



Northwest
INVASIVE PLANT COUNCIL

2011 ANNUAL BUSINESS PLAN

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- The Northwest Invasive Plant Council's (NWIPC) annual work plan with budget is drafted by the directors, reviewed and approved by the membership at their Annual General Meeting.
 - IAPP = Invasive Alien Plant Program – this is the data management and inventory system used for invasive plant management in BC.

BACKGROUND:

The Northwest Invasive Plant Council, NWIPC, is a non-profit organisation with a broad based membership tasked with delivering efficient and effective invasive plant management in central and northwest BC. NWIPC's goal is:

To prevent further damage to the ecosystems of northwest and central BC from invasive alien plants and begin to rehabilitate ecosystems that have been degraded.

To accomplish this goal NWIPC acts as the organisation to integrate, support, coordinate and deliver invasive plant management and programs in its area. This pooled resource model was developed and implemented under a pilot project that ran from 2005 to 2007. Specifically NWIPC operates to meet this goal by:

- Encouraging the public to report invasive plant sightings.
- Informing the public about invasive plant issues and programs.
- Maintaining and contributing to a shared invasive plant inventory.
- Assessing problems and threats that various invasive plants present, then categorizing invasive plants and prioritizing sites for control.
- Preventing the establishment of invasive plants not currently in the region.
- Prevent or minimize the spread of the invasive plants present in the region.

- Conduct invasive plant programs in the northwest and central BC using Integrated Pest Management principles as described in the 'Invasive Plant Strategy for British Columbia, 2003: <http://www.invasiveplantcouncilbc.ca/about-us/the-strategy>' .
- Encourage all landowners, agencies and organisations to develop and implement invasive plant management programs.
- Manage and coordinate the activities and responsibilities of the various agencies and private landowners to ensure NWIPC goals are met.

NWIPC solicits and receives funds from partners. These funds are used, according to membership developed and shared plans, to increase awareness of invasive plants; provide a single point reporting system for invasive plant sites and issues; provide inventory and treatment services through seven Invasive Plant Management Areas (IPMA); coordinate activities by various partners and volunteers within the IPMAs and across NWIPC and assess and adjust invasive plant management to ensure efficient effective programs with public engagement and satisfaction.

NWIPC uses the following planning processes:

- NWIPC Strategic Plan and Plant Profiles – this plan is reviewed, updated and approved annually at the spring NWIPC Annual General Meeting. It is a strategic document that defines operating principles, the NWIPC goal, prioritisation procedures and provides a profile (date of introduction, distribution and threat) of the various invasive plants in, or threatening, central and north west BC.
- IPMA Work Plans – NWIPC is divided into seven IPMAs. Each IPMA has a contractor that provides inventory and treatment services to partners. With assistance from NWIPC partners and members, each contractor develops a plan that details how work will be done to accomplish the goals for the IPMA, e.g., containment of a species. The IPMA plans also indicate how the NWIPC strategies will be applied and awareness, reporting and other work will be integrated with inventory and treatments.
- NWIPC Business Plan – this plan contains the annual budget and details of how the plan will address the NWIPC goals; statement of medium and long term goals.

The NWIPC directors met for 1.5 days on February 3 and 4 in Prince George to develop a draft budget and strategically plan based on the council's main challenge of covering a large geographic area (41% of the province), but few people. They brainstormed the challenges and issues, pathways of entry for invasive plants, current infestations and our management strategies, and target groups. The focus for 2011 will be on **recreation groups** as people who could introduce and spread invasive plants through their activities, and building on the **school invasive plant program** initiated in 2010 through the Invasive Plant Council of BC through the Outreach Worker Program in our area. Emphasis will be on training the teachers to deliver the program, but classroom training will also be provided through NWIPC contract staff located in three separate towns across the northwest. NWIPC will also work to advertise and market through free or inexpensive mediums such as articles in BC Beef.

The NWIPC membership met in Smithers BC on April 12, 2011 and approved the following budget and workplan. Details follow in the numbered sections.

