



## SSISC Annual Program Plan - 2023

### SCOPE & PURPOSE:

- This document is the SSISC's draft Annual Workplan for 2023, it outlines what we would like to achieve, pending funding.
- What we end up achieving will be largely a result of what funding is available to us, and the capacity of partner organizations to collaborate with us.
- As in previous years, we plan to deliver on our goals through our three main program areas, as outlined below.

		SSISC Program Area 1: Coordination, Consultation & Administration	SSISC Program Area 2: Education & Outreach	SSISC Program Area 3: Inventory, Control & Monitoring
<b>SSISC Regional Strategy Goals</b>	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

## Program Area 1: Coordination, Consultation & Administration

### Projects / Tasks:

#### **1. Strategy & Planning**

- a. Finalise and distribute SSISC 5yr Strategic and Operational plans
- b. Program Evaluation & Development:
  - i. Assess the delivery of previous year's programs using the Outcome Measurement Framework
  - ii. Define expectations with local and regional governments regarding SSISC's involvement in bylaw referral process
- c. Workplanning:
  - i. Maintain and manage staff workplans in Asana
  - ii. Develop and submit funder-specific workplans, as per funding agreements
- d. Species & Site Prioritisation
  - ii. Invasive Plants - continue to review and revise as needed
  - iii. Invasive Animals – continue developing draft list and management categories
- e. Analyze and communicate program results and efficacy
  - iv. Mapping, data analysis, mapping change
  - v. SSISC Annual Reporting
- f. SSISC Branding
  - vi. Implement SSISC's Branding Guide for all communications (including Social media)

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

#### **3. Fundraising**

- a. Continue to review and update SSISC's Fundraising Strategy, and database of potential funders (shared with RISOs)
- b. Review fee-for-service charge out rates, and increase as required
- c. Maintain Canada Helps Donation Page and further develop strategy for soliciting donations
- d. Seek new funding partnerships and apply for diverse funding:
  - i. Refer to 'List of Potential Funding Sources'
  - ii. Consider applying to funders that are focused on species at risk, wildfire recovery, First Nations and/or climate change.

#### **4. Partnership Building**

- a. Actively target and invite a broad range of stakeholders to collaborate on common goals
- b. Build new, and maintain existing partnerships
  - i. Attend partner-hosted meetings
  - ii. Submit proposals to existing funders for expanded programs
  - iii. Continue to invite CN Rail to participate in regional planning for invasives
  - iv. Increase engagement with forestry companies in Sea to Sky
- c. Networks:
  - i. Maintain affiliate membership with ISCBC
  - ii. Maintain membership with North American Invasive Species Management Association
  - iii. Maintain membership with IVMA of BC
  - iv. Maintain membership with the Society for Conservation GIS

- v. Consider membership with Canadian Council on Invasive Species
- vi. Consider membership with the Society of Ecological Restoration

**5. Continue to build partnerships with First Nations**

- a. Invite First Nations to participate in annual planning process
- b. Work with Squamish Nation and Lil'wat Nation on invasive species management on reserve lands
- c. Increase involvement with, and seek input from indigenous groups as part of SSISC's education & outreach efforts:
  - i. Promote indigenous knowledge (e.g. blog posts, social media)
  - ii. Directly invite indigenous groups to events, and to participate in training

**6. Collaborate with other organisations**

- a. RISO:
  - i. Attend Monthly calls & Summer Tour
  - ii. Participate in discussions and share information on the RISO list serve
  - iii. Share Annual Program Plans
  - iv. Share information and experiences with RISO group
  - v. Collaborate on programs and projects
- b. ISCBC and IMISWG:
  - i. Share Annual Program Plans
  - ii. Participate in meetings with ISCBC and other RISOs, and collaborate on common messaging
  - iii. Partner on Changing behaviour programs and other provincial-level initiatives
  - iv. Participate in Aquatics calls with MOE
  - v. Participate in Soils Working Group initiatives
- c. Canadian Council on Invasive Species
- d. Whistler & Squamish Non-Profit Networks
- e. Metro Vancouver Regional Invasive Species Working Group (RISWG)
- f. Salish Sea – European Green Crab Working Group
- g. 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, Squamish CAN and Howe Sound Biosphere Region Initiative.

