

**Pacific Salmon Foundation  
Strategic Salmon Recovery Plan  
FINAL REPORT**

**Please submit completed applications to:**

Jim Shinkewski  
Director – Salmon Programs  
Pacific Salmon Foundation  
Suite 300 – 1682 West 7<sup>th</sup> Avenue  
Vancouver, BC V6J 4S6

JAN 02 2008

**Proponent and Project Background**

**Squamish Watershed Salmon Recovery Plan (SSRP)**

**Project Title: Plan Coordinator**

***Project Activity Type:***

**Capacity Building**

***Applicant Information***

**Applicant's Legal Name: Squamish River Watershed Society**

**Address, Mailing: Box 1791, Squamish, B.C., V8B 0B3**

**Address, Courier: 41820 Rayburn Road, Brackendale, B.C., V0N 1H0**

**Project Manager: Edith Tobe**

**Phone: 604-898-9171 Fax: 604-898-9161 Cell: 604-892-7919 Email: srws@shaw.ca**

**List Subcontractors and contact information: N/A**

**Project Information**

**Amount Requested from the PSF: \$30,850**

**Total Project Value \$46,500**

**Is this project a result of a previous PSF Project Yes**

**Project Start Date January 1<sup>st</sup>, 2007**

**Project End Date December 31<sup>st</sup>, 2007**

**Project Relevance and Significance**

**Provide a brief overview of the project:**

**Describe the relevance and significance to the PSEF Recovery Plan. How does this project address the sustainability or rebuilding of the target species, what limiting factors does this project address.**

The Plan Coordinator, once again, worked with the community stewardship groups and government and First Nations in advancing the mutual goals of watershed planning and stewardship in Electoral Area D of the Squamish Lillooet Regional District. The Plan Coordinator assisted in the development community involvement especially as it pertains to maintaining the health of the natural environment.

The Plan Coordinator coordinated the Assessment and Monitoring Program, analyzing and reporting on the results of this program, recommending and carrying out approved restoration projects, and designing and coordinating various

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education programs. The Plan Coordinator position also assisted with the overall fund raising, coordination and management of the organization's programs and activities.

**Describe the specific objectives delivered by the end of this project:**

- Coordinated four community based workshops in partnerships with other stakeholders and groups;
- Expanded the Greenshores strategy meeting with developers and government to engage a progressive approach towards shoreline development;
- Planted over 3,000 shoots of eelgrass in the Mamquam Blind Channel at the Nexen lands and Stawamus IR 24;
- Provided a summary to date of all Recovery Plan based projects;
- Assisted in numerous education and children's programs over the course of the year including yellow fish storm drain markings, fry trapping, i.d. and release, basic monitoring techniques and walkabouts;
- Attended numerous conferences, providing presentations and posters;
- Administered Squamish Salmon Recovery Plan projects, processes, and was available to provide assistance as needed; and
- Prepared and facilitated Technical Review Committee meetings including taking and distributing meeting minutes.

**Describe methods, including environmental protection, timing, site and post project monitoring and reporting plans, triggers and responses for adaptive management:**

1. Squamish Salmon Recovery Plan -- incorporated the role of Plan Coordinator position to provide
  - a) Regular communications with the Pacific Salmon Foundation and oversee all transactions and Recovery Planning processes as directed by the Squamish Salmon Recovery Plan Technical Review Committee
  - b) Provided regular updates on the status of the Recovery Plan
  - c) Oversaw project development and annual call for proposals, and assist proponents with their respective projects
  - d) Administered all financial transactions and keep detailed budget and bookkeeping records.
2. Green Shores Stewardship - The Plan Coordinator worked with Environment Canada to assist in the facilitation of Green Shores activities (initiating with the Waterfront Lands in Squamish meeting with the Squamish Ocean Front Corporation and then applying these principles to other foreshore areas such as Furry Creek, Britannia Beach and so forth).
3. Reporting structure to Technical Review Committee (consisting of Randall Lewis (Squamish Nation), Matt Foy and Joe Tadey (Fisheries and Oceans Canada), Greg Wilson & Steve Rochetta (Ministry of Environment), Chessy Langford and Caroline Ashekian (District of Squamish), Brian Klassen (Sports Fish), Carl Halvorson (North Vancouver Outdoor School), along with a representative from PSF.

**Milestones**

Break the project into discrete sequential tasks, and provide the expected task completion date.