**Northwest Invasive Plant Council 2011 budget as approved by the membership on
April 12, 2011.**

Section Number	NWIPC - DRAFT 2011 BUDGET	-\$73,645
	Activity	Budget
1.0	REVENUE	
	Ministry of Agriculture	\$62,500
	Ministry of Forests, Lands, & Natural Resource Operations	\$170,000
	Ministry of Transportation and Infrastructure (MOTI)	\$330,000
	Regional District of Bulkley-Nechako	\$30,000
	British Columbia Hydro	\$10,000
	Canadian National Railway	\$0
	Ministry of Environment (BC Parks)	\$0
	Village of Telkwa	\$1,000
	Town of Smithers	\$4,000
	City of Prince George	\$8,050
	District of Houston	\$3,500
	Village of Valemount	\$300
	FortisBC	\$200
	Village of Burns Lake	\$1,000
	Thomson Creek Mining Ltd. (Endako Mine)	\$2,000
	Carrier Lumber Ltd.	\$0
	Kinder Morgan Canada Inc.	\$0
	Regional District of Fraser-Fort George	\$5,000
	Regional District of Kitimat-Stikine	\$1,355
	Invasive Plant Council stipends	\$10,000
	Reserve Funds	\$0
	Other Revenue (funded proposals, contributions)	\$2,000
		\$640,905
	DISBURSEMENTS	
2.0	OPERATIONAL INV & TRT	73%
	Bulkley IPMA	\$50,000
2.1	<i>IPMA Management Contract</i>	\$50,000
	Haida Gwaii IPMA	\$57,500
2.2	<i>IPMA Management Contract</i>	\$52,500
2.3	<i>Haida Partnership</i>	\$5,000
	Lakes District IPMA	\$50,000
2.4	<i>IPMA Management Contract</i>	\$50,000
	Prince George IPMA	\$108,250
2.5	<i>IPMA Management Contract</i>	\$83,000
2.6	<i>McLeod Lake Band Partnership</i>	\$5,000
2.7	<i>Manual crew</i>	\$15,000
2.8	District C Farmers Institute 50:50	\$5,250
	Robson Valley IPMA	\$64,000
2.9	<i>IPMA Management Contract</i>	\$50,000
2.10	<i>Sally Wall IP Control Crew</i>	\$14,000
	Stikine-Skeena IPMA	\$98,000
2.11	<i>IPMA Management Contract</i>	\$50,000
2.12	<i>Gitxsan Partnership</i>	\$10,000
2.13	<i>Nisga Partnership</i>	\$10,000

2.14	Tahltan Partnership	\$5,000
2.15	Gitga'at Hartley Bay	\$10,000
2.16	Haisla	\$10,000
2.17	Wet'su'weten Partnership (Moricetown)	\$3,000
	Nechako IPMA	\$75,250
2.18	IPMA Management Contract	\$60,000
2.19	Saik'uz First Nation	\$10,000
2.20	Fort Fraser 50:50	\$5,250
2.21	NWIPC 50:50 program	\$10,000
2.22	Materials and Supplies	\$0
	Monitoring of IPMA and FN field work (included for now as part of management contracts)	
	TOTAL ON-THE-GROUND INVENTORY AND TREATMENT	\$513,000
	IPMA CONTRACTS SUBTOTAL	\$395,500
	FIRST NATION PARTNERSHIP SUBTOTAL	\$68,000
	TREATMENT PROGRAMS SUBTOTAL	\$49,500
3.0	PROJECTS & NWIPC PROGRAMS	4%
3.1	Education, Promotion and Awareness	\$15,000
3.2	total to funded projects	\$6,000
3.3	Community Weed Pulls (target of 2 events)	\$550
3.4	Weed-Free Forage Pilot	\$2,000
3.5	Potted Weed Display	\$500
3.6	Strategic Plan Executive Summary	\$2,500
	PROJECTS SUB TOTAL	\$26,550
4.0	ADMIN & OVERHEAD EXPENSES	4%
4.1	Board Meeting Expenses	\$10,000
4.2	Spring Annual General and Fall Meeting	\$2,000
4.3	Training expenses	\$700
4.4	Travel, meals & accommodation	\$2,500
	Accounting & Legal	\$6,000
	Insurance	\$3,500
	office supplies, shipping, colour printing, etc.	\$800
	Interest & Bank Charges	\$350
	Misc. (service charges, Fees & Permits etc.)	\$500
4.5	Telephone Hotline 1-866-44WEEDS	\$400
4.6	Web site (annual fees, domain registration, minor fixes)	\$500
	ADMIN & OVERHEAD TOTAL	\$27,250
5.0	MANAGEMENT CONTRACTS & COSTS	20%
	Program Management Contract	\$75,000
	Program Assistant1 Contract (Houston)	\$17,000
	Program Assistant2 Contract (Prince George)	\$13,000
	Data Management	\$13,000
	Bookkeeping	\$4,500
	First Nations Assistant	\$20,000
	CONTRACT STAFF SUBTOTAL	\$142,500
	NWIPC PROGRAM TOTAL	\$196,300
	DISPURSEMENTS TOTAL	\$714,550
	AVAILABLE	\$640,905
	DIFF	-\$73,645

