



OCCASIONAL PAPER NO. 3

GUIDELINES FOR ANNUAL JURISDICTIONAL REPORTS TO COUNCIL

First Edition

1989
T. J. Beechey

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**Management and Administration
Canadian Council on Ecological Areas**

CCEA JURISDICTIONAL REPORT GUIDELINES

Management and Administration
Canadian Council on Ecological Areas

INTRODUCTION

The tabling of jurisdictional reports is an important item of business at the annual general meetings of CCEA. When compiled and summarized, these reports provide a useful synopsis of yearly progress to identify, protect and manage ecological areas throughout Canada.

In order to standardize jurisdictional reports, the Executive moved at its January 1986 meeting to establish guidelines for this purpose. By adopting content and format standards, individual reports can be compared better with one another, and yearly progress across Canada can be assessed more easily. Additionally, the adoption of such guidelines facilitates the preparation of progress reports for inclusion in future biennial reports of Council.

The current guidelines are based on drafts that have been tested and refined at the 1986 and 1987 general meetings of Council. The guidelines now include an outline to summarize jurisdictional activities in ten areas, with appendices to report details on new ecological areas, technical studies and research activities.

Jurisdictional reports cover the fiscal year April 1 to March 31. This is regarded as the most relevant administrative period, and it provides sufficient lead time to consolidate the reports for circulation prior to the annual meeting.

Jurisdictional reports should concentrate on reporting progress on ecological reserves and equivalent areas, notably, Categories I, II, III, IV of IUCN's "Categories for Conservation Management", established by its Commission on Natural Parks and Protected Areas (CNPPA). Although the reports focus on relating progress and achievements of the previous year, they also may address projected future activities under each heading. Reports should be concise, with the summary (excluding appendices) confined to several pages.

Jurisdictions are encouraged to file a single jurisdictional report covering those programmes and initiatives relevant to Council's aims and interests. Where this involves more than one agency or programme, jurisdictional representatives are encouraged to co-operate to make the report as complete as possible.

Reports are to be single-spaced, one-sided copy, with inch and a quarter margins on letter size (8½" x 11") paper. The report will be titled " (Name of Jurisdiction) JURISDICTIONAL REPORT TO CCEA, 1988" centred at the top of the first page. Section headings are to be capitalized at the left margin, with double spacing between sections.

Two copies of the report are requested. The original is to be sent to the CCEA Secretary in Ottawa, and a clean copy is to be sent to the Coordinator, Management and Administration. The call date for receiving reports is May 31 to provide time for preparing a national synopsis and circulating a bound volume of the reports to members prior to the annual meeting.

Oral reports at the annual meeting will summarize highlights of the filed report, provide updates on significant progress between the date of the report and the annual meeting, and respond to questions.

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

Following is the list of topics for inclusion in jurisdictional reports to Council.

1. LEGISLATION

- report any new legislation relevant to the protection of ecological areas, for example, ecological reserves, provincial parks, endangered species legislation (provide copies with reports);
- report any changes to existing legislation;
- report any substantive regulations relating to the management of protected ecological areas.

2. POLICY INITIATIVES

- briefly report on major policy initiatives or new programmes that have been initiated.

3. NEW ECOLOGICAL AREAS

- report on number, size, distribution and significance of areas that have been regulated during the last year -- this report should include ecological reserves, and equivalent areas regulated under other protected areas legislation, emphasizing categories I, II, III and IV of IUCN/CNPPA;

- report similarly on all protected zones designated in newly approved or amended management plans;
- provide completed registry forms for all areas and zones as summarized above (Appendix A);
- provide a page size jurisdictional map showing locations of new ecological areas.

4. RESERVE STEWARDSHIP

- provide a list of approved management plans that designate zones or provide management direction for protected ecological areas;
- summarize any significant initiatives for environmental management (e.g., prescribed burns, re-introduction of flora or fauna, or management for endangered species).

5. AREA IDENTIFICATION STUDIES

- provide a summary of regional studies aimed at identifying candidate ecological areas and elaborate on the application of study results;
- provide a full citation for each study (Appendix B).

