

**Canadian Parks and Wilderness Society -
Newfoundland and Labrador Chapter**

Volunteer Stewardship Monitoring Guide

May, 2005



CPAWS-NL

Canadian Parks and Wilderness Society – Newfoundland and Labrador Chapter

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About the Guide

This guide has been created as a support document for volunteers that plan to assist the Canadian Parks and Wilderness Society - Newfoundland and Labrador with its “*Protected Areas Stewardship Project*”. Launched in 2004, this guide forms the basis of CPAWS-NL’s ‘Volunteer Steward Training Program’.

The guide starts with a brief overview of the organization so that new volunteers have an understanding of the organization, its history, mission and objectives. Following, the guide provides background information on protected areas and stewardship, the importance of monitoring, how to get started on a monitoring inspection visit, and how to properly document the findings. Proper documentation is essential to the success of the monitoring program as it provides a running record of the condition of the protected area to ensure the area’s ecological integrity is maintained over the longer term.

There are a series of appendices included with the guide to assist the steward with their responsibilities.

The expectations of the volunteer steward are comprehensive and challenging. Should any steward have difficulty with certain aspects of the inspection and/or with the documentation requirements, we hope and expect that the steward will contact the CPAWS-NL office for assistance. The organization is very appreciative of the support and dedication of its volunteers.

CPAWS-NL welcomes any comments and ideas relating to the guide and the stewardship program.

Regards,
CPAWS-NL Stewardship Team

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1.0 Background: Canadian Parks and Wilderness Society - Newfoundland and Labrador

1.1. Canadian Parks and Wilderness Society (CPAWS) Brief History

Canadian Parks and Wilderness Society (CPAWS) is a national non-profit membership-based conservation group that works to protect Canada's wild ecosystems in parks, wilderness and similar natural areas, preserving the full diversity of habitats and their species. Founded in 1963, CPAWS has 20,000 members across the country, thirteen chapters, as well as a national office in Ottawa.

Since the Canadian Parks and Wilderness Society was founded in 1963, it has helped to protect over 40 million hectares of Canada's most treasured wild places. We work in the field where things get done, and we work cooperatively with other stake-holders in our communities and wilderness areas. We work closely and respectfully with First Nations, government, industry, environmental groups and other non-governmental organizations. Wilderness areas and the wildlife populations they support need to be conserved and protected. We must ensure that wilderness areas and the links between them are adequate to maintain breeding populations of all the living things that are dependent on them. We need to ensure that Canada's wilderness and wildlife remain forever so that we can respect and experience our natural ecosystems for generations to come and so that we have a healthy ecosphere to leave to our children and grandchildren.

In November 2003, CPAWS Newfoundland and Labrador officially became a chapter in the CPAWS family!

1.2. CPAWS-NL Mission, Vision and Objectives

Mission:

CPAWS-NL has a mission to promote the systematic establishment of new terrestrial and marine protected areas and to foster effective management of existing protected areas in our province.

Vision:

For the benefit of present and future generations, we envision the establishment of a representative system of terrestrial and marine protected areas, which incorporates the

ecological, social and economic values of local communities and recognizes the importance of protected areas as an essential part of natural resource management and planning.

CPAWS-NL Objectives:

1. To foster the identification and establishment of terrestrial, freshwater and marine protected areas based on scientific criteria and representative of all biological diversity in the province;
2. To support continuing research to identify terrestrial and marine ecological regions;
3. To promote awareness, understanding and appreciation of protected areas through experience and education;
4. To discourage activities resulting in environmental degradation to vulnerable land and seascapes;
5. To promote connectivity of protected areas and to promote connectivity of adjacent terrestrial and marine protected areas where applicable;
6. To encourage individual as well as group action to accomplish these objectives;
7. To work co-operatively with local communities, business, government, aboriginal groups, other organizations and individuals in a consensus-seeking manner, wherever possible;
8. To encourage the recognition and value of protected areas as essential components of natural resource management and planning;
9. To support economic opportunities in protected areas that are pursued in a sensitive and appropriate manner;
10. To support the adequate protection of critical habitats for species at risk and to promote the protection of these habitats through government legislation;
11. To promote the protection of marine and terrestrial areas through public education and community stewardship.

2.0 CPAWS-NL's Protected Areas and Stewardship Brief

2.1. Protected Areas in Newfoundland and Labrador (Refer to map in Appendix 1)

WE do not inherit the land from our parents, we borrow it from our children

Author unknown

2.1.1. What is a Protected Area?

An area of land and/or sea especially dedicated to the protection and maintenance of biological diversity, and of natural and associated cultural resources, and managed through legal or other effective means. (IUCN definition)

There are many ways that a system of protected areas benefits society. Briefly, they provide:

- Reservoirs to protect and preserve biodiversity
- Study areas for scientific research and education
- Venues for enjoying and appreciating outstanding scenery, landscape, and wildlife
- Opportunities to continue enjoying many traditional outdoor activities
- Outdoor classrooms for public education
- Benchmarks that help us measure the health of lands and wildlife outside natural areas
- The basis for new ecotourism and adventure tourism business opportunities
- An "insurance policy" against loss or damage to similar ecosystems in other locations

(Parks and Natural Areas NL, September, 2005)

Refer to Appendix 2 for a complete list and size of protected areas in Newfoundland and Labrador.

2.1.2 Protected Areas Managed by Parks and Natural Areas Division in NL

Parks and Natural Areas Division (PNAD) is a division of the Department of Environment and Conservation of the provincial government of Newfoundland and Labrador. PNAD is responsible for planning, establishing, and managing Newfoundland and Labrador's Provincial parks, Wilderness and Ecological Reserves, and Canadian Heritage Rivers.

PNAD headquarters is located in Deer Lake, NL but they manage 51 protected areas all over the province. Contact information can be found in Appendix 3.

Parks and Natural Areas Division are participating in this study and therefore we will focus on parks and reserves that are managed under their legislation (Provincial Parks, Ecological Reserves and Wilderness Reserves).

