A Guide to Land Stewardship

Close to nature.
Close to home.

THE BRUCE TRAIL CONSERVANCY
First Edition: January 1999
Revised: March 2003
Latest Revision: July 2009
# Table of Contents

## INTRODUCTION

WHAT IS THE LAND STEWARDSHIP PROGRAM? ................................................................. 1

WHO OWNS THE LAND? ........................................................................................................ 2

WHAT IS AN EASEMENT? .................................................................................................... 2

WHAT IS AN ECOGIFT? ....................................................................................................... 3

WHAT IS THE ROLE OF THE LOCAL CLUBS AND THE BTC? ............................................. 3

TRAIL MAINTENANCE AND DEVELOPMENT ........................................................................ 3

LANDOWNER RELATIONS ...................................................................................................... 4

BTC STAFF .......................................................................................................................... 4

FLOW OF COMMUNICATION WITHIN THE LAND STEWARDSHIP PROGRAM ............... 4

WHAT IS THE ROLE OF THE LAND STEWARD? ................................................................. 6

WHO CAN BE A LAND STEWARD? ...................................................................................... 6

THE LAND STEWARD Binder ............................................................................................. 6

THE LAND STEWARDSHIP PLAN ....................................................................................... 7

SITE VISITS ......................................................................................................................... 7

STEWARDSHIP PLAN RECOMMENDATIONS .................................................................... 8

BRUCE TRAIL CONSERVANCY POLICIES ......................................................................... 8

HEALTH AND LIABILITY ...................................................................................................... 8

LOCATING AND MARKING THE PROPERTY BOUNDARIES .............................................. 8

SIGNAGE ............................................................................................................................. 9

THE ANNUAL MONITORING REPORT ................................................................................ 10

TRAINING REPLACEMENT LAND STEWARDS .................................................................... 10

PUBLIC RELATIONS .......................................................................................................... 10

CONFIDENTIALITY ............................................................................................................ 11

LIABILITY .......................................................................................................................... 11

LAND STEWARD GET-TOGETHERS ................................................................................. 12

EXPENSES ......................................................................................................................... 12

WHAT IS THE ROLE OF THE CLUB LAND STEWARD DIRECTOR? ................................. 12

TRACKING LAND STEWARDS’ ANNUAL MONITORING REPORTS ................................. 13

LAND STEWARD LIAISON ................................................................................................. 13

ASSISTING LAND STEWARDS ........................................................................................... 13

SIGNAGE ............................................................................................................................. 13

PROJECTS ........................................................................................................................... 14

RECRUITMENT & TRAINING .............................................................................................. 14

WORKSHOPS AND GET-TOGETHERS ............................................................................... 15

CONFIDENTIALITY ............................................................................................................ 15

THE LAND STEWARDSHIP COMMITTEE ......................................................................... 16

EXPENSES ......................................................................................................................... 16

LAND STEWARDSHIP IN ACTION..................................................................................... 16

ENCROACHMENT & INTRUSION ......................................................................................... 16

TREE CUTTING .................................................................................................................... 17

RESTORATION ................................................................................................................... 17

HUNTING ............................................................................................................................ 17

MOTORIZED VEHICLES ...................................................................................................... 18

TRAIL ISSUES ..................................................................................................................... 18

DUMPING ........................................................................................................................... 18

WELLS ................................................................................................................................ 18

THE ANNUAL MONITORING REPORT ................................................................................. 19
FIGURES

FIGURE 1: COMMUNICATION FLOW WITHIN THE BTC LAND STEWARDSHIP PROGRAM ................................................................. 5
FIGURE 2: AN EXAMPLE OF A LAND STEWARD’S JOURNAL ......................................................................................................... 11
FIGURE 3: AN EXAMPLE OF A LAND STEWARD DIRECTOR’S JOURNAL ......................................................................................... 15

APPENDICES

APPENDIX A: ANNUAL MONITORING REPORT
APPENDIX B: SAMPLE SURVEY MAP
APPENDIX C: SAMPLE PROJECT PROPOSAL FORM
APPENDIX D: SAMPLE POST-PROJECT REPORT
APPENDIX E: SIGN PLACEMENT AND INSTALLATION ON BTC-MANAGED LANDS
APPENDIX F: SUGGESTED PROCEDURE FOR DEALING WITH LAND STEWARDSHIP INCIDENTS
Introduction

A Guide to Land Stewardship is intended to guide The Bruce Trail Conservancy’s (BTC’s) volunteer Land Stewards and Club Land Steward Directors in the care and management of BTC managed lands. This guide is the basis for the training of new volunteer Land Stewards. It should be read by all Land Stewards and Club Land Steward Directors. Directors are strongly encouraged to meet with new Land Stewards on their properties and cover the items in this guide before new Land Stewards complete their first annual monitoring report.

What is the Land Stewardship Program?

As a part of its efforts to establish a permanent and secure route for the Bruce Trail, the BTC has been actively acquiring land along the Niagara Escarpment since the early 1970s. As of 2009, the BTC manages 186 parcels of land from Queenston to Tobermory, totaling over 6500 acres. More properties are in the process of acquisition.

In 1997, the BTC Land Stewardship Committee launched a new program to care for these lands. The Land Stewardship Program has three main components:

1. Biophysical Inventories
2. Land Stewardship Plans and Policy Formulation
3. Ongoing monitoring by volunteer Land Stewards

Biophysical Inventories are conducted by BTC Land Stewardship staff when a property or easement is acquired. The inventories include a list of the plant and animal species observed on site, a description of the vegetation communities and associated maps, and a description of geological features. Cultural aspects of the property such as structures, uses, and safety concerns are also identified during the inventory.

Land Stewardship Plans are completed for every BTC-managed property and easement by Land Stewardship staff. For properties funded under the Natural Spaces Land Acquisition Stewardship Program (NSLASP), a qualified individual is contracted by the BTC to perform field work and write the management plan for that property. Land Stewardship Plans include information on wetlands, watercourses, vegetation, wildlife, property history, and so on. The Plans also list recommendations for the short- and long-term care of the property. They are intended to guide property stewardship.

In addition to these Plans, the BTC Land Stewardship Committee and staff have developed Land Stewardship Policies to help direct the management of BTC lands. Policies address issues such as vegetation management, water quality protection, habitat management, property boundary marking, unauthorized uses, which pertain to most BTC-managed lands. New policies are prepared as the need arises.
**Ongoing monitoring by volunteer Land Stewards** - Beginning in January 1998, the BTC and the local Clubs began recruiting volunteers to act as the caretakers of BTC managed lands. In accordance with the information and recommendations in the Land Stewardship Plans, the volunteer Land Stewards are responsible for monitoring and caring for their assigned properties. Each local Club has a Land Steward Director to coordinate activities of the Land Stewards within the Club.

The purpose of this manual is to describe the responsibilities of volunteer Land Stewards and their Club Land Steward Directors.

