



# APPENDIX A VOLUNTEER APPLICATION FORM

All information gathered on this form is for the \_\_\_\_\_'s records and statistics only and will be held in confidence. If you will not be volunteering with us this form will be destroyed.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name Given Name(s)

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Where did you hear about the \_\_\_\_\_ Land Trust? \_\_\_\_\_

Why do you wish to volunteer? \_\_\_\_\_

Please indicate the area of volunteering you are interested in:

- Education and Community Outreach
- Fundraising
- Land Monitoring
- Special Events

Please list your work skills and training as related to this position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note any previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have access to a vehicle? Yes  No

### Scheduling and Availability

1. Indicate the day(s) of the week you would be available to volunteer?

- Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

2. Indicate time preference: days  evenings  weekends

3. Indicate amount of time you wish to donate: \_\_\_\_\_ hours or \_\_\_\_\_ days per: week  month

4. Do you currently: have a full-time position  have a part-time position  go to school

5. Do you wish to finish volunteering by a certain date? Yes  Please indicate date \_\_\_\_\_ No

6. Would you like to receive \_\_\_\_\_ newsletters and event notices? Yes  by e-mail only  No

7. Would you like to receive volunteer information via e-mail? Yes  No

8. Do you require volunteer hours? Name of Program \_\_\_\_\_

Number of hours required \_\_\_\_\_ Deadline \_\_\_\_\_

9. Do you know any \_\_\_\_\_ staff or volunteers? Yes  No

If yes, please list name(s) \_\_\_\_\_

10. Will you be willing to participate in a police reference check, if required? Yes  No

**Character References**

Please list **two** character references (family members not included)

**All of the information will remain confidential and only used for volunteer selection and placement.**

Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I hereby give the \_\_\_\_\_ authority to contact the above-named persons as character references.

I hereby declare that the foregoing information is true and complete. I understand that a false statement may disqualify me from volunteering with \_\_\_\_\_, or cause my dismissal.

Volunteer's Signature (if 18 yrs. or older); \_\_\_\_\_

\_\_\_\_\_ Date

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*In accordance with our Policy, the minimum age requirement of a volunteer with the \_\_\_\_\_ Land Trust is eighteen (18) years, with the following exception:*

- *Volunteers aged twelve (12) to seventeen (17) years must have a signed Consent form from a parent or guardian; to be completed and submitted with the Statement of Confidentiality Agreement.*

**Consent Form** (to be completed as applicable)

I, the undersigned, have read and understand the \_\_\_\_\_'s policy regarding volunteers under the age of eighteen (18) years. I certify that I have parental or guardianship status regarding the above named volunteer and do hereby give consent for him/her to perform volunteer work with, for and on behalf of \_\_\_\_\_.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(As applicable)

Nature of Relationship to Volunteer: \_\_\_\_\_

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We thank you for your interest in volunteering with the \_\_\_\_\_. Staff will contact you if you are selected to fill a vacant volunteer position. All applications will be kept on file for a minimum of one year from the date of submission. Applicants will also be placed on an e-mail notification list (if you selected the option), and will be informed of upcoming volunteer opportunities as they arise.

Check out our website at [www.olta.org](http://www.olta.org).

## APPENDIX B



### 3.4 ACCESS TO PROPERTY WAIVER and TIPS FOR VISITORS

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#### UNSUPERVISED VISITOR ACKNOWLEDGEMENT, WAIVER AND RELEASE

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Activity/Access: \_\_\_\_\_  
(e.g., pedestrian access for jogging)

Nature Conservancy of Canada Property: \_\_\_\_\_  
(e.g., Robert Goulding Natural Area, Mono Township)

Dates: \_\_\_\_\_

To: The Nature Conservancy of Canada:

*I understand that during my activities on the Nature Conservancy of Canada (NCC) property I may encounter certain dangers, including, but not limited to, the kinds described in the attached "Tips for Visitors". I agree that I am accessing the property entirely at my own risk. I acknowledge that NCC makes no representation or warranty, express, or implied verbally or otherwise, regarding the conditions that may be encountered during the visits, and that NCC is in no way responsible for my safety.*

In consideration of NCC permitting me to have access to the property, I hereby assume all risk associated with my visits to the property, and I release and agree to indemnify, defend and hold NCC and its directors, officers, employees, associates, volunteers and agents harmless from and against any and all damages, losses or injuries due to any reason whatsoever associated with my visits.

I further acknowledge that: permission to access the property is personal to me alone and I have no authority to invite others onto the property and permission to access the property may be revoked by NCC at anytime, with or without notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## TIPS FOR VISITORS

Tips for Visiting Nature Conservancy of Canada Sites (part of the “Access to Property Waiver”):

- ❑ You may be walking on terrain that may be steep, uneven, slippery, or jagged, or where solid footing is obscured by vegetation. Be sure to have good walking shoes with appropriate ankle support and treads.
- ❑ You will be enjoying the outdoors in all kinds of weather, from bright sun to rainy conditions. Bring sunscreen, preferably waterproof with a high protection factor, and apply it frequently. Bring rain gear. Wear layers of clothing that will allow you to adjust your temperature during the course of the day.
- ❑ Black flies/mosquitoes and other biting/stinging insects may pose a problem at certain times of the year.
- ❑ Even with appropriate precautions, accidents can happen. NCC does not provide any trained medical professionals nor any hazard-or emergency-evacuation facilities. First aid kits are recommended.
- ❑ Since you will be visiting rich natural areas, you will encounter many types of plants and animals, on land and in the water, some of which may be dangerous or poisonous to humans. It is your responsibility to learn about the environment you’ll be visiting, and how to avoid natural threats.
- ❑ You must help keep these areas beautiful by packing out everything you bring in, including garbage.
- ❑ Many of the habitats on NCC property are ecologically sensitive, be aware of your impact, do not pick flowers, avoid crushing plants and do not feed or harass wildlife.
- ❑ Fires of any sort are absolutely prohibited on NCC property.
- ❑ These tips are part of the “Access to Property Waiver”. You must sign it and return it to the NCC before you visit NCC properties.



## APPENDIX C WAIVER OF LIABILITY FOR VOLUNTEERS

I, \_\_\_\_\_ hereby agree to accept a position as a volunteer worker  
Name of Volunteer  
with the \_\_\_\_\_, and in so doing agree to comply with all policies,  
Name of Organization  
rules and regulations, which may be established by the \_\_\_\_\_  
Name of Organization

from time to time. I also understand that failure to comply with said policies, rules and regulations may result in my immediate release as a volunteer.

I acknowledge that my services are provided strictly on a volunteer basis, without payment or compensation of any kind and without liability of any nature on behalf of the RWLT. I affirm that I am in good health, capable of participating in \_\_\_\_\_ and I accept as my personal risk the consequences  
Description of Activity

of such participation. I also understand that I may refuse to perform any duty or task that I feel may place me or anyone else at personal risk. I will not participate in this activity if I am under the influence of drugs or alcohol.

