



CKISS 2018 Annual Plan

April 1, 2018 – March 31, 2019

Our Mission

A network of partners collaborating to minimize the impacts of invasive species on the ecosystems, communities, and economy of the Regional District of Central Kootenay and the Regional District of Kootenay Boundary Area A and B.



CKISS Strategic Goals

The Central Kootenay Invasive Species Society is a non-profit society that was formed by a group of residents and company/agency representatives in 2005 who were interested in promoting collaborative approaches to invasive species management. The Society includes representatives from non-profit societies, utility companies, government agencies, and regional companies.

The purposes of the Society within the geographic area of the Regional District of the Central Kootenay and Areas A & B of the Regional District of the Kootenay Boundary, are to:

1. Raise awareness and educate the public, government agencies, and other land managers about invasive species and their impacts in the area;
2. Prevent the further introduction and spread of invasive species in the area through education and awareness, early detection and control, and coordinated integrated weed management efforts;
3. Promote coordinated and collaborative management of invasive species between agencies and land occupiers;
4. Work towards the control/containment of highly invasive non-native species; and
5. Provide a conduit for information and a source of expertise on invasive species

CKISS Program Areas

The CKISS operates the following primary Program Areas, with specific goals, activities, and outcomes associated with each:

1. **Governance and Administration**
2. **Education and Outreach Program**
3. **Operations Program**
4. **Aquatic Invasive Species Program**

1. Governance and Administration

Goal: Maintain a sustainable organization which has effective and ethical governance in accordance with its non-profit status

Activities	Responsible	Target Outputs	Evaluation
<ul style="list-style-type: none"> ✓ Develop a 5 year fundraising strategy ✓ Develop 5 year Strategic Plan (2020-2025) ✓ Develop an annual work plan and associated budget that aligns with the Strategic Plan ✓ Develop Program specific annual plans 	Executive Director, Executive Assistant, Board of Directors & Coordinators	<ul style="list-style-type: none"> ✓ 5 Year fundraising strategy (2018-2022) ✓ 5 Year Strategic Plan (2020-2025) ✓ Annual work plan and associated budget ✓ Program specific annual plans with deliverables and due dates 	<ul style="list-style-type: none"> ✓ Annual review of activities and outcomes by Board of Directors
<ul style="list-style-type: none"> ✓ Secure required funding and in-kind support 	Executive Director, Executive Assistant, Board of Directors & Coordinators	<ul style="list-style-type: none"> ✓ Funding applications and reports submitted, funds received in a timely manner, donors and in-kind supporters recognized appropriately, and relationships built for future support 	<ul style="list-style-type: none"> ✓ Annual review of revenue actuals vs. budget ✓ Annual review of funder feedback
<ul style="list-style-type: none"> ✓ Keep accurate financial records by funder and project, receive monthly financial reports, provide Balance Sheet and Income Statement at quarterly meetings, or as requested by Directors 	Executive Director, Bookkeeper & Treasurer	<ul style="list-style-type: none"> ✓ Financial Reports generated and presented to Board of Directors at each Board meeting 	<ul style="list-style-type: none"> ✓ Review and approval of Financial Reports by Board of Directors
<ul style="list-style-type: none"> ✓ Hold regular meetings of the Board to conduct the business of the Society 	Executive Director, Executive Assistant & Board of Directors	<ul style="list-style-type: none"> ✓ Board meetings are held four times per year, and meeting minutes are documented and stored securely ✓ Strategic plan reviewed and updated as required 	<ul style="list-style-type: none"> ✓ Board meetings are efficient and all agenda items are covered
<ul style="list-style-type: none"> ✓ Maintain an active Board of Directors comprised of eight members with diverse representation from across the region 	Executive Director, Executive Assistant & Board Governance/ Planning Committee	<ul style="list-style-type: none"> ✓ 8 Directors are engaged representing diverse interests and areas in the region 	<ul style="list-style-type: none"> ✓ Annual survey of Board members
<ul style="list-style-type: none"> ✓ Board committees are engaged and supported 	Executive Director, Executive Assistant & Board of Directors	<ul style="list-style-type: none"> ✓ Terms of Reference are developed and maintained for committees 	<ul style="list-style-type: none"> ✓ Annual survey of Board members

