



SSISC Annual Program Plan - 2019

This document is the SSISC's Annual Workplan for 2019 that falls under SSISC's 2015-2020 Regional Strategy and Operational Plan. The programs listed below aim to achieve the goals outlined in the SSISC Regional Strategy, and align with the pillars outlined in the [Invasive Species Strategy of BC 2017-2022](#) as follows.

		SSISC Program Area 1: Coordination, Consultation & Administration	SSISC Program Area 2: Education & Outreach	SSISC Program Area 3: Inventory, Control & Monitoring
SSISC 2015-2020 Regional Strategy Goals	Raise awareness (focussed on behaviour change) about invasive species, their impacts, and management strategies.	Y	Y	
	Facilitate the flow of external information and provide a source of expertise on invasive species	Y	Y	
	Improve stakeholder communication, collaboration, coordination, and information sharing	Y	Y	
	Prevent new invasive species from arriving and follow integrated management and early detection and rapid response (EDRR) protocol to prevent their establishment if and when they do arrive.	Y	Y	Y
	Minimize or reverse the spread of existing invasive species through coordinated, integrated invasive species management efforts.	Y		Y
	Ensure program sustainability	Y		Y
Pillars of the BC Invasive Species Strategy 2014-2022	Establish and Enforce Effective Regulatory Tools	Y		
	Strengthen Collaboration	Y	Y	Y
	Prevent Introduction and Spread	Y	Y	Y
	Implement Effective Control, Restoration, and Monitoring Programs	Y		Y
	Support and Extend Relevant and Applicable Research	Y		Y

Program Area 1: Coordination, Consultation & Administration

Projects / Tasks:

1. Strategy & Planning

- a. Regional Strategy
 - i. Continue to Implement 5 yr Strategic Plan
 - ii. Continue to Implement 5 yr Operations Plan
 - iii. Carry out 'Pulse check' of the 5 yr plans (board exercise)
- b. General Program Development
- c. Workplanning
- d. Species & Site Prioritisation
 - i. Invasive Plants - continue to review and revise as needed
 - ii. Invasive Animals – develop draft list and management categories
- e. Analyze and communicate program results and efficacy
 - i. Mapping, data analysis, mapping change
 - ii. SSISC Annual Reporting

2. Host Annual General Meeting & Land Manager/Partner Planning Session

3. Fundraising

- a. Review and Update SSISC's Fundraising Strategy
- b. Seek new funding partnerships, including:
 - i. Vail Resorts (Whistler Blackcomb)
 - ii. Sea to Sky Gondola
 - iii. Independent Power Projects (Innergex, Brandywine Creek Hydro)
 - iv. Real Estate Association of Whistler
 - v. BCWF
 - vi. Taicheng Development Corp.
 - vii. Fine Peace Development Corp.
- c. Apply for diverse funding:
 - i. Refer to 'Database of Potential Funding Sources'
 - ii. Consider applying to funders that are focused on species at risk, wildfire recovery and/or climate change.

4. Partnership Building

- a. Actively target and invite a broad range of stakeholders to collaborate on common goals, e.g.:
 - i. Wildfire Recovery specialists
 - ii. SkyPilot UAV & Quest University
- b. Build new, and maintain existing partnerships
 - i. Attend stakeholder hosted meetings
 - ii. Submit proposals to existing funders for expanded programs
- c. Networks:
 - i. Become a member of IVMA of BC
 - ii. Become a member of the Society of Ecological Restoration

5. Continue to build partnerships with First Nations

- a. Connect with N'Quatqua First Nation about potential boat wash station at Anderson Lake

- b. Train N'Quatqua First Nation members to check mussel substrate monitors
- c. Talk to Lil'wat Nation members about collaborating on invasive mussel field program (for Lillooet Lake) and prevention/education programs
- d. Provide detailed information about invasive species on Lil'wat Nation reserves

