



CKISS Annual Work Plan 2022-23

Bold Italics = New for this year

Pillar 1: EDUCATION, COLLABORATION AND SHARING KNOWLEDGE	
Action # 1.1	Outreach / public awareness: Engage, educate and inspire residents and visitors to act on addressing invasive species.
1.1.1	<p>Maintain presence in the media and acknowledge funders:</p> <ul style="list-style-type: none"> • Social Media: <ul style="list-style-type: none"> ○ post to Facebook and Instagram, ○ Contribute to and share partners' media ○ Create new content for YouTube channel • CKISS'n Tell: 5 digital newsletters to subscribers • Print Media: Target 10 press releases, with 3 published articles • Print Advertising: <ul style="list-style-type: none"> ○ KMC summer issue; ○ others as budget, opportunities and projects allow • CKISS website: <ul style="list-style-type: none"> ○ Monthly blog posts ○ Add content: <i>CKISS Services, Communities Pulling Together page;</i>
1.1.2	<p>Public Awareness and Outreach:</p> <ul style="list-style-type: none"> • Invasive Species Action Month (May): Promote and partner with ISCBC Receive and respond to public requests for information with a target response time of 24 hours or less • Outreach booth: Attend at least 12 community and industry events across the region (COVID permitting). • Community Weed Pulls: Coordinate across diverse areas of CKISS region with community groups. • Distribute Educational Resources: mail out to stores, visitor centres, events. Update and distribute at all opportunities. • Public-Oriented Webinars and Workshops <ul style="list-style-type: none"> ○ iNaturalist Introduction Webinar • <i>Field Tour aimed at public/membership (COVID permitting; theme TBD)</i> • <i>Deliver Kootenay Lake AIS Community Monitoring project in partnership with Living Lakes Canada</i> • Presentations: as requested
1.1.3	<p>Youth Outreach:</p> <ul style="list-style-type: none"> • <i>Plan and deliver NSERC Promoscience "STEMming Invasive Species" program</i> • Core youth science/restoration/field trips/YPT events
1.1.4	<p>Targeted Sector Outreach and Workshops:</p> <ul style="list-style-type: none"> • <u>Land Managers/Professionals:</u> <ul style="list-style-type: none"> ○ One webinar or workshop (topic TBD) • <u>Local Gov't:</u> <ul style="list-style-type: none"> ○ Municipal/regional staff workshops (Hazardous plants, ID'ing and IS management training) ○ Conduct at least 4 municipal or regional district presentations and general follow-up. • <u>Horticulture:</u> <ul style="list-style-type: none"> ○ Develop list of interested companies/practitioners and ○ Continue to develop and promote the EcoGarden project and plant list



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	<ul style="list-style-type: none"> • <u>Road Maintenance (YRB):</u> <ul style="list-style-type: none"> ○ Develop online training module for 2022_or virtual presentation depending on COVID ○ Organize MOTI & YRB field tour • <u>BC Parks:</u> Workshops for Park Operator staff and Student Rangers. • <u>Recreation:</u> Tailgate training for KCTS trail crew and others as requested • <u>Private Land Owners:</u> <ul style="list-style-type: none"> ○ Kootenay river landowners – YFI and purple loosestrife ○ Kootenay Lake landowners – invasive mussels, invasive clams, YFI and purple loosestrife ○ Priority species outreach – RDKB Area A residents, MOTI-adjacent properties, others
1.1.5	<p>Campaigns and Programs:</p> <ul style="list-style-type: none"> • <u>PlantWise/Grow Me Instead:</u> <ul style="list-style-type: none"> • Visit garden centres to monitor sale of invasive plants and outreach • Connect with and support Plantwise Partners • <u>PlayCleanGo:</u> <ul style="list-style-type: none"> • <i>Install new signs at Slocan Pools property and Arrow Lakes Hydro trailhead</i> • <i>Research sites for new kiosks</i> • <u>CleanDrainDry:</u> <ul style="list-style-type: none"> • <i>Coordinate installation of 3 new signs at Pend D’Oreille boat launches</i> • Maintain 5 billboards. • Deliver Clean Marina Program and distribute resources to marinas, etc. • Boater outreach at boat launches. • <i>Invasive Wise Tourism Program (new):</i> Continue to support pilot program • <u>Don't Let it Loose:</u> Bullfrog resource distribution • <u>Buy it Where You Burn It:</u> <i>if opportunity allows, coordinate signage for BC Parks campgrounds</i>
1.1.6	<p>Resource Development:</p> <ul style="list-style-type: none"> • Invasive Plant Disposal in Central Kootenays • <i>[Pending funding confirmation]</i> Develop PlantWise/Eco Garden brochure for Central Kootenays • Update Boat Wash rack card • Expand CKISS-branded outreach equipment, clothing and swag
1.1.7	<p>Develop Spotters Network</p> <ul style="list-style-type: none"> • Promote iNaturalist (webinar, social media promotion)
<p>1.2 Strength through partnering: Work with business, industry, academia, community organizations and governments including First Nations to deliver effective invasive species management.</p>	
1.2.1	<p>Continue to participate in, and lead, regional working groups:</p> <ul style="list-style-type: none"> • Organize and facilitate annual CKISS Land Managers Meeting • Participate on American Bullfrog Action Team • Coordinate CB AIS Steering Committee • Pend D’Oreille Stakeholder group • KCP West Kootenay Stewardship Committee • <i>Columbia Basin Water Monitoring Initiative – Local Reference Group</i> • <i>NCC West Kootenay Advisory Committee</i>



