

## Jefferies, Cyndy

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**From:** Don Hare <coastalisc@gmail.com>  
**Sent:** Tuesday, August 27, 2019 2:02 PM  
**To:** Inquiries  
**Cc:** Donald Hare  
**Subject:** RDN Community Grant Application from Coastal ISC  
**Attachments:** Coastal ISC 2020 RDN 26 Aug 2019 community\_grants\_-\_application\_form.docx; 2019 Coastal ISC\_Forecast and actual 2018 Dec 31 RDN final.xlsx; 2018 Year End Balance Sheet Coastal ISC\_2018 12 31.pdf; 2018 Income Statement Year End 2018 12 31 Coastal ISC.pdf

**Caution:** This email is from an **external source**. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please find enclosed the requested documents for community grant funding for Coastal ISC.

If you have any questions regarding this application please contact me.

Regards,

Don Hare  
Executive Director,  
Coastal Invasive Species Committee

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Office: 250-871-5117  
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*"Partnerships at work, reducing the threat of invasive species on coastal communities"*



## COMMUNITY GRANTS PROGRAM APPLICATION

<b>NAME OF ORGANIZATION</b> Coastal Invasive Species Committee Society		<b>GRANT AMOUNT REQUESTED</b> \$17,000	
<b>MAILING ADDRESS</b> 147 Marine Drive Cobble Hill, BC V0R1L1			
<b>POSTAL CODE</b> V0R1L1		<b>CONTACT PERSON</b> Don Hare	
<b>EMAIL ADDRESS</b> donhare@coastalisc.com		<b>TELEPHONE NUMBER</b> [REDACTED]	

<b>PLEASE REVIEW THE COMMUNITY GRANTS CRITERIA OUTLINED ON THE LAST PAGE OF THIS FORM. DOES YOUR ORGANIZATION MEET THE CRITERIA FOR THIS PROGRAM?</b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
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**IMPORTANT:** If your organization meets the Community Grants criteria, and if you can answer 'yes' to the following four questions, please proceed to complete this application for submission.

Are you a registered non-profit organization in good standing?	YES	<input checked="" type="checkbox"/>		NO	<input type="checkbox"/>	
Does your organization provide a social enrichment service to the community?	YES	<input checked="" type="checkbox"/>		NO	<input type="checkbox"/>	
Does the project fill a need in the community?	YES	<input checked="" type="checkbox"/>		NO	<input type="checkbox"/>	
Does the project promote volunteer participation and citizen involvement?	YES	<input checked="" type="checkbox"/>		NO	<input type="checkbox"/>	

### **Application Submission Requirements**

**Please provide the following information. Items 1 through 14 are mandatory requirements for consideration of the application. Please attach additional pages with corresponding question numbers if more space is required.**

1. Provide information about the programs and services offered to the community by your organization.

The Coastal Invasive Species Committee Society is a not-for-profit organization dedicated to the education, outreach, management and control of destructive invasive species in the Vancouver Island communities.

Starting in 2014, the Central Island Invasive Species Partnership - composed of the Town of Qualicum Beach, the City of Nanaimo, the City of Parksville and the Regional District of Nanaimo – have joined forces to combat the negative effects of invasive species in the Nanaimo Region. The partnership was formed based on a recommendation from local environmental NGO's and the recognition that invasive species issues know no borders and span administrative boundaries. The partners work in collaboration by pooling resources and seeking the guidance and expertise of professionals from the Coastal Invasive Species Committee (Coastal ISC). To date, the partnership has implemented a "Knot on My Property" (KOMP) Knotweed species and Giant hogweed eradication program, A French Creek Giant hogweed control initiative, as well as spearheading public outreach and communications initiatives.

