



*Canadian Council on  
Ecological Areas (GGEA)*  
*Conseil canadien des  
aires ecologiques (CCAE)*

# Guidelines for Annual Jurisdictional Reports to the Canadian Council on Ecological Areas

Occasional Paper #15  
September, 2002



“Reporting Progress – Sharing Experiences”

Occasional Paper #15  
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(This replaces Occasional Paper #3)

Guidelines for Annual Jurisdictional Reports to CCEA

Annually, each jurisdiction, including several federal government departments, and provincial and territorial governments, is encouraged to file a single report for their jurisdiction covering those programs and initiatives relevant to the aims and interests of the Canadian Council on Ecological Areas (CCEA). This includes the establishment and management of a network of protected areas for both terrestrial and aquatic ecosystems. Where this involves more than one agency or program, jurisdictional representatives are encouraged to co-ordinate an agency-wide response (i.e. federal government department) or government-wide response (i.e. provincial and territorial governments). Jurisdictional representatives are also encouraged to include relevant and significant activities of NGO's, industry and private individuals in order to make the report as complete as possible.

The tabling of jurisdictional reports is an important item of business of CCEA, particularly during its annual general meeting (AGM). When compiled and summarized, these reports provide a useful synopsis of yearly progress to identify, protect and manage protected areas throughout Canada. The reports can also provide information to assist the CCEA Executive in developing future work plans. The data sheets for each new protected area provides information to update the Canadian Conservation Areas Database (CCAD).

To streamline the reporting process and reports, the CCEA Executive has established guidelines and a standard reporting format. The first guidelines were adopted in 1986 (Occasional Paper No. 3). These latest guidelines were adopted in 2002 and now summarize jurisdictional activities along eight themes. For the filing of optional information (i.e. detailed reports on new area designations, citation information for studies and reports and detailed research information) the guidelines draw heavily on the formatting found in the original Appendices. By adopting content and format standards, individual reports should be relatively easy to prepare, the reports can better be compared with one another, and yearly progress across Canada can be assessed more readily. Additionally, the adoption of such guidelines facilitates the preparation of national progress reports by CCEA.

Jurisdictional reports are to cover the fiscal year April 1 to March 31. This is regarded as the most relevant administrative period. If the reports are completed early in the fiscal year (April/May) it provides sufficient lead-time to consolidate the reports for circulation prior to the AGM.

Jurisdictional reports should report on progress for all protected areas, notably the World Conservation Union's (IUCN) Categories I to VI. Where relevant, the reporting could be divided regionally, using ecological units (e.g. ecoregions) as defined by the reporting jurisdiction. This approach to reporting can be useful in communicating information across ecosystems. Although the jurisdictional reports focus on relating progress and achievements of the previous year, they may also address projected future activities under each heading. Reports

should be concise and confined to no more than 5 or 6 pages (excluding appendices). Where additional information is available through a public web site, the reports should include the web addresses.

Reports are to be one-sided, single-spaced, with 1.25" margins on letter size (8 ½ x 11") paper. The report will be titled "(Name of Jurisdiction) JURISDICTIONAL REPORT TO CCEA, 200X" centered at the top of the first page. Section headings are to be capitalized at the left margin, with double spacing between sections (Appendix A).

A digital and hard copy of the report are requested. Digital copies should be provided in the latest Word version available to the jurisdiction and in PDF, if possible. Both digital and hard copies are to be sent to the CCEA Secretary who will normally issue a call for reports in April. The date for submitting the reports is May 31 to provide time for preparing a national synopsis and circulation of a bound volume of the reports to members prior to the AGM.

Oral reports, by each jurisdiction representative, can be made at the AGM to summarize highlights of the filed report, provide updates on significant progress between the date of the report and the AGM, and respond to questions. A national summary may be compiled and presented at the AGM.

Adherence to the foregoing procedures will facilitate jurisdictional updates at annual meetings and result in a clean reference document that will stand by itself.