6. Collaborate with other organisations

- a. RISO
 - i. Attend Monthly calls & Summer Tour
 - ii. Share Annual Program Plans
 - iii. Collaborate on programs and initiatives including:
 - 1. 'People opposed to Herbicide' Internal Response document
 - 2. Invasive-free Certification Program
- b. ISCBC and IMISWG
 - i. Share Annual Program Plans
 - ii. Participate in Joint Strategic Meetings with ISCBC and other RISOs
 - iii. Negotiate Affiliate Agreement with ISCBC
 - iv. Participate in Soils Working Group
 - v. Partner on Changing behaviour programs and other provincial level initiatives
- c. Canadian Council on Invasive Species
- d. Whistler Non-Profit Network
- e. Metro Vancouver RPAC-ISS
- f. Other local Environmental NGOs / Sea to Sky Environmental Non-Profit Network
 - i. Continue to collaborate with AWARE, Stewardship Pemberton, Whistler Museum, Whistler Naturalists, Squamish River Watershed Society, Squamish Environment Society, South Coast Conservation Program.
 - ii. Seek to build stronger partnerships with Squamish Streamkeepers, Squamish CAN, Biodiversity Squamish Project, Friends of Howe Sound Society, and others.

7. Communicate with Federal and Provincial Government

- a. Submit input to Standing Committee on Finance in Sept 2019
- b. Maintain communication with MLA Sturdy and improve communication with MP Goldsmith-Jones

8. Support local Government

- a. Provide support to local govt. for bylaw development
- b. Review and improve species specific Landholder letters (seek bylaw input)
- c. Deliver educational letters to private landholders about local government invasive species related bylaws
- d. Refer sites to local government bylaw officers, when non-compliance is observed
- e. Develop an internal policy re: when to refer a site to bylaw

9. Information Flow

- a. Stay current on latest research and information
 - i. Professional Development, Learning & Staff training
- b. Participate in workshops, conferences, webinars and other discussions
- c. Support, contribute to, and communicate with current research efforts
- d. Maintain communication and feedback from external partners/trained persons back to the council and its members

10. Manage Sightings database

- a. Receive reports
- b. Enter confirmed sightings into provincial databases
- c. Make maps/geodatabase available to partners
- d. Verify RAW sightings

11. Provide Source of Expertise

- a. Provide advice to stakeholders
- b. Participate in provincial level conversations and workshops about relevant topics (e.g. knotweed; development of new mapping system 'SEISM')
- c. Provide input and feedback on ISCBC and provincial government initiatives
- d. Develop and offer workshops and training for specific topics and audiences

12. Disposal

- a. Update and publish Disposal recommendations for the District of Squamish
- b. Work with the SLRD to create appropriate disposal options for residents of Area C, and write disposal recommendations document.
- c. Request an invasive species bin to be provided at Nesters depot.
- d. Print and distribute 'invasive plants – do not compost' stickers

13. Governance

- a. Staff communication with Board of Directors & Advisors
- b. Quarterly Board Meetings, including 1 day-long 'retreat'
- c. Develop Policy Framework, and draft new policies including:
 - A policy on working with developers, and providing consulting services
 - mandatory pre-payment for private land treatments
 - charge-out rates
- d. Recruit new Board Members
- e. Build Board Handbook

14. HR

- a. Employ Outreach Team:
 - i. Outreach Coordinator (year round, existing position, currently filled)
 - ii. Hire 2 Outreach Assistants (students, seasonal)
- b. Employ Field Team:
 - i. Field Program Manager for year-round position (FT March-Dec, PT Jan/Feb, existing position, currently filled)
 - ii. Re-hire Field technician (seasonal)
 - iii. Hire 3 Field Crew Lead Hands (seasonal)
 - iv. Hire 4 Field Crew Members (students, seasonal)
 - v. Hire CFOW intern
 - vi. Hire Field Contractor (ensure contract wording satisfies Provincial standards)
- c. Build Staff Handbook (include all HR policies)
- d. Hire contractor to help with Policy Framework
- e. Consider setting up benefits and retirement plan for year-round staff
- f. Carry out staff exit interviews at end of seasonal contracts
- g. Volunteers
 - i. Maintain a list of volunteers and their skillsets, interests and availability

