

Coquitlam River Watershed Roundtable Core Committee Meeting Notes

Date/Time: Tuesday, September 15, 2015; 9:30 am – 12:30 pm
Location: Coquitlam City Centre Library, 1169 Pinetree Way, Coquitlam, BC; Meeting Room 127
Co-Chairs: Margaret Birch, Maurice Coulter-Boisvert

Attendees:

| Sector | Organization | Core Committee Member |
|-------------------------|---|--------------------------|
| Local Government | City of Coquitlam (Staff) | Steffanie Warriner |
| Local Government | City of Coquitlam (Alternate) | Margaret Birch |
| Local Government | City of Port Coquitlam (Staff) | Steve Brown |
| First Nation | Kwikwetlem First Nation (Technical Advisor) | Craig Orr |
| Federal Government | Fisheries and Oceans Canada | Maurice Coulter-Boisvert |
| Aggregate Industry | Jack Cewe Ltd. (Alternate) | Kirsten Wilson |
| Real Estate Development | Brook Pooni Associates, Urban Development Institute | Blaire Chisholm |
| Stewardship | North Fraser Salmon Assistance Program | Tony Matahija |
| Stewardship Alternate | GMaintenance | Gordon Lewis |
| Arts and Culture | Arts Connect | Sherry Carroll |
| Roundtable Coordinator | Coquitlam River Watershed Roundtable | Marni Turek |
| Guest | Vancity | Kim Silva |
| Guest | Vancity | Kathryn Hansen |
| Observer | ARTicipation | John Lewis |
| Observer | Ecologist | Melissa Chaun |
| Observer | ARTicipation | Florencia Christofanini |

Regrets: Councillor Chris Wilson, City of Coquitlam, Councillor Darrell Penner, City of Port Coquitlam; Norm Fletcher, Port Coquitlam & District Hunting and Fishing Club, Stewardship; Dave Dunkley, Metro Vancouver, Water Management; Elaine Willis, Tri-City Green Council; Sue Lizotte, Kwikwetlem First Nation; Marvin Rosenau, BCIT; Edie Thome, BC Hydro; Jim Dunkley, BC Ministry of Energy and Mines; Garry Elgear, Riverside Fly & Tackle.

9:30 am **Agenda Review and Roundtable Introductions**
 Roundtable introduction of members and observers.

Thank You Vancity!

- The Roundtable welcomed guests Kim Silva and Kathryn Hansen from Vancity – Port Coquitlam (Shaughnessy Branch) who recently held a Shredathon Fundraiser for the Roundtable. The Roundtable expressed their sincere appreciation to Vancity for hosting a wonderful event and choosing the Roundtable as their community partner to be the recipient of the funds generated, totaling over \$1400.00!
- The Shredathon also resulted in the secure shredding and recycling of over 3400kg of sensitive materials. The Roundtable also extends a thank you to Urban Impact Recycling for partnering with Vancity to make this possible, and the other community groups who came out to make the event such a success.

9:45 am

Lower Coquitlam River Watershed Plan (LCRWP)

Task Group: Margaret Birch, Craig Orr, Gordon Lewis, Elaine Willis, Norm Fletcher, Maurice Coulter-Boisvert, Blaire Chisholm

LCRWP Final Draft (Version 1.0)

Report Highlights:

