



2007 CCEA AGM Waterton Lakes National Park October 1 to 4, 2007

| Action Items | | | |
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| # | Details | Responsibility | Deadline |
| 1 | <i>Discuss Partnership Opportunities with SAMPAA</i> | <i>All</i> | <i>Nov.</i> |
| 2 | <i>Review of CCEA Business Plan</i> | <i>All</i> | <i>Nov.</i> |
| 3 | <i>Print Newsletter #16</i> | <i>Sian French.</i> | <i>Dec.</i> |
| 4 | <i>Create a communications working group</i> | <i>Board</i> | <i>Nov.</i> |
| 5 | <i>Distribute latest CARTS Specs to Jurisdictions</i> | <i>Secretariat</i> | <i>Nov.</i> |
| 6 | <i>Letter to Environment Canada re: CARTS Issues</i> | <i>Bas Oosenbrug</i> | <i>Nov</i> |
| 7 | <i>Outstanding CCEA Business review</i> | <i>Secretariat</i> | <i>Nov.</i> |
| 8 | <i>Canadian IUCN Guidebook Sub-Committee Approval</i> | <i>IUCN Group</i> | <i>Oct. 22</i> |
| 9 | <i>Canadian IUCN Guidebook Board Approval</i> | <i>CCEA Board</i> | <i>Nov. 7</i> |
| 10 | <i>Canadian IUCN Guidebook Translation</i> | <i>EC or PCA</i> | <i>Nov. 30</i> |
| 11 | <i>Canadian IUCN Guidebook Printing & Distribution</i> | <i>Secretariat</i> | <i>Dec. 31</i> |
| 12 | <i>Canadian IUCN Guidebook relationship to the IUCN</i> | <i>All</i> | <i>Dec. 31</i> |
| 13 | <i>Letter to Environment Canada re CartS Governance</i> | <i>Chair</i> | <i>Nov</i> |
| 14 | <i>Climate Change Publication Timelines</i> | <i>Tom Beechey</i> | <i>Nov</i> |
| 15 | <i>Biodiversity Outcomes Framework</i> | <i>Sian, Bas, Joyce</i> | <i>Nov</i> |
| 16 | <i>Review 2007 Board Commitments</i> | <i>Secretariat</i> | <i>Nov</i> |
| 17 | <i>Create a partnership working group</i> | <i>Board</i> | <i>Nov</i> |
| 18 | <i>Notify partnership working group of AGM Ideas</i> | <i>All</i> | <i>Nov</i> |
| 19 | <i>Distribute legacy Protected Area Binders</i> | <i>Secretariat</i> | <i>Dec. 31</i> |
| Motions & Approvals | | | |
| Approve Financial Statement 2006 Fiscal Year | | 1 st John Vandall, 2 nd Sian French, Accepted | |
| Approve Accountant for 2007 Fiscal Year | | 1 st John Vandall, 2 nd Joyce Gould, Accepted | |
| Create Communications Working Group | | Accepted | |
| Create Partnership Planning Working Group | | Accepted | |
| Elect new Director (Bas Oosenbrug) | | Accepted | |
| Elect new Director (Sian French) | | Accepted | |
| Elect new Chair (Bas Oosenbrug) | | 1 st Karen Beazley, 2 nd John Vandall, Accepted | |
| Elect new Vice-Chair (David MacKinnon) | | 1 st Karen Beazley, 2 nd John Vandall, Accepted | |
| Appoint Associate Director (Marc Johnson) | | Accepted | |

CCEA Executive Meeting
18:00 to 20:00, October 1, 2007

Present: Sian French, Bas Oosenbrug, David MacKinnon, Joyce Gould, John Vandall, Jacques Perron, Karen Beazley, Mark Richardson, Stephen Flemming, Marc Johnson.

