



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
City of Port Coquitlam, City Hall
March 13, 2013

1 INTRODUCTION

The meeting was called to order at 9:10 am and concluded at 12:10 pm. Steffanie Warriner and Selina Robinson chaired the meeting. Krista Englund, Watershed Coordinator, took notes. Participants in the meeting were:

Sector	Organization	Member (or Alternate)
Local Government	City of Coquitlam	Steffanie Warriner Margaret Birch (alternate)
Local Government	City of Coquitlam	Selina Robinson
Local Government	City of Port Coquitlam	Janet Zazubek
First Nations	Kwikwetlem First Nation	Dale Lessoway
Federal Government	Fisheries and Oceans Canada	Maurice Coulter-Boisvert Matt Foy (alternate)
Regional Government	Metro Vancouver	Dave Dunkley
Aggregate Industry	Jack Cewe Ltd.	George Turi Kirstin Mide-Wilson (alternate)
Education	British Columbia Institute of Technology (BCIT)	Marvin Rosenau
Stewardship	PoCo & District Hunting and Fishing Club	Norm Fletcher
Stewardship	Stewardship	Gord Lewis
Arts and Culture	Arts Connect	Sherry Carroll

Observers: Gillian Fielding (SFU REM), Ashley Lowcock (UBC SCARP)
Contractors: Krista Englund, CRW Roundtable Coordinator

1 AGENDA REVIEW

- Introductions
- No changes were made to the agenda

2 COQUITLAM RIVER WATERSHED PLAN UPDATE

Task Group (Margaret Birch (lead), Craig Orr, Gordon Lewis, Elaine Willis, Norm Fletcher, Maurice Coulter-Boisvert, Blaire Chisholm, Krista Englund)

- Krista Englund and Margaret Birch worked with consultants and members of the task group to further refine components, attributes and indicators
- The Task Group met on February 28th to review changes and prioritize specific indicators that we will focus on initially as we do not have capacity to address all in depth at this time
- The Task Group is in the process of compiling existing data for priority indicators to generate a health assessment, or viability assessment
- Krista is contacting many other individuals, such as consultants for BC Hydro, other Core Committee members and Roundtable members to help with the viability assessment
- We hope to meet again in April to start talking about goals
- We'd like to have a draft health assessment ready to present at a Roundtable meeting in early June to get feedback and ask for feedback on threats and strategies at that time
- We are in need of additional capacity and are working with Gillian Fielding to see if there may be opportunities to bring her on as a summer intern

3 FUNDING APPLICATIONS UPDATE

- **DFO Public Involvement Program** (Margaret Birch, Maurice Coulter-Boisvert)
 - Submitted application earlier this month for up to \$15,000 cash plus in kind
 - Seek support for next phase of watershed plan (action plan, to roll out late summer and fall) and support for a Rivers Day Roundtable event
 - Application done so that the Roundtable would be eligible for future funding
 - Unlikely to receive funding for this year from our PIP application
 - This next funding cycle is looking much tighter for DFO; so not likely to receive funding through an MOU with DFO as in the past either
- **Bullitt Foundation** (Margaret Birch)
 - Craig submitted final report in March 2013 for Watershed Watch Salmon Society (WWSS) grant
 - Report was strategic and showed that WWSS is very involved in the Roundtable and is supporting the watershed planning process
 - WWSS is planning to submit another grant in May and is hoping to increase the amount requested by \$20-25,000 to provide additional funds for Roundtable projects, particularly the watershed plan

- **Metro Vancouver** (Margaret Birch)
 - Report is due April 30th – we need to indicate whether we want additional funding at that time
 - Margaret is inquiring whether we need to make a delegation, and to whom, and what the process will be

- **Walmart-Evergreen Green Grants** (Krista Englund)
 - Good potential funding source because grants (up to \$10,000) are eligible to community groups (not only registered societies) and they fund some coordination time (unlike some other grants)
 - Eligible projects: Native planting, Invasive species removal, habitat restoration, aquatic stewardship projects, workshops and educational events
 - Proposal for \$8,500 submitted on Mar 1
 - Event in Coquitlam River Park on River's Day – present watershed plan through series of stations along river, each with a hands-on-activity (tie into PoCo event)
 - Krista has been speaking with Sandy Battle at Port Coquitlam Recreation to ensure that this event would tie into the River's Day event that PoCo organizes every year, which included an event at Lion's Park in 2012