The "Knot on My Property program" includes the early detection and rapid response (EDRR) treatment of Giant hogweed and Knotweed species in the Nanaimo Regional District. Giant Hogweed is a plant with extreme health and safety risks. Giant hogweed stem hairs and leaves contain a clear, highly toxic sap that, when in contact with the skin, can cause burns, blisters and scarring. Work Safe BC has issued a Toxic Plant Warning to inform workers to wear appropriate protective equipment if in contact with this plant. Knotweed species are native to Asia; Knotweed can push its way through one meter of concrete and can grow up to 4cm a day. Its extensive root system can damage foundations, driveways, and septic systems. Knotweed threatens biodiversity and disrupts the food chain by reducing available habitat and increasing soil erosion potential. Stream banks and watersheds are at particular risk as exposed knotweed roots break off and float downstream to form new infestations, and ultimately destroying critical habitat.

In 2016-2019 Coastal ISC began a renewal of the French Creek Giant Hogweed control initiative which originally started in 2008. In the past 4 seasons, Coastal ISC has collaborated with many stakeholders, including the RDN and QB, and has accomplished very significant progress in reduction and management of Giant Hogweed. Coastal ISC is dedicated to this project, and in 2018 and 2019 has supplied over \$8000 of free in-kind treatment services and over 61 contracted treatment person days to this initiative. 2020 will be a critical year to ensure the entire French Creek watershed is again free of any new seed setting Giant Hogweed.

2. Provide information regarding your organization's revenue generating activities and other sources of income.

Coastal Invasive Species Committee Society (Coastal ISC) is a not-for profit society organization. It has existed since 2005, currently has an annual operating budget of approximately \$167,000, is in good financial standing, and is registered with the BC Societies Act. Coastal ISC has one permanent employee (the executive director) and a seasonal program coordinator, which report to a non-paid voluntary Board of Directors of 14-17 sector specialists that have been elected by the general membership, which is open to all citizens of BC. Coastal ISC collaborates with over 60 stakeholders, and coordinates with these partners to improve invasive species management and education on Vancouver Island, the Gulf Islands and the Sunshine Coast: including 9 regional Districts, 34 municipalities and 54 first Nations. Coastal ISC is currently an affiliate partner with the Invasive Species Council of BC which allows Coastal ISC to deliver invasive plant programing that aligns local programs with provincial and national programs.

In 2018 Coastal ISC received only approximately 13% of its funding from Province of BC government ministries, and the balance was raised from municipal, regional and local governments, private corporations and individuals. As a non-profit society, Coastal ISC was able to provide over \$18,000 of free in-kind services to its partners, stakeholders, and residents. An audited detailed financial report (2018) and projected budget (2019) is attached to this application



3. Does your organization own its own facility? Yes ☐ No ☒

**Grant Request Information:**

4. Describe the project that this grant is intended to be used for.

The objectives of the Nanaimo Central Island Regional Invasive Species Partnership Knot on My Property program include:

• Education and Awareness:

- To identify high priority species infestations in both public and private lands through a media campaign and public reporting system.
- Provide a reporting service, which includes support and technical invasive species advice for the public, regardless of the species, in the form of a toll-free hotline (phone and email). 1-844 – 298- 2532. Note: The Coastal ISC phone number can be promoted in local publications.
- Collaborate with Regional District of Nanaimo staff to identify education and outreach opportunities to help spread the word about the importance of controlling invasive species, and how the RDN is participating in removal programs for its residents and landowners.

• Field Program:

- Gather permissions (electronic permission system) and coordinate treatment times with private landowners
- Re-treat 2017-2019 knotweed and Giant Hogweed sites and treat newly identified 2020 knotweed and giant hogweed sites on (public and private lands) using select spot application of a commercial grade herbicide (by a highly trained, certified pesticide applicator for Noxious Weeds and Industrial Vegetation).
- Monitor and re-treat as necessary the sites until the invasive species has been eradicated.

• Reporting and data management:

- Enter treated sites into the BC Invasive Alien Plant Program database (IAPP)
- Providing a summary report to the RDN and recommendations for this multi-year program for future years.
- Continue providing GH control for the French Creek initiative, including treatment on RDN property.