6. ECOLOGICAL AREA SURVEYS

- provide a summary of area specific ecological surveys (both candidate sites and protected areas), with commentary on findings and their application;
- provide a full citation for each study (Appendix B).

7. EXTERNAL RESEARCH

- summarize research activity for ecological areas;
- provide a list of research projects relevant for selecting, protecting or managing ecological areas, that have been completed or initiated (Appendix C).

8. PROGRAMME ADMINISTRATION

- note any substantive changes in the organization and operation of the programme, for example, changes in staffing and funding.

9. ADVISORY COMMITTEES

- summarize activities of committees advising on the identification, protection and management of ecological areas.

10. OTHER INITIATIVES

- summarize educational and promotional activities;
- report briefly on other conservation programmes and special initiatives having objectives that compliment ecological reserves, for example, private stewardship initiatives including landowner contact and stewardship incentives, extension efforts, endangered species programmes, and COSEWIC status reports.

APPENDIX A: ECOLOGICAL AREA DATA SHEET
APPENDIX B: TECHNICAL STUDIES ON ECOLOGICAL AREAS
APPENDIX C: ECOLOGICAL AREA RESEARCH RECORD

APPENDIX A:
ECOLOGICAL AREA DATA SHEET

This appendix provides instructions for completing data sheets on ecological areas for inclusion in CCEA's Canadian registry of protected ecological areas, with an example of a completed form.

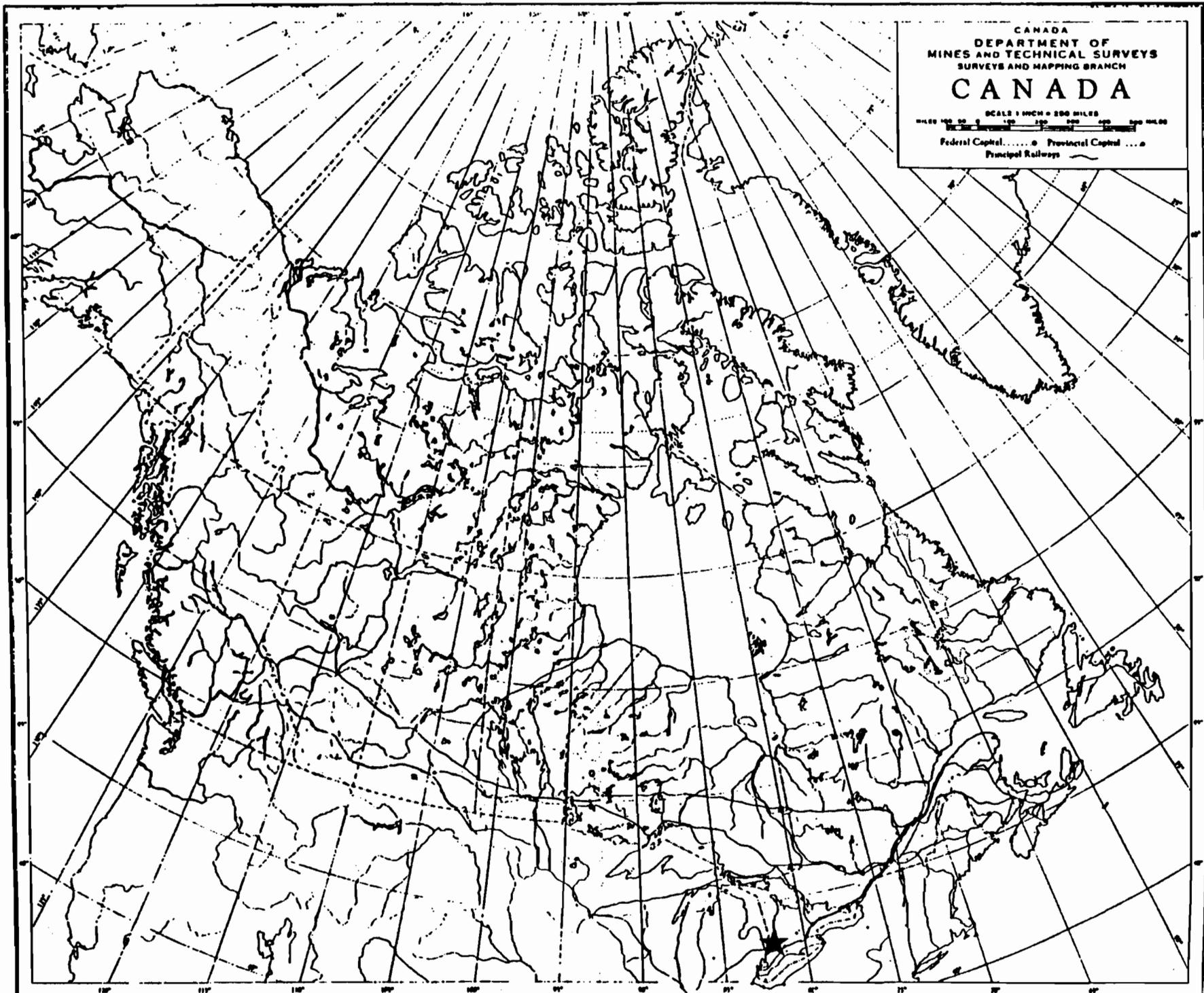
The data sheet contains 18 fields of information for describing the location, character, management and administration of protected areas.