I understand that in performing any volunteer task, there exist risks of injury or personal harm. On behalf of myself, my heirs, personal representatives or executors, I hereby release, discharge, indemnify and hold harmless the \_\_\_\_\_ (including its volunteers,  
Name of Organization

directors, employees and agents) from any and all claims, causes of action or demands of any nature or cause, even though such injuries and damages may result from the negligence of the \_\_\_\_\_ and/or  
Organization's initials

its volunteers, directors, employees and agents; including costs and attorney fees incurred or sustained by me in any way connected with my services for the \_\_\_\_\_, including but not limited to accidents or  
Organization's initials

injuries.

In the event of an accident or medical problem suffered by me, I consent to the \_\_\_\_\_ seeking out  
Organizations' initials  
the appropriate medical care required.

I also understand that public relations are an important part of the work of the \_\_\_\_\_. On behalf of  
Organization's initials  
myself, my heirs, personal representatives and executors, I agree to allow the \_\_\_\_\_ to use any  
Organization's initials

photographs, films, videotapes or other visual representations taken of me in my volunteer services as aids in public relations efforts.

**CONFIDENTIALITY**

As a volunteer, you are bound to encounter not only unique experiences, but also exclusive information.

\_\_\_\_\_ information.  
Name of Organization  
In keeping with the intent of the \_\_\_\_\_ Privacy and Security  
Name of Organization

Policies, the Volunteer/Employee acknowledges that all information to which the Volunteer/Employee has or may have access to through his/her volunteer activity or employment with the \_\_\_\_\_  
Name of Organization

is confidential and is held by the Volunteer/Employee solely for the benefit of the \_\_\_\_\_ and its supporters. The Volunteer/  
Name of Organization

Employee agrees that he/she shall not, except as authorized or required by his/her duties, reveal to any person or corporation, any confidential information of the \_\_\_\_\_.  
Name of Organization

For this reason, we stress the importance of respecting confidentiality. Failure to comply with this request will result in legal action against the volunteer and/or the organization and result in ending your volunteer services. If you have any questions or concerns, refer to our Privacy and Security Policies.

I, \_\_\_\_\_ have read the policies and waivers listed above and understand their content.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Please print)

SIGNATURE OF VOLUNTEER: \_\_\_\_\_

SIGNATURE OF GUARDIAN: \_\_\_\_\_  
(Required if volunteer is under the age of 18 years)

SIGNATURE OF \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_  
Organization's initials



## APPENDIX D INCIDENT REPORT

### Injured Person Report:

Name of Injured Person: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Address: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Nature of incident: \_\_\_\_\_

Weather conditions: \_\_\_\_\_

People present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Injured Person

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### Witness Report:

Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Injured Person: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Nature of incident: \_\_\_\_\_

++Weather conditions: \_\_\_\_\_

People present: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Witness

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**Report prepared by: (Please print)** \_\_\_\_\_

Description of Injury: \_\_\_\_\_

Action(s) taken to provide care: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Incident Reporter

## APPENDIX E

March 23, 2004.

Dear Conservancy Volunteer:

My thanks to those of you who returned our volunteer survey - it has provided very useful information to help focus our training sessions this year.

As a result, we are setting up two training sessions: WEDNESDAY, APRIL 21, 6:30 TO 9:00 P.M., and SATURDAY, APRIL 24, 9:30 TO 12:00 A.M. Both sessions will be here at Grant's Woods, 1485 Division Road West. Both will cover the same ground - please let me know which one you would like to attend since space is limited.

Your feedback gave a very even split on preferences between Saturdays, Sundays, or weekday evenings. I expect we will set up a bus tour of some of our properties in June, and we will try to schedule it on a Sunday to round things out.

You also told us that you wanted information especially on plant and wildlife identification, wildlife enhancement techniques, and finding out what other teams are doing. For the April sessions, we will focus on spring wildflowers and on herptiles - i.e. the reptiles and amphibians that you might see on our properties.

We will cover spring frog songs, the more common turtles and snakes, and sampling boards you can make to check for salamanders (which are the most common wildlife, by total weight, in most forests). We will have handouts and info for you, and we will brief you on some of our other exciting projects as well.

This training is being supported by a grant from the Orillia chapter of the TD Canada Trust Friends of the Environment Fund, so our thanks to them.

I look forward to seeing you at one of these sessions - please don't forget to let me know which one you plan to attend. (And if you have email, please let me know your address - it saves us postage costs.)

Think spring!

Ron Reid  
Executive Director



April 7, 2003.

Dear Conservancy Volunteer:

Happy Spring! As the snow finally melts away, I'm sure you are thinking about spending a few hours on your spring visit to a Conservancy property, or to helping with other projects such as the Grant House renovations. We greatly appreciate your support and your commitment. Without you, the Conservancy could not be nearly as successful.

I am writing for several reasons:

First, we want to invite you on a special property tour for our volunteers in late May. We plan to visit the McCulloch (Carthew Bay) Reserve, the new East Coulson Swamp property on the Oro Moraine, and Grant's Woods (for a walk in the forest, not for house-cleaning!). We will be asking those property teams to share some of their experiences and challenges, and giving you a chance to brush up on your plant and bird identification skills. If numbers warrant, we will rent a bus to make the tour both relaxing and environmentally-friendly.

Could you let me know:

- a) Are you interested in coming on such a tour? Yes \_\_\_\_\_ No \_\_\_\_\_
- b) Which date would suit you best? Sun. May 25 1:00-5:00 \_\_\_\_\_ Sat. May 31 1:00-5:00 \_\_\_\_\_
- c) Would you be willing to pay \$10 for bus transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Second, we would like to include as many of our volunteers as possible on an e-mail list, so that we can occasionally let you know about Conservancy news and events. If you have email, please simply respond to the above questions to me at Thanks.

Third, if you are not already a member of the Conservancy, or if your membership has expired, I have enclosed the latest issue of Conservancy News along with a renewal form. We greatly appreciate your contribution as a volunteer. However, our members are a very important base for the revenues that sustain our activities, and we hope that all of our volunteers will also be willing to show their commitment through their annual membership fees.

Thanks again for your support. I look forward to hearing back from you, and to seeing you on the tour in late May.

Sincerely,

Ron Reid  
Executive Director



## APPENDIX F SITE INSPECTION REPORT

SITE NAME: \_\_\_\_\_

DATE OF SITE VISIT:

Season	Date
Spring	
Summer	
Fall	
Winter	

NAME OF SITE INSPECTOR(S):


## 1. MAP

## 2. RECREATIONAL USES (Required)

The following activities have been approved by the Ontario Land Trust Alliance as either allowed or prohibited. Please check off those activities observed and provide a brief description. (These observations should be indicated on the map of the preceding page).

Activity	Allowed	Prohibited	Notes
Formal Trails	<input type="checkbox"/>	<input type="checkbox"/>	_____
Informal Trails	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hiking	<input type="checkbox"/>	<input type="checkbox"/>	_____
Berry picking	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nature appreciation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bird watching	<input type="checkbox"/>	<input type="checkbox"/>	_____
Photography	<input type="checkbox"/>	<input type="checkbox"/>	_____
Picnicking	<input type="checkbox"/>	<input type="checkbox"/>	_____
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	_____
Camping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boating	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cycling	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rock climbing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cross-country skiing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skating	<input type="checkbox"/>	<input type="checkbox"/>	_____
Snowshoeing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Snowmobiling	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trapping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dog walking/training	<input type="checkbox"/>	<input type="checkbox"/>	_____
Equestrian Use	<input type="checkbox"/>	<input type="checkbox"/>	_____
Angling	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hunting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bus tours	<input type="checkbox"/>	<input type="checkbox"/>	_____
Motorized vehicles	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 3. HAZARDS (Required)

(These observations should be noted on the map – Page 2 of this Report)

bears	<input type="checkbox"/>	rattlesnakes	<input type="checkbox"/>	poison ivy	<input type="checkbox"/>
tree snags	<input type="checkbox"/>	old wells	<input type="checkbox"/>		
other (describe)	<input type="checkbox"/>	_____			

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### 4. NATURAL DISTURBANCES (Required)

(These observations should be noted on the map – Page 2 of this Report)

beaver dam(s)	<input type="checkbox"/>	erosion	<input type="checkbox"/>	fire	<input type="checkbox"/>
flooding	<input type="checkbox"/>	siltation	<input type="checkbox"/>	heavy browsing	<input type="checkbox"/>
wind falls	<input type="checkbox"/>			non-indigenous species	<input type="checkbox"/>
other (describe)		_____			

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### 5. HUMAN DISTURBANCES (Required)

(These observations should be located on the map – Page 2 of this Report)

camping	<input type="checkbox"/>	informal shelters	<input type="checkbox"/>	rock climbing	<input type="checkbox"/>
horseback riding	<input type="checkbox"/>	mountain bikes	<input type="checkbox"/>	pets	<input type="checkbox"/>
stray animals	<input type="checkbox"/>	feeding wildlife	<input type="checkbox"/>	plant harvesting	<input type="checkbox"/>
trampling	<input type="checkbox"/>	herbicides	<input type="checkbox"/>	pesticides	<input type="checkbox"/>
litter	<input type="checkbox"/>	dumping	<input type="checkbox"/>	fires	<input type="checkbox"/>
trespassing	<input type="checkbox"/>	fence damage	<input type="checkbox"/>	vandalism	<input type="checkbox"/>
sign damage	<input type="checkbox"/>	motorized vehicles	<input type="checkbox"/>	mountain bikes	<input type="checkbox"/>
road widening	<input type="checkbox"/>	ditching	<input type="checkbox"/>	cleaning municipal drains	<input type="checkbox"/>
urban runoff	<input type="checkbox"/>	poaching	<input type="checkbox"/>	trapping	<input type="checkbox"/>
logging	<input type="checkbox"/>	timber theft	<input type="checkbox"/>	unauthorized uses	<input type="checkbox"/>
other (specify)	<input type="checkbox"/>	_____			

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**7. WILDLIFE HABITAT FEATURES (Optional)**

Locate on the map any unique or significant wildlife habitat features. Examples: snags/cavity trees, fallen trees, conifer thickets, brush piles, waterfowl nesting, waterfowl feeding, dens, nests, wildlife trails, etc.

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**8. CONTACTS WITH NEIGHBOURS OR VISITORS (Optional)**

(If feasible, obtain names and numbers of neighbours or visitors on site. Briefly describe nature of conservation).

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**9. NOTES**

(Provide any other relevant information obtained during site visit)

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## APPENDIX G MONITORING REPORT

Site Name: \_\_\_\_\_

Date of Site Visit: \_\_\_\_\_

Names of Site Inspectors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sections of Property Visited: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hazards Observed: Yes  No   
If Yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Natural or Human Disturbances Observed: Yes  No   
If Yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notable Flora and Fauna: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contacts with Neighbours or Visitors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up Needed on any Issues: Yes  No   
If Yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use additional sheets if needed for further details, and mark any hazards, disturbances or significant features on a sketch map.

# APPENDIX H



## IIIE 2.0 MONITORING REPORT FORM

Version 1, December 2000 (Individual NCC Regions may have more detailed forms.)

Date: \_\_\_\_\_

Property Monitored by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Name: \_\_\_\_\_

Easement Donor's Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Site Inspection: \_\_\_\_\_

Baseline Documentation Report/ Site Summary Statement Reviewed	Yes__ No__
Air Photo Reviewed	Yes__ No__
Owner Notified of Visit	Yes__ No__
New Photographs Taken and Location	Yes__ No__
Sketch of Route	Yes__ No__
Compliance with Restrictions	Yes__ No__
Compliance with NCC's Management Policies	Yes__ No__

Areas of Concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Possible Problems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Immediate Action Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX I



## Protected Area – Site Inspection Report

Site Name: \_\_\_\_\_ Insp. Date: \_\_\_\_\_

Steward: \_\_\_\_\_ Insp. No.: \_\_\_\_\_

Name and Club/Group/Association Name

Volunteer \_\_\_\_\_ Phone No. \_\_\_\_\_ Signature: \_\_\_\_\_

No Change in Site Conditions Since Last Inspection: (If there are no changes in the condition of the Protected Area, or no new information on disturbances, uses and wildlife since your last visit, check "No Change" Remember to submit a disturbance map, if required, to show the location of any item noted.)

**A. Disturbances:** (Check all disturbances that have occurred, or are still occurring, since the last inspection.)

Vegetation/Animals	Soil Removal	Vandalism	New Trails/Clearing
Tree Cutting	Sand	Garbage	All Terrain Vehicles
Bark Stripping	Gravel	Signs	Four-Wheel Drive
Collecting/Trapping	Peat	Cut Fences	Hiking/Equestrian
Fire			Cutlines/Seismic
Poaching	Other	Other	Fencelines/Pipelines Powerlines/Welllines

Comments on Disturbances: \_\_\_\_\_

**B: Uses:** (check all that have occurred, or are still occurring since the last inspection.)

ATVing	Fishing	Snowmobiling	Berry Picking
Four-Wheel Driving	Trail Riding (horse)	Bird-Watching	Hiking
Camping	Hunting	Cross-country Skiing	Picnicking
Cattle Grazing	Horse Grazing	Other:	

