



CAPACITY DEVELOPMENT ASSESSMENT MANUAL (2017/2018)

INTRODUCTION

Among the 93 practices listed in the *Canadian Land Trust Standards and Practices*, a sub-set of 15 practices were chosen based on the following criteria:

- similarity with existing U.S. Indicator Practices originating from the U.S. Land Trust Alliance and evaluated by the Land Trusts Accreditation Commission;
- direct transposition of practices into measurable outcomes (e.g. policies and procedures);
- focus on responsible governance and ethical operations;
- prioritization of sound and sustainable land transactions and stewardship activities.

The 15 practices are further described in this Assessment Manual, first presenting the practice wording and then identifying the documents used as deliverables for practice implementation as part of the OQO Capacity Development Program. Criteria that will be used by the OQO Program Review Committee for evaluating the consistency of documents with each practice are also provided in this manual. OQOs are encouraged to self-assess with those criteria prior to submitting an application.

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PRACTICE 3F - BOARD APPROVAL OF LAND TRANSACTIONS

The board reviews and approves every land and conservation agreement transaction, and the board is provided with timely and adequate information prior to final approval. However, the board may delegate decision-making authority on transactions if it establishes policies defining the limits to that authority, the criteria for transactions, the procedures for managing conflicts of interest, and the timely notification of the full board of any completed transactions, and if the board periodically evaluates the effectiveness of these policies.

A. Deliverable(s)

- Procedure(s) detailing how to provide information to the board and to obtain board approval of transactions, and to evaluate and complete a land or Conservation agreement acquisition project
- Policy/ies delegating transaction approval authority

B. Criteria for OQO Project Review Committee

- The procedures describe who is involved in each step (staff, volunteer, consultant, board member, board committee, board, etc.), and when each step normally occurs in the process.
- The procedures address the following:
 - How land or conservation agreement projects are selected, including how and when the organization's written project selection criteria are used;
 - How each project is evaluated against the organization's capacity to perform perpetual stewardship responsibilities;
 - How properties are inspected to identify and document the important conservation values of the project as well as threats to those values;
 - How the terms of the project are negotiated and finally determined;
 - The level of board review each project receives as well as when during the acquisition process board review occurs.
 - If a committee or other group reviews the project in place of or before full board review, describe the committee or group, its level of review and who is involved. If your board reviews and approves projects in stages, describe this process as well;
 - When the project is approved by the full board and how board members are provided with timely and adequate information prior to final approval;
 - Any limitations on authority to act (such as requiring full board approval if a conflicted party is involved, requiring a committee review before a final decision is made, etc.).
- The need for a delegation policy or provisions in other procedure(s) applies when a committee of the board (such as the executive committee or lands committee) or other designee makes the final decision about a transaction in lieu of full board action.

PRACTICE 4A - DEALING WITH CONFLICTS OF INTEREST

The land trust has a written conflict of interest policy to ensure that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means. The conflict of interest policy applies to insiders, including board and staff members, substantial contributors, parties related to board and staff members or substantial contributors within the meaning of the Income Tax Act, those who have an ability to influence decisions of the organization and those with access to information not available to the general public. Federal and provincial conflict disclosure laws are followed.

A. Deliverable(s)

- Conflict of interest policy and any available related policies (such as a policy on transactions with insiders, the sale of land, etc.).

B. Criteria for OQO Project Review Committee

- The policy must ensure that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means, including that a conflicted party not be present during the board's discussion (unless asked to provide information) and vote on an issue where he/she is conflicted.
- The policy should contain the following:
 - Describes who is an "insider";
 - Describes how conflicts should be disclosed and to whom;
 - Prohibits the conflicted party from influencing decisions via discussions and voting;
 - Requires written documentation of actions taken to prevent potential conflicts.

PRACTICE 8B - PROJECT SELECTION AND CRITERIA

The land trust has a defined process for selecting land and conservation agreement projects, including written selection criteria that are consistent with its mission.

A. Deliverable(s)

- Written project selection criteria.

B. Criteria for OOO Project Review Committee

- The project selection criteria address the following:
 - Consistency with the land trust's mission and goals;
 - Federal and provincial requirements, when applicable;
 - Land trust priorities;
 - Project feasibility;
 - Capacity and ability to fulfill perpetual stewardship responsibilities.