Tasks will include:

- Media Campaign: Join others in BC and promote the “Alienbusters.ca” including “Knot on my property” program: Collaborative press-release coordination and media contact response (radio, newspaper articles and TV). The program launched with BC Invasive Species Action Month (May).
  - Digital Education and Outreach: Promotion of the program and the partnership on Coastal ISC website and social media streams.
  - Reporting Hotline: Receiving and recording hotline calls and emails (info@coastalisc.com). Provide a hotline, 5 days per week, 9 am – 4:30 pm for the public to contact to get advice and support on best management practices for dealing with invasive species.
  - Outreach event, staffing, outreach materials, booth, travel and promotions.
  - Project Coordination:
    - Following up with landowners, verifying Knotweed and Giant Hogweed reports.
    - Electronic permission forms
  - Preparing the site for treatment and planning treatment schedule by Coastal ISC.
  - Treatment, Invasive Alien Plant Program (IAPP) data entry
  - Summary report outlining the program results and recommendation for 2020 invasive plant management.
- Timeline: Launch May (Invasive Species Month), treatment (May – August), report (end of November)

5. Provide the project start and end date.

Start Date: January 1, 2020

End Date: December 31, 2020

6. Describe the benefit of the project for the residents for the Regional District.

Giant hogweed and the knotweeds are highly invasive dangerous species that require a high level of expertise to manage and eradicate. Coastal ISC has the technical expertise, trained staff and all the certifications necessary to control these species.

The KOMP program provides a problem free, completely free subsidized program to all the residents of the regional district. The program removes many of the objections and reporting fears that homeowners may have when they discover these invasive species on their property. By providing all types of communication access, (email, internet, live direct phone, or paper) all residents of all ages can seamlessly enter into the program, and have their invasive species problem managed.

The project and program tasks will include:

- ☐ Media Campaign: Join others in BC and promote the "Alienbusters.ca" including "Knot on my property" program: Collaborative press-release coordination and media contact response (radio, articles and TV). The program launch with BC Invasive Species Action Month (May).
- ☐ Digital Education and Outreach: Promotion of the program and the partnership on Coastal ISC website and social media streams.
- ☐ Reporting Hotline: Receiving and recording hotline calls and emails (info@coastalisc.com). Provide a hotline, 5 days per week, 9 am – 4:30 pm for the public to contact to get advice and support on best management practices for dealing with invasive species.
- ☐ Outreach event, staffing, outreach materials, booth, travel and promotions.
- ☐ Project Coordination:

7. How many people does your organization anticipate will attend, benefit or participate in this project?

In 2018-2019, over 208 sites were managed in the Nanaimo region KOMP program. This was an increase of 28% over the 2017 program, highlighting the popularity and effectiveness of the program. In combination with the Seedy Saturday education and outreach events, Field tours, radio technical spots, direct mail newsletters, it is anticipated that over 900 people in the Regional District will directly participate in some manner in this program, with over 2,500 reached in total in 2020.

8. Describe how the project will promote volunteer participation and citizen involvement. Include a description of the types of roles the volunteers will undertake.

The Coastal ISC mandate includes education and outreach and collaborates with many partners to improve invasive species management. Given its small staff, it is imperative that Coastal ISC promotes volunteer participation and citizen involvement from the general public in the control and management of invasive species.

Coastal ISC works with many volunteer organizations such as garden clubs, specialized groups such as Friends of French Creek, Arrowsmith Naturalists, Qualicum Stream keepers, and other NGO's such as Broombusters, Conservation clubs and trusts, and other park and trail organizations to participate in field days, work parties, education and outreach events, and important projects needing Coastal ISC expertise.

Since many of Coastal ISC sites are on private home owners' property, it is important to engage and educate the homeowners. Many of the homeowners are now active and enthusiastic supporters of the KOMP program, and are increasingly effective in notifying their neighbors about invasive weeds on their properties, and are truly citizen scientists, detecting and reporting invasive weeds in their communities and on RDN public land through the vast array of media support methods available from the Coastal ISC.

