



CRISP: Capital Region Invasive Species Partnership | Meeting Minutes

July 30, 2013 | 1:00 – 3:30 pm | City of Colwood Municipal Hall

Chair: Carolyn Richman
Minutes: Rachele McElroy

Regrets:

Present: Gord Beauvillier (Colwood), Marilyn Fuchs (CRD), Rachele McElroy (Coastal ISC), Cory Manton (Saanich), Thomas Munson (Victoria), Carolyn Richman (Saanich), Gemma Riggs (Contract Coordinator), Todd Stewardson (Victoria), Deb Becelaere (View Royal)

A. Previous Minutes

- May minutes approved.

B. Review Action Items

Status updates on action items in tables below, in addition:

- Review ARM results for action items and 2014 planning – to September agenda
- Send out June 8th updated priority species list to CRISP members
- Take out action: Complete invasive list for the region. Strategize at a later date how to accomplish this.
- Meeting with Local Gov't Solid Waste Liaison Group: discussed Deb assisting in making a request for CRISP reps to attend their next meeting.
- Re: CRD 1 pg report on Knotweed Disposal: review and update this based on a more completed site database that was found for last year.
- Missed feedback for Hartland Bylaw review.

New Action Item	Lead	Timing
Send out June 8 th updated priority species list to CRISP members	Carolyn	
(Update action items for next agenda)	Carolyn	

C. Agenda

1. Regional Program

Rachele/Carolyn/Todd

a) Knotweed coordination update & b) 2013 program plans

- Gemma Riggs, contracted to coordinate for 2013 (July 15 – Oct 15), in attendance.
- Reviewed last year's data and updates
- Meeting last week with the CRISP Advisory Committee regarding roll-out of the program; focus on Knotweed program only due to reduced funding
- Goal: inventory and treat all sites
- Discussed issues of sites where chemical treatment may be refused
- Flowchart for regional program sketched out (provided to Gemma) – from call received to verification, inventory, treatment...

- Gemma updating CRISP Species Reporting List (contacts, services and funding for each member agency for Knotweed)
- Letter to CRD Environmental Resource Management requesting funding support of \$1000 for Knotweed disposal bins (will off-set program costs to allow for more treatments).
- Note: Rachelle away August 9-19: Alison to check messages and forward Knotweed reports to Gemma

New Action Item	Lead	Timing
Letter to CRD ERM to request disposal funding support	Marilyn/ Carolyn	

c) Outline for CRISP Coordination & d) Member request

- Todd presented an operational model for CRISP; model flow chart to be drawn up includes Coastal ISC with CRISP as regional committee, CRISP sub-committees to lead the target initiatives (ARM, Disposal, Special Projects, Species List, Education).
- Administrative Coordinator needed to successfully move priorities and communications forward; funds for Admin. to accomplish these for benefit of all
- Need: clear leads and support
- Letter to members & model outline to be drafted
- Todd to call a meeting to further develop the operational model, draft an outline of the Administrative Coordinator and put together letter of request.
- Carolyn to cross-reference operational model with the terms of reference

New Action Item	Lead	Timing
Todd to call a meeting to further develop CRISP operational model and coordination	Todd	
Carolyn to cross-reference with the CRISP TOR	Carolyn	

2. Knotweed Workshop proposal

Carolyn

- Cover: Basic ID and treatment training, Review BMP and meet to coordinate this year's treatment and related work.
- Charge a fee to cover the costs of Gemma and other requirements as this isn't covered in her current contract and there aren't extra funds to cover as part of the program.
- Also discussed a 1 page "case for treatment" – outlining best practices and options?

New Action Item	Lead	Timing
Carolyn to draft outline of Knotweed workshop with Gemma taking the lead at the workshop	Carolyn/ Gemma	

3. Education/Outreach Framework

Carolyn/Todd

- Carolyn to call a meeting to form a committee for this work
- Cory would like to receive all the draft documents from previous work

New Action Item	Lead	Timing
Meeting to be called for Outreach/Education Committee	Carolyn	
Cory to receive Outreach/Education draft documents	Carolyn	

4. Species List review meeting (September) Thomas/Carolyn

- Thomas to send a proposal of review meeting to Carolyn

New Action Item	Lead	Timing
Thomas to send Species List review meeting proposal to Carolyn	Thomas	

5. Emerging issues/ new species Chair

- Gord discussed some observations about annual sow thistle and possible burns
- Briefly discussed Nightshade and the toxic issues; Sooke potholes – soil covered in Nightshade.
- Yellow Loosestrife: 2 additional reports at Kemp Lake Store and Swan Lake

6. Coastal ISC Update: Rachelle/Reps

- Seasonal treatments ongoing; discussed Gorse treatment on Salt Spring Island (by cut and squirt with bottle on tip of stem) and the public response that has taken a lot of Rachelle's time.
- Media attention: ants, hogweed
- Bullfrog report in Courtenay
- Spartina work ongoing in the Courtenay/Comox estuary
- Successful AGM in Nanaimo with new board members.

May Action Items:

New Action Item	Lead	Status
Circulate corrected April minutes	Carolyn	completed
Accept corrections to February minutes and send to CRD Environmental Services Committee.	Marilyn	completed
Add dates to CRISP publications (BMPs, alert sheets, EDRR field sheets)	Carolyn	Pending
Distill report to province & distribute to CRISP members	Rachelle/ Carolyn	completed
Consider joining Regional Program advisory committee; let Carolyn know	Everyone	completed
Confirm funding available for Regional Program	Rachelle	completed
Confirm with Cory that Saanich can host a bin	Carolyn	completed
Regional Program Advisory Committee to draft a proposal for this year's program	Carolyn	completed
Post updated species list on the CRISP website	Rachelle	Pending
Send out email re: knotweed treatment training	Carolyn	Pending

Ongoing Action Items:

Action Item	Lead	Status
1. ARM a) Completion of ARM Minutes & Feedback b) Summary & Update to ARM Participants c) Review ARM results for action items & 2014 planning	Carolyn/Cory Carolyn Chair	Partly done Pending Pending (Sept)
2. Species listing a) Update current list with housekeeping items b) Saanich to resubmit review/ recommendations b) September review meeting (solicit requests, invite botanists) c) Complete invasive list for the region	Thomas Carolyn Thomas Marilyn	Completed Completed Pending REMOVE
3. Disposal planning a) WorkSafeBC request re: criteria for additional alert plants & ISCBC request to follow-up b) Meeting with Local Gov't Solid Waste Liaison Group c) Subcommittee to discuss what kind of list to prepare and provide to the CRD d) Send CRD 1pg report on Knotweed disposal for 2012	Todd Deb/Carolyn Marilyn Rachelle/Carolyn	Pending Pending REMOVE Revise
4. Provincial Funding/ Pilot a) Complete & share brief report: transfer station stats b) Meeting to review 2012 pilot & develop for 2013 c) 2013 Knotweed training session (& invite private companies/contractors to engage in BMPs)	Gord Chair TBD	Pending Completed Pending
5. CRISP Chair & Resources a) Draft CRISP member letter for funding b) Draft CRISP Coordinator list of activities	Todd Todd	Pending Pending
6. Revised Meeting formats & Operational Model b) Draft operational model (combine Items 5 & 6)	Todd	Pending
7. Education and Outreach Strategy a) Summary/Framework towards Education/Outreach Strategy to be circulated (revise action item to call committee meeting)	Todd & Carolyn	Pending