



CKISS Annual Work Plan 2021-22

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Pillar 1: EDUCATION, COLLABORATION AND SHARING KNOWLEDGE	
Action #	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 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; ○ <i>Backroads Mapbook Kootenays;</i> ○ others as budget and projects allow • CKISS website: <ul style="list-style-type: none"> ○ Monthly blog posts ○ <i>Update Wordpress theme with consultant to improve mobile display</i> ○ Add content: <i>searchable priority plant list, invasive disposal page, 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 5 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 ○ Pending funding, additional webinars/workshops to be added • Presentations: Trail Wildlife Association, Creston Garden Club, Kootenay Lake summit, Chinese Medicine school, others as requested.
1.1.3	<p>Youth Outreach:</p> <ul style="list-style-type: none"> • Plan and deliver 12 youth citizen science/restoration/field trips/YPT events



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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"> ○ Seeding and Invasives webinar ○ YFI Benthic Membrane Control • <u>Local Gov't:</u> <ul style="list-style-type: none"> ○ Nelson and Slocan municipal staff workshops (Hazardous plants, ID'ing and IS management training) ○ Conduct 4 new municipal presentations and general follow-up. • <u>Horticulture:</u> <ul style="list-style-type: none"> ○ <i>Research Invasive Free Landscaper Certification Workshop.</i> • <u>Road Maintenance (YRB):</u> <ul style="list-style-type: none"> ○ Deliver virtual presentation ○ <i>Develop online training module for 2022_or virtual presentation depending on COVID</i> • <u>BC Parks:</u> Workshops for Park Operator staff and Student Rangers. • <u>Recreation:</u> Tailgate training for KCTS trail crew <i>and CPTS trail crew</i> • <u>Educators:</u> Teacher Pro-D (Youth & Schools/ Teaching about Invasives) • <u>Private Land Owners:</u> <ul style="list-style-type: none"> ○ <i>Knotweed Management webinar for landowners</i> ○ Pending funding, knotweed outreach to residents (KLLCF) ○ <i>Kootenay river landowners – YFI and Purple loosestrife (FWCP Funding)</i> ○ Priority species outreach – RDKB Area A residents, others ○ Pending funding, additional targeted workshops to be added
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. Include Castlegar Canadian Tire. • Connect with Plantwise Partner (Nakusp Heritage Nursery) • <u>PlayCleanGo:</u> <ul style="list-style-type: none"> • <i>Install 2 trail kiosks with boot brushes (deferred from 2020).</i> • <i>Research sites for new kiosks</i> • <u>CleanDrainDry:</u> <ul style="list-style-type: none"> • <i>Install new signs at BC Rec Sites</i> • Maintain 5 billboards. • Deliver Clean Marina Program. • Boater outreach at boat launches. • Distribute resources to marinas, etc. • <i>Invasive Wise Tourism Program (new): Pilot program in 2021</i> • <u>Don't Let it Loose:</u> <i>Bullfrog poster and resource distribution</i> • <u>Buy it Where You Burn It:</u> <i>promote Firewood Awareness Month on social media</i>
1.1.6	<p>Resource Development:</p> <ul style="list-style-type: none"> • <i>Invasive Plant Disposal in Central Kootenays</i> • <i>Continue to develop PlantWise/Eco Garden plant list for Central Kootenays with RDCK funding</i> • Update Boat Wash rack card



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1.1.7	<ul style="list-style-type: none"> • Expand CKISS-branded outreach equipment, clothing and swag • <i>Create short 15th Anniversary CKISS video for AGM</i>
1.1.7	Develop Spotters Network <ul style="list-style-type: none"> • Promote iNaturalist (webinar, social media promotion)
Strength through partnering: Work with business, industry, academia, community organizations and governments including First Nations to deliver effective invasive species management.	
1.2.1	Continue to participate in, and lead, regional working groups: <ul style="list-style-type: none"> • Organize annual CKISS Land Managers Meeting • Participate on American Bullfrog Action Team • Coordinate CB AIS Steering Committee and Chair one meeting in 2021 • Pend D’Oreille Stakeholder group
1.2.2	Continue partnership with RISO groups and ISCBC <ul style="list-style-type: none"> • Connect with Regional Invasive Species Organizations (RISO) through monthly calls. • Participate in ISCBC strategic calls. • <i>ISCBC Plantwise Updates Advisory Group – review updates as requested</i> • <i>Participate on ISCBC Tourism Advisory Group – Education Coordinator</i>
1.2.3	Maintain memberships in relevant organizations: <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) • <i>Trial for a year: Society for Conservation GIS (SCGIS)</i> • <i>Consider membership in Chamber of Commerce (Nelson?)</i>
1.2.4	Local Governments: Continue and develop working relationships, and pursue new relationships where opportunity arises <ul style="list-style-type: none"> • <i>RDKB (explore opportunity for Strategic Plan development)</i> <ul style="list-style-type: none"> ○ Village of Warfield ○ City of Rossland • <i>RDCK (complete Strategic Plan, Phase 2 and develop work plans accordingly)</i> <ul style="list-style-type: none"> ○ City of Nelson ○ City of Castlegar ○ Village of Slocan ○ Town of Creston
1.2.5	First Nations: Continue and develop existing relationships <ul style="list-style-type: none"> • <i>Work with Syilx and Ktunaxa on Kootenay Riparian project; update Secwepemc on project</i> • <i>Apply for AFSAR bullfrog funding</i> and continue to develop other opportunities with Yaqaan Nukiy (invasive plant work, community/school events) • <i>Connect with Sinixt in 2021</i> • Continue to partner with ONA on ZQM and Pike work
1.2.6	Provincial and Federal Government: Reach out to MLAs and MP’s to develop relationship and educate



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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
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 <i>Finalize MOU with Castlegar Parks and Trails Society</i> Explore relationships with new trail societies (NCC, Creston, Salmo) Consider holding weed pull event with
1.2.9	<p>Local Industry Groups:</p> <ul style="list-style-type: none"> Develop agricultural community partnerships such as CVBGA and Kootenay Boundary Farm Advisors
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 GIS student opportunities <i>Rural Development Institute – ensure invasives are incorporated in State of the Basin and other research</i> Possible new: UBC Okanagan (co-op program, other research), Thompson Rivers University

Pillar 2: ACTION ON INVASIVE SPECIES

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

2.1.1	<p>Professional Development and Education:</p> <ul style="list-style-type: none"> <i>Provide development opportunities for CKISS Board: join field day, conferences, share journal articles</i> 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
2.1.2	Keep up to date with journal articles and current reference materials
2.1.3	Complete annual update of regional waterbody ZQM vulnerability database and provide recommendations to fill data gaps
	<ul style="list-style-type: none"> As capacity allows, review presence/absence of non plant invasive species as per the Provincial Priority list.

Climate change: Adapt our planning to the impacts of a changing climate.

2.2.1	<p><i>Promote and develop climate change overview and direction document and associated resources</i></p> <ul style="list-style-type: none"> Incorporate concepts and key points developed from City of Nelson Climate Change Initiative
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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 FY2022 that aligns with strategic plan 2020-2025.
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</i>
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 • <i>Consider adding hours for a staff member or hiring a part time administrative assistant if revenue increases beyond current FY2022 budget</i>
2.3.5	Contractor Capacity: <ul style="list-style-type: none"> • Schedule next Request for Qualifications for herbicide contractors in spring 2022 • Conduct pre-season meetings with all contractors to determine availability and capacity prior to field season • <i>Consider hiring consultant to conduct herbicide monitoring, invasive plant surveys, or other field work to support CKISS projects</i>
2.3.3	Best Practices: <ul style="list-style-type: none"> • Review and update invasive plant treatment 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
2.3.4	<i>Write strategic and management plans: Village of Slocan, RDCK (Phase 2), City of Nelson, Kokanee Creek PP (phase 2)</i>
Action: Control and contain invasive species using effective management techniques.	



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2.4.3	<p>Deliver invasive plant management for stakeholders as per program/funder requirements and species priorities:</p> <ul style="list-style-type: none"> • Jurisdictions/Funders with planned work for 2020-21: <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>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>Village of Slocan (inventory of town)</i> ○ <i>Private properties (Areas A, D and E; KLLCF Private Knotweed Cost Share)</i>
2.4.4	Deliver and support American bullfrog surveillance and control efforts with partners at MFLNRORD
2.4.5	<p>Aquatic Zebra/Quagga mussels monitoring</p> <ul style="list-style-type: none"> • Veliger sampling; collect 280+ samples on 9 water bodies; • Monitor substrate samplers for Zebra Quagga mussels • Submit samples for lab testing and presence/absence results
2.4.6	<p><i>Stronger BC Regional Operations:</i></p> <ul style="list-style-type: none"> • <i>Create workplan and support ISCBC job creation team(s) in our region to complete invasive species management</i>
2.5.2	<p>Monitor invasive plant treatments:</p> <ul style="list-style-type: none"> • Conduct monitoring of at least 10% of herbicide treatments • <i>Implement efficacy evaluation system</i>
2.5.3	<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 • <i>Explore other tracking measurables and strategic planning dashboard update</i>



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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"> • Finalize the 5 year Fundraising Strategy • Update Fiscal Management Policy • Develop and 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' annual 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
3.1.6	Organizational Continuity (non-funding) <ul style="list-style-type: none"> • Finish implementing standard document organization/filing system <ul style="list-style-type: none"> ○ <i>Move Aquatics documents into new Dropbox system, with file map</i> ○ <i>Complete updates of Education files into new Dropbox filing system</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 tasks



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	<ul style="list-style-type: none"> • Hold monthly team meetings to keep team informed and up dated. • Conduct Annual Performance reviews in November for all permanent staff
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. • Provide additional benefits including extended health; paid sick leave; pro-d allowance and paid pro-d time • <i>Consider offering Retirement benefits in future years</i>
Governance: Maintain an active, engaged, well-functioning and diverse Board of Directors.	
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 from across the region:</p> <ul style="list-style-type: none"> • Complete annual Board Survey and review • Identify Board recruitment needs at February board meeting to prepare for AGM. • Provide orientation for new Board members and encourage participation
3.3.3	<i>Create policy review schedule for future updates.</i>
Members: Develop innovative methods to recruit and engage members.	
3.4.1	<i>Provide Field tour or other event(s) with priority access for members</i>
3.4.2	<p><i>Develop network of member volunteers</i></p> <ul style="list-style-type: none"> • <i>Target adult volunteers for restoration events</i> • <i>Directly email members who have indicated interest in volunteering, when opportunities are available</i>
3.4.3	<p><i>Membership Review</i></p> <ul style="list-style-type: none"> • <i>Finalize membership policy and procedure.</i> • <i>Request current members to confirm membership and update membership list accordingly as per updated bylaws.</i>