Suggestions:

- Inquire about the opportunity for the Roundtable to be the host of the 2013 Rivers Day event
- Students from SFU and BCIT would be available to assist with the River's Day event

ACTION: Krista to continue planning for the event, in consultation with PoCo

- **Clean Air Champions** (Krista Englund)
 - The executive director of Clean Air Champions (a Toronto-based organization) contacted Krista in late February to inquire about opportunities to partner on a one day event - fall 2013/spring 2014
 - The event would need to engage 30 students and 30 HSBC employees in learning about watersheds and improving the health of the watershed
 - It would also require a major media component (ideally national media) and include Olympic athletes (champions) in a friendly competition with the students and employees
 - Clean Air Champions would request funds from HSBC and then provide the Roundtable with \$5-8,000 to help deliver the event
 - We could tie this event into a River's Day event – either on the same day, or as a lead up to the event

Comments/Suggestions:

- Competition – bioblitz? How many species can you name at your site? Amazing Race concept?
- Check with Dianne Ramage – HSBC approached PSF in the past to do the same; headache to accommodate their needs
- Several classes come to the Kwikwetlem First Nation; councillors told them stories and they did a tour; Fin Donnelly has come to the Nation as well
- Need to take caution with handling invasive species
- Some concerns were expressed about the ethics of recent HSBC actions
- If this proceeds, we should hire someone to shoot video during the event

ACTION: Krista to explore this further, but ensure that it will not take more resources than they can afford to pay for; and that the event will meet the needs of the Roundtable as well as the Clean Air Champions

● **MITAC's partnership** (Gillian Fielding)

- Gillian Fielding, REM master's student at SFU, is interested in doing a thesis related to our watershed plan
- She wants to evaluate the effectiveness of the Open Standards for developing our watershed plan by comparing with other groups that are using the Open Standards (e.g. Puget Sound area) and comparing with literature on Integrated Watershed Planning
- MITACs is a Canadian not for profit organization that matches funds provided by a partner – for a four month internship
- If successful, Gillian would spend half of this time doing work with the partner (City of Coquitlam, helping to complete the first phase of the watershed plan) and the other half working on her research. The Roundtable commitment would be \$7,500 for her work on the workplan and support to the Core Committee; and \$7,500 provided by MITACs to support her masters research as outlined above.

Suggestions:

- Nooksack – other side of Fraser Valley – look at that?
- Compare to non-open standards processes?
- Presentation to council would be valuable

● **UBC Chapman and Innovation Grant** (Ashley Lowcock)

- Ashley Lowcock, School of Regional and Community Planning (SCARP) master's student at UBC, submitted an application for funding to the UBC Chapman and Innovation Grant to work with the Roundtable

- The Chapman and Innovation Grant provides funding up to \$10,000 for students doing projects in partnership with community based organizations
- Projects should be developed by the community for the community; asset based approach (further develop gifts or values that the community already possess)
- Provide opportunity for student to gain experience with community organizations
- The concept that Ashley submitted, which was developed with support from Krista, was to do an evaluation of the Roundtable
- This work would build on work started by Julie Gardner, Margaret Birch, Devon Knight and Gord Lewis, which was discussed by the Roundtable at the March 2012 meeting, but put off until a watershed coordinator had been hired
- Ashley's letter of intent was accepted yesterday; the next step is to develop a full proposal for April
- Funding includes an honorarium for the student; and could provide funding for the Roundtable as well

Comments/Suggestions:

- Conducting an evaluation of the Roundtable is important to our funders to demonstrate how we are effective
- Presentations to both councils would be very beneficial – will help councils understand how we can support these asset-based community organizations