In general, only key information is required on these sheets, with the aim of having one or two page summaries (plus maps) for each ecological area.

1. PROVINCE/TERRITORY: - the province or territory within which the area occurs.
2. NAME: - name of area. If there is no official name, you may wish to ask your provincial toponomist, or use the nearest officially-named locality and some prominent feature of the area.
3. LOCATION: - approximate latitude and longitude of centre of area.
 - Universal Transverse Mercator reference, if available.
 - National Topographic Survey Map number at 1:25 000 scale.
4. TOTAL AREA: - in hectares.
5. ECOSYSTEM(S) REPRESENTED: - use the descriptive system most convenient for your jurisdiction.
 - where available, state the ecoregion and ecodistrict(s) represented in the area, as developed by the Canada Committee on Ecological Land Classification (CCELC).

6. ECO-DESCRIPTION: - brief description of significant soils, geology, hydrology, topography, vegetation and animal life (e.g., representative and rare, threatened or endangered species). Use the descriptive system most convenient for your jurisdiction. A nationwide vegetation classification system is being developed by CCELC's vegetation working group, chaired by Ed Oswald (604-388-0600), but is not yet ready for use.
7. OUTSTANDING FEATURE(S): - brief statement of the most significant biophysical feature(s) of the area.
8. DEGREE OF DISTURBANCE: - generally one word (e.g. none, moderate, severe).
9. SUSCEPTIBILITY TO DISTURBANCE: - based on fragility of site, (e.g. high, moderate, low).
10. PROTECTIVE STATUS: - Legislation: State the Act under which the area is managed, and the date it was established.
- IUCN Category: State which IUCN Protected Area category applies best to this area. The registry will concentrate on areas in category I, but will also include areas in categories II, III, IV, IX, and X which fit the CCEA definition of ecological areas.
11. MANAGEMENT AGENCY: - name, address and phone number of the branch and department to contact for information and permits.
12. MANAGEMENT STRATEGY: - appropriate few-word description (e.g. non-intervention, burn to maintain succession stage, drain/flood to maintain succession stage).
- state whether there is an approved site management plan.

- state if there are regulations governing management of the area.
13. USES ALLOWED:
- a brief description of uses allowed without permits and/or with permits. State if only certain types of access are acceptable (e.g. on foot, non-motorized watercraft).
14. ACCESS:
- identify nearest numbered road or highway, or closest harbour, airport, etc.
15. ACTUAL USES AND RESEARCH:
- brief description of significant actual uses and research.
16. SELECTED REFERENCES:
- titles of significant references, and/or number of references available regarding the area.
17. DATE:
- date this sheet was prepared or updated.
18. MAP(S):
- show the location with a dot within a provincial/territorial boundary, on a locator map (provided).
 - if available, also provide a site map with a scale (preferably on an 8-1/2" x 11" sheet).