2.1.3. Provincial Parks

Provincial Parks protect provincially significant natural, historical and cultural landscapes and features and also provide opportunities for a variety of activities from hiking to swimming to camping. Provincial Parks are nature's classrooms where learning comes naturally. Some parks provide a park guide to lead you in sing-songs around a campfire, to show you a movie in an amphitheatre, to help you create a nature craft, to provide guided nature walks and help you to discover the natural wonders of Newfoundland and Labrador. Provincial Parks are protected by provincial legislation under the "Provincial Parks Act" and "Provincial Parks Regulations" (Refer to Appendix 4).

There are 32 Provincial Parks in Newfoundland and Labrador, 13 of these parks are staffed while one, Chance Cove, is maintained by PNAD but not staffed. These parks range in size and in the services provided. They are located throughout Newfoundland and in southern Labrador.

A list of the 14 Camping Provincial Parks in NL are as follows:

Barachois Pond Provincial Park	Frenchman's Cove Provincial Park
Butter Pot Provincial Park	La Manche Provincial Park
Notre Dame Provincial Park	Lockston Path Provincial Park
Blow Me Down Provincial Park	Pinware River Provincial Park
Chance Cove Provincial Park	Pistolet Bay Provincial Park
J. T. Cheeseman Provincial Park	Sandbanks Provincial Park
Dildo Run Provincial Park	Sir Richard Squires Provincial Park

A list of the 11 Provincial Park Reserves:

Bellevue Beach	Jonathan's Pond
Fitzgerald's Pond	Marine Drive
Flatwater Pond	Windmill Bight
Grand Codroy	Duley Lake
Jack's Pond	(11)Grand Lake
Jipujjkuei Kuespem	

There are 6 Natural and Scenic Attraction parks in the system that are designed primarily for day use activities. The Natural & Scenic Attractions protect and provide access to areas with significant natural features and/or with special high quality scenic attributes. They are located nearby or adjacent to highways and/or scenic routes providing rest stops for the travelling public. Camping is not permitted in these parks.

The six Natural and Scenic Attraction Parks are:

Codroy Valley	Dungeon
The Arches	Cataracts
Deadman's Bay	Gooseberry Cove

Finally there is the Newfoundland T'Railway Provincial Park.
For more information on these parks refer to Appendix 4.

2.1.4 Wilderness Reserves

Wilderness reserves are created in areas that show little permanent evidence of human presence. As reserves, they are kept free from human changes to the natural landscape, for example: new roads, cabins, transmission lines, dams, and mines. Wilderness reserves are set aside permanently to ensure protection of their natural values and features. These reserves protect native species of plants and animals that need large, undisturbed living spaces. They also serve as study areas for researchers, educators, and students, and guarantee a natural wilderness environment for ourselves and future generations.

People are not kept out of wilderness reserves. Within wilderness reserves we can travel, camp, hunt and fish, and otherwise experience and appreciate the natural environment. Wilderness reserves are available for recreation and adventure; within them we can get away from the demands of life in our cities, towns, and communities. These unspoiled tracts of land are protected by provincial legislation called the "Wilderness and Ecological Reserves Act." (Refer to Appendix 4.) This Act, in conjunction with the associated Rules and Regulations, provides significant protection for our special places.

Administered by Parks and Natural Areas division of the Department of Environment and Conservation, this legislation provides thorough protection for the area's natural features while allowing some forms of recreational activities. These special areas demonstrate

governments' commitment to the preservation of our natural heritage for generations to come.

The wild areas we have now are all we will ever have. Once gone they are lost forever and can never be replaced. Wilderness reserves ensure we will continue to have wild areas in which we can camp, fish, hike, hunt, pick berries, watch wildlife, canoe, practice photography, cross-country ski, or just relax in the open air.

To visit a wilderness reserve one must obtain an entry permit (which is available from PNAD). This allows the government to maintain the pristine nature of these magnificent places.

There are two Wilderness Reserves in Newfoundland and Labrador. These are the Bay du Nord and the Avalon Wilderness Reserves. Refer to Appendix 5 for more information.

2.1.5 Ecological Reserves

Ecological reserves are usually smaller in area than wilderness reserves and are designed to protect a specific natural phenomenon or process: a seabird colony, a rare plant or animal species, a unique grassland or marsh landscape, a fossil site, or a special forest type – red pine for example.

Ecological reserves are crucial for our understanding of our natural environment, and they provide opportunities for outdoor education. They are also more numerous than larger wilderness reserves.

Ecological Reserves are protected under the provincial legislation called the "Wilderness and Ecological Reserves Act." (Refer to Appendix 4). This Act, in conjunction with the associated Rules and Regulations, provides significant protection for our special places.

Some of Newfoundland and Labrador's rarest and most fragile landscapes, plants, animals and geological features have been given special protection under ecological reserves.

There are four types of ecological reserves currently in Newfoundland and Labrador:
Seabird Ecological Reserves
Fossils Ecological Reserves
Botanical Ecological Reserves
Ecosystem Ecological Reserves
For a list of the different ecological reserves under each type please refer to Appendix

2.2. What is Stewardship?

Stewardship may be defined as the:

'careful and responsible management of ecosystem resources entrusted to humans in the interest of achieving and protecting ecosystem integrity for its intrinsic value and/or for the benefit of current and future generations'

(Environment Canada Glossary: www.on.ec.gc.ca/water/greatlakes/raps/glossary.html)

The word Stewardship is derived from an old Norse word 'Sti-vardr' meaning 'Keeper of the House'

Volunteer Stewards are individuals and organizations helping to developing a world-class network of parks and protected areas. They will provide input information to site managers to assist with the management and operation of a number of protected areas throughout the province of Newfoundland and Labrador.

Volunteer Stewards:

encourage public participation in site management and operations;
enhance public understanding of, and commitment to, conservation and protected areas programs; and
foster communication between the public, local government and CPAWS-NL.

3.0. CPAWS-NL Volunteer Steward Program

3.1. Purpose of a Volunteer Steward Program

Protected Area monitoring is the regular and systematic gathering of information about a protected area to detect changes (both natural and man made) that occur on the site:

To ensure that the environmental management goals for the area are being met;

To detect any safety hazards, trespass and/or vandalism issues and to share this information with Protected Area managers.