<b>Task</b>	<b>Completion Date</b>
<b>Issue Contracts with successful applicants (as per PSF protocols)</b>	<b>January 2007</b>
<b>Visit project sites to assess success of 2006 projects</b>	<b>March – June 2007</b>
<b>Submit an interim progress report on any projects that have been initiated and provide a full summary for the</b>	<b>May 2007</b>

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<b>2006 projects</b>	
Meet with Technical Review Committee to develop, issue, and oversee Stock Assessment monitoring program request for proposals followed by issuing a contract (to develop a TOR, implement a program, etc)	January – June 2007
Workshop to identify priorities for 2008 and update Recovery Plan with current information; Decide upon date to send out 2008 applications	September 2007
Assist proponents with project reporting	March – December 2007
Issue SSRP Application deadline for 2008 and send out call for applicants (coordinate with PSF)	October / November 2007
Receive applications, organize Technical Review Committee meeting to review applications, and oversee any follow-up as required	November – December 2007
Assist as needed with Final Reports, visit project sites to develop monitoring (i.e. photo point monitoring)	September – October 2007
Attend meetings and forums to build capacity and seek out additional sources of funding for SSRP program	January – December 2007

### Project Budget

Budget should include all components of project (e.g. start up, implementation, monitoring, evaluation and reporting). Please provide as much detail as possible:

Provision of data, technical drawings etc. from other organizations or agencies not purchased to be included in the project budget as in-kind (e.g. \$500/day). In-kind and volunteer contributions are expressed as standard charge out rates for professionals, \$200/day for skilled labour and \$120/day for unskilled labour (Standard day = 8 hours).

#### Labour

Service	# of People	Daily Rate	Total # of Days	Total Cost	PSF Contribution	Other Funding or In- Kind
Coordinator	1	\$375 +GST	104 days	\$41340.00	\$29812.50	\$11,527.50
<b>Labour Sub-Total A</b>				<b>\$41340.00</b>	<b>\$29812.50</b>	<b>\$11,527.50</b>

#### Materials & Equipment

Details	# of Units	Unit Cost	Total Cost	PSF Contribution	Other Funding or In- Kind
Mileage	\$.48/km + GST		\$1,200.00	\$773.69	\$426.31
Food & Beverage	Meetings etc		\$1204.28	\$204.28	\$1000.00
Miscellaneous	thank you gifts		\$59.53	\$59.53	
Administration			\$2000.00		\$2000.00
Printed Materials	photocopies, ink, etc		\$250		\$250
Phone/fax			\$500		\$500
<b>Materials and Equipment Total Costs B</b>			<b>\$5212.91</b>	<b>\$1037.50</b>	<b>\$4176.32</b>

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**Administration and Overhead Costs**

The cumulative total of administration and overhead costs, including Watershed Recovery Plan Information and Coordination contracts are limited to a maximum by watershed. Please contact PSF for additional information.

Details	# of Units	Unit Cost	Total Cost	PSF Contribution	Other Funding or In- Kind
Office Rent			\$3900		\$3900
Printing			\$500	\$500	
Tel/Fax			\$500	\$500	
Bookkeeper	104 hours	\$25/hr	\$2600	\$2600	
Accountant			\$250	\$250	
<b>Administration and Overhead Costs Total C</b>			<b>\$7750</b>	<b>\$3850</b>	<b>\$3900</b>

<b>TOTAL EXPENSES</b>	<b>TOTALS (A+B+C)</b>	<b>\$53,500</b>	<b>\$30,850</b>	<b>\$22,650</b>
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**Non-PSF Contributions**

The term revenue is defined here to include cash, in-kind and volunteer contributions.

Non-PSF Revenue Sources	Letter of Confirmation Attached	Cash	In-Kind	Volunteer	TOTAL
Squamish River Watershed Society	yes		\$22,650		\$22,650
<b>Non-PSF Totals</b>			<b>\$22,650</b>		<b>\$22,650</b>

**Certification**

I certify that the information provided in this application, including all attachments, is accurate to the best of my knowledge and that I am authorized to sign on behalf of the stated organization.