2011 Business Plan

The 2011 NWIPC Business Plan is based on the approved budget. The Section Number on the budget corresponds with the numbering in the description of activities below.

1.0 Revenue

To achieve our goals, NWIPC will continue to operate in 2011 using the pooled resource model. Specifically, NWIPC will:

- Maintain the current 17 partners and increase number of contributing partners by 20% through contacts from program manager, directors, and NWIPC contractors; approved strategic plan in professional format for general consumption (**3.6**).
- Presentations to current partners on request (maximum 3) and to potential partners as scheduled (maximum 2) by directors and contract staff.

2.0 Operational Inventory and Treatment

The on-the-ground inventory and treatment by NWIPC will be conducted by an invasive plant management contractor in each of the seven IPMAs, First Nations crews, and two manual crews. Specifically NWIPC will:

- Improve IPMA contractor binders including: definition of jurisdictions, adding local contacts, treatment information as it becomes available, detailed data entry instructions, etc.; this will be done through the program manager's contract with input from IPMA contractors.
- Have a contractor in each IPMA ready to go by May 15, 2010 with signed contract; work instructions from partners, initial contacts as per final approved IPMA plans.
- Have IPMA contractors conduct inventory and treatment, make treatment decisions, work with partners, community groups, and First Nations and manual crews where applicable, participate in education and awareness, and build new partners. They report to NWIPC on a biweekly-basis through tracking sheets and entry of data into IAPP. Communicate with NWIPC directors through workplans when adjustments are required. End of season final report to NWIPC and presentation at fall meeting.
- Mandatory IPMA contractor and First Nations crew training held on two days; in Terrace for Haida Gwaii (**2.2**), Stikine-Skeena (**2.11**) and Bulkley (**2.1**)IPMAs; in Prince George for Lakes District (**2.4**), Nechako (**2.18**), Prince George (**2.5**) and Robson Valley (**2.9**).
- Work with seven established First Nation Partnerships to have crews ready for mid-June:
 - **2.6** McLeod Lake Indian Band: critical spotted knapweed and common tansy sites
 - **2.12** Gitxsan MidSkeena Watershed: historical invasive plant sites on MOTI and Forestry jurisdiction
 - **2.13** Nisga'a: Critical common tansy and spotted knapweed sites
 - **2.14** Tahltan: Training to become certified applicators and assist IPMA contractor and ministry staff to inventory and treat on the Muddy Lake FSR and in the Telegraph Creek area
 - **2.15** Gitga'at: Hartley Bay Village jurisdiction; severe knotweed infestation, plus yellow flag iris
 - **2.16** Haisla: Inventory, treatment and awareness in Village of Kitamaat and surrounding area

