



CKISS Annual Work Plan 2020-21

Strategic Plan Goal	Objectives	Action #	KEY: Black= projects/tasks that are confirmed for 2020 and will be delivered with current budget Blue = pending projects/tasks that will only be delivered if funding is secured. Bold Italics = New for 2020-2021	Notes
Pillar 1: EDUCATION, COLLABORATION AND SHARING KNOWLEDGE				
Pillar 1: EDUCATION, COLLABORATION AND SHARING KNOWLEDGE	Outreach / public awareness: Engage, educate and inspire residents and visitors to act on addressing invasive species.	1.1.1	Invasive Species Action Month: Promote and partner with the ISCBC	
		1.1.2	Maintain presence in the media: -On line: post to social media sites, 5 digital newsletters to subscribers, contribute to partners media (incl. websites). -Print: at least 5 press releases, paid advertising. -CKISS website: Add species profiles and review entire website.	
		1.1.3	Engage youth groups, pre and post-secondary schools: - 9 citizen science/restoration/field trip school projects. -6 Youth Pulling Together weed pulls.	Impacted by COVID, numbers to be determined
		1.1.4	Community: - Outreach booth: Bring to over 23 community and industry events. -Community Pulling Together: 5 weed pulls. -Resources: mail out to stores, visitor centres, events. Update and distribute at all opportunities. -Workshop: Press Plant Samples demonstration using CKISS samples.- Presentations: Creston Garden Club, Kootenay Lake summit, ongoing.	Impacted by COVID, numbers to be determined
		1.1.5	Industry and Business: -Forestry: 2 Best Management workshops. -Local Gov't: 2 Best Management workshops. -Horticulture: Research Invasive Free Landscaper Certification Workshop . Visit garden centres to monitor sale of invasive plants and outreach. -Ecotourism: Research a YFI/Purple Loosestife Patrol Tailgate sessions for rafting companies etc . Road Maintenance: Develop and deliver workshop (via webinar) - Real Estate: Short webinar through Kootenay Lake Partnership . -BC Parks: Workshop for staff and Junior Rangers.	Impacted by COVID, numbers to be determined
		1.1.6	Land Mangers: Host Yellow Flag Iris Benthic Membrane treatment workshop, provide advice and recommendations as requested; host annual Land Managers meeting	Likely impacted by COVID, to be determined
		1.1.7	Private Land Owner: Kootenay Lake Conservation Local Fund knotweed treatment outreach to residents	
		1.1.8	Foster behavioral change through targeted programs: -PlayCleanGo: Install 2 trail signs with boot brushes. Presentation to Trail Wildlife Assoc. AGM, Multi Organization Trail meeting, KCTS. -Buy It Where You Burn It: Work with ISCBC to update, resource distribution to BC Parks. -CleanDrainDry: New signs with National Pilot Program , maintain 5 billboards, update rack card. Deliver Clean Marina Program. Boater Survey at boat launches. -Don't Let it Loose: Bullfrog poster and resource distribution	Impacted by COVID, numbers to be determined
		1.1.9	Resource Development: -Produce Annual report. Herbicide FAQ- Milestone and Glyphosate . - Invasive Plant Disposal in Central Kootenays . - PlantWise/Eco Garden plant list for Central Kootenays	
	Strength through partnering: Work with business, industry, academia, community organizations and governments including First Nations to deliver effective invasive species management.	1.2.1	Fulfill the role of the Columbia Basin AIS Program Coordinator for the Columbia Basin AIS Steering Committee.	
		1.2.2	Participate in the American Bullfrog Action Team -hire field crew, provide support and equipment	
		1.2.3	Connect with Regional Invasive Species Organizations (RISO) through monthly calls and . Participate in ISCBC strategic calls.	
		1.2.6	Maintain membership of the Kootenay Conservation Program, Columbia Basin Environmental Educators Network, Integrated Vegetation Management Association of BC	
		1.2.4	Local Government: Conduct 4 new municipal presentations and general follow-up.	Impacted by COVID, to be determined
		1.2.5	Collaborate with interpretive centres (CVWMA Discovery Centre, Kokanee Creek Nature Centre) to incorporate invasive species into activities	
1.2.6		Explore Indigenous Partnerships with focus on Kootenay Lower Band, Agricultural community partnerships with focus on Creston, Native Plant Society		
1.2.8	Meet with MLAs to develop relationship and educate	Impacted by COVID, to be determined		
1.2.10	Finalize MOU with Castlegar Parks and Trails Society, explore relationships with other trail societies (Nelson Cycling Club, Salmo Trails Society, etc)			



