

## CRISP: Capital Region Invasive Species Partnership

Minutes: February 5, 2013

Time: 1:00 – 3:00 pm

Location: City of Victoria Parks Yard

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### (A) Introductions

Present: Chris Hyde-Lay (Oak Bay), Rachelle McElroy (CIPC), Cory Manton (Saanich Parks), Thomas Munson (Victoria), Deb Becelaere (View Royal), Maureen Scott, (NRC/CFS), Noah Alexander (Esquimalt)

Regrets: Marilyn Fuchs (CRD), June Pretzer (Swan Lake), Carolyn Richman (Saanich ES), Yari Nielsen (Langford), Adriane Pollard (Saanich ES)

Chair: Todd Stewardson (Victoria)

Minutes: Todd Stewardson (Victoria)

### (B) Agenda

Additional Items: Action Item #2 – Species Listing and proposed alternate process

Action Item #3 – Combine with Action Item #1

### (C) Adoption of Previous Minutes

November 2012 – Adopted (motion by Rachelle McElroy)

September 2012 – Adopted (motion by Chris Hyde-Lay)

### Summary of Current Action items

Action Items	Responsibility	Status
<b>1. CRISP Annual Regional Meeting</b>		
<b>ACTION:</b> (a) Todd to email out request for anyone else who wants to join the subcommittee. Current: Victoria, Saanich (Carolyn) and Rachelle.	Todd	Completed by Carolyn
<b>ACTION:</b> (b) Subcommittee to update progress.  <b>Update as follows:</b> <ul style="list-style-type: none"><li>- Subcommittee met about 2 weeks prior</li><li>- 23 individuals registered</li><li>- Deadline of February 8, 2013, so more registration may occur</li></ul>	Subcommittee	Completed
<b>ACTION:</b> (c) Deb to forward First Nations contacts to Carolyn for extension of invitation <ul style="list-style-type: none"><li>- Four (4) Facilitators arranged – Cory, Thomas, Rachelle and Carolyn)</li><li>- Notetakers to be review and determine where/if required</li><li>- Disposal Panel being arranged</li></ul>	Deb	Pending
<b>ACTION:</b> (d) Deb to ask CRD about potential involvement as a member of Disposal Panel <ul style="list-style-type: none"><li>- Volunteers still needed for:<ul style="list-style-type: none"><li>o Notetaking (number TBD)</li></ul></li></ul>	Deb	Pending

Action Items	Responsibility	Status
<ul style="list-style-type: none"> <li>○ Photos (1)</li> <li>○ Registration (2 – Cory and...)</li> </ul> <p><b>ACTION:</b> (e) 2012 ARM notes to be organized for distribution – Motion was made to remove this item as lacking relevance at this point; Motion was supported</p> <p><b>ACTION:</b> (g) Funding call to all via email</p> <p><b>ACTION:</b> (h) Invite List Distribution</p> <p><b>ACTION:</b> (i) ARM invitation to go out by early January</p>	<p>ARM Subcommittee</p> <p>Carolyn</p> <p>Carolyn</p> <p>Subcommittee</p>	<p>Remove</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
<b>2. CRISP Species Listing</b>		
<p><b>Proposal:</b> Due to lack of interest from a broader group on a specific meeting regarding the Species Listing, a revised process was brought forward to include:</p> <ul style="list-style-type: none"> <li>○ Thomas Munson to act as the monitor of the Species Listing</li> <li>○ Thomas to email CRISP members in first quarter of 2013 requesting any updates/changes to the Species List</li> <li>○ Thomas to follow-up with information provided by members and discuss proposed changes</li> <li>○ If a broader discuss is required, Thomas to invite interested members (those responding with updates/changes to the Species List) to a sub-committee meeting</li> <li>○ Thomas to circulate proposed revisions in Species List and present revised Species List at CRISP meeting in the third or fourth quarter of 2013 for discussion and adoption</li> </ul> <p>The above process was put forward as a motion and approved by the attendees; associated action items covered by the motion to be marked as Remove.</p> <p><b>ACTION:</b> (a) Thomas to update list based on member feedback, call sub-committee meeting of interested members (if required), bring forward revised list for approval in third or fourth quarter of 2013</p> <p><b>ACTION:</b> (b) Discuss toxicity at 6 month review in September (where to draw the line and levels of toxicity)</p> <p><b>ACTION:</b> (c) Send in topics/ species updates in advance of 6 month review so members can prepare</p> <p><b>ACTION:</b> (d) Todd to send out email to book Species Review meeting</p> <p><b>ACTION:</b> (e) Marilyn to draft a complete list for the region</p>	<p>Thomas</p> <p>All</p> <p>All</p> <p>Todd</p> <p>Marilyn</p>	<p>On-going</p> <p>Remove</p> <p>Remove</p> <p>Remove</p> <p>Pending</p>
<b>3. Disposal Planning</b>		

