

Guidelines for CC staff in the field

Approved July 26, 2010

In general, all staff members are expected to put a high priority on their own personal safety and the safety of others when working in the field, in accordance with the general health and safety policy of The Couchiching Conservancy.

1. When working in the field, staff members are required to carry a whistle or other alarm device, as well as a cell phone, GPS (with extra batteries), compass and appropriate maps.
2. All new staff will have basic training on compass, GPS and map usage before going out in the field at the start of the season. Where appropriate, volunteers will also receive basic field training.
3. When departing for field work staff members should leave a day plan at the Grant's Woods office outlining itinerary and estimated time of return. Staff should check in with the office by phone when delayed or plans change significantly.
3. Hunter orange should be worn during field work in hunting seasons. Hunting season generally starts in September (grouse and small mammals) and continues until December.
4. When using a boat, staff members and volunteers must wear a PFD and abide by all Transport Canada Regulations (Attached). Staff must work with a partner when boating or working in wetlands on foot. In the latter case, a throw-rope should be included with field equipment.
5. Staff members should carry means of identifying themselves as employees of The Couchiching Conservancy (laminated ID card to be provided).
6. Staff members should try to arrange to be accompanied by another staff member or volunteer during field work. Special priority should be given to arranging partners for field work on the following properties:
 - All Carden Plain properties
 - Severn Woodlands
 - Roehl Wetlands
 - Butler Reserve
 - Mclsaak Wetland
 - Waterthrush Woods

The Couchiching Conservancy Responsibilities

These guidelines have been developed to help protect the health and safety of all Couchiching Conservancy volunteers. Our goals and responsibilities are to provide a safe environment for volunteers. To reach this goal, we will endeavor to:

- Identify hazards; assess likelihood that the hazards may harm volunteers.
- Remove or eliminate hazards if possible or reduce the risk of harm.
- Take immediate action to correct any unsafe work conditions, methods, or practices.
- Advise volunteers of hazards.
- Provide funding for personal protective equipment and other safety supplies.
- Provide assistance and supervision for park volunteers.
- Make information available on when to wear personal protective equipment and how to do a task safely.
- Investigate any incidents or concerns and provide information as needed

Volunteer Responsibilities

The Couchiching Conservancy values the hard work and expertise of volunteers. Your professionalism, enthusiasm and dedication to the Couching Conservancy land is invaluable.

As a Couchiching Conservancy volunteer you have the right and responsibility to:

- Ensure that training has been obtained for operation of equipment and machinery, tool use and project related tasks
- Review, with supervisor, the written guidelines for equipment and machinery operation, tool use and major tasks.
- Report immediately to the supervisor any hazardous work practice/condition that comes to your attention
- Report immediately to the supervisor any work related accident, injury, or near miss.
- Wear/use personal protective equipment (PPE) as recommended, and ensure PPE is properly cared for.
- Cooperate during work-site inspections and accident investigations.

Typical Hazards

The following hazards are known to exist or are reasonably foreseeable within the volunteer environment:

- A variety of debris which may include human and animal waste, needles, other sharps, smoldering fires or hot coals and broken glass
- Poison ivy or others.
- Slippery trails and boardwalks during the wet season.
- Hazardous trees and limbs.
- A variety of insects.
- Unfenced ravines.
- Fast moving rivers and streams.
- A variety of wildlife.

Personal Protective Equipment

Identifying and reducing hazards is everyone's responsibility. Once identified, you can attempt to eliminate or reduce the risk of injury. If the hazard cannot be eliminated use personal protective equipment. Inspect this equipment regularly and maintain between uses.

Examples of personal protective equipment that is often recommended for volunteer projects include:

- Safe sturdy footwear with ankle support.
- Protective eyewear.
- Hearing protection.
- Hard hats.
- Gloves.

Dave's chainsaw information

First Aid-Preparation

It is essential that injured volunteers receive immediate first aid care. Preparation for the treatment of possible injuries involves:

- First aid equipment and supplies.
- Emergency transportation.
- Established means for summoning and obtaining first aid.
- Evacuation plan.
- Appropriate first aid training.

All injuries must be reported to the on-site supervisor name and phone number and complete an incident report.