The roles the volunteers and citizens participate in are: physical weed pulls, plant removal days, weed spotting and reporting, report a weed reporting, and volunteer organization events. Many of the citizens become strong advocates of invasive species management once they have been through an education and outreach event.

In 2016-2019, Coastal ISC coordinated the French Creek Giant Hogweed project, which resulted in 6 partners and 8 organizations collaborating to remove giant hogweed from 11 km of French Creek, including land located in the RDN. Thousands of giant hogweed plants were controlled, resulting in no additional new seed heads being developed, and no new seed being added to French Creek in 2018 and 2019.



9. Provide details of how the grant funding will be used and a breakdown of expenses.

TOTAL ESTIMATED PROJECT COST: \$17,000 (including 10% administration) + GST

**Estimated Budget \$2,250 +GST**

Education and Awareness/Visibility and Promotion  
Invasive species reporting hotline (phone and email)  
Education, coordination and communications

**Estimated Budget \$14,750+GST**

Project Coordination, Field Program Treatment and Disposal  
• Coordination with landowners, permission and site preparation, plus mileage  
• Knotweed and Giant hogweed: Re-treat of 40 sites (2018) and new sites (estimate 14 sites), including mileage, equipment and herbicide  
• Continue to help coordinate and treat all Giant Hogweed areas along the French Creek corridor.

Specific Deliverable Budget Tasks will include:

- Media Campaign: Join others in BC and promote the "Alienbusters.ca" including "Knot on my property" program: Collaborative press-release coordination and media contact response (radio, articles and TV). The program launch with BC Invasive Species Action Month (May).
- Digital Education and Outreach: Promotion of the program and the partnership on Coastal ISC website and social media streams.
- Reporting Hotline: Receiving and recording hotline calls and emails (info@coastalisc.com). Provide a hotline, 5 days per week, 9 am – 4:30 pm for the public to contact to get advice and support on best management practices for dealing with invasive species.
- Outreach event, staffing, outreach materials, booth, travel and promotions.
- Project Coordination:
  - o Following up with landowners, verifying Knotweed and Giant Hogweed reports, and treatment of sites.
  - o Electronic permission forms

A detailed summary report will be provided to outline all financial details of the budget and expenditures of the grant.

10. Provide information regarding revenues and fees that will be charged for the event or program (if applicable).

The entire RDN community grant will be used to deliver the KOMP budget and program deliverables (see section 9 above) to the RDN residents.

The general public will not be charged to attend any Coastal ISC sponsored events, and the KOMP field treatment program is delivered free of cost to the home owners in the participating partnership area.

11. Provide details regarding all other sources of funding for this project including financial contributions and any grants received, or applied for, from other sources, i.e. other municipalities, levels of government or service organizations.

The KOMP in the Central Island Invasive Species Partnership is anticipated to be funded by the following participating partners in 2020:

The RDN - \$17,000  
 Parksville - \$ 6,000  
 Qualicum Beach- \$ 9,000  
 Mosaic Forestry Ltd. - \$12,000  
 Interior Island Corridor Foundation -\$1200  
 Coastal ISC – in Kind services (Treatments) - \$5000

Total - \$50,200 (Projected for 2020)

**Budget Information – please provide the following information as separate attachments:**

- |   |          |     |
|---|----------|-----|
| 12. Provide a copy of your organization's current year budget.        | Attached | X   |
| 13. Provide a copy of your organization's latest financial statement. | Attached | X   |
| 14. Provide an annual report for your organization, if applicable.    | Attached | N/A |

Applications received that are incomplete, that do not meet the criteria, or are received after the deadline will not be considered. Please check to ensure that you have provided all information and details as requested in this application prior to submission.