To fulfill our mission and commitment to protect natural areas.

Given the small staff size of the Newfoundland and Labrador chapter of CPAWS and the province wide scope of protected areas, we cannot adequately cover and maintain a full protected areas monitoring program on our own. Instead, the organization will depend on the valued assistance of volunteer stewards to complement its staff-led monitoring program. CPAWS-NL as a young organization continues to work towards the establishment of new protected areas across the province and the proper management of the wide range of protected areas that exist. Consequently, the need to build its team of volunteers will remain an ongoing responsibility. A committed team of volunteers is invaluable to the organization's ability to achieve its conservation goals.

3.2. Primary Role of the Volunteer Steward Monitor

- To record the state of important natural terrestrial and aquatic features, flora and fauna, including endangered or threatened species and habitats;
- To record any evident changes, threats, or disturbances to the protected area; and
- To identify any intentional or accidental violations contrary to the legislation of the protected area.
- To inform Protected Area Managers of this information

Other possible volunteer steward monitor roles:

- Cultivate and maintain working relationships with park officers, neighbours and community stakeholders;
- Assist with special on-site events (eg. Educational outings, restoration work, conduct species inventories, cleaning up sites, etc.); and
- Record and report local inquiries.

3.3. The Stewardship Monitoring Team

The steward monitoring team will differ from one area to the next. Factors influencing the steward monitoring team participants are: size of the protected area and geographic location, availability of volunteers, and the property's ecological characteristics. The team may comprise any combination of: 1-3 volunteer stewards from the local community, and possibly, the accompaniment of any of the following:

- Managing Agency Representative
- Specialist or technical expert (where necessary, CPAWS-NL and the PNAD may arrange for a specialist to join volunteer stewards on site to assist in some capacity.
- CPAWS-NL committee member or Board member.

Note: The majority of the monitoring visits however, will be completed by 1-2 volunteer monitors from the local communities and accompaniment from others (as above) will be on an occasional or 'as required' basis.

It is strongly recommended that one person take lead responsibility for the steward monitoring of each protected area, but different people may conduct the actual monitoring inspections. Ideally, the same group of monitors inspects the same protected area for each visit – as this allows the monitor to increasingly familiarize themselves with the details and conditions of the area.

3.4. Responsibilities of the Steward Monitoring Leader are to:

1. Oversee the steward monitoring plan for the protected area;
2. Ensure monitoring is completed as prescribed;
3. Ensure resultant documentation is complete, reliable and accurate; and
4. Appoint and orient a new steward monitoring leader if role must be vacated.

3.5. Steward Monitoring Frequency

The frequency of steward monitoring visits will vary for each protected area and is specified in the signed stewardship agreement. Typically, CPAWS-NL targets quarterly annual visits to each protected area. However, monitoring frequency may increase if any of the following observations are made:

- The protected area lies within a moderate to heavily populated area;
- Adjacent land uses may negatively impact the area;
- There is high likelihood of damage, inappropriate activities, etc.;
- The protected area has public access; and

- The protected area is bounded by highly used properties (increased potential for boundary violations).

Sites that are more susceptible to disturbance should be visited more frequently; alternatively, a “drive-by” or consultation with neighbours can be used in conjunction with site visits to monitor a site more intensively.

4.0 How to Get Started – The Steps for Conducting a Monitoring Visit Inspection

Step One: Document Review

To begin, the steward monitor needs to gather background information about the protected area. It is recommended that the following items are reviewed prior to the monitoring visits:

- Protected Area legislation and regulations
- Management Plan,
- Baseline photo records and any other important photos,
- Baseline Map,
- Monitoring map (where available). In particular, note any modifications in the monitoring program, land related records that need to be updated, and concerns that must be field checked.
- Review past monitoring reports and maps, which highlight the key features (e.g. conservation features, fragile ecological areas, disturbed areas (areas susceptible to erosion), recommended routes of travel and access, potential hazards, etc.). The monitoring map also shows **photo points**, (locations that need to be examined with each monitoring visit and re-photographed if significant changes are noted). A description of each photo point is included in the photograph record.

Step Two: Make a Plan

If you are unfamiliar with the protected area and its conditions, the baseline study should give you some indication of a recommended time for monitoring – typically, timing of visits is recommended for more seasonable weather when ground conditions are most suitable. Should the protected area be more remote or have restrictive access (e.g. only by water), factor this in when making your plan. Then:

- Select a day to conduct your monitoring visit (and select a weather alternate day too); preferably well in advance of the actual visit;
- Assess and coordinate the need for accompaniment for the visit re other volunteer monitors and/or CPAWS-NL support staff; ****see note below.**
- Send an email or make a telephone call to the CPAWS-NL Stewardship Coordinator to apprise them of your anticipated monitoring visit on the specified date,
- Contact Parks and Natural Areas Division and the Managing agency representative only if any concerns need to be addressed (see Step Three Below)
- Obtain Entry Permits where necessary (see Step Four Below)

****Note:** If there are extra volunteers and enough equipment, a protected area may be monitored more quickly by dividing into teams with specific objectives. This will be determined by the monitoring leader. For example, after an orientation walk of the property it may be decided that one pair will be responsible for investigating the protected area boundaries and neighbouring land uses, while another team member investigates all trails and water courses. Meet up and compare notes before leaving the site to make sure the protected area was completely surveyed.

Step Three: PNAD Notification

CPAWS-NL strives to build positive, trusting, and long term relationships with each protected area officer/ranger. Volunteer steward monitors, by their association with the organization and the role they play as protected area stewards, become part of this process. Parks and Natural Areas Division and volunteer stewards are working toward the same goal – to protect the natural features of the land.

Volunteer stewards should notify Parks and Natural Areas Division and the managing agency representative for the protected area of the anticipated monitoring visit in advance of the anticipated visit if they have any additional questions or concerns. This allows the representative the opportunity to attend the inspection if needed.

Where feasible, review the protected area's conservation rules and regulations (its purposes and terms) with the Parks and Natural Areas Division, discuss any questions/concerns, and get an update on relevant information on the land if you deem it necessary. This meeting will underline CPAWS-NL's commitment to ensure the area is managed within the agreed upon guidelines. Encourage a representative to accompany you on the monitoring inspection.