Comments on Uses: \_\_\_\_\_

Biological Notes

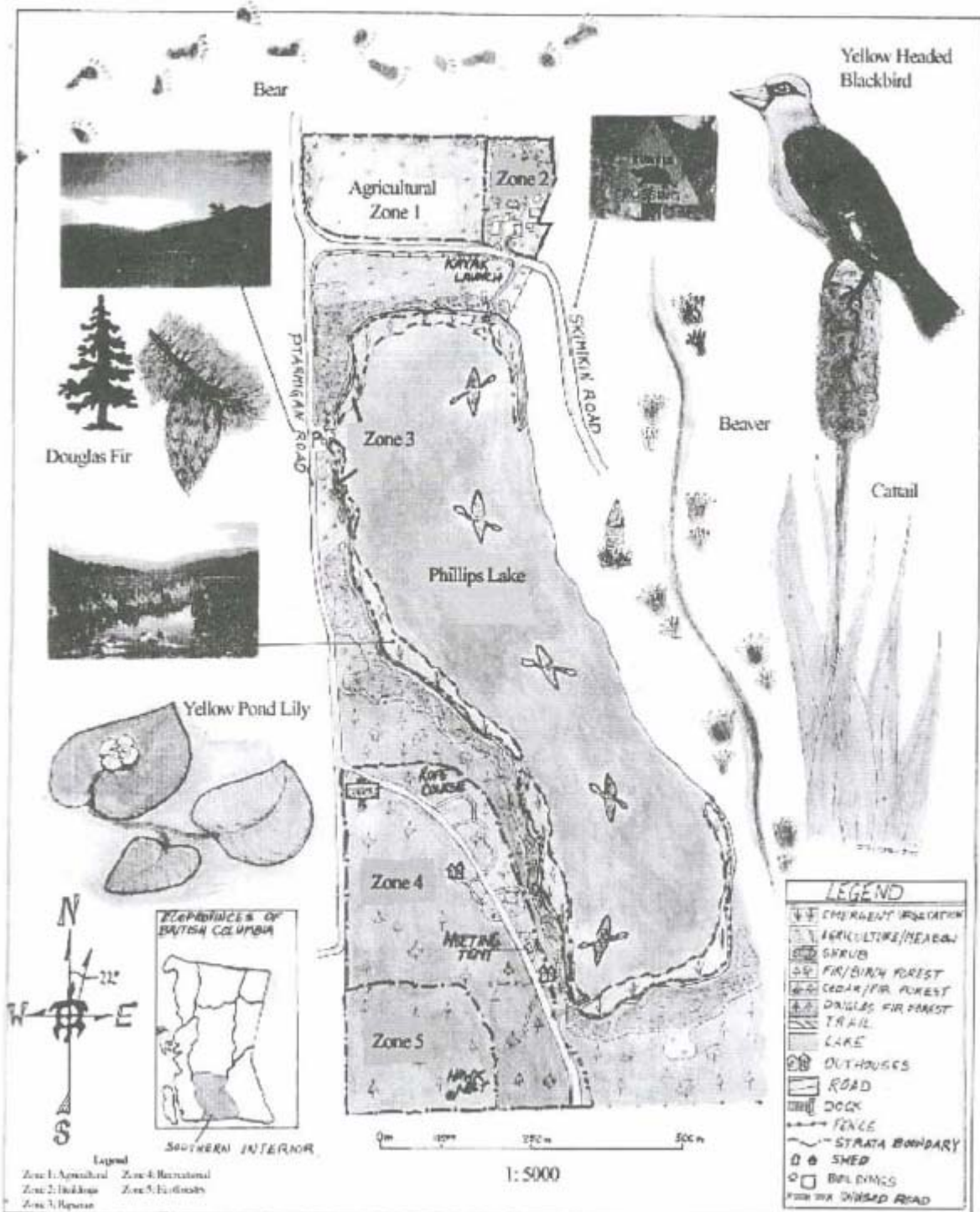
\_\_\_\_\_  
 \_\_\_\_\_

Action Recommended:

Projects Completed:

Reclamation	Materials/Supplies		Since Last Insp.
Fencing	Signs	Film	Signs Installed
Cleanup	Posts	Maps	Fencing
Revegetation	Fence Wire	Other	Cleanup
None	Insp. Reports		Weed Control

Comments on Action Recommended/Projects Completed & Summary \_\_\_\_\_



## Legend for Disturbance Maps

 Road	 Lightly Grazed Area
 Trail/Cutline	 Overgrazed Area
 Overgrown Trail/Cutline	 Tree Cutting
 Pipeline	 Wood Pile
 Powerline	 Cultivate Field
 Railway	 Burn Area
 Barbed Wire	 Berry Picking
 Fence needed	 Hunting
 Gate	 Firepit/Camp Spot
 Gate Needed	 Wellsite
 Texas Cattle Gate	 Capped Well
 River	 Garbage
 Stream	 Sand/Gravel Excavation
 Lake	 Coal Mine Active/Abandoned
 Beaver Activity	 Building
 Beaver Lodge	 Nature Area Sign
 Boating Activities	 Natural Area Sign Needed
 Fishing	 Horseback Riding
 Swimming	 ATV Activity
 Wetland	 Snowmobile
 Cattle On Site	



## APPENDIX J

### Protected Area – Site Inspection Report

Site Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Steward: \_\_\_\_\_ Inspection No.: \_\_\_\_\_  
 Volunteer: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Signature: \_\_\_\_\_

No Change in Site Conditions Since Last Inspection: (If there are no changes in the condition of the Protected Area, or no new information on disturbances, uses and wildlife since your last visit, check "No Change". Remember to submit a disturbance map, if required, to show the location of any disturbance noted.)

**Disturbances:** (Check all disturbances that have occurred, or are still occurring, since the last inspection).

	√		√		√		√
<b>Vegetation/Animals</b>		<b>Soil Removal</b>		<b>Vandalism</b>		<b>New Trails/Clearing</b>	
Tree Cutting		Sand		Garbage		All Terrain Vehicles	
Bark Stripping		Gravel		Signs		Four-Wheel Drive	
Collecting/Trapping		Peat		Cut Fences		Hiking/Equestrian	
Fire		Other:		Other:		Cut lines/Seismic	
Poaching						Fence lines / Pipelines	
						Power lines / Well lines	

**Comments on Disturbances:** \_\_\_\_\_

**Uses:** (Check all that have occurred, or are still occurring since the last inspection).

	√		√		√		√
ATVing		Fishing		Snowmobiling		Berry Picking	
Four-Wheel Driving		Trail Riding (horse)		Bird-watching		Hiking	
Camping		Hunting		Cross-country skiing		Picnicking	
Cattle Grazing		Horse Grazing		Other:			

**Comments on Uses:** \_\_\_\_\_

**Biological Notes:** \_\_\_\_\_

**Action Recommended:** (Check all that apply).

	√		√		√		√
<b>Reclamation</b>		<b>Materials/Supplies</b>				<b>Since Last Inspection</b>	
Fencing		Signs		Film		Signs Installed	
Clean up		Posts		Maps		Fencing	
Re-vegetation		Fence Wire		Other		Clean up	
None		Inspection Reports				Weed Control	

**Comments on Action Recommended/Projects Completed & Summary:** \_\_\_\_\_

# APPENDIX K

## ***Land Trust Alliance—Trust for Land Restoration Record Keeping Policy***

**Preamble:** The Trust for Land Restoration is committed to operating in an efficient manner, while preserving its rights to enforce the conservation easement it accepts. In addition to accepting conservation easements, TLR works to restore and remediate lands damaged by human activities. Such restoration and remediation work requires adequate record-keeping over potentially long periods of time. Therefore, TLR's record-keeping policy shall serve to guide staff in preserving those records necessary to document and guide the organization's activities in all of its programs

**Records Creation:** In order to confirm the accuracy of the document, all TLR records must be signed by the party creating such records. No TLR staff member, Board member, volunteer or contract employee shall sign a record as accurate unless she or he created the document themselves.