4 BUDGET UPDATE

- Between April 2012-March 31, 2013 the Roundtable generated \$79,679 in revenue
- Committed expenditures for Abby Hook, Krista Englund, Crystal Campbell, Devon Knight Events, Virtual Watershed Tour, fall Roundtable, etc = \$50,306
- We have a balance of \$29,372 uncommitted and another \$9,000 coming (total of \$38,372 for the remainder of this year, at which point we will hopefully be able to access additional funds from the Real Estate Foundation, Metro Vancouver and/or Bullitt Foundation
- Margaret presented a proposed budget that would use up most funds (\$36,700) for the following:
 - Coordination (\$16,000)
 - Completing phase 1 of the watershed plan (student/consultants) (\$10,500)
 - Spring and fall Roundtable meetings (\$9,000)
 - Printing/ads (\$1,000)
 - Website hosting (\$200)

Comments/Suggestions:

- Jack Cewe Ltd. is interested in making a donation to the Roundtable and will follow up with Margaret to determine the best timing

- Jack Cewe Ltd. may be able to encourage other industry to make similar donations
- It is possible that DFO could assist with student capacity this summer

5 COMMENTS REGARDING LONG TERM SUSTAINABILITY OF THE ROUNDTABLE

- The Roundtable spends lots of time looking outside our community for funding
- The Roundtable could provide a business accreditation to generate funding (e.g. like a letter of support); but separate ourselves from corporate funders
- In this way, we could be a sustainable entity that does not go outside of itself for external funding
- First Nations have become stewards at a time when many organizations are becoming less of stewards (due to budget cutbacks primarily); for a long time Kwikwetlem First Nation has been striving to raise its voice, but it is a small nation (second smallest in lower mainland) and it has a significant watershed in its core territory, which it cannot lose sight of
- Kwikwetlem is underfunded like everyone else, but wants to make a better funding contribution to the watershed in the future; and also wants to ensure that the nation is an active member, participating in watershed cafes and events and getting people out onto the land and getting two canoe's into the water
- In terms of long term sustainability, good similar watershed governance models are the Squamish River Environmental Society; Fraser Valley Watershed Coalition (10-15 years), and Langley Environmental Partners (celebrating 20 years; supported by the Township)
- BC Hydro Bridge Coastal program is a potential funding source that should be investigated because the Coquitlam is a dammed system; \$2 million is distributed across the province each year and sometimes they do not have enough applications; however, it may be necessary to work with individual groups to submit joint applications
- How well has our mandate and purpose and reasons for being penetrated to groups on a parallel path? Are we slowly becoming, or we will become, the body that is the watchdog over the river and helps people live within our mission?
- Many of us collaborate with other groups; can we slowly guide other groups under the umbrella of the Roundtable, to build longevity?
- It was noted that hatcheries are curious about the Roundtable (e.g. the development of the Watershed Plan)
- We need to demonstrate that groups benefit from knowing more about it and being part of it – this will improve with success of Roundtable initiatives

ACTION: Funding Standing Committee to explore BC Hydro Bridge Coastal Program further – perhaps discuss at the July meeting

6 WORKPLAN AND COMMITTEE REVIEW

Review of Workplan

- Krista presented a draft workplan and asked Core Committee members to provide feedback on short term priorities to help Krista manage her time appropriately, and to determine areas where we need to build capacity (financial and human resources) (see Appendix A)
- Based on feedback from the 11 members in attendance, key priorities include:
 - Completing the watershed plan
 - Events to raise awareness (e.g. River's Day)
 - Updating and expanding the Virtual Watershed Tour (website)
 - Supporting river cleanups
 - Communicating with Roundtable membership through eNews, etc.
- It is recognized that these are short term priorities – we need to get our direction from the larger Roundtable at the next available opportunity (the internet might provide good opportunity)
- Krista asked for feedback on specific questions:
 1. **Do we want to deliver a fall Roundtable event outdoors on River's Day** (e.g. as proposed in the Walmart-Evergreen Grant proposal)?
 - a. This would draw a different audience potentially than our usual Roundtable participants and could potentially broaden support for the Roundtable
 - b. Yes, overall support - this is a good way to bring the Roundtable to the community
 - c. Some concern was expressed about the risk of rain on Rivers Day (September 29th)
 2. **Assuming Ashley Lowcock's proposal is successful; do we want to proceed an evaluation of the Roundtable this summer (e.g. May – August)?**
 - a. Useful exercise for us (the Roundtable) to evaluate ourselves, not appropriate for general public to participate in an evaluation of the Roundtable at this time
 - b. It would involve some time from the Core Committee and Coordinator to approve an evaluation framework and participate in the evaluation, but no funding would be required for the work
 - c. Would not tie into the River's Day event, but we could ask for input from Roundtable members at the June Roundtable meeting
 3. **Is it appropriate for the Roundtable to provide letters of support** (e.g. to support other's organizations' applications for funding to do projects in the watershed or related somehow to the watershed)? If so, what is the process?
 - a. Krista noted that she has received several requests to provide letters of support recently, and in response to Krista's request for the Core Committee to approve a letter of support, some concern was expressed about the authority of the Roundtable Core Committee to provide letters of support due to a