Action Items	Responsibility	Status
<p>Address disposal issues related to current CRD functions, especially Hartland (disposal subcommittee: Marilyn, Cory, Todd, Carolyn and Deb)</p> <p><b>ACTION:</b> (a) Todd to request criteria/information from WorkSafe on what they need to include additional plants.</p> <p><b>ACTION:</b> (b) Once WorkSafe information is compiled by Todd, CRISP will approach ISCBC to follow up with WorkSafe</p> <p><b>ACTION:</b> (c) Contact regional solid waste group for meeting</p> <p><b>ACTION:</b> (d) Collect/share information about BC approaches for Knotweed disposal</p> <p><b>ACTION:</b> (e) Sub-committee to discuss what kind of list to prepare and provide to the CRD</p> <p><b>ACTION:</b> (f) Send CRD a 1pg report on Knotweed disposal for 2012</p>	<p>Marilyn</p> <p>Todd</p> <p>Todd/Carolyn</p> <p>Deb/Carolyn</p> <p>Carolyn</p> <p>Marilyn</p> <p>Rachelle/Carolyn</p>	<p>Ongoing</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Completed</p> <p>Pending</p> <p>Pending</p>
<p><b>5. Waterways Inventory</b></p> <p><b>ACTION:</b> (a) New lead required</p> <p>Motion to remove this Action Item, citing the CRISP member from the responsible governing body bordering the waterway to be the point of contact for inventory items/issues.</p>	<p>Any?</p>	<p>Remove</p>
<p><b>6. Regional Education/Outreach Strategy</b></p> <p><b>ACTION:</b> (a) Carolyn to send to all to consider towards a strategy outline:</p> <ul style="list-style-type: none"> <li>▪ Carolyn and Rachelle to meet; survey monkey to be used for feedback; draft framework to be sent by email following.</li> <li>▪ Add session on Regional Education/Outreach Strategy to the ARM agenda [Action item 2]</li> </ul> <p><b>ACTION:</b> (b) Whole committee regional education strategy discussions</p> <p><b>ACTION:</b> (c) Education sub-committee on-hold until education strategy developed</p>	<p>Carolyn</p> <p>All</p> <p>Carolyn</p>	<p>Pending</p> <p>Remove - discussed as part of New Business</p> <p>On-hold</p>
<p><b>7. CRISP Provincial Funding &amp; Workplan</b></p> <p><b>ACTION:</b> (a) Gord to complete and share brief report on transfer station statistics (invasives)</p> <ul style="list-style-type: none"> <li>▪ Question raised: volunteers able to survey transfer stations?</li> </ul>	<p>Rachelle/Carolyn</p> <p>Gord</p>	<p>Pending</p>

Action Items	Responsibility	Status
<b>ACTION:</b> (b) Add to regional program planning for 2013 – discussion about signage and education start/pilot for transfer stations.	Rachelle/Carolyn	Pending
<b>ACTION:</b> (c) Share next season’s treatment plans via email by March. <ul style="list-style-type: none"> <li>▪ Rachelle sending out treatment list for CISC</li> <li>▪ 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.</li> </ul>	All/Carolyn	Pending
<b>ACTION:</b> (d) Gather leverage information from CRISP members	Rachelle	Pending
<b>ACTION:</b> (e) Next season (2013) regional Knotweed training session	Carolyn	Pending
<b>ACTION:</b> (f) Book a meeting for early February focused on developing the regional program and 2013 planning (current advisory subcommittee)	Carolyn	Pending
<b>ACTION:</b> (g) Email draft BMP – Knotweed to all for review	Carolyn	Pending
<b>ACTION:</b> (h) Invite private companies/contractors to next year’s Knotweed training to engage everyone in following standard BMPs.	TBD	Pending
<b>8. CRD Roundtable on the Environment</b>	Todd/Carolyn	
<b>ACTION:</b> (a) Todd to request a draft from Eric for CRISP to review prior to final submissions.	Todd	Pending