- ii. Create a list of possible volunteer tasks and activities
- iii. Provide opportunities to volunteers, upon request

15. Safety

- o Review and update safety plan, including a policy on working in smoky conditions

16. Finances & Payroll

- a. Consider investing reserve funds in GICs or other investment
- b. Apply for Business Mastercard

17. Administration

- a. Purchase Professional liability insurance
- b. Convert Dropbox accounts to Dropbox Business
- c. Consider buying the paid version of Asana

Funders:

- Local Governments (Local Government Partnership Program Fees support Program Areas 1&2):
 - o SLRD
 - o RMOW
 - o DOS
 - o VOP
 - o Lions Bay
- Community Foundation of Whistler
- MFLNRORD
- MOTI
- HCTF
- ECO Canada
- Revenue from Fee-for-service programs
- Donations

Program Area 2: Education & Outreach

Projects / Tasks:

1. *'Invasive-free' Industry Certification Program for Horticulture, Landscaping and Earthmoving Companies*

- a. Host training workshops for Landscaping, Horticulture and Earthmoving companies
- b. Revise and improve workshop content
- c. Share successes and challenges with other RISOs delivering this program in BC

2. *'Yellow Flag Iris Patrol' education program for eco-tourism providers*

- a. Re-brand this program to be broader: 'Aquatic Invasives 101 for eco-tourism providers'
- b. Incorporate Purple Loosestrife and other aquatic invasive species (plants and animals), into training materials
- c. Invite companies to participate in training – broaden reach to facebook groups and First Nations

- d. Focus on expanding the program to Squamish and D'Arcy
- e. Provide incentives for program participants to report sightings

3. Training Programs/Workshops:

- a. Provide tailored training workshops to:
 - i. Municipal staff
 - ii. Highway maintenance staff
 - iii. Landfill & Transfer Station staff
 - iv. Herbicide application workshop (upon request)
 - v. First Nations communities
 - 1. N'Quatqua
 - 2. Lil'wat
 - 3. Squamish
 - vi. Environmental professionals:
 - 1. Environmental consultants
 - 2. Squamish River Watershed Society staff and volunteers
- b. Provide workshop at the Pemberton Farmers Market Seedy Saturday
- c. Give talk on invasive-free gardening, plant selection and common invasives at South Coast Conservation Program's gardening with natives plants event
- d. BC Parks Operators – connect with Sea to Sky Parks Services Ltd to discuss the possibility of delivering ISCBC/NWIPC pilot program in the Sea to Sky region.
- e. Invite local Forestry companies to complete ISCBC online training
- f. Invite local Real Estate Professionals to complete ISCBC webinar

4. Develop and deliver content for educators:

- a. Continue to develop and distribute invasive species lesson plans, teaching resources and activities for:
 - i. School Teachers
 - ii. After school programs
 - iii. Nature Camps
- b. Offer and deliver classroom visits to schools in the region
- c. Create educational resources page on ssisc.ca
- d. Continue to work with other non-profit organisations in the region to incorporate invasive species content in programming: e.g. AWARE, Stewardship Pemberton, Whistler Museum, Whistler Naturalists, Squamish River Watershed Society.
- e. Participate in AWARE's monthly nature camp as a one-time guest
- f. Continue to garner interest and uptake for Pro-D 'train the teacher' sessions in school district 48.

