Management Plan Standard
Revised May 10, 2018

ISLANDS TRUST CONSERVANCY

Introduction

Islands Trust Conservancy Policy 2.3 requires that a management plan is prepared and approved for each property it acquires as a Nature Reserve. There are also instances when a conservation coveant may require a management plan. The *Management Plan Standard* is intended as a guide for those preparing management plans for areas protected by the Islands Trust Conservancy.

What is a "management plan" and why is it important?

Islands Trust Conservancy management plans are completed by approved qualified individuals and are used to provide direction and guidance for the management, maintenance, and protection of its protected areas. A management plan:

- Provides general and descriptive information on the property, including location, history, and land use;
- Sets out the conservation goals and objectives for the property;
- Identifies the property's ecological and/or cultural values and features;
- Assesses risks to ecosystems and safety and describes the management issues associated with the property; and,
- Provides reasonable management recommendations as action items or tasks.

Once a management plan is complete, the Islands Trust Conservancy will work to carry out the management actions or strategies identified in the plan as resources allow. As a general practice, the Islands Trust Conservancy aims to update each management plan every ten years.

How detailed does the management plan need to be?

The number of management issues associated with the land and its landscape context will dictate the level of detail required in the plan. The management plan serves as a record of the values present on a property, emphasizing the geographical, historical, natural, and cultural values.

Management recommendations (action items or tasks) broken down by immediate (1-2 years), short (3-5 years) and long-term (5+ years) needs on relevant issues such as: invasive species management; species at risk protection; public access and safety; educational and research opportunities; and signage are the focus of the management plan. They should be rooted in the identified protected area values and prioritized, listed and explained as achievable action items.

Management plans should be as concise as possible with a focus on management actions or tasks. Ideally they will be less than 30 pages in length, excluding appendices. Items like the

Ecological Inventory may be included as appendices if there are many ecological communities present. Terminology used throughout the management plan should be respectful of First Nations. The words "provincially-managed land" or "federally-managed land" should be used in place of "Crown". "Privately managed" should be used in place of "private" and "land holder" instead of "land owner". Use the format provided in the **Contents of the Management Plan** below with the Calibri font and colours for headings and text.

Information gathering

The following information is available from the Islands Trust Conservancy and should be reviewed by the contractor:

- ☐ Past management plan(s) (if existing).
- ☐ Islands Trust Conservancy description and mission and management plan purpose.
- ☐ Conservation covenant and any other charges or notations registered on title.
- ☐ Baseline inventory report from a conservation covenant or ecological inventory from a previous management plan. Note that if these inventories are within 5-7 years old, they do not need to be redone. Confirm with Islands Trust Conservancy staff.
- ☐ Survey of the land and/or covenant area(s) done by a British Columbia Land Surveyor or other available boundary information.
- ☐ Relevant digital mapping data:
    - Orthophotography;
    - Sensitive Ecosystem Mapping;
    - Terrestrial Ecosystem Mapping (TEM);
    - Cadastral;
    - Contours;
    - Baseline inventory report or ecological inventory mapping
    - Zoning and Land Use Designations;
    - Water features including streams, watercourses and other water bodies;
    - Shoreline, eelgrass and forage fish mapping;
    - Agricultural Land Reserve locations;
    - Building footprint mapping;
    - Critical Habitat mapping (Government of Canada); and
    - Occurrence data for rare species and ecological communities (BC Conservation Data Centre).
- ☐ Information about the protected area history.
- ☐ Registered archaeological sites.
- ☐ Information from First Nations from prior information sharing.
- ☐ Agricultural Land Reserve and Private Managed Forest Land designation.
- ☐ Existing research and field studies and information about recorded sightings of rare species and ecological communities.
- ☐ Islands Trust Conservancy Visual Identity.

Other sources of information to be gathered if available:

- ☐ First Nations offices may be able to help with historical use of the land. Contractors should be aware that there are overlapping First Nations' territories in the Islands

Trust Area and the protected area may be in more than one First Nation's territory. Please contact the Islands Trust Conservancy before reaching out to First Nations.

- ☐ Landholders or previous landholders are often rich source of information. Questionnaires, discussions and property tours can be helpful. Some landholders also keep species observation lists and information.
- ☐ Local conservancies, historical societies, naturalist clubs, and neighbours may also be able to contribute valuable information. Open houses, personal meetings, questionnaires, discussions and property tours are recommended and may be required in the management plan contract. See Section 5, Community Engagement, in the **Contents of the Management Plan** below.
- ☐ The Agricultural Land Commission or the Managed Forest Council may be able to provide information on lands in the Agricultural Land Reserve or Private Managed Forest.
- ☐ The Ministry of Forests, Lands, Natural Resource Operations & Rural Development Research Branch or a forestry company may be able to provide information on past logging history on the land.
- ☐ The Ministry of Forests, Lands, Natural Resource Operations & Rural Development Archaeology Branch can provide information about recorded archaeological sites.
- ☐ The local Official Community Plan and Land Use Bylaw will provide zoning and land use designation information including Development Permit Areas.