**(D) New Business**

New Business	Lead
<b>1. CRISP Regional Program (based on pilot – Knotweed)</b>	Carolyn
i. Review sheet to guide the review of the 2 resources	
ii. EDRR Field Sheets - rough draft	
iii. EDRR Draft ID bullets	
iv. Alert draft	
<b>ACTION:</b> (a) Todd/Carolyn to ensure that all CRISP members are aware of the need to provide input by February 12, 2013	Todd/Carolyn
<b>2. Regional Education/Outreach Strategy</b>	Todd/Carolyn
i. Meeting Options/Focus	
<b>ACTION:</b> (a) Todd and Carolyn to review feedback gathered from ARM and	Todd/Carolyn

New Business	Lead
<p>develop a separate meeting in March or April for CRISP members to focus on developing a formal Education/Outreach Strategy</p> <p>ii. Seedy Saturday (Saturday, February 16 from 10:00 am – 4:00 pm @ Victoria Conference Centre)</p> <p><b>ACTION:</b> (b) Rachelle to provide key messages and associated data to CRISP volunteer attendees</p>	Rachelle
<p><b>3. CISC Updates</b></p> <p>i. Executive Director</p> <ul style="list-style-type: none"> <li>o Development of a North Island Invasive Species Partnership (NIISP) pending; offer of interested CRISP members to attend a collaborative discussion on ToR, benefits, structure, capacity with potential NIISP members at a mid-island location</li> </ul> <p>ii. Board</p>	Rachelle     Carolyn
<p><b>4. ISCBC Updates</b></p> <p>i. Updates/information from the ISCBC Forum</p> <ul style="list-style-type: none"> <li>o Some opportunity to focus on the fauna aspect of invasive species with presentations on Fire Ants and Snakehead</li> <li>o Opportunity to hear about other bylaws and potential sharing of information, structure of bylaws for protection</li> <li>o Changes to IAPP pending with version 1.7</li> </ul>	Any/All

**Next Meeting:** Wednesday, April 17 at 9:00 am – location TBD



# CRISP: Capital Region Invasive Species Partnership | Meeting Minutes

April 17, 2013 | 9:30 – 11:30 am | City of Victoria Parks Boardroom

**Chair:** Todd Stewardson  
**Minutes:** Carolyn Richman

**Regrets:** Deb Becelaere (View Royal)  
 Chris Hyde-Lay (Oak Bay), Crystal Wheeler  
 (MOT – now on Maternity Leave)

**Present:** Gord Beauvillier (Colwood),  
 Marilyn Fuchs (CRD Regional Parks),  
 Rachelle McElroy (Coastal ISC), Cory  
 Manton (Saanich), Thomas Munson  
 (Victoria), Adriane Pollard (Saanich),  
 Carolyn Richman (Saanich), Todd  
 Stewardson (Victoria)

**Previous Minutes:** to be reviewed via email

**Agenda** [revised during meeting]

## 1. CRISP Chair & Resources

- a. CRISP Chair: Discussion regarding Todd’s handover back to Carolyn.
  - Carolyn recommended CRISP members go through a Chair nomination and voting process, which was agreed. Carolyn asked to start the process agreed on previously via email.
  - Discussion about resources (below) and the Chair role not expanding to a Coordinator role as it has become previously.
- b. CRISP Resources: Discussion regarding initiatives and coordination
  - Need for funding/resources for coordination, basic work of CRISP. Discussed the need to fund a part-time Coordinator, which could be “housed” under Coastal ISC. Todd to draft a list of activities for possible Coordinator. Marilyn will see if she can get hold of job descriptions for Bowker Creek and PURE coordinators to serve as possible models.
  - Letter to CRISP members regarding resourcing request, outcomes for contributions

Action Item	Lead	Timing
Chair nomination and voting process	Carolyn	asap
Send job descriptions for Bowker Creek and PURE coordinators to Todd	Marilyn	
Draft letter to CRISP members for funding	Todd	
Draft CRISP Coordinator list of activities	Todd	

## 2. Reorganization of CRISP Agendas/ Minutes

- Discussion results: simplify CRISP agendas and minutes with a focus on prioritizing top agenda items first with ongoing action items following. Reviewed current action items for “parking list” or clearing. Also the need to streamline meeting discussions
- Todd proposed subcommittees for action items with meetings providing updates for the subcommittees rather than following all individual actions. The idea of organizing

the core work into subcommittees was discussed, but no decision made. Todd to circulate a proposed Operational Model.