possible infringement on individual member organizations (particularly councils) right to support or not support a particular proposal

- b. It was commented that the Core Committee has the mandate to represent the Watershed Roundtable – and therefore has the authority to provide comments
- c. We need to agree on a certain timeframe for providing support letters (e.g. 3 weeks), a process for approving the letter, some guidelines around the types of projects we would support, and standard wording of letters
- d. Recognize the need to obtain funding and the limitations on our activities and opportunities that these bring for us; we have to be thankful for the diversity around our table
- e. If we start supporting groups, we need to consider that entities that want to do things that we want to do could join in our group and we could work together
- f. Funding would come to the Roundtable and then go to individual entities
- g. The Roundtable logo could appear on individual entities letterheads
- h. Overall yes, we should do this

ACTION: Krista to develop some guidelines about providing letters of support for review/approval of the Roundtable at the next meeting (e.g. criteria for when we can provide letters of support (does the project meet our vision, mission, do we know the group and have worked with them, do their goals fit with our goals, etc), timelines, process, etc).

Standing Committee/Tasks Group Review

- Task Groups are time limited, project-based committees that arise to address a specific need or complete a specific task (e.g. the watershed plan, watershed cafes)
- Standing Committees deal with ongoing tasks (e.g. fundraising, communications/outreach)
- The Core Committee reviewed the current Tasks Groups and Standing Committees:
 - Funding Standing Committee
 - Membership/Terms of Reference Standing Committee (formerly Education Seat (membership) Task Group and Terms of Reference Task Group)
 - Virtual Tour Standing Committee (formerly Task Group)
 - Watershed Plan Task Group
 - Watershed Cafe Task Group
 - Coordinator Position Task Group
 - Monitoring Task Group
- Krista noted that several Core Committee members are on numerous Committees and Task Groups and that it is difficult for Krista to participate on all the committees and task groups with her limited time
- In order to keep things manageable for both Core Committee members and the Coordinator, Krista asked:
 - Whether the current groups and committees could be reduced in number?

- Whether other Roundtable members could be invited to join Task Groups and Committees?
- Whether a communications/outreach sub-committee is needed? If so, would it make sense for this sub-committee to assume responsibility for the virtual tour, watershed cafe and other forms of communication?
- The CC agreed that Roundtable members could be invited to participate on Task Groups and Standing Committees
- With further discussion, the following groups and committees were identified, with the following members:
 - **Funding Standing Committee** (Margaret Birch, Monte Anions, Coordinator)
 - **Watershed Plan Task Group** (Margaret Birch, Maurice Coulter-Boisvert, Elaine Willis, Gord Lewis, Norm Fletcher, Blaire Chisholm, Craig Orr, Gillian Fielding, Coordinator)
 - **Watershed Cafe Task Group** (Craig Orr, Trish Hall, Elaine Willis, Gord Lewis, Margaret Birch, Coordinator)
 - **Communications/Outreach Standing Committee** (Dale Lessoway, Gord Lewis, Coordinator)
 - Note the **Virtual Tour Task Group** should decide if it needs to continue to be a separate task group or standing committee, or if it should be part of the communications/outreach standing committee
- It was decided that a Membership/Terms of Reference is not required at this time; rather a Task Group will be struck every 18 months to conduct a review
- In addition, the Coordinator Position and Monitoring Task Groups are currently inactive and will be re-initiated when needed
- It was decided that a Workplan/Evaluation Standing Committee is not required; this is a task that will be handled by the Core Committee as a whole, with assistance from Ashley Lowcock

