

THE NATURE TRUST OF NEW BRUNSWICK, INC.



LA FONDATION POUR LA PROTECTION DES SITES NATURELS DU NOUVEAU-BRUNSWICK, INC.

P.O. Box 603, Sta. A, Fredericton, N.B. E3B 5A6 (506) 457-2398

Fact sheet on Monitoring Procedures for Stewards

Here are some tips to help you plan and conduct your monitoring:

Prepare for the visit

- plan the visit for a time when the property features are visible and accessible by foot, such as in the summer or early fall
- be aware of any safety considerations like weather patterns and hunting seasons when scheduling your visit
- review the Baseline Report or Management Plan to reacquaint yourself with the property's special features and restrictions.
- read over the most recent monitoring form to help you note changes in the property from this year compared to the last
- arrange for any scientific or technical expertise for the inspection if needed (e.g. chemical testing of the water or soil)
- contact any other people (e.g. technical expertise) who need to be at the inspection 2-3 weeks prior to the time you'd like to go, and send them a letter confirming the visit after the details have been settled (location, time and date)

The night before

- pack note-taking materials (e.g. note-pad and paper), relevant documents (e.g. Management Plan or Baseline Report (if available), a site map, map of photo points (if available), recent ground photos and the most recent property report), monitoring form, equipment (e.g. camera, tape measure, compass, GPS unit, cell phone, etc.), food and a water bottle
- dress for comfort, the weather and visibility during hunting seasons, and remember to take sunscreen and insect repellent
- if you have a cell phone, leave the number with a family member or friend, along with the approximate time you expect to be back and directions to the property
- make a rough plan of how you will conduct the visit, including directions on getting there, deciding the order that you will inspect the property's features, deciding where to go if you need to leave the property (e.g. in freak storms) and deciding how early to leave in order to complete the inspection before dark

At the inspection

- walk the property's boundaries to check for encroachments (e.g. tree harvests, dumping, construction, digging or planting) - if it's not possible to walk all the boundaries then just inspect those that are accessible to the public
- check the interior of the property, especially areas affected by restrictions (e.g. development along shorelines or wetlands), areas with public access (e.g. camping or picnicking spots, trails), areas with significant or rare features (e.g. geologic features or sites of rare wildlife) and areas affected by the Management Plan
- check structures and signs for damage
- compare the property's current condition with the previous property report and note any changes resulting from natural (e.g. insect infestation, storms, floods, etc.) and manmade (e.g. construction, tree harvests, digging, etc.) causes. These changes should be photographed, and their GPS coordinates or photo points noted
- note any signs of visitors or vandalism (e.g. ATV use, litter, fire, etc.)
- any potential or actual violations should be noted

After the inspection

- complete, sign and date the monitoring form - don't forget to include illustrations, maps or photos (labelled with the subject and location), which should also be dated and signed
- send the form and attachments (maps, photos, illustrations) to:

The Nature Trust of New Brunswick:
P.O. Box 603, Station A
Fredericton, NB E3B 5A6