Step Four: Obtaining Permits

Please contact Parks and Natural Areas Division to obtain an entry permit for a wilderness reserve (**available any time before visit**) or a scientific research application (**apply at least two weeks in advance**) for provincial parks and wilderness and ecological reserves. Please refer to Appendix 3 for Parks and Natural Areas contact information.

Step Five: Preparing for the Visit

There are several safety considerations that should be taken into account, particularly, before heading out to remote or rugged sites. Consider the following:

- It is preferable ***not to head out to such sites alone*** for safety reasons.
- A ***first aid kit*** should be taken on any site visit, and at least one person in the group should have current first aid certification and appropriate navigational skills for the terrain.
- Prior to each visit, it is mandatory that you ***notify someone***, either a relative or friend of your planned trip. The notification should include the location where the vehicle will be left, your estimated time of return, and (for remote locations only) a completed **'Emergency Action Plan'** (Appendix 12) so that steps will be taken should you not return by the designated time set out in your plan.
- It is strongly recommended that monitoring visits are ***NOT*** done during hunting seasons (Appendix 11). However, should it be necessary to conduct a monitoring visit during (or close to) ***hunting season***, it is mandatory that ***bright orange clothing be worn***.
- If any water course is to be crossed in a water craft, Personal Floatation Devices (***PFDs***) must be worn at ***all*** times.
- Other helpful items to carry on a large or isolated protected area are a ***whistle, reflective blanket or warm clothing, extra food and water, and water proof matches or a lighter***.

Step Six: Items to Bring on a Regular Monitoring Visit

Items to bring (recommended to store in a backpack):

There is a list of 'Personal Items', 'Optional Items' and 'Steward Monitoring Items' that you should take on your steward monitoring visit. They are listed below. For quick reference, they are also listed on the 'Monitoring Checklist form' in Appendix 6.

Personal Items

First Aid Kit – But if you want to carry the 'minimum', include anti-biotic cream, bandages, antiseptic wipes, tissues, tweezers, safety pins and any special medications you may need.

- Water
- Food
- Hat

- Comfortable shoes or footwear appropriate for the conditions
- Comfortable and loose clothing – remember long sleeves during mosquito season!
- Rain gear
- Insect repellent
- Matches
- Cell Phone (if you own one – and remember to check the batteries!)

Optional Items (based on remoteness of location, type of protected area, or season)

Other useful survival items to pack when visiting a large or remote property are: (whistle, reflective survival blanket, extra clothing, extra snack food, extra drinking water, rope, water proof matches or a lighter, and a flashlight).

Personal flotation device (PFD),

Bright orange hunting vests and/or orange hats – if time sensitive to hunting season

Steward Monitoring Items

- Steward Monitoring Checklist
- Blank Monitoring Report form
- Copy of the Baseline map (this is the original map that depicts the protected area's physical condition in detail at the time it was placed under protection; includes notable features such as contour lines, property boundaries/markers, roads, trails, water courses, buildings or other improvements, special land uses, rare plant locations, etc.) – and should be available on legal or 11x17 size paper.
- Monitoring Map – (if available) (this map shows similar features to that of the baseline map but highlights features that must be inspected on the monitoring visit). ***The monitoring map is the working document while out in the field.***
- Small notebook and 2 pencils,
- Navigational compass,
- Measuring tape (at least 25m),
- GPS to measure distances (if available),
- Print film camera (2 rolls of print film) or digital camera if you own one (make sure to have fresh or spare batteries)

Step Seven: Take Action! – Objectives of the Steward Monitoring Visit

Volunteer stewards, prior to heading out in the field, must have a firm understanding of the objectives of the monitoring visit.

Following is a list of objectives that a standard or typical for most steward monitoring visits. Should there be any 'atypical' or 'special case' assessments required, CPAWS-NL and/or PNAD staff will apprise volunteers of such, prior to heading out in the field. The objectives outlined below are to be considered in conjunction with the standard Steward Monitoring Report Form (Appendix 7).

Steward Monitoring Visit Objectives

i) Walk the Protected Area Boundaries

Walk the protected areas perimeter boundary to look for any type of encroachment onto the protected lands. Look for any signs of illegal cutting, ATV use, signs of new trails/footpaths made into the lands, erosion problems, and any sign of property damage as a result of such encroachments, make note too of any changes in adjoining land uses (ie., new logging and/or other types of activities that have started up since the last report).

Also, report on condition of any boundary signage.

ii) Inspect Protected Area Interior (selected areas as specified in the stewardship plan and/or identified on the monitoring map)

Visit:

- High use areas;
- Any other areas that may be susceptible to risk (i.e. wetlands, fragile plant communities, areas susceptible to erosion, or areas affected by special restrictions).
- Follow all trails and roads.
- Visit all areas recommended in the monitoring plan and previous inspection reports, including all monitoring photo points.

iii) Record Current Conditions – Preparing the Steward Monitoring Report

Compare the current protected area condition with written and photographic records from the previous monitoring visit(s) and/or baseline study.

Note and **photograph**** any major changes resulting from natural and human-caused occurrences, and, if possible, document these changes on the monitoring report and map.

For new photo points (i.e., a photo point that was not identified in prior visits as per the baseline map or monitoring map), be sure to also record the new photo point number, the exact location and direction of the photo so that the photo point can be relocated the following visit.

** Monitoring photos often look similar and it can be confusing trying to match photos with the map once back in the office. While still in the field, for each photograph taken, be sure to record the exposure number as shown on the camera; jot down a description of the view taken AND note a photo point (either the existing one or assign a new photo point) while in the field.

iv) Complete any other activities listed on the previous year's steward monitoring report or as recommended in the work plan.

Before leaving the site, make sure you have completed all sections of the Steward Monitoring Report.

Step Eight: Observation and Management of a Threat or Violation

Natural Occurrence Threats

Examples of natural threats include: a collapsed barrier beach due to flooding or loss of vegetation due to slope erosion. Natural threats often must take their course yet shall be documented accordingly in the Steward Monitoring Report and on the Monitoring Map. Where and if necessary, CPAWS-NL and PNAD will take appropriate management steps to address the natural threat so to limit its impact.