**CCEA**  
**JURISDICTIONAL REPORTING THEMES**

**1. PROGRAM ADMINISTRATION**

- X Note current program administration responsible for protected areas within the federal, provincial or territorial jurisdiction and any recent, substantive changes in the organization, funding and/or operation of the program.
- X Note any active partners (NGO's, industry, private individuals) who make significant contributions to the designation and management of the protected area system.

**2. ENABLING LEGISLATION (Acts and Regulations)**

- X List existing legislation relevant to the designation and management of protected areas.
- X Note significant new legislation or legislative changes.
- X Report on new protected areas designated by legislation under Section 5.

**3. SYSTEM INITIATIVES - Policies, Plans and Programs**

- X List current and significant policies, plans and programs used to select, designate or manage the system of protected areas.
- X Describe efforts towards developing a protected area's reporting mechanism (e.g. State of Protected Area Reporting).
- X Note which initiatives were adopted in the reporting year along with any new initiatives that are underway or being proposed.
- X A full citation for each study can be provided using the format outlined in Appendix B.

**4. CANDIDATE AREA STUDIES AND/OR SURVEYS**

- X Provide a brief summary, by ecozone if possible, of regional studies or site surveys that were completed, or are ongoing, to identify and/or assess new candidate protected areas.
- X Comment on any innovative methodologies or processes being used.
- X A full citation for each study can be provided using the format outlined in Appendix B.

**5. NEW PROTECTED AREAS DESIGNATIONS AND STATUS REPORT**

- X Provide a list or summary of new protected areas (no. of designations and total area) that were recently designated in legislation or regulation, by ecozone if possible.
- X Note any additional areas that may have an interim/non legislated designation (e.g. land use zoning).
- X A protected area data sheet should be prepared for each new designation using the format outlined in Appendix C. This information is required to update the Canadian Conservation Area Database (CCAD). This database was developed by CCEA and is based on information provided by each jurisdiction. CCAD is publicly available through Geomatics Canada, Natural Resources Canada ([http://geogratis.cgdi.gc.ca/ccea/ccea\\_e.htm](http://geogratis.cgdi.gc.ca/ccea/ccea_e.htm))
- X If available, provide a summary listing of all existing protected areas (IUCN Categories I to VI) by type, number, and size (Appendix D).
- X Note: Statistical and mapping information for protected areas is available from the Canadian Conservation Areas Database (CCAD).

## **6. RESERVE STEWARDSHIP**

- X Provide a summary report on the extent to which management planning and implementation is occurring throughout the system of protected areas. (e.g., note number of protected areas with management plans, and with plans under development or proposed, and the extent of implementation).
- X Note any significant initiatives (methodology or techniques) related to the monitoring, assessment and management of protected areas (e.g., prescribed burns, forest harvesting, re-introductions of flora and fauna, management of endangered species, environmental assessment, carrying capacity, visitor impact management, etc.).
- X A full citation for each plan or study completed in the last year can be provided using the format outlined in Appendix B.

## **7. RESEARCH**

- X Provide a summary of significant research projects by government or others, relevant to selecting, protecting, managing and monitoring protected areas (e.g., title, purpose, in progress or completed).
- X A full citation for each study can be provided using the format outlined in Appendix B.

## **8. OTHER SIGNIFICANT INITIATIVES**

- X Provide a summary of other relevant and significant activities. For example:
  - information, educational, interpretation, and promotional activities;
  - report on conferences or workshops held in the past year and provide details and contact name for any upcoming events of significance;
  - report briefly on other conservation programs and special initiatives having objectives that compliment protected areas designation and management (e.g. private stewardship initiatives, extension efforts, species-at-risk programs, etc.)

APPENDIX A:  
CCEA JURISDICTIONAL REPORTS  
CONVENTIONS FOR STYLE AND FORMAT

Adherence to the following conventions for style and format of CCEA jurisdictional reports will standardize presentation and facilitate compilation:

- 1) all text and maps on letter size, 8 1/2" x 11" bond paper;
- 2) report text printed in 12-point Times New Roman font;
- 3) text to be single-spaced with double spacing between, section titles and paragraphs;
- 4) text to be fully justified, with 1 1/4" margins all around;
- 5) all section titles bolded, with underlining;
- 6) pagination: first page centred at bottom, all other pages centred at top;
- 7) all maps and illustrations with 1 1/4" margins all around; and,
- 8) all maps and illustrations in original or facsimile quality.

A copy of the report, on diskette, in MSWord (and PDF if possible), is requested with the original paper copy.

Mail reports with stiff inserts to avoid damage in mail.

## APPENDIX B:

### LIST OF STUDIES AND REPORTS

This appendix documents relevant studies and reports completed by the reporting jurisdiction since the previous report.

All studies should be fully referenced with author, date, title, publication source and status (e.g., priced publication, open file report). If available on the Internet the website address should be included.

Following are several references illustrating preferred style for citations.

Lindsay, K.M. 1986. *Life science areas of natural and scientific interest in site district 6-9: a review and assessment of significant natural areas in site district 6-9*. Parks and Recreational Areas Section, Ontario Ministry of Natural Resources, O.F.E.R. # 8601, Central Region, Richmond Hill, Ontario. vii + 72 pp., + folded map.

Dubreuil, Chantal et Andre Dicaire. 1985. *Plan de conservation reserve ecologique du Micocoulier*. Serie Reserves Ecologiques #48. Direction des Reserves ecologiques et des sites naturels, Direction regionale de Montreal, Ministere de l'Environnement Ste-Foy, Quebec. 232 pp., illus.

Pojar, J. 1976. *Vegetation and some plant-animal relationships of ecological reserve #68, Gladys Lake*. Ecological Reserves Unit, Land Management Branch, Ministry of Environment, Victoria, British Columbia. 146 pp.

Kirk, D.A. 1986. *A life science inventory of Spooky Hollow area of natural and scientific interest*. Ontario Ministry of Natural Resources, Simcoe District, Simcoe, Ontario. vvii + 120 pp., + 2 folded maps.

Vandall, J.P. 2001. *A Conservation Action Plan for Saskatchewan's Park Lands*. Saskatchewan Environment and Resource Management. Available (Date of entry:) September 2002 at <http://www.serm.gov.sk.ca/saskparks/common/CAP2001.pdf> . 56 pp.

APPENDIX C:  
PROTECTED AREA DATA SHEET

This appendix provides instructions for completing data sheets on each newly designated protected area or to update information for inclusion in CCEA's Canadian Conservation Areas Database (CCAD) .

1. NEW DESIGNATION OR UPDATE  
X Note if this is data sheet covers a new designation or updates an existing record for a protected area already included in CCAD.
2. PROVINCE/TERRITORY  
X the province, or territory within which the area occurs.
3. NAME  
X name of the protected area.
4. DESIGNATION  
X note the designation type applied by the management agency.
5. YEAR ESTABLISHED  
X the year the protected area was originally established.
6. SIZE IN HECTARES  
X the total size of the protected area in hectares.
7. LATITUDE AND LONGITUDE  
X this is a listing of the latitude and longitude in decimal degrees for the centroid of the protected area. The standard for measurement is the NAD83 projection
8. IUCN CATEGORY  
X The IUCN category, developed by the World Conservation Union (IUCN) and widely adopted both nationally and internationally, refers to the level of protection of a conservation area and is assigned by the owner agency. The scheme is applied based on management objectives, rather than the effectiveness of management and is numbered from I to VI (including Ia and Ib), (see <http://wcpa.iucn.org/wcpainfo/protectedareas.html>).

9. MANAGEMENT AGENCY

- X the government agency or other organization responsible for managing the protected area.
- X include name, address and phone number of the branch and department to contact for additional information.

10. JURISDICTION

- X Note the organization or level of government (e.g., federal, provincial, municipal) that is responsible for the protected areas.
- X

11. LEGISLATION

- X The full name of the authorizing legislation used to enact the protected area and the agency responsible for the legislation (if different from the management agency).
- X

12. ECOZONE/ECOREGION

- X Indicate the ecozone and ecoregion in which the protected area occurs.
- X The ecozone should be based on those indicated in *A Perspective on Canada's Ecosystems: An Overview of the Terrestrial and Marine Ecosystems*, CCEA Occasional Paper No.14 , Ottawa (Wiken et al, 1996) and *Terrestrial Ecozones of Canada. Ecological Land Classification series, No. 19. Ottawa (Wiken, 1986).*
- X The ecoregions should be based on those indicated in *Ecological Stratification Working Group. 1996. A National Ecological Framework for Canada. Agriculture and Agri-Food Canada, Research Branch, Centre for Land and Biological Resources Research and Environment Canada, State of Environment Directorate, Ottawa/Hull.*

13. DATE PREPARED/UPDATED

- X Indicate the month and year that this information was prepared and/or updated.

14. SOURCE OF INFORMATION

- X Identify who prepared the data sheet including name, title, agency, address, phone number and e-mail address.

**APPENDIX D: PROTECTED AREA DESIGNATIONS BY IUCN CATEGORIES**  
**For X(Jurisdiction)\*- April 1, 0X**  
**e.g. Protected Areas in Saskatchewan (as of March 6, 2002)**

Type	IUCN	Number	Area (ha)
<b>Provincial Administration</b>			
<b>SAFRR</b>			
Provincial Community Pastures	VI	56	258,760
WHPA Lands	VI	23,937	1,249,610
<b>SE</b>			
Ecological Reserves	Ia	3	848
FWD Fund Lands	IV	1,477	75,188
<b>Park Lands</b>			
Historic Sites	VI	9	177
Parkland Reserves	VI	26	77,278
Protected Areas	III	24	4,998
Provincial Parks	Ib / II/V / VI	34	1,172,512
Recreation Sites	VI / VII	137	33,824
RAN Ecological Reserves	Ia/ VI	11	525,632
Special Management Areas	VI	3	601,983
Wildlife Refuges <sup>1</sup>	IV	24	54,596
Provincial Heritage Property	III/V	3	134
SWCC Lands	VI	361	910
<b>Federal Administration</b>			
CFB Dundurn	VI	1	23,209
Migratory Bird Sanctuary	IV	15	57,702
National Historic Parks	V	4	1,700
National Historic Sites	V	7	177
National Parks	II	2	487,056
National Wildlife Area	IV	34	37,225
PFRA Community Pastures	VI	64	696,870
<b>Municipal<sup>2</sup></b>			
Municipal Heritage Property	III/V	16	506
Regional Parks	V	101	8,043
Urban Park Authorities (ASUPCA) <sup>3</sup>	VI	7	7,878
<b>Corporate</b>			
PCS Rocanville	VI	1	1,552
<b>NGO</b>			
Ducks Unlimited (approximate numbers)	VI	??	355,875
Nature Conservancy of Canada <sup>4</sup>		<sup>4</sup> 11	<sup>4</sup> 4,096
<b>Private Land</b>			
Conservation Easements	VI	78	6,365

**Protected Areas in Saskatchewan  
by IUCN Categories**

IUCN Category	Number	Area
Ia	13	458,886
Ib	4	483,548
II	10	628,442
III	8	4,998
IV	1542	224,712
V	130	29,239
VI	*24,532	3,891,584
VII	136	18,380
Unknown	19	640

<sup>1</sup> Some wildlife refuges are on private land.

<sup>2</sup> Does not include all municipal parks in cities, towns, villages.

<sup>3</sup> ASUPCA (Association of Saskatchewan Urban Parks Conservation Agencies).

<sup>4</sup> Nature Conservancy of Canada lands are included in conservation easements total.

<sup>5</sup> An additional 1,008,483 ha have been proposed for RAN (Ecological Reserves) - Total RAN (including Proposed) 6,730,475.

\*Number of DU lands is unknown.