

Shoreline Event & Activity Manual

British Columbia Appendix

The Living by Water Project National Office
Release 3.0 integrated web version, April 2003

THE IMPORTANCE OF SHORELANDS

*If we were to take a magical journey starting at any point along a shoreline and follow its course in any direction between mountains and highlands, through valleys, and alongside the sea, we would in many cases eventually arrive back to where we had started. We would be amazed at the length of the journey and the diversity of the scenery. We would often find ourselves travelling along lush corridors of blue and green corridors with the value of gold. Along this **ribbon of life** we would witness the vast diversity of species that live there, and we might also gain an increased appreciation of the interrelatedness of all things.*

Continuing our journey, we might also notice areas where the fabric of the ribbon was frayed, and places where it was torn altogether. By working to understand, protect, conserve, restore, and enhance them, we can help re-weave and eventually re-join our ribbons of life to become once again continuous corridors of blue and green.

THE VITAL EDGE

Shorelands, also known as **riparian** areas, are the narrow strips of land located along marine waters, estuaries, lakes, reservoirs, wetlands, ponds, canals, sloughs, wooded draws, rivers, streams, creeks, sides of dry-bottomed gullies where sub-surface moisture is present, and even human-made drainage ditches. These areas are also transition zones - the vital edges where land and water meet to create unique and often highly productive ecosystems.

THE RIBBON OF LIFE

Riparian ecosystems represent a multitude of interconnections among land, water, air, plants and animals—a true **ribbon of life**. The abundance of water and the diversity of plant communities help make shorelands more productive than neighbouring upland areas. Along with their adjacent freshwater littoral and marine intertidal zones, shorelands are valuable resources which provide numerous social, economic and environmental benefits.

SOME BENEFITS OF HEALTHY SHORELANDS

Shoreland ecosystems help...

- purify water by filtering out sediment and trapping pollutants, including fertilizer and pesticide residues
- protect water quality by absorbing excess nutrients from both natural and human sources
- maintain base stream flows, recharge groundwater and limit flooding by absorbing water through banks and shorelands
- stabilize and protect banks from erosion through the presence of vegetation with dense root masses
- offer habitat and travel corridors for wildlife
- provide specialized habitat for rare plants and other species at risk, for all or part of their lives
- support fish spawning, rearing and feeding habitat
- act as a powerful carbon sink due to fast and dense growth of vegetation
- provide human-oriented cultural and economic values, including private and commercial consumptive uses (eg traditional botanicals and modern medicine, plant and wildlife harvesting, and tourism)
- provide human non-consumptive values such as spiritual and contemplative, archaeological and heritage, scenic and recreation, education and research, and the protection of property values

Sources for some of this information:

Manitoba Hydro, Shorelines, Shorelands and Wetlands - A Guide to Riparian Ecosystem Protection at Manitoba Hydro Facilities.
Saskatchewan Wetland Conservation Corporation, Streambank Stewardship

Ribbon Joining Ceremony

Because of their importance to all living things, shorelines represent “ribbons of life” as they wind their way from the mountains to the sea. A unique ceremony in which ribbons are joined rather than cut symbolizes the repairing of the ribbon of life where it has been frayed or severed.

This ceremony can be used as a memorable way to open or close an event like a fair or festival, or it could be expanded into a longer component. Through it, you can celebrate the interconnectedness of Canada’s shorelines - those ribbons of blue and green with the value of gold. You can also use it to symbolize the bringing together of community groups, young people, seniors, scientists and artists, joined in a common love and appreciation of the meeting place of water and land.

Here is a sample ceremony: Supply two ribbons each symbolizing a different aspect of your shoreline (eg. one could symbolize water, and the other land). Have a community representative along with one or two local children sew the ends together to reconnect the “ribbon of life”. Follow with words of encouragement, perhaps from a local elder speaking about the past and the future. This could be a time to share poems, songs and stories that relate to our shorelines.

You can expand the idea to make it more exciting: Select one or more people to act as a representative for each ribbon. For some added creativity, choose ribbons of different colours or patterns. Ask your participants, special guests or audience members to join in by grabbing hold along a ribbon and weaving through the audience to make the ribbons “flow”. Make it fun! Get children, seniors and elders to join in. Have musical accompaniment or enlist your local talent to compose some special tunes. Gather your various ribbon trains and have the representatives of each ribbon sew the ends together. This can be an excellent photo opportunity for the local press - send out a press release to advertise the event!

The Living by Water Project office has supplementary materials such as Ribbon of Life bookmarks, Shoreline Credo and Promises (for kids), Caring for Shorelines decals, certificates and fridge magnets available to hand out to participants of the ceremony.

Inspire greater awareness and motivation in your community! Organize a Ribbon Joining Ceremony in celebration of your coastal and/or freshwater shorelines.

For more information on this or other initiatives, please contact:

The Living by Water Project
Ph: (250) 832-7405; Fax (250) 832-6874
Email: shorelines@jetstream.net
Website: www.livingbywater.ca



Shoreline Resident Checklist

I want to protect

my shoreline property

These are the new activities I'll adopt and the things I'm already doing to protect my shoreline. I have ideas and money, and safeguard the value of my investment.