**Critical Records:** The following list of records shall be kept by TLR in the ordinary course of business, immediately following creation of such records, but the list is not a comprehensive list of such records:

- Correspondence with landowners, both written and electronic
- Correspondence with federal state or local governmental agencies or development authorities
- Recorded original conservation easements, warranty deeds, water rights, subordination agreements, loan documents and the like
- Appraisals
- Surveys
- Baseline documentation
- Title commitments and exceptions to title, title policies, Ownership and Encumbrance reports
- Due diligence findings
- Environmental assessments and any supporting records or data
- Reserved rights requests and responses
- Request for amendments and responses
- Correspondence and memos relating to alleged or actual violations of conservation easements
- Remediation plans
- Foundation/government grant agreements
- Scoping studies
- Contracts and all related correspondence
- Insurance policies and all related correspondence

**Electronic Mail Records:** Paper copies shall be made of all electronic TLR records and stored with other critical organizational records. Alternatively, TLR may record such electronic documents on floppy disc, CD-ROM, ZIP discs or other format, so long as the technology to retrieve such electronic documents is preserved as well.

**Custodian of Records:** The Executive Director shall be the custodian of records. The ED shall adopt a system of record sign-out and use in the event that TLR hires additional staff or makes any of its original records available to Board members or other volunteers or contract employees. Prior to such time, the ED shall not release original documents unless pursuant to a violation issue, but may freely copy records as necessary.

**Record Storage:** All TLR records shall be kept on-premises in fire safe storage in order to prevent any inadvertent loss of the records and avoid any possibility of tampering with the records. Such records shall be kept in paper form, but may be archived or otherwise electronically stored in the future. Should methods of record-keeping other than through paper be adopted, TLR shall also store the technology needed to access such records, so that the records can be retrieved in perpetuity.



## APPENDIX L

### Baseline Documentation Checklist for Conservation Easements

- Cover Page showing agreement - signatures of donor, recipient, and study
- Table of Contents
- Owner Acknowledgement of Condition

*\* indicates a component which is not required for all baseline studies; it is relevant only to a particular project*

#### Background Information:

- Owner's/s' and land trust's contact information: name, address, phone #
- Historical information regarding the donation/acquisition
- \* Summary of easement provisions
- Purpose of Easement
- Evidence of the significance of the protected property - detailed summary of conservation values in accordance with the land trust's regulations
- Directions to property from closest public highway
- Description of easements, leases and other encumbrances on the property
- Proximity to other conserved properties

#### Physical and Ecological Features:

##### Maps

- Regional or municipal map showing easement location
- \* Section of local road map showing easement location
- Copy (if available) of topographic map showing easement location
- Map(s) and/or survey(s) of property showing relevant physical and ecological features
- Man-made features: including buildings, roads, trails, power lines, water conveyances, fences, ponds and other relevant features
- Ecological Features: Flora, fauna, extent and nature of natural communities, threatened, endangered, or sensitive species, critical or significant habitat or migration corridors, regional significance of biotic resources
- \* Scenic Features: Nature of scenic qualities, from what location does the general public see the scenic features
- \* Recreational Features: Nature of recreation, any existing or proposed public access
- Local Government Policies: The easement as furtherance of current and adopted local government and land use policies
- \* Archaeological or Historical Features: Document significant of historical structures or uses and/or archaeological features

##### Photographs

- Aerial photos
- Onsite photos, documenting all-important natural and man-made features, from easy-to-find photo points recorded on a map

##### References

- List of sources, books, maps, names of persons interviewed and other technical or scientific materials used to complete the Baseline Study.





## APPENDIX M

### BASELINE INVENTORY AND DETERMINATION OF LANDOWNER CONSERVATION GOALS

**Date:**

**Time:**

**Weather:**

#### 1. Landowner Contact Information:

Landowner's Last Name:

First Name:

Property Address (including Postal Code):

Phone:

E-mail:

Fax:

#### 2. Property Information:

Legal Description (Lot/Part Lot numbers, Concession, Municipality, etc.):

Location (latitude, longitude):

Surface Area (acres or hectares):

Maximum Elevation (m./ft.):

Minimum Elevation (m./ft.):

Property Access:

Directions for Access to Property:

Area name:

EcoProvince:

EcoRegion:

EcoSection:

Maps:

Aerial Photo Numbers:

Other Photo Numbers & Locations:

Zoning:

Land Use Designation:

Surrounding Land Use:

Regional District:

#### 3. On-Site Inventory Completed by:

Name

Address (including Postal Code):

Phone:

E-mail:

Fax:

**4. Site Description & Ecosystems present:**

A) Site Description:

%age	BIOME	Note the Ecosystem Type if present ( <i>italics only</i> )							
	<b>Forest</b>	<b>Upland</b>	<i>Coniferous</i>	<i>Broadleaf</i>	<i>Mixed</i>	<i>Notes:</i>			
		<b>Riparian</b>	<i>Fringe</i>	<i>Floodplain</i>					
		<b>Sub-alpine Parkland</b>							
		<b>Woodland</b>	<i>Coniferous</i>	<i>Broadleaf</i>	<i>Mixed</i>				
	<b>Grassland</b>	<i>Shrub-steppe</i>	<i>Grass-Steppe</i>	<i>Coastal</i>					
	<b>Shrub land</b>								
	<b>Wetland</b>	<i>Shrub Swamp</i>	<i>Treed Swamp</i>	<i>Freshwater Marsh</i>	<i>Estuarine Marsh</i>	<i>Treed Bog</i>	<i>Peat Bog</i>	<i>Shrub Fen</i>	<i>Sedge Fen</i>
	<b>Transitional Wetland</b>	<i>Shrub-carr</i>	<i>Wet Meadow</i>	<i>Saline Meadow</i>	<b>Notes:</b>				
	<b>Alpine Meadow</b>	<i>Forb</i>	<i>Graminoid</i>	<i>Mountain--Heather</i>					
	<b>Sub-alpine Meadow</b>	<i>Forb</i>	<i>Graminoid</i>	<i>Mountain--Heather</i>					
	<b>Shallow Open Water</b>	<i>Floating Aquatics</i>	<i>No Floating Aquatics</i>						

	<b>Pond</b>				<b>Cliff</b>		<b>Spit</b>
	<b>Lake</b>				<b>Talus</b>		
	<b>River</b>				<b>Dune</b>		

**B) Other Ecological or Heritage Values (buffers, corridor, archaeological, scenic...)**

**5. Land Uses:**

If land is currently being used for any of the following purposes, please describe.