- Marni Turek provided a review of the LCRWP and highlighted the key sections of the report. Since the appendices have already been reviewed and vetted by the Watershed Task Group and the Roundtable at various stages throughout the watershed planning process, Marni suggested that the Core Committee members focus their efforts on the main (24 page) body of the report.
- Once feedback is received and any necessary edits made, the LCRWP Final Draft Version 1.0 will be circulated to the Core Committee for final review.
- Blaire Chisholm noted that the LCRWP Final Draft Version 1.0 should be made available to the larger Roundtable for review. Marni suggested this could be accomplished through an electronic survey. Survey results from previous Community Roundtable participants indicated interest in participating in online processes to provide feedback on Roundtable projects, though preference was still to meet in person where possible. The Roundtable does not currently have resources to host a Community Roundtable meeting, however an online survey inviting feedback on the LCRWP could be a cost effective solution.
- Other suggestions:
 - Add a section to the appendices to include the metrics that was involved to complete the report, e.g., # of hours, # of partners/organizations/funders, # of meetings, committees, in-kind value/cash value investment, etc.
 - It needs to have more images of the process of the members of the Roundtable that were participating at each stage.
 - Include the various maps that were part of the Viability Health Analysis that were used to help rate the health of the ecological and human well-being components. (It is provided in the Roundtable outreach binder.)

Deadline for Feedback: October 30, 2015

- Please review and provide feedback on the LCRWP Final Draft (Version 1.0) as soon as possible and by October 9, 2015 at the latest. Feedback can be provided via email at coordinator@coquitlamriverwatershed.ca, or telephone at (604) 808-6505, or by handwritten notes either scanned/emailed or dropped off at the City of Coquitlam Engineering Services Department c/o Margaret Birch (3000 Guildford Way).
- Next steps were discussed, including ratification of the report and arranging delegations to City Councils, Metro Vancouver, City of Coquitlam Sustainability and Environmental Advisory Committee (SEAC), etc.

Long Range Funding Proposal for Implementation of the LCRWP:

- A significant challenge facing the effective implementation of the LCRWP is identifying a sustainable funding mechanism to enable the priority strategies identified in the plan to be implemented, monitored and assessed.
- Marni Turek proposed a concept whereby the LCRWP would be implemented as a pilot project to assess the collaborative decision making model of the Roundtable in relation to being able to facilitate and manage the watershed planning process over the course of the next steps outlined in the Open Standards relating to strategy implementation, monitoring and analyzing results, and assessment of effectiveness.
- There would be three 'streams' associated with this concept, with one being the management and facilitation of the LCRWP, the second being "watershed governance" from an academic research perspective (facilitated by partners like Polis, Fraser Basin Council and academic institutions), and the third being "knowledge sharing" and the development of tools or resources (such as case studies) to assist other communities.
- Organizations interested in seeing effective watershed management implemented on a regional or ecosystem based, watershed-wide scale, such as Polis and Fraser Basin Council would be invited to take part in this three year pilot to assist with various "streams" and act as external advisors.
- This concept will be reviewed with the Funding Standing Committee and presented at the next Core Committee meeting. Further, during an upcoming BC Water Funders and Leaders meeting October 21 (to be discussed later in meeting), the concept will be presented by Marni to receive input back from this funding group, to serve as sounding board for helping the Roundtable access external funding sources and partners.

Status on 2015 – 2016 Priority Strategy Implementation:

- Margaret Birch presented a status on the strategies identified in Watershed Plan Progress Report #1. Funding applications to Metro Vancouver to advance the homeowner outreach strategy for stormwater was not successful.
- As noted at a previous Core Committee meeting, the application submitted to the Pacific Salmon Foundation to support the invasive species action plan (Alignment of Efforts) was not successful.
- Discussion was held regarding who 'owns' the plan and the Roundtable agreed that the organizations represented on the Core Committee would continue to take responsibility for ensuring its implementation through the collaborative decision making model of the Roundtable. It was also noted the importance of developing a sustainable funding mechanism.

9:55 am

Fundraising and Budget Update

Standing Committee: Chris Wilson, Blaire Chisholm, Craig Orr, Margaret Birch, Maurice Coulter-Boisvert, Gordon Lewis,

Operating Funds:

- Margaret Birch provided an overview of the Operating Funds. There are sufficient funds remaining to maintain a part time funded Coordinator into January/February 2016, after which incoming support will be needed to continue. Some funds remain to be used to provide as cash funding leverage for future project funding applications that require matching cash funds.