- Start a buffer strip by leaving some grass near the water's edge* (see over)
- Protect a strip of native plants along my shoreline** (see over)
- Replant native shrubs and trees along my shoreline** (see over)
- Check regularly for invasive plants and remove them carefully
- Let imperials back and work naturally and let native plants grow back
- Let natural debris (logs, driftwood, fallen trees) accumulate as much as possible
- Build a low impact dock (check regulations)
- Keep pets and/or livestock away from my shoreline or streamside

shoreline

- Minimize the amount of trees and shrubs cleared during construction projects
- Use a tree to obtain a better view, instead of removing them
- Reduce my use of fertilizers and pesticides
- Handle fuels, oil and other chemicals with great care and be prepared for spills
- Budgeted driveway runoff into a seeping/soaking area

yard

- Use plastic-free soaps and cleaners
- Use alternative cleaners like baking soda and vinegar (instead of toxic products)
- Pump my septic tank regularly (for a field system, every 1-3 years)
- Avoid overloading my septic system by staggering full laundry loads through the week
- Get septic work by using low-flow showerheads and toilets
- Give my visitors a Green Guest Guide (download from www.livingbywater.ca)

house

- Use oil absorbing bilge cloths, instead of bilge cleaners
- Practice safe refueling
- Drive or no-wake speeds within 150 m (500 ft) from shore
- Purchase or use a 2 or 4 stroke motor that meets or beats EPA 2003 guidelines
- Maintain my boat motor and have it inspected regularly

boating

Keep this portion for your fridge

www.livingbywater.ca



For email, or go online to www.livingbywater.ca. You'll receive a Shoreline Ambassador Certificate!

Name: _____ phone: _____

Address: _____

City: _____

Province/Territory: _____

Phone (for electronic returns): _____

Account/Ingot Address (if different from above): _____

County/Municipality: _____

Zip/Postal Code: _____

Home/Work/Other: _____

Check all that apply

I'm a year-round shoreline resident

I'm a seasonal shoreline resident

I have a stream or creek on my property

I'm fishing, boating, or using other boats

Other: _____

By printing, it is important that you understand that you will only be able to participate in administering the scheme through Canada's Centre for Sustainable Development (CCSD) at the following address: CCSD, 100 St. James Street West, Toronto, Ontario M5H 2R4.

BAREFOOT MAPPING

Workshop Outline

By Caffyn Kelley for the Trout Lake Community Mapping Project

Based on workshops with Briony Penn and the book: Penn, Briony with Jennifer Hoffman. (1998). Canada's Rainforest: From Maps to Murrelets. Victoria, B.C.: The Sierra Club of British Columbia.

Introduction

What is a map? - Show samples of various kinds of maps.

A map is an image of a place. It is an image that communicates what we see and cherish in the world around us. We are surrounded by maps made by developers, surveyors and engineers, but these maps can obscure both the intricate workings of natural systems and the values held by people who live in a particular place. Mapping shorelines and their special features - maps made on an intimate scale - is a first step in stewardship.

Barefoot mapping

We will explore the park with compass and clipboard, making a detailed, large-scale map of Trout Lake. This base map is marked off into a grid of 150 squares. We will go outside and mark out a portion of this grid on the land. The little squares that here are 1-3/4 inches will be 30 meters square on the land. Each team is going to take a square, explore it, and make a picture of it on the grid paper on the clipboard you have been given. Then when we put the pictures back together, we should have a detailed map of the area we have been in.

Establish Working Groups

Two per team; one person acts as the scribe then switch. Each team receives a mapping kit containing a clipboard with a grid sheet, a working legend, blank paper for notes, flagging tape and a pen for marking it, stakes, a pencil with eraser, a compass, and a measuring tape.

Working in teams of two, you will go outside to identify and map ecosystems and shoreline features within that square.

Review Working Legend and Sample Map

What is an Ecosystem?

Derived from the Greek word oikos, meaning "home", the term describes all living and non-living things in a given area: plants and animals, as well as things like sun and air. An ecosystem can be as small as a rotten log, or as large as the planet and is defined by similar soil, vegetation and organisms.

"Ecosystem" is a mental concept that helps us to describe the natural world. We can easily distinguish playing field from swamp, forest from beach, old-growth tree from a surrounding second-growth forest. But when we are outdoors, in the real world, ecosystem boundaries are less obvious. There are zones of transition and combination. Bugs and birds pay no attention to our mental concepts.

The "Working Legend" describes some of the discernible ecosystems of Trout Lake. When you are mapping, see if you can describe the area you are in, in terms of these concepts. Look for the dominant plants – don't expect uniformity. If you can't describe your area in

these terms, you may have to add new terms to the working legend.

Go Outside

All together discuss scale and orientation. Practice distinguishing ecosystem boundaries and identifying special features.

Scale

- String out a tape measure to 10 meters, and have everyone walk it. How many of your natural paces equals 10 meters? Write this down (you will forget) and use it a measuring device.
- Set up a 30 meter square. Have everyone look at their 30 meter grid. Relate back to base map.

Orientation

- Which way is north? Use a compass to adjust the physical square so that it is aligned north-south-east-west, or use direction-finders around you. Relate this to the orientation of the paper grid.

Mark off and assign squares

- Have participants label the corners. Ensure everyone gets approximately oriented. Two teams work together to establish base transect East - West with compass and tape measure. Another two teams establish base transects North - South with compass and tape measure. As they establish the corners, the teams working there put in flags and begin barefoot mapping.

Put the maps together

- Do they fit? Adjust, ground truth. Do more maps.

Return Inside

Discussion

How does everyone feel about the working legend? What did you add? What worked and what didn't? How would you describe your experience (did the world open up for you? Did you change your assumptions?).

Drawing the final map

- Put the squares together. Do the paths line up? Is the shoreline continuous?
- Make some adjustments. Hand out tracing paper or regular paper, and have everyone trace out the shapes and information they have marked and colour their 30-metre square.

