



CRISP: Capital Region Invasive Species Partnership | Meeting Minutes

May 15, 2013 | 9:30 – 11:00 am | City of Victoria Parks Boardroom

Chair:	Carolyn Richman	Present: Rachelle McElroy (Coastal ISC), Chris Paul (Oak Bay), Carolyn Richman (Saanich), Shane McRae (Esquimalt), Noah Alexander (Esquimalt), Adriane Pollard (Saanich), Marilyn Fuchs (CRD), Gord Beauvillier (Colwood), Thomas Munson (Victoria)
Minutes:	Marilyn Fuchs	
Regrets:	Cory Manton (Saanich), Yari Nielsen (Langford), Todd Stewardson (Victoria)	

Previous Minutes:

- April minutes approved with corrections.
- February minutes: Corrected minutes not yet circulated. Approved by members for Marilyn to send minutes with her corrections to CRD Environmental Services committee.

New Action Item	Lead	Timing
Circulate corrected April minutes	Carolyn	
Accept corrections to February minutes and send to CRD Environmental Services Committee.	Marilyn	

1. CRISP Chair and Resources

- Three people were nominated to be Chair, two of them declined to stand. Carolyn selected by acclamation.
- CRISP members reaffirmed that CRISP needs a Coordinator, given how busy everyone is and the fact that the Chair cannot continue to take on Coordinator tasks.
- The Coordinator can be housed at the Coastal Invasive Species Committee (Coastal ISC).
- Todd is researching what the position might look like.
- Members agree that the Coordinator should be hired as a contractor, rather than a staff position: no payroll, less supervision, more flexibility. Coastal ISC also supports this approach.
- Funding TBD; perhaps by grants and/or pooling member resources. Some member agencies may be able to contribute money; others may be more able to contribute time.

2. Review of 2012/2013 CRISP pilot Regional Program

- \$15,400 received from BC MFLNRO
- Funds came unexpectedly, so CRISP needed to quickly define our program
- We developed a regional approach to managing priority invasive species, using knotweed as a pilot
- Accomplishments:

- Jurisdictional involvement
 - Every jurisdiction except one provided a contact person for invasive species management
 - Almost every jurisdiction committed to some kind of contribution to invasive species management (inventory, reporting, verification, treatment, pay for treatment, pick up cut knotweed, etc.)
- Knotweed treatments
 - Treated at a minimum of one location in every jurisdiction where it was reported
 - Reports vs. treatments: Rachelle and Carolyn will look up the information and report to CRISP
 - Bins were successful
 - Publications: format/templates developed, used for knotweed, can now be used for other species.
 - Knotweed BMPs
 - Knotweed Alert Sheet
 - EDRR Field Sheets
- Outreach and Education
 - CRISP web presence developed
 - Knotweed Alert sheet developed
 - Regional Eradicate field sheets developed
 - Regional Knotweed BMPs developed
 - Within the above documents: CRISP public image developed
 - Outline of Outreach and Education Strategy plus a workshop held

New Action Item	Lead	Timing
Add dates to CRISP publications (BMPs, alert sheets, EDRR field sheets)	Carolyn	
Distill report sent to the province and distribute to CRISP members	Rachelle and Carolyn	

3. Plan for 2013 Regional Program

- There will be funds for CRISP work in the FLNRO grant to Coastal ISC again this year. Unclear at this point how much, but at least \$10,000. Rachelle to confirm the funding amount.
- Recommendations from members for this year's project:
 - Direction of last year's program was good.
 - Bins are great. Last year, knotweed almost filled the 40-yard bin at Colwood.
 - Recommended species include: Continuing with knotweed, plus discussed adding additional species including knapweeds, Scotch thistle, blessed milk thistle, lesser celandine. However, early season species might be problematic due to funding cycles and challenges getting program up and running.
 - Add alert sheets for new species
 - Improve and update CRISP webspace

- Regional Program Advisory Committee will put together a proposal for this year's program.

New Action Item	Lead	Timing
Consider joining Regional Program advisory committee; let Carolyn know	Everyone	ASAP
Confirm how much money available for Regional Program	Rachelle	ASAP
Confirm with Cory that Saanich can host a bin	Carolyn	
Regional Program Advisory Committee to draft a proposal for this year's program	Carolyn	ASAP

4. Outreach and Education Strategy

- Judith Cullington (workshop facilitator) submitted workshop results. Carolyn and Todd need to process and circulate the information along with the initial draft strategy work.