Record of Contributions:

- Kirsten Wilson requested that contributions from all organizations be compiled into a report highlighting the following:
 - Contributions for the current year by each organization, and
 - Cumulative contributions of each organization (individually) and collectively.
- Steffanie Warriner noted that in-kind contributions should be indicated on the funding contributions report.
- **ACTION:** By year-end, an updated financial summary table that reflects annual in-kind and cash contributions by year, will be brought forward for distribution and information to the Core Committee. (MB/MT)

Fundraising Efforts:

- Blaire Chisholm provided an overview of her approach in seeking support within the development community. Some members of the development community were approached to gauge interest in supporting the development action plan.
- **ACTION:** Meetings will be arranged with representatives from Urban Development Institute Coquitlam Liaison Committee to ask them how they would like to contribute. (BC)
- Other discussion ensued about providing outreach to new developments, seeking partners that would include outreach materials to new owners. Consider homeowner associations, e.g., local ratepayers' assn. to circulate welcome packages to new owners. Collaborate with the development community.
- For the Development action plan strategy, there is a role for a student/consultant to work with the development community to research development incentives.
- Vancity Shredathon Results: As noted at the beginning of the meeting, the Shredathon was a huge success resulting in over \$1400 being raised.
- Fall 2015 funding opportunities being pursued are centered on developing an open letter to existing Roundtable partners to determine level of interest and ability to make a three-year funding commitment. This will then compliment a larger funding application to solicit matching funds.

Projects:

- Conducting a Level 2 Fish Habitat Assessment will be added to the list of potential projects to advance if a funding opportunity becomes available. The preparation of funding applications requires a time commitment of volunteers to complete. Margaret has started to approach consulting firms, who are interested in our projects to see if they would contribute the in-kind time to prepare/assist the Core Committee with the proviso they would receive consultant funds needed to complete the project.

10:45 am **Administration, Communications and Outreach**

Outreach:

Watershed Tour for Municipal Management and Elected Representatives – July 29, 2015:

- Steffanie Warriner and Steve Brown provided an update on the watershed tour. The tour was a very effective forum for collaboration and is something that should be considered on a regular basis (i.e. annually).
- Identifying opportunities for tours for other target groups was discussed.

Upcoming Outreach Events:

- Rivershed Society of BC FraserFEST: September 20
- Rivers and Trails Festival/ My Watershed Moment: September 27
- Salmon Come Home: October 25
- It was stated that greater effort is needed to engage the larger community to volunteer to assist with outreach events, that very few Core Committee members are able to commit time, nor should they. An orientation package, promotional effort to bring volunteers to assist with these events is needed.
- **ACTION:** A Volunteer Orientation Package will be created and a volunteer 'registry' will be created. (MT)
- Though organizations do not always have money to donate, they could contribute time. Kirsten Wilson noted that Jack Cewe wants to contribute some small amounts of time, and other organizations need to encourage staff to take leaderships and give some time, and contribute financially where possible.

BC Water Funders Tour: October 21

- The BC Freshwater Funders Collaborative will tour the lower Coquitlam River watershed to learn more about the Roundtable, the issues in the watershed, and the LCRWP. Margaret Birch provided an overview of the planned tour and noted that she will be in contact with Core Committee members who can serve as tour guides.
- **ACTION:** Core Committee Members who could serve as tour guides will be contacted. (MB)
- The BC Freshwater Funders Collaborative is a new group of water funders and leaders from throughout BC, which aim to help find areas of common interest and alignment that facilitate the strategic use of collective resources to advance freshwater protection in BC. The group provides a forum for exchange of information and peer learning between funders and water leaders by strengthening relationships, knowledge and networks.

MOTION: A motion was brought forward by Maurice Coulter-Boisvert that the LCRWP Final Draft Version 1.0 be shared with the water funders group. Seconded by Craig Orr. Approved.

Communications:

Goal to Raise Profile of LCRWP and Roundtable:

- A goal of raising the profile of the LCRWP and the Roundtable was identified.
- **ACTION:** Steffanie Warriner challenged each member of the Core Committee to: Find at least one opportunity to share the story of the LCRWP to raise the profile of the work; and identify any award opportunities that may exist through their networks, and provide this information to Marni Turek for follow up. (ALL)

Municipal World Magazine:

- A 2500 word article on the Watershed Plan has been accepted for publication in the November 2015 edition, which focuses on the environment and sustainability. Municipal World Magazine is a reputable, Canada-wide publication.
- **ACTION:** A copy of the article will be circulated to the Core Committee once published. (MT)

StreamTalk Magazine:

- Margaret Birch will be submitting an article on the Watershed Plan to Streamtalk Magazine on September 30.

Metro Vancouver "Close Up" Video:

- The Metro Vancouver film crew attended the Community Roundtable April 22, 2015 and created a short video for their award winning show "Metro Vancouver Close-Up" which can be viewed at: https://www.youtube.com/watch?v=6vdRxe_BwX8

BC Water and Waste Association (BCWWA) Watermark Magazine:

- **ACTION:** Copies of the article written by Craig Orr were circulated and are available electronically. BCWWA has indicated interest in a follow up article on the Watershed Plan. (MT)

Union of BC Municipalities (UBCM) 2015 Community Excellence Awards – Partnerships Category:

- A nomination application was submitted by the City of Coquitlam to seek award for the Coquitlam River Watershed Plan recognizing the partnership and adaptive management approach for sustainable development and watershed health. The announcement would be made late September. The information compiled for the application will serve as useful input for other future communications.

Year-in-Review Trailer:

- The videos being created have been receiving positive feedback.
- **ACTION:** A 'trailer' will be circulated highlighting the work of the Roundtable for 2015, with a focus on the Watershed Plan. (MT)
- **ACTION:** A 3-minute Year-in-Review video will be compiled in November. (MT)

Community Roundtable Meeting:

- Given the recent focus of resources on the completion of the LCRWP, there was no budget for a Community Roundtable event this fall, however consideration should be

given to making provisions for an electronic survey to request feedback on the LCRWP Final Report Version 1.0.

- **ACTION:** Determine the best way to share the LCRWP with the greater Roundtable and obtain feedback electronically. (MT)

Terms of Reference

Task Group: Kirsten Wilson, Sherry Carroll, Elaine Willis, Steffanie Warriner

Task #1: Review and Update the Terms of Reference:

- The current Terms of Reference has been circulated to the Terms of Reference Task Group for review.
- **ACTION:** A date will be set for early November 2015 for a phone meeting to review the Terms of Reference. (MT)
- **ACTION:** Once complete, the Terms of Reference will be presented to the Core Committee for approval, then following approval it will be posted on the website. (MT)

Task #2: Review the Core Committee Members and Alternates

- The current list of Core Committee members and alternates is under review.

Reporting Out:

- Blaire Chisholm asked whether the municipal elected representatives appointed to the Core Committee are required to report out to their respective Councils, and if there is a process related to sharing Core Committee and Community Roundtable meeting notes with Council.
- **ACTION:** The topic of 'reporting out' will be reviewed by each municipality and reported back to the Terms of Reference Task Group via email to Marni Turek. (SB/SW)
- **ACTION:** Create a workplan to show partners what the Roundtable will do and what value partners will receive. (MT)

11:30 am **Roundtable**

Roundtable members shared their ideas, projects, etc.

Sherry Carroll:

- The Riverview Advisory Committee was successful in arranging an art show at the Pendulum Gallery in downtown Vancouver February 15 - March 8, 2016. The aim of the show is to give Riverview a voice. Sherry is working with the ARTicipation team to create an art piece that represents this theme.

12:30 pm **Next Core Committee Meeting**

- Wednesday, November 18, 2015, 9:30 am – 12:30 pm
- City of Coquitlam, Council Committee Room