PRACTICE 9E – CONSERVATION AGREEMENT DRAFTING

Every conservation agreement is tailored for the property according to project planning (see 8F) and: identifies the important conservation values protected; allows only permitted uses and/or reserved rights that will not significantly impair the important conservation values; contains only restrictions that the land trust is capable of monitoring; and is enforceable.

A. Deliverable(s)

- Procedure used to draft each conservation agreement.
- Template used for conservation agreement or last conservation agreement recorded.

B. Criteria for OQO Project Review Committee

- The procedure addresses the following:
 - The starting point for drafting each conservation agreement (such as whether a template is used, whether your organization starts from its most recent conservation agreement, etc.);
 - How the conservation values of the property are determined;
 - How the terms of the conservation agreement are tailored so that they protect the property's important conservation values;
 - Who drafts the initial conservation agreement document and what his/her training and qualifications are;
 - The level of legal review routinely obtained for every conservation agreement (such as whether a legal counsel reviews the entire deed, only certain sections, only the closing documents, etc.), and who conducts the legal review on behalf of your organization and what his/her training and qualifications are.
- If the organization uses a template, the process for how the template was created and how it is used addresses the following:
 - How the template was developed and who was involved;
 - How often the template is reviewed for legal modifications and applicability to your organization's mission and capacity and who conducts the review;
 - When the template was last modified;
 - What parts of the template are routinely modified for each conservation agreement;
 - How often there are substantive deviations from the template;
 - Who has the authority to deviate from the template;
 - Who reviews any deviations from the template.
- The conservation agreement template (or the most recent conservation agreement recorded, if not template is used) includes at least the following elements.
 - Deed form:
 - Identification of the parties (such as property owner, grantee/holder, etc.);
 - Legal description of the property to be conserved;
 - Required words of conveyance;
 - Statement of the duration of the conservation agreement;
 - Statement of whether any consideration (such as a purchase payment or bargain sale payment) was given in exchange for the conveyance of the conservation agreement.
 - Purposes clause and/or recitals:

- Identification of the property's conservation values.
- Restrictions and reserved rights:
 - Restrictions that are appropriate to ensure protection of property's conservation values;
 - Clear definitions of terms;
 - Clear definitions of special use areas, building envelopes and other such areas so that they can be identified on the ground;
 - Reserved rights need to be specific and not so broad as to allow the ability to negate the terms of the conservation agreement;
 - Control over the future exercise of reserved rights sufficient for the grantee to meet its obligations in the conservation agreement, including clear designation of when grantee review or approval of the exercise of permitted and reserved rights or other activities is required and how review or approval is obtained.
- Conservation agreement holder's rights:
 - Right-of-entry and inspection to monitor the conservation agreement and inspect the property for conservation agreement violations;
 - Right to enforce the conservation agreement, including:
 - To access the property without prior notice in the event of an emergency or if the grantee believes a potential violation is occurring;
 - To take immediate action (in other words, secure an injunction from a court);
 - To require restoration of the land to its condition at the time of the closing.
- Other provisions:
 - Termination and default provisions;
 - Reference to the baseline documentation report

PRACTICE 9G – RECORD KEEPING

Pursuant to its records policy (see Practice 2D), the land trust keeps originals of all irreplaceable documents essential to the defence of each transaction (such as legal agreements, critical correspondence, surveys, appraisals, and baseline documents) in one location, and copies in a separate location. Original documents are protected from daily use and are secure from fire, floods and other damage.

A. Deliverable(s)

- Records policy that governs organization and transaction documents.

B. Criteria for OQO Project Review Committee

- The organization has originals and duplicates of the following irreplaceable documents essential to the defense of each Conservation agreement and fee property owned by the organization.

Irreplaceable Document	Original Required	Duplicate Required
Legal agreements, deeds, Conservation Agreements, amendments, etc.	yes	yes
Critical correspondence (such as correspondence with the landowner related to project goals, tax and legal matters, notifications, approvals, enforcement, other key matters the organization determines essential to the defense of the transaction, etc.)	yes	yes
Baseline documentation reports for Conservation Agreements	yes	yes
Title insurance policies or evidence of title investigation	yes	yes
Surveys, if any	yes	yes
Full appraisals (or summary appraisals if full appraisals are not available) used to substantiate the purchase price or used by the landowner to substantiate the tax deduction	yes	no
Conservation agreement monitoring reports	yes	no
Fee property inspection records essential to the stewardship and defense of the property	yes	no
Contracts and leases relative to long-term land management activities (original retained only for as long as the contract/leases is in effect and applicable statute of limitations is in effect)	yes	no