5. Species List

- Updated list should be posted on the website

New Action Item	Lead	Timing
Post updated species list on the CRISP website	Rachelle	

6. Regional Disposal: Hartland update

- New bylaw has been approved.
- It would still be good to send a letter commending the revisions pertaining to invasive species (Todd's action item)

7. Coastal ISC update

- AGM and Forum June 13 in Nanaimo. This will include a session on CRISP as an example of a regional partnership.
- There will be a pesticide applicators course at the end of June – exact date TBD. Anyone interested should contact Rachelle.
- Contractors have been hired for the season. Iverson Forest Management will cover the South Island. They will do inventory and treatment on lands owned/manged by the funding agencies, including MOTI, BC Hydro, MOF, Fortis, Pacheedaht; plus CRISP sites and some other priority ad hoc locations.
- Alison Millham has been hired back; working out of Courtenay.
- The local office of the Coastal ISC will be moving out of Rachelle's home and into the Swan Lake Operations building.

8. Invasive Plant Council of BC (ISCBC) update

- PlantWise programme will be rolled out next year. This is a pilot program addressing the nursery trade. It will include a certification program for the horticultural industry and a gardener awareness/outreach program.
- Fraser Valley, Metro Van, and Sea to Sky Regional Districts received money from the Real Estate Foundation for a program promoting the reporting of knotweed on properties/flagging this for potential buyers.
- ISCBC also received funding from the Real Estate Foundation to work with local governments throughout BC regarding invasive species bylaws and policies. It will likely include workshops throughout BC and have some connection with Real Estate agents.

9. Miscellaneous

- CRISP knotweed treatment training was requested last year for this season. Discussed interest/needs from jurisdictions present. This is currently flagged as an action item and Carolyn will send out an email on this possible training.

Locations of next CRISP meetings:

- July: Colwood
- September: Esquimalt
- November: Mill Hill

New Action Item	Lead	Timing
Send out email re: knotweed treatment training	Carolyn	

Previous Action Items

Action Item	Lead	Status
1. Annual Regional Meeting (ARM) a) Completion of ARM Minutes & Feedback b) Summary & Update to ARM Participants c) Review ARM results for action items & 2014 planning	Cory Carolyn Carolyn Carolyn	Rough: Completed Clean up: Pending Pending Pending
2. Species List a) Update current list with housekeeping items b) Saanich to resubmit review/ recommendations to Thomas c) September review meeting (solicit requests, invite botanists) d) Complete invasive list for the region	Thomas Carolyn Thomas Marilyn	Pending Pending Pending Pending
3. Disposal Planning a) WorkSafe BC request re: criteria for additional alert plants & ISCBC request to follow-up	Todd	Pending

b) Meeting with Local Government Solid Waste Liaison Group	Deb/Carolyn	Pending
c) Subcommittee to discuss what kind of list to prepare and provide to the CRD	Marilyn	On hold, pending completion of comprehensive species list
d) Send Hartland staff a 1pg report on knotweed disposal for 2012	Rachelle/Carolyn	Pending
e) Hartland bylaw: draft a letter commending revisions pertaining to invasive species	Todd	Pending
4. Provincial Funding/ Regional Program		
a) Complete and share brief report on transfer station stats	Gord	Pending
b) Meeting to review 2012 pilot & develop for 2013	Carolyn	Pending
c) 2013 knotweed training session (& invite private companies/contractors to engage in BMPs)	TBD	
5. CRISP Chair & Resources		
a) Chair nomination and voting process	Carolyn	Completed
b) Draft CRISP member letter for funding	Todd	On hold, pending definition of Coordinator duties
c) Draft CRISP Coordinator list of activities	Todd	Pending
d) Send job descriptions for Bowker Creek and PURE Coordinators to Todd	Marilyn	Completed
6. Revised Meeting Formats & Operational Model		
a) Draft revision of Agendas and Minutes	Carolyn	Completed
b) Draft operational model	Todd	Pending
7. Education and Outreach Strategy		
a) Summary/Framework towards Education/Outreach Strategy to be circulated	Todd & Carolyn	Pending