Job Hazard Analysis

Activity	Potential Injury	Safety Guidelines
General park and maintenance activities	Bruises, cuts, scrapes, insect bites, slip and fall, muscle pull, back injury, abrasions, soreness, repetitive strains	Inspect work sites for hazards before entering and beginning work. Do not take unnecessary risks. Let someone know where you will be working and when you expect to return. Wear clothing and footwear appropriate to the job.
Assessing hazard trees		Stay clear of overhead hazards, and stay out of tree areas in strong wind conditions. Inspect work site for hazardous trees before entering and beginning work. Create a safety zone 1.5 tree lengths away from problem trees until a certified assessor has declared it safe.

Carrying materials	Muscle pull, back injury, abrasions, soreness	Get help when the materials are more than you can handle. Wear gloves. See safe lifting procedures
Insect bites		Be aware of volunteer allergies. Use caution when walking through forests and be aware of aerial and ground nests. Wear bug repellent. See treating insect bites.
Lawn Mowing	Amputation, burns from hot engine parts	Read and follow the operating manual. Keep hands away from hot or moving parts. Wear proper footwear. See safe mowing procedures.
Working alone		Volunteers must never work on properties alone. Never work alone when working from a ladder, near electrical lines or when using motorized equipment.
Chainsaw	Severe injury or amputation.	See chainsaw procedures.
Heat Stress		See Heat Stress Procedures.
Repetitive Strain		

What is Heat Stress?

Working where it is hot puts stress on your body's cooling system. When heat is combined with other stressed such as hard physical work, loss of fluids, fatigue or some pre-existing medical conditions, it may lead to heat-related illness, disability and even death.

This can happen to anybody-even the young and fit. In Ontario, heat stress is usually a concern during the summer. This is especially true early in the summer, when people are not used to the heat.

Heat exposure may occur in many workplaces. For outdoor workers, direct sunlight is usually the main source of heat.

How we cope with heat?

Your body is always generating heat and passing it into the environment. The harder your body works, the more heat it has to lose. Your body must work harder to get rid of heat when the environment is hot and/or humid or has a source of radiant heat (such as sun).

If the air is moving (for example, by fans) and it is cooler than your body, it is easier for your body to pass heat into the environment.

Workers on medication or with pre-existing medical conditions may be more susceptible to heat stress because some medication and/or medical conditions may impair the body's response to heat. Such workers should speak to their personal physicians to see if their medication(s) and/or health condition(s) affect their ability to work in hot environments.

Heat-Stress-related disorders

A summary of heat-stress related disorders, causes, symptoms, treatment and prevention is presented in the table below

	Cause	Symptoms	Treatment	Prevention
Heat Rash	Hot humid environment; plugged sweat glands.	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
Heat Cramps	Heavy sweating from strenuous physical activity drains a person's body of fluid and salt, which cannot	Painful cramps occur commonly in the most worked muscles (arms, legs, or stomach); this can	Move to a cool area; loosen clothing, gently massage and stretch affected muscles and drink	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each

	<p>be replaced just by drinking water. Heat cramps occur from salt imbalance resulting from failure to replace salt lost from heavy sweating.</p>	<p>happen suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.</p>	<p>cool salted water (1 ½ to 2 ½ mL salt in 1 litre of water) or balanced commercial fluid electrolyte replacement beverage. If the cramps are severe or don't go away after salt and fluid replacement, seek medical aid. Salt tablets are not recommended.</p>	<p>other to help spot the symptoms that often precede heat stroke.</p>
Fainting	<p>Fluid loss, inadequate water intake and standing still, resulting in decreased blood flow to brain. Usually occurs in unacclimatized persons.</p>	<p>Sudden fainting after at least two hours of work; cool moist skin; weak pulse.</p>	<p>GET MEDICAL ATTENTION. Assess need for cardiopulmonary resuscitation (CPR). Move to a cool area; loosen clothing; have the person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.</p>	<p>Reduce activity levels and/or heat exposure. Drink fluids regularly. Move around and avoid standing in one place for too long. Workers should check on each other to help spot the symptoms that often precede heat stroke.</p>
Heat Exhaustion	<p>Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.</p>	<p>Heavy sweating; cool moist skin; body temperature over 38C; weak pulse; normal or low blood pressure; person is tired and weak and has nausea</p>	<p>GET MEDICAL ATTENTION. This condition can lead to heat stroke which can cause death quickly. Move the person to a cool shaded area; loosen or</p>	<p>Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede</p>

		and vomiting; is very thirsty; or is panting and breathing rapidly; vision may be blurred.	remove excess clothing; provide cool water to drink; fan and spray with cool water. Do not leave affected person alone.	heat stroke.
Heat Stroke	If a person's body has used up all its water and salt reserved, it will stop sweating. This can cause body temperature to rise. Heat stroke may develop suddenly or may follow from heat exhaustion.	High body temperature (over 41C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and/ or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