**7. Communicate with Federal and Provincial Government**

- a. Submit input to Standing Committee on Finance
- b. Maintain communication with MLA Sturdy and MP Weiler
- c. Continue to communicate the need for federal funding for marine invasive species (e.g. European Green Crab) to federal government
- d. In collaboration with other groups in BC (e.g. ISCBC and RISOs), continue to communicate the need for action on a provincial Invasive Species Act and increased funding for invasive species management in BC, to provincial ministers.

**8. Support local Government**

- a. Provide support to local government for bylaw development and implementation.

- b. Continue to review and improve existing species-specific landholder letters, create more as needed
- 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 MOUs with local governments (RMOW, DOS and SLRD) for SSISC's role in bylaw education and follow-up.
- f. Ensure municipal budget requests (for Local Government Partnership Program Fees, and Operational funding requests) are submitted in advance of budget preparation deadlines.

**9. Information Flow / Research**

- a. Stay current on the latest research and information
- b. Provide opportunities for professional development, training and learning for staff and board members
- c. Participate in workshops, conferences, webinars and other discussions
- d. Support, and provide in-kind contributions to current research efforts
- e. Continue to work on statistical analysis of region-wide knotweed and yellow-flag iris treatment efficacy data
- f. Maintain communication and feedback from external partners/trained persons back to the council and its members

**10. Manage Sightings database**

- a. Receive and verify sightings
- b. Follow regional EDRR protocol (outlined in SSISC's Operational Plan)
- c. Enter confirmed sightings into provincial databases, and approach landowners for funding and permission to treat, where possible
- d. Make invasive plant maps/geodatabases available to partners
- e. Verify Report-A-Weed/Report-an-Invasive sightings – upon request by provincial government

**11. Provide Source of Expertise**

- a. Provide advice to stakeholders
- b. Participate in provincial-level conversations and workshops about relevant topics (e.g. knotweed treatment techniques, GIS and mapping)
- 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. Work with local governments to update Disposal recommendations, as needed

**13. Governance**

- a. Staff communication with Board of Directors & Advisors
- b. Quarterly Board Meetings
- c. Continue to develop Policy Framework, and finalise new policies
- d. Recruit new Board Members
- e. Update Board Manual

**14. HR & Training**

- a. Aim to hire a diverse and inclusive staff team
- b. Employ Outreach Team:
  - i. Outreach Coordinator (year-round, existing position, currently filled)

- ii. Community Science Program Coordinator (seasonal, returning staff member)
  - iii. Hire Outreach Assistants (students, seasonal, number of positions determined by funding – aiming for 2)
- c. Employ Field Team:
  - i. Field Program Manager (year-round, existing position, currently filled)
  - ii. Hire Field Program Assistant Manager (late Feb – Oct)
  - iii. Hire GIS Technician (part-time)
  - iv. Hire Field Crew Lead Hands / Technicians (seasonal, number of positions determined by funding – aiming for 4)
  - v. Hire Field Crew Members (students, seasonal, number of positions determined by funding – aiming for 4)
  - vi. Hire Field Contractor
- d. Continue to build and improve SSISC Staff Handbook (include SSISC ‘How To’ Guides, and all HR policies)
- e. Improve pre-season Staff Training
- f. Implement benefits plan for year-round full-time staff
- g. Carry out staff exit interviews at end of season contracts
- h. Volunteers:
  - i. Develop a SSISC Volunteer Strategy
    - 1. Maintain a list of volunteers and their skillsets, interests and availability
    - 2. Create a list of possible volunteer tasks and activities (see examples listed in the ‘Community Weed Pull’ section below).
    - 3. Provide opportunities to volunteers, upon request
  - ii. Implement year 3 of European Green Crab – Citizen Science volunteer program (more information below under ‘Community Science’ section)
- i. Professional Governance:
  - i. Continue to facilitate and support senior staff in gaining QEP credentials (e.g. R.P.Bio and/or P. Ag.) to enable SSISC to potentially expand possible revenue sources (e.g. developers)

### **15. Health & Safety**

- a. Review and update Occupational Health & Safety plan
- b. Hold monthly Safety Meetings
- c. Ensure workplace safety inspections are completed, as per the Occupational Health & Safety plan