Activities	Responsible	Target Outputs	Evaluation
<ul style="list-style-type: none"> ✓ Meet Non-Profit Society requirements 	<p>Executive Director & Executive Assistant</p>	<ul style="list-style-type: none"> ✓ Produce an annual report and submit annual filing with BC Registry and CRA ✓ Annual review of insurance, policies, manuals ✓ Organize Annual General Meeting with good member attendance at least every 15 months ✓ Update the current Bylaws to align with the new Society Act ✓ Complete transition to the new Society Act 	<ul style="list-style-type: none"> ✓ Annual Report, and Society update provided to Board of Directors ✓ Memo regarding insurance provided annually ✓ AGM conducted by October 2018 ✓ Society documents uploaded by November 2018 ✓ New bylaws completed and uploaded by July 2018
<ul style="list-style-type: none"> ✓ Coordination and collaboration with other IS organizations 	<p>Executive Director, Coordinators & President</p>	<ul style="list-style-type: none"> ✓ Annual Columbia Basin RISO meetings/workshop ✓ Monthly BC RISO meetings ✓ Attend ISCBC conference 	<ul style="list-style-type: none"> ✓ Attend and participate actively in the RISO meeting ✓ Have one staff member participate in the monthly RISO calls ✓ Attend the ISCBC Annual Conference every year, alternate between President (2018) and ED
<ul style="list-style-type: none"> ✓ Communicate with municipal, regional and Ministry government officials 	<p>Executive Director & Executive Assistant</p>	<ul style="list-style-type: none"> ✓ Annually invite the municipal and regional government officials to the AGM and the Land Managers meeting ✓ Meet with MLA's annually ✓ Conduct 4 presentations to municipalities in 2018 	<ul style="list-style-type: none"> ✓ Deliverables completed as per detailed work plan ✓ Creston, Trail, Nelson and Kaslo presentations
<ul style="list-style-type: none"> ✓ Provide support to Coordinators as required 	<p>Executive Director & Executive Assistant</p>	<ul style="list-style-type: none"> ✓ Ensure all Coordinators are completing tasks and activities as set out in annual work plans ✓ Conduct weekly team meetings 	<ul style="list-style-type: none"> ✓ Deliverables completed as per detailed work plan
<ul style="list-style-type: none"> ✓ Sit as an Executive Committee member on the Kootenay Conservation Program 	<p>Executive Director</p>	<ul style="list-style-type: none"> ✓ Attend meetings and participate as required 	<ul style="list-style-type: none"> ✓ Deliverables completed as per detailed work plan

2. Education and Outreach Program

Goal: To educate, engage and inspire residents and partners to participate in invasive species management and prevention.

Activities	Responsible	Target Outputs	Evaluation
✓ Education Program Framework	Education Coordinator	✓ Education Program Framework updated annually	✓ Annual review of detailed work plan outcomes
✓ Website	Education Coordinator	<ul style="list-style-type: none"> ✓ Website updated as required ✓ Complete 12 blog posts per year ✓ Increase website visits to 80,000 hits ✓ Add 6 new species profiles to the website 	✓ Annual review of website activity statistics
✓ Track and report on all activities	Executive Director & AIS Coordinator	✓ Complete and submit progress and annual reports in a timely fashion	✓ Annual review of detailed work plan outcomes
✓ Social Media & Newsletter & Media	Education Coordinator	<ul style="list-style-type: none"> ✓ Acquire 400 Facebook followers ✓ Increase Twitter followers to 90 ✓ Increase "CKISS'n Tell" newsletter subscribers to 700 ✓ Develop 4 eNewsletters per year 	✓ Monthly and annual review of social media engagement statistics, and Mailchimp statistics
✓ Continue to build membership base and volunteer engagement	Education Coordinator & Executive Director	<ul style="list-style-type: none"> ✓ Membership drive: reach 200 members ✓ Develop a Volunteer Program 	<ul style="list-style-type: none"> ✓ Update membership registry as required ✓ Complete an annual CKISS membership feedback survey via eNewsletter ✓ Annual review of volunteers that assist CKISS with various program areas ✓ Update volunteer registry
✓ AGM and Field Tour	Education Coordinator & Executive Director	<ul style="list-style-type: none"> ✓ Organize Annual General Meeting with good member attendance at least every 18 months ✓ Coordinate an Annual Field Tour event during the field season 	<ul style="list-style-type: none"> ✓ Annual review of detailed work plan outcomes ✓ Review of AGM participant feedback forms
✓ Foster behavioral change through targeted education and outreach programs	Education Coordinator	✓ Develop and deliver 6000 resources to promote PlayCleanGo, Clean Drain Dry, PlantWise, Don't Let it Loose and Burn it Where you Buy it programs to targeted audiences	<ul style="list-style-type: none"> ✓ Annual review of resource messaging, inventory and distribution, including feedback form review ✓ Annual review of workshops and presentations delivered including feedback form review ✓ Annual review of CBSM programs

