

Location: Swan Lake Nature House

Action Items	Responsibility	Status
1. CRISP invitation/ encouragement for all CRD local governments ACTION: Contact Sidney regarding membership <ul style="list-style-type: none"> No response yet. Highlands also considering. 	Todd	Pending
2. CRISP Annual Regional Meeting a. ACTION: Transcribe Annual Regional Meeting (ARM) notes for distribution <ul style="list-style-type: none"> Cory took these for his admin. staff to type up and circulate (thank you!) b. ACTION: September meeting to begin ARM planning <ul style="list-style-type: none"> Include Herbarium workshop at next ARM (Ken and Erica) Next ARM decisions: <ul style="list-style-type: none"> Late February Venue options: Cedar Hill Golf Course, Royal Roads (catering has to be done through Habitat), UVic (good catering and last experience). Decided on UVic with increased signage and a map sent out prior. Subcommittee to be formed: Victoria ("new Fred"), Saanich (Carolyn) and Rachelle. ACTION: Todd to email out request for anyone else who wants to join the subcommittee. <ul style="list-style-type: none"> Agenda: Inter-ministry Invasive Species Working Group (IMISWG) Update (Crystal), Hartland & regional disposal, kitchen waste program, regional Knotweed program 2012, Restoration matrix (Rachelle) and Regional Dialogue session. [Note: forgotten at the meeting was the Herbarium workshop as noted above] Feedback from first ARM positive and wanted more time. This year's ARM 9am to 3pm, lunch and coffee provided. ACTION: Subcommittee to update booking/ planning progress at Nov. mtg.	Cory Carolyn Todd Subcommittee	Pending Completed Pending Pending
3. Public EDRR presentations ACTION: Todd leading a small working group to look at and adapt the Spotter's Network presentation for this region (June, Darren Copley	Todd	Pending

Action Items	Responsibility	Status
[Saanich] and Todd). Add to workplan.		
4. CRISP Species Listing		
a. ACTION: Fred (Todd) to update list based on member feedback	Todd	On-going
b. ACTION: Discuss toxicity at 6 month review in September (where to draw the line and levels of toxicity)	All	Pending
c. ACTION: Send in topics/ species updates in advance of 6 month review so members can prepare	All	Pending
d. ACTION: Todd to send out email to book Species List Review meeting	Todd	Pending
e. ACTION: Marilyn to draft a complete list for the region	Marilyn	Pending
5. Disposal planning with Hartland staff		
Address disposal issues related to current CRD functions, especially Hartland (disposal subcommittee: Marilyn, Cory, Todd, Carolyn and Deb) Marilyn update: CRISP recommendations re: revised Hartland bylaw sent to Chris Robins. Revised bylaw development still in process. He will let CRISP know when/if they need more information.	Marilyn	Ongoing
a. ACTION: [new wording] Todd to request criteria/information from WorkSafe on what they need to include additional plants.	Todd	Pending
b. ACTION: [new] Once WorkSafe information is compiled by Todd, CRISP will approach ISCBC to follow up with WorkSafe	Todd/Carolyn	Pending
c. ACTION: Request if members can attend Local Government Solid Waste Liaison Group ▪ Deb will contact next week to set up meeting [new action]	Deb Deb/Carolyn	Completed Pending
d. ACTION: Share safe handling procedures of 3 species (Hogweed, Daphne, Poison Hemlock)	All	Pending
e. ACTION: Prepare proposal to the Solid Waste Advisory Committee regarding revised Hartland bylaw. (Completed, sent to Chris Robins instead).	Marilyn	Completed
f. ACTION: Hold a sub-committee meeting to draft a disposal proposal	Marilyn	Completed
g. ACTION: Collect/share information about BC approaches for Knotweed disposal ▪ Continuing to collect information to circulate	Carolyn	Pending
h. ACTION: [new] Crystal to send Knotweed disposal report to Carolyn	Crystal	Pending
ij. ACTION: [new] Crystal to contact Linda Wilson to ask about Knotweed disposal	Crystal	Pending
I. ACTION: sub-committee to discuss what kind of expanded invasive species list to prepare and provide to the CRD	Marilyn	Pending