### **16. Climate Change Adaptation & Mitigation Initiatives**

- a. Limit the distances we drive, maximise car-pooling, biking and transit use:
  - i. Continue to offer bike and e-bike mileage allowances to staff, as an alternative to traditional vehicle allowances, for SSISC-business short distance travel
  - ii. Assign field crews to a specific area to minimize their need to travel. For example, a crew based in Whistler will mostly be in charge of invasive plant sites located in the northern region of the Sea to Sky instead of a Squamish-based crew driving to the northern part of the region.
  - iii. Allow staff to work from home, instead of travelling to the Whistler office, when possible

- iv. Use Zoom for virtual meetings when possible, instead of holding in-person meetings which often require regional travel by car
- b. Ensure purchasing of supplies and equipment considers sustainability, carbon footprint and emissions
- c. Research and develop a future fundraising proposal for transitioning away from traditional gas vehicles, and instead utilizing lower emission vehicles (e.g. hybrid vehicles, electric pick-up trucks, e-bikes) to deliver SSISC's programs.
- d. Keep abreast of current research and predictive models related to invasive species and climate change, and ensure our priority species lists include species likely to enter the region due to shifting or expanding distributions.

#### **17. Finances & Payroll**

- a. Update Monthly cashflow forecasts
- b. Provide Quarterly financial statements to Board
- c. Continue to use Harvest for timetracking
- d. Continue to run semi-monthly payroll using ADP
- e. Continue working with current book-keeper
- f. Review GST status every quarter
- g. Review investment strategy and implement any recommended changes

#### **18. Administration**

- a. Plan to purchase Professional liability insurance, once senior staff have achieved professional designation
- b. Complete Annual Charities Return & File BC Societies Annual Report
- c. Maintain an internal master contact list (stakeholders, partners, members etc.)
- d. Maintain Whistler business (non-profit) licence and Value in-kind agreement for office space with RMOW
- e. Update office furniture and equipment, as required

#### **Funders:**

- Local Governments (Local Government Partnership Program Fees support Program Areas 1&2):
  - SLRD
  - RMOW
  - DOS
  - VOP
  - Lions Bay
- Whistler Community Foundation
- Whistler Blackcomb Foundation
- Ministry of Forests
- Ministry of Transportation and Infrastructure
- Wage Subsidies (e.g. ECO Canada, Canada Summer Jobs, Project Learning Tree Canada)
- Revenue from Fee-for-service programs
- Donations

## Program Area 2: Education & Outreach

### Projects / Tasks:

- 1. 'Invasive-free' Certification Program for Horticulture, Landscaping and Earthmoving Companies**
  - a. Make minor updates to the online course as needed
  - b. Promote the course on social media, during events and in traditional media
  - c. Invite local horticulture, landscaping and earthmoving companies to take the online course; offer in-person workshops on a case-by-case basis
  - d. Follow up with certified companies to renew their commitment
  - e. Develop and send out a monthly "Invasive-Free Newsletter" to certified individuals (April to October)
- 2. 'Aquatic Invasives 101' education program**
  - a. Make minor updates to the online course as needed
  - b. Promote the Aquatic Invasives 101 online course, broaden reach
  - c. Invite and incentivize eco-tourism companies to participate in training
  - d. Provide incentives for program participants to take the course and/or report sightings
- 3. Training programs/workshops**
  - a. Provide tailored training (virtual or in-person) workshops to target audiences, which may include:
    - i. Municipal staff
    - ii. Highway maintenance staff
    - iii. Landfill & transfer station staff
    - iv. Herbicide application workshop (upon request)
    - v. First Nations communities
    - vi. Environmental consultants
    - vii. Gardening groups
    - viii. Forestry companies
    - ix. Real Estate professionals
    - x. Land developers
  - b. Promote external training programs where relevant and appropriate, e.g. ISCBC, other BC RISOs, IVMA of BC or CCIS.
- 4. Develop and deliver content for educators**
  - a. Continue to develop and distribute invasive species lesson plans, teaching resources and activities for educators.
  - b. Continue to update and promote educational resources webpage ([ssisc.ca/teachers](http://ssisc.ca/teachers))
  - c. Continue to work with other non-profit organizations in the region to incorporate invasive species content in programming, e.g.: AWARE, Stewardship Pemberton, Whistler Museum, Whistler Naturalists, Squamish River Watershed Society, etc.
  - d. Continue to offer Pro-D 'train the teacher' session in SD48
  - e. Offer educational activities and weed pulls to SD48 schools
- 5. Community Weed Pulls**
  - a. Host small community weed pulls in Squamish, Whistler, Pemberton & Lions Bay (day events)