		<ul style="list-style-type: none"> ✓ Utilize Community Based Social Marketing model to evaluate current behaviour change program delivery e.g. conduct barrier and benefit research ✓ Provide 3 presentations on best management practices for forestry, horticulture, recreation, road maintenance, and other activities/user groups that may potentially unintentionally act as vectors for invasive species ✓ Print and install 10 <i>PlayCleanGo</i> trail signs and boot brushes at high priority trail heads ✓ Print and distribute 15 <i>Buy it Where You Burn it</i> posters for BC parks ✓ Work with MOE and ISCBC to communicate to watercraft enthusiasts the difference between CDD and decontamination ✓ Install 4 CDD billboards ✓ Coordinate the Mussel Trailer (MOE) for Sunfest 2018 	
<ul style="list-style-type: none"> ✓ Increase CKISS presence in the communities that we serve 	Education Coordinator	<ul style="list-style-type: none"> ✓ Write 6 press releases to appear in a variety of media outlets ✓ Attend 10 community events with outreach booth ✓ Contribute CKISS news to partner newsletters & websites (CBEEN, KCP, KCTS, Slokan and Western/Columbia Rail Trail) ✓ Promote and partner with the ISCBC on “Invasive Species Action Month” ✓ Deliver a Knotweed workshop in 3 municipalities 	<ul style="list-style-type: none"> ✓ Annual review of published articles, online articles and radio interviews ✓ Review success and challenges of events that outreach booth attended ✓ Annual review of paid advertising ✓ Annual review of Invasive Species Action Month
<ul style="list-style-type: none"> ✓ Engage youth groups, pre and post-secondary schools 	Education Coordinator	<ul style="list-style-type: none"> ✓ Directly reach 1000 school age children through school visits/presentations, field trips, community weed pulls and restoration projects ✓ Create and deliver workshops for school teachers to assist them in delivering invasive species education 	<ul style="list-style-type: none"> ✓ Annual review of youth programs and statistics including feedback forms

3. Aquatic Invasive Species Program

Goal: Improved coordination of CKISS' aquatic invasive species management within the region

Activities	Responsible	Target Outputs	Evaluation
<ul style="list-style-type: none"> ✓ Develop detailed program work plan 	Executive Director & AIS Coordinator	<ul style="list-style-type: none"> ✓ AIS detailed annual work plan 	<ul style="list-style-type: none"> ✓ Annual review of detailed work plan outcomes
<ul style="list-style-type: none"> ✓ Track and report on all activities 	Executive Director & AIS Coordinator	<ul style="list-style-type: none"> ✓ Complete and submit progress and annual reports in a timely fashion 	<ul style="list-style-type: none"> ✓ Annual review of detailed work plan outcomes
<ul style="list-style-type: none"> ✓ Fulfill the role of the Columbia Basin AIS Program Coordinator for the Columbia Basin AIS Steering Committee 	AIS Coordinator	<ul style="list-style-type: none"> ✓ Record & distribute meeting minutes; draft & circulate meeting documents ✓ Maintain internal & external communications ✓ Coordinate actions & activities ✓ Call & coordinate meetings 	<ul style="list-style-type: none"> ✓ Annual review of successes/challenges of role/responsibilities by steering committee
<ul style="list-style-type: none"> ✓ American Bullfrog surveillance and eradication program 	Executive Director & AIS Coordinator in their role as partners of the American Bullfrog Action Team	<ul style="list-style-type: none"> ✓ Carry out responsibilities associated with Invasive Species Specialist as per the KB EDRR American Bullfrog Plan ✓ Carry out responsibilities associated with Regional KB EDRR American Bullfrog Coordinator (pending modification by Lindsay) as per the KB EDRR American Bullfrog Plan 	<ul style="list-style-type: none"> ✓ Prevent the introduction/spread of American Bullfrogs ✓ Allow for the initiation of EDRR plans by detecting new incursions of American Bullfrogs ✓ Eradicate known populations of American Bullfrogs ✓ Conduct verbal and written communications as per the modified role (pending) of the Regional Coordinator
<ul style="list-style-type: none"> ✓ Foster behavioral change through targeted education and outreach programs 	AIS & Education Program Coordinators	<ul style="list-style-type: none"> ✓ Attend education/outreach events as needed to promote behaviour change programs ✓ Promote behaviour change programs and raise awareness about AIS during presentations, training sessions, etc., to relevant partners, organizations, etc., as requested 	<ul style="list-style-type: none"> ✓ Annual review of resource messaging, inventory and distribution ✓ Annual review of presentations, training sessions delivered