Human-caused Threats and Violations

Examples of human-caused threats include: ATV damage, illegal dumping, or illegal cutting. Such threats or violations shall be documented in the steward monitoring report and on the map. The monitor shall **NOT** take immediate action (ie. Contacting the park officer regarding the violation or contacting the local ATV club). Rather, the monitor must report back to the Stewardship Coordinator or other CPAWS-NL staff member as soon as possible and at which time staff will advise you on how to proceed.

Based on the type of violation, CPAWS-NL may request the steward monitor to address the issue or recommend a follow-up visit by others to determine the appropriate management action.

Step Nine: After the Steward Monitoring Visit – Document Completion

After returning from the monitoring field visit, the monitor(s) shall complete any sections of the **Monitoring Report** that were not done in the field, revise the **Monitoring Map**, and update the **Photo Record**: If there is a team of steward monitors, the monitoring team leader may decide to divide up duties as appropriate and based on tasks undertaken while out in the field:

- Review all field information from your steward monitoring visit and add any changes (e.g. new trails, newly discovered location of rare plant, etc.) to the final copy of the map;
- Add any new symbols to the map legend if necessary;
- Mark any new photo points on the monitoring map (spots you feel should now be monitored and documented annually);
- Label and place each photograph in a protective plastic cover sheet, include – photo number, site name, date, subject matter and name of photographer
- Include an information sheet with additional background notes that may be helpful for future monitoring visits (e.g. how to locate and/or approach the site, the best way to go down the ravine, where to park vehicle, navigational landmarks, best time to visit park officer, how many times the site should be monitored – if different from original plan, etc.).

- Sign and date all new maps, monitoring report, notes, or any new additions to the file.
- Prepare the Volunteer Steward Time Sheet (see Appendix 10).
- Inform CPAWS-NL Coordinator of any infractions/activities that need immediate attention so that they may contact PNAD

Step Ten: Follow-up

Send in the report, all signed documents, and time sheet to the CPAWS-NL office in St. John's.

After CPAWS-NL has reviewed the information and agreed that the protected area has passed the inspection, CPAWS-NL will forward a copy of documentation to PNAD

Final Comments

The Newfoundland and Labrador chapter of the Canadian Parks and Wilderness Society is grateful for the interest and support of its volunteer steward monitors in maintaining our commitment to preserve ecologically significant areas in Newfoundland and Labrador. The volunteer steward program and manual is 'First Edition'. Your feedback on the program and manual will be very helpful as our program and training evolves over time.

Once again, we thank you for your assistance.