- b. Continue to update mapping for potential weed pull site locations
  - c. Improve and deliver Whistler's Banish Burdock program (previously known as Adopt-a-Trail) – a season-long adoption-model weed pull.
- 6. Community Science**
- a. Green Crab Community Science Monitoring: Monitor for Green Crab in How Sound: coordinate Crab Team volunteers to sample at 3 sites (Squamish and Furry Creek)
- 7. Signage**
- a. Continue to install and maintain Do Not Mow signage along Highway 99 to alert roadside mowers of knotweed locations
- 8. Information Booths at events**
- a. Host a booth at Outreach events, which may include: Earth Day, Rivers Day, Squamish & Pemberton Farmers Markets
- 9. Plantwise/Grow Me Instead Program**
- a. Provide information to plant sellers about invasive plants and relevant regulations (e.g. DOS bylaw). Use Plantwise/Grow Me Instead resources where appropriate.
  - b. Check in with garden centres and other sellers – survey plants, seed mixes and birdseed mixes for sale
  - c. Review seed selections and provide SSISC regional priority plant list, and Plantwise resources to seed libraries, seed swaps, seed fundraisers and 'Seedy Saturday' events.
  - d. Strengthen relationship with local gardening groups & community gardens
  - e. Promote SSISC's 'PlantWise' invasive-free seed mix for sale
  - f. Work with strata councils and strata management companies on residential, low-priority invasive plant control and disposal
- 10. Clean Drain Dry**
- a. Deliver Clean Drain Dry message to water-based recreation users
  - b. SSISC crews to disinfect gear when moving between waterbodies
  - c. Outreach to professionals (e.g., environmental consultants) who move equipment / waders between waterbodies
  - d. Communicate provincial boat inspection statistics to stakeholders and partners, e.g. how many mussel-fouled boats are headed for the region.
- 11. 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 where possible, distribute printed resources and brushes
    - iii. Develop ideas for trailhead signage
  - b. Continue to work with local government:
    - i. Provide outreach content for newsletter and social media
    - ii. Develop ideas for potential trailhead signage, and bike wash stations
  - c. Continue to approach other potential partners to participate (e.g. Whistler Blackcomb, Sea to Sky Gondola, Tourism Whistler)
  - d. Seek funding for, design, and install more boot brush stations in BC Parks
  - e. Consider approaching a local mountain biker to be a PCG social champion (influencer marketing)
  - f. Continue to promote the Play Clean go message to:
    - 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
- vii. Horseback riding tour providers
- g. Perform outreach with travel van / camper / trailer rental companies or groups
  - i. In addition, approach campgrounds that accept RV's for outreach
  - ii. Also include bats messaging at the start of the season

**12. Don't Let it Loose / Invasive Fish Program**

- 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, etc.
  - ii. Outreach to schools and pet stores in the region
- b. Increase awareness about invasive fish by creating a 'Have You Seen Me?' series of blog posts and social media posts about invasive fish (e.g. Brown Bullhead in Brohm Lake, Goldfish in One Mile Lake Pemberton, and Pumpkinseed in Edith & Stump Lakes).

**13. Knot on My Property**

- a. Continue to promote & distribute resources

**14. Alienbusters**

- a. Continue to promote & distribute resources

**15. Worst Weeds / Most Wanted**

- a. Rework the Whistler Worst Weeds messaging and rebrand; update, promote and distribute resources
- b. Continue to promote & distribute Squamish Most Wanted resources
- c. Create Worst Weeds series/program specifically for Lil'wat

**16. I Spy In the Sea to Sky – Flowering Times Calendar**

- a. Promote digital and printed calendar; distribute at events
- b. Continue to post I Spy riddles to social media
  - i. Invite participation by doing a monthly draw
  - ii. Seek donations from local businesses