- **2.19** Saik'uz: manual control of spread of field scabious on reserve lands within the containment polygon
- Initiate new partnerships and develop effective crews with:
 - **2.3** Haida Nation: stem injection of Japanese knotweed as demonstration
 - **2.17** Moricetown Band: inventory and treatment of critical spotted knotweed in the campground and common tansy
- **2.7** Develop a contractual arrangement for a manual crew in the Prince George IPMA with a community group such as DART, AiMHi, Brain-Injured Group, etc.
- **2.8** Support the farmer rebate program in the Fraser-Fort George Regional District through District 'C' Farmers Institute.
- **2.10** Start-up the manual crew managed by Sally Wall in the Robson Valley that employs local school children from McBride and Dunster.
- **2.20** Support the farmer rebate program managed by the Fort Fraser Livestock Association; included in the Nechako IPMA operations, this will be the fifth year that NWIPC has supported the livestock association to develop and implement their own program to support farmers in conducting invasive plant management on their lands.
- **2.21** Encourage landowners in the northwest to manage invasive plants on their property through a 50:50 rebate program up to a maximum rebate of \$500.
- **2.22** Purchase materials for use by crews such as herbicide signs, duplicate copy forms, flagging tape, etc.
- Prevent the establishment of invasive alien plant species that are not currently in BC or have recently arrived and are not established in BC. NWIPC and the IPMAs will support and participate in the Provincial Early Detection Rapid Response program, **EDRR**. (A schematic of the EDRR Plan is housed as Appendix 4 in the NWIPC Strategic Plan.)
- Prevent the spread outside of **CONTAINMENT** polygons set by NWIPC, or other regional committees, that have been approved or will be submitted for approval to the Inter Ministerial Invasive Alien Species Working Group. Approved containment polygons are housed in IAPP. This includes containment of marsh thistle, field scabious, common tansy, knapweed species, leafy spurge, sulphur cinquefoil, hound's tongue, purple loosestrife and tansy ragwort.
- Investigate through the NWIPC Containment Committee and IPMA Contractors the feasibility of establishing containment polygons for some of the following species: scotch broom, knotweed species, Himalayan balsam, Himalayan blackberry, hoary alyssum, yellow flag iris and blueweed.
- **REHABILITATE** areas degraded by invasive alien plants that are extensively established through the release and monitoring of biological control agents if available. For species that successful biocontrol is not available for such as hawkweeds, oxeye daisy and Canada thistle, but there are critical habitats, high value crops, or complaints to partners, sites must be addressed by other treatment methods.
- Continue to correct data and improve accuracy of data input into IAPP through: IAPP training sessions with contractors; program staff will randomly check 10 sites per contractor tracking sheet and have contractors make corrections.

3.0 Projects and NWIPC Programs

NWIPC will increase an awareness of invasive plants issues, by supporting:

- **3.1** Education, Promotion and Awareness committee projects including participation in the tradeshow, fairs, and other events with our display and training materials; signage, newspaper articles and ads; promotional materials such as key chains, etc.
- **3.2** Fund other projects through application process; form available on the web site
- **3.3** Two Community Weed Pulls
- **3.4** Weed Free Forage Pilot in cooperation with the North East Invasive Plant Committee and develop partners with producers and buyers of weed free forage
- **3.5** Build and maintain three sets of potted weeds located in various locations across the northwest for use in training the public and professionals in invasive plant identification
- **3.6** Produce a professional strategic plan executive summary to inform partners, politicians, members, and the public on how NWIPC operates and our goals.
- Develop two new trainers in our area to deliver Spotters & Specialists program through IPCBC
- Increase the number of IP reports in our area through training organized by NWIPC in cooperation with partners and agencies requesting training and delivered by volunteers
- Promote use of the new "Report-A-Weed" function in IAPP through training sessions

4.0 Administration and Overhead Expenses

All programs have fixed costs associated with doing business. Besides the usual expense of financial audits, insurance, office supplies, shipping, bank fees, other fees and permits, the council will also:

- **4.1** Conduct board meetings both face-to-face in varying locations between Prince George and Smithers, and by conference call as needed to manage the annual business plan approved by the membership.
- **4.2** Hold two annual meetings, the fall meeting on the third Tuesday of November and the Annual General Meeting in the spring.
- **4.3** Cover expenses incurred to adequately train ground crews: IPMA, First Nations, and manual; costs to train public, interest groups, and professionals.
- **4.4** Support the attendance and participation of directors, contract staff and partners at meetings throughout the province such as IPCBC Forum in January, annual general meetings of adjacent weed committees, presentations as requested.
- **4.5** Operate the toll-free weed reporting hotline (1-866-44WEEDS) by taking calls daily through answering machine and reporting sightings to contractors twice-weekly
- **4.6** Maintain and update the NWIPC web site at: www.nwipc.org

5.0 Management Contracts and Cost

The NWIPC operates through contract staff, not employees. The programs described above will be developed and delivered by the Program Manager, with Program Assistants located in Houston (Central), in Prince George (Eastern), and in the Hazelton (Western). The Program Manager is responsible to the board of directors and will manage the daily financial transactions, maintain and develop new partners and members, liaise with organizations outside NWIPC area, and oversee the other contractors. The First Nations Assistant (also the assistant in the west) will develop new partnerships and invasive plant management within bands, develop services in our partnership agreements, and oversee

the quantity and quality of work produced by the crews while providing guidance and support. Having contract staff spread over the NWIPC area helps to address our challenge of a large area with not many people, and increasing the number of assistants to three is a new approach for this year.