5. Community Weed Pulls

- a. Host 4 Community weed pulls in Squamish, Whistler, Pemberton & Lions Bay (1 day events)
 - i. Provide training, equipment and refreshments to participants
 - ii. Partner with AWARE to include Community weed pulls in the Conference volunteer program
 - iii. Offer weed pulls as volunteer opportunities for Girl Guides, Scouts and school groups
- b. Host Whistler Adopt-a-trail (season long burdock weed pull):

- i. Map Burdock locations – improve the way these are mapped (i.e. work with Field Team to create specific weed pull mapping layers in ArcGIS Online)
 - ii. Call to Action – ask people to adopt a section of valley trail, park, or other burdock infested area, and they volunteer to remove burdock at the site for the season.
 - iii. Update webpage with info/maps/signup form
- c. Host a weed walk/weed pull in collaboration with the Squamish Environmental Society (early season)
- d. Possible partners: AWARE Conference Program; Squamish Environment Society; Squamish River Watershed Society; Girl Guides & Scouts; High Schools; Lower Mainland Green Team

6. Citizen Science:

- a. Partner with Squamish River Watershed Society to develop a potential citizen science monitoring project for Green Crab

7. Signage

- a. Continue to install and maintain Do Not Mow signage along Highway 99 to alert roadside mowers of knotweed locations
- b. Print and Install temporary Interpretive Signage at highly visible knotweed treatment sites (second set of sites)
- c. Design Interpretive signage for other species (e.g. Himalayan Balsam, 'please hand pull' sign at Beaver Dam, Green Crab signage at Porteau Cove for divers)
- d. Order 'Invasive Plant Removal in progress' signs and stands
- e. Toxic Plants signage – work with VOLB and DOS staff to print and install signs for Giant Hogweed and Spurge Laurel in Lions Bay and Squamish.

8. Information Booths at events

- a. Host a booth at Outreach events including: Squamish Environmental Society Earth Day, Bioblitz, Rivers Day, Squamish & Pemberton Farmer's Markets, Brackendale Fall Fair.

9. Edible Invasives Event

- a. Host edible invasives event (in partnership with AWARE)

10. Plantwise Industry Program

- a. Check in with Garden Centres – survey plants on shelves
- b. Work with ISCBC to deliver the Plantwise message to centralized purchasing departments of big box stores
- c. Seek commitments from plant sellers to phase out the sale of invasives
- d. Assemble 'Bear-smart' Plantwise brochures
- e. Work with ISCBC to update Grow Me Instead resources
- f. Distribute Grow Me Instead resources & Promote the Plantwise app
- g. Provide Plantwise resources to Seed libraries, seed swaps and 'Seedy Saturday' events.
- h. Strengthen relationship with local gardening groups
- i. Connect with local governments to discuss the feasibility of requiring plant sellers, through municipal business licensing, to label/affix signs to any invasive plants they have for sale (as an alternative to banning the sale of invasives)

11. Clean Drain Dry

- a. Deliver Clean Drain Dry message to water based recreation users:
 - i. Outreach at Boat Launches:
 - 1. Boater surveys

- 2. Request Conservation Officer Service Trailer visit
 - ii. Signage at Boat Launches
 - 1. Whistler (Green Lake) – continue to work with RMOW on signage design and installation
 - iii. Targeted outreach to recreation companies who use boats
 - b. SSISC crews to disinfect gear when moving between waterbodies
 - c. Outreach to professionals (e.g. environmental consultants) who move equipment/waders between waterbodies
 - i. Consider providing/selling properly labelled spray bottles of Virkon Aquatic to participants
 - d. Press release to communicate boat inspection statistics, e.g. how many mussel-fouled boats are headed for the region.

12. Play Clean Go

- a. Continue to work with mountain biking groups (WORCA / SORCA / PORCA):
 - i. provide outreach content for newsletters and social media
 - ii. attend events
 - iii. Work on trailhead signage projects
- b. Continue to work with local government:
 - i. provide outreach content for newsletters and social media
 - ii. on trailhead signage projects
- c. Meet with Whistler Blackcomb and Sea To Sky Gondola about installation of signage, boot brush and bike wash stations
- d. Seek funding for, design, order and install another 3 boot brush stations in BC Parks (e.g. Joffre Lakes, Shannon Falls, Stawamus Chief)
- e. Increase collaboration with:
 - i. Squamish Dirt Biking Association
 - ii. Trail running community
 - iii. Bike shops
 - iv. Eco-tourism providers (e.g. ATV tours)
 - v. Dog walking groups / companies
 - vi. Hiking groups / clubs / seniors walking groups
- f. Create new PCG resources:
 - i. Dirt biking specific poster
 - ii. Trail running poster