**17. DigSmart**

- a. Work with Ministry of Forests Squamish, local governments and partners to distribute educational resources
- b. Encourage earthmoving companies and landscape supply companies to participate in Certification Program
- c. Perform outreach with construction companies about the importance of loading trucks properly to keep invasives and non-invasive plants separate

**18. Purchase / Print Outreach Resources**

- a. Plantwise / Grow Me Instead, Don't Let It Loose, Play Clean Go, Clean Drain Dry and Buy Local Burn Local/Don't Move Firewood printed resources
- b. SSISC, ISCBC and IMISWG Factsheets
- c. SSISC brochures & stickers
- d. Utilize QR codes for the distribution of digital resources

**19. Purchase Outreach / Display Equipment**

- a. Purchase a second booth set-up
- b. Purchase weed pull equipment (mattocks, children's size gloves)

**20. Maintain, manage and improve the Photo & Video Library**

**21. Resource Development**

- a. Guide to Identification & Management
  - i. Finalize, print, promote and distribute the updated Guide to Identification & Management
  - ii. Offer the printed Guide to Identification & Management for sale on the SSISC website
- b. SSISC Species factsheets
  - i. Continue to expand our set of species profiles and factsheets available on ssisc.ca
  - ii. Review and update datasheets (along with associated factsheets and species profile pages) that were created 3 or more years ago
- c. Species distribution maps
- d. Continue to build herbarium of invasive plants
- e. How-to videos and reels
- f. Colouring sheets
- g. Ssisc.ca/report stickers

**22. Program Communications**

- a. Review and implement Communications Plan for 2023
- b. Prepare and deliver targeted communications to partners (e.g. Britannia Beach Community Association memo)
- c. Write and publish blog posts (e.g. 'What have we been up to this month?' series)
- d. Continue to implement courtesy letter drop protocol and campaign

**23. Website**

- a. Continually update blog / news / events / resources sections
- b. Improve and add species profiles

**24. Social Media**

- a. Prepare, implement and evaluate a Social Media Strategy for 2023
- b. Maintain a tag, hashtag, and partner handle database
- c. Provide social media content to partners for them to post through their own accounts
- d. Consider pitching ideas to local podcasts
- e. Consider conducting interviews with staff, contractors and partners in the field - for content
- f. Improve content repurposing

**25. News Media**

- a. Prepare and share press releases, as relevant
- b. Respond to media requests
- c. Work with the Whistler Naturalists: offer to guest author a Naturespeak article
- d. Write Letters to the Editor of local newspapers (as relevant)

**26. Newsletter**

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

**27. Provide advice and information to private landholders and stakeholders**

### Funders (TBC):

- Whistler Community Foundation
  - Local Governments (Local Government Partnership Program Fees support Program Areas 1&2):
    - SLRD
    - RMOW
    - DOS
    - VOP
    - Lions Bay
  - Ministry of Forests
  - BC Gaming Grant
  - Ministry of Transportation and Infrastructure
  - Canada Summer Jobs
  - ECO Canada
  - Project Learning Tree Canada
  - Revenue from Training Programs
  - Revenue from fee-for-service Field Program (e.g. private landholders)
  - DFO Aquatic Invasive Species (TBD)
  - Other grants (TBD)
  - Donations
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## 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 mapping application (IAPP or InvasivesBC).
- v. Monitor sites for re-growth throughout the field season and re-treat as necessary.
- vi. Conduct a letter-drop campaign to notify landowners who have high priority species on their property.
- vii. Provide follow-up alerts to bylaw staff of partner local governments when inaction is observed.