Data Management is an important position within the NWIPC as the manager must check and clean all data submitted by the IPMA contractors, then report and invoice contributing partners. It is critical in a pooled resource style organization to report out accurately on where each contributed dollar was spent. Along with the Data Manager, a bookkeeper is essential to keep directors up to date on the current financial status of the council and in assisting in the year end reporting.

OUT PUT MEASURES & REPORTING:

- *There are errors in IAPP resulting from transfer of historic data and issues around training and data input accuracy. Work on cleaning and improving data input accuracy continues. The numbers of sites provided in these output measures are with current data and accuracy.*

OUTPUT MEASURES FOR EDRR:

- All EDRR incidents will follow the Provincial EDRR plan. NWIPC will provide assistance and support as required. Until the Provincial system is fully functional NWIPC may need to take the lead.
- EDRR activities will be reported in the NWIPC annual report including the number of incidence, a tracking of how the incident was managed and time lines.

OUTPUT MEASURES FOR CONTAINMENT:

The following table lists some of the species for containment that will be measured for 2010. For all these species the goal is to manage* all sites outside of the contained area and if possible prevent reproduction and spread out of contained areas. Requirements to do this are species – location specific. *(Management does not necessarily mean treatment but may include things like increased awareness and progress towards permission to treat).

- A preferred practice for most species if herbicides and manual treatment are used is a three or more pass system:
 - A first monitoring - treatment pass to occur on known sites when the plants are at the rosette stage, May – June.
 - A second monitoring – treatment pass when plants have bolted and a few individuals are about to come into bloom, June – July.
 - A third monitoring – treatment pass to prevent any missed plants from producing viable seed, (may involve bagging seed heads), August – September.
- If resources are limited the minimal practice is a two pass system:
 - A first monitoring – treatment pass delayed until plants have started to bolt and a few individuals are about to come into bloom, June – July.
 - A second monitoring – treatment pass to prevent any missed plants from producing viable seed, (may involve bagging seed heads), August – September.

CONTAINMENT & PREVENTION – 2011

SPECIES	CONTAINMENT POLYGON DESCRIPTION	SITES OUTSIDE CONT. LINES	OUTPUT MEASURES	RESPONSE TIME TO NEW REPORTS, (shortest & longest)
brown, meadow & black knapweed	There are no official containment lines but the NWIPC area is outside infested areas.		Sampling indicates 100% sites outside containment lines visited and no or very limited production of seed.	
common tansy	A containment polygon runs from the Pacific ocean, Observatory inlet to approximately Laxgalts'ap and Greenville on the Nass River then south east to approximately Fiddler and Oliver Creek on the Skeena River – Highway 16 then south and west to Kildala Arm on Douglas Channel.		Not all sites will be visited but all sites along major corridors visited with most treated. Large sites and sites where permission is still forthcoming will be inventoried or monitored.	
field scabious	There were 3 containment lines for field scabious, at Stony Creek, Fort Fraser and Buck Flats near Houston. The Fort Fraser containment line was removed after the 2009 season as it is thought that if resources continue to be available, over the long term, field scabious can be eliminated from the Fort Fraser area.		Sampling indicates 100% sites outside containment lines visited and no or very limited production of seed.	
hoary alyssum & hounds tongue	Containment lines are being developed in the Southern portions of the province. There are a few sites near Valemount.		inventory and treat all sites	
knotweed	There are no containment lines but the risk this plant presents to riparian habitats and water ways along with its low presence in the area predicate that action should be taken. Very little inventory work has been done in the Prince Rupert area but it is suspected that there are numerous infestations in the area.		Develop a strategy for knotweed management. Continue to support the partnership with the Gitga'at to manage the knotweed and yellow flag iris at Hartley Bay	
leafy & cypress spurge	There are no official containment lines but the NWIPC area is outside infested areas.		monitor and treat all sites	
marsh thistle	There is a containment polygon for marsh thistle in the western Robson Valley. Another containment polygon in the Prince Rupert area was removed in 2008. Given adequate resources and over the long term it is felt that marsh thistle can be eradicated from the Prince Rupert area.	181	Sampling indicates 100% sites outside containment lines visited and no or very limited production of seed.	
mountain bluet	There are no official containment lines but the NWIPC area is outside infested areas. There is a significant and long known site at Moe road near Decker Lake and work to manage this site will continue in 2011.		Sampling indicates that all sites were visited and some management occurred. For all but the Moe Road site, reproduction on the sites should not occur.	