Activities	Responsible	Target Outputs	Evaluation
✓ AIS survey & monitoring program	Executive Director, AIS Coordinator & contractor(s)	<ul style="list-style-type: none">✓ Develop funding applications and applicable reports✓ Carry out surveying & monitoring activities as outlined in funding applications✓ Coordinate field activities with contractor(s) as applicable	<ul style="list-style-type: none">✓ Allow for the initiation of EDRR plans by detecting new incursions of priority AIS✓ Eradicate priority AIS through annual management activities✓ Contain priority AIS through annual control activities
✓ Participate in the Slocan Wetlands Assessment and Mapping Program (SWAMP) and the Arrow Lakes Environmental Stewardship Society's "SWAMP" (pending development)	Executive Director & AIS Coordinator	<ul style="list-style-type: none">✓ Attend SWAMP partner meetings✓ Provide AIS expertise	<ul style="list-style-type: none">✓ Prevent or reduce the impacts of AIS on the Slocan Valley wetlands and collaborate on potential funding opportunities✓ Prevent or reduce the impacts of AIS on the Arrow Lakes and collaborate on potential funding opportunities

4. Operations Program

Goal: To promote and coordinate effective management of invasive plants within the Central Kootenay region

Activities	Responsible	Target Outputs	Evaluation
✓ Maintain Operational Framework	Executive Director & Operations Program Coordinator	<ul style="list-style-type: none"> ✓ Annual land managers meeting ✓ Updated Operational Framework 	<ul style="list-style-type: none"> ✓ Annual review of Operational Framework
✓ Develop annual detailed work plan and associated budget	Executive Director & Operations Program Coordinator	<ul style="list-style-type: none"> ✓ Operations annual work plan ✓ Operations annual program budget 	<ul style="list-style-type: none"> ✓ Annual review of program revenue and expenses vs. budget ✓ Annual review of detailed work plan outcomes
✓ Coordinate all terrestrial plant management activities	Executive Director & Operations Program Coordinator	<ul style="list-style-type: none"> ✓ Hire, train, coordinate and monitor field crews ✓ Coordinate and monitor contractor activities ✓ Conduct inventory and other fieldwork as required 	<ul style="list-style-type: none"> ✓ Annual review of detailed work plan outcomes and contract deliverables ✓ 10% of chemical treatments monitored
✓ Mapping and data management	Operations Program Coordinator	<ul style="list-style-type: none"> ✓ Complete accurate records for all fieldwork ✓ Develop, implement and maintain CKISS geospatial data management system ✓ All records uploaded into IAPP annually by December 15th 	<ul style="list-style-type: none"> ✓ Annual review of all IAPP data
✓ Safety Coordination	Operations Program Coordinator	<ul style="list-style-type: none"> ✓ Updated Occupational Safety Plan (OSP) ✓ Train all new employees in Safety system and annual refresher for current employees ✓ Monitor and ensure all requirements are being met 	<ul style="list-style-type: none"> ✓ Annual management safety review meeting ✓ Annual review of OSP
✓ Reporting	Operations Program Coordinator & Executive Director	<ul style="list-style-type: none"> ✓ Reports completed for all funders as per contract requirements ✓ Compile data for CKISS Annual Summary Report 	<ul style="list-style-type: none"> ✓ Annual review of detailed work plan outcomes and contract deliverables
✓ Stakeholder and public coordination and collaboration	Executive Director & Operations Program Coordinator	<ul style="list-style-type: none"> ✓ Respond to public inquiries promptly ✓ Meet with all regional government (MOTI, FLNRO) representatives annually (outside of land managers meeting) ✓ Hold tailgate sessions with stakeholder organizations' staff ✓ Coordinate with other CKISS program areas as needed 	<ul style="list-style-type: none"> ✓ Annual review of detailed work plan outcomes and contract deliverables ✓ Review of participant feedback surveys as required



		✓ Represent CKISS at stakeholder meetings (ie, KCP Stewardship Committee)	
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