Signature: Edith B. Tobe Date: December 20, 2007

(Authorized Signatory)

Name: Edith B. Tobe  
(Print Name)

**PSF – Plan Coordinator 2007**

Project	Description	Date	in-kind	Time chargeable
Plan Coord	Minutes from Dec 8 meeting	January +		1 day
Plan Coord	Teleconference meeting with Carl and Dianne (NVOS)	January 8		¼ day
Plan Coord	Letters to BCCF	Jan 21		¼ day
Plan Coord	Minutes from Dec 8 – distributed and finalized	Jan 21		¼ day
Plan Coord	PSF 2007 contracts	Jan 23		¼ day
Plan Coord	Presentation to Cap college	Feb 8		¼ day
Plan Coord	SSRP TRC Meeting	Feb 13		½ day
Plan Coord	Meeting – Stewardship Centre – Vancouver	Feb 16		1 day
Plan Coord	Meighan Creek, Revisions to all other apps as required for PSF 07 projects	Feb 20		¼ day
Plan Coord	PERS conference	Feb 22 – 24		3 days
Plan Coord	CERST meeting – Brew Pub	Feb 28		¼ day
Plan Coord	Dealing with BCCF crap – should include stress pay!!!!!!	Mar 5		1 day
Plan Coord	Revisions to SSRP year summary	Mar 6 – 19		½ day
Plan Coord	Creel Study RFP draft	March 14 - 19		1 day
Plan Coord	Meeting with DG & DFO	March 15		¼ day
Plan Coord	Plan and prep for March 16 Cap college class	March 16	1 day	2 days
Plan Coord	On-site with D.G. wrt Education Outreach program	March 23		½ day
Plan Coord	Finalized SSRP 2006 summary	March 24		1 day
Plan Coord	Attended PSGPRC	March 26 – 28	2 days	1 day
Plan Coord	Creel RFP – proposal	March 29 – Apr 30	½ day	1 day
Plan Coord	Education & Outreach workshop	Mar 31		½ day
Plan Coord	On-site with DG & Doug	Apr 3		¼ day
Plan Coord	Lunch meeting Greenshores	April 17	½ day	
Plan Coord	Meeting with Joe wrt Creel; N Van	April 26		½ day
Plan Coord	Creel RFP Review (3 applications) and prep for Friday	May 8 – 10		2 days
Plan Coord	Minutes from May 10 meeting	May 14		½ day
Plan Coord	On-site with DG and Doug wrt Education and Outreach	May 15		¼ day
Plan Coord	Assist with DG and School Program	May 28	¼ day	
Plan Coord	Meeting with TRC – pre workshop meeting @ Totem Hall	May 25		¼ day
Plan Coord	SSRP Round Table Workshop	May 26		1 day
Plan Coord	Assist Edu/Outreach @ Porteau Cover	May 28		¼ day
Plan Coord	Minutes from May 26 meeting	May 29		½ day
Plan Coord	Minutes from May 25 & 26 meeting	June 2		½ day
Plan Coord	Creel Contract and PSF/SSRP proposal	June 2 – 15		2 days
Plan Coord	Education and Outreach	June 14	½ day	
Plan Coord	PSF/Creel Contract Development and finalisation	June 18		½ day

Plan Coord	Meeting with JO Thomas – Doug Tallman and Joe Tadey	June 21		½ day
Plan Coord	Invoices (Meighan and Education / Outreach)	June 24		½ day
Plan Coord	Meeting with Whistler Fisheries Stewardship Group – Creel	July 4		¼ day
Plan Coord	CN Transportation Safety Board announcement	July 11		¾ day
Plan Coord	Creel crew Interview with Doug Tallman (J.O. Thomas)	July 13		½ day
Plan Coord	Terrain hazard Study with NRCan	July 12, 19, 26		1 ½ days
Plan Coord	Meeting with DFO, SqNtn & J.O. Thomas	July 17		¼ day
Plan Coord	Meeting with Tom Cadieux and Gretchen Harlow	July 17		½ day
Plan Coord	SSRP Contribution Agreements: Creel & CWT; Final report CWT	July 24		1 day
Plan Coord	Estuary walkabout with community network; stewardship activities	July 30		½ day
Plan Coord	Coordinating projects (Edu/Outreach, Creel, etc)	July 27 – August 15		1 day
Plan Coord	Childrens Program – stream walk followed by yellow fish painting at Brennan Park	August 16/17		1 day
Plan Coord	Woodpecker Trail guided hike	August 19		¼ day
Plan Coord	Terrestrial Ecosystem Mapping assistance with CERG	Aug 27		½ day
Plan Coord	Site visit with D.G. in prep for upcoming Edu&Outreach prog	Aug 29		1 day
Plan Coord	Expression of Interest	August 31		1 day
Plan Coord	Whistler Fisheries Stewardship Group	September 5		½ day
Plan Coord	Discussion with D.G. wrt upcoming program	September 7		¼ day
Plan Coord	Meeting at DOS with Heather, Tamsin, lone and Chessy wrt land purchase	September 10		1 day
Plan Coord	Eelgrass planting palooza organizing and planting day (i.e. meeting with Randy)	September 7 & 13		2 days
Plan Coord	Summary for Edu/Outreach or Mamquam project	Sept 17		¼ day
Plan Coord	Meeting with Dave Nanson – opportunity for project on Lily Ck	Sept 26		1 day
Plan Coord	Review of Creel contract etc; Plants for Edu/Out, CWT package, prep for Oct 15 meeting	October 10		1 day
Plan Coord	D.G. Edu/Outreach in-field class at Mamquam	Oct 11		1 day
Plan Coord	School Program	Oct 16 / 17		2 days
Plan Coord	Letter wrt Waterfront Landing	Oct 12		¼ day
Plan Coord	Cheakamus Ecosystem Stakeholder Meeting	September 27		¼ day
Plan Coord	Technical Review Committee Meeting	October 15		½ day