SPECIES	CONTAINMENT POLYGON DESCRIPTION	SITES OUTSIDE CONT. LINES	OUTPUT MEASURES	RESPONSE TIME TO NEW REPORTS, (shortest & longest)
scotch thistle, rush skeleton weed, etc.	Containment lines are being developed in the Southern portions of the province for these species. A sample of scotch thistle sites reported in NWIPC were checked and found to be bull thistle.		Check and confirm any reported sites. Treat all sites.	
spotted knapweed	There is an unofficial containment line south of Clinton but the eastern location of the line has not been determined. It will be in the Valemount area and depending on resources will likely be the boundary between the Regional District of Fraser Fort George RD and the Thompson Nicola Regional District.	541	Working with SIWMC decide on a containment line in the Valemount area. Sampling indicates that, with the exception of sites from Valemount south, 100% sites outside containment lines visited and no or very limited production of seed. For the Valemount area, any new sites should be inventoried and existing sites should either be treated, monitored or noted as no action for 2010 with an explanation.	
sulphur cinquefoil	Containment lines are being developed in the Southern portions of the province. The currently recorded sites in NWIPC area need to be confirmed. There are sites south of Valemount at Blue River		Confirm reported sites. Inventory and treat all sites	
tansy ragwort	Only one site is reported. That site is on the Haida Gwaii. It is remote with difficult access.		Work will continue on the site with 1 visit to monitor and treat the site.	

Total

REPORTING FOR REHABILITATION:

Rehabilitation work is, work done on established species like oxeye daisy, hawkweeds and Canada thistle. For these species the annual report will include tables indicating the number of sites, method and areas treated by species and jurisdiction. Additional information such as progress in regards to specific restoration such as restoration of hawkweed infested community pastures may also be included.

OUTPUT MEASURES AND REPORTING FOR PROGRAM PLANNING, DEVELOPMENT, ADMINISTRATION AND COORDINATION.

- Increase NWIPC membership and partners contributing to pooled funds.

Membership 2008	Membership 2009	Membership 2010
517	535	674
# of partners contributing to pooled funds and amount for 2008.	# of partners contributing to pooled funds and amount for 2009.	# of partners contributing to pooled funds and amount for 2010.
14 - \$822,288	19 - \$727,082	21 - \$683,948

- Update and report on the Communications and Promotions Plan developed in 2005-06 identifying needs and actions planned.
 - Acquire, develop and adapt extension and awareness materials. List materials available and new materials developed including web pages, etc.
 - Report on the number and locations of awareness extension events supported.
- The NWIPC Program will continue to improve on:
 - Financial reporting to partners with clearly defined costs and benefits of all aspects of the NWIPC program and assessments of what costs are for base and augmented programs. This information will be included in the 2011 annual report.
 - Continuation and augmentation of IPMA contractor training. NWIPC will plan on conducting training for contractors and others every spring. NWIPC will also offer support and solicit ideas on provincial level training.
 - Do additional inventory and ensure that the needs of partners, e.g., forest industry, are met. (*Identification of required inventories by species can occur in the NWIPC Plan & Profile. What is needed is an identification of areas and consideration of partners needs*).
 - Develop and implement a planned, systematic field monitoring program with indications of roles and responsibilities, standards, etc.
- Produce an annual report that reviews the program with recommendations for further improvement. Drafts available to directors by December 31st, 2011, and the final report will be prepared and circulated by February 20, 2012.
- Financial audit conducted by a certified accounting firm by 2012 Annual General Meeting.