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**ACKNOWLEDGEMENTS**

The original report was authored by Authors name. The authors would like to thank Include people who have helped and Organisation who provided financial or other support.

**Recommended Citation:**

Eg. Organisation Name, year. Property Management Plan – Site Name, Area, Province..

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**PROPERTY MANAGEMENT PLAN SUMMARY**

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| --- |
| **PROPERTY INFORMATION** |
| **Location** |  |
| **Property Area** |  |
| **Securement Type/Year** |  |
| **Key Local Partners** |  |

|  |
| --- |
| **BIODIVERSITY VALUES** |
| **Global - Imperiled Species or Community** |  |
| **National - Imperiled Species or Community** |  |
| **Provincial - ANSI, PSW, Carolinian Canada Site** |  |
| **Provincial - Imperiled Species or Community** |  |

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| --- |
| **CONSERVATION TARGETS & THREATS** |
| **Conservation Targets/Overall Viability Assessment** |  |
| **Highest Threats** |  |

|  |
| --- |
| **CONSERVATION MANAGEMENT GOAL & OBJECTIVES** |
| **Goal** |  |
| **Objectives** |  |

|  |
| --- |
| **FIVE YEAR BUDGET SUMMARY** |
| **Urgent Actions** |  |
| **Necessary Actions** |  |
| **Beneficial Actions** |  |
|  |  |

**(Information in parentheses in there to provide you with guidance on what to include in the document, it should not be included in your final management plan)**

**1 BACKGROUND**

**1.1 Purpose of this plan**

(Why are you producing this plan, e.g. funding requirement, new property acquisition, CLT Standards and Practices recommendation, update, etc.?)

**1.2 Property Location and Legal Description**

(Summary of location and legal information. Site location maps or aerial photographs are useful here)

 **Table 1.1** Location and Legal information (This table example is a guide to what information you might include)

|  |  |
| --- | --- |
| Property Name |  |
| Legal Land Description |  |
|  |  |
| Area (hectares/ acre)  |  |
| Lot and Concession  |  |
| Roll Number  |  |
| PINs |  |
| Municipality/Town/City  |  |
| County/Region  |  |
| Nearest Major Centre  |  |
| Access Directions  |  |
| Conservation Authority  |  |
| Watershed  |  |
| Ecodistrict  |  |
| Road Frontages  |  |
| NAD  |  |
| UTM Zone  |  |
| UTM Centroid  |  |
| Elevation |  |
| Property Owner |  |
| Property Manager (Organization) |  |
| Site designations (ANSI, PWS etc.) |  |
| MNR District |  |

**1.3 Environmental and Land Use Designations**

(Summarize any environmental designations (if any) and how they influence the site. (e.g. do they give the site any protection or limit activities carried out on the site.))

**1.4 Planning Context**

(Consider upper and lower tier municipal plan land designations and how they affect land use on your site).

**2. BASELINE INVENTORY SUMMARY**

(This section should provide a summary of baseline information, collated from records, other reports etc. You do not need to include detailed survey methodology etc. or a repeat of information produced for a Baseline Document Report (BDR) if you have one. It should include a summary of what has and has not been surveyed; it is import to document both gaps in survey effort as well as gaps in records due to the likely absence of a species.)

Advice from NCC: “Credible baseline inventories on NCC properties are critical for our conservation work. These inventories are necessary to identify the distribution and health of biodiversity targets, the magnitude of threats, and ultimately to design effective conservation actions and effectiveness measures. Inventories identify important property risks and liabilities that NCC may need to manage. Baseline inventories also support fund-raising and communications by documenting the occurrences of rare species and demonstrating to our donors that the actions we need funding for are based on good information.”

**Physical and Cultural Elements**

**2.1 Landscape Elements**

(Describe how the site fits into the wider landscape; include a summary of the Ecoregion and Ecodistrict, underlying geology, soils, drainage, linkage to other sites, potential opportunities to link natural heritage sites and adjacent land use. This information will be used to identify potential external ‘threats’ and opportunities. Activities on nearby properties may have a large influence on the success or failure of your proposed objectives, so it is wise to give them due consideration.)

**2.2 Land Use and Cultural Elements**

(How is the site currently used? How was it used in the past? What are the zoning and land use restrictions for the site. Include a summary of trail and other human uses, community buildings etc. It is important to identify both permitted and other land use activities. Later on in the PMP it will be important to determine the relative importance/extent of these activities and how they may affect the future value of the property. For example, you may find some activities conflict with your desired goal or objectives. It would also be useful to refer to your land trust or organisation stewardship principles here)

**Biological elements**

**2.3 Vegetation Communities**

(Make a broad description of the properties habitat features. ideally include a map and a description of all Ecological Land Classification (ELC) vegetation community types.)

**2.4 Species Surveys**

(Provide a summary of any ecological surveys undertaken on the site, when and who by. Provide a summary of flora and wildlife records. If you have a long list, e.g. more than 25 species, include it as an appendix. Always include as a minimum the species, the date and the person who observed the record. Ideally the location (Lat. Long. or at least a description) should also be included. If targeted surveys have been undertaken and no observations recorded this information should also be included)

**2.5 Species at Risk**

(Include a table of species at risk records, those considered likely to occur and those that historical occurred as this may help guide any restoration proposed.)

**2.6 Invasive Species**

(Include a table of all invasive species records from the site and adjacent sites, in known. If no invasive species are present a good baseline would say something like: “The site was surveyed by… on … [date] and no evidence of non-native or invasive species was recorded. This can then be used in future as a marker. If you have no invasive species and you therefore do not mention them in your report, in future you or others referring to the document will not know that anything was done previously.)

**2.7 Other Natural Heritage Information**

(Most Land Trusts may not have many or any full time staff. This can make the thought of collating plant and wildlife data daunting. However, most properties will have some existing records which can be used to help decide on where or how to target future surveys. Records could include local ministry assessments of wetlands, aerial photographs, Natural Heritage Information Centre data, and records from other wildlife groups, such as the local naturalist group, Ontario Breeding Bird Atlas, Ontario Butterfly Atlas and Ontario Amphibian and Reptile Atlas. Property neighbours may also have useful information.)

**3. CONSERVATION PRIORITY ANALYSIS**

(This process should be undertaken in consultation with partners and local and regional specialists to help you develop the most practical and effective actions for the targets on your site.)

**3.1 Identify Conservation Targets**

(Define your conservation targets. Conservation targets are selected as the most significant elements of biodiversity present on the property where conservation actions should be focused.

Conservation targets include natural features or elements that:

* have been identified as significant at a regional, provincial, national or global level;
* are listed as a priority within or through a recognized regional or local plan strategy, or designation; or
* enhance an existing protected area or are threatened by an external factor that could contribute to its loss.

(Review initial list of targets and “lump” or “split” targets as necessary. As a general rule, you will want to lump several targets into one if they:

* co-occur on the landscape,
* share common ecological processes,
* share similar critical threats, and
* therefore require similar conservation strategies.)

**3.2 Assessing Conservation Target Condition**

(This step is the key to helping you identify which of your targets are most in need of immediate attention, and for measuring success over time.

(Select a key attribute (e.g. breeding) and a measurable indicator (e.g. number of breeding pairs in the target forest area) to measure the effectiveness of conservation actions. Determine the current and desired status of the attribute (e.g. current status – two breeding pairs, desired status maintain number of breeding pairs). If you do not have enough information about your target, this is ok, clearly state what is known and not known, then information gathering could be addressed in an appropriate action.)

**3.3 Identify Other Targets**

(Will the site be managed for any other non-biological targets, such historical features, public access, research, education? If so these targets should be identified here and a priority assigned so you can prioritise if two proposed actions conflict.)

**3.4 Threats**

(Identify all threats, including potential threats (e.g. invasive plant species identified on an adjacent site). For each threat consider level of damage likely to occur, scope and recoverability. Rank threats using ranks of very high, high, medium and low. A description of ranks is provided below.

|  |
| --- |
| The level of damage to the conservation target that can reasonably be expected within 10 years under current circumstances (i.e., given the continuation of the existing situation). |
| **Very High:** The threat is likely to destroy or eliminate the conservation target over some part of the site. |
| **High:** The threat is likely to seriously degrade the conservation target over some part of the site. |
| **Medium:** The threat is likely to moderately degrade the conservation target over some part of the site. |
| **Low:** The threat is likely to only slightly impair the conservation target over some part of the site. |

Then list each for you targets to identify those that are most critical. For species at risk present on the site, review the MNR guidance for each Species at Risk asRecovery Strategy or Government Response Statement, if there is one, to identify critical threats are identified.)

**4. MANAGEMENT GOAL, OBJECTIVES AND ACTIONS**

**4.1 Management Goal**

(This is the overarching aim of the management of the site (E.g. To maintain and enhance the Grassland Complexes that can support viable populations of associated species at risk and specialized species assemblages.))

**4.2 Management Objectives and Actions**

(As a minimum, develop objectives for each ecological attribute and each critical threat. Make sure the objectives are specific, if they are general, they are difficult to measure. The actions are the specific activities that will be undertaken to fulfil the objective. There may be more than one action for each objective. Again, for Species at Risk, review the Ontario Species Recovery Strategy or Government Response Statement, if there is one, to identify the critical and high priority actions as these should be drawn into the management actions where practical, to most benefit the Species at Risk present on the property. Also refer back to your land use restrictions and policies to ensure actions are consistent with these.)

(Once you have written your objectives and actions, the actions should be **prioritised** to direct focus onto the most critical activities. Priority levels such as Urgent, Necessary and Beneficial, are often used.)

(Measures of success should include a description of your desired outcome or status following completion of the action.)

(Delivery of actions can occur through different means. The property owner/manager is not the best person to undertake all the objectives. A recommended delivery mechanism should be identified for each action based on the type, difficulty and cost of the action. Mechanisms you could use include: Staff, Volunteers, External Consultant and Partners.)

(An example table is provided below to remind you of each issue you need to consider for every objective.)

**Table 4.1 Management Actions**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Priority**  | **Objective**  | **Actions**  | **Measure of Success** | **Who Will Deliver?** | **Start Date** | **End Date** | **Estimated Cost ($)**  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**5 MANAGEMENT PLAN REVIEW**

(Define a period of time after which the management plan will be reviewed and updated (usually 5 or 10 years).)

**6. REFERENCES**

**7. APPENDICES**

(Examples of likely appendices include: Copy of title search and transfer agreement; table of species, copies of maps; table of photos etc. Example tables for species list and photographs are provided below)

**Species list**

| **Common Name** | **Scientific Name** | **Status Ranks** | **Observer** | **Date Observed** | **Location** | **Description** | **Observer contact info.** | **Search Result**  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **G**  | **S**  | **COSEWIC**  | **Provincial**  |  |  |
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**Property Photographs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Photo label** | **GPS reading** | **Photo description** | **Date taken** | **Photographer** |
|  |  |  |  |  |
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(This template is broadly based on the Nature Conservancy’s action planning framework. Go to the Conservation Gateway for more information <https://www.conservationgateway.org/Files/Pages/action-planning-cap-handb.aspx>

Other Information sources:

* Ontario SAR list <http://www.ontario.ca/environment-and-energy/species-risk-ontario-list>
* Make a Natural Heritage Area Map [http://www.giscoeapp.lrc.gov.on.ca/web/MNR/NHLUPS/NaturalHeritage/Viewer/Viewer.html](http://www.birdsontario.org/atlas/downloaddata.jsp)
* Birds <http://www.birdsontario.org/atlas/downloaddata.jsp>
* Nature Counts <http://www.bsc-eoc.org/birdmon/default/searchquery.jsp>
* Butterflies <http://www.ontarioinsects.org/atlas_online.htm>
* Mammals <http://www.ontarionature.org/discover/resources/publications.php> )