CKISS Annual Work Plan 2022-23

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1.2.2	<p>Continue partnership with RISO groups and ISCBC</p> <ul style="list-style-type: none"> • Connect with Regional Invasive Species Organizations (RISO) through monthly calls. • Participate in ISCBC joint strategic calls. • Participate on ISCBC Tourism Advisory Group – Education Coordinator
1.2.3	<p>Maintain memberships in relevant organizations:</p> <ul style="list-style-type: none"> • Kootenay Conservation Program (KCP) • Columbia Basin Environmental Educators Network (CBEEN) • Integrated Vegetation Management Association of BC (IVMA) • Columbia Mountains Institute for Ecology (CMIE) • Invasive Species Council of BC (ISCBC) • Society for Conservation GIS (SCGIS)
1.2.4	<p>Local Governments: Continue and develop working relationships, and pursue new relationships where opportunity arises</p> <ul style="list-style-type: none"> • RDKB: presentation and follow up regarding expanded programming in Areas A & B <ul style="list-style-type: none"> ○ Village of Warfield, City of Rossland – continue relationships • RDCK (complete Strategic Plan, Phase 2 and develop work plans accordingly) <ul style="list-style-type: none"> ○ City of Nelson, City of Castlegar, Village of Slocan, Town of Creston ○ Connect with Village of Nakusp re: invasive plant priorities and treatment • Plan at least 4 municipal or regional district presentations to councils/boards that have not had a CKISS delegation in the past 2 years
1.2.5	<p>First Nations: Continue and develop existing relationships</p> <ul style="list-style-type: none"> • Work with Syilx and Ktunaxa on Kootenay Riparian project • continue to develop other opportunities with Yaqan Nukiy (invasive plant work, community/school events) • <i>[Pending funding confirmation] Connect with all bands/nations for Fort Shepherd IPMP</i> • Continue to partner with ONA on ZQM, bullfrog and Pike work
1.2.6	<p>Provincial and Federal Government: Reach out to MLAs and MP's to develop relationship and educate</p>
1.2.7	<p>Other Non-Profits: Maintain Existing, and Develop Additional Partnerships</p> <ul style="list-style-type: none"> • Work with Native Plant Society and Elk Root Conservation on EcoGarden list • Continue relationships with local stewardship groups (FOKLSS, SLSS, ALESS, EcoSociety, etc); consider connecting with Slocan River Streamkeepers, Salmo Streamkeepers, and others • Continue to collaborate with interpretive centres (CVWMA Discovery Centre, Kokanee Creek Nature Centre) to incorporate invasive species into activities • Maintain communication with West Kootenay Beekeepers Association • <i>Continue and expand relationship with Living Lakes Canada (AIS monitoring project)</i>
1.2.8	<p>Regional recreation groups: Maintain and Develop Partnerships</p> <ul style="list-style-type: none"> • KCTS – renew MOU and provide tailgate, possible event coordination • Continue attempting to finalize MOU with Castlegar Parks and Trails Society • <i>Propose MOU with Nelson Cycling Club</i> • Explore relationships with new trail societies (Creston, Salmo)
1.2.9	<p>Local Industry Groups:</p> <ul style="list-style-type: none"> • Check in annually with agricultural community groups such as CVBGA and Kootenay Boundary Farm Advisors (opportunities for collaboration, shared messaging)
1.2.10	<p>Academia: Expand existing, and develop new partnerships with post-secondary institutions</p> <ul style="list-style-type: none"> • Selkirk College – consider co-op program for summer staff • Rural Development Institute – ensure invasives are incorporated in State of the Basin and other research