Field Work

Site visit(s) are an integral component of a management plan and will provide information to identify and describe the natural features of the property (i.e. vegetation, wildlife, geography, geology, soils and hydrology). It is a snapshot of the current state of the protected area on the date of collection. See Section 3, Ecological Inventory, in the **Contents of the Management Plan** below for requirements for data collected. Some of this information may have been collected already in the baseline inventory report for a conservation covenant or in a past management plan which should be reviewed, but current conditions must be collected with any changes in the natural features recorded. In some instances a management plan and a baseline inventory report may be carried out simultaneously.

Wherever possible and practical, data collection and field work required for the management plan should be conducted when the ecological/special features are best observed (typically spring but timing is species and ecosystem specific). Special attention should be taken not to disturb rare species during sensitive times (i.e. Peregrine Falcons during nesting). The availability of community members and First Nations is also a consideration when deciding the time to collect data.

Final Management Plan Deliverables

Contractors completing management plans must deliver the following products to the Islands Trust Conservancy:

- ☐ A draft management plan, in a format that follows the **Contents of the Management Plan** below, with Calibri font and the colours used for headings and text must be submitted to Islands Trust Conservancy staff for review prior to submitting a final document. The draft Plan must be provided as a word document (e.g. .doc). Where conservation covenants, partnerships or other agreements exist, Islands Trust Conservancy staff will solicit input from these partners. These edits to the draft management plan must be incorporated in the preparation of the final plan.
- ☐ Final management plan in a format that follows the **Contents of the Management Plan** as above with any edits incorporated from the draft management plan. The final plan must be provided as both a Word document (e.g. .doc) and as a .pdf.
- ☐ Digital photos as separate, original .jpg files with file names according to the following standard:
  ITC_YYYY-MM-DD_[island code]_[property name]_[concise description]_[Photo number]_(dpivalue).jpg
  Where "YYYY-MM-DD" is the date the photo was taken. The island code and property name are provided by the Islands Trust Conservancy. Photo number references the identification number of the photo used in the management plan.
- ☐ Maps as .jpg files with file names following the following standard:
  ITC_YYYY-MM-DD_[island code]_[property name]_[concise description]_Map.jpg
  Where "YYYY-MM-DD" is the date the baseline inventory report was finalized.
  The island code and property name are provided by the Islands Trust Conservancy.
- ☐ Data collected as follows in a format compatible for use in ESRI ArcGIS software, with an accuracy approved by the Islands Trust GIS Department and the Islands Trust Conservancy prior to data collection:
  - Ecological Communities (polygons)
  - Trails and other anthropological features (e.g. buildings, wells, septic fields, etc.)
  - Other natural features (e.g. water features such as streams and springs, notable glacial erratics, notable trees)
  - Photopoints
- ☐ Once the final plan has been reviewed by staff, it will be submitted to the Islands Trust Conservancy board for approval and may require further edits to be completed. All final management plans are posted on the Islands Trust Conservancy website and are a key component in prioritizing future management activities as laid out in the ITC Property Management Strategy.

Note that once photos, images (e.g. maps) and data are submitted as part of an Islands Trust Conservancy management plan, they become the property of the Islands Trust Conservancy and may be used at the discretion of the Islands Trust Conservancy in items like communications materials, the Islands Trust Conservancy website and in other Islands Trust Conservancy work as required.

Map Requirements

Maps may be located in related sections or at the end of the report, but must be listed with the relevant page numbers in the Table of Contents under List of Figures. Please see example in Appendix A. Each map should include a:

- Title;
- North arrow;
- Scale bar;
- Scale (eg. 1:500); and
- Date produced.

Maps may be produced in colour, but if the report will be used for covenant purposes, maps should be legible in greyscale for black and white printing. Typical maps for a management plan include:

- Location map (e.g. a map showing the location of the site on its island);
- Landscape context (e.g. a map indicating nearby protected areas and surrounding land uses), the location map can be an inset of the landscape context map;
- Anthropogenic features (e.g. buildings, trails, survey pins, archaeological sites, etc. as referenced in **Critical Elements in a Management Plan** section 2.6); and,
- Natural features (e.g. ecological communities and significant natural features as in **Critical Elements in a Management Plan** section 3).

Maps of anthropogenic and natural features should also include photopoints. For simpler sites, anthropogenic and natural features may be combined on a single map.

Photo Requirements

Photographs are used to establish the general state of each ecological community and to record any significant features of the covenant area. Provide a list of photos in a table as shown in Appendix B- Photographic Documentation. They must be labelled and attached as an appendix and provided as individual .jpg files labelled as described above. The number of photographs will vary according to the complexity of the site. Typical photos will include images of:

- Significant values, e.g. natural, cultural and geological features;
- Representative areas of each ecological community;
- Anthropogenic features;
- Significant patches of invasive species or areas of disturbance; and
- Areas considered at risk, e.g. a property line adjacent to a parking lot or an area where erosion is occurring.

Contents of the Management Plan

The following is a checklist of critical elements that must be included in any management plan. The elements are separated by section headings and indicate the information that is required:

i. Executive Summary

- ☐ Brief history and location of the property
- ☐ Ecological significance of the property
- ☐ Summary of the management plan
- ☐ Highlights of the key recommendations

ii. Tables and Lists

- ☐ Table of Contents
- ☐ List of Figures
- ☐ List of Tables
- ☐ List of Photos and Credits
- ☐ List of Appendixes

iii. Acknowledgements

Indicate the primary author of the report and their affiliations and professional qualifications (if appropriate). Acknowledge other contributors and their contributions (e.g. landholders, neighbours, species at risk experts, other professionals or subject experts). Please use the table below.

Name	**Position/Affiliation**	**Professional Accreditation or subject expertise**	**Contribution**
E.g. Marisa Gardengnome	Biologist, Gardengnome Environmental Services	R.P. Bio.	Primary Author
Quan Littleplant	Species at Risk Biologist, subcontractor, Gardengnome Environmental Services	R.P. Bio.	Identification and inventory of *Lomatium grayi*
Evelyn Archae	Archaeologist, John and Associates Consulting	Professional Archaeologist	Archaeological site information
Jon Avian	Landholder	Amateur birder for over 30 years and resident on the land between 2001 to the present	Bird list: birds observed 2001-2018

1 Introduction

- ☐ Brief property description and partners associated with the protected area

1.1 Islands Trust Conservancy (standard)

- Description and mission

1.2 Purpose of Islands Trust Conservancy Management Plans (standard)

1.3 Protected Area Purpose

1.4 Protected Area Objectives

2 Property Information

- ☐ Protected area size (hectares and acres), note measured features of interest such as distance of ocean shoreline etc.

2.1 Location

- Directions to the easiest access point of the protected area from the closest BC ferry dock

2.2 Legal description

- PID number and legal description
- Survey information and identification of covenant area(s) if appropriate

2.3 Legal Access

- Is legal access via road, water, statutory right of way or easement

2.4 Landscape Context

- A description of the protected area in the context of the region and island in terms of connectivity, management and external threats. Include map(s) showing adjacent protected areas and publicly managed (Crown) lands.

2.5 Site History[1]

- Provide information about First Nations traditional use of the area, archeological sites and information from First Nations.
- Provide information about the land post-colonization including settlement history, history of buildings, forestry/agriculture/resource extraction, fire information, information on potential items buried on site (e.g. garbage)

[1] When referencing site history and land ownership, a footnote should be included which states: The Islands Trust Conservancy recognizes that the language commonly used to refer to land may be disrespectful to First Nations. For example, notions of 'private' and 'Crown' land do not appropriately recognize aboriginal title. The words "provincially-managed land" or "federally managed land" will be used in place of "Crown". "Privately managed" will be used in place of "private" and "land holder" instead of "land owner".

2.6 Anthropogenic Features

- List any buildings or structures in the table below and reference photopoints (e.g. houses, cottages, studios, workshops, sheds, outhouses, chicken coups, etc.). For covenants, buildings and services outside the covenant area should be noted, but will not need a detailed description.

Anthropogenic Feature	**Description**	**Condition**	**Photopoint Location**
e.g. Pump house	3 m x 4 m stick frame construction, houses well head and water purification system	Recent build (less than approximately 10 yrs old). In good repair	P2, Map 3

- List any land modifications in the table below and reference photopoints (e.g. roads, wells, utility lines, septic fields, buried water or utility lines, fences, gates, signs, trails, etc.).

Anthropogenic Feature	**Description**	**Condition**	**Photopoint Location**
e.g. Trails	Walking trails for personal use throughout property as mapped	10 cm average cleared width	P3, Map 3
Water line	1.5 inch buried waterline as mapped, from pump house to residence (outside of covenant area)	Connections appear to be in good condition, condition of the buried line is unknown	N/A

- Indicate the location of known archaeological sites and areas of archaeological site potential (if known). If archaeological sites are registered, indicate their registration number. Summarize the content of the record or archaeological report. Note, archaeological sites are considered confidential information and the specific location and information regarding the site must not be shared publicly.

2.7 Undersurface Rights

- From land title and associated documents

2.8 Notations, Charges, Liens and Interests

- Right of Way, Conservation Covenant and Statutory Right of Way, easements both charged against the land and noted in favour of the land, providing mapping of these features if relevant.

2.9 Local Planning Designations

- Zoning, Riparian Area Regulation areas, Development Permit Areas,
- Include maps and surveys (if necessary)

2.10 Existing Public and Other Use

- Existing trails and public access points,
- Buildings and other infrastructure (e.g. utilities, signage, parking areas, etc.)
- Include map(s) showing trail, building, and feature locations (also structures, wells, utility corridors and other improvements to the land, roads, driveways and trails)

3 Inventory by Ecological Community[2]

3.1 Ecological Significance

- In a one-two paragraph, easy to read narrative, provide a general description of the land with an emphasis on the significance of the ecosystems present and feature(s) of interest.
- Note any rare species or ecological communities in the table format below. The B.C. Conservation Data Centre Species and Ecosystems Explorer is helpful for determining these. The contractor will notify the Conservation Data Centre using their process to confirm species at risk location and identification.

Species Name		Status				
English	Scientific	Provincial	BC List	COSEWIC	SARA	Global
e.g. Peregrine Falcon	*Falco peregrinus anatum*	S2?B (2010)	Red	NAR (2017)	1-SC (2012)	G4T4

Ecological Community Name		Status		
English	Scientific	Provincial	BC List	Global
e.g. Douglas-fir arbutus	*Pseudotsuga menziesii – Arbutus menziesii*	S2 (2004)	Red	GNR

- Note any hydrological features on the land (e.g. lakes, ponds, streams, springs, etc.). Note if there is observed or known use of the features by fish, amphibians, mammals, birds, insects or other species.

3.2 Climate

- Graph for temperature and precipitation
- Description of climate for the site and projections for climate change if known.

3.3 Geology and Physiology

- General description from available information and easily observable features.

3.4 Hydrology

- General description from available information and easily observable features.
- Emphasis on surface hydrology with other hydrological features noted if relevant.

3.5 Soils

- General description from available information and easily observable features.
- Soil information used to determine site series should be contained within polygon descriptions.

3.6 Ecological Classifications

- A description of the ecological classifications for the land including its BC Ecoregion Classification and its biogeoclimatic zone(s), subzone(s) and variant(s) (as appropriate). If the land contains multiple biogeoclimatic zone(s), subzone(s) or variant(s), include a map.

[2] Ecological communities are used by the B.C. Conservation Data Centre and NatureServe to describe both forested and non-forested natural areas. More information about ecological communities, including descriptions of ecological communities in the Islands Trust Area, can be found on the B.C. Conservation Data Centre website.

3.7 Ecological Communities and Site Series

- The date that data was collected should be included at the beginning of this section and each ecological community is described in 2-3 sentences and includes a table indicating representative species observed and a mapped polygon reference. A typical mapped polygon will only include one ecological community; however, a mapped polygon may be termed "variable" if many are found in close proximity to one another and separation is impractical. Each ecological community must have at least one representative photograph as well as photographs to record any significant features (see information on photographs, below).
- Forested ecosystems should include a site series reference as described in "A Field Guide for Site Identification and Interpretation for the Vancouver Forest Region" (Green and Klinka, 1994) and a structural stage as defined in "Standards for Terrestrial Ecosystems Mapping in British Columbia" (RIC 1998) Wetland ecosystems should be classified according to "Wetlands of British Columbia: A Guide to Identification" (MacKenzie and Moran, 2004) Garry oak ecosystems should be classified according to "Garry Oak (Quercus garryana) Plant Communities and Ecosystems in Southwestern British Columbia" (Erickson, 1996). All publications are available through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.
- Tables used to describe ecological communities must follow the template below. Species in this section should be noted using both their scientific and common names. Rare species and ecosystems as well as invasive species should be noted.

Sample Polygon Table Templates

Polygon ID:	1
Ecological Community:	Douglas-fir – arbutus
Classification[3]:	CDFmm/02
Structural Stage:	5 – Young Forest
Status (BC List):	Red listed
Photopoint(s):	P5
Ecological Community Description:	Mixed age (30 – 50 years old) Douglas-fir / Arbutus forest with scattered mature (80+ years old) Douglas-fir and a few scattered bigleaf maple (*Acer macrophyllum*) and western redcedar (*Thuja plicata*). Some bedrock outcrops and scattered boulder talus is present throughout the polygon. The understorey is dominated by dull Oregon-grape (*Mahonia nervosa*) and Oregon beaked moss (*Kindbergia oregana*) with patches of salal (*Gaultheria shallon*).
Disturbance Notes:	The polygon includes some historical disturbance from an old skid road through the east side. This old road is used as a trail.
Anticipated Change/Succession:	Probably deer grazing may restrict recruitment of arbutus trees and understorey species. Dominant vegetation is likely to be Douglas-fir trees, except in rocky outcrop areas where moss and lichen will continue to dominate.
Wildlife observations:	Pileated woodpecker (*Dryocopus pileatus*) cavities observed on large snags, Black tailed deer (*Odocoileus hemionus*) browse observed on shrubs, Bald Eagle (*Haliaeetus leucocephalus*) observed overhead during surveys.

[3] Classification should be to site series (forested ecosystems), or to Garry oak plant community or ecosystem or by wetland type.

VEGETATION SPECIES	PERCENT COVER (%)						NOTES
	Main Canopy*	Secondary Canopy+	Shrub Layer**	Herb Layer++	Moss, Lichen Layer*+	Non-natives ^	
Pseudotsuga menziesii (Douglas-fir)	10	15	2				MC: uneven-aged, 25-40yrs, ht: 10-15m DBH: 30-55cm SC: 15-20 years, ht: 5m, DBH: 10cm
Arbutus menziesii (arbutus)		2	5				SC: 15-20 years, ht: 5m, DBH: 10cm Some trees showing signs of stress, leaf blight
Acer macrophyllum (big-leaf maple)		25	10				SC: 15-20 years, ht: 5m, DBH: 10cm
Gaultheria shallon (salal)				T			On fringes bordering poly 2
Mahonia nervosa (dull Oregon-grape)				2			On fringes bordering poly 2
Vaccinium parvifolium (red huckleberry)				T			On old stumps
Symphoricarpos albus (snowberry)				T			
Holodiscus discolor (oceanspray)			5	T			Existing shrubs show obvious signs of deer browse
Ilex aquifolium (holly)						2	Observed at 2 locations
Rosa gymnocarpa (baldhip rose)			1				
Adenocaulon bicolour (pathfinder)				1			
Trientalis latifolia (starflower)				T			
Lactuca muralis (wall lettuce)				T			
Sanicula crassicaulis (pacific sanicle)				T			
Galium trifidum (small bedstraw)				T			
Achlys triphylla (vanilla leaf)				2			small patches on rich microsites
Kindbergia oregana (Oregon beaked moss)					10		
Plagiomnium insigne (badge moss)					T		
Kinbergia praelonga (slender beaked moss)					T		
Rhytideadelphus triquetrus (electrified cat's tail moss)					2		

Neckera douglasii (Douglas' neckera)					T		On tree stems
Homalothecium fulgescens (yellow moss)					T		On maple tree
Porella navicularis (tree ruffle liverwort)					T		On woody debris
Cover by Layer (%)	**10**	**42**	**23**	**5+**	**12+**	**2**	**Total Canopy Cover: 40-50%**

*Codominant trees, main layer of tree cover. Make note of any dominant trees
+Trees greater than 10m that do not reach the main canopy
**All woody plants less than 10m tall
++All herbaceous species, regardless of height and some low woody plants less than 15cm tall
*+ All bryophytes, terrestrial lichens and liverworts
T stands for Trace or less than 1%

3.8 Wildlife Species

- Notes on wildlife species known or expected to use the protected area due to the habitat that is found there etc.
- Detail information on significant species present and important areas for those species, i.e. site for forage fish, avian nesting area, bat hibernacula etc.
- Tables can be listed in the Appendix.

Sample Animal Species Table

Common Name	**Latin Name**
American Mink	*Neovison vison*
Black-tailed Deer	*Odocoileus hemionus*
Harbour Seal	*Phoca vitulina*
Raccoon	*Procyon lotor*
River Otter	*Lontra canadensis*
Big Brown Bat*	*Eptesicus fuscus*
Brazilian Free-tailed Bat*	*Tadarida brasiliensis*
California Myotis*	*Myotis californicus*
Hoary Bat*	*Lasiurus cinereus*
Little Brown Myotis*	*Myotis lucifugus*
Long-eared Myotis*	*Myotis evotis*
Silver-haired Bat*	*Lasionycteris noctivagans*
Yuma Myotis*	*Myotis yumanensis*
Northwestern Gartersnake	*Thamnophis ordinoides*
Pacific Chorus Frog	*Pseudacris regilla*
Western Terrestrial Garter Snake **	*Thamnophis elegans*
Surf Smelt	*Hypomesus pretiosus*

3.9 Expected Change Over Time

- Note the change expected for the key ecological communities either specifically or in terms of geographic areas (changes to Marsh, streams. Upland forest) and species at risk as relevant.

4 Threats

- ☐ List and describe threats in a table (see example below). Threats may include: non-native and invasive species (will spread or germinate in other locations), trails (trail use, erosion potential etc.), climate change, sea level rise, flooding overgrazing, off-road vehicle use, tree cutting, wildfire, utility line maintenance, erosion etc.
- ☐ Expected change to threats over time

Sample Summary of Threats Table

Threats (examples below)	Coastal Douglas-fir Forest*	Garry Oak Woodlands *	Wetlands & Creeks*	Overall Threat Rank
Recreational Activities: Mountain biking & hiking impact conservation targets through wildlife disturbance, soil disturbance & erosion. Significant non-motorized use outside designated areas can have detrimental impacts to Garry Oak plant communities (Clements 2013) and rocky coastal bluff ecosystems (Casu et al. 2006). With increasing population and development within the protected area, pressure from this threat to conservation targets is expected to continue to increase.	Medium	High	Low	Medium
Fire: Catastrophic wildfire: Fire suppression results in a change of fire regime to lower frequency and higher intensity fires. Higher intensity fires are also generally larger in size. A less frequent, more intense fire would potentially replace the old growth Coastal Douglas-fir forests. Stand-replacing fires will also have potential impacts on wetlands and hydro riparian areas due to soil erosion.	Medium	Medium	Low	Medium
Fire Suppression: Coastal Douglas-fir ecosystems were adapted to low-intensity fires that used to occur about every 100-300 years maintaining the dominance of Douglas-fir by controlling the growth of competing species and preventing tinder-dry debris from building up on the forest floor, thus reducing the risk of high-intensity fires. High intensity	High	High	N/A	High

fires would also destroy herbaceous ecosystem species which are adapted to frequent low intensity fires. This is a threat across the entire protected area. Vegetation recovery post-catastrophic fire is slow and invasive terrestrial species are likely to invade into areas with bare soil.				
Dams & Water Management/Use Historic ditches: Beginning in 1863 when settlers first began modifying the lands for agriculture, ditches were dug to dry the land by concentrating and accelerating the flow of water. High areas were scraped and leveled and pushed into low ground to remove the undulations in the land to create agricultural fields. These changes have reduced the land's capacity for biological productivity.	N/A	N/A	Medium	Low
Invasive Non-Native Species: A significant threat to biodiversity. According to the International Union for Conservation of Nature (IUCN), it is second only to habitat loss. The impact on native ecosystems, habitats and species can be severe and often irreversible.	Medium	High	High	High
Problematic Native Species: Hyper-abundant Mule Deer (*Odocoileus hemionus*) can be problematic, dramatically altering understory vegetation structure and composition and adversely affecting songbird populations (Martin et al. 2010)	Medium	Medium	N/A	Medium
Overall Threat Status for Protected Area	**Medium**	**High**	**Medium**	**Medium**

* Example column headings. These will be property specific and may be types of ecosystems, ecological communities (corresponding to polygons) or geographical areas of the property.

Very High: The threat is likely to destroy or eliminate the biodiversity target.
High: The threat is likely to seriously degrade the biodiversity target.
Medium: The threat is likely to moderately degrade the biodiversity target.
Low: The threat is likely to only slightly impair the biodiversity target

4.1 Expected Change to Threats Over Time

5 Community Engagement[4]

- ☐ Community engagement will include contact with: adjacent landholders, First Nations, conservation partners and the island community.
- ☐ Consultation will require contractors to organize, advertise and conduct a community meeting/public information session and provide feedback questionnaires. Personal communication by phone calls/site visits may also be appropriate.

5.1 Adjacent Landholders

- Letter to adjacent landholders that introduces the management plan including details about the protected area and encourages involvement in the process. Letters must be reviewed by ITC staff and may contain a questionnaire developed for the specific protected area to aid discussion.

5.2 First Nations

- Consult with Islands Trust Conservancy staff regarding communications with First Nations. Staff will provide contact information and review correspondence. In general, letters will be sent to First Nations introducing the management plan including details about the protected area and encouraging involvement in the process.

5.3 Conservation Partners and Community Members

- Communicate with covenant holders, local conservancy group(s) and naturalist club(s), and interested community members.

5.4 Engagement Results

- Summarize cultural and community significance of property based on community engagement.
- Analyze the questionnaire results and any feedback received

6 Management Recommendations

- ☐ Summarize the results of all of the research on the condition of the property and highlight possible management initiatives.
- ☐ Identify management issues including the extent and nature of protection required, appropriate use for recommended permitted uses, level of use and special needs of the property.
- ☐ Describe strategies to minimize risks to public safety and ecological features

6.1 Management Roles

- ☐ Describe landholder responsibilities and any wardens, management or covenant partners.

Partner	**Role**
Island Trust Conservancy	Landholder
Daisy Waters	Voluntary Warden
Meadows Conservancy	Management Partner
Jade Island Conservancy	Covenant Holder
Emerald Island Conservancy	Covenant Holder

[4] Section 5 is sometimes excluded from the management plan contract and completed by ITF staff.

6.2 Permitted and Prohibited Uses
6.3 Proposed Monitoring Program
- Recommendations for annual monitoring to aid in ongoing property management. Monitoring program should consider areas assessed as high risk. Suggest one or more monitoring routes, include map(s) as an appendix. Note Islands Trust Conservancy conducts annual monitoring for all of its properties. Monitoring visits are typically completed in half a day, with some rare exceptions.
- Recommendations for possible ecological monitoring programs should resources be available

6.4 Public Access
6.5 Signage
6.6 Trail Use, Maintenance and Development
- Describe use, location, maintenance and safety issues associated with the trails. Include recommendations for possible trail closures, modifications or extensions.

6.7 Protection Initiatives for Sensitive Ecosystems and Species and Ecosystems at Risk
6.8 Ecological Restoration Options
6.9 Scientific Research/Education Opportunities
- Note any research or surveys conducted to date on the protected area and if funding allowed what other research would be recommended.

6.10 Exotic and Invasive Species Management
6.11 Wildfire Risk Management (if applicable)
6.12 Climate Change Impacts and Management

7 Action Items

☐ Immediate, Short and Long-term Action Items*. Strategies to address management issues including budget and timeline for immediate and short-term initiatives, long-term action items can be estimated.
*__Action Items__ should be specific tasks that contribute to the management, maintenance, or protection of natural and cultural values in the protected area. They should be listed in order of importance, with critical actions that are vital to public safety and ecological health getting priority. Contractors should have a sense of the cost of completing the action items so that recommendations are reasonable. If costs are unknown, the recommendations should include time for determining budget requirements and timelines should be subject to budget availability. Contractors should also consult Islands Trust Conservancy staff regarding timelines and budget availability as resources are limited and may affect the timelines and scope of action items in the management plan.

7.1 Immediate Actions (1-2 years):
- Items that MUST be done immediately (e.g. because of danger to public safety)
- Items that can be done with minimal resources, both with respect to staff time and budget (e.g. less than $500 total per year)

7.2 Short term Actions (3-5 years):

- Items that fit in to annual property management budget (e.g. less than $3,000 total per year), but may require planning with respect to ITC staff work plans
- One important and/or time sensitive management item that would suit a special budget request or grant application (e.g. $3,000-$7,500)

7.3 Long term Actions (5+ years)

- Items with reasonable budgets and staff capacity requirements that cannot be completed in the first 5 years but are recommended
- A maximum of one or two important, but not urgent, management items that would suit a special budget request (e.g. $3,000-$7,500)

7.4 Ongoing or Annual Action Items

- Monitoring and regular property maintenance projects anticipated as part of the ongoing Islands Trust Conservancy property management budget and program
- Monitoring and regular maintenance items that are likely to be costly will need to include an action item for sourcing ongoing funds or internal capacity and will need to be subject to securing resources.