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Pillar 2: ACTION ON INVASIVE SPECIES				
Pillar 2: ACTION ON INVASIVE SPECIES	Knowledge: Actively pursue up-to-date information relevant to invasive species.	2.1.1	Attend Invasive Species Council of BC (ISCBC) Research Meeting and Annual Forum. Attend RISO the Annual Field Tour, Herbicide courses, Invasive sp. Management course.	
		2.1.2	Keep up to date with journal articles and current reference materials	
		2.1.3	Complete database of regional waterbody ZQM vulnerability data and provide recommendations to fill data gaps	
	Climate change: Adapt our planning to the impacts of a changing climate.	2.2.1	<i>Develop a climate change overview and direction document</i>	
		2.2.2	<i>Participate in the City of Nelson Climate Change Initiative</i>	
	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 FY2021 and associated budget that aligns with strategic plan 2020-2025. Develop program specific work plans. Plan and monitor program budget and hours.	
		2.3.2	Priority species: Update comprehensive Aquatic Invasive Species list annually. Hold a Land Manager Planning Session in the spring to update Terrestrial Plant Priority Lists and Operational Framework. <i>Update list of potential and suspected Columbia Basin Invasive Species List for internal use.</i>	
		2.3.3	Create invasive plant treatment and timing recommendations (mechanical, biological and chemical) document, to be reviewed and updated annually.	
		2.3.4	Write local government strategic plans: Regional District of Central Kootenay, Village of Warfield	
		2.3.5	Write Invasive Plant Management Plan for Kokanee Cr. Prov. Pk.	
		2.3.6	<i>Inventory City of Nelson to gather baseline data for future planning</i>	
		2.3.7	Conduct Request for Qualifications for herbicide contractors, to ensure capacity to complete planned work	
	Action: Control and contain invasive species using effective management techniques.	2.4.1	Aquatic Zebra/Quagga mussels: Veliger sampling; collect 280+ samples on 9 water bodies; monitor substrate samplers for Zebra Quagga mussels	
		2.4.3	Coordinate IP mgmt for stakeholders both chemical and manual: Complete inventories, Coordinate treatments, monitoring and sign removal, IAPP upload, "No Mow" sign installation & removal, Landowner contact, Seeding disturbed areas. Identify multijurisdiction projects that are prioritized for treatment. Management plans as required by funders. Funding meetings with all funders, Final reporting as per agreements for all funders. Jurisdictions/Funders with planned work for 2020-21: *BC Hydro *BC Parks (various parks) *Columbia Power (Arrow Lakes Hydro, Brilliant Dam, Waneta Expansion) *BC Wildlife Federation restoration site at Erickson Elementary *FortisBC Electrical and Gas Right-of-Ways *MFLNRORD (Crown lands and FSR's, Rail Trail corridors) *MOTI (public road Right-of-Ways) *Nature Conservancy of Canada (Darkwoods) *City of Nelson *RDCK Waste Management facilities and HB Tailings reclamation site *Sullivan Stone (Sirdar gravel pit owned by NCC) *Teck Metals (various properties) * Village of Warfield	
		2.4.4	Deliver and support American bullfrog surveillance and control efforts with partners at MFLNRORD	
2.4.5		Implement cost-sharing knotweed treatment program on private property in Areas A, D and E of the RDCK. Deliver RDKB Area A Noxious Weed program for private landowners		



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	Monitoring and evaluation: Monitor actions taken to control and contain invasive species and evaluate their effectiveness to adjust plans.	2.5.1	Herbicide compliance: Monitor contractor operations for terrestrial chemical treatments compliance. Contractor monitoring (field check), 1-2x per season, monitor 10% of chemical treatment sites.	
		2.5.2	<i>Invasive plant treatments: Develop long term site monitoring and efficacy evaluation system</i>	
		2.5.3	<i>Review Annual Work Plan at the end of the year to assess completion, successes, challenges, gaps. Explore other tracking measurables and strategic planning dashboard update</i>	
		2.5.4	Aquatic Zebra/Quagga Mussels: Lab testing of sample quality	

Pillar 3: AN INNOVATIVE, EFFECTIVE AND SUSTAINABLE ORGANIZATION				
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	Finalize the 5 year Fundraising Strategy , Update Fiscal Management Plan, Funding Tracker-keep up to date. Annual review of budget by Finance Committee.	
		3.1.2	Financial records are up to date, accurate and maintained by a professional bookkeeper. Financial report review and approval at quarterly board meeting.	
		3.1.3	Funders are recognized in annual "Thanks to the funders" newsletter and on all public outreach material	
		3.1.4	Review charge out rates to ensure they are sufficient to meet needs and cover costs	
	Staff: Recruit and keep high-functioning, job-satisfied staff.	3.2.1	Provide and support professional development opportunities.	
		3.2.2	Maintain a flexible work schedule. Conduct Annual Performance reviews in November.	
		3.2.3	Ensure all Coordinators are completing tasks and activities as set out in annual work plans/project deliverables and they are adequately supported. Monthly team meetings to keep team informed and up dated.	
		3.2.4	Maintain competitive wage structure: update payscale to match identified BC government pay grids and incorporate cost of living increases.	
	Governance: Maintain an active, engaged, well-functioning and diverse Board of Directors.	3.3.1	Hold at minimum quarterly meetings of the Board to conduct the business of the Society. Meeting minutes are documented and stored securely in Dropbox. File BC Society annual report. Maintain the Finance, Hiring and Governance committees and Knowledge and Planning committee with at minimum 1 meeting a year.	
		3.3.2	Maintain an active Board of Directors with diverse representation from across the region. Identify recruitment needs at February board meeting to prepare for AGM.	
		3.3.3	<i>Complete Volunteer Policy, Privacy Policy. Create policy review schedule for future updates.</i>	
		3.3.4	<i>Update by-law for Director termination and membership expiration</i>	
		3.3.5	Hold Annual General Meeting	Impacted by COVID, to be determined
	Members: Develop innovative methods to recruit and engage members.	3.4.1	Field tour in the Slocan valley.	Impacted by COVID, to be determined
		3.4.2	<i>Finalize membership policy and procedure. Develop a membership database on Fulcrum that syncs with online signup. Create a "pop up" bubble on CKISS.ca for member sign up.</i>	