- The organization demonstrates that it takes steps to ensure that original documents are protected from daily use and are reasonably secure from fire, floods or other foreseeable hazards (such as a fireproof safe that is protected from daily use, an archive facility or bank that has reasonable protections against damage from fire and/or floods, the registry of deeds, an office protected with sprinklers that is not at risk of flooding, or in other reasonably secure locations).
- The organization's duplicates of irreplaceable documents are stored in a separate location from the original (such as a storage facility, bank safe deposit box, office of the organization's legal counsel, local historical society, other location where the organization has control over the retention of the document, electronic file storage, cloud-based electronic file storage, etc.).

- If the organization stores its originals in an electronic format, the organization can describe how these originals meet the requirements with respect to rules of evidence regarding electronic originals.
- If an organization stores its duplicates in an electronic format, the organization can describe how electronic duplicates are replicas of the signed originals with all exhibits and attachments in a format that cannot be altered (not draft or unsigned versions of documents).
- If originals are stored in an individual's home, the organization has a written agreement with the individual that guarantees that other representatives of the organization (such as officers, key employees, etc.) can access the records.

PRACTICE 9H - TITLE INVESTIGATION AND SUBORDINATION

The land trust investigates title to each property for which it intends to acquire title or a conservation agreement to be sure that it is negotiating with the legal owner(s) and to uncover liens, mortgages, mineral or other leases, water rights and/or other encumbrances or matters of record that may affect the transaction. Mortgages, liens and other encumbrances that could result in extinguishment of the conservation agreement or significantly undermine the important conservation values on the property are discharged or properly subordinated to the conservation agreement.

A. Deliverable(s)

- Procedure to investigate title to each property it intends to acquire or accept a conservation agreement over (including investigation of all mortgages, liens, mineral rights, water transfers and other encumbrances, legal ownership, and other title issues).

B. Criteria for OQO Project Review Committee

- The procedure addresses the following:
 - Who conducts the title investigation;
 - When the title investigation is conducted;
 - The degree of title investigation completed (such as whether a title certificate or title policy is obtained);
 - Who reviews the title investigation on behalf of your organization;
 - Who is responsible for resolving any issues raised by the title investigation.
- The land trust ensures that:
 - All mortgages are discharged or subordinated prior to acquiring a conservation agreement;
 - All encumbrances, including liens, conservation agreements and outstanding interests, are thoroughly analyzed and either removed or a determination made that they will not compromise the land trust's ability to protect the land;
 - All properties and conservation agreements have an adequate legal description.
- The organization investigates title as part of its due diligence when accepting the transfer of land or conservation agreements from an affiliate or other conservation entity.
- The organization ensures that there are no gaps in title by legally recording deeds and conservation agreements in a timely manner at the appropriate records office in accordance with local and provincial laws.
- A professional title company or legal counsel conducts the title investigation.
- If the organization conducts initial title investigation early in the transaction process, it documents that it has final title investigation just prior to or at closing to ensure no additional encumbrances have been placed on the property since the initial title investigation.

PRACTICE 9J - PURCHASING LAND

When the land trust buys land, conservation agreements or other real property, it obtains a qualified independent appraisal to justify the purchase price. However, the land trust may choose to obtain a short narrative from a qualified real estate professional in the limited circumstances when a property has a very low economic value or a full appraisal is not feasible before a public auction. In limited circumstances where acquiring above the appraised value is warranted, the land trust documents the justification for the purchase price and that there is no impermissible undue benefit. If negotiating for a purchase below the appraised value, the land trust ensures that its communications with the landowner are honest, forthright and recorded.

A. Deliverable(s)

- Procedure to determine the purchase price.

B. Criteria for OQO Project Review Committee

- The organization has at least one of the following to document the purchase price of land or conservation agreements.
 - An appraisal commissioned by the organization;
 - An appraisal commissioned by a public agency;
 - An appraisal commissioned by a non-profit partner (if the non-profit partner has a mission similar to that of the organization and requires its funds to be spent responsibly);
 - An appraisal commissioned jointly by the organization and the landowner;
 - A review appraisal of the landowner's appraisal that is commissioned by the organization;
 - An appraisal commissioned by the landowner with the land trust listed as an intended user.

- If the organization does not always obtain a qualified independent appraisal, the process should describe when an appraisal would not be required and how frequently this occurs.

- The process outlines how the organization documents that there is no impermissible undue benefit and how to communicate with landowners.

PRACTICE 11A - FUNDING CONSERVATION AGREEMENT STEWARDSHIP

The land trust determines the long-term stewardship and enforcement expenses of each conservation agreement transaction and secures the dedicated or operating funds to cover current and future expenses. If funds are not secured at or before the completion of the transaction, the land trust has a plan to secure these funds and has a policy committing the funds to this purpose.

A. Deliverable(s)

- Policy for determining, securing and managing Conservation agreement stewardship and defense funds.

B. Criteria for OQO Project Review Committee

- The policy addresses the following:
 - How long-term stewardship, enforcement and defense costs are calculated for each transaction;
 - How stewardship and defense funds are obtained;
 - How stewardship and defense costs are managed;
 - Allowable uses of principal and income of stewardship and defense funds;
 - Criteria and oversight of withdrawals from stewardship and/or defense funds;
 - How often the actual costs of stewardship and defense are reviewed and how the system for calculating the costs is revised;
 - How the organization goes about securing funds for every conservation agreement it accepts and what it does when it is not able to secure funds for a specific conservation agreement at the time it is acquired.

PRACTICE 11B - BASELINE DOCUMENTATION REPORT

For every conservation agreement, the land trust has a baseline documentation report (that includes a baseline map and photographs) prepared prior to closing and signed by the landowner at closing. Both the landowner and the land trust should hold at least one original copy. The report documents the important conservation values protected by the conservation agreement and the relevant conditions of the property as necessary to monitor and enforce the conservation agreement. In the event that seasonal conditions prevent the completion of a full baseline documentation report by closing, the baseline documentation report may include an interim baseline documentation report and an acknowledgement it will be replaced by a full report. This interim report and acknowledgement will be signed by the landowner at closing.

A. Deliverable(s)

- Procedure to create baseline documentation reports (BDR).
- Template of baseline documentation report or last BDR registered.

B. Criteria for OQO Project Review Committee

- The procedure addresses the following:
 - When each baseline is created relative to the closing date of the project;
 - Who is involved in creating the baseline and what their qualifications are;
 - How conservation values are documented;
 - How existing conditions related to the conservation agreement's restrictions and reserved rights are documented;
 - Who signs each baseline;
 - How the baseline is authenticated as a business record.

- The land trust should have a baseline documentation report for every conservation agreement it holds.

- The BDR should:
 - Include a baseline map and photographs;
 - Document important conservation values protected by the conservation agreement;
 - Document relevant conditions of the property as necessary to monitor and enforce the conservation agreement;
 - Are prepared prior to closing;
 - Are signed by the landowner at closing.

PRACTICE 11C - CONSERVATION AGREEMENT MONITORING

The land trust monitors its conservation agreement properties regularly, at least annually, except in exceptional and remote circumstances, in a manner appropriate to the size, restrictions and threats to the conservation values of each property. The land trust keeps written documentation (such as reports, updated photographs and maps) of each monitoring activity to confirm that the present use of the property is consistent with that at the time of donation or acquisition. Monitoring of Ecological Gifts will include confirmation that the present use of the property is consistent with that at the time of the donation and monitoring documentation relating to Ecological Gifts will be made available to Environment Canada upon request. The land trust will determine the capabilities (both human and financial) of its organization to fulfill the short and long-term monitoring responsibilities and will not accept conservation agreements it cannot monitor effectively. If conservation agreements are monitored by volunteers, the land trust shall ensure that, they are trained, tailoring the monitoring techniques and requirements to the specific property.

A. Deliverable(s)

- Procedure used to monitor each conservation agreement
- Training Program (written materials) for conservation agreement monitoring

B. Criteria for OQO Project Review Committee

- The procedure addresses the following:
 - The type(s) of monitoring actions and frequency;
 - Who conducts the monitoring;
 - How monitoring activities are documented;
 - Who is responsible for writing the monitoring report and who reviews the report;
 - How the organization tracks changes in land ownership so that it knows who owns the property to be monitored;
 - What involvement, if any, the landowner has in the monitoring process (such as an invitation to attend the monitoring inspection, sent a copy of the report, etc.).
- There is at least one monitoring inspection each calendar year (or annually since date the conservation agreement was acquired).
- The organization documents its annual monitoring activities in writing for each conservation agreement.
- If a conservation agreement is on a property owned by a public agency or another conservation organization, the organization still needs a record of annual monitoring. If the applicant shares its monitoring responsibilities with, or delegates them to, another entity (such as a public agency, a co-holder, other partner, etc.), the organization will need to have documentation of its own annual monitoring or will need to provide evidence of the annual monitoring inspections conducted by the other entity. Failure of one co-holder to monitor does not release the other co-holder from the responsibility.
- It is acceptable for an organization to aerially monitor its conservation agreement annually, if the organization does all of the following:

- Supplements the aerial monitoring with on-the-ground monitoring generally at least once every three years (depending on each conservation agreement's particular circumstances);
- Has aerial photographs verifiable to a specific date;
- Has aerial photographs that provide sufficient information to monitor the properties (including easily identifiable boundaries and restrictions appropriate to aerial monitoring);
- Keeps documentation of the monitoring;
- Immediately follows up on any potential violations with an on-the-ground inspection.

PRACTICE 11E - ENFORCEMENT OF CONSERVATION AGREEMENTS

The land trust has a written policy and/or procedure detailing how it will respond to potential violations of a conservation agreement, including the role of all parties involved (such as board members, volunteers, staff and partners) in any enforcement action. Policies and procedures should ensure that all discussions and actions taken are recorded and that all copies of correspondence and documents are retained and kept in a safe location. The land trust takes necessary and consistent steps to see that violations are resolved and has available, or has a strategy to secure, the financial and legal resources for enforcement and defence.

A. Deliverable(s)

- Conservation agreement enforcement procedure

B. Criteria for OQO Project Review Committee

- The procedure must include all of the following items:
 - Details on how the land trust will respond to a potential violation of a conservation agreement, including
 - How the applicant will identify, review and make decisions to resolve a suspected violation
 - The timing and nature of communications with the landowner
 - The role of each party (such as board members, volunteers, staff, partners, etc.) in the enforcement process;
 - Documentation of the suspected violation;
 - How communication with the landowner is managed;
 - What is the involvement of legal counsel;
 - Lists the options for resolution.

PRACTICE 11I – AMENDMENTS

The land trust recognizes that amendments are not routine, but can serve to strengthen a conservation agreement, recognize a boundary, clarify its language or improve its enforceability. The land trust has a written policy or procedure guiding amendment requests that includes a prohibition against undue benefit; requires compliance with the land trust’s conflict of interest policy; requires compliance with any funding requirements; addresses the role of the board; and contains a requirement that all amendments result in either a positive or not less than neutral conservation outcome and are consistent with the organization’s mission. For Ecological Gifts, land trusts should be aware of the authorization requirements of Environment Canada and the potential for penalties under section 207.31 of the Income Tax Act. Land trusts should also be aware of the implications of completing amendments that could lower the receipted value of a gift. In addition, amendments should only be completed in a manner consistent with applicable provincial legislation.

A. Deliverable(s)

- Conservation agreement amendment procedure

B. Criteria for OQO Project Review Committee

- The amendment procedure:
 - Includes a prohibition against impermissible undue benefit
 - Requires compliance with the land trust’s conflict of interest policy
 - Requires compliance with any funding requirements
 - Addresses the role of the board
 - Requires compliance with applicable provincial or federal legislation
 - Ensures consistency with conservation purpose(s) and intent of the conservation agreement
 - Contains a requirement that all amendments result in either a positive or not less than neutral conservation outcome
 - Is consistent with the organization’s mission
 - Does not jeopardize the organization’s charitable status

- The procedure must also include all of the following items:
 - Description of the circumstances under which the organization would consider an amendment;
 - Description of the role of the board (and any committees) in addressing an amendment;
 - Description of how the procedures vary depending on the type of amendment considered (if there are variations).

PRACTICE 12A - FUNDING LAND STEWARDSHIP

The land trust determines and documents the immediate and long-term financial and management implications of each land transaction and secures the dedicated and/or operating funds needed to manage the property, including funds for liability insurance, maintenance, improvements, monitoring, enforcement and other costs. The land trust sets priorities, ensuring first and foremost that the values for which the property was acquired are at least maintained or preferably strengthened. If funds are not secured at or before the completion of the transaction, the land trust has a plan to secure these funds and has a policy committing the funds to this purpose.

A. Deliverable(s)

- Policy for determining, securing immediate and long-term funds needed to manage fee simple property.