CANADA
DEPARTMENT OF
MINES AND TECHNICAL SURVEYS
SURVEYS AND MAPPING BRANCH
CANADA
SCALE 1 INCH = 200 MILES
Federal Capital Provincial Capital
Principal Railways

APPENDIX B:

LIST OF TECHNICAL STUDIES ON ECOLOGICAL AREAS

This appendix documents area identification studies and ecological surveys 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).

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 André Dicaire. 1985. Plan de conservation réserve écologique du Micocoulier. Série Réserves Ecologiques #48. Direction des Réserves écologiques et des sites naturels, Direction régionale de Montréal, Ministère de l'Environnement. Ste-Foy, Québec. 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. vii + 120 pp., + 2 folded maps.

APPENDIX C:

PROTECTED ECOLOGICAL AREA RESEARCH RECORD

This appendix provides instructions for reporting on research initiated or completed on ecological areas, with an example of a completed record.

Reports on individual projects should provide concise summaries covering the following aspects:

- LOCALITY: - give name of ecological area with reference to administering agency
- TITLE: - cite exact title of proposed project
- PURPOSE: - state overall aim and reason for the study (e.g., thesis, ecological management, environmental monitoring, pure research)
- RESEARCHER(S): - name of principal researcher(s) involved in the project, including immediate supervisor(s) where applicable
- INSTITUTION: - record affiliate institution or place of contact (e.g., university, government agency, independent)
- GRANT SUPPORT: - list name and source of applied for / approved grant support
- DATE OF APPLICATION: - indicate date on which application for research is submitted for approval
- DATE OF APPROVAL: - indicate date on which approval has been granted
- RESEARCH SCHEDULE: - outline a brief itinerary of the study including intended time allotments (e.g., initial sampling - July-September, 1987; resampling - July-September, 1988-1990.)
- ABSTRACT: - provide a brief summary elaborating on the purpose and major objectives of the project. Comments should include mention of or explanations of study importance, need or preference for working in protected areas, as well as the project's future applications for management
- COMPLETED RESULTS: - list complete citation of any report(s) written/published as a result of the research.

EXAMPLE

PROTECTED ECOLOGICAL AREA RESEARCH RECORD

LOCALITY: Pinery Provincial Park
Wingham District, Southwestern Region
Ontario Ministry of Natural Resources

TITLE: Effects of prescribed burning on Oak Savanna
in Pinery Provincial Park.

PURPOSE: To investigate the short and long-term effects
of prescribed burns for the development and
use of computer simulation models in
evaluating management programmes

RESEARCHER(S): Dr. Kiyoko Miyanishi

INSTITUTION: Dept. of Geography, University of Guelph

GRANT SUPPORT: Renewable Resource Research Grant - MNR
Research Grant - Univ. of Guelph, Office of
Research

DATE OF APPLICATION: January 20, 1987

DATE OF APPROVAL:

RESEARCH SCHEDULE: Initial plots established- March/April, 1987
Baseline data collection- April-August, 1987
Annual plot monitoring- indefinite period

ABSTRACT: The objective of the project is to investigate
the short-term and long term effects of
prescribed burning on the Oak Savanna plant
community at Pinery Provincial Park. Burning
has been proposed as a means of opening the
canopy cover and restoring and maintaining Oak
Savanna and its associated fauna. This study
is being undertaken at Pinery because (a)
The Oak Savanna is relatively unique
vegetation for this area and its maintenance
is an objective of the park plan, (b) a
program of prescribed burning is being
initiated and its effects will require
monitoring, and (c) the burning programme will
allow further work on the use of computer
simulation models for evaluating management
programmes.

COMPLETED RESULTS: