



Coquitlam River Watershed Roundtable

*Kwikwetlem, known as “Red fish up the river.
A living river that reveals its spirit.*

Coquitlam River Watershed Roundtable Core Committee Meeting Notes

Date/Time: Wednesday, November 15, 2017 9:30 am – 12:30 pm
 Location: The Workroom at The Outlet, 1100 - 2253 McAllister Avenue, Port Coquitlam
 Co-Chairs: Neil MacEachern / Kelsey Taylor
 Contact: Roundtable Coordinator, coordinator@coquitlamriverwatershed.ca
 Website: www.coquitlamriverwatershed.ca

Attendees: 14 Core Committee Members + 5 Guests and Observers

Sector	Organization	Name	Attendance
Local Government	City of Coquitlam (Staff)	Steffanie Warriner	Regrets
Local Government	City of Coquitlam (Alternate)	Margaret Birch	Regrets
Local Government	City of Coquitlam (Elected Representative)	Councillor Chris Wilson	Regrets
Local Government	City of Port Coquitlam (Staff)	Neil MacEachern	Present
Local Government	City of Port Coquitlam (Elected Rep)	Councillor Laura Dupont	Present
First Nation	Kwikwetlem First Nation	Kelsey Taylor	Present
First Nation	Kwikwetlem First Nation (Technical Advisor)	Craig Orr	Regrets
Regional Government	Metro Vancouver Water Management	Dave Dunkley	Present
Regional Government	Metro Vancouver Water Management (Alt)	Jesse Montgomery	Regrets
Regional Government	Metro Vancouver Water Management (Alt)	Scott Stuart	Regrets
Provincial Government	Ministry of Energy and Mines	Jim Dunkley	Regrets
Federal Government	Fisheries and Oceans Canada	Scott Ducharme	Present
Utilities	BC Hydro	Karen Popoff	Regrets
Education	BCIT	Marvin Rosenau	Present
Aggregate Industry	Jack Cewe Ltd.	Kirsten Wilson	Present
Aggregate Industry	Jack Cewe Ltd. (Alternate)	Carmen Green	Regrets
Development	Brook Pooni Associates, UDI	Blaire Chisholm	Present
Development	Beedie Living, UDI (Alternate)	David Roppel	Regrets
Arts and Culture	Arts Connect	Sherry Carroll	Present
Arts and Culture	Arts Connect (Alternate)	Manfred Kraus	Regrets
Stewardship	Tri-City Green Council	Elaine Willis	Present
Stewardship	PoCo & District Hunting and Fishing Club	Norm Fletcher	Present
Stewardship	North Fraser Salmon Assistance Program	Tony Matahija	Present
Coordinator	Coquitlam River Watershed Roundtable	Jill Dwyer	Present
Financial Trustee	Watershed Watch Salmon Society	Trish Hall	Present

Guests and Observers:

Role	Group/Organization	Name
Guest Speaker	BC Hydro	Mark Nichol
Observer	BC Hydro	Alexis Hall
Observer	City of Coquitlam (staff)	Hagen Hohndorf
Observer	Allard Contractors Ltd.	Jim Allard
Observer	Vancity	Susan Devlin

Table 1. Summary of Actions from Core Committee meeting on November 15, 2017

#	Action	Action By	Deadline
1.	Share the PowerPoint slides from the presentation by BC Hydro by email to Core Committee.	Jill Dwyer	<i>November 29, 2017</i>
2.	Connect Melissa and Elaine concerning data security during CRWR website update.	Trish Hall	<i>November 29, 2017</i>
3.	Look into rates for small storage space.	Jill Dwyer	<i>December 1, 2017</i>
4.	Determine who was on grants committee and who would be interested.	Jill Dwyer	<i>January 15, 2018</i>

Table 2. Summary of Actions from Core Committee meeting on September 13, 2017**NB: Based on new RT Coordinator appointment late October, some Actions are revised as noted**

#	Action	Action By	Deadline
1.	Look into sharing with Mike Pearson data collected by the multi-year Coquitlam River water quality monitoring program	Steffanie Warriner	<i>Revised to provide by November 30, 2017</i>
2.	Plan a meeting between members of the Roundtable and developers working in the watershed as part of the <i>Feasibility and Incentives Study</i>	Development Project Team	<i>Fall /Winter 2017 – Conference call TBD for late November</i>
3.	Form a Water Extraction Project Team and launch the project	To be confirmed	<i>Revised to Winter 2017/2018</i>
4.	Prepare a contribution agreement between the CRWR and KFN to support involvement in the BC Freshwater Legacy Initiative projects	Kelsey Taylor, Craig Orr, Trish Hall	<i>Revised to early November 2017</i>
5.	Follow up on direct granting opportunity with Vancity Community Partnership Program	Jill Dwyer/ Melissa Dick	<i>Deferred to a December 2017 submission</i>
6.	Follow up on granting opportunity with FWCP's Coquitlam River Watershed Action Plan	New Coordinator, Craig Orr	<i>October 31, 2017 – needs follow up during November</i>
7.	Finalize "Sustainable Funding Options" backgrounder document and upload to website	Resilience and Capacity Building Sub-Committee/ Tyler Carlson/ Melissa Dick	<i>Revised to November 17, 2017</i>
8.	Launch technical feasibility study	Resilience and Capacity Building Sub-Committee	<i>Revised to Winter 2017 - TBD</i>
9.	Conduct research with Metro Vancouver as to the appropriate avenue to request sustainable funding	Resilience and Capacity Building Sub-Committee, Jesse Montgomery	<i>December 30, 2017</i>
10.	Prepare Year 1 reports for partners and funders.	Jill Dwyer/ Margaret Birch, Trish Hall/ Tyler Carlson	<i>Revised to December 30, 2017</i>

11.	Follow up on conversation with POLIS about the Stepping Stones self-assessment workshop	Melissa Dick/ Laura Dupont/ Jill Dwyer	<i>Revised to late November 2017</i>
12.	Circulate the “River Walks” video amongst our network	Melissa Dick to provide link/ promote by Communication Sub-Committee	<i>Revised to November 30, 2017</i>
13.	Develop a communications strategy for sustainable funding	Resilience and Capacity Building Sub-Committee/ and Communications Sub-Committee	<i>Fall 2017 – perhaps in combination with late Nov meeting</i>
14.	Generate work plan for the BC Freshwater Legacy Initiative projects to guide this work over the next year	Melissa Dick/ Jill Dwyer	<i>Revise to early November 2017</i>
15.	Coordinate presentations to appear as delegations before Coquitlam and Port Coquitlam City Councils, Kwikwetlem First Nation, and Metro Vancouver to communicate our request coming from the CRWR Business Proposal	Resilience and Capacity Building Sub-Committee/ Jill Dwyer	<i>Deferred to Winter 2017/New Year 2018 pending more work on Year 2 REFBC case study</i>
16.	Confirm logistics for a sponsored CRWR-specific art piece by ARTicipation and theme for the piece	Communications Sub-Committee/ Jill Dwyer	<i>Fall 2017</i>
17.	Discussion about sector representation and succession on the Core Committee <ul style="list-style-type: none"> • Process for public sectors (Recreation, Education, Stewardship, Arts and Culture) Alternate for the Utilities sector from a pipeline/gas/oil company	ALL	<i>Revisit in New Year 2018 with new Coordinator</i>
18.	Invite Bruce Irvine to provide an update on the Riverview Planning Process at a future 2017 meeting	Margaret Birch	<i>ONGOING: To add to future CC meeting agenda.</i>
19.	Establish a Habitat Restoration Subcommittee	Tony Matahlija, Scott Ducharme – leads	<i>December 2017/ New Year 2018 and pending funding support for habitat restoration projects</i>
20.	Plan a meeting between members of the Roundtable and developers working in the watershed as part of the <i>Feasibility and Incentives Study</i>	Development Project Team	<i>ONGOING: Meeting to be tentatively planned for fall/winter 2017.</i>
21.	Discuss the impacts of the construction of new water pipelines on spawning habitat at a future meeting	Tony Matahlija	Included in RT update at Nov 15 th CC (see # 8 & 11)
22.	Look into preparing a letter on behalf of the CRWR describing the issue of monitoring and maintenance of habitat projects with support from mayors, First Nations chiefs, and other key people	Tony Matahlija, Norm Fletcher, Scott Ducharme	Actions initiated by DFO, NFSAP to apply to FWCP funding for this work.

Next Core Committee meeting (**tentative**):

- Date: Wednesday, January 10, 2018
- Time: 9:30 AM to 12:30 PM
- Location: TBD
- Chair/Co-Chair: TBD
- Guest Presentation: Patrick Graham, Metro Vancouver - Update on Metro Vancouver Sheep Paddocks Trail Project

Meeting Notes

9:30 – 9:45am **Agenda Review and Roundtable Introductions**

- Welcome
- Introduction of Jill Dwyer (new coordinator)
- Introduction of members and observers

9:45 – 10:25 am **Guest Presentation**

- Mark Nichol, BC Hydro: *Coquitlam Tunnel Project Update*
 - Mark is the project manager for the BC Hydro Coquitlam Tunnel Project. Alexis Hall with BC Hydro was also at the meeting as an observer.
 - Mark provided an overview of the Coquitlam Tunnel Project. The Coquitlam-Buntzen Diversion tunnel was constructed in 1902 to divert water from the Coquitlam Reservoir to Buntzen Lake for generation at Lake Buntzen powerhouse and as a reservoir discharge facility to control Coquitlam Reservoir elevations. The tunnel gates are old and need to be replaced and the tunnel will need to be taken out of service to complete this work.
 - Project construction planning includes measures to lower risks of free crest release and heavy spilling leading to flooding potential along the Lower Coquitlam River, provide the required habitat water release into the Coquitlam River, safeguard the Metro Vancouver water source and mitigate risks to the integrity of the aquatic habitat and the fisheries species in the Coquitlam River.
 - Questions and discussion following Mark's presentation:
 - Q: Which 2 months will work take place?
 - A: In Winter, January and February, and in the summer August and September.
 - Q: Have you met with Metro Van water quality people? A concern was raised about sediments with a winter drawdown.
 - A: Yes, met with them 4-5 times, and they know about the winter drawdown, but they won't need the water when project is happening.
 - Q: What is 1st year construction will begin?
 - A: 2020
 - Q: Will negotiated water use planning be shut off? Is draw down level below usual levels and resulting in exposed sediments and are you sure there won't be sediments in water outflow? Worried about a high level of turbidity for fish flows.
 - A: No, want to get water out of reservoir. Yes, drawdown will be below usual levels, there is some risk of sediments, but it's a big reservoir and has large ability to settle out settlement.
 - Q: The permitted low level is 1.1 cms. There is stock in ponds below the dam at 1.1 cms. What likelihood is there to get a pump set up to keep that stock from getting stranded below the dam?

- A: We see a very low risk of getting to those low levels in the first place. Then our back up plan is the Metro Van. We have worked out details with Metro Van.
- Q: What is the response time for tunnel recall? Would you have an operator on standby?
- A: Approximately 4 hours. Someone would have to come from head office in Mission. If it gets critical, would probably have someone on standby.
- Q: Is the call BC Hydro or contractors when emergency tunnel recall takes place?
- A: BC Hydro
- Q: Does the blackout period, when BC Hydro will not be communicating on the project while RFV submissions are being received and evaluated, apply to consultations with First Nations?
- A: Yes, if we're going to change methodology it would be someone's personal intellectual property, if project design changes BC Hydro would go back and consult with stakeholders. It wouldn't change unless it's better methodology.
- Q: Because you're going to be spilling to the max more often than minimum. What will impact be on Coquitlam sockeye diversion fence during summer months?
- A: We are trying to stick to targets which won't be maximums, we will need to increase communications with WWSS and Jason McNair July1-Oct 1 for sockeye.
- Comment: The timing of the project works well for sockeye and shouldn't impact the 2019 return. It may have impact on other salmon species, but if there are impacts those stocks will be easier to rebuild.

ACTIONS

- Jill will circulate presentation to group.

10:25 – 10:45 am **Break**

10:45 – 11:40 am **Action Items and Updates – since September 13th Core Committee**

- Outstanding items from previous CC meetings
 - Items from Table 1 and 2 were reviewed. Some items shifted due to new RT coordinator appointment in late October. There were no items requiring specific discussion.
- Committees
 - Roundtable Coordinator Recruitment Sub-Committee
 - Recruitment process took place mid-September to mid-October.
 - Neil thanked the committee for hosting and conducting the interviews.
 - The RT is pleased to welcome Jill, who began her 2 year contract with Watershed Watch Salmon Society – for the Roundtable on October 23rd.
 - Melissa Dick has been providing transitional training since then and will provide support through November to Jill and in wrapping up some project work she started during Year 1 of the REFBC project funding

- Capacity and Resilience Building Sub-Committee
 - The committee has not met since the last Core Committee in September, so there is not too much to report at this time. The aim is to plan a meeting late November and possibly in conjunction with the Communications Sub-Committee, or the two being held back to back.
 - Update on the plans to complete draft Backgrounder document: Sustainable Funding Options
 - The Sustainable Funding Options report circulated at the last CC meeting and e-mailed to the committee has not been updated however will be brought forward and finalized during November with Melissa Dick and Tyler Carlson's assistance to Jill. Comments received from the June Roundtable, as applicable to the report, supporting appendices and new information is to be included to the report.
 - Meeting (TBD) November to address Year 2 REFBC work
 - The November sub-committee meeting will focus on developing a Year 2 scope of work of the REFBC project funding, based on the Year 1 case study results and input received from the Roundtable. Additionally a communications strategy is needed to help promote the Roundtable to the greater community to gain their support that funding the Roundtable by municipalities and other government agencies is needed.

- Development Project Team
 - Developer workshop planning for winter (TBD)
Still to be determined
 - Update on reaching out to developers
 - Trying to reach out to Wesbild, to engage on workshop project with developers and have brainstorm session of issues to address. Hoping to engage them over the Christmas holidays when people are less busy. The committee is taking some time to figure out how to roll out the workshop because they want to make sure developers want to participate in the session. A workshop date has not been set.
 - Assistance from SFU Masters student – case studies
No update
 - U Vic Environmental Law Student – environmental policy project on Northwest Burke
Vision reports
No update
 - Next meeting late November

- Communications Sub-Committee (Trish)
 - The Communications Sub-Committee has not met since early this year, however now with a new coordinator in place, like the other committees, a meeting will be planned soon. Given the summer capacity, outreach projects that were scheduled in August and September, movement on communications improvements was set aside.
 - A sub-committee meeting will be organized for the coming weeks.
 - Update on website transfer to WordPress
 - Melissa Dick will be providing some support to convert the website, which has outdated Drupal 7 to Word Press, which will improve making posting information much easier to manage.
 - Question: when was decision made and how awarded, did group decide?

This could be putting data at risk, want to make sure data is secure and available before proceeding.

- Answer: The current provider quoted over \$10,000 to do this work which is quite high. There was a discussion between Margaret, Trish, and Melissa, and since this was in her work plan already due to her experience with this, once she stepped down said she could still proceed. Her contact will be \$2000. This is not really a contract, but more of an extension of her current work. Trish will get Melissa to contact Elaine about data security.

- Future grant funding opportunities
 - Vancity Community Partnership Program
 - Vancity Shaughnessy Station Community Branch Manager, Susan Devlin and Assistant Manager, Nicholas Furman, encouraged the Roundtable to apply to the Vancity Community Partnership Program, which provides grants up to \$10,000 per year in funding support. There is no intake deadline and funding decisions are made monthly, except during December.
 - With the coordinator transition, the plan for drafting the funding application has been postponed for a submission during December, with the aim for funding decision during the early New Year months.
 - The project focus would build on the smaller outreach events and the River Walk project from August that will involve greater community actions that demonstrates changes in behaviours around invasive species and water use.
 - In light of the REFBC priorities to get underway this fall/winter, and the startup work for the BC Freshwater Legacy Initiative, the Roundtable will have greater capacity if it aims for a community education-based project through spring 2018 – 2019.
 - Q: Do they only do one award per year?
 - A: No, part of a bigger pool of money so they award many times per year.

ACTIONS

- Trish to get Melissa to contact Elaine about data security.

11:40 – 11:45 am Community events

- Saturday, September 16: Vancity Shred-a-thon update
 - The event took place Sept 16 and had good weather and promoted the watershed. Raised \$1500 and also worked with Ecowaste to recycle electronics. It was a great event with good attendance.

- Sunday, October 22: Salmon Come Home –
 - In light of the transition with coordinators, participation by the Roundtable to provide an outreach education display did not proceed October 22 as initially planned.
 - DFO was there and it was well attended and great day.
 - Question: What is RT connection to this event?
 - Answer: Outreach for the RT, as an engagement table.

- Outreach supplies purchases – for community events
 - With funding provided by Port Coquitlam Community Foundation for leading the August 26th River Walk event (Lions Park, Port Coquitlam), and funding received through the recent September 16th Vancity Shred-a-thon, some new engagement supplies including two portable tables, a pop up tent, and CRWR logo salmon Fish Flag and art supplies were purchased.
 - Outreach supplies are now taking up space in Margaret’s office and a request was made for any other space where things could be stored. It was suggested that a small paid storage space might be needed, but not sure if there’s enough items to warrant this. If so, it should be put into the operating budget.

ACTIONS

- Jill to look into rates for small storage space.

11:45 – 12:10 pm **Other items, news, business**

- Roundtable Member Updates
 - Broodstock collection – The team is collecting Coho. They’ve been out twice and there are significant numbers and they’ve taken many back to hatchery and are almost at target. They will be starting egg collection this Thursday. Hoy Creek chum are being collected as well.
 - KFN has started discussions with FWCP with a focus on heritage practices. Often habitat enhancement projects disturb FN heritage sites, they are trying to start discussions so that heritage is built into habitat projects.
 - Port Coquitlam is in process of revising tree policies and bylaws. Currently trees with in watercourses aren’t offered additional protections. They have received feedback that they should be given extra protection. This will be looked at and offered to Council and then would be put into a bylaw. It is early days, still getting feedback to present to Council. Getting it into bylaw would make it easier to enforce. The city currently has tree protection requirements within the community plan through watercourse development permits, but it’s much more difficult to enforce.
 - REFBC invited the RT to present at a conference in Kelowna. Due to the new coordinator just starting, Trish Hall will be attending a representing the RT.
 - The Beatty Group is hosting an Open House, November 23 at Fraser Mills site and looking for input on neighbourhood plan.
 - Marvin Rosenau has a group of three BCIT students working with Mike Pearson to do chum stock assessment on the Ox Bow River. There were concerns raised about them walking in the creek, Marvin will speak to the students about this.
 - FWCP Funding Intake- Tony advised that the recent funding application he submitted for the North Fraser Salmon Assistance Program (NFSAP), to undertake maintenance of the existing restoration and enhancement work at the Archery

Headpond area was a challenge as the costs for insurance coverage for works on municipal lands, as well as for three-year post-effectiveness monitoring made it a struggle to develop a project application within a reasonable budget (\$60K) that would be supported.

- Green Drinks event at Gallery Bistro on November 15 with a presentation on light pollution at 6:30.
- Comment: There is a need for a grants and funding working group again. Seems to be money coming in from many different sources, and it would help to coordinate through a sub-committee. Jill to look into forming a committee.
- Comment- It was brought up that the RT is getting siloed and there is concern that the force of the group as a whole is being lost. A request was made to discuss top down decision making at a future meeting.

ACTIONS

- Jill- find out who was on grants committee and who would be interested.

12:10 – 12:30 pm **Setting Next CC and Committee Dates**

- Capacity and Resilience Building Sub-Committee
- Need input from Councillor Wilson and Margaret. Aiming for early November.
- Communications Sub-Committee
Need input from Councillor Wilson and Margaret. Aiming for early November.
- Development Project Team – Conference call
Tentative Nov 24th at 11:00
- Next CC Meeting
 - Date: Wednesday, January 10, 2018
 - Time: 9:30 AM to 12:30 PM
 - Location: TBD
 - Chair/Co-Chair: TBD
 - Guest Presentation: Patrick Graham, Metro Vancouver - *Update on Metro Vancouver Sheep Paddocks Trail Project*
 - Discussion and strategy on decision making

12:30 pm

Adjourn

Documents distributed for reference at the meeting:

- i. Meeting agenda (available [online](#))
- ii. Action Items tables from past CC meetings

If you wish to access these documents, please contact the Roundtable Coordinator at coordinator@coquitlamriverwatershed.ca