<b>SIGNATURE</b>  <div style="text-align: center;"><i>Don Hare</i></div>	<b>DATE</b>  <div style="text-align: center;"><i>26 August, 2019</i></div>
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Please submit your organization's completed application to:

Finance Department  
 Regional District of Nanaimo  
 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2  
 Telephone: 250-390-4111 or toll free 1-877-607-4111, Fax: 250-390-6572  
 Email: [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

**Please Note:** The Regional District of Nanaimo is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and cannot guarantee that information provided can or will be held in confidence.

2019 Coastal ISC Budget Forecast

26-Aug-19

budget

note #

**REVENUE**

Total Government and DGO Funding

Total Private Funding

Total Other Income

**TOTAL REVENUE (Fiscal year basis)**

deferred income

**Total Revenue (Actual)**

**EXPENSES**

Project Expenses - Fees for Service

Total Project Expenses

Project Expenses - Contracted Service

Education and Outreach CSJ Field Assistant

Project Coordinator

**Total Project Expenses - Contracted Service**

Events

Total Event Expenses

Total Payroll Expense

Total General & Admin Expenses

**TOTAL EXPENSE**

**NET INCOME 2019 (Fiscal Year Basis)**

Deferred income

**NET INCOME 2019 (Actual year Basis)**

Forecast	TOTAL
2019	2018
Year End Forecast	Year End Actual
-	
81,811.00	128,277.01
55,400.00	34,678.46
2,000.00	4,021.06
139,211.00	166,976.83
21,600.00	21,600.00
160,811.00	145,376.83
30,024.08	29,524.08
5,000.00	-
25,050.00	20,298.49
30,050.00	20,298.49
3,259.46	3,259.46
63,982.89	63,982.89
12,474.82	9,043.62
139,791.25	126,108.54
- 580.25	40,868.29
21,600	21,600
21,019.75	19,268.29

Flnro 2 year grant 2018-2019

Gaming Grant 2018-2019

2019 deferred income

2018 net Income after deferred

2018 Free In-kind treatments supplied

\$	13,000.00
\$	8,600.00
\$	21,600.00
\$	19,268.29
\$	18,000.00



# Coastal Invasive Species Committee

## Income Statement 01/01/2018 to 12/31/2018

### REVENUE

<b>Government Funding</b>		
BC Parks		4,500.00
Ministry of Forests, Lands and N...		26,000.00
BC Hydro		15,000.00
Regional Districts		11,419.01
Local Governments		62,758.00
BC Gaming		8,600.00
<b>Total Government Funding</b>		<u>128,277.01</u>
<b>Services Revenue</b>		
Course Instruction		1,750.00
<b>Services Provided Revenue</b>		<u>1,750.00</u>
<b>Private Funding</b>		
Invasive Plants Council of BC		0.00
IPC Incidentals Recovered	0.00	
IPC Incidentals Subtotal		0.00
Non-profit		230.60
Corporations and Businesses		21,448.16
Fortis BC	13,000.00	
Total Corporations and Businesses		13,000.00
<b>Total Private Funding</b>		<u>34,678.76</u>
<b>Other Income</b>		
Donations		0.00
Donations: Unreceipted	0.00	
Donations: Receipted	0.00	
Donations: Subtotal		0.00
Revenue from Events		0.00
Registrations Fees		0.00
Administration fee		2,254.50
Equipment Rental Income		0.00
Interest Revenue		16.56
Investment Income		0.00
Bookkeeping adjustment		0.00
Project Transfer		0.00
<b>Total Other Income</b>		<u>2,271.06</u>
<b>TOTAL REVENUE</b>		<u>166,976.83</u>

