



Coquitlam River Watershed Strategy

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

Coquitlam River Watershed Strategy – Phase IV

Roundtable Core Committee Meeting

Port Coquitlam City Hall, March 17, 2011

1 INTRODUCTION

Julie Gardner of Dovetail Consulting facilitated and Dave Peterson of Devon Knight Events took notes. Julie produced this meeting summary from the notes. The meeting agenda is attached.

Participants in the meeting:

Sector	Organization	Core Committee Member	Core Committee Alternate
Local Government	City of Coquitlam	See below* Margaret Birch	
Local Government	City of Coquitlam	Steffanie Warriner	
Local Government	City of Port Coquitlam	Sherry Carroll, Councillor	
Local Government	City of Port Coquitlam	Allen Jensen	
Regional Government	Metro Vancouver, Water Management	Dave Dunkley	
Utilities	BC Hydro	Judy Dobrowolski	
Federal Government	Fisheries and Oceans Canada	Maurice Coulter-Boisvert	
Aggregate Industry	Jack Cewe Ltd.	George Turi	
Real Estate Development	Brook Pooni Associates, Urban Development Institute	Blair Chisholm	
Fishing and Hunting	PoCo & District Hunting and Fishing Club	Norm Fletcher	
Stewardship	Generation Maintenance		Gordon Lewis
Stewardship	Tri-City Green Council	Elaine Willis	

*Margaret Birch and Steffanie Warriner attended on behalf of the City of Coquitlam. Official representatives to the Roundtable and Core Committee from the City of Coquitlam have not been confirmed.

Regrets:

Sector	Organization	Core Committee Member	Core Committee Alternate
First Nation	Kwikwetlem First Nation**	Craig Orr, Technical Advisor	
Provincial Government	BC Ministry of Natural Resource Operations and Ministry of Environment	Ed Taje	
Outdoor Recreation	ATV/Off Road/Trails Groups	Tom Adlington	

**Councillor Fred Hulbert, Kwikwetlem First Nation, was invited, but was unable to attend.

Meeting Purpose

Julie Gardner reviewed the purpose of the meeting:

To review direction provided by the February 19 Roundtable meeting (*the draft meeting report had been circulated*), set the stage for the ongoing work of the Core Committee in relation to the Roundtable, and begin the administrative tasks of the Core Committee.

2 QUESTION OF OBSERVERS AT CORE COMMITTEE MEETINGS

Participants agreed that observers would be welcome at future Core Committee meetings. They would not be invited to participate in the discussions, and they could be asked to leave the room for “in camera” sessions.

3 STATUS OF CORE COMMITTEE MEMBERSHIP

Discussion to consolidate Core Committee membership concluded as follows:

- George Turi, a long-time consultant to the aggregate industry, will bring the interests of the industry to the table.
- The City of Port Coquitlam is currently represented by Councillor Sherry Carroll and staff person Allen Jensen. After Port Coquitlam City Council addresses the Roundtable topic at a future Council meeting, representatives will be re-confirmed.
- Participation of the City of Coquitlam is not yet confirmed, and will be considered at an upcoming Council meeting on April 4, 2011.
- Provincial government involvement in the Core Committee was declined by managers in the Environmental Protection branch, but Ed Taje, in the Ministry of Natural Resource Operations, has expressed interest in participating.
- Craig Orr will continue to serve on the Core Committee as technical advisor to the Kwikwetlem First Nation. Kwikwetlem First Nation members will attend as they are able to.
- There was an extended discussion of alternatives for the undecided seat or seats for the sectors of education, culture and public-at-large. Maintaining the priority of keeping the Core Committee to a small size, for efficiency, it was agreed that one additional seat would be filled, for education. Education was seen as central to the role of the Roundtable and having potential to help access resources. Cultural interests and the public at large can be

represented by various Core Committee members. The education seat will be filled once the Roundtable, on the advice of the Core Committee, generates a procedure for filling Core Committee seats in an ongoing way.

A current Core Committee membership list is attached to this document.

4 REVIEW OF THE DRAFT SUMMARY NOTES FOR THE ROUNDTABLE MEETING, FEBRUARY 19, 2011

Julie mentioned that she had made some small corrections to the notes based on comments from three Core Committee members. She presented revised text on one point in the notes, responding to concern over the accuracy of a statement about monitoring instruments in the river. As a result of discussion during the meeting and at breaks, this issue was resolved.¹

Core Committee members underlined the importance of showing respect and support for each other at Roundtable meetings, in particular, and throughout this new collaborative process.