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- Possible new: UBC Okanagan (co-op program, other research), Thompson Rivers University

Pillar 2: ACTION ON INVASIVE SPECIES

2.1 Knowledge: Actively pursue up-to-date information relevant to invasive species.

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| 2.1.1 | Professional Development and Education: <ul style="list-style-type: none"> • Provide development opportunities for CKISS Board: join field day, conferences, share journal articles • Staff and/or Board members attend Invasive Species Council of BC (ISCBC) Research Meeting • Staff and/or Board members attend Invasives BC Annual Forum • Staff Attend RISO Annual Field Tour • Staff and/or Board members attend KCP Fall Gathering • Support education and networking opportunities for board and staff where feasible |
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2.1.2	Keep up to date with journal articles and current reference materials
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2.1.3	Continue to review regional waterbody ZQM water quality database and facility vulnerability recommendations in partnership with hydroelectric facility funder
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| | <ul style="list-style-type: none"> • As capacity allows, review presence/absence of non plant invasive species as per the Provincial Priority list. |
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2.2 Climate change: Adapt our planning to the impacts of a changing climate.

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| 2.2.1 | <i>Promote and develop climate change overview and direction document and associated resources</i> <ul style="list-style-type: none"> • Incorporate concepts and key points developed from City of Nelson Climate Change Initiative • <i>Consider additional ways to address climate change through the lens of invasive species</i> |
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2.3 Planning: Clarify priority areas of work, best approaches to use, and the capacity of CKISS to deliver.

2.3.1	Develop an annual work plan for FY2023 that aligns with strategic plan 2020-2025.
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| 2.3.2 | Priority species: <ul style="list-style-type: none"> • Update Columbia Basin Aquatic Invasive Species list annually. • Update Terrestrial Plant Priority Lists and Operational Framework. • <i>Adopt Provincial list of Priority Invasive Species List (non plants) and complete presence/absence review as resources allow (not completed in 2021-22 due to staff shortage)</i> |
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2.3.3	CKISS Capacity <ul style="list-style-type: none"> • Plan and monitor program budget and hours. • Assess staff capacity and adjust as needed
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2.3.5	Contractor Capacity: <ul style="list-style-type: none"> • Complete request for Qualifications as planned for herbicide contractors in spring 2022 • Conduct pre-season meetings with all contractors to determine availability and capacity prior to field season
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2.3.6	Best Practices:
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	<ul style="list-style-type: none"> Review and update invasive plant treatment best practices and timing recommendations (mechanical, biological and chemical) annually Review Provincial Protocol for ZQM sample collection annually and update field work process as required Annually review other fieldwork protocols that apply to existing and new work and incorporate best practices
2.3.7	<p><i>Write strategic and management plans:</i></p> <ul style="list-style-type: none"> <i>[Pending funding confirmation] Fort Shepherd Conservancy Area</i> <i>[Pending funding confirmation] Develop Phase 1 Implementation Plan for RDCK Invasive Species Strategy</i>
<p>2.4 Action: Control and contain invasive species using effective management techniques.</p>	
2.4.1	<p>Deliver invasive plant management for stakeholders as per program/funder requirements and species priorities, and meet all project deliverables and reporting commitments:</p> <ul style="list-style-type: none"> Jurisdictions/Funders with planned work: <ul style="list-style-type: none"> BC Hydro BC Parks (various parks) Columbia Power (Arrow Lakes Hydro, Brilliant Dam, Waneta Expansion) FortisBC Electrical and Gas Right-of-Ways <i>Columbia Basin Trust + Fish and Wildlife Compensation Program (Kootenay Riparian Project)</i> MFLNRORD (Crown lands and FSR's) Rec Sites and Trails BC (Rail Trail corridors) MOTI (public road Right-of-Ways) Nature Conservancy of Canada (conservation properties) The Nature Trust of BC (conservation properties) City of Nelson RDCK Waste Management facilities and HB Tailings reclamation site RDKB Area A Noxious Weed program for private landowners Sullivan Stone (Sirdar gravel pit owned by NCC) Teck Metals (various properties) <i>[Pending funding confirmation] RDCK-owned properties (baseline inventory)</i>
2.4.2	Assist with American bullfrog eradication and survey efforts at Lomond Lake (with ONA)
2.4.3	<p>Aquatic Zebra/Quagga mussels monitoring</p> <ul style="list-style-type: none"> Veliger sampling; collect 280+ samples on 10 water bodies; Monitor substrate samplers for Zebra Quagga mussels Submit samples for lab testing and presence/absence results
2.4.5	<p>Monitor invasive plant treatments:</p> <ul style="list-style-type: none"> Conduct monitoring of at least 10% of herbicide treatments
2.4.6	<p>Monitor Progress:</p> <ul style="list-style-type: none"> Review Annual Work Plan at the end of the year to assess completion, successes, challenges, gaps. Update Strategic Dashboard



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Pillar 3: AN INNOVATIVE, EFFECTIVE AND SUSTAINABLE ORGANIZATION	
Long-term funding: Create and implement a bold fund development plan, to support core programming and organization costs.	
3.1.1	Financial Strategy and Policy <ul style="list-style-type: none"> Review and update Fiscal Management Policy as needed Maintain tracking of funding sources and applications
3.1.2	Bookkeeping and Accounting <ul style="list-style-type: none"> Financial records are up to date, accurate and maintained by a professional bookkeeper/accountant Year End Financial Statements prepared by professional accountant Financial reports provided for review at quarterly board meetings
3.1.3	Financial Stability <ul style="list-style-type: none"> Continue to build Operating Reserve fund, with minimum target of 3 months' core expenses
3.1.4	Budget and Planning <ul style="list-style-type: none"> Prepare annual budget for review by Finance Committee and Board of Directors at February meeting. Review charge out rates annually to ensure they are sufficient to meet needs and cover costs
3.1.5	Funder Recognition and Relationships <ul style="list-style-type: none"> Acknowledge funders in annual "Thanks to the funders" newsletter and on all public outreach material Maintain Funder Acknowledgement document to ensure funder-specific requirements are met Maintain positive relationships with funder contacts <i>Consider funder survey or incorporating targeted questions in one-on-one conversations to obtain feedback and improve relationship</i>
3.1.6	Organizational Continuity (non-funding) <ul style="list-style-type: none"> <i>Prepare and implement Emergency Preparedness and Business Continuity Plan</i> <i>Finish implementing Official Records and Privacy policy and procedures</i> Continue to develop How-To documents for standard tasks Ensure Program Handbooks are complete and up to date
Staff: Recruit and keep high-functioning, job-satisfied staff.	
3.2.1	Professional Development: Provide and support meaningful professional development and networking opportunities.
3.2.2	Work Schedule and Conditions: <ul style="list-style-type: none"> Maintain a flexible work schedule where operations permit Seek and incorporate employee feedback in determining contract hours and primary office locations
3.2.3	Communication, Evaluation and Feedback <ul style="list-style-type: none"> Review job descriptions with each employee annually Review project deliverables with coordinator(s) responsible and ensure they are adequately supported to complete projects Hold monthly team meetings to keep team informed and updated. Conduct Annual Performance reviews in November for all permanent staff



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3.2.4	<p>Compensation</p> <ul style="list-style-type: none"> Maintain competitive wage structure: update pay grid annually to match identified BC government pay grids and incorporate cost of living increases. Continue to provide additional benefits including extended health; paid sick leave; pro-d allowance and paid pro-d time
<p>Governance: Maintain an active, engaged, well-functioning and diverse Board of Directors.</p>	
3.3.1	<p>Ensure Society Governance is carried out:</p> <ul style="list-style-type: none"> Hold quarterly meetings of the Board to conduct the business of the Society. Ensure Society records are kept current and filed appropriately. Hold Annual General Meeting File BC Society annual report
3.3.2	<p>Maintain an active Board of Directors with diverse representation and skill sets</p> <ul style="list-style-type: none"> Complete annual Board Survey and review at February board meeting Identify Board recruitment needs at February board meeting to prepare for AGM. Provide orientation for new Board members and encourage participation Continue existing Board committees and maintain current meeting frequency
<p>Members: Develop innovative methods to recruit and engage members.</p>	
3.4.1	<p><i>Provide Field tour or other event(s) with priority access for members (did not happen in 2021-22 due to COVID)</i></p>
3.4.2	<p>Continue to develop network of member volunteers</p> <ul style="list-style-type: none"> Target adult volunteers for restoration events and other opportunities Directly email members who have indicated interest in volunteering, when opportunities are available
3.4.3	<p><i>Membership Review (did not complete in 2021-22)</i></p> <ul style="list-style-type: none"> <i>Set up low maintenance web-based registration with mailing list integration</i> <i>Finalize membership policy and procedure.</i> <i>Request current members to confirm membership and update membership list accordingly as per bylaws.</i>