8 Conclusion

☐ Brief summary of the conclusions of the report

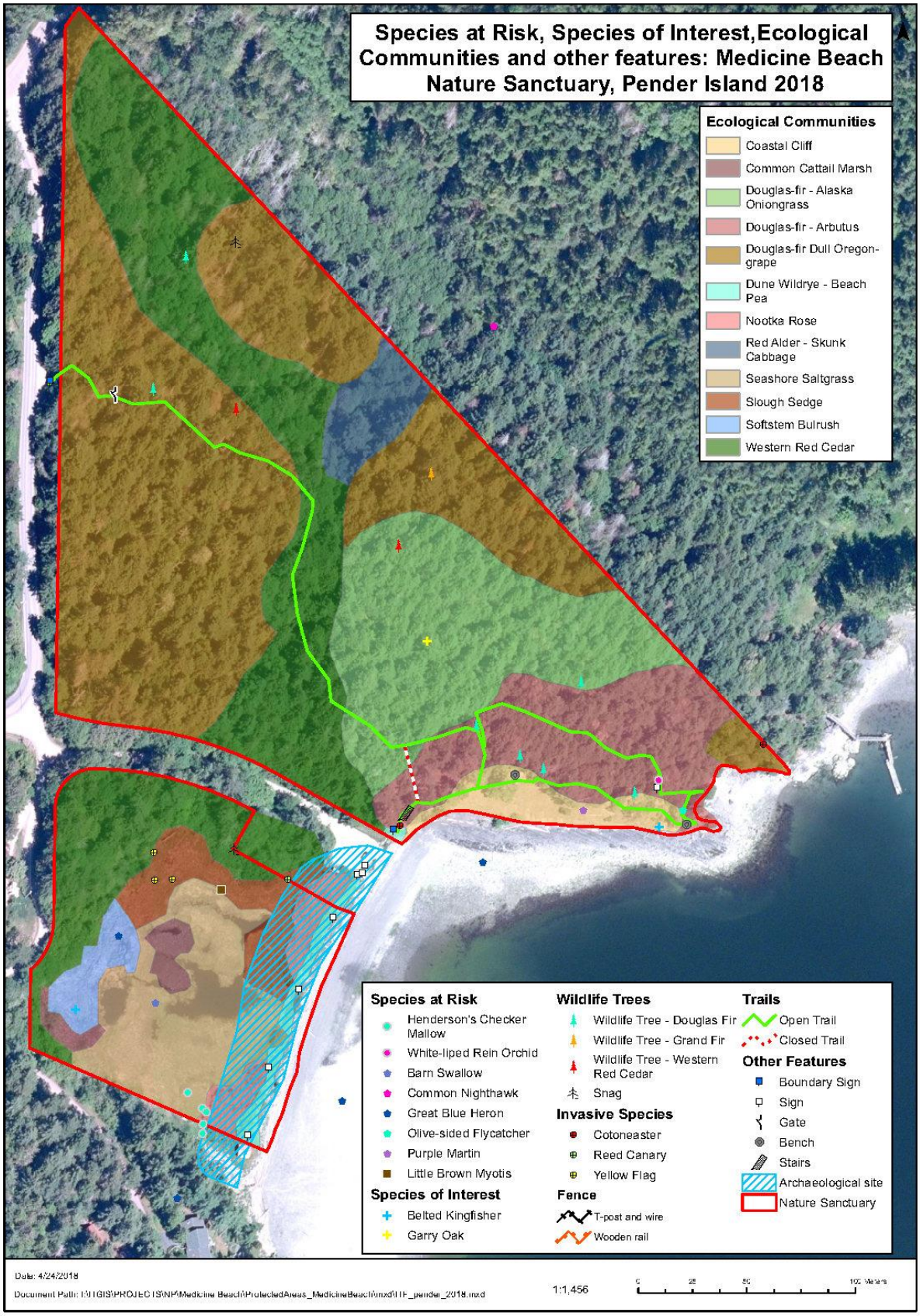
9 References

☐ List of references used in the report

10 Appendices

☐ Tables, lists and maps that contain the data used in the report: Maps, Photographic Documentation Table with photographs, Species Lists etc.
☐ Examples of Public Consultation letters and Questionnaire Forms
☐ Proposed monitoring route(s)

Appendix A –Example Map of the Protected Area



Appendix B – Photographic Documentation

PHOTO STATION	LOCATION (UTM Coordinates)	DIRECTION	PHOTO-GRAPHER	DATE YYYY-MM-DD	DESCRIPTION
Anthropogenic Features as noted on Figure 3					
P1	(*from GPS*)	110°	MG*	2018-03-10	Western boundary line showing pin and adjacent farm use
P2		43°	MG	2018-03-10	Pump house exterior with door and protruding waterline
P3		75°	MG	2018-03-10	Trail from house to viewpoint indicating representation of maintained width
Natural Features as noted on Figure 4					
P4		185°	MG	2018-03-11	Significant rock fall at base of cliff, including uprooted trees.
P5		300°	MG	2018-03-12	Representative of Ecological Community 1. Mixed Douglas-fir – arbutus with patchy oceanspray in the understorey

* MG = Marisa Gardengnome