Action Items	Responsibility	Status
m. ACTION: [new] Follow up with Chris to give update on knotweed disposal bin results	Rachelle/ Carolyn	Pending
6. Waterways Inventory Inventory of Gorge Waterway/ Colquitz for Knotweed <ul style="list-style-type: none"> June agreed to take the lead on this [July mtg] ACTION: Todd to follow up with Fred re: Canoe Club. If no success, strike this but start an inventory of "to do" list.	June Todd	Pending Pending
7. 2012 Planning a. ACTION: Rachelle to provide a short presentation on the matrix at the ARM (instead of at a CRISP meeting) b. ACTION: Whole committee regional education strategy discussions c. ACTION: Education sub-committee on-hold until education strategy developed	Rachelle All Carolyn	Pending Ongoing On-hold
8. Regional Education/Outreach Strategy ACTION: Carolyn to send framework to all to consider towards a strategy outline <ul style="list-style-type: none"> Carolyn provided a presentation and requested feedback towards the strategy. This was a regional funding deliverable to develop a regional outreach framework or strategy. Discussion around what the strategy should look like. 	Carolyn	Pending
9. CRISP Provincial Funding & Workplan ACTION: Survey compost users/uses at Saanich & Colwood <ul style="list-style-type: none"> Cory (Saanich) will complete a report Gord (Colwood) took statistics on compost line for 4 hours/2 days. Both days knotweed coming in. Two sites treated after contact through municipal composting/disposal site due to contact with landowner, one site to be treated. Six landowners identified in total. Total disposal was ~10% invasive: ivy, buddleia, daphne, broom, blackberry. Gord to complete brief report. ACTION: [new] Gord and Cory to complete and share reports. ACTION: Rachelle to find out what needs to be submitted ACTION: (From June 1 st) Revised workplan to be submitted to CIPC and the province for action ACTION: January meeting to share next season's treatment plans	Rachelle/Carolyn Cory/Gord Rachelle Carolyn/ Rachelle All	Completed Completed Completed Pending
10. Early Detection Rapid Response ACTION: Yellow <i>Parentucellia</i> / <i>Parentucellia viscosa</i> ~ to species list mtg	June	remove
11. CIPC Updates ACTION: Forward priority sites that were treated last year ACTION: Share the south island treatment list	Rachelle Rachelle	Pending Pending

Agenda Item 4: New Business

New Business	Lead
1. Roundtable on the Environment <p>UPDATE: Carolyn, Rachelle and Todd attended a meeting with Nancy Wilkin and Eric Bonham regarding the activities of CRISP and the role of the CRD's Roundtable on the Environment.</p> <ul style="list-style-type: none"> ▪ Roundtable tasked with providing feedback on the regional sustainability strategy ▪ Eric and Nancy specifically tasked with feedback on invasive species, food security and green spaces: consulting with people in region. ▪ CRISP identified some key issues including: disposal; EDRR; regional coordination and consequences of invasive species <p>ACTION: Todd to request a draft from Eric for CRISP to review prior to final Submissions.</p>	Carolyn Todd
2. CRISP Provincial Funding & Workplan <p>[Very little of this new business discussed due to lack of time]</p> <p>UPDATE: Knotweed Pilot Project</p> <p>DISCUSSION: Knotweed Stem Injection Training</p> <p>DISCUSSION: Outreach materials content, format</p> <ul style="list-style-type: none"> ▪ Marilyn noted Himalayan Knotweed is not included in outreach alert, but is mapped within the CRD on E-Flora. <p>UPDATE AND DISCUSSION: Regional Education and Outreach Strategy Framework overview and presentation</p> <p>UPDATE: Funding Sources and Percentages</p>	Carolyn / Rachelle Carolyn Carolyn Carolyn Rachelle
3. CRISP Website <p>ACTION: Request for feedback from CRISP members (to Carolyn) on CRISP webpages by Monday, September 24th.</p>	Carolyn
4. Fall Planning <p>UPDATE: Annual Regional Meeting Planning [discussed in action items above]</p> <p>UPDATE: Species List Review (6 month) [Todd's action item above]</p>	Carolyn Todd
5. CIPC Updates <p>DISCUSSION: CIPC logo</p> <ul style="list-style-type: none"> ▪ New CIPC logo being developed. It was decided that CRISP could/should use this logo with "CRISP" spelled out beside or underneath. 	
6. IPCBC/ ISCBC Updates <p>[no time]</p>	Carolyn
7. Other	