APPENDICES

Appendix 1: Map of Protected Areas in NL

Appendix 2: List of Protected Areas in NL

Appendix 3: PNAD Contact Information

Appendix 4: Protected Area Information

Appendix 5: Ecological Reserves in NL

Appendix 6: Monitoring Checklist

Appendix 7: Protected Areas Stewards Agreement

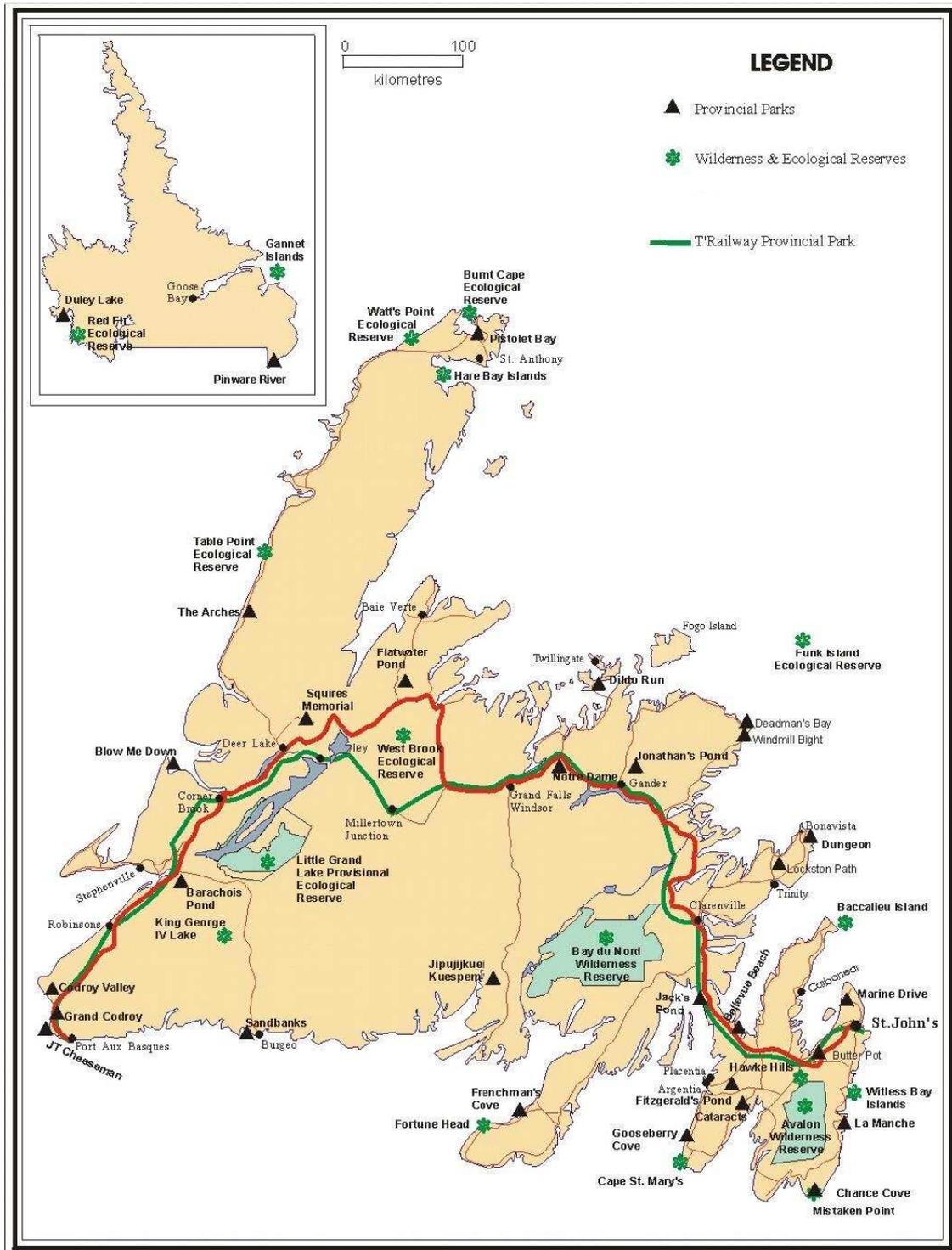
Appendix 8: Monitoring Report Form

Appendix 9: CPAWS-NL Time Sheet

Appendix 10: Hunting Season Information

Appendix 11: Emergency Action Plan

Appendix 1: Map of some Protected Areas in Newfoundland and Labrador (Map provided by PNAD)



Appendix 2: List of Protected Areas in Newfoundland and Labrador

Protected Area	Size (sq.km)		
	Terrestrial	Marine	Total
Wilderness and Ecological Reserves System			
Wilderness Reserves			
Avalon Wilderness Reserve	1,070.00	0	1,070.00
Bay Du Nord Wilderness Reserve	2,895.00	0	2,895.00
Total	3,965.00	0	3,965.00
Ecological Reserves			
Cape St. Mary's Ecological Reserve	10.01	54	64
Funk Island Ecological Reserve	0.20	5	5.2
Hare Bay Island Ecological Reserve	5	26	31
Gannet Islands Ecological Reserve	2	20	22
Witless Bay Islands Ecological Reserve	2	29	31
Mistaken Point Ecological Reserve	2.95	0	2.95
Mistaken Point Emergency Extension Ecological Reserve	2.70	0	2.70
Watts Point Ecological Reserve	30.90	0	30.90
Table Point Ecological Reserve	1.16	0	1.16
Hawke Hill Ecological Reserve	1.31	0	1.31
Fortune Head Ecological Reserve	2.21	0	2.21
West Brook Ecological Reserve	10.74	0	10.74
Baccalieu Island Ecological Reserve	5	18	23
King George IV Ecological Reserve	18.41	0	18.41
Redfir Lake Ecological Reserve	82.33	0	82.33
Burnt Cape Ecological Reserve	3.63	0	3.63
Total	177.85	152	329.85
Provisional Ecological Reserves			
Little Grand Lake Ecological Reserve	730.02	0	730.02
Wilderness & Ecological Reserve Total:	4872.87	152	5024.87
Provincial Parks System			
Camping Parks			
Barachois Pond Provincial Park	34.97	0	34.97
Butter Pot Provincial Park	28.33	0	28.33
Notre Dame Provincial Park	1.13	0	1.13
Blow Me Down Provincial Park	2.26	0	2.26
Chance Cove Provincial Park	20.68	0	20.68
J. T. Cheeseman Provincial Park	2.06	0	2.06
Dildo Run Provincial Park	3.27	0	3.27
Frenchman's Cove Provincial Park	0.51	0	0.51
La Manche Provincial Park	13.94	0	13.94
Lockston Path Provincial Park	7.73	0	7.73
Pinware River Provincial Park	0.68	0	0.68
Pistolet Bay Provincial Park	8.97	0	8.97

Sandbanks Provincial Park	2.32	0	2.32
Sir Richard Squires Provincial Park	15.74	0	15.74
Total	142.59	0	142.59
Natural Scenic Attractions			
Arches	0.13	0	0.13
Cataracts	1.72	0	1.72
Codroy Valley	0.24	0	0.24
Deadman's Bay	0.72	0	0.72
Dungeon	0.02	0	0.02
Gooseberry Cove	0.03	0	0.03
Total	2.86	0	2.86
Provincial Park Reserves			
Bellevue Beach	0.70	0	0.70
Duley Lake	6.90	0	6.90
Fitzgerald's Pond	1.63	0	1.63
Flatwater Pond	0.87	0	0.87
Grand Codroy	0.09	0	0.09
Grand Lake	15.05	0	15.05
Jonathan's Pond	3.43	0	3.43
Jack's Pond	3.44	0	3.44
Jipujjkuei Kuespem	6.69	0	6.69
Marine Drive	6.17	0	6.17
Windmill Bight	3.15	0	3.15
Total	48.12	0	48.12
Newfoundland T'Railway Provincial Park	32.58	0	32.58
<i>Provincial Parks System Total:</i>	226.15	0	226.15
Other Provincial Protected Areas			
Wildllife Reserves (3)			
Middle Ridge	618	0	618
Big Barasway	1.40	0	1.40
Little Grand Lake	568.80	0	568.80
Total	1188.20	0	1188.20
Salmonier Nature Park	14.55	0	14.55
Little Grand Lake Public Reserve	177.58	0	177.58
Development Control Area (Pine Acres)	1.21	0	1.21
Torngat Mountains Special Management Area	9700	0	9700
<i>Other Provincial Protected Areas Total:</i>	11,081.54	0	11,081.54
Federal Protected Lands			
National Parks (2)			
Gros Morne	1805.00	0	1805.00
Terra Nova	399.92	0	399.92

Total	2,204.92	0	2,204.92
National Historic Parks (2)			
Port au Choix	8.33	0	8.33
L'Anse aux Meadows	49	31	80
Total	57.33	31	88.33
Migratory Bird Sanctuaries (3)			
Shepard's Island	0.05	0.08	0.13
Isle aux Canes – Green Island	0.30	1.20	1.50
Terra Nova	0	8.70	8.70
Total:	0.35	9.98	10.33
Federal Protected Areas Total:	2262.6	40.98	2303.58
Grand Total of Protected Areas	18,443.16	192.98	18,636.14

Information Obtained from PNAD.

Appendix 3: Parks and Natural Areas Division Contact Information

Department of Environment and Conservation
Government of Newfoundland and Labrador
33 Reid's Lane
Deer Lake, NL
A8A 2A3

Biologist
(709) 635-4529

Fax Line
(709) 635-4541

Email: parksinfo@gov.nl.ca

Appendix 4: Protected Area Information

To save paper we have decided to include the website where the Provincial Parks Act, Provincial Parks Regulations, Wilderness and Ecological Reserve Act and information on specific protected areas can be found.