Controlling Heat Stress-Acclimatization

The longer you work in a hot environment, the better your body acclimatizes to the heat. If you are ill or away from work for a week or so you can lose your acclimatization.

To become acclimatized, consider the following progressive approaches:

1. If you are experienced on the job, you should limit your shift time in hot working conditions to 50 per cent on the first day, 60 per cent on the second day, and 80 per cent on the third day. You should be able to work a full shift on the fourth day.
2. If you are not experienced on the job (for example, if you are a new employee), you should start off spending 20 per cent of shift time in hot working conditions on the first day and increase your time by 20 per cent on each subsequent day. You should be able to work a full shift in hot working conditions the fifth day.

3. Instead of progressively increasing the exposure times on the job in a hot environment, you can become acclimatized by gradually increasing physical demands of the job over a week or two.

If you have health problems or are not in good physical condition, you may need longer periods of acclimatization.

Protective clothing

- Light summer clothing should be worn to allow free air movement and sweat evaporation.
- If working outdoors, wear light-coloured clothing, preferably long-sleeve shirt and pants, and cover the head to prevent exposure to direct sunlight.

Managing Heat Stress caused by hot weather

For work in hot weather, a hot weather plan is appropriate. A hot weather plan is a simplified heat stress control plan. A hot weather plan should establish the implementation criteria, or triggers, to put the plan into effect. The criteria may include weather/environmental indicator triggers such as:

- Humidex (local or specific site) reaching or exceeding 35
- Environment Canada humidex advisory (air temperature exceeding 30C and humidex exceeding 40).
- Environment Canada weather reports

Couchiching Conservancy Conflict of Interest Policy

Date approved by Board of Directors: _____

Scope:

This policy applies to Couchiching Conservancy staff, officers, directors and members of committees of, or reporting to, the Board of Directors.

Definitions:

1. Conflict of interest: occurs when an insider or a closely related party of an insider has a direct or indirect pecuniary interest in a material matter arising from his/her position with the Couchiching Conservancy.
2. Pecuniary interest: an interest in a material matter capable of being measured monetarily including a gain or loss of prospective advantage having monetary value.
3. Indirect Pecuniary Interest: for the purpose of this policy an insider has an indirect pecuniary interest in any material matter in which the Board or a committee of the Board is concerned, if the insider:
 - a. Is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public, that has a pecuniary interest in the matter,
 - b. Has a controlling interest in, or is a director or senior officer of, a corporation that offers its securities to the public, that has a pecuniary interest in the matter,
 - c. Is a member of a body, that has a pecuniary interest in the matter, or
 - d. Is a partner, a closely related party or is employed by a person or a body that has a pecuniary interest in the matter.
4. Insider: Couchiching Conservancy staff, officers, directors, members of committees of, or reporting to, the Board of Directors.
5. Closely related party: spouse or domestic partner, child, sibling parent, other relative living in the same household, or their spouse.
6. Material Matter: a material contract or material transaction whether made or proposed that can reasonable be regarded as likely to influence an insider.

General Standards

1. As a charitable organization, the Couchiching Conservancy serves the public rather than private interests and strives to preserve the highest level of integrity and trust with the communities it serves and all parties with whom it interacts.

2. The Couchiching Conservancy will follow its property selection criteria and approval procedures while engaging in land and conservation agreement transactions regardless of ownership or circumstances.
3. The Couchiching Conservancy will deal with conflicts of interest as soon as possible as they arise.
4. The Couchiching Conservancy will not accept a donation or complete a land transaction if any identified conflict of interest is not addressed.
5. Insiders shall abstain from accepting gifts or gratuities in excess of \$1000.00 from individuals or organizations engaged in transactions with the Couchiching Conservancy unless otherwise approved.
6. This policy is intended to supplement but not replace any provincial or federal legislation governing conflict of interest applicable to registered charities or not-for-profit corporations.
7. The Conflict of Interest policy will be provided to all new staff members, directors and to others as appropriate. It will be posted on the Couchiching Conservancy website.

Procedure:

1. Insiders will identify and immediately disclose any pecuniary interest by declaring such interest to the Executive Director, the President of the Board of Directors or to the relevant committee chairperson. The pecuniary interest shall be disclosed in writing or be requesting to have it entered in the minutes of the meetings of the Board. The disclosure shall include the nature and extent of the pecuniary interest and if disclosed at a meeting of a committee of, or reporting to, the Board it shall be brought forward as soon as possible to a meeting of the Board.
2. In the case of a director or a member of a committee of, or reporting to, the Board of Directors disclosure required by this policy shall be made,
 - a. At the meeting then at which a material matter is first considered or if the individual is absent from that meeting then at the first meeting attended by the individual thereafter;
 - b. If the director or member was not, at the time of the meeting referred to in paragraph a) interested in the material matter, at the first meeting after the director or member becomes so interested;
 - c. If the director or member becomes interested after the material matter is dealt with, at the first meeting after the director or member becomes so interested; or
 - d. If an individual who is interested in a material matter later becomes a director or member, at the first meeting after the individual becomes a director or member.
3. In the case of an officer or staff person who is not a director or a member of a committee of, or reporting to, the Board of Directors disclosure required by this Policy shall be made:
 - a. Immediately after such individual becomes aware that the material matter is to be considered or has been considered at a meeting;
 - b. If such individual becomes interested after a decision respecting a material matter has been made, immediately after such individual becomes so interested;

- c. If an individual who is interested in a material matter becomes an officer or staff person, immediately after the individual becomes an officer or staff person.
4. The chair will call the question of pecuniary interest at the beginning of each Board meeting or meeting of a committee if, or reporting to, the Board and bring forward any such interests reported since the previous meeting.
5. The Board of Directors will make the final determination whether a pecuniary interest exists or whether an identified interest relates to a material matter. Insiders agree to be bound by decision of the Board of Directors.
6. Insiders will provide all relevant information as requested and will abstain from participating in any decisions or voting on matters where they have a pecuniary interest. Insiders will not be present while discussions and deliberations on the matter take place.
7. An Insider may communicate with the Executive Director or with a member of the Board of Directors when that Insider reasonably believes there is an apparent pecuniary interest on the part of any other Insider that has not been reported to Board of Directors or acknowledged in any way. The Executive Director or member of the Board will bring the matter forward to the Board of Directors.
8. Where there is a failure to declare a pecuniary interest, The Board of Directors will determine the course of action up to and including removal from employment, office or membership. No insider will be removed unless the individual has been given fair notice and has had the opportunity to address the Board concerning the matter.
9. All matters related to pecuniary interests will be reflected in the minutes of meetings of the Board of Directors.

THE COUCHICING CONSERVANCY
CHILD PROTECTION POLICY AND PROCEDURE

1. SCOPE

This Policy and Procedure cover the protection of a child from physical, sexual, psychological or emotional harm whether actual or threatened caused by a staff member or volunteer of the Couchiching Conservancy when involved in Conservancy activities.

2. DEFINITIONS

Adult Supervisor- A person at least 18 years of age who has the express permission of a parent or legal guardian of a child to engage in the Conservancy activity or who is the leader of a group (such as a school class, boy scouts, girl guides) that has charge of the child during the activity.

Child- A person under the age of 16 years.

Serious Adverse Incident – An Incident where a child has suffered or likely to suffer physical, sexual, psychological or emotional harm during a Conservancy activity

Staff Member- An employee of the Conservancy including those employed on a part- time or contract basis.

3. GENERAL STANDARDS

- (a) There are no Couchiching Conservancy activities where a staff member or volunteer works alone with a child during the day or overnight.
- (b) Alcoholic beverages will not be consumed by a staff member or volunteer immediately prior to or during the delivery of any Conservancy activity involving children.
- (c) For all Conservancy activities a child must be under the supervision of a parent, legal guardian or adult supervisor of the child.