Regrets: Robert Helie, John Meikle, and Tom Beechey

Chair's Opening Remarks & Introductions

Science and Management of Protected Areas Association (SAMPAA) Presentation by Stephen Flemming

SAMPAA is exploring new directions, one is a name change to Science, "Art", and Management of Protected Areas Association, and also new partnerships. They are interested in continuing their traditional conference every three years but also engaging with new partners on workshops or other events in intervening years and refocusing on protected area management issues rather than only science.

The Board was receptive to the idea of a partnership with SAMPAA and agreed to consider themes or ideas for collaboration at the next CCEA Board Meeting.

Action item #1 – Discuss Partnership Opportunities with SAMPAA

- The CCEA Board will discuss partnership opportunities with SAMPAA at next CCEA Board teleconference.

Treasurer's Report – John Vandall

Business Plan Update – Sian French

The Board needs to dedicate some time to reviewing and updating the current Business Plan 2003-2006. Board members agreed that everyone should read the existing Plan before discussing it at the next meeting where a subcommittee will be struck to update the plan and report back to the Board.

Action item #2 – Review of CCEA Business Plan

- Board Members are to review the business plan (available on the website) in advance of the next board meeting.

Newsletter and Communications Planning

Postponed as Mark was staffing registration desk

Future Project Discussions

Progress on CARTS seems to have stalled. In the interest of time the Board will discuss this further at the AGM and Breakfast Meeting.

Board Nominations

There are two board member terms expiring at this AGM, Sian French and Bas Oosenbrug. Sian expressed willingness to stand for re-election but stated her intention to step down as Chairperson. Bas agreed to consider standing for re-election and Chairperson, at least on a short-term basis.

CCEA Awards – Dave MacKinnon

Dave Mackinnon provided an overview of the three award winners - Archie Landals, Dr. Peter Achuff, and Dr. Guy Swinnerton.

Adjourned at 20:00

CCEA Jurisdictional Roundtable

(To be completed as jurisdictions submit their summaries)

CCEA Business Meeting

17:00 to 18:30 October 3, 2007

Present: Sian French, Bas Oosenbrug, Joyce Gould, John Vandall, Mark Richardson, Marc Johnson, Yvonne Beaubien, Jacques Perron, David MacKinnon, Karen Beazley, Marlon Klassen (Saskatchewan), Bill Crins (Ontario).

Opening Remarks - Sian French – CCEA Chair

Opening remarks were made by the CCEA Chair Sian French to the attendants of the Waterton Lakes Workshop and CCEA Annual General Meeting (AGM). The CCEA last met in October 2006 to discuss the IUCN classification system at Oak Island Resort in Nova Scotia. CCEA has had a number of successful projects in the last year, briefly outlined below:

Stan Rowe Home Place Graduate Award

This year the CCEA established the Stan Rowe Home Place graduate award to support graduate students working towards the common goals of the CCEA. The first recipient of this award is Lee Anderson who is studying at the University of Alberta. This year another award will be given out and students are being encouraged to apply. The acceptance deadline is December 15. Long-term fundraising activities continue for this graduate award.

Conservation Areas Reporting and Tracking System (CARTS)

The CARTS project has been an ongoing project for the CCEA since 2004. Last year the governance structure was formalized and the organizational authority was moved to Environment Canada. The project has faced many challenges over the last year and while much progress has been made, recently activity has slowed.

IUCN Guidebook

In cooperation with GeoConnections, the CCEA has been heavily involved in the development of this document. A spring workshop (April 25-27, 2007) in Ottawa was attended by many of the jurisdictions of the CCEA. A document funded by a GeoConnections contract has been completed by the contractor and is now under a final sub-committee review. A published edition will be available to all jurisdictions by early 2008.

Northern Protected Areas Reports 1 & 2

After a successful first print run of the Northern Protected Area report, the CCEA has published a 2nd printing of the report and produced a follow-up report, NPA 2. Thanks are extended to Indian and Northern Affairs Canada, Alberta and Newfoundland and Labrador for support to print both documents.