The website to visit is the Parks and Natural Areas Division government website:

www.gov.nl.ca/parks

Appendix 5: Ecological Reserves in Newfoundland and Labrador

Four Types (Ecological):

(1) Seabird Ecological Reserves:

Baccalieu Island Ecological Reserve
Cape St. Mary's Ecological Reserve
Witless Bay Ecological Reserve
Hare Bay Islands Ecological Reserve
Funk Island Ecological Reserve
Gannet Islands Ecological Reserve

(2) Fossil Ecological Reserves:

Fortune Head Ecological Reserve
Table Point Ecological Reserve
Mistaken Point Ecological Reserve
Mistaken Point Emergency Extension Ecological Reserve

(3) Botanical Ecological Reserves:

Hawke Hills Ecological Reserve
Kapitagas Channel-Redfir Lake Ecological Reserve
Watts Point Ecological Reserve
West Brook Ecological Reserve
Burnt Cape Ecological Reserve

(4) Ecosystem Reserves:

Little Grand Lake Ecological Reserve
King George IV Ecological Reserve

Wilderness Reserves

Avalon Wilderness Reserve
Bay du Nord Wilderness Reserve

Appendix 6: Monitoring Checklist (Items to check before, during and after the monitoring visit)

Protected Area Name: _____
Location: _____
Managing Agency Contact: _____
Date: _____
Checklist checked by: _____

Items to Bring on the Monitoring Visit:

Personal Items:

First Aid kit (if you want to carry the 'minimum', include antibiotic cream, bandages, antiseptic wipes, tissues, tweezers, safety pins and any special medications you may need personally)

Water

Food

Comfortable shoes or footwear appropriate for the conditions.

Comfortable and loose clothing – remember long sleeves during mosquito season

Rain gear

Insect repellent

Hat

Matches

Cell phone (if you own one – and check the batteries!)

Optional (based on remoteness of location, type of protected area, or season)

Other useful survival items to pack when visiting a large or remote property are: (whistle, reflective survival blanket, extra clothing, extra snack food, extra drinking water, rope, water proof matches or a lighter, and a flashlight).

Personal floatation device (PFD) if crossing a water body,

Bright orange hunting vests and/or orange hats – if time sensitive to hunting season

Steward Monitoring Items:

Steward Monitoring Checklist

Blank 'Steward Monitoring Report' Form

Baseline map (this is the original map that depicts the protected area's physical condition in detail at the time it was placed under protection; includes notable features such as contour lines, protected area boundaries/markers, roads, trails, water courses, buildings or other improvements, special land uses, rare plant locations, etc.) – and should be available on legal or 11x17 size paper.

Monitoring Map – (if available) (this map shows similar features to that of the baseline map but highlights features that must be inspected on the monitoring visit). The monitoring map is the working document while out in the field.

Small notebook and 2 pencils

Navigational compass

Measuring tape (at least 25m)

GPS to measure distance (if available)

Print film camera (2 rolls of print film) or digital camera (Make sure of fresh or spare batteries)

Administrative Preparation

Notify CPAWS-NL of planned monitoring visit
Notify managing agency representative and invite them to participate in monitoring visit
Explain terms of protection and review documentation with managing agency representative
Discussed details of the monitoring program with the managing agency representative

Where Applicable:

Where necessary, specialist assistance confirmed for upcoming visit

Documentation Review – **Materials gathered & reviewed/inspected prior to visit**

Stewardship plan
Historical record & status reports
Previous steward monitoring reports
Recent ground photos or air photos
Monitoring map with key

Preparing for the Monitoring Visit

Safety precautions observed
First Aid Kit and appropriate safety gear assembled (e.g. PFD, survival kit, visible clothing, water, etc.)
Check on hunting season
One of the team members currently first aid certified & possessing appropriate navigational skills
Someone notified of your schedule and emergency action plan

Monitoring materials assembled – as per list above

Review Protection/Stewardship Plan with Park Officer

Stewardship plan reviewed with park officer (if appropriate)
Meeting with current officer completed as required in monitoring plan (every 1-3 years)

Monitoring Visit – Checklist while out on the protected area

Monitoring completed?
Boundaries inspected?
Property interior inspected?
Monitoring records compared to current protected area state, changes marked on map?
Photographs taken at any photo point where a significant change is noted, and for any new photo points (violations, recent developments, etc.)?
New photos labelled with same Photo Point # (if applicable), protected area name, date, photographer?

Additional photos of the park officer/ranger, stewards, protected area may be taken for PR and educational purposes sent to CPAWS-NL to be filed in general collection?

Steward Monitoring Report completed?

Monitoring map updated with annotations, new photo Point Locations?

Photograph record updated, dated and signed?

Other activities completed as recommended in previous monitoring reports and/or work plan?

Follow up – After returning from the Visit

Letter or email sent to Parks and Natural Areas Division confirming protected area inspection

CPAWS-NL notified of possible violations

Appendix 7: Protected Areas Steward Agreement



CPAWS-NL

Canadian Parks and Wilderness Society – Newfoundland and Labrador Chapter

VOLUNTEER STEWARDSHIP AGREEMENT FORM

I _____ agree to be a Protected Areas Steward. I will follow the guidelines and regulations outlined in the CPAWS-NL Volunteer Stewardship Monitoring Guide during visits to protected areas in the province of Newfoundland and Labrador. I also agree to follow the guidelines, policies and regulations of Parks and Natural Areas Division, Government of Newfoundland during these visits.

As a Protected Area Steward, I will visit a protected area at least once per year, fill out the standardized form in the monitoring guide to the best of my ability and return it to the CPAWS-NL office in St John's.

I understand that as a volunteer, CPAWS is not responsible for injury or damage as a result of my volunteer visits and activity during the visit, or while in transit to and from the monitoring site.