5 ROUNDTABLE ACTIVITIES PRIORITIES

Categories

Julie Gardner put forward the general categories of activities recommended by participants in the February 19 Roundtable meeting (in random order, from flip chart notes):

- Stewardship and Enhancement
- Monitoring water quality
- Information compiling and sharing (education too)
- Public awareness and Education, Art
- Support activities underway, get involved
- Planning and coordination
- Raising awareness of the Roundtable

Setting priorities

Julie Gardner also reviewed suggestions for prioritizing Roundtable activities or projects that were part of the February 19th meeting (from flip chart notes):

- Rather than initiating large projects, focus on coordinating, energizing those already responsible.
- Ensure projects and activities are included that are more readily achievable to build confidence.
- Big, visionary ideas for projects can be motivational.
- Include a project that could start right away and build success and experience in working together.

¹ Julie Gardner generated edits to the draft text of the Roundtable workshop summary after the Core Committee meeting which resolved the issue without departing from the essence of the discussions at the Roundtable meeting. The following footnote was added: “On review of the draft workshop summary, Core Committee members wished to clarify that there are several sources of impacts on water quality, including storm runoff, natural landslides, and non-point source pollution – all of which warrant monitoring.”

- Add to ongoing efforts – fill gaps between existing activities, and have broad relevance to the watershed.
- Include projects that help people get out in the watershed with hands-on activities; build community awareness and involvement; provide educational opportunities.
- “Create buzz.”
- Demonstrate partnerships.

Water quality monitoring – *should not be the initial focus of the Roundtable*

Having reflected on the categories of activities and the guidelines for setting priorities, Julie Gardner proposed water quality monitoring as a priority project. She suggested it could involve components such as:

- At a Roundtable meeting, have a panel on the various ongoing monitoring efforts that would translate these into lay language (e.g. Coquitlam River Watch, BC Hydro Water Use Plan);
- Inform the public on the purpose of monitoring, what is learned from it, and what actions are taken, by whom, under what circumstances, in response to monitoring results;
- Work with existing groups focused on tours and education (e.g. the Metro Vancouver tours of the closed portion of the watershed) to set up a tour of monitoring sites;
- Provide an opportunity for hands-on involvement in monitoring for the public, perhaps supplementing or filling a gap in current monitoring programs.

Core Committee members did not feel that water quality monitoring should be the initial focus for the Roundtable for the following reasons:

- Monitoring is too narrow a focus.
- Monitoring is well in hand with the existing efforts.
- The initial activities should be hallmark, high profile, showcase, make a name for the Roundtable, and create a buzz.
- The Roundtable should do something that others are not doing, rather than just piggybacking on others’ efforts.
- The emphasis should be on awareness, coordination, and communication rather than “hands-on stuff.” This could include making information on monitoring as well as other information available and understandable to the public.

A Virtual Watershed Environmental Centre - *proposed initial focus of the Roundtable*

After further discussion, meeting participants agreed on a “Virtual Watershed Environmental Centre” as the initial project focus for the Roundtable. Features and advantages of this project include:

- The Centre would provide a database, a hub, including contact information on who’s doing what and information on what’s going on in the watershed.
- The Centre could be regarded as a virtual Coquitlam River Watershed Roundtable.
- It would be web-based.
- It would be educational, like a library.
- It would encourage people to get involved.
- It could incorporate a virtual Watershed Tour.
- The information and virtual tour could include monitoring sites, and education about monitoring as suggested above.
- It would demonstrate that the river and watershed have many different facets.

- Such a Centre would lend itself well to media attention, press coverage/releases.
- It would help to blend the interests of all involved groups, and showcase/demonstrate that different sectors have the same common goal, beginning to overcome the history of competing and conflicting interests.
- It would be cost-effective, helping agencies and local governments access public opinion and inform the public (e.g. about upcoming proposals).
- It has a firm starting point in the existing CRW Strategy website: <http://www.coquitlamriverwatershed.ca> (The project might incorporate ongoing maintenance of the CRW Strategy website, but it is more than a website.)
- It could provide a foundation for future Roundtable projects and activities.

6 ROUNDTABLE, CORE COMMITTEE AND COORDINATOR ROLES IN CARRYING OUT ROUNDTABLE ACTIVITIES/PROJECTS

Julie Gardner presented a slide with the following suggestions:

- Roundtable meets 2-4 times a year.
- At meetings the Roundtable:
 - sets priorities
 - inputs into a workplan
 - discusses issues affecting the Coquitlam River Watershed
 - participants join project teams.
- Core Committee draws up workplan and budget.
- Funding allocated according to: what's available and how it's earmarked, what can be sought out, the priority of the project and how much it costs.
- Roundtable project teams form, with at least one Core Committee member.
- Coordinator supports project teams.
- Core Committee meets to monitor projects, do administration, and supervise the coordinator.

Core Committee members agreed that this list presents a clear enough picture of roles and responsibilities. The Core Committee will likely meet less often than monthly, but at least three times per year. Another role of the Core Committee and Roundtable will be that of circulating information on upcoming activities of interest, such as development proposals. Examples include Metro Vancouver's ultraviolet plant proposal, and BC Hydro transmission corridor applications.

7 FUNDING

Financial Management

There was a brief discussion of Julie's "draft-for-discussion Funding (Financial?) Principles for the CRW Roundtable," which is appended to this document. Core Committee members agreed that it is a good idea to have some principles like these. They agreed to review these principles and provide comments for discussion at the next meeting.

It was agreed that at present there is no need to form a sub-committee on funding/finances. All Core Committee members should be involved in fund-raising, so that the burden is distributed away from current key funders. In particular, the two cities should not be relied upon to resource the Roundtable.

Current budget, and ways of reducing costs

Margaret Birch reviewed the budget available for Roundtable work from April 1, 2011 to March 31, 2012 which totals about \$67,000. A sample list of expenses totaled \$62,400. Discussion focused on ways of reducing costs, included the following:

- The website funding item will increase if the Virtual Watershed Environmental Centre is implemented as the initial project.
- Participants agreed on holding three Roundtable meetings and 2-3 Core Committee meetings in the coming fiscal year.
- The costs of Roundtable and Core Committee meetings could be covered by municipalities as “in-kind contributions” rather than paid for out of the Roundtable budget.
- Refreshments at meetings could be eliminated.
- Meetings could be chaired by one of the Core Committee members rather than by a professional facilitator.
- Explore other First Nation-related funding sources that might be available to support Kwikwetlem participation, so this would not have to be covered by the Roundtable budget.
- Maurice Coulter-Boisvert will look into whether assembly of information (as proposed in the Virtual Watershed Environmental Centre) can qualify as an aspect of “monitoring water quality” for the purpose of DFO funding eligibility.

Funding models

Julie Gardner listed alternative funding models for the Roundtable that had come forward in various discussions as follows:

- \$10,000 is sought from each of ten sources, as an ongoing, annual contribution
- All-Found: Each project is funded individually, including the coordination role
- Five year funding commitments are made from each supporting agency according to a forward-looking budget
- Coordinator does some fund-raising for his or her own position

These alternatives were considered in connection with funding a coordinator position.

The Coordinator

It was agreed that funding a full-time coordinator for the Roundtable will be costly, and that funds are insufficient at this time. Moreover, filling the position could be premature, as the Core Committee is not geared up to the point where it could efficiently guide the Coordinator in the use of his or her time.

One suggestion was that a coordinator could be hired this summer or later. The current consultants (Julie Gardner and Devon Knight Events) could serve the Roundtable during this transition time, and their funding would wind down when a coordinator has been hired.

Discussion then focused on the “all-found” model. This would embed the coordinator or project manager in each individual project on a contract basis. Participants viewed this approach as most suitable. It could provide a kick-start to the Roundtable’s first initiative. As well, it is expected to lead to a clearer definition of what the coordinator will do, as the terms of reference for the first project could include a definition of the contractor-coordinator’s relationship with the Core Committee. As the project on the Virtual Watershed Environmental Centre is framed, it would in turn help to flesh out the coordinator’s job specifications.

Other discussion proceeded on the steps to hiring a coordinator, following this project-based model. Points included:

- Core Committee member organizations could provide in-kind support to the Roundtable by contributing to the hiring/contracting process, e.g. with systems for generating requests for proposals (RFPs).
- A Core Committee Task Group should lead the RFP preparation. A human resource expert from one of the sectors could then handle the RFP circulation and bidding process.
- This should not be a wide public process, not a broad call, instead inviting 3 to 5 proponents to bid.
- One suggestion was to consider candidates already within Coquitlam watershed networks.

Core Committee members were comfortable with this approach, which entails taking the manageable step of hiring the initial coordinator on a project-related basis rather than seeking an all-round coordinator for the longer term. That said, the person hired for the project could turn out to be an appropriate person to, ultimately, fill the Roundtable coordinator position on a full-time basis.

One drawback to this approach was discussed: the lack of a “go to” contact person for the Roundtable. To whom should notices or requests for involvement in Roundtable matters be sent? At present the default is City of Coquitlam staff person, Margaret Birch, and perhaps individual members of the Core Committee. It is unlikely that the kind of in-kind support offered to date by the City of Coquitlam (especially a knowledgeable contact like Margaret Birch) could be shifted to another sector. *See the section on Short-term support, under Next Steps, for follow-up to this issue.*

In summary, a step-wise approach to the coordinator position was agreed on, with the fund-raising model likely to evolve over time, as follows:

- Initially, in line with the “all-found” approach, a coordinator will be hired in connection with the first major Roundtable activity (likely the Virtual Watershed Environmental Centre).
- In the medium term, firm funding commitments will be sought for a coordinator for the Roundtable, perhaps starting with part-time and moving to full-time.
- Over a longer time frame, other models might be explored, such as an independent foundation, as happened in the Nisqually example, or the \$10,000 x 10 donors option listed above, or a society.

8 NEXT STEPS

Upcoming work will be undertaken mainly by Task Groups within the Core Committee. Their work will be reported back to the Core Committee.

Core Committee Task Group: Virtual Watershed Environmental Centre Scoping and Terms of Reference

Members of this Task Group are Allen Jensen, Elaine Willis, Judy Dobrowolski, Maurice Coulter-Boisvert and Norm Fletcher. Allen Jensen agreed to take the lead in coordinating this group.

This is the proposed initial project for the Roundtable. There is an immediate need to establish Terms of Reference for it, stating costs, roles and objectives, and possibly a timeline.

It is anticipated that this process will generate many ideas, which could be exchanged in a mix of in-person meetings, conference calls, and emails to a location on the existing Coquitlam River Watershed web site.

Core Committee Task Group: Roundtable and Core Committee Procedures

Members of this Task Group are Blair Chisholm, Steffanie Warriner, Sherry Carroll, and Dave Dunkley. Blair Chisholm agreed to take the lead in coordinating this group. Julie Gardner will assist this group, e.g., by providing examples.

The role of this Task Group is to fill gaps in defining Roundtable and Core Committee Procedures.² Agreements on procedures are like bylaws or operational guidelines, and are sometimes called Terms of Reference. They should include:

- ground rules/norms for meetings, e.g., respectful discussion, no “he said-she said” arguments, as in the guidelines for Port Coquitlam Council meetings, etc.;
- procedures for filling Core Committee seats in the future (and the education seat in the short term);
- possible amendment to the agreement on “at least three Core Committee meetings per year”;
- tying up loose ends regarding elements of the structure, e.g., finishing the guiding principles and mission statement, building on working drafts;
- if desired, setting guidelines for procedures such as: establishing Task Groups, consensus decision-making, chairing, minutes, responsibilities of members, reporting relationships.

Some of these needs were identified in section 5.3 of the Phase III report, *Strategy to Establish a CRW Governance Structure*.

Request for Proposal (RFP), Bidding and Hiring Processes

A Task Group on the RFP bidding and hiring processes (including the contract description) will be formed after the Core Committee has agreed on the Virtual Watershed Environmental Centre scoping and Terms of Reference. Norm Fletcher agreed to take the lead when this group is formed.

² This group could also take the lead on refining the “draft-for-discussion Funding (Financial?) Principles for the CRW Roundtable.”

Short-term support to the Core Committee and the Roundtable

Allen Jensen offered to make a room in the City of Port Coquitlam City Hall available for Task Group and future Core Committee meetings. Participants welcomed this offer, as well as the offer of coffee and cookies.

Blaire Chisholm offered to explore the possibility of hosting conference calling for Task Group work.

Margaret Birch agreed to explore setup of a drop box (or alternative for) use by Core Committee members on the Coquitlam River Watershed website.

For the time being, Margaret Birch will continue to fill the role of “go-to person,” with the assistance of the consultants, Julie Gardner and Devon Knight Events.

Devon Knight Events will continue to support the Core Committee and the Roundtable by circulating emails and documents to the Core Committee, sending updates to the master CRW Strategy email list (225 contacts) and assisting with meeting set-up and coordination, if needed.

Julie Gardner and Blair Chisholm will discuss the best way for Julie to provide support to the Task Group on Procedures.

It was also agreed that the Coquitlam River Watershed website will be utilized until it has evolved into the Virtual Watershed Environmental Centre.

Agenda for the next Core Committee meeting

The Agenda for the next Core Committee meeting should include progress reports from the two Task Groups. A review of the Terms of Reference for the Roundtable, a review of sample job descriptions for coordinator positions, and a discussion of a bidding process for the Virtual Centre would likely be addressed at this meeting.³

9 ATTACHMENTS

Agenda of the February 17th Meeting

Julie’s draft-for-discussion Funding (Financial?) Principles for the CRW Roundtable

Coquitlam River Watershed (CRW) Roundtable - Core Committee Members and Alternates

³ A loose end is how the Core Committee will communicate with the broader Roundtable on Task Group results.

Coquitlam River Watershed Strategy – Phase IV Core Committee Meeting

Date: Thursday, March 17, 2011
Time: 9:00 am to 12:00 pm
Location: Port Coquitlam City Hall, 2580 Shaughnessy Street
Room: Heritage Room, 3rd Floor

Congratulations – the Coquitlam River Watershed Roundtable has convened!

Purpose of this meeting:

- To review direction provided by February 19 Roundtable meeting (*draft meeting notes to come soon*), set the stage for the ongoing work of the Core Committee in relation to the Roundtable, and begin the administrative tasks of the Core Committee.

Draft Agenda

- 9:00 Introductions and consolidating Core Committee membership – Aggregate industry joining; decision about education, culture and public-at-large seats; status of processes to put forward representatives of the 3 governments
- 9:20 Roundtable Activities priorities – Results of Feb. 19 Roundtable meeting; Generate prioritized list? (e.g. High, Medium, Low; short term, medium, long); Decide how to carry this task forward in conjunction with workplan and budget (possibly not enough time to complete prioritization during meeting)
- 9:45 Roundtable, Core Committee and Coordinator roles in carrying out Roundtable activities/projects – Review Julie’s suggestion from February 19 for “how it will work”
- 10:00 Break
- 10:15 Finances – funds in hand and pending; general parameters such as administration vs. project allocation; alternative funding/fundraising approaches; importance of in-kind contributions; Julie’s proposed principles for “Relation between Funders and Roundtable” (*handout*)
- 10:40 Workplan and Budget – approach to work planning and budgeting; sub-committee or special meeting to draft?
- 11:00 Inventory Administrative Tasks – e.g., web site; sub-committees; remaining work on Terms of Reference such as mission statement and ongoing process for Core Committee representation
- 11:15 Next steps (early in agenda since a few participants need to leave early) – Core Committee meeting dates; next Roundtable meeting; other
- 11:30 Coordinator – duties, job description, hiring process
- 12:00 Close

Julie's draft-for-discussion Funding (Financial?) Principles for the CRW Roundtable

1. The Roundtable will choose its own direction independent of funding sources, while recognizing that some funds will be earmarked for certain purposes as agreed between the Roundtable and the funder(s).
2. Restricted funding (i.e. grants with conditions as to how they are spent) will be sought and accepted on a case by case basis. Any restrictions must not contravene the Guiding Principles of the Roundtable.
3. An array of sources and diversity of funding shall be sought so as to avoid over-reliance on any one source. This will reduce dependency and vulnerability to the loss of funds from any one source. It will also avoid real or perceived influence on the direction of the Roundtable or its Coordinator by any given funder.
4. Continued funding for the Roundtable Coordinator is critical.
5. Funding for the core needs of the Roundtable and the salary of the Coordinator should be unrestricted (i.e. a funder cannot direct the work of the Coordinator).
6. Any guidelines (e.g. percentage contributions) used to ask Roundtable participants for contributions of funding for the Roundtable will be generated by Roundtable participants.
7. In the use and management of funds (budgeting, spending, tracking) the Roundtable will be fiscally responsible, and accountable to funders as required by contractual arrangements (e.g. reporting on spending).

Core Committee (as of March 17, 2011)

Sector	Organization	Core Committee Member	Core Committee Alternate
Local Government	City of Coquitlam	TBD	TBD
Local Government	City of Coquitlam	TBD	TBD
Local Government	City of Port Coquitlam	Sherry Carroll, Councillor	Allen Jensen
Local Government	City of Port Coquitlam	Allen Jensen	
First Nation	Kwikwetlem First Nation	Craig Orr, Technical Advisor	
First Nation	Kwikwetlem First Nation	TBD	
Regional Government	Metro Vancouver, Water Management	Dave Dunkley	Ken Juvik
Utilities	BC Hydro	Judy Dobrowolski	
Federal Government	Fisheries and Oceans Canada	Maurice Coulter-Boisvert	Matt Foy
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Fishing and Hunting	PoCo & District Hunting and Fishing Club	Norm Fletcher	
Stewardship	North Fraser Salmon Assistance Program	Tony Matahlija	Gordon Lewis, Generation Maintenance
Stewardship	Tri-City Green Council	Elaine Willis	
Education		TBD	