



Coquitlam River Watershed Strategy

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

Coquitlam River Watershed Roundtable Core Committee Meeting Port Coquitlam City Hall, May 26, 2011

1 INTRODUCTION

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

Core Committee members:

| Sector | Organization | Member (or Alternate) |
|-------------------------|---|------------------------------|
| Local Government | City of Coquitlam | Selina Robinson, Councillor |
| Local Government | City of Coquitlam | Margaret Birch (alternate) |
| Local Government | City of Port Coquitlam | Sherry Carroll, Councillor |
| Local Government | City of Port Coquitlam | Allen Jensen |
| First Nations | Kwikwetlem First Nation | Fred Hulbert, Councillor |
| First Nations | Kwikwetlem First Nation | Craig Orr, Technical Advisor |
| Regional Government | Metro Vancouver, Water Management | Dave Dunkley |
| 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 | Blaire Chisholm |
| Fishing and Hunting | PoCo & District Hunting and Fishing Club | Norm Fletcher |
| Stewardship | Generation Maintenance | Gordon Lewis (alternate) |
| Stewardship | Tri-City Green Council | Elaine Willis |

Observers: Dave Nanson, Fisheries and Oceans Canada

Consultants: Julie Gardner, Dovetail Consulting, and Devon Knight and Dave Peterson, Devon Knight Events

Regrets: Tom Adlington, Outdoor Recreation Sector; Judy Dobrowolski, BC Hydro; Ed Taje, BC Government; Steffanie Warriner, City of Coquitlam (Margaret Birch, alternate, attended in her place.); Tony Matahlija, North Fraser Salmon Assistance Program (Gordon Lewis, alternate, attended in his place.)

Julie Gardner reviewed the purpose of the meeting:

- Review the progress made by the Operational Guidelines and Terms of Reference (ToR) Task Group and the Virtual Watershed Environmental Centre Task Group and plan next steps.
- Attend to various CRW Roundtable administrative items.

Julie introduced the agenda and clarified a mistake in a 9:15 am item, “Role of the two Cities in resource support.” This item is about the role of the Roundtable (and Core Committee) in responding to requests for comments on projects or programs that are underway in member organizations’ jurisdictions. A development project in the watershed would be an example. The Committee agreed to move this agenda item to a future meeting. The agenda was approved. A photo of the Core Committee was taken as part of the first agenda item.

2 CORE COMMITTEE MEMBERSHIP

City of Coquitlam: Councillor Selina Robinson was welcomed as a new member of the committee. Steffanie Warriner will be the City’s staff representative. Margaret Birch will be the alternate member.

City of Port Coquitlam: Allen Jensen reported that the City Council will vote on the following appointment procedure to the Core Committee at its June 13th meeting: “that the Chairperson (or alternate Deputy Chairperson) of the Environmental Enhancement Committee and the Manager of Environmental Services (or designate) be appointed to serve as City representatives on the Core Committee.” If this measure is approved, Councillor Sherry Carroll and Allen Jensen will continue to serve as members. Allen pointed out that the use of roles rather than specific people’s names in this measure would insure that the City’s seats on the Core Committee would always be filled, even if the people in the roles changed.

Filling the Education Sector Seat:

Discussion

There was a discussion about how to fill the unfilled education sector seat. Some comments on this topic have been brought forward in these notes from a subsequent discussion under agenda item “Task Group: Operational Guidelines”

Comments included:

- Institutions that might be represented include: School District 43, Douglas College, BCIT, and Simon Fraser University.
- Douglas College had done valuable research related to the watershed, funded by the aggregate industry.
- SFU's President Andrew Petter has recently met with various local people, noting SFU's significant presence in the watershed's communities and stating that SFU is interested in greater outreach to these communities.
- Public schools and colleges which are not directly represented on the Core Committee are entitled to and should be encouraged to participate in the Roundtable.
- Core committee members come from organizations or sectors that have educational components. These should be part of the mix too.