B. Criteria for OQO Project Review Committee

- The policy addresses the following:
 - How immediate and long-term land management expenses are calculated for each transaction;
 - How the organization goes about securing funds for every fee property it accepts and what it does when it is not able to secure funds for a specific property at the time it is acquired.

PRACTICE 12C - LAND MANAGEMENT

The land trust inventories the natural and cultural features of each property prior to developing a management plan that identifies its conservation goals for the property and how it plans to achieve them. Permitted activities are compatible with the conservation goals, stewardship principles and public benefit mission of the organization. Permitted activities occur only when the activity poses no significant threat to the important conservation values and reduces threats or restores ecological processes.

A. Deliverable(s)

- Procedure used to develop management plans for every property.
- Template for management plan or last management plan produced.

B. Criteria for OOO Project Review Committee

- The procedure addresses the following:
 - When the management plan is created relative to the closing date of the project;
 - If management plans are not completed by closing, describe what documentation your organization has at closing specifying its management goals and/or near-term management needs for the property;
 - Who is involved in the creation of the management plan and what their qualifications are;
 - How often management plans are reviewed or updated;
 - How the organization decides what types of uses and activities to permit on its fee-owned properties and how it ensures that permitted activities do not threaten important conservation values;
 - How your organization determines what land management activities must be accomplished each year;
 - Who is responsible for carrying out land management activities.

- At closing, the organization has at least a general written statement about its management goals and/or near-term management needs for the conservation fee property. Land management plans are completed within 12 months of the date the conservation fee property was acquired.

- Land management plans are updated as needed to reflect parcel additions, external threats, or changes in management activities as necessary to ensure safety and appropriate management of the properties.

- There is no prescribed length or format for a land management plan. However, every management plan must at least contain all of the items below.
 - Description of the property (such as size, location, etc.);
 - Description of any conservation values or attributes and/or the reasons why the organization protected the property;
 - Summary of the restrictions that came with the property or that were placed on the property after the organization took ownership, if any (such as leases, severed mineral rights, right-of-ways, easements, etc.);
 - Description of potential threats to the conservation values or areas of special concern (such as invasive species, neighbor encroachment, unauthorized access, etc.);
 - Overall management goals (including identification of permitted activities) and actions necessary to achieve the goals (If the organization is waiting to complete a detailed

management plan, this may include interim actions until the final management plan is complete.):

- Permitted activities are compatible with the organization's conservation goals for its fee properties (such as appropriate recreational activities in protected habitats, limited or no resource extraction in ecologically sensitive areas, etc.);
- Permitted and restricted activities are consistent with donor intent and funder requirements.

PRACTICE 12D - MONITORING LAND TRUST PROPERTIES

The land trust regularly monitors its properties and property boundaries for potential management problems such as trespass, misuse or overuse, vandalism or safety hazards or other activities as listed in the management plan and takes actions to rectify such problems. The land trust should mark the property boundaries or have capacity to establish the boundaries in the event of encroachments. Land trusts should record monitoring information and quickly respond to any problems. Monitoring of Ecological Gifts will include confirmation that the present use of the property is consistent with that at the time of the donation and monitoring documentation relating to Ecological Gifts will be made available to Environment Canada upon request.

A. Deliverable(s)

- Procedure to conduct property inspection/monitoring

B. Criteria for OQO Project Review Committee

- The procedure ensures regular monitoring/inspection of each fee simple property for activities such as trespassing, misuse or overuse, vandalism or safety hazards.
- The process/policy addresses the following:
 - The type(s) of monitoring/inspection actions and frequency;
 - Who conducts the monitoring/inspection activities and what training or qualifications they have;
 - How monitoring/inspection activities are documented;
 - Who is responsible for taking action if a management issue is discovered.
- The organization can locate the boundaries of its conservation properties.
 - If the organization does not mark the boundaries of its conservation fee properties, it has surveys, maps, photos, written descriptions, or other on-the-ground indicators (such as roads, rivers, fences, etc.) of the boundaries that would enable a person to find the boundaries using GPS or other means.
- The organization annually inspects all its conservation properties.
 - Acceptable forms of documentation may vary based on the nature of the property and frequency of inspections. The following list provides some examples of acceptable documentation:
 - A written and signed inspection report indicating the date of the inspection and findings;
 - For properties that are routinely inspected by staff or volunteers with on-going oversight of the property, a staff or volunteer report to the board, memo to file on activities and findings, etc.;
 - For properties where there is an on-site manager, a job description identifying the responsibilities of the individual to inspect the property, to address issues, and to report.