(At Trout Lake in the Fall 2001 a final map was created by reducing these squares on a colour copier and pasting the copies together onto a board. The product was made by more than 50 different hands -- most of them youth from the local high school. The young people also did an exercise called "Finding Your Power Animal" to find animals at Trout Lake with which they felt a strong affinity -- and then they made drawings of these animals to create a border for the map. A different kind of map can be made by putting the squares together, laying tracing paper over all the grids, and having one artist create the final map.)

BAREFOOT MAPPING

Sample Handout

"Map what you see and what you feel.... Have fun!" -- Briony Penn

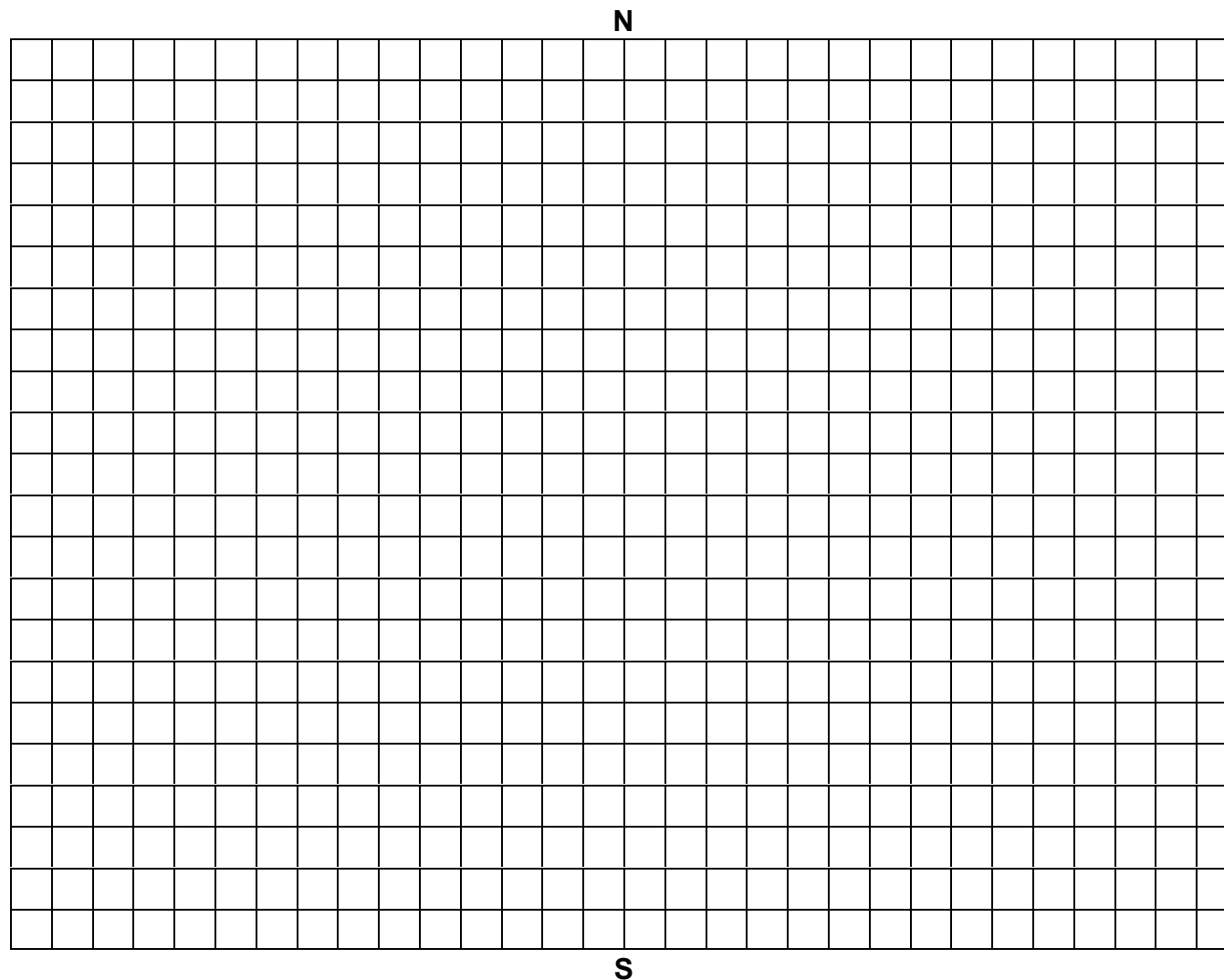
1. Working in pencil, label each corner of the grid sheet with the numbers and letters that identify its location.
2. Locate your station outside. Put stakes in the ground at each corner, labelled with the numbers and letters that identify its location.
3. Stand at the edge of the square and in the centre, looking around, and then down at your grid sheet. Get used to your area, and the scale that you will be switching back and forth to. Orient your piece of paper correctly - which way is North? Use the compass to find Southeast and Northwest.
4. Begin by mapping ecosystem types according to the legend provided. Does your square contain more than one ecosystem? Both grass and shrubs? Both beach and open water? Use your pacing, your measuring tape, your eyes and your sense of distance to determine the edges. Work together to estimate the size of areas you cannot reach to measure. Where an ecosystem goes off the edge of your square, leave it as a line going off the grid. When you put the map together with the neighbouring team, the edges should join up!
5. Within the framework you have established of the ecosystems, start to record the location of special features. Use your legend to figure out what kind of pictures to draw. Take notes to help you remember exactly what you see. Use field guides and reference books to identify birds and plants or ask a naturalist.

