



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 16, 2016 9:30 am – 12:50 pm
Location: Burke Mountain Fire Station, 3501 David Ave, Coquitlam, BC V3C 3V4
Co-Chairs: Chris Wilson / Margaret Birch
Contact: Melissa Dick, Roundtable Coordinator coordinator@coquitlamriverwatershed.ca
Website: www.coquitlamriverwatershed.ca

In attendance: 15 Core Committee Members + 7 Guests and Observers

Core Committee and Alternate Members:

Sector	Organization	Name	Attendance
Local Government	City of Coquitlam (Staff)	Steffanie Warriner	Present
Local Government	City of Coquitlam (Alternate)	Margaret Birch	Present
Local Government	City of Coquitlam (Elected Representative)	Councillor Chris Wilson	Present
Local Government	City of Port Coquitlam (Staff)	Steve Brown	Present
Local Government	City of Port Coquitlam (Elected Representative)	Councillor Laura Dupont	Present
First Nation	Kwikwetlem First Nation (Technical Advisor)	Craig Orr	Regrets
First Nation	Kwikwetlem First Nation	Kelsey Taylor	Regrets
Regional Government	Metro Vancouver Water Management	Dave Dunkley	Present
Provincial Government	Ministry of Energy, Mines and Natural Gas	Jim Dunkley	Regrets
Federal Government	Fisheries and Oceans Canada	Maurice Coulter-Boisvert	Present
Utilities	BC Hydro	Karen Popoff	Regrets
Education	BCIT	Marvin Rosenau	Present
Aggregate Industry	Jack Cewe Ltd.	Carmen Green	Regrets
Aggregate Industry	Jack Cewe Ltd. (Alternate)	Kirsten Wilson	Regrets
Development	Brook Pooni Associates, UDI	Blaire Chisholm	Present
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 Matahlija	Present
Coordinator	Coquitlam River Watershed Roundtable	Melissa Dick	Present
Financial Trustee	Watershed Watch Salmon Society	Trish Hall	Present

Guests and Observers:

Role	Group/Organization	Name
Observer	Allard Contractors Ltd.	Jim Allard
Observer	Watershed Watch Salmon Society	Sarah Boutillier
Observer	City of Coquitlam (Council)	Councillor Bonita Zarrillo
Guest Presenter	City of Coquitlam (Community Planning)	Steve Gauley
Guest	City of Coquitlam (Community Planning)	Aubrey Jensen
Observer	City of Port Coquitlam (Staff)	Neil MacEachern
Observer	Rivershed Society of BC	Melissa Chaun

Table 1. Summary of Actions from Core Committee meeting on November 16, 2016

#	Action	Action By	Deadline
1.	Summarize Northwest Burke Mountain Vision presentation and outline next steps and opportunities for community engagement/input and distribute to all Core Committee members to inform their respective sectors	Melissa Dick, ALL	December 5, 2016
2.	Send formal request for funding support to UDI from the Roundtable	Blaire Chisholm, Melissa Dick	December 2, 2016
3.	Circulate meeting minutes from CIC meeting from October 17 on the Riverview Planning Process	Melissa Dick	November 30, 2016: Circulate with these meeting minutes
4.	Strike a Recruitment Sub-Committee to address the various sector recruitment concerns	Recruitment Sub-Committee	December 5, 2016
5.	Discuss the upcoming Community Meeting with the current stewardship seat representatives	Tony Matahlija, Elaine Willis, Norm Fletcher, Melissa Dick	November 22, 2016
6.	Determine a procedure for determining seat selections on the Core Committee for the stewardship sector	Recruitment Sub-Committee	December 20, 2016
7.	Determine a procedure for determining seat selections on the Core Committee for the aggregate mining sector	Recruitment Sub-Committee	December 20, 2016
8.	Revisit the suggestion to seek an alternate for the Utilities sector from a pipeline/gas/oil company on the Core Committee at the next meeting	ALL	January 11, 2017
9.	Forward the background document from the Sustainable Funding for Watershed Governance Initiative to Core Committee members	Melissa Dick	November 30, 2016: Circulate with these meeting minutes
10.	Contact City Councils and educational institutions to coordinate presentations on behalf of the Roundtable	Margaret Birch, Melissa Dick	December 14, 2016

11.	Communicate to our funders about the shift in activities and timelines regarding the formation of an external Technical Advisory Committee	Margaret Birch, Trish Hall, Melissa Dick	December 14, 2016
12.	Identify target date(s) and activities for the Spring 2017 Community Roundtable meeting	Margaret Birch, Melissa Dick	January 11, 2017
13.	Form a Resilience and Capacity Building Committee	Margaret Birch, Melissa Dick	ON HOLD: Pending the priorities associated with forming an external Technical Advisory Committee and other funding deliverables.
14.	Invite Bruce Irvine to provide an update on the Riverview Planning Process at a future 2017 meeting	Margaret Birch, Melissa Dick	December 20, 2016

Next Core Committee meeting (tentative):

- Date: Wednesday, January 11, 2017
- Time: 9:30am – 12:30pm
- Location: Coquitlam Dam at a Metro Vancouver boardroom in the UV plant
- Chair/Co-Chair: TBD

Table 2. Status on Actions from previous Core Committee meetings

#	Action	Action By	Deadline
1.	Confirm logistics for a sponsored CRWR-specific art piece by ARTicipation and theme for the piece	Communications Sub-Committee	ONGOING: Initially discussed at the Communications Sub-Committee meeting on October 18. To be further discussed with ARTicipation in January 2017.
2.	Create a working plan for the Lower Coquitlam River Watershed Plan	Margaret Birch, Melissa Dick	ONGOING: Adapting the work plan as work progresses in line with the Roundtable’s funding priorities and deliverables.
3.	Review and update the Terms of Reference and address Core Committee member recruitment of vacancies	Sherry Carroll, Blaire Chisholm, Melissa Dick	COMPLETE: Discussed at November 16 Core Committee meeting.
4.	Form a Communications Standing Committee	Margaret Birch, Melissa Dick	COMPLETE: First Communications Sub-Committee Meeting took place on October 18, 2016.
5.	Circulate information from the “Advancing Watershed Sustainability in BC” workshop	Sherry Carroll, Marni Turek	COMPLETE: Circulated with the November 16 meeting documents.
6.	Request a presentation from the City of Coquitlam on the status of the Northwest Burke Vision at the next Core Committee meeting	Marni Turek , Margaret Birch	COMPLETE: Presentation took place during the November 16 meeting.
7.	Circulate the UVIC report “Lower Coquitlam River Watershed Plan: Tools for Healthy Watersheds and Healthy Humans” to the Core Committee when finalized	Craig Orr	COMPLETE: Circulated with the November 16 meeting documents.
8.	Establish a Habitat Restoration Subcommittee	Maurice Coulter-Boisvert, Tony Matahlija, Margaret Birch	ON HOLD: Pending support for habitat restoration projects.
9.	Form a Public Consultation Committee to facilitate the development of an online survey to obtain feedback on the LCRWP	Elaine Willis	ON HOLD: Pending completion of the Watershed Plan edits.
10.	Add the topic of “The role of the Roundtable and its collective voice” to the next agenda	Margaret Birch	ON HOLD: Refer to the Terms of Reference Committee.

Meeting Notes

9:30 – 9:40am **Agenda Review and Roundtable Introductions – Chair**

- Roundtable Introduction of Members and Observers
- Outstanding items from previous Core Committee Meetings
 - Melissa Dick reported that there are no significant outstanding items (see Table 2)

9:40 – 10:25am **Northwest Burke Mountain Vision: City of Coquitlam – Presentation**

- **Presenter: Steve Gauley, Community Planning, City of Coquitlam**
 - Described geographic boundaries of the Northwest Burke development area
 - Estimated 12,000 new residents in the area
 - Currently in the technical analysis phase (Phase 2) which considers land use, access, and requires field assessments
 - City planners will connect with the Roundtable again in early 2017
 - There is a consultative framework – a Property Owners Group (POG) and a Public Advisory Group (PAG) associated with the planning and development of the NBV process. For the PAG, multiple interest groups are represented, including representation from the Coquitlam River Watershed Roundtable.
 - 3 development area proposals have been drafted (low/mid/high); the mid-range plan proposes to develop 165 of 400 hectares
 - Research shows that demand for townhouses has increased, while demand for single family homes has decreased
 - Some constraints to the developable land area are 1) access to services in the area (commercial, utilities, water services), and 2) environmental restrictions
 - Would need to build a new water reservoir to provide water to properties in the upper reaches of the development area
 - 2 potential sites for a new vehicle bridge across the Coquitlam River have been identified (conceptual road network)
 - It is proposed to build a utility bridge across Hyde Creek (sanitary/sewer service)
 - Planners have consulted with the Ministry of Environment about access to Pinecone Burke Provincial parks (bike/trail networks)
- **Topics of questions from the Roundtable**
 - Orientation/reference points on the map
 - Proposed new bridge across the Coquitlam River
 - Access to shopping / groceries / commercial areas
 - Stormwater management
 - Wildlife corridors
 - Park overlay for map
 - Concern about how drainage into Hyde Creek is represented on the map, delineation between Hyde Creek and Coquitlam River watershed
 - Impression that the presentation lacks evidence of learning/knowledge gained since first meetings
 - Financial feasibility
 - Phasing strategy (infrastructure)

Thank you to Steve Gauley for your presentation and for providing answers to questions from the members of the Roundtable Core Committee and information about how the Roundtable will be kept involved!

ACTIONS

- Summarize Northwest Burke Mountain Vision presentation and outline next steps and opportunities for community engagement/input and distribute to all Core Committee members to inform their respective sectors

10:25 – 10:25am Roundtable – members, others share updates, ideas, etc.

- Blaire (UDI, Development sector): Update on presentation to the Urban Development Institute (UDI) on October 26
 - Attempting to solicit some support for Watershed Plan, to move forward on development action strategies
 - Request for the development sector to commit financially for the next 3 years
 - There are concerns from UDI that they feel like they already contribute to planning processes, and outstanding questions remain about this additional request for financial support
 - A formal request for funding support will be issued to UDI from the Roundtable in the coming weeks
 - Blaire has requested to get another representative (alternate) from the UDI to serve on the Roundtable Core Committee

- Trish (Watershed Watch Salmon Society, Financial trustee): Adult sockeye trap and transport project from the Coquitlam River
 - The project has wrapped up
 - 1 adult sockeye returned to the river this year
 - Hoping that the 2015 brood sockeye smolt release in spring 2017 will be the start of a new phase
 - Submitted funding proposal to the FWCP for further feasibility work through 2017-2018

- Elaine (Tri-City Green Council, Stewardship sector): Tri-City Green Council sponsors Green Drinks event
 - Green Drinks takes place on the 3rd Thursday of every month
 - Theme of next meeting: Solarize our cities (November 17 at the Gallery Bistro in Port Moody)
 - Extends invitation to Core Committee representatives to attend and participate in these environmental conversations
 - It is a good opportunity for the Roundtable to be involved / to showcase our model
 - Also involved with the Wild Salmon Defenders alliance

- Maurice (Fisheries and Oceans Canada, Federal Government sector): Recent issues with heavy discharge in the Coquitlam River
 - Would like to see more active participation by BC Hydro on the Roundtable Core Committee (Margaret and Melissa provided an update on communications with Karen

Popoff, BC Hydro representative, and plans to connect and plan for increased involvement in the future)

- This year resulted in a historic high return of chum, historic low return of chinook
 - Over ~10 day period, BC Hydro was discharging large volumes of water out of the dam, likely having a significant impact on spawners
 - Maurice contacted BC Hydro and a response was sent, explaining issues with debris in the trash rack and their operations over this time period
 - What does this mean for weather events in the future? Can we manage these weather events when they happen next time?
 - It was suggested that to address the issue, substantial re-engineering of the reservoir would be required, so there are limited options as to what they can do in this situation
 - Good news: The side channels that have been developed by recent habitat improvement/creation projects were well utilized by chum and some coho spawners. These channels have some protection from high river flows and provide an alternative to spawning in the main stem.
- Margaret (City of Coquitlam, Local Government sector): Update from Bruce Irvine, consultant for Riverview Planning Process, City of Coquitlam
- BC Housing has requested to turn the proposed vision into a detailed design
 - At some point in the future, BC Housing would bring such a plan forward to Coquitlam for consideration of an OCP amendment
 - The Roundtable would like to be kept informed of planning, future presentations

ACTIONS

- Send formal request for funding support to UDI from the Roundtable
- Circulate meeting minutes from CIC meeting from October 17 on the Riverview Planning Process
- Invite Bruce Irvine to provide an update on the Riverview Planning Process at a future 2017 meeting

10:25 – 11:00am Sub-Committee Updates

- Communications Sub-Committee
- The first meeting took place on October 18 at Jack Cewe Ltd and was a good opportunity to review a draft communications strategy prepared by the Roundtable Coordinator which summarized the communications tools the Roundtable currently uses, the Roundtable's target audiences, and the overall communication goals. The Communications Sub-Committee identified the need to determine how best to reach the Roundtable's target audiences and to ensure that all communications are meaningful and support overall communication goals. You can access the minutes from this by contacting the Roundtable Coordinator, coordinator@coquitlamriverwatershed.ca
 - It was mentioned that given the recent formation of the Communications Sub-Committee and the review of the Roundtable's communications strategy, it may be a good opportunity to engage with a professional communicator / communications expert to guide the Roundtable's communications strategy.
 - The Communications Sub-Committee could work with the communications expert in a few workshop-style meetings to review the strategy and how to best deliver

- on the outlined priorities.
- The Roundtable should take advantage of connections with Communications groups in the cities of Coquitlam and Port Coquitlam to disseminate communication pieces.
- It was mentioned that Robbin Whachell from the Hoy-Scott Watershed Society is an experienced online communicator.
- It would be necessary to outline the purpose of engaging with a professional communications expert (How/why do we want to increase Roundtable communications? Do we have the capacity to engage in a higher-level or more active communications strategy?).
- The recent Roundtable communications pieces in the Tri-City News with reporter Diane Strandberg were commended. It was suggested that engaging with Diane Strandberg in advance of the next large Community Roundtable in spring 2017 could result in good local media coverage of the event.

11:00 – 12:00pm Terms of Reference

- Approving final draft of the reviewed Terms of Reference document
 - A draft of the reviewed Terms of Reference was presented for discussion and approval. The proposed changes from the previous Core Committee meeting on September 21 consisted of:
 - Minor additions/modifications/edits to the text
 - Adding an item about partnering with organizations for financial affairs (item # 11)
 - Reaffirming the sector composition and the number of sector representation seats on the Core Committee
 - A discussion concerning the recruitment process for the stewardship sector ensued. The following thoughts were shared and discussed:
 - The Roundtable should better communicate to other groups how they can be involved to improve the sense of inclusiveness for groups in the watershed.
 - There is work to be done to improve the clarification of serving for a “term” on the Core Committee and how to determine seat elections / appointments.
 - There are currently no concrete step-by-step procedures outlined for determining seat selections for the Core Committee sectors (stewardship, aggregate industry, arts and culture, etc.).
- Upcoming scheduled Community Meeting to determine stewardship seat representatives
 - It is critical to determine the purpose of this meeting and to have an agreed-upon procedure for determining sector representatives.
 - Nominees must be aware of the expected commitment and responsibilities associated with serving on the Core Committee as a sector representative.
 - Concern over how to know if a nominee will be a good fit on the Core Committee and that perhaps it should be a prerequisite that the nominee must have volunteered/assisted with the Roundtable in the past.
 - It was suggested that submitting a 1-page summary of the nominee’s personal strengths as well as those of the organization they represent could provide some helpful background information.
 - Current stewardship seat representatives should be ready to nominate individuals to succeed their seat if they are planning to resign.
 - This meeting could be a good way to recruit interest from other groups, to discuss the

Roundtable’s activities and how groups/individuals can be involved other than serving on the Core Committee, and to inform the stewardship community of upcoming events.

- There is a need for the Roundtable to consider succession planning. Perhaps voting is not the best way forward.
- The upcoming Community Meeting may have to be postponed to allow for time to determine recruitment procedure moving forward.
- Having 3 alternate seats for the stewardship sector may be a good alternative.
- Determining representation for the aggregate industry
 - An observer raised concerns about the lack of a procedure to determine representatives on the Core Committee for the aggregate mining industry. Given that there are two active aggregate mining companies in the watershed and one seat on the Core Committee for this sector, there should be a process for representation selection for this sector.
 - It was determined that the Roundtable Coordinator/Recruitment Sub-Committee will meet with representatives from both aggregate mining companies to review representation selection for this sector.
- A side discussion was sparked seeking clarification of the process for how to bring comments from observers to the table.
 - As per item 16 in Section B of the Terms of Reference: “Core Committee meetings are typically open to Roundtable members and the public. Observers may only participate through a Core Committee member, or at the end of a meeting with the permission of the Chairperson. Items arising out of an observer’s participation in a meeting could also be recorded or submitted in written format for consideration at a subsequent Core Committee meeting.”

ACTIONS

- Roundtable Coordinator/Recruitment Sub-Committee will work with the current stewardship seat representatives to determine a procedure for determining seat selections on the Core Committee for the stewardship sector
- Roundtable Coordinator will discuss the upcoming Community Meeting with the current stewardship seat representatives to determine if it should be postponed/cancelled
- Roundtable Coordinator/Recruitment Sub-Committee will work with the aggregate industry representatives to review representation selection for this sector on the Core Committee

12:00 – 12:05pm Break

12:05 – 12:25pm Core Committee Membership Recruitment Update (Melissa)

- Outdoor Recreation Sector recruitment
 - Some outreach has occurred to select outdoor recreation groups and there is interest from groups to be involved in the Roundtable’s Core Committee.
 - However, like the other public sectors represented on the Core Committee, there lacks a clear procedure outlining how recruitment for the outdoor recreation sector should occur. Some suggestions shared were:
 - Perhaps a large community meeting can be held with representatives from many sectors to elect representatives to the Core Committee. This large meeting could be incorporated in the next large Community Roundtable meeting in spring 2017.

It could be organized to attract interested individuals from the 4 public sectors represented on the Core Committee: outdoor recreation, arts and culture, education, and stewardship.

- It is important that interested individuals and nominees understand the expectations and responsibilities of Core Committee members.
 - An advertisement in the local newspaper could attract attention and interest.
 - It is encouraged to reach out to the broader outdoor recreation community and to invite individuals/groups interested in paddling, outdoors/nature photography, fishing, cycling, camping, etc.
- **Status of other Sector seats for 2016 / 2017**
- **Arts and Culture sector**
 - ArtsConnect has a Heritage Group that encompasses broader representation.
 - There are efforts underway to find someone to fill an active participant to fill the alternate seat for the Arts and Culture sector.
 - **Utilities sector**
 - Given the possibility for there to be new pipelines in the watershed in the future, it may be wise to add a position on the Core Committee for Utilities in order to involve a pipeline/gas/oil company (Kinder Morgan Trans-Mountain, Wood Fibre LNG, Fortis BC).
 - Efforts could be made to seek an alternate from the Utilities sector from outside BC Hydro.
 - There was discussion about which utilities potentially have the greatest impact in the watershed.
 - This topic is to be revisited at the next CC meeting on January 11, 2017.

ACTIONS

- Strike a Recruitment Sub-Committee to address these various sector recruitment concerns
- Revisit the suggestion to seek an alternate from the Utilities sector from a pipeline/gas/oil company on the Core Committee at the next meeting.

12:25 – 12:30pm Funding Update

- A brief funding update was provided on the following:
- Thank-you letters were issued to City of Coquitlam, Jack Cewe Ltd, and FWCP.
 - FWCP Community Engagement Grant: \$500 received for Outreach activities
 - FWCP Seed Funding Application: for \$5,000 submitted on October 28

12:30 – 12:45pm Multi-Year Project Update– Capacity Building, Watershed Plan, Peer-to-Peer Learning and Knowledge Sharing

- **Sub-Committee formation**
- Formation of the Capacity and Resilience Building Sub-Committee (formerly Funding Sub-Committee) is on hold until next steps are outlined for the external Technical Advisory Committee.
 - Formation of the external Technical Advisory Committee was recently put on hold following a meeting with Zita Bothelo, a consultant in watershed governance in BC and who is currently leading the Sustainable Funding for Watershed Governance

- Initiative.
 - Zita encouraged the Roundtable to take a step back and do some strategic planning before forming an external committee comprised of multiple experts.
 - The Canadian Water Network is seeking pilot projects and may be a good opportunity for the Roundtable. More information can be found here: <http://www.cwn-rce.ca/focus-areas/canadian-watershed-research-consortium/>
 - This shift in activities and timelines will be communicated to our funders.
- Peer-to-peer knowledge sharing opportunities
 - The Roundtable will be seeking future opportunities to present to City Councils and educational institutions and to engage in additional peer-to-peer knowledge sharing activities.
- Community Roundtable planning for Spring 2017
 - Identifying target date(s) and activities

ACTIONS

- Forward the background document from the Sustainable Funding for Watershed Governance Initiative to Core Committee members for their information.
- Contact City Councils and educational institutions to coordinate presentations on behalf of the Roundtable.
- Communicate to our funders about the shift in activities and timelines regarding the formation of an external Technical Advisory Committee.
- Identify target date(s) and activities for the Spring 2017 Community Roundtable meeting.

12:45 – 12:50pm Other Items, News, Business

- Next Core Committee Meeting
 - Date: January 11, 2017 (tentative)
 - Time: TBD
 - Location: UV Plant, Metro Vancouver
 - Chair/Co-Chair: TBD
- Sockeye fish culture update: 2017 smolt release plans have yet to be determined
- It was requested that the Roundtable adopt the use of the accessibility checklist from City of Coquitlam when securing venues for all meetings (available here: http://www.coquitlam.ca/docs/default-source/recreation-parks-culture-documents/Event_Accessibility_Checklist.pdf?sfvrsn=0)
- A document from a meeting by the Coquitlam River Watershed Society in the early 2000's was shared which outlined the vision for the Coquitlam River Watershed to have "clear waters in the Coquitlam River and its streams by 2030." The document has been uploaded to the website's resources library and can be accessed here: <http://www.coquitlamriverwatershed.ca/sites/default/files/Coquitlam%20River%20Watershed%20Society%20VISION.pdf>

12:50 pm

Adjourn

Documents distributed for reference at the meeting:

- i. Meeting agenda ([available online](#))
- ii. Meeting minutes from CIC meeting on the Riverview Planning Process
- iii. Terms of Reference document
- iv. BC Hydro email response regarding the high discharge in the river
- v. Physical copies of the November eNews ([available online](#))

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