**Who Owns the Land?**
Properties managed by the BTC through the Land Stewardship Program were purchased starting in the mid-1970’s with funds raised by the BTC and money provided by various provincial government programs, starting with the Niagara Escarpment Land Acquisition and Stewardship Program (NELASP). In 1998-99, title to these lands was transferred from the BTC to the Ontario Heritage Trust (OHT), a provincial government agency with a mandate to protect cultural and natural heritage in Ontario. This was done to address concerns about property taxes and litigation. As part of the agreement with the OHT, the BTC retains management responsibility for the properties. Whenever possible, the BTC retains title of all newly acquired properties.

**What is an Easement?**
A trail corridor easement is essentially a right-of-way, just like a hydro easement or a pipeline easement. The landowner retains ownership of the property but the BTC is granted the right to maintain a trail across it *in perpetuity* (i.e. the agreement is automatically binding to all future landowners as it is registered on title of the property). Landowners are usually restricted from disturbing the natural character of the portion of their property covered by the easement. A copy of the Easement Agreement for such properties should be included in the Land Steward Binder for the particular property, so the Land Stewards will know their responsibilities as representatives of the BTC.

Easement Agreements require representatives of the BTC to notify the landowner before entering the easement, be it for trail work or stewardship. For Land Stewards that means providing *written notice* to the landowner 24 hours before visiting the easement for a site inspection. *Ten days written notice* is required if a project is to be undertaken on an easement. A form letter for this purpose is available from your Land Steward Director. Copies of this written notice must also be forwarded to BTC Land Stewardship staff and the Club Land Steward Director. They may be sent either by post or electronically but do not need to be received by these individuals before the visit takes place, just by the landowner. If there is an emergency or other circumstance which does not make it feasible to give notice of the intent to enter the easement, written notice will not be required, but a follow-up letter should be provided.
Signage stating *The Bruce Trail Conservancy Managed Land* must be erected on all easements. A *Private Land* Sign may also be erected at the landowner’s request.

**What is an Ecogift?**
An Ecogift is a property or easement that is donated to a qualified recipient under Environment Canada’s Ecological Gifts (Ecogifts) Program. This program allows landowners with certified ecologically sensitive land to conserve nature by donating their land, or a portion of their land, to a charitable environmental organization. The recipient’s role is to protect the land in perpetuity by providing long-term management of the land and ecologically sensitive features. Lands donated under this program, for management by the BTC, are done so with the understanding that they will be used for the Trail, but will otherwise remain in a natural, unaltered state. The BTC is a qualified recipient under the Ecogifts Program as indicated on the Ecological Gifts website.

Ecogift donors are entitled to income tax benefits and special tax treatment, similar to that of other charitable donations. As an Ecogift, the property is subject to the penalty provisions of the *Income Tax Act* relating to unapproved disposition or change of use of an Ecogift. The BTC is required to seek authorization from Environment Canada prior to any proposed change in land use. Plans to construct the Trail (in instances where no trail currently exists), a major reroute of the Trail, construction of structures (eg. boardwalk, bridge, ladder, etc.), or any other activity that may alter the natural state of the land, must first be approved by Environment Canada. Detailed plans for such a change must be submitted to Land Stewardship staff at the BTC Head Office.

**What is the Role of the Local Clubs and the BTC?**
The BTC supports the Niagara Escarpment in three ways; as Trail Workers we enable citizens to access and enjoy the Escarpment, through our Landowner Relations work we partner with private landowners to secure the Trail route and spread the conservation message, and, through the Land Stewardship Program we work towards protecting and managing ecologically significant lands. None of these three components of the BTC’s mission can function independently. The Land Stewardship Program must work closely with Trail Maintenance, Trail Development, and Landowner Relations volunteers if it is going to be a success. It is the role of the Club Land Steward Director to keep these lines of communication open.

**Trail Maintenance and Development**
The Land Stewardship Program is not about trail work. We already have volunteers who do this job and do it very well. However, if a Land Steward spots a downed tree blocking the Trail, erosion damage, or other issues pertaining to the portion of the Trail that crosses the BTC managed property for which they are responsible, they should report it to their Club Land Steward Director. He/she will then inform the Trail Director and it will be up to the Trail
Director to take action. The Land Steward Director is responsible for reporting back to the Land Steward about any actions taken or not taken.

By identifying sensitive areas on the property, the Land Steward may also be involved in Trail-related activities including re-routing the Trail and closing sections of the Trail that may have a negative impact on the environment.

In the case of new properties onto which the trail has not yet been routed, BTC Land Stewardship staff along with the Land Steward, Land Steward Director and Trail Director will work together to select a route that best suits both the objectives of the Trail and the ecological significance of the property.

Landowner Relations
Landowner Relations Directors support the BTC’s goal of securing and maintaining the Trail along the Optimum Route by fostering a positive relationship between the BTC and private landowners. They are responsible for interacting with landowners who currently allow Trail on their property, as well as landowners whose land occurs on the Optimum Route, but where Trail does not currently exist. They also help to identify landowners along the Trail and/or Optimum Route who are interested in selling or donating property. Landowner Relations Directors only become involved with the Land Stewardship program when a situation arises that involves a landowner along the Trail and/or Optimum Route.

BTC Staff
The BTC Head Office is located on the grounds of the Royal Botanical Gardens Arboretum in Dundas. Land Stewardship staff are the main contacts at the BTC Head Office for the Land Stewardship Program. Land Stewardship staff are responsible for conducting the biophysical inventories, developing the Stewardship Plans, maintaining the stewardship database, solving major encroachment issues, overseeing land use agreements, and coordinating major stewardship projects with the Land Steward Directors. They also provide support and training to volunteers within the program and attend meetings of the Land Stewardship Committee. Contact information for the Land Stewardship staff can be found in the Land Stewardship Binder or by calling 1-800-665-HIKE (4453).

Other members of the staff, including the Cartographer/Property Assistant, Membership Coordinator, Volunteer Programs Director, and the Executive Director, are also involved with the Land Stewardship Program from time to time.

Flow of Communication within the Land Stewardship Program
From time to time, issues may arise that require input and approval from other BTC members, such as the Local Club Executive, the BTC Board of Directors, the Executive Director and various BTC committees. For example, decisions regarding restoration work, boundary disputes, or activities requiring funding, may require a discussion at the Club Executive level. Other large-scale projects may require input from the BTC Land Stewardship Committee, Land Stewardship staff and possibly the BTC Board of Directors. Figure 1 illustrates the flow of communication within the BTC Land Stewardship Program.
Figure 1: Communication Flow within the BTC Land Stewardship Program

Usually Land Stewards will communicate issues through their Land Steward Directors, but from time to time it may be necessary for them to contact BTC staff directly, or vice versa.

Cooperation between land stewards and directors, committees, BTC staff and other involved parties is necessary for the Land Stewardship Program to be a success. It is impossible to imagine all of the situations which may arise on our properties and easements. The most important thing to remember is to keep the lines of communication open, and this is largely the responsibility of the Club Land Steward Directors.
What is the Role of the Land Steward?

Land Stewards are the long-term caretakers of BTC lands. It is the Land Steward’s responsibility to keep an eye on their property on behalf of the BTC and the local Clubs.

Who Can Be a Land Steward?

Land Stewards are, ideally, local or seasonal residents of the area in which their property is situated and members of the local Bruce Trail Club, although this is not required. Volunteers do not have to be expert ecologists or property managers: each individual’s interests and experience will bring a valuable viewpoint to observations made on their properties. The job of the Land Steward is to act as the "eyes and ears" of the BTC and to carry out those recommendations in the Stewardship Plans that are identified as their responsibility. Major issues identified by the Land Stewards may be discussed at Land Steward "get-togethers" or individually with the Club Land Steward Director, and should involve the local Club, Land Stewardship staff, and the Land Stewardship Committee.

The Land Steward Binder

As a Land Steward, you are provided with a Land Steward Binder for the property or easement to which you are assigned. These binders contain the following:

- Contact information
- Volunteer Orientation Booklet
- Job Descriptions
  - Who Does What?
  - Land Steward Volunteer Position Description
- A Guide to Land Stewardship
- Blank forms to photocopy:
  - Annual Monitoring Report
  - Signage Order Form
  - Project Proposal Form
  - Expense Form
- BTC Land Steward badge
- BTC Dashboard sign
- BTC brochures to hand out to landowners and Trail users
- BTC Business cards to hand out to landowners and Trail users

Property Information

- The Land Stewardship Plan
- Maps
- Land Use Agreement (if applicable)
- Easement Agreement (if applicable)
- Other General Information
The Land Steward is responsible for keeping the binders in good shape, updating it every year with the latest Annual Monitoring Report and other relevant information, and passing it on to their replacement(s) when they leave the position of Land Steward.

The Land Stewardship Plan
For each property and easement managed by the BTC there is a Land Stewardship Plan, prepared by Land Stewardship staff. The Plan contains all that is known about the property at the time of writing, including legal and environmental information, property history, archaeology, observed uses, biophysical information, and recommendations for management. It is important to remember that the Plan is intended as a fluid document, meaning that as more is learned about the property or easement the Plan will be updated or amended. Since it is the Land Steward who is most familiar with the property, they are the primary source for new information, most of which is passed on through the Annual Monitoring Report. As changes take place on a property, recommended actions from the Plan are completed, or new problems arise, they should be communicated to your Land Steward Director and the Land Stewardship staff. New management recommendations especially, need to come from the Land Steward.

Use the Plan as your guide to the property or easement. The site maps, aerial photos and Summary of Recommendations are a good place to start. These will give you an idea of the size and composition of the property and the main issues in regards to management. In particular the air photo, Property Features Map, and Vegetation Communities Map will help you to know what to expect when you go on site.

Site Visits
The main task of a Land Steward is to visit their property at least twice each year; once in the spring and once in the fall. Following the spring site visit, the Land Steward is to provide a verbal report to the Club Land Steward Director to inform them that the spring site visit has been completed and to notify them of any urgent issues that need to be addressed right away (i.e. safety issues, imminent encroachment, major erosion problems, etc.). Verbal reports may also be made when necessary after informal visits throughout the year. Following the fall site visit, the Land Steward is to fill out an Annual Monitoring Report and forward it to their Land Steward Director by December.

The length of time required to complete a site visit will vary depending on the size and complexity of the property and the time necessary to drive to the site and to hike into it from the nearest Bruce Trail access point. On average this will not exceed one full day per visit (2 days each year).

Site visits involve walking off the trail at times in order to cover the full extent of the property so hiking boots and long pants are recommended. For safety reasons, you are encouraged to bring someone along during your site visits.

**Helpful Hint...**
For your site visits remember to bring:
- Map copies
- Notebook
- Blank report form
- Clipboard
- Binoculars
- Field guides
- Bug spray
- Hiking boots
- Compass
- Camera
- First aid kit
- A friend!
Beyond the two main site inspections, you are encouraged to visit your properties at other times throughout the year. Viewing a property in the winter when all of the foliage has fallen can give a completely different impression than in the spring or fall. You may also want to make a special trip to see migrant birds during the spring or fall, take photos of the fall foliage, or invite friends on a summer hike. The more often you are able to visit the property, the better understanding you will have of issues related to its management. Additional site visits may be required if issues arise that need to be addressed or recommendations need to be implemented.

**Stewardship Plan Recommendations**

Each Stewardship Plan contains a prioritized list of recommendations. Completed recommendations should be communicated to the Land Steward Director and Land Stewardship staff through the *Annual Monitoring Report*. Some recommendations can be completed by the Land Steward; others require the assistance of a work party, BTC staff, or experts. Recommendations that require a detailed plan (i.e. fencing, reforestation), and/or an organized work party, should be discussed with the Land Steward Director. Before any such project is undertaken, the Land Steward Director must submit a *Project Proposal* form (see Appendix D) to Land Stewardship staff.

**Bruce Trail Conservancy Policies**

All BTC managed properties are managed according to the *Land Stewardship Policies*. A copy of these policies can be obtained from your Land Steward Director or Land Stewardship staff at the Head Office.

**Health and Liability**

While inspecting the properties, Land Stewards should look for potential safety risks to Trail users (e.g. tripping hazards, hazardous trees, unstable slopes, etc.), or risks to neighbouring landowners (e.g. trees likely to fall onto neighbouring properties). If the issue is too large to be remedied by the Land Steward, or involves specialized help, the Land Steward Director should be informed.

**Locating and Marking the Property Boundaries**

Locating the boundaries of the property is one of the Land Stewards’ most difficult tasks. Many Bruce Trail properties are oddly shaped parcels of forest with no easily discernible edges. In some cases old tree lines and fence lines are a reliable indication but there are many instances where these either do not exist or they are located several metres from the actual property line.

Prior to 2001, the BTC commissioned a survey only on properties for which a legal description did not already exist. Usually this happened when an acquired property was severed from a parent parcel. Fortunately, this included most odd-shaped pieces. However, since summer of 2001, a survey has been commissioned for every new property or easement. Land Stewards should have a copy of the survey map for their property in their Land Steward Binder. An example is included in *Appendix C*. These maps indicate where survey stakes were set or found by the surveyor. Using a compass and a measuring tape,
you can approximate your way from survey stake to survey stake along the property boundary. The BTC Land Stewardship program also has several Magnetic Locators (i.e. for locating iron survey bars), available for use. To request the use of one, contact your Club Land Steward Director.

If there is not a survey for your property, you will have to rely on fence lines, tree lines, roads, and other physical features to find your way around and to get a general idea of the property boundaries. The maps in the Land Stewardship Plans will also help delineate the property boundaries.

Many of the Clubs now own a GPS (Global Positioning System) unit. This system uses satellites to determine the coordinates of a particular point. The accuracy of these tools varies depending on the unit, the number of satellites the unit ‘sees’ at a given time, and overhead cover (some units work better under tree canopy than others). An outline of the property, called a parcel fabric, can be downloaded onto a GPS and can be used in the field to determine your location in reference to property boundaries and corners. This can help guide the Land Steward in locating property stakes. The parcel fabric data can be obtained by contacting the Land Stewardship staff at the BTC Head Office. Additionally, many Land Stewards are finding it useful to GPS the survey stakes that they find and record this information in their Land Steward Binders. Having this information can make subsequent boundary searches much easier. If your Club has a GPS unit, your Land Steward Director will be able to tell you how to book it for site visits. If your Club does not have a GPS unit, there are extra units at the BTC Head Office that can be signed out by the Land Steward Director or Land Steward.

When a survey stake is located it is a good idea to tie a piece of flagging on the stake or on a nearby tree. However, try and keep flagging to a minimum. Do not tie flags along a property boundary which is already marked by a fence line or tree line and make use of natural markers such as large rocks, Escarpment outcrops, and so on where possible. Flagging must not have a negative visual impact for Trail users or neighbouring landowners. Be especially sparse with the flagging tape where there is uncertainty about the property line. We do not want neighbouring landowners to find our markers on their properties.

It is important for Land Stewards to locate the property boundaries for their properties to ensure no encroachments or intrusions are occurring. If encroachment or other boundary issues are suspected and there is no survey for the property, the Land Steward or Land Steward Director can request that the BTC commission one. If you are having trouble locating property boundaries, there are several people within the BTC that are adept at finding boundaries. Contact the Land Steward Director for help.

**Signage**

Land Stewards are expected to erect and maintain the *The Bruce Trail Conservancy Managed Land* sign on their properties. These should be put up at all access points to the property. Instructions for proper installation of signs (taken from the *BTC Guide for Trail Workers*) can be found in *Appendix G* of this manual. Land Stewards are also encouraged to seek the assistance of Trail Maintenance Workers from their Club, as they are
experienced at putting up BTC signs. During site inspections, the Land Steward is responsible for monitoring *The Bruce Trail Conservancy Managed Land* sign as well as any other stewardship signs (e.g. No Bicycles, No Camping, No Horses, No Hunting, etc.) that are on the property. If signs have been damaged or removed, the Land Steward Director should be informed and new signs will be ordered. Trail signs are the responsibility of the Club’s Trail Maintenance Director.

Signage is one method of dealing with various problems that arise on BTC-managed lands. The BTC has signs to address a wide variety of abuses to properties, such as No Horses, No Motorized Vehicles, No Hunting, and so on. Land Stewards can make recommendations for signage by contacting their Land Steward Director who can then order the needed signs through staff at the BTC Head Office. A copy of the *Bruce Trail Signage Order Form* in the Land Steward Binder illustrates the stock signs available for order at the BTC Head Office.

On a few properties there are interpretive signs, signs describing restoration projects, or commemorative plaques. The condition of these signs should be noted during site inspections. Damage to or removal of these should be reported in the *Annual Monitoring Report*.

**The Annual Monitoring Report**

Once each year following the fall site visit, each Land Steward is to fill out and submit an *Annual Monitoring Report* on their property. The Land Steward is to keep one copy of the completed report in their Land Steward Binder and forward one copy to their Land Steward Director. The Land Steward Director will keep a copy for his/her own records and send the original on to the BTC Head Office. A copy of the *Annual Monitoring Report* can be found in the Land Steward Binder and *Appendix A* of this guide.

In addition to the Annual Monitoring Reports, Land Stewards are encouraged to send along any extra copies of photos, sketches, or journal records you may have taken during your site visits.

**Training Replacement Land Stewards**

When a volunteer can no longer continue as a Land Steward, it is his/her responsibility to do the following:

- provide as much notice as possible to the Club Land Steward Director
- accompany their successor on their first site visit
- Pass on all information contained within the Land Stewardship Binder

**Public Relations**

The BTC wants to take full advantage of any opportunity to make face-to-face contact with Trail users. If Land Stewards meet neighbours and/or hikers while visiting their properties, we encourage them to introduce themselves. Land Stewards are provided with a badge to wear during site visits, a card to place on the dashboard which identifies you as a Bruce Trail Land Steward, business cards, and a variety of brochures to pass out. More are available from the BTC Head Office upon request.
If you meet someone using the property in an unauthorized manner during a site visit, approach them only if you feel comfortable doing so.

Figure 2: An example of a Land Steward’s Journal

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 24</td>
<td>Spring inspection. Finally found the survey stake at the northeast corner, still unsure about where the southern boundary is. Noticed a large tree down across the trail. Spoke to a local resident who was hiking the trail. He said he had seen hunters on the property three years ago but hadn't seen them since. Made notes for my report.</td>
</tr>
<tr>
<td>April 28</td>
<td>Called LSD to make my verbal report. Notified her about the tree across the trail and she will notify the Trail Director. Recorded call details on my Site Inspection Report.</td>
</tr>
<tr>
<td>May 24</td>
<td>Went on a Victoria Day weekend hike through a nearby Bruce Trail property with other Land Stewards in my club and my LSD.</td>
</tr>
<tr>
<td>June 16</td>
<td>Met the Trail Director and LSD on the property to discuss a planned re-route. Took the opportunity to walk through an area that was too wet to inspect in the spring. Made notes for my report.</td>
</tr>
<tr>
<td>June 30</td>
<td>Assisted with re-route on the property. Made notes for my report.</td>
</tr>
<tr>
<td>Sept 15</td>
<td>Visited property with friends to look for migrant birds. Took notes for my report.</td>
</tr>
<tr>
<td>October 20</td>
<td>Conducted fall inspection. Tree across trail had been removed and no evidence of people using the old trail route.</td>
</tr>
<tr>
<td>October 24</td>
<td>Completed my report and mailed it to my LSD.</td>
</tr>
<tr>
<td>December 15</td>
<td>Cross-country skiing along the trail with friends.</td>
</tr>
</tbody>
</table>

Confidentiality

In the course of their duties, Land Stewards will come across various pieces of confidential information. For example, the Land Stewardship Plans contain information about neighbouring landowners, the location of archaeological sites and rare species, prices paid for properties, location of the optimum route and so on. Land Stewards are trusted not to share this information.

All Land Stewards will be expected to sign a Volunteer Agreement. One copy of this agreement will go to the BTC Head Office and one will be kept by the Land Steward. A copy of this agreement can be found in the Land Steward Binder.

Liability

Land Stewards act on behalf of the BTC and therefore they are not personally liable for accidents that may occur on their properties. Like Trail Directors and other Bruce Trail volunteers, Land Stewards are covered under the BTC’s comprehensive liability insurance.
Land Steward Get-togethers
Land Stewards are encouraged to attend regular Land Steward “get-togethers” within their Club. Such meetings give stewards a chance to meet fellow Land Stewards, share experiences, and develop solutions to property issues. These events are organized by the Club Land Steward Directors.

Expenses
Land stewards are able to claim their mileage in getting to and from their property for the two mandatory site visits. A copy of the expense form can be found in the Land Steward Binder.

What is the Role of the Club Land Steward Director?
Each Bruce Trail Club has a Land Steward Director to oversee the Land Stewardship Program in the Club section. Below is a discussion of the main responsibilities of this position.

The Land Steward Director Binder
Every Land Steward Director has a binder which contains the following:

- Contact information
- Volunteer Orientation Booklet
- Job Descriptions
  - Who Does What?
  - Land Steward Volunteer Position Description
- A Guide to Land Stewardship
- Blank forms to photocopy:
  - Annual Monitoring Report
  - Signage Order Form
  - Project Proposal Form
  - Post-Project Report
  - Expense Form
- BTC Land Steward badge
- BTC Dashboard sign
- BTC brochures to hand out to landowners and Trail users
- BTC Business cards to hand out to landowners and Trail users

Property Information
- The Land Stewardship Plan
- Maps
- Land Use Agreement(s) for their club
- Easement Agreement(s) for their club
- Other General Information
Tracking Land Stewards’ Annual Monitoring Reports

It is up to the Land Steward Director to make sure that Land Stewards complete their spring and fall site visits on time and that they submit their Annual Monitoring Report at the end of the year. If a Land Steward is not fulfilling the requirements of the volunteer tasks, it is necessary to discuss with the Land Steward any problems associated with the tasks and decide if a replacement is needed.

If the Land Steward Director has not heard from the Land Stewards by late spring, it is important for the Director to contact them to ensure that property visits have been completed. If there are issues, help the Land Steward address them. The Land Steward Directors are to contact the Land Stewards again after receiving the Annual Monitoring Reports in the fall to confirm that the reports have been received, follow-up on any issues, and thank them for their hard work. Once the Director has received and reviewed the reports for their Club, they should keep copies for themselves and send copies to the Land Stewardship staff at the BTC Head Office. Land Stewards should always keep their own copy in their Land Stewardship binders.

Land Steward Liaison

Land Steward Directors sit on the Club Executive and act as a liaison for their Land Stewards. It is your responsibility to raise any issues identified by your Land Stewards at Club Executive meetings. For example, trail issues should be referred to the Trail Director, problems with neighbours should be referred to the Landowner Relations Director, and so on.

Remember, the role of liaison goes both ways. Directors should keep Land Stewards informed of developments which may impact on their properties such as trail re-routes, problems with neighbours, and decisions to erect signs or plaques. It is the responsibility of the Director to ensure that the opinions of the Land Stewards are sought and considered for any decisions which may affect their properties.

Assisting Land Stewards

The Land Steward Director may be called upon to help their Land Stewards. This may include helping them to locate property boundaries, lending a hand with garbage clean-ups, and so on. Directors are not expected to provide expert advice on issues such as reforestation or erosion remediation, but should know where to go to find answers to these types of questions. Directors should keep a list of local experts such as foresters, land surveyors, and ecologists who can be called upon to help with specific issues. BTC staff and the Land Stewardship Committee can help in this regard.

Signage

Land Stewardship Directors are responsible for making sure their Land Stewards have the signs they need for their properties. Primarily these will be the Bruce Trail Conservancy Managed Land signs, but occasionally other signs may be needed. When signs are needed, a Signs Order Form must be filled out and sent to Land Stewardship staff at the
BTC Head Office. All signage will be paid for out of Stewardship Program funds. Arrangements for delivery will have to be made on an individual basis through BTC staff.

Projects

Some Plan recommendations will require specialized equipment or a group of people to accomplish. They may include large garbage clean-ups, well-capping, or tree plantings. Often such projects also need funding. In these cases a Project Proposal form needs to be submitted. Once a project has been completed, a Post-Project Report needs to be submitted. It is the responsibility of the Land Steward Director to complete and submit these forms to Land Stewardship at the BTC Head Office. Samples of these forms can be found in Appendices D and E of this manual. It may seem like a lot of paperwork, but having standardised records of projects helps in planning for future projects as well as in attaining funding, and promoting the Land Stewardship Program.

Recruitment & Training

When new properties or easements are acquired or when Land Stewards step down, it is up to the Land Steward Director to recruit and train new volunteers. A variety of recruiting methods including word-of-mouth, referrals/recommendations of current stewards, and notices in the club newsletters have been effective. Directors are encouraged to look to new recruits rather than overburdening existing volunteers already committed to other tasks within the Club. When a new Land Steward is recruited, it is the responsibility of the Club Land Steward Director to have the new Land Steward sign the Volunteer Agreement and send a copy to the BTC Head Office, and to welcome the new Land Steward to the Land Stewardship Program.

Since the spring of 2002, there has been a Volunteer Program Director on staff at the BTC Head Office. This person contacts those members who have expressed an interest in volunteering and actively recruits volunteers both from within the membership and from outside sources. The Volunteer Program Director can be contacted directly if there are volunteer openings within the Land Stewardship Program, and will forward the names of interested individuals directly to the Land Steward Director of the appropriate club.

In cases where you are replacing a Land Steward, it is the responsibility of the previous Land Steward and the Land Steward Director to show the new steward the property and explain the job. Directors should help the new Land Steward go through the Annual Monitoring Report and Land Stewardship Plan, show them the maps of the property, and otherwise familiarise them with the Land Stewardship program.

When a new property is added to your section, you will receive; a copy of the survey (if one is available), property information, a map, and an air photo. You can also tour the property with Land Stewardship staff to get a feel for it before you assign a Land Steward. Feel free to contact Land Stewardship staff to arrange a joint visit or to get particulars of the new property over the phone.
Figure 3: An example of a Land Steward Director’s Journal

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 10</td>
<td>Attended Club Executive meeting.</td>
</tr>
<tr>
<td>May 3</td>
<td>Joined one of my Land Stewards for their spring inspection.</td>
</tr>
<tr>
<td>May 7-20</td>
<td>Received verbal reports from my Land Stewards. One mentioned a tree across the trail and I notified the Trail Director. Still had not heard from one of the Land Stewards so I called them. They informed me that they planned to visit their property next week.</td>
</tr>
<tr>
<td>May 24</td>
<td>Heard from last Land Steward. They indicated a serious erosion problem on their property.</td>
</tr>
<tr>
<td>June 10</td>
<td>Attended Club Executive meeting.</td>
</tr>
<tr>
<td>June 30</td>
<td>Attended Land Stewardship Directors’ meeting. Raised erosion issue and they gave me a contact at the local Conservation Authority.</td>
</tr>
<tr>
<td>July 15</td>
<td>Visited property with LS and expert from the local Conservation Authority. They suggested planting native dogwoods in the spring and gave us a contact at the local naturalists’ club who could help.</td>
</tr>
<tr>
<td>August 9</td>
<td>Organized group hike for the Land Stewards and brought along a local naturalist to lead the hike and identify native wildflowers.</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Attended Club Executive meeting.</td>
</tr>
<tr>
<td>Sept. 24</td>
<td>Went bird-watching on the Jones property.</td>
</tr>
<tr>
<td>Nov. 10-30</td>
<td>Received Land Stewards’ checklists. Sent copies to the Land Stewardship staff at the BTC Head Office. Called the Land Stewards to thank them for their hard work.</td>
</tr>
</tbody>
</table>

Workshops and Get-togethers

Directors are encouraged to organize get-togethers with their Land Stewards at least once a year. Such gatherings allow Land Stewards to meet one another, compare notes, and learn from the experiences of fellow stewards. Inviting members of the Club Executive is also a good idea and will help keep the lines of communication open.

Annual workshops are a good way to get together and learn new skills at the same time. The more knowledgeable Land Stewards are of stewardship issues, the more effective they will be as stewards. Local naturalists’ clubs may be willing to lead a bird-watching seminar or field trip. Any opportunity to train Land Stewards (and the Directors) is a benefit to the Bruce Trail and a good way of maintaining the enthusiasm of the Land Stewards.

Reforestation projects help restore the environment and offer an opportunity for stewards to get together and work as a team. All large projects should be approved by the Land Stewardship Committee and comply with BTC policy. A sense of teamwork will help to ensure a high level of dedication to the stewardship program.
Confidentiality
Some of the information pertaining to the property, such as that found in the Land Stewardship Plans is confidential. Directors will sign the BTC Volunteer Agreement, and make sure that all of their Land Stewards sign one as well (see a copy of agreement in Appendix B).

The Land Stewardship Committee
The Land Stewardship Committee of the Bruce Trail Conservancy is the committee responsible for stewardship of BTC-managed lands. It is composed of the Land Steward Directors from the nine clubs, Land Stewardship staff, a representative of the OHT, and a representative of the BTC Environment Committee. At least twice a year, the Chair of this committee will host a meeting. These meetings provide an opportunity for Directors to compare notes, discuss common concerns, plan the long-term direction of the Land Stewardship Program, and be updated on pertinent issues at the BTC and the OHT.

The Land Stewardship Committee is also a good source of expertise on complex issues such as reforestation, boundary disputes, and encroachment. Land Steward Directors are the liaisons between the Land Stewardship Committee, BTC staff, Local Clubs, and Land Stewards.

Expenses
Land Steward Directors are able to claim mileage and equipment purchased for various properties. A blank expense form can be found in their Land Steward Director Binder.

Land Stewardship in Action
It is impossible to anticipate every possible situation that might be encountered on a property. There is a suggested procedure for dealing with Land Stewardship issues; however there is no formal standard protocol due to the complexity of issues which may arise (a copy of the suggested procedure can be seen in Appendix H). The following examples will hopefully provide some guidance and helpful hints to Land Stewards and Land Steward Directors.

Encroachment & Intrusion
Encroachment is a common problem on BTC lands, especially in urban areas. Encroachments in the past have included neighbours extending their backyard onto a BTC managed property, dumping garbage or fill on BTC managed land, or building permanent structures beyond the property line.

The Land Steward’s job is to keep an eye on the property over time to assess whether encroachment is taking place. The first step in identifying encroachment issues is to determine the property boundaries using the survey. If the property from which the encroachment is occurring is along the Bruce Trail land/or Optimum Route, the Director
should contact the Club Landowner Relations Director to discuss the issue. If this property is not located along the Bruce Trail and/or Optimum Route, the Director should decide on the most appropriate way to address the issue with the encroaching landowner and resolve the issue. If the issue cannot be resolved, or the Director feels that the issue may warrant legal action, BTC staff should be contacted. As part of their inspections, Land Steward’s are required to monitor the property to ensure that the encroachment does not continue.

On BTC properties where encroachment is suspected and a professional property survey has never been completed, the Land Steward should contact their Land Steward Director to request that such a survey be arranged by Land Stewardship staff. Once the survey is available, Land Stewards can determine if encroachment is occurring and then refer the problem to their Land Steward Director.

Tree Cutting
In rare cases neighbours or previous owners may have negotiated a right to cut trees on BTC lands. Therefore if Land Stewards witness evidence of tree removal they should consult the Land Stewardship Plan for the property to see if this is permitted and within what bounds. This is especially true on some of the BTC’s conservation easements which sometimes include clauses permitting the landowner to remove trees for personal use. All tree cutting should be carefully recorded in the site inspection report. If tree removal is occurring illegally, notify the Land Steward Director immediately. In such cases, permitted uses signs should be erected and neighbours contacted by the Landowner Relations Director.

Restoration
In some cases, the BTC may want to actively manage certain properties to restore damaged ecosystems, reforest abandoned fields, and so on. The Land Stewardship Plans will identify these areas. For the most part restoration projects will require a variety of input and manual labour from BTC staff, the Land Stewardship Committee, the Environment Committee, the Club Land Steward Director, the Land Steward and other volunteers. The local Clubs and the BTC, through the Land Steward Directors, will secure the funds, supplies, and necessary expertise. The Land Steward’s main responsibility is to monitor the progress of the project over time. Countless things can go wrong in the first few years of any replanting initiative. Land Stewards must watch for damage by wildlife, vandalism, drought, flooding, poor growth rates, and so on. Land Stewards should be instructed on how to address these issues during the planning of the project. One case pointing to the need for such follow-up occurred in 1997. Several hundred trees were planted on a BTC property. The next year the site inspection revealed that most of the trees had been destroyed and that the culprit was a goat on a neighbouring farm which had found a hole in a fence.

Hunting
Hunting is generally not permitted on any BTC properties, although it is permitted by special provision in several Easement Agreements. However, in some areas BTC properties abut lands where hunting is permitted and trespassing becomes a serious concern. If you witness hunters on your property, proceed with caution and avoid walking the property
during the heavy hunting season in late fall. If you do, be sure to wear something orange. Make note of the hunting activity in your report and remove any illegal structures such as deer blinds or salt-licks (if you require help, contact your Club Land Steward Director).

Motorized Vehicles
Motorized vehicles are not permitted on BTC managed properties. If you see evidence of vehicle use on the property, immediately notify the Land Steward Director. The first step in a case such as this is to erect signage indicating that this is Bruce Trail land and that only pedestrian activities are permitted. It may be necessary for the Landowner Relations Director to speak with neighbours about the problem. If this is not sufficient, Land Steward Directors can raise the issue at their Club Executive meeting and request that a gate and/or fencing be installed. Support for this type of work is available from the BTC Land Stewardship Committee and BTC staff. The use of snowmobiles on BTC owned property may be permitted in special circumstances. In these circumstances a proposal must be put forth to the BTC Board of Directors. If the proposal is approved a Land Use Agreement must be drawn up by Land Stewardship staff and signed by the necessary parties. Such Land Use Agreements can be found in the Land Stewardship Binder.

Trail Issues
As mentioned earlier, maintaining the Trail is not the responsibility of Land Stewards. If the Land Stewards notice issues such as flooding or fallen trees on the Trail, or damage being done to sensitive areas because of the Trail, they should ask the Land Steward Director to notify the Club Trail Director. The Land Steward Director will keep the Land Steward informed about any actions taken or not taken by the Trail Director.

Dumping
Dumping and littering is a constant problem on many BTC lands, especially those with road frontage. Land Stewards should always bring a garbage bag with them on their site visits to pick up roadside litter. For more serious cases they will need help. On one BTC property, a large iron tank and several concrete blocks were dumped prior to the BTC acquiring the site. In cases such as this, the Land Stewards should ask their Land Steward Directors to organize a work party.

Wells
Abandoned water wells exist on some BTC-managed properties. They can be a hazard to hikers and wildlife and also present a possible route for contamination of groundwater. In light of these possibilities all abandoned wells should be capped according to Ontario guidelines. These are available from Land Stewardship staff upon request. Contact your Land Steward Director to organize the capping.
As part of our partnership agreements with the OHT and the Ontario Ministry of Natural Resources, we have a responsibility to monitor our properties on a regular basis. Completion of the Annual Monitoring Report contributes to the fulfillment of this responsibility.

Throughout the year Land Stewards will keep notes on their property and at the end of the year they will compile all of this information in the Annual Monitoring Report. They will keep one copy of their report in their Land Steward Binders and send one copy to their Land Stewardship Director who will in turn send it to Land Stewardship staff at the BTC Head Office. The reports should be completed and sent to the Club Land Steward Director by the first of December each year. A verbal report should be given to your Land Steward Director following your spring visit to the property.
APPENDIX A

ANNUAL MONITORING REPORT
...FOR BTC MANAGED LANDS

PART ONE: PROPERTY INFORMATION

Property Name:     Property #:     Bruce Trail Club:
Name of Land Steward Reporting:      Date Report Completed:

PART TWO: SITE VISIT INFORMATION

<table>
<thead>
<tr>
<th>Visit</th>
<th>Date</th>
<th>Description of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Was a verbal report made to the Land Steward Director in the spring? Yes No

Easements Only: Was notice of your visit (written or verbal) given to the landowner? Yes No

PART THREE: PROPERTY INSPECTION

If you require more space for comments please feel free to attach additional paper. Maps and/or photos are also welcome.

1. Property Boundaries:
a) Have the property boundaries been located? Yes No
b) Was there any property boundary encroachment from neighbouring properties? Yes No
   (e.g. expansion of gardens, structures, mowing, tree harvesting, yard waste, etc.)
   If Yes, please describe:

2. Site Inspection:
a) Is there evidence of intrusion? Yes No
   If Yes, please check and locate on a sketch map:
   Littering/Dumping Vandalism Motorized Vehicles Horseback Riding
   Cycling Campfires Hunting Other:_________
   Please describe severity of intrusion(s):

b) Did you notice any potential safety hazards on the property? Yes No
   (e.g. hazardous trees, erosion, sink holes, wires, glass, metal scrap, etc.)
   If Yes, please describe & locate on sketch map:

c) If there is a land use agreement, are the conditions of the agreement being met as far as you can tell (Land Use Agreements can be found in your Land Steward Binder)? Yes No N/A
   If No, please describe:
d) Is appropriate stewardship signage posted on the property? Yes  No
(If No, please indicate what signs are needed on the Signage Order Form in your Land Steward Binder and hand in to your Land Steward Director)

e) Is there information regarding the Trail that should be forwarded to the Trail Directors? Yes  No
If Yes, please describe:

3. Recommendations:
a) Have any Land Stewardship Plan recommendations been carried out this year? Yes  No
b) Are there any outstanding Land Stewardship Plan recommendations? Yes  No
c) Are there any additional recommendations that you would like to make? Yes  No
(If Yes, for any of these questions, please attach a list and description on a separate sheet of paper.)

4. Wildlife & Vegetation:
Are there any wildlife or vegetation observations that you would like to share?

5. Contact with Neighbouring Landowners & Hikers:
Did you meet anyone while on your site visit? Yes  No
If Yes please Describe:

6. Other: Is there any other information that you would like to share with us that is not covered in this report? Is there anything with which the Land Stewardship Director and/or BTC Stewardship staff can assist or provide you?

| To be completed by Land Steward Director: |
| Date Received: |
| Forwarded to Land Stewardship staff? |
| Yes [ ] |
| Date: _______________ |

| To be completed by Land Stewardship staff: |
| Date Received: |
| Method Received: |
| Items added to property database? Yes [ ] |
Legal description. The parcel shown here is Part 2 of Registered Plan 31R-10537 and is registered as Instrument Number 01007822 at the County Of Simcoe Land Registry Office.

Survey marker was set here by the surveyor.

Most surveys have more than one "Part". The Land Stewardship Plan will tell you which Part is owned by the Bruce Trail.

Distance between survey markers.

Direction between survey markers. Note that these are astronomic bearings so you will have to correct for magnetic North.

Tells you whether distances are in metres or feet.

The Lot and Concession numbers will help you locate the property on other maps such as the Bruce Trail Reference Guide.

"Denotes Found" means that the surveyor found a survey stake in the ground from a previous survey. These may or may not correspond to the property line being described in this survey. (Note: there are no such markers shown on this example).

Surveyors use different types of markers:
- Standard Iron Bars ("SIB") are 1 inch by 1 inch by 4 feet and are driven deep into the ground.
- Iron Bars (IB) are a little smaller than SIBs.
- Cut Crosses are often made in rocks.
What is the proposed project? (ex. habitat restoration, erosion control, garbage clean-up, etc.):

____________________________________________________________________________________

Will this project be implementing a recommendation from the Stewardship Plan?  Yes  No

If No, please describe the goal of this project:

____________________________________________________________________________________

Will funding be needed?  Yes  No

If Yes, to whom are you applying for funding?

BTC Land Stewardship Program  Other: _________________

Projected Cost of Project: _________________

Please itemize budget below. (Use additional paper if needed.) *Be as accurate as possible, but estimate higher rather than lower, e.g. in the estimate of the time a piece of rented equipment will be required. Attach additional sheet if necessary.

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>Unit Cost</th>
<th># Units</th>
<th>Tax (GST or PST)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Were environmental professionals consulted to provide advice about this project? (ex. Conservation Authorities, MNR, BTC staff, etc.)

____________________________________________________________________________________
**Project Implementation**

Who will be the lead/contact person? Please include name and telephone # or email address.