4. SCREENING AND PROCESS FOR STAFF MEMBERS AND VOLUNTEERS

Volunteers and staff members working with children on behalf of the Conservancy will be screened by the Executive Director of the Conservancy in a manner appropriate for the position. Screening measures will be conducted with respect to the human rights of applicants and all information will be confidential.

5. DUTY TO REPORT

Staff members will report to the Executive Director of the Conservancy any serious adverse incident regarding a child involved in a Conservancy activity, and in turn the Executive Director will report such incident to the Board. The Executive Director and the Board will act according to law and in the best interest of the child.

6. DOCUMENTATION AND CONFIDENTIALITY

All reports of incidents and records of complaints including contents of meetings, interviews, results of investigations and all other materials related to a serious adverse incident shall be collected and maintained in a confidential file in the office of the Executive Director unless required to be produced by law.

7. ORIENTATION

All staff members who will be working with children will receive a copy of the Policy. Staff members will also ensure that volunteers are aware of the General Standards set out above.

Approved by the Board of Directors October 22, 2012

THE COUCHICING CONSERVANCY

WORKPLACE VIOLENCE & WORKPLACE HARASSMENT **POLICY AND PROCEDURE**

1. SCOPE

This Policy and Procedure applies to all workers of the Couchiching Conservancy including those employed on a part-time or contract basis, and to the Board of Directors. Where indicated this Policy and Procedure also applies to persons who volunteer to perform work or supply services to the Conservancy. With respect to workers, this Policy is mandated by the Occupational Health and Safety Act.

2. DEFINITIONS

Worker - a person who performs work or supplies services for monetary compensation.

Workplace – Any land, premises, location or thing at, upon, in or near which a Worker works.

Workplace Harassment – Engaging in a course of vexatious comment or conduct against a Worker in a Workplace that is known or ought reasonably to be known to be unwelcome.

Workplace Violence –

- (a) the exercise of physical force by a person against a Worker, in a Workplace, that causes or could cause physical injury to the Worker
- (b) an attempt to exercise physical force against a Worker, in a Workplace, that could cause physical injury to the Worker,
- (c) a statement or behavior that it is reasonable for a Worker to interpret as a threat to exercise physical force against a Worker, in a Workplace, that could cause physical injury to the Worker

3. GENERAL STANDARDS

- (a) The Conservancy is committed to building and preserving a safe working environment for all its workers and volunteers.

- (b) The Conservancy will not tolerate acts of Workplace Harassment and/or Workplace Violence against or by any worker.
- (c) The Conservancy will not tolerate acts of harassment and/or violence that involve comments or conduct of the same nature that occur when there is Workplace Harassment and/or Workplace Violence when such acts are against or by a volunteer of the Conservancy in the Workplace.
- (d) Acts of harassment and/or violence against or by a volunteer of the Conservancy may be dealt with by following the procedures as set out below as a guideline.

WORKPLACE VIOLENCE

4. ASSESSMENT OF RISKS OF WORKPLACE VIOLENCE

The Conservancy workplace is unique consisting of the Conservancy Centre at Grant's Woods and approximately 10,000 acres of land which it manages. There are few workers employed by the Conservancy and generally they are self-directed and in many instances work alone. Therefore the risk of Workplace Violence is very low. However, to control any risk, all workers and members of the Board will be provided with a copy of this Policy and Procedure.

5. DOMESTIC VIOLENCE

If the Conservancy becomes aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the Conservancy shall take every precaution reasonable in the circumstances for the protection of the worker including advising the worker of threatening calls, unwelcome visits at the workplace, and providing information as set out in the following section.

6. PROVISION OF INFORMATION

The Conservancy has a duty to provide information to a worker, including personal information, to the extent that it is reasonably necessary to protect the worker from physical injury, related to a risk of Workplace Violence from a person with a history of violent behavior if,

- a) The worker can be expected to encounter that person in the course of his or her work; and
- b) The risk of Workplace Violence is likely to expose the worker to physical injury.

7. REPORTING INCIDENTS AND SUMMONING IMMEDIATE ASSISTANCE

Workers subject to Workplace Violence should report the incident immediately to the Executive Director or the President of the Conservancy. Incidents that constitute criminal acts will be referred to the local police department or other policing agency. Workers may also choose to call 911 for summoning immediate assistance when Workplace Violence occurs or is likely to occur.

8. METHOD OF REPORTING

While workers may initially report an incident verbally they should be encouraged to follow up with a written report as soon as reasonably possible.

9. INVESTIGATION OF INCIDENTS OR COMPLAINTS

All incidents or complaints of Workplace Violence shall be investigated by the Executive Director or the Board of Directors of the Conservancy. Depending upon the nature of the incident or complaint there may also be a criminal investigation by the local police department or other policing agency. The investigation shall include interviews with all persons involved in the complaint or incident and a written report will be prepared by the investigator. Disciplinary or corrective action may be taken including suspension of duties or termination of employment if it is determined that Workplace Violence has occurred.

WORKPLACE HARASSMENT

10. REPORTING INCIDENTS OF WORKPLACE HARASSMENT

- a) **Informal Process** – Workers who believe they are being harassed are encouraged to let the offender know that his/her behavior is unwelcome. The worker may wish to resolve the matter with the offender directly by such a measure.
- b) **Formal Process** – If the worker does not wish to bring the matter directly to the attention of the offender, or if such approach is attempted and does not produce a satisfactory result, the worker should report the incident to the Executive Director or the President of the Conservancy.

11. METHOD OF REPORTING

While workers may initially report an incident verbally, they should be encouraged to follow up with a written report as soon as reasonably possible.

12. INVESTIGATION OF INCIDENTS OR COMPLAINTS

All reported incidents or complaints of Workplace Harassment shall be investigated by the Executive Director or the Board of Directors of the Conservancy. The investigation shall include interviews with all persons involved in the complaint or incident and a written report will be prepared by the investigator. Disciplinary or corrective action may be taken including suspension of duties or termination of employment if it is determined that Workplace Harassment has occurred.

THE COUCHICHING CONSERVANCY

LAND STEWARDSHIP POLICY

As approved by the Board, April 30, 2007

“When one tugs at a single thing in nature, he finds it attached to the rest of the world.” John Muir

This policy has been developed to guide The Couchiching Conservancy’s approach to appropriate uses and habitat management on its properties. This policy provides the principles and framework for the process of determining management priorities and planning and implementing management actions. All capitalized terms are defined in section 5.0.

1.0 CONTEXT:

The objectives of The Couchiching Conservancy are:

1. To preserve, protect, restore and improve the natural environment of the Couchiching Region.
2. To encourage and foster an understanding and awareness of the natural environment and its values in enhancing our quality of life.
3. To acquire, maintain and preserve lands or interests in lands of ecological, recreational, scientific, scenic, heritage, or open space value.
4. To promote and undertake research and data collection on the natural environment and to distribute the findings to the public.

The Conservancy is involved in management of three types of properties:

- **Conservation Lands:** properties owned outright by The Couchiching Conservancy with the intent of long-term conservation of their natural values (note: excludes properties held for short-term sale);
- **Management Agreement Lands:** properties owned by another organization or agency, and managed under agreement by the Conservancy; and
- **Conservation Easement Lands:** properties in private or municipal ownership of which the Conservancy holds a Conservation Easement.

This policy applies ONLY to the first category of properties.

For Management Agreement Lands, the policies of and standards of the organization who owns the property will take precedence.

For Conservation Easement lands, access is restricted to staff and volunteers of the Conservancy for monitoring purposes, property management as specified in the easement is provided by the owners or their agents, and permitted and prohibited uses are specified in the easement agreement.

2.0 LAND STEWARDSHIP GOALS:

- To preserve, protect and support the integrity and biodiversity of natural ecosystems on Conservation Lands.
- To restore Conservation Lands where necessary to overcome degraded conditions.
- To provide appropriate access to Conservation Lands for public education, personal renewal, passive recreation, and research.
- To the extent possible, to minimize or mitigate conflict with land uses on adjacent properties.

3.0 GUIDING PRINCIPLES FOR LAND STEWARDSHIP:

1. Management Activities will be based on a Property Management Plan approved by the Conservancy Board within three years of acquisition, or on an Interim Management Statement developed prior to that point.
2. Prior to or immediately after Conservation Lands are acquired, a baseline report will be prepared to identify Conservation Targets and factors relevant to future management of each property.
3. All Management Activities must ensure the long-term survival of representative natural community types and native species, especially those identified as Conservation Targets.
4. Any Property Management Plans and Activities will make use of the best and most current available science to meet the management needs of Conservation Targets.
5. Significant management activities (as determined by the Executive Director) will be approved by the Conservancy Board in the Property Management Plan or Interim Stewardship Statement prior to any undertaking.
6. Conservation Lands will generally be accessible to the public for a range of Permitted Uses, with specific uses to be determined on a case-by-case basis through the Property Management Plan.
7. Where Permitted Uses could conflict with the achievement of Conservation Goals, the protection of the ecological integrity of the property will take priority.

8. Exceptions to Generally Permitted and Generally Prohibited public uses of Conservation Lands can be considered by the Conservancy Board, provided that the proposed uses do not negatively impact the Conservation Goals or Targets for the property.
9. The Property Management Plan may authorize the use of certain tools or activities for management purposes beyond those generally permitted to visitors (e.g. ATV use, vehicular access, removal of nuisance animals, etc.)
10. Management Activities will incorporate appropriate steps to minimize safety risks to visitors and volunteers on Conservation Lands, but properties will not be actively managed for recreational use.
11. All Property Management Plans should be reviewed every *five years* to ensure that new information is incorporated and that management activities remain relevant.

4.0 GENERALLY PERMITTED AND PROHIBITED PUBLIC USES

Certain visitor activities constitute uses that are either generally permitted or generally prohibited for all properties, unless otherwise specified in a Property Management Plan.

Permitted uses shall be low intensity, non-consumptive uses compatible with the conservation of natural ecosystems and protection of native species. In cases where property contains sensitive ecosystems or features, some or all of the Generally Permitted Uses may not be allowed. On the other hand, in certain cases with compelling circumstances, exceptions to the Generally Prohibited uses may be considered. These exceptions will be identified in the Property Management Plan.

Generally Permitted	Generally Prohibited	Considered-Case-by-Case
Nature appreciation	Paintball	On leash dogs
Photography	Off leash dogs	Fishing
Hiking	Feeding wildlife	Geocaching
Cross country skiing	Collection of material**	Large group visits*
Snowshoeing	ATVs/off road vehicles	Snowmobiles on trails
Birdwatching	Mountain biking	Picnicking
	Harvesting of berries or	Erecting nest boxes or nesting

	mushrooms	platforms
	Hunting	Feeding birds
	Camping	Research
	Shelters and stands	Education field trips*
	Trapping	Seed collection
	Swimming	Horseback riding

*With a reasonable leader

**Such as picking wildflowers, removal of wood, fossils, etc.

4.1.1 SITE SPECIFIC USES

Any exceptions to the Generally Permitted and Prohibited land uses (see lists above) must be specified in the Property Management Plan. The terms and conditions of these land use exceptions shall be specified in the Property Management Plan.

The determination of public uses on a Case-by-Case basis (as listed above) for a specific property will be included in the Property Management Plan.

The property access point(s) will be appropriately signed to show general land use policies and exceptions(s).

4.1.2 RATIONALE FOR EXCEPTION

When deciding whether to approve a “Generally Prohibited” public use within a Management Plan, The Couchiching Conservancy Board will consider the recommendation of staff and the Property Management Committee, but the final decision rests with the Board. These decisions will be based on:

- The best available science and property –specific information;
- An analysis of whether the use will be consistent with the Conservation Targets identified for the property;
- Consideration of any safety issues, neighbourhood or public support or opposition, property donor views if known, and history of the use on the property.

4.1.3 OBTAINING SPECIAL PERMISSION

Special permission for certain public uses may be required on an individual “one-time” basis (as specified in a Management Plan or for the continuation of historic uses in advance of a Management

Plan being developed). The Conservancy Board may delegate the authority to authorize these permissions to Conservancy staff within specified conditions. Being granted special permission on one occasion *does not* grant the recipient unlimited entitlement to the privilege in the future.

5.0 Definition of Terms

Conservancy Members- Includes all person, Board Members, groups or organizations that hold an annual membership or life membership to The Couchiching Conservancy, including staff of the organization.

Conservation Easement-A legal agreement between a landowner and The Couchiching Conservancy attached to the title of the property, which binds the current owner and any subsequent owners to the terms identified in the easement

Owned By the Couchiching Conservancy: 1,609 Acres

1. Thomas C. Agnew Nature Reserve – 85 Acres
2. Robert & Emily Fawcett Nature Reserve – 93 Acres
3. Alexander Hope-Smith Nature Reserve – 113 Acres
4. Helen H. Butler Reserve – 31 Acres
5. Carthew Bay Nature Reserve – 22 Acres
6. Elliot Woods – 19 Acres
7. Grant Wetland – 20 Acres
8. Grant's Woods – 52 Acres
9. Jennett Nature Reserve – 23 Acres
10. McDarker Wetland – 50 Acres
11. McIsaac Wetland – 87 Acres
12. Prospect Marsh Nature Reserve (Carden) – 200 Acres
13. Roehl Wetland – 71 Acres
14. The Church Woods – 25 Acres
15. Waterthrush Woods (Carden) – 86 Acres
16. Wilson Point Wetland – 23 Acres
17. Wolf Run Alvar (Carden) – 303 Acres
18. Bluebird Ranch (Carden) – 206 Acres
19. Kris Starr Sanctuary (Carden) – 100 Acres

Easements Held by the Couchiching Conservancy: 1,594 Acres

1. Agnew Conservation Easement – 43 Acres
2. Konda Conservation Easement – 45 Acres
3. Scout Valley Conservation Easement – 230 Acres
4. Probst Easement (Carden) – 100 Acres
5. Wilkins Easement – 70 Acres
6. Williams Easement – 100 Acres
7. Turnbull Easement (Carden) – 400 Acres
8. Russell Easement (Carden) – 85 Acres
9. Ironside Easement – 303 Acres
10. Leadbeater Easement – 218 Acres

Conservation Goals: Decided in the Property Management Plan, based on Conservation Targets for the property. May include restoration, restricted use, planting, removal of invasive species, etc.

Conservation Lands: Any land which is owned by the Couchiching Conservancy for conservation purposes.

Conservation Targets: The most significant elements of biodiversity where conservation action should be focused. These targets are often associated with the features that triggered acquisition of the Property.

Management Activities: Includes any activity approved in a Property Management Plan by the Conservancy Board for the restoration or preservation of Conservation Lands, or for the control of public used on Conservation Lands.

Management Agreement Lands: Properties which are *managed* by the Couchiching Conservancy through agreement with another owner.

Property Management Plan: A document created by the Stewardship Coordinator in consultation with Conservancy members and volunteers and approved by The Couchiching Conservancy Board, which identifies the Conservation Targets, action plans and significant ecological occurrences on the property.

Public: The Public includes all persons who do not have an annual membership to The Couchiching Conservancy, as well as Conservancy members.

Research: Any activities by individuals or organizations beyond Conservancy staff or volunteers, intended to generate science-based information or to test hypotheses relating to a property's features or management. Research activities must adhere to an agreement approved by the Executive Director, and copies of any resulting information will be provided to the Conservancy.

Partnering in the Acquisition Management of: 8,246 Acres

1. Alexander Hope-Smith Part B – 106 Acres
2. Cameron Ranch Alvar (Carden) – 2869 Acres
3. East Coulson Swamp – 87 Acres
4. Little Bluestern Alvar (Carden) – 654 Acres
5. Katherine McCuaig MacDonald Nature Sanctuary (Carden) – 104 Acres
6. McGee Creek & Cranberry Wetland (Carden) – 489 Acres
7. Prairie Smoke Alvar (Carden) – 700 Acres
8. Severn Woods Nature Reserve (Carden) – 600 Acres
9. Tushingam Property – 50 Acres
10. Windmill Ranch (Carden) – 1600 Acres
11. North Bear Alvar (Carden) – 787 Acres
12. Digby Easement (Carden NCC) – 200 Acres

Total Acres: 11, 449 Total Area Protected in Carden: 8,883 Acres

Although hunting is generally not permitted on the 40 parcels of lands managed by the Couchiching Conservancy, there are exceptions:

Properties that allow hunting:

Kris Starr Sanctuary: family members have rights to continue hunting on the property

Prairie Smoke Alvar: Nature Conservancy of Canada (NCC) grants permission to a family to continue deer hunting on property.

North Bear Alvar: NCC has granted permission to a local group to hunt deer.

Windmill Ranch: Ontario Parks has granted permission to a family to continue to hunt deer on property.

Turnbull Easement: family members are allowed to hunt deer on property.