequently and will be available on the CMA web portal once that is up and running.
 - a. Decision: CMA Workplan approved as presented.

ACTION ITEMS:

- vii. Secretariat to send the approved workplan to all CMA representatives.

13. Choosing consistent weeks to hold CMA meetings

- There is support for choosing consistent weeks to hold CMA meetings from year to year, with flexibility to change the dates if necessary.
- Meetings will be held in Yellowknife at first, until everything is up and running.
 - a. Decision: When feasible, CMA meetings will be planned for the following weeks:
 - Second or third week of January (face-to-face)
 - First week of June (face-to-face)
 - Fourth week of November (conference call)

14. Next meeting

- A November conference call should not be necessary this year.
 - a. Decision: The next CMA meeting will be held in Yellowknife in the second or third week of January, 2011.

ACTION ITEMS:

- i. Secretariat to confirm January meeting dates by email.

15. Next steps and action items

Joanna Wilson and Michelle Henderson reviewed action items (see above).

- Next steps for January meeting:
 - Review updated priority list for species assessment from SARC
 - Review draft guidelines for management plans and recovery strategies

16. Bring forward agenda

None

11:05 AM – meeting adjourned