Edith B. Tobe  
E.B. Tobe Enterprises

Box 138, Brackendale, B.C., V0N 1H0  
604.898.9171; fax 898.9161

Plan Coord	Minutes from Monday's meeting	Oct 15 – 20		½ day
Plan Coord	SSRP Community Workshop at Council Chambers	Oct 20		1 day
Plan Coord	Administration – e-mails / phone calls / etc	Jan – Oct		10 days
Plan Coord	On-site Edu/Outreach	October 25		¼ day
Plan Coord	EOI deadline – distribution of electronic EOI's	October 26 – 30		½ day
Plan Coord	EOI Review @ Totem Hall with TRC	November 2		¾ day
Plan Coord	Minutes from yesterdays meeting	November 3		1 day
Plan Coord	Smart Growth Greenways strategy meeting at BAG	November 15		¼ day
Plan Coord	SSRP applications (Edu / Outreach, Plan Coordinator, Ashlu Flats)	October 25 – November 22		4 days
Plan Coord	SSRP – applications received and distributed with cover letter and Evaluation form	November 23 – 25		2 ½ days
Plan Coord	Squamish Salmon Recovery Plan applications for this years funding	November 22 – 24		3 days
Plan Coord	SRWS Meeting	November 23		¼ day
	TRC Review Committee Meeting @ DOS	December 6		1 day
	Minutes from meeting	December 7 – 11		1 day
	Year end report: Mamquam	December		1 ½ days
	Year end report: Creel	December		1 ½ days
Plan Coord	Year end report: Education/Outreach	December		1 ½ days
Plan Coord	Year end Report: Plan Coord	December		1 ½ days
Plan Coord	Letters to PSF Board and responses to staff e-mails	December		4 days
				75 days @ \$375 /day \$28,125.00
	sub total			
	GST # 89695 1068 RT00			\$1,687.50
	TOTAL			<b>\$29,812.50</b>

Plan Coordinator - expenses

Date	Location	Details	Amount
Apr 21	Gelato Carino	March 31 Coffee service	\$34.98
Apr 25	PSF / Joe Tadey	140 km @ \$0.48/km + GST	\$71.23
Apr 26	PSF	150 km @ \$0.48/km + GST	\$76.32
April 28	Porteau Cove	61 km @ \$0.48/km + GST	\$31.04
May 15	around Squamish	50 km @ \$0.48/km + GST	\$25.44
May 26	around Squamish	40 km @ \$0.48/km + GST	\$24.42
July 4	Whistler	120 km @ \$0.48/km + GST	\$61.06
June 6	Gelato Carino	May 26 lunch service	\$115.01
June 14	Porteau Cove	85 km @ \$0.48/km + GST	\$43.25
July	misc	58 km @ \$0.48/km + GST	\$29.51
July 17	N.Van Holiday Inn	182km @ \$0.48/km + GST	\$92.60
August	Various	52 km @ \$0.48/km + GST	\$26.46
August 29	Squamish	57 km @ \$0.48/km + GST	\$29.00
September	Various	52 km @ \$0.48/km + GST	\$26.46
September 5	Whistler	111 km @ \$0.48/km + GST	\$59.48
September 14	Nesters	lunch for Eelgrass team	\$38.61
September 14	Xocolatl	gifts for Eelgrass team	\$19.86
Sept 26	Madeira Park	150 km @ \$0.48/km + GST	\$76.32
October 11	Mamquam	32 km @ \$0.48/km + GST	16.13
October 15	Dollar Store	gifts for vollies	\$13.85
October 15	Xocolatl	gifts for vollies	\$25.82
October 16 & 17	Mamquam	70 km @ \$0.48/km + GST	\$35.62
October 20	Squamish	25 km @ \$0.48/km + GST	\$12.72
October 20	Tim Horton's	muffins for meeting	\$15.68
November	Squamish	72km @ \$0.48/km + GST	\$36.63
<b>TOTAL EXPENSES</b>			<b>\$1,037.50</b>