- viii. Provide support to Ministry of Forests 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. lakes, gravel pits, First Nation reserves, SLRD maintained trails, independent power project sites, important ecological areas).
  - vi. Identify high priority inventory areas within SSISC's boundary (e.g. forest service roads, high-use trails).
  - vii. Monitor 2023 treatment sites for re-growth in late summer/fall and re-treat as necessary.
  - viii. Review and improve SSISC's Monitoring Protocol.
  - ix. Record all data using SSISC's internal GIS system and iPads, and upload data to the provincial mapping application (IAPP or InvasivesBC).
- 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, where possible.
  - iii. Promote the fee-for-service program, seek new clients when possible.
- d. Biocontrol:**
- i. Monitor for biocontrol agents at knapweed sites across the region (TBC).
  - ii. Record all data using SSISC's internal GIS system and iPads, and upload data to the provincial mapping application (IAPP or InvasivesBC).
- e. Soil Monitoring:**
- i. Monitor sites where knotweed infested soil has been deposited, and treat new growth where possible.
  - ii. 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.
  - iii. Communicate and collaborate with local and regional governments and the BC Invasive Species & Soils Working Group.
- f. Site Restoration:**
- i. Maintain a list of sites that are candidates for site restoration.
  - ii. Create a seeding protocol.
  - iii. Plant native plants and spread seed mixes at selected sites in the region to help suppress the re-emergence of invasive plants, post treatment.
  - iv. Collaborate with other local environmental organizations (e.g. Squamish River Watershed Society, AWARE) to carry out site restoration where possible.
- g. Applied Trials & Efficacy Database:**
- i. Continue to carry out applied trials for 'knock and spray' knotweed treatment method.

- ii. Work with academics on statistical analysis of efficacy database.
- iii. Report on successes and methods that are working well.

**h. Mapping:**

- i. Continue to improve SSISC's cloud-based digital field data collection system.
- ii. Source and analyze reference data layers for field program planning.
- iii. Create Site Boundary Polygons for all active invasive plant sites.
- 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 InvasivesBC.
- 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 or update containment line maps for selected species.

**2. Invasive Animals:**

**a. Mapping, Status and Strategy Development:**

- i. Review invasive animal distributions using best available data
- ii. Continue to develop and seek input on a presence/absence SSISC Invasive Animals Priority list.

**b. Invasive Mussels:**

- i. Communicate and collaborate with MOE, HCTF and other partners participating in the BC Mussel Defence program.
- ii. Collect water and plankton samples from one priority lake in the region (Alta Lake) and have them analyzed for invasive mussel veligers.
- iii. Communicate results to stakeholders.
- iv. Record all data, digitally, using SSISC's internal GIS system and InvasivesBC (once available).

**3. Coordination of the Field Program**

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

- i. Lease field trucks (likely 4).
- ii. Perform maintenance on backpacks and stem injection equipment to ensure they are in good working order
- iii. Maintain an inventory of field equipment and supplies.
- iv. Create an inspection schedule for field equipment assigned to staff.
- v. Purchase tools and supplies, as needed

**b. Coordination**

- i. Secure Licences & Permits
- ii. Schedule crews and contractor using Field Maps
- iii. Train new staff:
  - 1. Provide course materials and book exams for Pesticide Applicator Certificates.
    - a. Have crew members complete their Pesticide Applicator Exams within the first 3 weeks of their start date.

2. Get new staff to complete Assistant Applicator training in first week.
  3. Improve training for Lead Hands and Field Crew Members.
  4. Complete a mid-season training session to make sure all start-of-season training is solidified.
- iv. Improve and update staff training materials:
    1. Species Binders
    2. Herbarium
    3. How To Documents
  - v. Planning & Staff Communication
    1. Schedule monthly field team meetings
    2. Hold weekly tailgate meetings
  - vi. Time-tracking using Harvest
  - vii. Invoicing
- c. Communication with Field Program Partners & Landowners**
- i. Provide notifications to partners and landowners, as required.
  - ii. Update private lands permission forms and email templates.
  - iii. Develop detailed, informative memos for treatments on First Nations reserves (e.g. Wild Parsnip memo for Lil'wat Nation).
- d. Mapping & Reporting**
- i. Prepare maps and data summaries for funders.
  - ii. Complete written funder/partner reports.

**Funders (fee for service, grants and agreements) - TBC:**

- Ministry of Forests
- Ministry of Transportation and Infrastructure
- DOS (Env., Capital Projects, Operations, Real Estate)
- SLRD
- RMOW
- Village of Lions Bay
- Squamish Nation
- Lil'wat Nation
- Whistler Community Foundation
- Innergex
- BC Hydro
- BC Parks
- Fortis BC
- Coast Aggregates
- Atlantic Power
- Developers (e.g. Polygon Homes)
- HCTF
- Private landholders
- Wage Subsidies (TBC):

- Canada Summer Jobs
- ECO Canada
- Project Learning Tree Canada
- UNA Canada