ACTION: Krista to circulate a notice to the Roundtable contact list noting that committees have been reviewed and amalgamated and that Roundtable members are invited to participate (give broad headings of the types of committees)

7 UPDATES FROM CORE COMMITTEE MEMBERS

a. Membership

- Several Core Committee members expressed concern about the lack of participation by the Provincial Government and BC Hydro
- If Energy and Mines is not able to participate regularly, perhaps Ministry of Environment (water stewardship or species at risk) could be approached
- It was noted that many members of this table participate in BC Hydro's monitoring committee; reciprocity is expected and would be appreciated

- Would it be appropriate for the biologist at BC Hydro to participate?
- The Committee agreed to revisit this topic at the May meeting
- Kirsten Mide-Wilson offered to act as an alternate to George Turi

b. Coquitlam River Watershed Monitoring (City of Coquitlam)

- City of Coquitlam did monitoring in 2012 and results have been compiled and circulated
- The city plans to conduct more sampling in 2013
- The results showed that dissolved oxygen was a bit low; and one copper anomaly was detected (at Riverbend) – linked to issue in Maple Creek with fish kills?

c. Interior to Lower Mainland Transmission Line (Margaret Birch on behalf of BC Hydro)

- A written update from BC Hydro from December 2012 was provided (Appendix B)
- Mellissa Holland and Lesley Wood will attend next Core Committee meeting to provide a verbal update on the ILM Transmission Line Project
- Some concerns were expressed about the construction of the line in Maple Ridge
- It was noted that current cutting in the watershed is impacting the water courses and raising water quality concerns
- Kwikwetlem First nation is concerned about spraying pesticides along the route
- There is some concerns about the cutting of the line and stability concerns around Fulawka Creek
- There was some discussion about the relationship between the BC Transmission Corporation and BC Hydro
- BC Hydro will be invited to attend when the 2012 monitoring results are made public; this is another means of engaging BC Hydro

ACTION: Krista to send BC Hydro a list of questions/concerns that the Roundtable would like addressed at the May meeting

8 UPCOMING EVENTS

- Metro Vancouver is exploring the idea of offering two 3 hour tours on Saturday May 25 (9:30 and 12:30) in conjunction with Drinking Water Week. These free tours would be marketed to the general public in Coquitlam and would leave from Coquitlam City Hall.
- BC IT is conducting a Mark-Recapture study of fish at Coquitlam River Park (go to gravel parking lot on Shaughnessy St and head south) on the following dates:

SRM Students

- Monday March 11 - set traps (staff from 2 to 5 PM)
- Tuesday March 12 - mark fish (about noon to 4 PM)
- Monday March 18 - set traps (staff from 2 to 5 PM)
- Tuesday March 19 - re-capture (likely PM, but possible AM)

FWR Students

- Wednesday March 27 - set traps (staff from 2 to 5 PM)
- Thursday March 28 - mark fish (1 to 4 PM)
- Wednesday April 3 - set traps (staff 2 to 5 PM)
- Thursday April 4 - re-capture (1 to 4 PM)

ACTION: Dale to contact Marvin about inviting Chief and council out, Margaret/Steffanie to ensure that council is invited

9 NEXT CORE COMMITTEE MEETINGS

- Wednesday, May 8, 2013 or Wednesday, May 15th, 2013
- Potential location = Kwikwetlem First Nation (Margaret can bring projector and laptop; just need a white wall or plug into TV)
- Co-chairs? Dale and ?