**Recreational:**

Hiking		Hunting		Snowmobiling	
Berry Picking		Fishing		Cross-country skiing	
Bird Watching		Four-Wheel Driving		Other:	
Picnicking		ATVing			
Camping		Trail Riding (horse)			

**Scientific/Educational (research, nature study, etc.):**

**Habitat/Ecosystem Management or Preservation (planting, bird houses, etc.):**

**Residential (permanent residences, mobile homes, etc.):**

**Agricultural (orchard, vineyard, garden, horse/cattle pasture, etc.):**

**Forestry (reforestation, harvesting, etc.):**

**Commercial (sales to the public, etc.):**

**Industrial (mining, etc.):**

**Historical (previous knowledge of land use, including archaeological evidence):**

**6. Human-made Features:**

Describe size, type and condition of:

**Buildings/Structures:**

**Trails:**

**Wells:**

**Power lines:**

**Pipelines:**

**Other:**

**7. Disturbances:**

Location on Map and Description:

Check off (if present) with number reference to map.

Vegetation/Animals:	Soil Removal:	Vandalism	Trails/Roads/Cleared Lines:	Natural:
Tree Cutting	Sand	Garbage	All terrain vehicles	Landslide
Bark Stripping	Gravel	Signs	Roads	Flooding
Collecting Plants	Peat	Cut Fences	Hiking Trails	Erosion
Trapping Animals			Equestrian Trails	Fire
Fire			Cut lines/Seismic	
Poaching			Fence lines	
Other Disturbances (describe):			Pipelines/Well site	
			Power lines	

**Notes:**

**8. Wildlife and Wildlife Habitat:**

Evidence of Wildlife:

Wildlife Trees/Snags		Animal Tracks		Animal Scat	
Squirrel Caches		Types of Animal Tracks:		Types of Scat:	
Bird's Nests					
Feathers					
Burrows					
Browsed Vegetation					
Other:					

Wildlife observed on property:

**9. Vegetation** (all vegetation can be described in larger zones or individual specimens of special note should be referenced to maps):

**TREES** (check those present & estimate % of cover)

\*Trees and shrubs are arranged in alphabetical order according to the common names.

Alder, Mountain ( <i>Alnus tenuifolia</i> )	Fir, Grand ( <i>Abies grandis</i> )	Pine, Ponderosa ( <i>Pinus ponderosa</i> )
Arbutus ( <i>Arbutus menziesii</i> )	Fir, Sub-alpine ( <i>Abies lasiocarpa</i> )	Pine, Western White ( <i>Pinus monticola</i> )
Aspen, Trembling ( <i>Populus tremuloides</i> )	Garry Oak ( <i>Quercus garryana</i> )	Red Cedar, Western ( <i>Thuja plicata</i> )
Birch, Paper/Water ( <i>Betula papyrifera</i> / <i>Betula occidentalis</i> )	Hemlock, Western ( <i>Tsuga heterophylla</i> )	Sitka Spruce ( <i>Picea Sitchensis</i> )
Big Leaf Maple ( <i>Acer Macrophyllum</i> )	Juniper, Rocky Mountain ( <i>Juniperus scopulorum</i> )	Spruce, Engelmann ( <i>Picea engelmannii</i> )
Cherry, Choke ( <i>Prunus virginiana</i> )	Larch, Western ( <i>Larix occidentalis</i> )	Yellow Cedar ( <i>Chamaecyparis nootkatensis</i> )
Cottonwood, Black ( <i>Populus balsamifera ssp. trichacarpa</i> )	Maple, Douglas ( <i>acer glabrum</i> )	Yew, Western ( <i>Taxis brevifolia</i> )
Douglas Fir ( <i>Pseudotsuga menziesii</i> )	Pine, Lodgepole ( <i>Pinus constorta var. latifolia</i> )	Other:

**Notes:**

**HERBS/MOSSES/LICHENS, etc.**


**SHRUBS—see next page**

Antelope – Bush ( <i>Purshia tridentata</i> )	Hazelnut, Beaked ( <i>Corylus cornuta</i> )	Sagebrush, Big ( <i>Artemisia tridentata</i> )
Alder, Sitka ( <i>Alnus crispa ssp. sinuata</i> )	Honeysuckle, Orange ( <i>Lonicera ciliosa</i> )	Saskatoon ( <i>Amelanchier alnifolia</i> )
Azalea, False ( <i>Menziesia ferruginea</i> )	Honeysuckle, Utah ( <i>Lonicera utahensis</i> )	Snowberry, Common ( <i>Symphoricarpos albus</i> )
Birch, Scrub ( <i>Betula glandulosa</i> )	Huckleberry, Black ( <i>Vaccinium membranaceum</i> )	Snowberry, Creeping ( <i>Gaultheria hispidula</i> )
Blueberry, Dwarf ( <i>Vaccinium myrtilloides</i> )	Huckleberry, Red ( <i>Vaccinium parvifolium</i> )	Snowbrush ( <i>Ceanothus velutinus</i> )
Blueberry, Oval-leaved ( <i>Vaccinium ovalifolium</i> )	Juniper, Common ( <i>Juniperus communis</i> )	Soopolallie ( <i>Shepherdia canadensis</i> )
Blueberry, Velvet-leaved ( <i>Vaccinium myrtilloides</i> )	Kinnikinnick ( <i>Arctostaphylos uva-ursi</i> )	Spirea, Birch-leaved ( <i>Spiraea betulifolia</i> )
Bog-Laurel, Western ( <i>Kalmia microphylla ssp. microphylla</i> )	Maple, Douglas ( <i>Acer glabrum</i> )	Spirea, Pink ( <i>Spiraea douglasii ssp. menziesii</i> )
Bramble, Five-leaved ( <i>Rubus pedatus</i> )	Mistletoe, Western Dwarf ( <i>Arceuthobium americanum</i> )	Spirea, Pyramid ( <i>Spiraea pyramidata</i> )
Cascara ( <i>Ramnus purshana</i> )	Mock Orange ( <i>Philadelphus lewisii</i> )	Spray, Ocean ( <i>Holodiscus discolor</i> )
Ceanothus, Redstem ( <i>Ceanothus sanguineus</i> )	Mountain Ash, Western ( <i>Sorbus scopulina</i> )	Sumack, Smooth ( <i>Rhus glabra</i> )
Cinquefoil, Shrubby ( <i>Potentilla fruticos)</i>	Mountain Ash, Sitka ( <i>Sorbus sitchensis</i> )	Tea, Labrador ( <i>Ledum groenlandicum</i> )
Cranberry, Bog ( <i>Oxycoccus oxycoccus</i> )	Mountain Heather, Pink ( <i>Phylodoce empetriformis</i> )	Tea, Trapper's ( <i>Ledum gladolusum</i> )
Cranberry, High-bush ( <i>Viburnum edule</i> )	Mountain Heather, White ( <i>Cassiope mertensiana</i> )	Tea-Berry, Western ( <i>Gaultheria ovatifolia</i> )
Crowberry ( <i>Empetrum nigrum</i> )	Nagoonberry, Dwarf ( <i>Rubus arcticus, R. acaulis</i> )	Thimbleberry ( <i>Rubus parviflorus</i> )
Currant, Northern Black ( <i>Ribes hudsonianum</i> )	Ninbark, Mallow ( <i>Physocarpus malvaceus</i> )	Twinberry, Black ( <i>Lonicera involucrata</i> )
Currant, Skunk ( <i>Ribes glandulosum</i> )	Oregon-Grape, Tall ( <i>Mahonia aquifolium</i> )	Twinflower ( <i>Linnaea borealis</i> )
Currant, Squaw ( <i>Ribes cereum</i> )	Penstemon, Shrubby ( <i>Penstemon fruticosus</i> )	Willow, Arctic ( <i>Salix arctica</i> )