________________________________________________________________________

________________________________________________________________________

What are the project start and finish dates for this project?

________________________________________________________________________

How many volunteers are required? __________________________________________

Would you like assistance from BTC Head Office in finding volunteers?

________________________________________________________________________

Will another section of the local Club or another Club be helping with this project? (ex. Trail Maintenance)

________________________________________________________________________

**Other Comments**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date submitted: _____________________________

Land Stewardship Director:

Print Name: ___________________________   Signature: ___________________________

Approved on: ___________________________

Land Stewardship staff:

Print Name: ___________________________   Signature: ___________________________
APPENDIX D

BTC Land Stewardship Program
Post-Project Report

Club: Sydenham
Property #: 182-041
Property Name: Briar

(Fill out and submit to BTC Stewardship Coordinator/Conservation Stewardship Officer after project has been completed. Please include photos where possible. Attach additional sheets if needed.)

Project: Large trash clean-up.

Date of implementation: April 26, 2001
Number of Volunteers: 17

Source of Volunteers (e.g. local BTC club, school, service club, etc.
(If more than one source, please indicate number of volunteers next to source name.)

Local Club (8) Highschool Environment Club (9)

Final Budget

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>Unit Cost</th>
<th># Units</th>
<th>Tax (GST or PST)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire of tip</td>
<td>$150.00/day</td>
<td>1</td>
<td>GST $10.50/unit</td>
<td>$160.50</td>
</tr>
<tr>
<td>Trailer to haul trash to tip</td>
<td>$30.00/hr</td>
<td>3</td>
<td>GST $2.10/unit</td>
<td>$90.30</td>
</tr>
</tbody>
</table>

TOTALS

$256.80

Will additional funds be needed? □ YES ✓ NO

If YES, from what source will additional funds be sought? (e.g. Club, Stewardship Program)

n/a.
Detail success of Project:

We started off with only 9 volunteers, but eventually everyone arrived and we had 7 more people. After that the work went quickly. We were able to finish in only 3 hours, instead of the estimated 5. Four large, rusty bales of wire were hauled out of the ravine, along with 8 tires & a bunch of old boards.

What, if any, follow-up is required?

Monitor area for further dumping.

Other comments:

Project was delayed by one day due to bad weather. Luckily this was not a problem for anyone involved.

Date Submitted to Rasberry House: May 14, 2001

Print Name: Gill Granger Signature: Gill Granger

Please take the time to fill in this form as the information it conveys is very important to the continued success of the Land Stewardship Program. The following are a few of the ways in which Rasberry House uses that information:

- to report to funding agencies; detailed reports help to ensure funding for future projects
- in the Annual Report to BTC members
- to media and in publications to promote the activities and accomplishments of the Land Stewardship Program
- to track projects on BTC managed properties
SIGN PLACEMENT AND INSTALLATION ON BTC-MANAGED LANDS
(taken with permission from the Bruce Trail Conservancy Guide for Trail Workers)

All new signs being erected on BTC-managed properties or easements should be mounted on 12mm (1/2") pressure-treated plywood backing. Metal signs provided by the BTC Sign Coordinator are attached to the backing with ½" long #8 Robertson head wood screws. Use of the plywood backing helps to prevent damage to the signs by vandals, and eliminates the problem of trees growing out around the sign and its nails or screws.

All signs should be fastened at least 2.5 m (8 feet) above the ground on trees or on a sturdy wooden post erected for this purpose. Holes for mounting signs should be pre-drilled through the sign and its backing before going out in the field. For the smaller signs, use either 8 cm (3 inch) galvanized Ardox™ nails, or 2-1/2" #10 Robertson head wood screws, in a line along the axis of tree growth, that is, one above the other, not side by side. Coated deck screws also do an excellent job.

Leave the nail or screw heads out from the surface of the tree bark to allow the tree room to grow. Young, actively growing trees will need at least 2 cm (3/4") of room for growth before the bark contacts the head. The advantage of screws is that, when the space for growth has almost been used up, they can be unscrewed a few turns, again providing space for more growth. When using screws, it may be necessary to drill a pilot hole in the tree trunk, especially in hardwoods such as oak, beech, ironwood, and maple.

Land Stewards should know exactly where all the signs are on their section, and inspect them each year on a walk-through. Severely damaged or stolen signs need to be replaced. Badly neglected signs that are slowly disappearing under new bark growth should be removed and replaced. Careful monitoring of all signs will ensure early replacement and will avoid problems. In areas where vandalism is a concern, use longer nails or 3" #12 Robertson screw with washers as a deterrent to souvenir hunters. Coating the back of the sign with axle grease has also been found effective in deterring theft.

For aesthetic reasons, try to avoid putting signs on particularly fine specimens of tree. Never fix signs on telephone or hydro poles; they could be dangerous to a worker climbing the pole, and will likely be removed by the utility company.
HOW TO DEAL WITH ENCROACHMENTS AND INTRUSIONS ON BTC MANAGED LAND

Abuses are usually one of two types:

1. **Intrusions** – Activities that are prohibited on BTC managed land, including littering/dumping, vandalism, motorized vehicles, horseback riding, cycling, campfires, camping, hunting, etc.

2. **Encroachments** – When neighbouring landowners expand gardens, construct bridges/sheds, mow or hay without explicit permission, harvest trees, dump yard/garden waste, etc. on BTC owned or managed land.

General Guidelines:

1. For the most part Land Stewards are able to carry out their work and deal with minor issues (e.g. garbage removal, erecting signage, etc.) on their own. However, in some cases encroachment/intrusion issues may escalate to the point where the Land Steward must seek assistance from their Land Steward Director and/or Land Stewardship staff.

2. In all instances notify the Land Steward Director and/or Land Stewardship staff and discuss issue.

3. Each incident is unique and therefore each requires a unique approach.

4. The encroachment/intrusion issue should be well documented and should include frequency of occurrence, evidence of encroachment/intrusion (photos), any interaction with the perpetrator(s), etc.

5. All steps taken to solve the issue should be carefully and completely documented and should include dates, times, names of those carrying out steps, who the encroacher/intruder is, who has been informed of the issues (e.g. Land Steward Director, Land Stewardship staff, etc.), etc.

6. Contact neighbours for assistance in an attempt to identify the problem and perpetrators.

**Suggested Steps to Deter Intrusion:**

- erect appropriate signage
- block access for motorized vehicles (e.g. boulders, gates)
- erect fencing
- have LSD or staff contact intruder(s)
- have LSD or staff write a letter to intruder(s)

**Suggested Steps to Deter Encroachment:**

- erect appropriate signage
- accurately mark boundaries with t-bars and BTC boundary markers (if unsure of boundary and/or survey has not been completed, request that BTC have a survey done of the property)
- erect fencing
- have LSD or staff contact encroacher(s)
- have LSD or staff write a letter to encroacher(s)