### EXPENSE

<b>Project Expenses - Operations</b>		
Contractors		400.00
Program Management Coordinator		0.00
FFS Other Labor		0.00
Training and Certification		1,300.48
FFS Venue / Catering		0.00
IPC Incidentals Recovered		0.00
Operations Field Expenses		0.00
Field: Herbicide	3,788.08	
Plants/Planting supplies	0.00	
Equipment Rental and Storage	1,731.01	
Field Equipment	2,265.26	
Small tools/supplies	37.95	
Field: Travel/Mileage	15,402.70	
Field: Disposal	0.00	
Field Exp: Food, Accom, Room ...	1,498.60	
Field Exp: Insurance	3,100.00	
Field Exp: Office allow. & supplies	0.00	
Field Exp: Communications	0.00	

# Coastal Invasive Species Committee

## Income Statement 01/01/2018 to 12/31/2018

Total Field Expenses	27,823.60
<b>Total Project Expenses</b>	<b>29,524.08</b>
<b>Events</b>	
Presenters/Facilitators	0.00
Venue	0.00
Board Meetings	200.00
Catering/Rentals	400.96
Workshops/Community Events	80.00
Outreach Materials	2,578.50
<b>Total Event Expenses</b>	<b>3,259.46</b>
<b>Payroll Expenses</b>	
Wages & Salaries	83,246.70
EI Expense	0.00
CPP Expense	0.00
WCB Expense	419.79
User-Defined Expense 1 Expense	0.00
User-Defined Expense 2 Expense	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00
Payroll Expenses - Payworks	614.89
<b>Total Payroll Expense</b>	<b>84,281.38</b>
<b>General &amp; Administrative Expe...</b>	
Accounting & Legal	150.00
Advertising & Promotions	0.00
Bad Debts	0.00
Bookkeeping balancing	0.00
Business Fees & Licenses	330.00
Educ & Outreach Coord	0.00
Project Coordinator	0.00
Contractors	0.00
Fundraising	0.00
Rent and Storage	620.00
Courier & Postage	348.77
Credit Card Charges	0.00
Currency Exchange & Rounding	0.00
Income Taxes	0.00
Insurance	1,728.88
Interest & Bank Charges	2.70
Office Supplies	692.47
Computers, software, & mainten...	175.87
Website	1,077.56
Phone Allowance	0.00
Prof Dev & Conferences	470.00
Visa payment	53.53
Telephone & Internet	564.98
Travel: Mileage	1,364.10
Travel: Parking & Ferries	661.55
Travel: Food & Lodging	803.21
Utilities	0.00
<b>Total General &amp; Admin Expens...</b>	<b>9,043.62</b>
<b>Other</b>	
Other Expenses	0.00
Project Clearing	0.00
O/S cheques at year end	0.00
<b>Total Other Expenses</b>	<b>0.00</b>
<b>TOTAL EXPENSE</b>	<b>126,108.54</b>



**Coastal Invasive Species Committee**  
**Income Statement 01/01/2018 to 12/31/2018**

NET INCOME

40,868.29

# Coastal Invasive Species Committee

## Balance Sheet As at 12/31/2018

### ASSET

#### Current Assets

Coast Capital High Interest	80.28	
Coast Capital Shares	5.00	
Coast Capital Gaming	8,576.90	
COAST CAPITAL CHEQUING	104,418.83	
Total Cash		113,081.01
Accounts Receivable	1,597.35	
Total Receivable		1,597.35
<b>Total Current Assets</b>		<b>114,678.36</b>

**TOTAL ASSET** 114,678.36

### LIABILITY

#### Current Liabilities

Accounts Payable		0.00
HST Charged on Sales	2,765.45	
HST Paid on Purchases	-36.55	
HST Payroll Deductions	0.00	
HST Adjustments	0.00	
HST Owing (Refund)		2,728.90
<b>Total Current Liabilities</b>		<b>2,728.90</b>

**TOTAL LIABILITY** 2,728.90

### EQUITY

#### Surplus/Deficit

Surplus/Deficit - Previous Year	71,081.17	
Surplus/Deficit Current	40,868.29	
<b>Total Surplus/Deficit</b>		<b>111,949.46</b>

**TOTAL EQUITY** 111,949.46

**LIABILITIES AND EQUITY** 114,678.36