13. Don't Let it Loose

- a. Deliver Don't Let it Loose message to the community:
 - i. Write press releases, social media posts & media articles about Goldfish, bullfrogs, Red-eared slider turtles
 - ii. Outreach to schools
 - iii. Outreach to pet stores in region

14. Knot On My Property

- a. Continue to promote & distribute resources
- b. Update and re-print KOMP business cards

15. Alienbusters

- a. Continue to promote & distribute resources

16. Worst Weeds

- a. Continue to promote & distribute Pemberton and Whistler Worst Weeds resources
- b. Develop Squamish Worst Weeds program:
 - i. Request input on species list and resources from partners (e.g. SRWS, DOS, Squamish Nation, SES)
 - ii. create 5 species posters and factsheets
 - iii. create and deliver social media & news media campaign
 - iv. print factsheets and posters
- c. Create summary resource (rack card or wallet card) for each set of 5 species for Pemberton, Whistler & Squamish

17. I Spy In the Sea to Sky – Flowering times calendar

- a. Publish and promote digital and printed calendar

18. DigSmart

- a. Seek input on draft Digsmart posters and rack cards for earth movers
- b. Work with MFLNRORD Squamish, local governments and partners to distribute educational resources
- c. Incorporate resources into Certification Program
- d. Encourage earthmoving companies and landscape supply companies to participate in Certification Program.

19. Purchase/Print Outreach Resources:

- a. Grow Me Instead, Don't Let it Loose, Play Clean Go, Clean Drain Dry printed resources
- b. Caribiners
- c. SSISC factsheets
- d. SSISC Toxic Plants brochures
- e. ISCBC and IMISWG factsheets

20. Purchase Outreach/Display Equipment

- a. Projector Screen

21. Resource Development

- a. Update and improve SSISC's 2012 Guide to Identification & Management
- b. Frogwatch Wallet card for Bullfrog sightings
- c. Herbarium of common invasive plants
- d. Herbicide and Bees Info Sheet
- e. SSISC species fact sheets
- f. Species Comparison sheets for invasive with native/horticultural look-alikes (e.g. Butterfly bush, Himalayan balsam)
- g. Update and publish disposal recommendations document for DOS
- h. Draft and seek input on disposal recommendations for SLRD, VOLB
- i. Continue to work on region-specific Knotweed BMPs (consider adapting Metro Vancouver BMP)
- j. How To Videos
- k. Sandwich boards for outreach booths

22. Website

- a. Continually update blog/news/events/resources section
- b. Continue to add species profiles

23. Social Media

- a. Prepare and implement a social media strategy for 2019 using Facebook, Instagram and Twitter, including:
 - i. Invasive Species Month (Call to action; Weekly theme posts)
 - ii. I Spy in the Sea to Sky posts
 - iii. EDRR series
- b. Provide social media content to partners to post through their own accounts
- c. Build a tag, hashtag, and partner handle database

24. News Media

- a. Press releases
- b. Naturespeak article
- c. Letters to the Editor

25. Newsletter

- a. Communicate news and information to membership via quarterly newsletter
- b. Provide content to partners for inclusion in their newsletters (e.g. Whistler Today)

26. Provide advice and information to private landholders and stakeholders

Funders:

- Community Foundation Of Whistler
- Local Governments (Local Government Partnership Program Fees support Program Areas 1&2):
 - SLRD
 - RMOW
 - DOS
 - VOP
 - Lions Bay
- MFLNRORD
- MOTI
- Gaming Grant
- Canada Summer Jobs
- ECO Canada
- Revenue from Training Programs
- Revenue from fee-for-service Field Program (e.g. private landholders)
- Other grants (TBD)
 - Vancouver Foundation
 - Squamish Foundation