Currant, Sticky ( <i>Ribes viscosissimum</i> )		Poison Ivy ( <i>Rhus radicans</i> )	Willow, Barclay's ( <i>Salix barclayi</i> )	
Devil's Club ( <i>Oplopanax horridus</i> )		Prince's Pine ( <i>Chimaphila umbellata</i> )	Willow, Bebb's ( <i>Salix bebbiana</i> )	
Dogwood, Red-Osier ( <i>Cornus stolonifera</i> , <i>C. sericea</i> )		Raspberry, Red ( <i>Rubus idaeus</i> , <i>R. strigosus</i> )	Willow, Pacific ( <i>Salix lucida</i> ssp. <i>lasiandra</i> )	
Elderberry, Blue ( <i>Sambucus caerulea</i> )		Raspberry, Trailing ( <i>Rubus pubescens</i> )	Willow, Sitka ( <i>Salix sitchensis</i> )	
Elderberry, Red ( <i>Sambucus racemos</i> ssp. <i>pubens</i> var. <i>leucocarpa</i> )		Rhododendron, White - Flowered ( <i>Rhododendron albi-florum</i> )	Willow, Scouler's ( <i>Salix scouleriana</i> )	
Falsebox ( <i>Pachistima myrsinites</i> )		Rose, Baldhip ( <i>Rosa gymnocarpa</i> )	Willow, Short-Fruited ( <i>Salix brachycarpa</i> ssp. <i>brachycarpa</i> )	
Gooseberry, Black ( <i>Ribes lacustre</i> )		Rose, Nootka ( <i>Rosa Nutkana</i> )	Willow, Tea-leaved ( <i>Salix planifolia</i> ssp. <i>planifolia</i> )	
Grouseberry ( <i>Vaccinium scoparium</i> )		Rose, Prairie <i>Rosa woodsii</i> )	Other:	
Hawthorn, Black ( <i>Crataegus douglasii</i> )		Rose, Prickly ( <i>Rosa acicularis</i> )	Other:	

**10. Red and Blue Listed Species/Ecosystems:**

**Plants:**

**Animals:**

**Communities:**

**Notes:**

**11. Notes on Neighbouring Properties:**

**CONSERVATION GOALS**

**12. Protected Area Plan:**

*This plan refers to fragile ecosystems that should have little or no human intervention and are delineated on the Property Zones Map.*

Special Features:

**13. Water Management Plan:**

*This plan refers to all water related areas delineated on the Property Zones Map such as wetlands, lake foreshore, bogs, river and creek banks usually protected by a fifteen meter zone.*

Special Features:

**14. Forest Management Plan:**

*This plan refers to all forested, wooded or treed areas as delineated on the accompanying Property Zones Map.*

Special Features:

**15. Agriculture Management Plan:**

*This plan refers to all farm related areas such as fields, paddocks, orchards, garden areas, green houses, growing areas and related activities as delineated on the accompanying Property Zones Map and includes all Agricultural Land Reserve (ALR) lands.*

Special Features:

**16. Area Enhancement Plan:**

*This plan refers to all roads, buildings, infrastructure, service corridors, etc., delineated on the accompanying Property Zones Map and all service access and maintenance requirements.*

Special Features:



- 17. Other Management Considerations:**
- 18. Remarks and Recommendations:**
- 19. Lists of Maps, Photos or Data Sheets Attached:**
- 20. Other Studies, Maps, References, Inventories on this property:**

# APPENDIX N - Property Information for Baseline Report

## Introduction

The particulars of the Easement Agreement – and more specifically the purpose, reserved rights, and restrictions – dictate what types of information will be included in the Baseline Report. This Appendix looks at some typical restrictions contained in the Ontario Heritage Foundation's natural heritage easements and the types of baseline information that they require. Most of this information can be sketched onto your natural features map(s) as described in Section 7.6.2 and then described in the text of the Report.

It is important to note that if one of the characteristics in this checklist is not observed on the property, you should record the absence of that characteristic in the report. Do not simply neglect to mention it. For example, if there are no built structures on the property, include a sentence in the report which reads "No human-made structures were observed on the property".

### THE OWNER SHALL NOT...

**...erect or permit the erection of any buildings, signs, fences or other structures.**

- ✓ Indicate on a map the location of every human-made structure within the boundaries of the easement, i.e. bridges, wells, sheds, fences, hydro poles/towers, septic beds, etc.
- ✓ Photograph each of these structures.

**...plant or allow the planting of non-native plant species.**

- ✓ Note the location of any non-native vegetation observed on the property.

**...remove, destroy or cut any trees, shrubs or other vegetation except as may be necessary for the maintenance of existing accesses, the prevention of disease, or other good husbandry practices.**

- ✓ Indicate the location and size of any woodlots.
- ✓ Describe the history of logging on the site.
- ✓ Indicate evidence of cattle use of streams and forests.

**...construct or improve any road or other such facility except for the maintenance of existing foot trails, fire lanes or other accesses.**

- ✓ Indicate on a map the location of existing trails and access points.
- ✓ Photograph a representative section of the trail or access point to indicate its width.
- ✓ Describe the trail system, when it was established, and why it is used.

**...dump or allow the dumping of soil, waste, or other materials.**

- ✓ Indicate on a map existing sites where materials have been dumped and describe them.
- ✓ Photograph these sites.

**...allow any activities or uses detrimental to water conservation, erosion control, and soil conservation.**

- ✓ Describe the vegetation on any major slopes and along stream banks.
- ✓ Indicate any areas which are susceptible to erosion.
- ✓ Indicate any existing evidence of erosion.
- ✓ Indicate if any water-taking is occurring.

**...allow any changes in the general appearance or topography of the land including the construction of drainage ditches, retaining walls, dams and ponds.**

- ✓ Photograph and map all existing ditches, ponds, streams, wetlands, and other water bodies (include both permanent and seasonal).
- ✓ For streams, indicate on the map the locations of major bends, pools, runs and riffles. Describe the materials on the bottom of the stream, e.g. gravel and sand, the width and depth, direction and speed of flow and any flora and fauna that they support.
- ✓ For wetlands, indicate their class and significance as well as any significant flora and fauna they support.
- ✓ For ponds, indicate if they are natural or human-made, their source, i.e. spring-fed, surface runoff, in-stream, etc., their depth, and how often they dry up, their shape and the flora and fauna they support.

- ✓ Photograph and map any retaining walls, dams, or other structures.
- ✓ Include a topographical map and describe the topography of the land. Emphasize any unique or ecologically important features.
- ✓ Describe the drainage pattern of the property.
- ✓ Identify any recharge or discharge areas on the property, such as springs.