Appendix A. Interim Workplan for 2013

Task	Status	Goal for 2013	Coordinator Role	Task Group/ Std.Comm. Role	Core Comm. Role	Priority (N and (average rank))
Mission/Goal #1: Facilitate collaborative resolution of pressures on the watershed related to urban growth and natural resource use (<i>planning</i>)						
1.1. Develop Watershed Plan State of Watershed report	Partly funded, first phase underway	Complete phase 1, secure \$ for phase 2	Coordinate, research	WPTG – Guide, help develop	Assist dev't, Review/ approve	11/11 (1.5)
1.2. Pursue mission through existing plans & initiatives (OCP, ISMP, BCH, etc.)	No change					
1.3. Facilitate informed input into new initiatives	No change					1/11 (2)
1.4. Determine value of Eco Services/natural capital	No change					1/11 (5)
Mission/Goal #2: Provide access to information and opportunities for mutual education about the watershed (<i>including awareness-raising</i>)						
2.1. Virtual Tour Website	New site launched	Upload resources & utilize all features	Upload, keep up to date	To be determined	Send resources to coordinator	8/11 (2.9)
2.2. Watershed Café series (including survey/poll)	Partly funded, initiated Nov 2012	1-2 Café's	Assist with logistics/ads	WCTG-plan, advertise, deliver	Attend/assist where possible	3/11 (3.3)
2.3. eNews to 300+ 2-4x/yr	Mail Chimp set up in Feb 2013	As needed (4+ updates/year)	Draft & send	OSC-help draft/ review	Circulate widely	4/11 (3.8)
2.4. Social media (Facebook, Twitter)	FB & twitter established	Weekly updates	Post updates as possible	OSC-help post	Post/comment	
2.5. Events to raise awareness (river festival)	Display dev'; proposal subm.	Presence at fall events	Assist with logistics/ads	OSC-help plan, attend/deliver	Attend/assist where possible	11/11 (3)
2.6. Art and the watershed	Painting activity developed	Bring art activity to events	Assist with logistics/ads	OSC-help plan, attend/deliver	Attend/assist where possible	2/11 (3.5)
2.7. Student educational activities	Involvement of secondary student	Continue to engage secondary students	Facilitation			2/11 (2)
2.8. Organize/encourage tours and site visits	No change					1/11 (4)
2.9. Signage along river	No change					1/11 (3)
2. 10. Establish a CRW Centre	No change					1/11 (3.5)

Task	Status	Goal for 2013	Coordinator Role	Task Group/ Std.Comm. Role	Core Comm. Role	Priority (N and (average rank))
Mission/Goal #3: Promote conservation of a sustainable, healthy watershed environment (including monitoring)						
3.1. River clean ups (expand to youth)	Ongoing	Facilitate cleanups	Assist with logistics/ads			5/11 (3.5)
3.2. Tap into/support existing monitoring programs	City of Coquitlam, BCIT, RiverWatch, BC Hydro all doing monitoring	Publish results on website	Publish results on website			1/11 (5)
3.3. Design new monitoring program	No change					
3.4. Support stewardship activities (e.g. habitat restoration, research, adopt a section)	No change					1/11 (4)
4. Roundtable Coordination (spans all mission/goals)						
4.1. Maintain CC membership and Terms of Reference	Updated Nov 2012	Review spring 2014	Admin support	T.G.-Review/ revise as needed	Review/ approve	Not included in ranking - high
4.2. Core Committee meetings	Bimonthly	Bimonthly meetings	Admin support		Attend/ rotate chair	Not included in ranking - high
4.3. Roundtable meetings	Annual - biannual	Biannual meetings (June, Sep-Nov?)	Assist planning & delivery		Plan/assist with delivery	Not included in ranking - high
4.4. Fundraising, project mgt and reporting	Five underway	\$ for priority projects & RT meet.	Assist with proposals, budgets, report	FSC - Seek funding for priority projects	Review/ approve	Not included in ranking - high
4.5. Workplan/evaluation	Draft	Wkpln – Mar, 2013 Eval - Summer, 2013	Assist workpln & evaluation		Approve framework, Complete evaluation	Not included in ranking - high
4.6. Respond to requests for support (letters)	Several per year	Timely response to request	Prepare letter of support		Approve letter of support	
4.7. Respond to requests from media and others	Several per month	Timely response to request	Respond or find someone to help			1/11 (3)