Barefoot Mapping by Caffyn Kelley, Artist-in-Residence, Trout Lake Community Centre for the Trout Lake Community Mapping Project. Based on Penn, Briony with Jennifer Hoffman. (1998). *Canada's Rainforest: From Maps to Murrelets*. Victoria, B.C.: The Sierra Club of British Columbia.

Grid Map, Legend and Sample Map

Date: _____ Names: _____

Location: _____



The map could include:

- ▶ landscape features - e.g. mountains, streams, ponds and wetland areas, beaches, islands, rock bluffs and outcrops, flood plains and tidal flats, high and low water marks
- ▶ natural forces and processes - e.g. erosion and deposition, direction of wind and current
- ▶ plants and wildlife - e.g. native and alien invasive trees, shrubs and plants; birds, waterfowl, fish, mammals, insects
- ▶ wildlife habitat - e.g. parks, dead standing trees, nests and burrows, trails and corridors
- ▶ human features - e.g. roads and pathways, buildings, yards, docks and retaining walls

WORKING LEGEND

ECOSYSTEMS



Marsh (Cattails, Iria)



Beach (Sand, Human-made)



Brush (Thickets of Riparian Shrubs)



Grass (Mown Turf)



Meadow (Untown Grass and mixed plants)



Bog (Sphagnum Moss)



Shallow Open Water (Waterlilies)



Open Water



Playing Field



Pavement

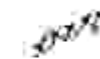
LINES



Paved Path



Dirt Path



Fence

FEATURES



Tree



Berries



Animal Observed



Bird Observed



Insect Observed



Signs of Wildlife
(leaves, footprints, nest, track, den, excrement, droppings)



Built Structure



Rare Plant



Rocks



Artwork



Garbage

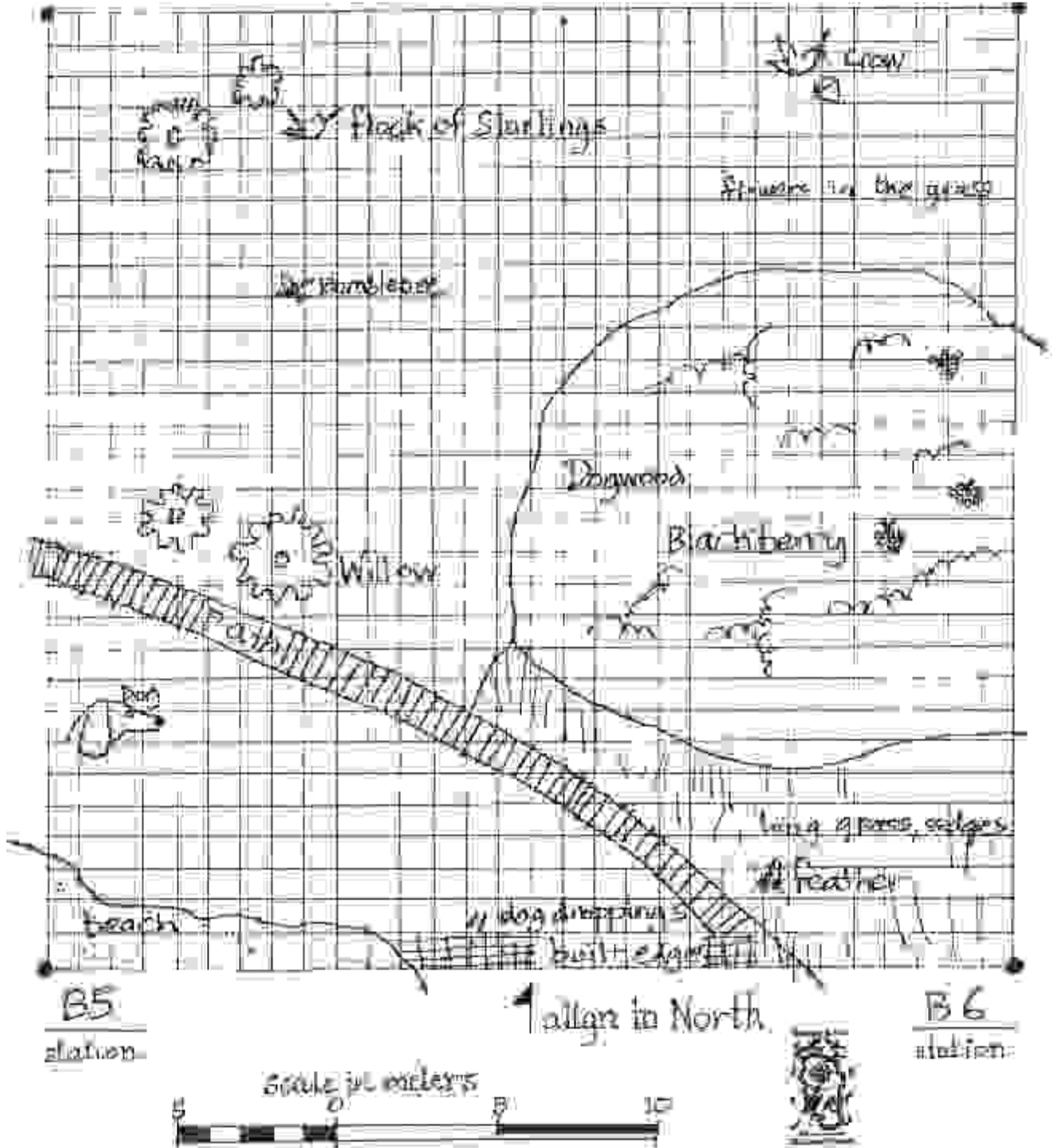
ADD YOUR OWN!

SAMPLE MAP

station
A5

sample only

station
A6



Native Plant Resource List

Websites

- Gardening with Native Plants: General Introduction
www.goforgreen.ca/Gardening/Factsheets/Fact6.html
- Tips for Green Landscaping
www.epa.gov/greenacres
- Streamside Re-vegetation Manual with a great list of native tree and wood shrubs for Vancouver Island riparian zones www.mars.ark.com/~barport/revegetation.htm
- Resource for heritage seeds and native plants
www.seeds.ca
- Use this site to find a nursery near you that carries native plants
www.natsnaturals.com
- Lots of great info on gardening
www.cityfarmer.org.
www.evergreen.ca/en/ng/start/toc.html

National Organizations

<p>The Canadian Wildflower Society P.O. Box 336, Station F, Toronto, ON M4Y 2L7 www.acom-online.com/hedge.cws.htm</p>	<p>Canadian Nature Federation 1 Nicholas St., Suite 520 Ottawa, ON, K1N 7B7 www.magma.ca/~cnfgen</p>	<p>Canadian Wildlife Federation Backyard Habitat Program 2740 Queensview Dr., Ottawa, ON K2B 1A2 www.cwf-fcf.org</p>
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British Columbia Organizations

<p>Vancouver Natural History Society Botany Group Box 3021, Main Post Office, Vancouver, BC V6B 3X5 Tel (604) 737-3074 (Info line)</p>	<p>Naturescape British Columbia Ministry of Environment, Land, and Parks Province of British Columbia 300 - 1005 Broad St., Victoria, BC V8W 2A1 Tel: 1-800-387-9853, Victoria: 387-9369</p>
<p>University of British Columbia Botanical Garden / Friends of the Garden 6804 SW Marine Dr. (at 16th Ave), Vancouver, BC, V6T 1Z4</p>	<p>Native Plant Society of BC 2012 William St., Vancouver, BC V5L 2X6 Tel (604) 255-5719, Fax: (604) 258-0201</p>
<p>Victoria Horticultural Society Native Plant Study Group Box 5081, Station B, Victoria, BC V8R 6N3 Tel: (250) 381-4078</p>	<p>Native Vegetation Committee, University of Victoria, Vancouver Island Public Interest Research Group (VIPIRG) Department of Biology. P.O. Box 1700, Victoria, BC V8W 2Y2 Tel: (250) 721-7097</p>
<p>Swan Lake Christmas Hill Nature Sanctuary Society 3873 Swan Lake Rd, Victoria, BC V8X 3W1 Tel: (250) 479-0211</p>	

Native Plant Nurseries and / or Seed Dealers

For a current list of wholesale nurseries and seed dealers, visit www.city.vancouver.bc.ca/engsvcs/waterworks/conserv/bcwholesale.htm or our website www.livingbywater.ca

The Living by Water Project
BC/Yukon Office
Product & Promotional Materials Order Form

TO PLACE YOUR ORDER

Mail: *The Living by Water Project*
P.O. Box 7, 771 Gardom Lake Road
Salmon Arm, BC, V1E 4N2

Phone: (250)832-7405, **Fax:**(250)832-6874
or **Email:** shorelines@jetstream.net

Shipping & handling will be applied to all orders and will be sent by regular mail unless specified otherwise. Contact us for S&H prices, cheques may be made payable to *The Living by Water Project*.

All prices are suggested donation cost for print recovery. If you require an invoice please indicate with your order, a receipt will be issued for payments received.

CUSTOMER INFORMATION

Please complete in full:

Organization _____

Contact _____

Mailing Address _____

City _____

Prov/Terr/State _____ Postal/Zip Code _____

Phone _____ Fax _____

Email _____

Delivery information if different than above:

Visit our Website www.livingbywater.ca

PROJECT INFORMATION	DESCRIPTION	PRICE	QTY
The Living by Water Project Info-kit	LbyW folder containing information and samples of all products, services, initiatives and programs	\$5.00	
Community-based Action Program for Shorelines (CAPS) Info-kit (training and resources for conservation and stewardship efforts).	LbyW folder containing information on the 7 components of CAPS along with the Realtors' Shoreline Awareness Program and samples of materials available for promotion and distribution	\$5.00	
BOOKS & MANUALS			
<i>On the Living Edge - Your Handbook for Waterfront Living</i>	shoreline property tips & ideas for waterfront residents (144 pages) Bulk discounts available please inquire	\$16.00 Includes GST	
Shoreline Event & Activity Manual	ideas and information on planning a shoreline event and/or activity (34 pages + appendices)	\$7.00	
Shoreline Ambassador Program Manual	ideas, information and materials to support your shoreline stewardship efforts (17 pages + appendices)	\$7.00	
Homesite Assessment Program Manual	customized guide to help groups conduct a homesite assessment program in their community, currently under revision	\$7.00	
Workshop-in-a-Box Program Manual	ideas and information to help groups host a shoreline education and awareness workshop in their community, currently under revision	\$7.00	
PROMOTIONAL MATERIALS			
Waterfront or Coastal Living Brochures	"Let's Enjoy /Let's Talk or Let's Talk/Let's Fix" graphics with 12 steps to protect your property. Choice of Freshwater or Marine versions (please circle)	\$35.00/100 500 - 1000 .30¢ea larger orders contact LbyW	

Waterfront Resident's Action Checklist "I want to protect my shoreline property"	take action card; make a commitment to protect and restore your shoreline property - LbyW's goal is to have 3,000kms of Canada's shorelines protected by 2005.	N/C	
Visitor's Action Checklist "I Want Clean Water"	take action card; make a commitment to help protect and restore Canada's shorelines - LbyW's goal is to have 200,000 Shoreline Ambassadors by 2005.	N/C	
Shoreline Ambassador Certificate	to acknowledge individual efforts in shoreline protection, conservation, restoration or enhancement bulk quantity special printing available (cost recovery for special orders will apply)	N/C special order print runs contact LbyW	
Importance of Shorelands Information sheet	camera ready master for copying information on benefits, the vital edge and the ribbon of life	N/C 1 only	
My Shoreline Promise	camera ready master for copying, Promise statement for young children and Jr. Shoreline Ambassadors; space for award decal	N/C 1 only	
My Shoreline Credo	camera ready master for copying, Promise statement for adults, youth and older children; space for award decal	N/C 1 only	
Children's Ribbon of Life Quiz and Activity Sheet	quiz sheet with word search, maze and fun graphics; suitable for ages 8 to 12	.15¢ ea	
Children's "Shorelines are Special Places" Pamphlet	full colour information pamphlet, on the importance of shorelines and how you can keep shorelines healthy	.30¢ ea	
Ribbon of Life Bookmark	marine and freshwater montage with quote: "Shorelines are Ribbons of Life"	.10¢ ea	
Caring for Shorelines Decal	for use with certificates, My Shoreline Credo/Promise	.06¢ ea	
Shoreline Ambassador Fridge Magnet	"I am a <i>Shoreline Ambassador</i> "	.40¢ ea	
Let's Enjoy - Let's Talk Poster	22" x 17" or 17" x 11" (please circle) colour Waterfront Living - Simple Tips... Lasting Benefits	\$1.00 ea	

Yes, I would like to receive the Shoreline Talk Newsletter, my email address is: _____

ITEMS FOR LOAN:

Workshop-in-a-Box (available soon)	kit includes support materials, handouts, slides and overheads necessary to put on your own shoreline workshop	Shipping & Handling costs	
LbyW display	table top, 4 panels, light and transportable, with handout materials	Shipping & Handling costs	

Shoreline Ambassador®1999, and Shoreline Event & Activity Manual®2001, The Living by Water Project; all rights reserved

Your Support List

Print this form and then complete to help you get in touch with your local support network!

Federal Government Agencies

For assistance in locating federal contact information call: 1-800-667-3355

<p>Fisheries and Oceans Canada (DFO) Contact for:</p> <ul style="list-style-type: none"> • building dock, cabin, breakwater • installing waterline • removing vegetation • concerns about wildlife habitat • work below the high watermark 	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p>DFO Habitat and Enhancement Branch Community Involvement Information Coordinator Contact for further information on habitat enhancement or general DFO contact information</p>	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>

Provincial Government Agencies - British Columbia

For assistance in locating provincial contact information call: 1-800-663-7867

<p>Ministry of Health Environmental Health Officer Contact for:</p> <ul style="list-style-type: none"> • septic concerns • other health issues • water quality testing 	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p>Ministry of Water, Land and Air Protection Contact for:</p> <ul style="list-style-type: none"> • building dock, cabin, breakwater • installing water line • removing vegetation • concern about wildlife habitat • work below the high water mark 	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>

<p>Ministry of Agriculture, Fisheries, and Food</p> <p>Contact for:</p> <ul style="list-style-type: none"> • concerns about fish habitat • invasive and non-native vegetation 	<p>Name: _____</p> <p>Department: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
<p>Land and Water BC</p> <p>Contact for:</p> <ul style="list-style-type: none"> • foreshore lease information • license of occupation for docks and other in-water works 	<p>Name: _____</p> <p>Department: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>

Local Government Agencies

<p>Municipal Government</p> <p>Contact for:</p> <ul style="list-style-type: none"> • local regulations • local zoning bylaws • setbacks • conservation covenants/easements 	<p>Name: _____</p> <p>Department: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
<p>Regional or Municipal District</p> <p>Contact for:</p> <ul style="list-style-type: none"> • local regulations • local zoning bylaws • setbacks • protecting your land from erosion and degradation • conservation covenants/easements 	<p>Name: _____</p> <p>Department: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
<p>First Nations Fisheries Managers</p> <p>Contact for:</p> <ul style="list-style-type: none"> • native concerns and rights 	<p>Name: _____</p> <p>Department: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>

Local Organizations and Clubs

<p>Ducks Unlimited Canada Contact for:</p> <ul style="list-style-type: none">• conservation covenants/easements• conservation information - especially wetlands	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p>Fish and Game Club Contact for:</p> <ul style="list-style-type: none">• community involvement• your interest	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p>Naturalists' Club Contact for:</p> <ul style="list-style-type: none">• locating waterfront residents• community involvement• your interest	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>

Relevant Business

<p>Native/Organic Nurseries Contact for:</p> <ul style="list-style-type: none">• native shrubs• native seeds• organic gardening tips	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>
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<p>Local Labs Contact for: • testing water quality</p>	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p>Environment friendly Businesses Contact for: • bulk phosphate free products (cheaper than in health food stores)</p>	<p>Name: _____ Department: _____ Phone: _____ Fax: _____ E-mail: _____</p>

Potential Sponsors

VanCity Community Partnership Program

PO Box 2120 Stn Terminal
Vancouver, B.C. V6B 5R8
Phone: (604)-877-7612
Fax: (604)-877-8226

Habitat Restoration and Salmon Enhancement Program Fisheries and

Oceans Canada
Habitat and Enhancement Branch
360-555 West Hastings Street
Vancouver, B.C. V6G 5G3
Phone: (604)-666-6614
Fax: (604)-666-0417
Website: <http://www-heb.pac.dfo-mpo.gc.ca>

TD Friends of the Environment Foundation Community Fund

700 W. Georgia Street,
TD Tower 3rd floor
Vancouver, B.C. V7Y 1A2
Phone: (604)-654-8832
Fax: (604)654-5531
Website: <http://www.td.com/fef>

Mountain Equipment Co-op

149 West 4th Ave.
Vancouver, B.C. V5Y 4A6
Phone: (604)-707-3300
Fax: (604)731-3814
Website: <http://www.mec.ca>

Habitat Conservation Trust Fund

PO Box 9354, Stn Prov Govt
Victoria, B.C. V8W 9M1
Phone: 1-800-387-9853
Fax: (250)-952-6684
E-mail: wild@pop.gov.bc.ca
Website: <http://www.dlp.gov.bc.ca/hctf/>

Eco Action

1200 West 73rd Ave., Suite 700
Vancouver, B.C. V6P 6H9
Phone: 1-800-667-7779,
(604)-664-9093
Fax: 604-261-4111
E-mail: ecoaction.pyr@ec.gc.ca
Website: <http://www.ec.gc.ca/eco>
note: website has good fundraising links

Ducks Unlimited Canada

954A Laval Cresc.
Kamloops, B.C. V2C 5P5
Phone: (250)-374-8307
Fax: (250)-374-6287
Website: <http://www.ducks.ca>

Shell Environmental Fund

PO Box 100, Station M
Calgary, AB T2P 2H5
Phone: (403)-691-2071
Fax: (403)-269-8031
E-mail: admin.sef@shell.ca
Website: <http://www.shell.ca>

Volunteer Evaluation Form

Thank you for filling out the following evaluation form. It will help us improve the volunteer opportunities we offer.

Name of Event: _____

Date of Event: _____

Name (optional): _____

Was the event conveniently scheduled and located? What would make it more convenient?

In your opinion was the event a success? Why or why not?

What was especially useful or interesting about today's event?

What suggestions do you have for improvements?

What did you learn from this event? How do you plan to use what you have learned?

Were the goals of the event realistic for the group? Was the work too hard? Not hard enough?

What other types of projects or events would you like to see in the future?

Please include any other comments you may have. Thanks for your support!

Timeline and Checklist for Community Stewardship Events

Well in advance, as soon as you have decided to undertake the project:

- Gather a planning team, if there is to be one
- Determine complexity of project and start identifying tasks
- Start thinking about matching people to jobs
- Identify major equipment, tools, supplies, and materials needed for project
- Obtain and note lead times for ordering equipment, tools, etc.
- Determine advertising media and find out lead times for news release, etc.
- Start to construct a project-specific time line. It is helpful to have a calendar to lay out a chart of when specific tasks need to be accomplished. Be sure to analyze processes so that tasks are listed in order
- Start thinking budgets - time, money, people.

Twelve weeks away:

- Verify project is within organizational purpose, philosophy and scope.
- Construct and coordinate budget and event expectations with team members and underwriting agencies.
- Prepare a marketing plan: articulate goals of event, audience, mailing lists, community contacts, newsletters for publicity, groups in area to collaborate with, sources of mailing lists, similar projects or conferences where a flyer may be included in the program package and possible speaking engagements to promote events.
- Starting writing press releases to be mailed to specific media. Flag each release with date to be mailed. Mark on calendar.
- Determine if staging site is needed, where it should be. Start trying to secure one.
- Make notes in a reports diary of phases as they are completed. Note any problems, suggestions for improvement, etc.

Ten weeks away:

- Confirm site. Check to see what further pre-event preparations may be needed. If further preparation is needed, prepare schedule to accomplish it.
- Confirm staging area if there is one.
- Begin putting together program. Identify additional educational needs, speakers, etc. Contact agencies to provide speakers, or contact speakers directly as appropriate.
- Start constructing flyer and other advertising items for event. Identify supplier(s) and order times.
- Identify and begin process to obtain any permits that may be needed.

Logistics Checklist:

- Size appropriate for expected audience or enough people for size of area or number of tasks
- Permission of property owner, signed contract if needed, appropriate permits obtained
- Adequate parking

- Nearby washroom facilities
- Telephones in case of emergency
- Emergency contact _____
- Set-up logistics confirmed (keys for buildings, notification of property owner, etc)
- Map/directions to location(s) checked out

Eight weeks away:

- Continue to work on promotion of event
- Adjust time charts if needed
- Start formulating contingency plans
- Start soliciting donations for refreshments, supplies, etc. Immediately write a confirmation thank you note when a donation is promised.
- Start process of getting approvals of publication materials from appropriate agencies if needed.

Seven weeks away:

- Make revisions to materials if needed.
- Get final approvals of information to be printed
- Get materials to printer and other suppliers
- Continue promotion. Phone calls to key people, other organizations, etc.
- Check calendar, make adjustments where necessary
- Review or construct schedule for day of event
- Review, or make decisions, on display materials, handouts, activities, etc.
- Make notes in "reports" diary

Six weeks away:

- Work on promotion of event
- Pick up promotional materials from printers or other suppliers
- Start gathering materials for packets, presentations, etc
- Finalize contingency plan
- Make notes in "reports" diary

Five weeks away:

- Distribute promotional material.
- Confirm project needs
- Send letter of reconfirmation to speakers, presenters, with information about location, agenda, time allotted, how they "fit into" the program, etc.
- Make notes in "reports" diary

Four weeks away:

- Schedule or confirm training session for leaders, volunteers, etc.
- Continue recruitment of volunteers, etc
- Continue soliciting donations, if needed
- Check calendar and schedules to see if anything is missing or needs to be added
- Make notes in "reports" diary

Three weeks away:

- Continue recruitment and promotion
- Confirm team leaders, etc.
- Prepare a master list of materials needed and who is responsible for bringing them

Two weeks away:

- Reconfirm staging/presentation locations
- Check site(s) for any last minute preparations, adjustments.
- Attend to last-minute public notices
- Reconfirm transportation needs, methods
- Make sure materials are in order
- Make notes in “reports” diary

One week away:

- Conduct a dry run. Meeting with staff, etc to confirm responsibilities and roles.
Assign remaining roles
- Make sure necessary equipment is reserved
- Start assembling necessary tools and materials
- Coordinate transportation logistics
- Gentle reminders to speakers/presenters
- Notes in “records” diary

Day before:

- Last minute meeting with event staff as needed.
- Load vehicles
- Do as much set-up as possible

EVENT DAY: ARRIVE AT APPOINTED TIME, PLACE AND HAVE FUN!!**Day after:**

- Make notes in “reports diary” before they are forgotten. Include what went well, what didn’t, what should be changed.
- Start returning all equipment

Within week after event:

- Analyze evaluations
- Photos and after-event release to media
- Thank-you’s to all (letters, certificates, etc)
- Finish returning equipment
- Prepare and submit final report.
- Relax!

Sample Press Release

FOR IMMEDIATE RELEASE

Enderby, B.C. - Thursday, August 31, 2000. *"Come make a splash this summer and watch the ripple effect!"* This is the invitation being sent out by Connie Brill, Project Manager of **Precipice Theatre Society** of Banff and **The Living by Water Project** as they present their newest production, **SPLASH & RIPPLE - along the Ribbon of Life**. This original musical comedy was created to honour and celebrate our connection with natural waterways and shorelines. The play is coming to Enderby on Thursday, August 31, as part of a larger BC & Alberta Tour.

SPLASH & RIPPLE has been commissioned by **The Living By Water Project**, a national partnership initiative of naturalist groups and other conservation organizations, to help focus attention on the importance of shoreline areas - our "ribbons of life". *"We hope to inspire people of all ages to take a look at how their own attitudes and lifestyles affect the shorelines they enjoy. Our aim is to help motivate communities to develop a vision for the future - one of healthy natural shorelines"* says Clive Callaway, co-founder of **The Living by Water Project**.

Committed to "Acting to make a difference in our environment", **Precipice Theatre Society** was formed in 1989 in response to the need for creative approaches to raising environmental and ecological awareness. *"We work in conjunction with other environmentally concerned groups creating original plays on current issues"*, says Brill. With a cast of 14 - children, young adults and seniors - the play is guaranteed to be both highly informative and entertaining. The group utilizes colourful inflatable sets, large-scale puppets, masks, lively music and humour to inspire audience members to take action at a local level.

SPLASH & RIPPLE will be performed in Belvidere Park at the Chamber of Commerce / Info Centre located 2 blocks east of the lights in Enderby. This evening of fun will begin at 5:30 with a game of Eco-beach Volleyball; Joan Reid of the Friends of Gardom Lake will introduce the hour-long play starting at 6:00 pm. Additional activities include a post-performance audience discussion and displays by local artists and community groups, including the Turtle Island Earth Stewards, Shuswap River Fish Habitat Stewards, and Violet Creek Nursery.

Financial support for **SPLASH & RIPPLE** is made possible by **The Living By Water Project** through grants from the Canada Millennium Partnership Program, the Alberta Foundation for the Arts, the George Weaver Memorial Fund and Precipice Theatre members. Special thanks go to the Enderby Chamber of Commerce, Spallumcheen Indian Band, Enderby Women in Business and Lorenzo's Café for their support of this event.

Theatre goers are encouraged to bring a lawn chair or blanket, hat and sunscreen. This is a "pay-what-you-can" performance; a hat will be passed at the end of the show. In case of rain, the show will be cancelled.

For more information contact **The Living by Water Project** office: (250) 832-7405, shorelines@jetstream.net, or visit www.livingbywater.ca

Feedback Form

The Living by Water Project is interested in knowing how successful your Shoreline Event and Activity was. We would also appreciate any feedback on this manual and any other ideas, tips or information you may want to share. Your cooperation is greatly appreciated. Following your event or activity, please forward your completed form to:

The Living by Water Project, P.O. Box 7, Salmon Arm, BC, Canada V1E 4N2;
or via fax (250) 832-6874

Written comments may be sent directly

E-mail: shorelines@jetstream.net; or through our Website: www.livingbywater.ca

Your Name: _____ Organization: _____

Street Address: _____

City: _____ Country: _____ Code: _____

Telephone: _____ Fax: _____ E-Mail: _____

Location where event/activity took place: _____

Type of activity: _____ Number of people in attendance: _____

How did your event go?

Please keep me updated:

add me to your database and advise me of significant advances and upcoming events

add me to your mailing, email, or fax list for our monthly newsletter **Shoreline Talk**

I suggest you add this case study

Name of program: _____

Program contact: _____

Your name: _____ Organization: _____

Street Address: _____

City: _____ Country: _____ Code: _____

Telephone: _____ Fax: _____ E-mail: _____

_____ (Continued on next page)

Short Description (one paragraph is fine):

Feedback on this manual:

We hope this manual has been of assistance to you. Please let us know how it has helped, and what else may help you in the future. Thank you for your comments!