National Atlas 1:1,000,000 Protected Areas Framework Layer

After the production of the map of protected areas for the Canada Status Report on Protected Areas the CCEA co-ordinated work with the Atlas of Canada to provide a GIS data layer of protected areas for a professional map to be produced by the Canadian Geographic Journal, however this project is on hold pending resource commitments by the Federal Government.

Treasurer's Report - John Vandall – CCEA Treasurer

See PowerPoint Presentation and Financial Statement (attached) for detailed information.

Board Motion – Approve 2006 Financial Statement

- Motioned by John Vandall, 2nd by Joyce Gould, Accepted by all.

Board Motion – Approve 2006 Accountant to be used in 2007

- Motioned by John Vandall, 2nd by Joyce Gould, Accepted by all.

PROJECT STATUS UPDATES

1. Website and Newsletter – CCEA Secretariat

The CCEA has been active in maintaining the bulletin board of ecological activities on its website (www.ccea.org). Many jurisdictions have submitted publications and activities for the bulletin board, and the Board encourages all jurisdictions to continue to promote their programs through the website in the future.

In a follow up to the 2006 AGM, the CCEA newsletter ECO was produced focusing on the proceedings from that conference. The issue (Number 16) was distributed electronically to all partners but was not printed in time for the 2007 AGM. The CCEA Board renewed its commitment to print the newsletter and provide copies to all jurisdictions.

Action item #3 – Print Newsletter #16

- The secretariat will facilitate the printing of newsletter Number 16. Newfoundland and Labrador has agreed to finance the printing, while distribution will be handled by the Secretariat. All Board members and jurisdictions are to receive copies of this newsletter.
- In addition an E-newsletter (Number 17) will be produced and distributed to the attendants of the 2007 Waterton Lakes AGM and all jurisdictions.

2. CCEA Business Plan Update – CCEA Chair

The current CCEA Business Plan expires in 2007. The priorities stand but there is a need to revisit the plan and content. The Board may need a new sub-committee to update the Plan.

3. New Communications Plan – CCEA Secretariat

The following outline focuses CCEA communications planning to develop 7 work items over the next business year. This proposed plan will create a solid base for CCEA to communicate its organization and priorities.

- *Waterton Lakes Workshop and AGM Proceedings*

Complete and publish the 2007 Waterton Lakes Workshop and AGM Proceedings. The CCEA will need additional resources to facilitate the formatting, printing and publishing of these proceedings. Print and E-distribution will be provided to all conference participants, CCEA jurisdictions, partners as well as Parks Canada partners on Ecological Restoration. These resources will be provided by Parks Canada under our agreement of activities regarding the Waterton workshop/AGM.

- *New Graphic Design & Bilingual Logo*

Create a new look to our future communications projects, using the ‘exploding’ leaf design (developed for the updated fact sheet at the Waterton Lakes AGM). This will include the design of a new logo to accommodate both official languages. The logo will keep the leaf but no longer abbreviate the organization name. The Secretariat will seek support from the Board to use this communications format and colour scheme and to develop a new bilingual logo. The Secretariat will create new graphics for use on the CCEA website, printed material and for any future CCEA products. This imagery will be supplied to all CCEA jurisdictions for their input.

- *Updated CCEA Brochure*

Update the CCEA Fact Sheet content (focus on recent activities and projects) and convert its format from a single sheet to a three-fold brochure format. This format will mean easier distribution at conferences and provide more space for content.

- *Revised & Translated CCEA Website*

Update the CCEA website and make extensive changes in content to more closely represent CCEA’s current Business Plan. Remove some legacy project content, e.g. CCEA’s ecosystem sub-site, and reformat as a PDF for download rather than actual site content. The goal is to streamline content and require less material to be translated. The Secretariat would like to complete this work by February 2008 and tender a contract to have the sections of the website translated from English to French. Some changes to the website functionality will also need to be made in order to accommodate both languages. The Board discussed the need to have a statement on bilingualism in its communications plan.

- *Poster & AGM Table Banner*

Create a CCEA Poster using the new ‘look’ described above. A limited print run will be made for jurisdictions and partners. The Secretariat would also create a new collapsible and durable table banner for use at AGMs and other events.

- *Standardized Power Point Presentation*

Create a CCEA PPT presentation, for use at AGMs or other events where the Board is being represented. The Board understood that Tony Turner had many ideas for such a presentation.

- *CCEA Business Card*

Create a CCEA business card for all jurisdictional and executive representatives by providing a tool outside of our 'work hats' to communicate the CCEA website and contact information.

The majority of these costs will be in-kind time by Mark Richardson (Secretariat) over the next business year. Some projects will require funds for printing and in these cases the Secretariat will approach the Board for support.

Action item #4 – Create a Communications Working Group

In response to this communications proposal the CCEA Board has elected to create a new working group to examine this proposal and to craft a plan to guide CCEA communications activities for the 2007-2008 year.

- *Tentative Working Group Members*

Mark Richardson, Joyce Gould and Bas Oosenbrug

The Board will also extend invitation to jurisdictional representatives.

4. Conservation Areas Reporting and Tracking System (CARTS) Progress - All

The Board and various jurisdictions have expressed concern over the lack of recent progress on the CARTS project. Over the last year Environment Canada has defined specific governance structures and estimates that the CARTS program requires at least 1 full-time employee for 4 months to complete installation. However, Environment Canada and Canadian Wildlife Service have suffered budget cuts and the Board is concerned they may not have the internal capacity to fulfill their previous governance commitments and complete CARTS in a timely manner.

Both GeoConnections and Parks Canada indicated they had capacity to allocate resources towards the completion of CARTS. Natural Resources Canada has also indicated that it has some in-kind resources available.

The Board decided that as a first step a letter would be sent on behalf of the CCEA to Environment Canada (EC) in order to determine if EC still has the capacity to complete this project. Based on the response from EC the board will determine the appropriate actions to complete CARTS.

Action item #5 – Mark Richardson to distribute latest specifications to all Jurisdictions

Manitoba has expressed concern that its data were not in the latest CARTS required format. Mark will distribute the latest CARTS data specifications to all jurisdictions.

Action item #6 – CCEA Chair to write Environment Canada re: CARTS

- The Chair of CCEA will write a letter to Environment Canada requesting the status of CARTS and encouraging Environment Canada to reiterate its commitment to CARTS.

Action item #7 - Outstanding Business for next Board Meeting

- Was the Atlas of Canada ever presented with their CCEA Award?
- Was a set of proceedings produced from the Ecogifts workshop?

Board Elections - All Jurisdictions & Board Members

Two executive Board members terms expire this year:

Bas Oosenbrug

Sian French

Both Board members applied to renew their positions on the CCEA Board. Sian and Bas left the meeting room during these deliberations. The quorum voted to renew both of their terms.

Board Action – Re-Elect Bas Oosenbrug and Sian French as CCEA Directors

CCEA Breakfast Meeting
8:00 to 9:30 October 4, 2007

Present: Sian French, Bas Oosenbrug, Joyce Gould, John Vandall, Mark Richardson, Marc Johnson, Karen Beazley, Jacques Perron, David MacKinnon.

Executive Elections:

The CCEA Board made several motions of business during these executive elections.

Board Motion – Elect Bas Oosenbrug as CCEA Chair

- Motioned by Karen Beazley, 2nd by John Vandall, Accepted by all.

Board Motion – Elect David Mackinnon as CCEA Vice-Chair

- Motioned by Karen Beazley, 2nd by John Vandall, Accepted by all.

Board Motion – Appoint Marc Johnson as a CCEA Associate-Director

- Motioned by Karen Beazley, 2nd by John Vandall, Accepted by all.

Canadian IUCN Guidebook Next Steps:

David Mackinnon has received a print ready draft of the final Canadian IUCN guidebook from the contractor and will circulate this to all members of the CCEA sub-committee. The sub-committee is to provide an estimate on printing needs and any required edits within 2 weeks. The final version will then be circulated to the Board with the goal of having it ready for approval at the November CCEA teleconference. Once approved by the Board it will require translation, printing and distribution.

Action item #8 – Canadian IUCN Guidebook Sub-Committee Approval by Oct. 22

Action item #9 – Canadian IUCN Guidebook Review by CCEA Board at November Board Teleconference

Action item #10 – Canadian IUCN Guidebook Translation

- Environment Canada will attempt to translate the book; if this is not feasible Parks Canada will proceed with the translation services.

Action item #11 – Canadian IUCN Guidebook Printing

- The jurisdiction of Newfoundland and Labrador will assist with the cost of printing the final Canadian IUCN guidebook for distribution by the CCEA Secretariat.

Action item #12 – Canadian IUCN Guidebook relationship to the IUCN

- The Board will examine how to distribute the Canadian Guidebook to the broader IUCN international community.

Conservation Areas Reporting and Tracking System (CARTS) Next Steps:

Quebec and Newfoundland and Labrador expressed concern that their data does not seem to be used properly by GeoConnections. Building upon the discussion during the business meeting several key actions were identified by the Board. Both Sian French and Jacques Perron indicated interest to be involved in any working group aimed to resolve the CARTS project.

Action item #13 – Letter to Environment Canada

- The Chair of CCEA will write a letter to Environment Canada requesting the status of CARTS and what can be done to complete the project (See also *Action item #6*).
- The Canadian Parks Council (Marc Johnson) informed the CCEA Board that it also intends to write Environment Canada in a related letter to determine EC's ability to meet its broader protected area reporting requirements.

Future Projects:

The Board discussed multiple potential options for future CCEA projects and publications over the next year. These and other suggestions will be discussed further at future teleconferences. Examples are:

- Public outreach, e.g. sponsor the NPA reports authors to speak about their work.
- By way of jurisdictional status reports, review the goals of jurisdictions and whether these could feed into possible future projects/publications by the CCEA.

Action item #14 – Climate Change Publication

- Tom Beechey to be asked when the Climate Change report could be produced as a CCEA publication.

Action item #15 – Biodiversity Outcomes Framework

- Sian French, Bas Oosenbrug and Joyce Gould (and others) will scope out this field for potential publication/research areas.

Action item #16 – Determine all Board Commitments

- The Secretariat will check all previous CCEA teleconference minutes from 2007 to verify whether past Board commitments have been met.

SAMPAA, CCEA, PARKS – Partnership Discussions:

At the Waterton Lakes AGM the CCEA spoke with representatives of SAMPAA, CPC and Parks Canada. The parties will arrange a follow-up meeting with a conference call sometime in November, to discuss future strategic activities.

Much of the Board discussions included ideas for the content and/or location of the next AGM. Ideas discussed include:

- Climate Change conference focused on parks and protected areas.

- Prairie Adaptation Research Coalition in Saskatchewan that may be interested in collaborating (John Vandall will follow up).
- Banff Centre – the Centre conducts seminars and PCA is working to fund and host a biannual conference at the Centre every 2 years.
- Boreal Forest – Quebec showed an interest to host on this topic for 2008. The Society for Conservation Biology in 09/10 plans to focus on this as an event. (Joyce and others are already aware of this).
- Ecological Integrity.

Action item #17 – Create a Partnership Working Group

- Both David Mackinnon and Sian French will attend an upcoming SAMPAA/CPC/PCA conference call on behalf of the CCEA Board and report their findings during the November CCEA teleconference.

Action item #18 – Notify Partnership Working Group of AGM Ideas

- Board members are encouraged to make suggestions on potential conferences to the Partnership Working Group.

Miscellaneous Business:

Action Item #19 - Distribute Legacy Protected Area Binders

- Distribute old CCAD binders to jurisdictions in order to remove the stockpile of old content from EC offices.