**...dump, excavate, dredge, or remove loam, gravel, soil, rock, sand, or other materials.**

- ✓ Indicate the location of any significant deposits of these materials.
- ✓ Indicate where any past dumping, dredging or removal occurred.

**...operate or allow the operation of any type of motorized vehicles.**

- ✓ Indicate the location of all trails and access points.
- ✓ Photograph and describe any evidence of past use by motorized vehicles, such as tire ruts.
- ✓ Map the major vegetation communities on the property and show their boundaries.
- ✓ Describe these communities (indicate location, dominant species, and the functions they serve such as linkage, attenuation of water flow, habitat, and so on).
- ✓ List the rare, unusual or sensitive flora and fauna which have been reported in the area by the landowner and by past studies as well as the species which you observe on the property. What is the status of these species locally, regionally, and provincially?
- ✓ Describe the natural and human-made habitat on the property. How common is this habitat in the ecological region where the property is situated?



## **APPENDIX O BASELINE INVENTORY**

**Reference Statement:**

**Executive Summary:**

**Property Location:**

**Landowner Information:**

**Conservation Goals:**

**Protected Area Plan**

**Water Management Plan:**

**Forest Management Plan**

**Agriculture Management Plan:**

**Area Enhancement Plan:**

**Other Management Considerations:**

**Remarks and Recommendations:**

**Covenants (clip verbatim from Registered Easement):**

**Property Information:**

**Significant Areas boundaries:**

**Natural Features Descriptions & Ecosystems Present:**

**Water: Streams, Rivers, Ponds:**

**Land Uses:**

**Disturbances:**

**Wildlife and wildlife habitat:**

**Vegetation Communities:**

**Red and Blue listed Species / Ecosystems:**

**Cultural Features (buildings, trails, fences, access points, roads):**

**Notes on Neighbouring properties:**

**Photos and Photo Location Map:**

**List of Maps, Data Sheets:**

**Other Studies, Maps, References, Inventories on this Property:**

**On-site Inventory Completed By:**

**Date:**

**Time:**

**Foundation Contact Person(s):**

**Acknowledgement of Condition Statement:**

We the undersigned do accept and acknowledge the following document including the attached photographs as being to the best of our respective knowledge an accurate description of the natural features and current land uses on the subject property.

\_\_\_\_\_  
Landowner

\_\_\_\_\_  
Landowner

Date:

Ontario Heritage Foundation  
Per:

\_\_\_\_\_



## APPENDIX P

### Annual Stewardship Monitoring Report for Conservation Easements

**Property Information:**

Property Name: \_\_\_\_\_

Has owner changed since last report?      Yes                       No

Landowner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Monitoring Trip Preparation:**

Appointment made with landowner for: \_\_\_\_\_  
Date & Time

Appointment confirmed (at least 24 hrs. prior to visit): \_\_\_\_\_  
Date & Time of call to confirm Appointment

Will landowner be present for the monitoring visit?    Yes                       No

If no, name designate: \_\_\_\_\_

- Easement document reviewed and summarized
- Baseline document reviewed and summarized
- Property file and previous monitoring reports reviewed

**Easement Materials:**

- Maps:  Regional     Municipal     Topographic
- copy of Easement
- copy of Baseline Report
- copy of previous Monitoring Report, if any

**Land Owner Interview:**

- Reviewed terms of easement with landowner
- Reviewed any natural or man-made changes to the property with landowner
- Discussed any problems with trespass or neighbours that affect conservation values or that may constitute a violation of the easement
- Discussed landowner's plans for the property in the next 12 months, including plans to sell or lease the property

Does the landowner foresee any changes in the coming year?    Yes                       No

If Yes, describe (road construction, structures to be built, logging, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Conservation Values:**

- Wildlife/Plant habitat                       Scenic
- River/stream                                       Adjacent to conserved property/public land
- Other (describe): \_\_\_\_\_

\_\_\_\_\_

**Property Condition:**

Boundaries identified & inspected—Conditions to note: \_\_\_\_\_

Visit to each photo point—differences between Baseline Report & this visit should be noted here and new photo taken: \_\_\_\_\_

Log of Photographs taken:

#1 _____	#6 _____
#2 _____	#7 _____
#3 _____	#8 _____
#4 _____	#9 _____
#5 _____	

Document any changes to land use practices: \_\_\_\_\_

**Summary of possible land management issues - describe:**

- Degradation of riparian/wetland areas \_\_\_\_\_
- Transfer of water rights \_\_\_\_\_
- New roads \_\_\_\_\_
- New structures/improvements \_\_\_\_\_
- New fences \_\_\_\_\_
- Timber harvest \_\_\_\_\_
- Mineral development \_\_\_\_\_
- Signs/billboards \_\_\_\_\_
- Commercial/industrial uses \_\_\_\_\_
- Recreational Uses \_\_\_\_\_
- Accumulation of trash \_\_\_\_\_
- Noxious Weeds \_\_\_\_\_
- Domestic animals \_\_\_\_\_
- Overgrazing \_\_\_\_\_
- Off Highway Vehicle use \_\_\_\_\_
- Subdivision \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

General impression and description of inspected area (quality of vegetation, well-maintained land uses/structures, etc.) \_\_\_\_\_

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Questions or observations that require follow-up: \_\_\_\_\_

Comments: \_\_\_\_\_

**Trip Details:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Starting Location: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ kms.

Finish Time: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_ kms.

**TOTAL KMS.:** \_\_\_\_\_

Members of Monitoring Team: \_\_\_\_\_

Report prepared by: \_\_\_\_\_

## APPENDIX Q

(Sample New Conserved Property Owner Letter)

(Letterhead)

(Date)

Dear (New Landowner)

The Trust for Land Restoration recently learned of your purchase of the real property located at (address/city or town). As you know, the use and development of your property is subject to the terms of the Conservation Easement dated (date) granted to the Trust for Land Restoration ("TLR") by (Grantor's Name). We welcome you to our community of conservation landowners! These landowners have worked with TLR to conserve \_\_\_\_\_ acres of important (wildlife habitat/scenic open space, etc.), which will help preserve the special beauty and vitality of the community for future generations.

Enclosed are some materials about TLR, including our most recent newsletter and brochure, which we thought would be of interest to you. We are pleased to offer you a complimentary one-year membership in TLR, so that we can become better acquainted and introduce you to our programs and staff. We have placed you on our mailing list so that you will receive updates of TLR's activities.

We will contact you very soon in order to schedule a time to meet you on the property and review the Conservation Easement, answering any questions you may have about the Easement's terms and conditions. At that time, we will ask you to sign the enclosed Easement Acknowledgment form, the purpose of which is to verify that you have read and understand the Easement agreement.

As you may know, TLR was formed in 1998 and currently holds (number) of conservation easements. Our success in helping conserve lands of natural significance is due to our good relations with landowners. We hope to develop a supportive relationship with you in order to assist you in stewarding your very special property and to allow us to meet our commitment to uphold the Conservation Easement that protects your land in perpetuity.

Please feel free to visit us at our office or call us with any questions you may have about your land, the Conservation Easement or TLR.

Sincerely,

(Executive Director or Stewardship Coordinator)

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