New Business	Lead
<p>a. Ordering model invasive plants (sharing packages) re: email from Carolyn [no time]</p>	

Next Meeting: Wednesday, November 21st @ Mill Hill/ CRD Regional Parks Headquarters

CRISP: Capital Region Invasive Species Partnership

Meeting Minutes: November 21, 2012

Time: 9:00 to 12 noon

Location: Mill Hill CRD Regional Headquarters

Agenda Item 1: Introductions

Present: Jennifer Eliason (Island Trust Fund), Marilyn Fuchs (CRD), Rachelle McElroy (CIPC), Cory Manton (Saanich Parks), June Pretzer (Swan Lake), Carolyn Richman (Saanich ES)

Regrets sent: Gord Beauvillier (Colwood), Deb Becelaere (View Royal), Adriane Pollard (Saanich), Todd Stewardson, Crystal Wheeler (MOT).

Chair: Marilyn Fuchs

Minutes: Carolyn Richman

Agenda Item 2: Agenda

Agenda Item 3: Previous Minutes

ACTION: All to review September minutes (just sent out) by December 5th. To be finalized after that.

ACTION: Email of minutes for all to include request to check for your name on action items

Summary of Current Action items

Action Items	Responsibility	Status
1. CRISP invitation/ encouragement for all CRD local governments <ul style="list-style-type: none">Highlands the only outstanding local government, hopefully the Annual Regional Meeting (ARM) invitation will be helpful		
2. CRISP Annual Regional Meeting <p>ACTION: 2012 ARM notes to be organized for distribution</p> <ul style="list-style-type: none">ACTION item to ARM Sub-committee: 2013 ARM notes<ol style="list-style-type: none">find a volunteer to transcribe quickly (2-3 week turn around),form notes into a summary to provide as a wrap up to participantsForward the notes to the next CRISP meeting for response <p>ACTION: Todd email out request for anyone else who wants to join the subcommittee. Current: Victoria, Saanich (Carolyn) & Rachelle</p> <p>ACTION: Subcommittee to update progress at Nov. mtg.</p> <ul style="list-style-type: none">ARM booked for Wednesday, Feb. 20, 2013, 9am to 3pm @ UVic in same location (Human & Social Development Bldg, A240 theatre & nearby rooms).Reviewed agenda drafted at last meeting. Agreed that the disposal agenda items listed in the September minutes should be placed into one disposal session.Discussed the catering options; everyone happy with the same as last year. ACTION: Funding call to all via email (Carolyn). Some offers mentioned during the meeting.Discussed the invitation list, which Carolyn recorded and will send out draft in a spreadsheet for assistance. Generally agreed: reps from major land managers in the region, may have some room for reps from key stewardship groups. Fill initial spaces first and find out what space remains. ACTION: Carolyn to find out space from Val and organize invite list to share with all. ACTION: ARM invitation to go out by early January.Two new volunteers for the ARM subcommittee: Todd and June.	<p>Carolyn</p> <p>Todd</p> <p>Subcommittee</p>	<p>Pending</p> <p>Pending</p> <p>Completed</p>

3. Public EDRR presentations ACTION: Todd leading a small working group to look at and adapt the Spotter's Network presentation for this region (June, Darren Copley [Saanich] and Todd). Deliverable for regional workplan. <ul style="list-style-type: none"> ACTION: June to call Todd to discuss and work something out by Christmas. 	Todd	Pending
4. CRISP Species Listing a. ACTION: Todd (new Fred) to update list based on member feedback b. ACTION: Discuss toxicity at 6 month review in September (where to draw the line and levels of toxicity) c. ACTION: Send in topics/ species updates in advance of 6 month review so members can prepare d. ACTION: Todd to book Species Review meeting e. ACTION: Marilyn to draft a complete list for the region	Todd All All Todd Marilyn	On-going Pending Pending Overdue Pending
5. Disposal planning with Hartland staff Address disposal issues related to current CRD functions, especially Hartland (disposal subcommittee: Marilyn, Cory, Todd, Carolyn and Deb) a. ACTION: Todd to request criteria/information from WorkSafe on what they need to include additional plants. b. ACTION: Once WorkSafe information is compiled by Todd, CRISP will approach ISCBC to follow up with WorkSafe c. ACTION: Deb will contact solid waste group to set up meeting d. ACTION: Share safe handling procedures of 3 species (Hogweed, Daphne, Poison Hemlock) e. ACTION: Collect/share information about BC approaches for Knotweed disposal f. ACTION: Crystal to send Knotweed disposal report to Carolyn g. ACTION: Crystal to contact Linda Wilson to ask about Knotweed disposal <ul style="list-style-type: none"> Carolyn reported her contact with Linda: she is not available. h. ACTION: Add suggestion to include invasives in TOR for bio-solids energy centre into draft proposal i. ACTION: sub-committee to discuss what kind of expanded invasive plant list to prepare and provide to the CRD (Future) j. ACTION: Follow up with Chris to give update on CRISP <ul style="list-style-type: none"> ACTION: send CRD a 1pg report on Knotweed disposal 2012 	Marilyn Todd Todd/Carolyn Deb/Carolyn All Carolyn Crystal Crystal Marilyn Marilyn Rachelle/Carolyn Rachelle/Carolyn	Ongoing Pending Pending Pending Completed Pending Pending Completed Completed Pending Completed Pending