Program Area 3: Inventory, Control & Monitoring

Projects / Tasks:

1. Invasive Plants:

a. Early Detection Rapid Response (EDRR) for regional high priority species:

- i. Respond rapidly to reports of new species, or new locations of high priority species (i.e. plants on SSISC's 'Prevent' or 'Eradicate' list for a given area), regardless of jurisdiction
- ii. Map new locations of high priority invasive species
- iii. Carry out targeted control at new sites using the Integrated Pest Management approach, and following the Pest Management Plan for the South Coast, and SSISC's Strategic and Operational Plans.
- iv. Record all data using SSISC's internal GIS system and iPads, and upload data to the provincial IAPP mapping application
- v. Monitor sites for re-growth in late summer and re-treat as necessary
- vi. Conduct a letter-drop campaign to notify landowners who have high priority species
- vii. Provide follow-up alerts to bylaw staff of partner local governments when inaction is observed
- viii. Provide support to MFLNRORD staff for provincial EDRR species in the region (e.g. Flowering Rush)

b. Strategic Inventory, Control & Monitoring for more established species:

- i. Monitor previously treated sites, and re-treat where required
- ii. Identify high priority 'Contain' and 'Strategic Control' species and sites for each sub-region
- iii. Maintain containment lines for 'Contain' species
- iv. Carry out surveys, manual and/or chemical treatments (with herbicide rotation) of these species at strategic locations throughout the corridor.
- v. Carry out inventory of invasive plant species at selected sites (e.g. aquatic plants surveys in lakes; terrestrial plant surveys at FSR sites, gravel pits, Squamish Nation reserves, SLRD maintained trails, independent power project sites)
- vi. Monitor treatment sites for re-growth in late summer/fall and re-treat as necessary
- vii. Record all data using SSISC's internal GIS system and iPads, and upload data to the provincial IAPP mapping application

c. Private lands Fee-for-service Program:

- i. Respond to requests for quotes for new sites/clients
- ii. Provide invasive species inventory, control and monitoring services for private landholders
- iii. Promote the fee-for-service program, seek new clients

d. Biocontrol:

- i. Monitor for biocontrol agents at sites across the region
- ii. Request Purple Loosestrife biocontrol agents from OASISS, and release them at the Squamish River west bank PL site in 2019.
- iii. Identify other potential release sites for 2019

- iv. Record all data using SSISC's internal GIS system and iPads, and upload data to the provincial IAPP mapping application
 - e. Soil Monitoring:**
 - i. Monitor sites in Whistler and Squamish where knotweed infested soil has been deposited
 - ii. Treat new growth where required
 - iii. Monitor sites (e.g. construction/development sites) where new soil or fill has been brought in and deposited. Map any high priority species and treat where possible.
 - iv. Communication and Collaboration with local and regional governments and the BC Invasive Species & Soils Working Group
 - f. Site Restoration:**
 - i. Order seed mixes, and native plants
 - ii. Plant native plants and spread seed mixes at selected sites in the region to help suppress the re-emergence of invasive plants, post treatment.
 - g. Applied Trials & Efficacy Database:**
 - i. Continue to carry out applied trials for 'knock and spray' knotweed treatment method
 - ii. Build efficacy database
 - iii. Perform analysis on efficacy data
 - iv. Report on successes and methods that are working well
 - h. Mapping:**
 - i. Continue to improve cloud-based digital field data collection system
 - ii. Carry out data quality control for the Sea to Sky region in IAPP (archive old sites, correct errors in old data)
 - iii. Source and analyse reference data layers for field program planning (e.g. Species at risk locations)
 - iv. Share site-scale data (plant points/lines and polygons) with partners
 - v. Spatial analysis using site scale data
 - vi. Submit requests for species to be added to IAPP
 - vii. Work with local government partners to ensure spatial data (detailed invasive species locations) and species information are shared with relevant staff (mowers, environmental staff, planners etc.).
 - viii. Create updated, regional invasive plant sightings maps (by species) for all high priority species
 - ix. Prepare maps for Annual Partner Planning Session
 - x. Prepare containment line maps for selected species
- 2. Invasive Animals:**
- a. Mapping, Status and Strategy Development:**
 - i. Collate up to date invasive animal distribution records (from database sources including MOE, E-fauna, BC Conservation Data Centre, Wildlife Species Inventory, Whistler Biodiversity Project etc.) and make regional maps to better understand invasive animal distribution in the region.
 - ii. Develop and seek input on an SSISC Invasive Animals Priority list, and management categories (similar to what we have for plants).
 - b. Invasive Mussels:**