TIM HORTONS #1314H OTH  
38938 PROGRESS WAY  
SQUAMISH BC V8B6K6  
604815431

Nesters Market  
Squamish, BC  
GST# R102083821  
(604) 815-0735

Merchant ID: 03000022299  
MasterCard MID: 26641890017  
Term ID: 004

Ref #: 023

Lane: 004 Cashier: 105  
Date: 09/13/2007 Time: 11:25  
Transaction: 84910242690

Sale

XXXXXXXXXXXX2305

MASTERCARD

Entry Method: Swiped

10/20/07

09:35:10

Inv #: 000023

Appr Code: 055981

Apprvd

Batch#: 000035

Total:

\$

Customer Copy

10-15-07

6 Q

1.00 @

07 IX \* 6.00

07 IX \* 1.00

8 Q

0.50 @

04 IX \* 4.00

07 IX \* 1.25

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\* 0.86 IX 1

\* 0.74 IX -

16 Q

\* 1-37  
000-9462

XOCOLATL CHOC.CRTNSQCO  
38020 CLEVELAND AVE, B 209  
SQUAMISH BC

** Deli **	
STORE DELI	\$9.580
2 @ /\$4.79/ea	
HAM SANDWICH	\$5.99GD
TURKEY SANDWICH	\$5.99GD
ROAST BEEF SANDWICH	\$5.99GD
VEGGIE DIPPER RANCH DRE	\$4.99D
VEGGIE DIPPER RANCH DRE	\$4.99D

Sub-Total: \$37.53

GST \$1.08

Total Amount: \$38.61

MCARD \$38.61

Total tendered: ~~38.61~~

Items Sold: 7

Thank You for Shopping  
at Our Store!

Account: 2454700  
Customer: EDITH TOBE  
Account Balance: \$0.00

FSP	Issued	Balance
NPTS	3753.00	57957.00

CARD NUMBER 54461200\*\*\*\*2305  
 EXPIRY DATE 0608  
 CARD TYPE MASTERCARD 2539  
 DATE/TIME 2007/09/14 11:14:50  
 RECEIPT NUMBER S47093795-722-032  
 PURCHASE  
 TOTAL AMOUNT

01 APPROVED 027 AUTH. # 031780  
THANK YOU

CARDHOLDER COPY

01 APPROVED 027  
THANK YOU

CARDHOLDER COPY

CARD NUMBER 54461200\*\*\*\*2305  
 EXPIRY DATE 0608  
 CARD TYPE MASTERCARD 0704  
 DATE/TIME 2007/10/15 13:33:24  
 RECEIPT NUMBER S47093795-728-077  
 PURCHASE  
 TOTAL AMOUNT

XOCOLATL CHOC.CRTNSQCO  
38020 CLEVELAND AVE, B 209  
SQUAMISH BC

GELATO & WOOL STUDIO CARINA

38078 CLEVELAND AVENUE  
BOX 337  
SQUAMISH B.C.  
V8B 0A3

# Invoice

Date	Invoice #
06/06/2007	76

Bill To
SQUAMISH RIVER WATERSHED EDITH B TOBE BOX 1791 SQUAMISH, B.C V0N 3G0

P.O. No.	Terms	Project

Qty	Description	Rate	Amount
10	COFFEE	1.42	14.20T
10	COOKIES	1.41	14.10T
10	PANINIS AND SALAT	6.60	66.00T
10	POP	1.42	14.20T
	Total GST		6.51
	Business Number: 870405800		
		<b>PAID</b> 1912 12 June 07	
		<b>Total</b>	\$115.01

GELATO & WOOL STUDIO CARINA

38078 CLEVELAND AVENUE  
BOX 337  
SQUAMISH B.C.  
V8B 0A3

# Invoice

Date	Invoice #
21/04/2007	70

Bill To
EDITH TOBE

P.O. No.	Terms	Project
edit		

Qty	Description	Rate	Amount
10	MUFFINS	1.89	18.90
10	CAFE, TEA	1.41	14.10
	Total GST		1.98
	Business Number: 870405800		
<b>PAID APR 21 2007</b>			
<b>Total</b>			<b>\$34.98</b>