Action Item	Lead	Timing
Revision of Agendas and Minutes	Carolyn	asap
Draft operational model	Todd	May mtg

### 3. CRISP Annual Regional Meeting (ARM)

- Cory reported that meeting minutes are coming. Feedback summary was provided electronically. Carolyn needs to send out the summary and new outreach/management tools to participants as soon as everything is ready.
- First Nations formal invite to CRISP discussed. Decision to park this action item until we have someone who can lead a process to engage First Nations.

Action Item	Lead	Timing
ARM Minutes	Cory	asap
Summary and Update to ARM Participants	Carolyn	pending

### 4. Species List

- Discussion regarding the process for updating and review. Reviewed decision from last meeting: Thomas as keeper of the list, process by request, change and circulate. Discussed briefly recommendations made by Saanich. Result: updates will be made immediately to the list that are housekeeping details (don't need discussion). Saanich to reformat their review/recommendations and resubmit based on the discussions.
- Fall meeting: review of the species list and potential inclusion of additional expertise.
- Marilyn has complete list for the region in development, which she continues to work on.

Action Item	Lead	Timing
Saanich to resubmit review/recommendations	Carolyn	May
Fall meeting review of list w/ potential additional expertise	Thomas	September

### 5. Disposal Planning

- Discussed CRD announced proposed changes to the Hartland bylaw. Todd drafting a CRISP letter regarding the new/proposed Hartland Bylaw and checking on submission deadline for comments, as it may have already passed. CRISP believes the changes are good steps in the right direction.
- Carolyn noted collection of policies/protocols for disposal in jurisdictions around BC now given to ISCBC for expansion & completion, lead: Stephanie Woods.

Action Item	Lead	Timing
Hartland Bylaw: comment deadline review & draft letter	Todd	asap

## 6. Regional Education/Outreach Strategy

- Summary or Framework to be circulated from the April 3<sup>rd</sup> session

Action Item	Lead	Timing
Summary/Framework towards Education/Outreach Strategy to be circulated	Carolyn/Todd	asap

## 6. CRISP Provincial Funding & Workplan

- Meeting ended before this topic could be reviewed
- Regional bin was agreed by all – to find a way to continue this. Colwood and Saanich are still OK to host bins for the region. Further discussion needed pending review of funding.

**May Meeting** to be booked (get back to regular CRISP schedule: May/July/Sept/Nov)

- Priorities: Review of 2012 pilot and plan for 2013 & Education/Outreach Strategy

## Ongoing Action Items

[revised as discussed]

Action Item	Lead	Status
<b>1. ARM</b>		
a) Completion of ARM Minutes & Feedback (for distribution)	Carolyn & Cory	Pending
b) Review ARM results for action items & 2014 planning	Chair	Pending
<b>2. Species listing</b>		
a) Update current list with housekeeping items	Thomas	Pending
b) Prepare revision requests & September review meeting	Thomas	Pending
c) Complete invasive list for the region	Marilyn	Pending
<b>3. Disposal planning</b>		
a) WorkSafeBC request re: criteria for additional alert plants & ISCBC request to follow-up	Todd	Pending
b) Meeting with Regional Solid Waste group	Deb/Carolyn	Pending
c) Subcommittee to discuss what kind of list to prepare and provide to the CRD	Marilyn	Pending
d) Send CRD 1pg report on Knotweed disposal for 2012	Rachelle/Carolyn	Pending
<b>4. Provincial Funding/ Pilot</b>		
a) Complete and share brief report on transfer station stats	Gord	Pending
b) Meeting to review 2012 pilot & develop for 2013	Chair	(May)
c) 2013 Knotweed training session (& invite private companies/contractors to engage in BMPs)	TBD	