- i. Communicate and collaborate with MOE and other partners participating in the BC Mussel Defence program.
- ii. Purchase 2 veliger sampling nets (to replace damaged equipment from 2018).
- iii. Collect water and plankton samples from 10 lakes in the region and have them analyzed for invasive mussel veligers.
- iv. Install and monitor 16 substrate monitors at 7 lakes in the region.
- v. Build additional substrate monitors and provide to citizen scientists for installation on private docks in the region.
- vi. Communicate results to stakeholders.
- vii. Record all data using SSISC's internal GIS system and iPads.

c. Invasive Fish (Goldfish):

- i. Work with the Pinecrest Lake Stewardship Society to develop a management plan and apply for funding for goldfish control in Pinecrest Lake.
- ii. Partner with RMOW to carry out electrofishing control of Goldfish in Millar's Pond (Bayshores). Monitor for goldfish, post-control and plan for follow up removals.
- iii. Record all data using SSISC's internal GIS system and iPads.

3. Coordination of the Field Program

a. Purchase/Hire & Maintenance of Equipment & Supplies:

- i. Purchase landscaping trailer
- ii. Lease 3 trucks
- iii. Perform maintenance on backpacks and stem injection equipment to ensure they are in good working order
- iv. Maintain an inventory of field equipment and supplies
- v. Purchase new backpack sprayers
- vi. Purchase herbicides
- vii. Purchase tools and supplies (e.g. loppers, smaller size waders)

b. Coordination

- i. Planning & Staff Communication
- ii. Schedule crews and contractor using ArcGIS online schedule spatial layer
- iii. Time-tracking using Harvest
- iv. Invoicing
- v. Secure Licences & Permits
- vi. Train new staff:
 - 1. Provide course materials and book exams for Pesticide Applicator Certificates (for mid-season)
 - 2. Get new staff to complete Assistant Applicator training in first week
- vii. Improve and update staff training materials:
 - 1. Species Binders
 - 2. Herbarium
 - 3. How To Documents

c. Communication with Field Program Partners & Landowners

- i. Provide notifications to partners and landowners, as required
- ii. Develop information sheet for residents/private land treatment clients (e.g. what to expect, what not to do etc.)

- iii. Update private lands permission forms and email templates
- iv. Develop detailed, informative memos for treatments on First Nations reserves (e.g. Wild Parsnip memo for Lil'wat Nation)
- v. Work with SLRD to deliver a community information session to the Britannia Beach Community Association

d. Mapping & Reporting

- i. Prepare maps and data summaries for funders
- ii. Complete written funder/partner reports

Funders (fee for service, grants and agreements):

- MFLNRORD
 - MOTI
 - HCTF
 - DOS (Env., Capital Projects, Operations)
 - SLRD
 - Squamish Nation
 - Innergex
 - Community Foundation Of Whistler
 - RMOW
 - Village of Lions Bay
 - BC Hydro
 - BC Parks
 - Fortis BC
 - Skookum Creek Power Project
 - Canada Summer Jobs
 - ECO Canada
 - UNAC
 - Private landholders
 - Developers
 - Vail Resorts (requested)
 - American Friends of Whistler (requested)
-