<p>6. Waterways Inventory</p> <p>Inventory of Gorge Waterway/ Colquitz for Knotweed</p> <ul style="list-style-type: none"> ▪ Saanich staff from Parks & Environmental Services completed a full survey in October by canoe with the club. No Knotweed found. <p>ACTION: Need a new lead on this</p> <p>ACTION: Re-contact Victoria Canoe Club (Don Monroe) about taking on knotweed survey instead.</p>	[update]	Completed (all)
<p>7. 2012 Planning</p> <p>a. ACTION: Rachelle to provide a short presentation on the matrix at the ARM (instead of at a CRISP meeting)</p>	Rachelle	MOVE TO ARM
<p>8. Regional Education/Outreach Strategy</p> <p>a. ACTION: Carolyn to send to all to consider towards a strategy outline</p> <ul style="list-style-type: none"> ▪ Carolyn and Rachelle to meet; survey monkey to be used for feedback; draft framework to be sent by email following. ▪ Add session on Regional Education/Outreach Strategy to the ARM agenda [Action item 2] <p>b. ACTION: Whole committee regional education strategy discussions [moved from 7.]</p> <p>c. ACTION: Education sub-committee on-hold until education strategy developed [moved from 7.]</p>	Carolyn All Carolyn	Pending Ongoing On-hold
<p>New ACTION: Add to the January CRISP agenda further conversation about a regional (CRISP) strategy to be an addition to CISC's existing regional strategy. Discussed:</p> <ul style="list-style-type: none"> ▪ Could include: our regional plant list, our unique partners/stakeholders, goals/priorities, etc... 		
<p>9. CRISP Provincial Funding & Workplan</p> <p>a. ACTION: Gord to complete and share brief report on transfer station statistics (invasives).</p> <ul style="list-style-type: none"> ▪ Question raised: volunteers able to survey transfer stations? ▪ ACTION: add to regional program planning for 2013 – discussion about signage and education start/pilot for transfer stations. <p>b. ACTION: share next season's treatment plans via email by March.</p> <ul style="list-style-type: none"> ▪ Rachelle sending out treatment list for CISC ▪ Carolyn to update the Regional Contacts/Services with revised column for "Other Species Response Services" so we/CISC know internally which species different jurisdictions are treating. <p>c. ACTION: Request for feedback from CRISP members (to Carolyn) on CRISP webpages by Monday, September 24th. (Action item repeated in November and also completed.)</p> <ul style="list-style-type: none"> ▪ Members list on website with contacts, in pdf. Carolyn will draft and distribute for approval. Agency weblinks also included here as requested (may be general or invasive related). 	Rachelle/Carolyn Gord All Rachelle/Carolyn All/Carolyn	 Pending Pending Pending Completed

10. CIPC Updates ACTION: Forward priority sites that were treated last year ACTION: Share the south island treatment list	Rachelle Rachelle	Completed Completed
11. CRD Roundtable on the Environment CRISP feedback regarding review of invasive species section of Regional Sustainability Strategy by Eric Bonham and Nancy Wilkin a. ACTION: Todd to request a draft from Eric for CRISP to review prior to final submissions.	Todd/Carolyn Todd	 Pending

Agenda Item 4: New Business

New Business	Lead
1. CRISP Regional Program (based on pilot) <ul style="list-style-type: none"> ▪ Discussion: the pilot (status and wrap up) <ul style="list-style-type: none"> ○ Rachelle in process of doing the wrap up: data, benefits, who was involved, outcomes... ○ Few results so far: (Rachelle listed who was involved in response). Her time period focus is Sept 17th on when she hired Sandy to deal with contacts, treatment schedules, etc... ○ Now baseline in IAPP of Knotweed distribution in the CRD: better management. ○ Contacts and services for the region; it enabled some members to lobby for increased budget. ○ Discussed how to capture "gaps" ○ Rachelle to get feedback and information from members via survey monkey ○ Number of knotweed sites treated by the regional program this year (no data by area yet): 40% Saanich, 26% Victoria, 18% Oak Bay, 5% Colwood, 5% Sooke, 3% North Saanich, 3% Sidney. ○ \$5,000 spent in on-the-ground treatment; so far \$13,000 spent out of \$15,400 and remainder ear-marked. ○ Rachelle: surprising the time it took coordinating. ▪ Leverage needed for reporting <ul style="list-style-type: none"> ○ Rachelle to work on this with members via survey money; anything put towards Knotweed: \$, staff, resources? ACTION: Rachelle to gather leverage information from CRISP members ○ Rachelle to find out about other key information that would be important and used re: other invasive \$/resources for leverage. ▪ Discussion: directions for regional program for the future <ul style="list-style-type: none"> ○ ACTION: next season regional Knotweed training session. Discussed possibility of developing a certification program for contractors (Sea to Sky has this). ○ ACTION: book a meeting for early February focused on developing the regional program and 2013 planning. *Current advisory subcommittee. ▪ Action? Retailers selling key invasives in the CRD (nursery, floral...) *FORWARD to Jan agenda ▪ Action? Outreach and resources to disposal stations (such as McNutts, interested in receiving information) *FORWARD to Jan agenda 	Rachelle Carolyn
2. CRISP Website Present final feedback and decisions <ul style="list-style-type: none"> ▪ Discussed under 9c 	Carolyn
3. Knotweed Treatment in the CRD	

New Business	Lead
<ul style="list-style-type: none"> ▪ Discussion: draft BMP for CRISP <ul style="list-style-type: none"> ○ Briefly discussed. ACTION: Carolyn to email draft to all for review. ▪ Engaging with other professionals in the CRD (ex. Ad from private company) <ul style="list-style-type: none"> ○ ACTION: Invite private companies/contractors to next year's Knotweed training to engage everyone in following standard BMPs. ○ Consider developing certification process for companies/contractors. ▪ Planning for 2013 *FORWARD to Jan agenda 	Carolyn
4. Fire Ants Update <ul style="list-style-type: none"> ▪ Note: workshop Nov. 26th (below) ▪ CRD procedures for identification & current outbreak areas (Victoria, Oak Bay) ▪ New BC outreach-handout (sent out to all) 	
5. CISC Updates Rachelle (ED) <ul style="list-style-type: none"> ▪ Update on name-change (unfolding right now) ▪ CRD leadership with Seedy Saturday <ul style="list-style-type: none"> ○ Rachelle meeting with coordinator for an invasive-free event ▪ Spartina <ul style="list-style-type: none"> ○ \$20,000 from province to Ducks Unlimited to CISC. Comox, Courtenay, Denman Island focus. ○ Shade trials on Spartina patens with geotextile fabric and stakes Carolyn (Board) <ul style="list-style-type: none"> ▪ Update from Board Meeting <ul style="list-style-type: none"> ○ Rachelle now Executive Director ○ Presentations from contractors throughout the region: great to hear their successes and challenges. 	
6. ISCBC Updates <ul style="list-style-type: none"> ▪ Fire Ant workshop/Planning in Richmond November 26th (ISCBC) ▪ Annual Forum & related workshops & meetings in Richmond at the Delta. Main Forum: January 22nd & 23rd. * Monday, January 21st (evening) Province-wide local government meeting to be announced. Thursday, January 24th full day workshop on aquatic invasives. 	Carolyn
7. Other	

Next Meeting: January (date may need to be adjusted due to ISCBC Forum in January)