Decisions

- Candidates for consideration for the Core Committee should be representatives of an institution, either a faculty or a staff member. Students would not be eligible.
- If one of the colleges is represented as the core committee member, a representative from School District 43 should be the alternate, or vice versa – so that both levels are represented.
- Core Committee should identify key people in the education field and ask them to put forward a member and alternate. If this process fails, the Core Committee should nominate, invite and confirm the member and alternate.

Action Items

- *A Task Group was formed to facilitate the process for filling the education sector seat. Elaine Willis will take the lead, assisted by Sherry Carroll and Selina Robinson.*
- *Margaret Birch agreed to review the CRW Contacts List to identify any School District 43, college, or other potential education sector representatives, but she noted that there were not many in this category and suggested the Task Group not rely on this list; she will forward any names and contact information to the Task Group.*

3 FINANCES AND RESOURCES

Budget update:

- Margaret Birch referred to two handouts distributed during the meeting. The first handout summarized the estimated funds carried over from Phase IV, allowing for some final invoices anticipated later this month. The second handout was a draft consultant services agreement for April 1, 2011 – fall, 2011 when the second Roundtable meeting will be held.
- Given carry over funds from the last budget cycle, \$47,096 received in grants from DFO and the Pacific Salmon Foundation (PSF) to date, and an anticipated \$26,373 of additional PSF

instalments, the project budget is \$73,469. This is for the period April 1, 2011 to March 31, 2012.

- Discussion ensued over the estimated expenses for the budget year, with the Core Committee concurring over necessary costs in support of First Nation support, communication activities, e.g., promotional materials, display ads, web site domain/hosting and maintenance costs, and the base cost for two Roundtable meetings planned for fall 2011 and spring 2012.

Draft Consultant Services Agreement:

Discussion

- The draft consultant services cost estimate is \$19,312 for the period April 1 through the completion of the Roundtable meeting in the fall of 2011. Margaret noted and the committee agreed that coordination and support through a similar contract or a watershed coordinator would be needed to cover the subsequent period from the fall of 2011 to March 2012.
- The Core Committee provided a number of comments. Suggested approaches ranged from keeping the status quo in consultant services to curtailing facilitation services support, reducing meeting coordination support to one person, and not extending the services into fall in order to keep other options open, such as the possibility of hiring a project/watershed coordinator.
- Members also felt that some of the Core Committee meetings could be facilitated by a rotating chair/co-chair—as proposed in the draft Operational Guidelines and Terms of Reference. It was agreed that the July Core Committee meeting would be chaired by a committee member designate, to reduce some costs. However, planning the fall Roundtable meeting would require consulting services for agenda development and facilitation.
- The Committee did not want to commit funds beyond the end of the summer, since it feels that it is important to move forward with hiring a part time coordinator for the Roundtable as soon as it is feasible and financially possible. However, members recognized the importance of allocating some funds for consulting services in order to keep administrative tasks from falling through the cracks or being delegated to Committee members, such as the City of Coquitlam or the City of Port Coquitlam, which do not have the resources to handle them. These tasks would include meeting notification, agenda development, meeting summary notes, Web site updates, emails to the CRW contact list, Task Group support and assistance with funding proposals.
- The Committee would like to transition away from using consulting services to hiring a coordinator for the Roundtable.
- Margaret reminded the Core Committee that certain criteria must be met in order to satisfy the terms of the Fraser Salmon and Watersheds Program (FSWP) funding. Hiring a coordinator was a stated goal in our proposal. Whether this is done as part of a Roundtable project or another way, this is an important “deliverable” as far as FSWP’s funding is concerned.

Action Items

- *Margaret will ask Devon Knight Events and Julie Gardner to revise their work plan and cost estimate to scale back and cover only the period from April to August 2011. Attendance at the September Core Committee meeting and preparations for the fall Roundtable meeting will not be included. Facilitation services for the July Core Committee meeting will be eliminated and only one support person from Devon Knight Events will attend to take notes. These tasks, mentioned above, will be included: meeting notification, agenda development, meeting summary notes, Web site updates, emails to the CRW contact list, Task Group support and assistance with funding proposals.*

Funding Sources:

Discussion

Margaret Birch noted that one of the responsibilities of the Core Committee is to raise funds to support the Roundtable during this inaugural year and in subsequent years. She reviewed grant opportunities which may be available through the Real Estate Foundation. Deadlines are July 4, 2011, for a \$3,000 grant from the Water Sustainability Endowment Fund and August 18 (?) for the regular grants program. Other possible sources of funding are BC Hydro, Terasen (now renamed Fortis) and Metro Vancouver. For the latter, the Core Committee should approach the Environment and Energy Committee and/or the Water Committee to discuss funding opportunities. These committees are working on their 2012 budgets. As an example, a Seymour River watershed program received \$100,000. The next committee meetings are in June. A Core Committee member mentioned a funding strategy which has been raised in previous meetings. This is the idea of asking a number key stakeholder organizations to commit to a level of funding for the Roundtable, such as \$10,000 per organization, on an ongoing basis (e.g. annually).

Action Items

A Task Group (Funders Group) was formed to pursue these funding opportunities. It includes Margaret Birch, Selina Robinson, Blaire Chisholm, and Maurice Coulter-Boisvert.

4 TASK GROUP ON OPERATIONAL GUIDELINES AND TERMS OF REFERENCE

Task Group members: Blaire Chisholm (lead), Sherry Carroll, Dave Dunkley, Steffanie Warriner

Blaire reviewed the Task Group's draft recommendations and opened the floor for questions, comments and discussion.

Discussion

Decision-making – consensus vs. voting: Committee members felt it was important to emphasize that the preferred approach for decision-making by the Core Committee was by consensus. The Committee recognized the need to have rules about how much effort the Committee would make to reach consensus, how to decide when achieving consensus would not be possible, when to take a vote and what percentage of the vote would carry the decision. A suggestion was made that a trigger point for a vote could be a percentage of members in opposition or just one member in opposition. It was noted

that defining consensus as “80 % in favour”, as indicated in the Task Group’s draft report, was drawn from a recommendation in Phase II of the Coquitlam River Watershed Strategy. The Committee agreed that observers at Core Committee meetings would not play a role in decision-making or voting, if a vote was needed. The views of any observers should be expressed through their sector representatives. Clarification of these points was left to the Task Group

Core Committee Chair and Co-Chair: Members agreed that there should be a rotating Chair and Co-Chair, as recommended by the Task Group. There was discussion about whether and how the Chair of the meeting would participate in the discussion as well as chair the meeting. Members decided that it would be appropriate for the Chair to participate in the discussion. If the Chair feels it necessary to appoint someone else to Chair the discussion of a particular agenda item in order for the Chair to participate more fully and freely, the Chair can do this.

Action Items

[Following the meeting, Elaine Willis and Selina Robinson confirmed their willingness to accept these roles for the next meeting.]

Core Committee Membership – Length of Term.: Committee members were comfortable with stating that the term of membership would be 18 months, but noted that there may be a need for some exceptions to this rule, especially for city council members whose terms of office may not extend that far into the future.

Frequency and Timing of Core Committee Meetings: Committee members were comfortable with the idea of meeting every other month on the first Wednesday of the month. There was a preference for meeting during the day. Unfortunately, this means that some members may not be able to attend.

Action Items

Dave Peterson, meeting coordinator, will contact Tom Adlington who represents the Outdoor Recreation sector, to determine whether another representative or an alternate can be identified who is able to attend a daytime meeting. Dave and Margaret Birch will collaborate in identifying other potential candidates for this sector.

RSVP for Meetings: There was a suggestion that confirmation of attendance or regrets should be indicated 7 days before the meeting rather than 1 day before the meeting as stated in the draft. This would coincide with the timing of the circulation of the meeting agenda.

Delegations to the Core Committee: The Committee felt that it was not necessary to state a policy about delegations to Core Committee meetings in the operational guidelines and terms of reference. There was some discussion about the appropriate role and place for participation by delegations. It was felt that the Roundtable meetings, not the Core Committee meetings, would be the most appropriate sounding board for the views and perspectives of delegations. Delegations could be asked for written statements in advance. Members reiterated that the role of the Core Committee is administrative. The Committee’s main function is to serve the needs of the Roundtable.

Referring to “the public”: Members acknowledged that the City and First Nations councillors who are members of the Core Committee are also representing the public.

Draft Guiding Principles for the Roundtable: A committee member questioned the wording of the 3rd Draft Principle, which indicates that the Roundtable would be “be independent of government agencies.”

Action Items

Julie Gardner, facilitator, volunteered her time to help the Core Committee finalize the wording of the draft Guiding Principles. Members are asked to send their ideas to her as soon as possible.

Process for filling vacant seats on the Core Committee: While acknowledging that the process might be somewhat different for different sectors, the members generally agreed that representatives of the sector should self-organize and put forward their own representative and alternate. The Core Committee, or a Core Committee coordinator, if there is one, can assist this process by approaching a group of contacts in the sector and asking them to appoint someone. If the sector is not able to appoint someone, then the Core Committee may do this.

Action Items

The Committee asked the Task Group to address the issue of how to fill vacant seats on the Core Committee in their revised draft of the Operational Guidelines and Terms of Reference.

Deferred Issues: Julie Gardner, facilitator, reminded the Core Committee that the wording for the Mission Statement for the Roundtable has never been finalized. She also recommended that the Core Committee work on an evaluation framework to assess the effectiveness of the Roundtable. She mentioned that she could provide some suggestions, based on other research, which would help the Core Committee with this task. Members agreed that these were important components of the Roundtable’s work plan. These items were tabled for a future meeting.

Action Items

The Task Group will revise the Operational Guidelines and Terms of Reference and circulate them to Core Committee members for approval. When they are approved, they will be posted on the CRW Web site.

5 TASK GROUP ON VIRTUAL WATERSHED ENVIRONMENTAL CENTRE (VWEC) SCOPING

Task Group members: Allen Jensen (lead), Norm Fletcher, Elaine Willis, Margaret Birch, Craig Orr, George Turi, Gordon Lewis, Maurice Coulter-Boisvert, Tony Matahlija. Note: Sherry Carroll requested to join the Task Group and Allen clarified that Tony Matahlija did not wish to participate on this Task Group.

Allen reviewed the Task Group’s summary notes from meetings on April 19th and May 10th and opened the floor for questions, comments and discussion.

Discussion

Discussion focused on the need to proceed with next steps, including refining the Core Committee's requirements, interviewing possible Web design providers, and soliciting a detailed proposal from one or more providers. This is on fast track, with hoped-for presentation of a firm's proposal at the next Core Committee meeting on July 6th.

Web Design Firms – Several members proposed the names of individuals or firms for consideration, including a company called Agentic, and the firms which designed the sites for the Watershed Watch Salmon Society and the Pacific Streamkeepers Federation.

Timing – the VVEC should be completed by March 31, 2012, the end of the funding cycle for the Roundtable's funds from the Fraser Salmon and Watersheds Program.

Initial Criteria – In order to perform an initial screening of prospective Web design firms, the Core Committee suggested these criteria:

- Experience with Web sites about watershed issues or similar resource conservation or environmental issues
- Web design based on open source programming, not a program that you have to purchase
- Easy for the user (client) to add content to the Web site and update it
- Training for the user (client)
- Must provide examples of at least 5 sample sites which the firm has developed
- Demonstrate depth in staff capability, including familiarity with multi-media (video, interactive features, maps, etc.)

Budget – the Task Group has estimated a budget of \$30,000. A Core Committee member stressed the importance of including ongoing maintenance as part of the project cost estimate.

Action Items

Task Group members and any other Core Committee members submit names of individuals or firms to Allen for evaluation as potential candidates for designing the VEWC.

Allen will schedule two Task Group meetings:

- *Meeting #1: Likely June 2, or the week of June 6th, to firm up the initial criteria and discuss a preliminary list of prospective firms.*
- *Meeting #2: Likely mid-June. Interview a short list of prospective firms and request a detailed proposal from one or more firms*

Between Meeting #1 and #2, it may be necessary for the Task Group to agree on a short list by email if this cannot be accomplished at the earlier meeting.

6 FINAL ITEMS

Environmental Achievement Awards: Margaret Birch reported that the volunteers who participated in Phase IV of the Coquitlam River Watershed Strategy project have been nominated for the Coquitlam 2011 Environmental Achievement Awards which will be announced at the Coquitlam Environmental Volunteer Celebration at the Centennial Pavilion, 620 Poirier Street, Coquitlam, beginning at 3:30 pm on June 12. These are the volunteers who were part of a transition team which worked together from the fall of 2010 to early 2011 to plan the launch of the Roundtable. They include:

- Norman Fletcher, Port Coquitlam and District Hunting and Fishing Club
- Gordon Lewis, Generation Maintenance
- Sherry Carroll, Coquitlam River Watershed Society
- Blaire Chisholm, Urban Development Institute
- Elaine Willis, Tri-City Green Council
- George Turi, Cewe Ltd., Consultant to aggregate industry
- Tom Adlington, Blue Mountain Motorcycle Club
- Tony Matahija, North Fraser Salmon Assistance Program
- Dianne Ramage, Maple Creek Streamkeepers
- Mike McPhee, Quadra Consultants

Next Core Committee Meeting: Wednesday, July 6, 9-11 am. Councillor Fred Hulbert, Kwikwetlem First Nation, invited the Committee to meet in their council meeting room or possibly on the banks of the Coquitlam River.

Topics for Future Meetings:

- Proposed date/time for the fall Roundtable meeting
- Finalizing the wording of the Mission Statement
- Developing an evaluation framework for the Roundtable
- Discussing the role of the Roundtable and Core Committee in commenting on projects and programs affecting the watershed
- Developing a policy on whether the Roundtable contacts list should be used to distribute materials from member organizations, such as the distribution (in May) of the Metro Vancouver public meeting announcement

Coquitlam River Watershed Roundtable

Core Committee Meeting

Date: Thursday, May 26, 2011
Time: 9:00 am to 11:00 am
Location: Port Coquitlam City Hall, 2580 Shaughnessy Street
Room: Heritage Room, 3rd Floor

Purpose of this meeting:

- Review the progress made by the Virtual Watershed Environmental Centre Task Group and the Operational Guidelines and Terms of Reference Task Group, and plan next steps.
- Attend to various CRW Roundtable administrative items.

Agenda

9:00 Core Committee membership:

- Welcome to Councillor Selina Robinson and staff member Steffanie Warriner who will represent the City of Coquitlam on the Core Committee and the Roundtable. Margaret Birch will be the alternate member.
- Education seat – How to fill (need for a CC member appointment procedure)
- Photograph of Core Committee

9:15 Finances and resources

- Budget update (MB), including consultants' pending Services Agreement
- Funding sources to consider (e.g. Real Estate Foundation)
- Role of the two Cities in resource support (SC)

9:30 Core Committee Task Group: Operational Guidelines and Terms of Reference

Lead: Blaire Chisholm

Participants: Steffanie Warriner, Sherry Carroll, and Dave Dunkley

- Introduction
- Discussion
- Next steps: Checking with absent CC members, and wrap up for posting to website

10:10 Core Committee Task Group: Virtual Watershed Environmental Centre Scoping

Lead: Allen Jensen

Participants: Norm Fletcher, Elaine Willis, Allen Jensen, Margaret Birch, Craig Orr, George Turi, Gordon Lewis, Maurice Coulter-Boisvert, Tony Matahlija

- Introduction
- Discussion
- Next steps

10:45 Next meetings, and Roundtable contact list

- Preferred meeting length, times of day
- Date for next Core Committee meeting
- Fall Roundtable meeting date to work towards
- Policy for the use of the RT contact list for CC member (or other) announcements

11:00 Close