Name: _____

Signature: _____

Date: _____

Address: _____

E-Mail: _____

Appendix 8: Monitoring Report Form

**PROTECTED AREA STEWARDSHIP
MONITORING REPORT FORM**

Note: Use the monitoring checklist and this report to guide your visit. Compare current conditions to those from previous reports as you walk the protected area. Clearly document significant features and changes on the monitoring map and using photographs and written descriptions. Focus on those natural values being protected by the management plan. Not all sections of this report will be applicable.

Administrative Information
Observations of Natural History
Infractions/Disturbances Observed
Status of Boundary Signage
Personal Comments
Additional Information

Administrative Information

Name of Protected Area:

Location: _____ (i.e. Identify the general location within the protected area you investigated or route taken).

Date/Time Investigated: _____ **Mode of transportation:**

Participants: _____

Weather Conditions:

PNAD contact(s): _____

Address: _____

Phone: _____

Provide a brief overview of the condition of the protected area

Observations of Natural History

1. Note any vegetation – particularly uncommon or imperilled flora. Indicate any species not encountered in the original inventory and any significant changes in the flora, particularly with respect to imperilled species (attach list if necessary):

2. Note observations and/or signs of wildlife (e.g. game trails, nest, tracks, scat, etc.) and prominent wildlife habitat features (e.g. snag trees, seasonal wet areas, etc.) (Attach list if necessary):

3. Note any new species encountered or evidence to support the possibility of such a new species (Attach list if necessary):

4. Report any rare/threatened/endangered species that was observed during the investigation. Be specific and include location of sighting or evidence.

Infractions/Disturbances/Violations Observed

5. Describe any threats/disturbances due to natural causes (note the location and nature of changes). Use photos and/or illustrations to describe these conditions.

Possible natural disturbances include:

Beaver dams	Insect	Siltation
Fire	infestation/damage	Streambank erosion
Flooding	Erosion	Tree windfalls
Heavy browsing	Invasive Species	
Drought	Landslide	Others

Explain

6. Note any hazards on the site:

{Examples include bears, large standing dead trees, slip hazard, cliff faces, garbage/large debris, etc.}.

7. Describe any human-made alterations, disturbances or violations of the management plan or associated regulation. Note the location (on a map), extent, and purpose of these changes and identify potential perpetrators. Attach photos and/or illustrations.

Possible sources of disturbance/threats/stresses include:

Agricultural conversion	Harvesting/collecting of wildlife	Over-use
Bark stripping	Herbicides/pesticides	Pesticide use
Camping	Horseback riding	Plant harvesting
Commercial activity	Hunting	Poaching
Construction	Incompatible development on adjacent lands	Power lines
Disease/pest infestation	Industrial activity	Rerouting of streams
Displacement by exotic species (introduced/invasion)	Infilling	Residential dwelling
Ditching/dredging	Informal shelter/structures (tent platforms)	Road widening/construction
Domestic pets	Lines-fence	Rock-climbing
Dumping	Litter (indicate type)	Run-off (harmful)
Eutrophication	Logging	Shoreline alteration
Excavation-peat, rock, etc.	Mineral collection	Soil erosion/siltation
Feeding of wildlife	Mining	Timber harvest
Fires	Motorized vehicles (Indicate type: ATV, boat, etc.)	Trails (atv, 4wd, hike, horse)
Gravel Pit	Mountain biking	Trampling
Grazing	Off-road vehicles	Trapping
Habitat fragmentation	Over-browsing	Trespassing
Habitat loss		Utility corridors
		Vandalism-signs, fences, etc.
		Wetland

Others?

8. Describe any new infractions/disturbances that have been exercised since the previous monitoring inspection:

9. Describe any encroachment from adjacent properties:

10. Note current activities,

Examples of possible activities include:

Angling	Educational program	Nature appreciation
Berry picking	Grazing	Photography
Birdwatching	Hiking	Picnicking
Boating	Horse riding	Rock climbing
Bus tours	Hunting	Skating
Camping	Interpretive program	Snowmobiling
Cross-country skiing	Logging (state method)	Snowshoeing
Cycling	Motorized vehicle use	Swimming
Dog walking		Trapping

Others?

11. Note any changes in the protected area since previous visit:

12. Note any other interesting observations or comments:

Status of Boundary Signage

13. Are there boundary signs posted? Y N

14. If the boundary had signage:

a. Is it still erect Y N

b. State the condition of the sign (i.e. sign weathered, readable/not readable, vandalized):

c. Recommendation(s):

Personal Comments

This section allows the author to record any personal comments they would like kept on file.

15.Recommendations and Summary Comments: (if you need more space to write comments, please attach additional sheets).

Additional Information

Method of Inspection (by foot, by boat, fly-over, etc.):

Name of Steward Monitor Leader: _____

Name of Steward Monitor: _____

Phone: _____ **Email:** _____

Address:

Signature: _____ **Date:** _____

Date of previous inspection:

List photos and maps accompanying the inspection report:

Aerial photo

Illustrations

Monitoring photograph record

Monitoring map (mandatory)

Other: _____

Appendix 10: Hunting Season Information

See Local Regulations

Appendix 11: Emergency Action Plan (for use if travelling to a remote location only)

1. Steward Monitor Name _____
 Contact person in case of emergency _____
 Phone: _____
2. Steward Monitor Name _____
 Contact person in case of emergency _____
 Phone: _____
3. Steward Monitor Name _____
 Contact person in case of emergency _____
 Phone: _____

Date(s) away _____ to _____ Time expected to return _____
 Protected Area Name: _____ Location: _____
 Approximate location where car will be left: _____
 Cell phone # _____ (if available)
 Are you going to a place outside of cell reception range? Yes No I don't know
 Type of car/colour _____ License plate # _____

Medical conditions and allergies of possible concern of any member in group:

Medication:

Emergency Procedure If _____ (the designated emergency contact person) hasn't heard from _____ (designated steward monitor name) by _____ (time and day); call the designate contact or CPAWS-NL at 895-0853 (9:00 am to 5:00 pm) to inform local authorities to assist with search (Name: _____)

Do you have....?

First Aid Kit:	Life jackets:	Bright orange clothing:
Maps/compass:	Canoe kit:	Food:
Whistle:	Matches:	Water: