



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 Coquitlam, City Hall, October 12, 2011

1 INTRODUCTION

The meeting was called to order at 4 pm and concluded at 6:30 pm. Julie Gardner, Dovetail Consulting, facilitated the meeting. Devon Knight, Devon Knight Events, took notes. The meeting agenda is at the end of these notes. Participants in the meeting were as follows:

Core Committee members:

Sector	Organization	Member (or Alternate)
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	Craig Orr, Technical Advisor
First Nations	Kwikwetlem First Nation	Councillor Fred Hulbert
Regional Government	Metro Vancouver, Water Management	Dave Dunkley
Federal Government	Fisheries and Oceans Canada	Maurice Coulter-Boisvert
Aggregate Industry	Jack Cewe Ltd.	George Turi
Fishing and Hunting	PoCo & District Hunting and Fishing Club	Norm Fletcher
Stewardship	North Fraser Salmon Assistance Program	Tony Matahlija
Stewardship		Gordon Lewis (alternate)
Stewardship	Tri-City Green Council	Elaine Willis

Consultants: Devon Knight, Devon Knight Events; Julie Gardner, Dovetail Consulting

Regrets: Selina Robinson and Steffanie Warriner, City of Coquitlam; Tom Adlington, Recreation Sector; Judy Dobrowolski, BC Hydro; Ed Taje, BC Government; Blaire Chisholm, Real Estate Development Sector.

Purpose of the meeting:

- Review the progress made by the Virtual Watershed Environmental Centre task group.
- Confirm an agenda for the fall Roundtable meeting.
- Consider coordinator position and engaging Roundtable members.

2 VIRTUAL WATERSHED ENVIRONMENTAL CENTRE

Task Group: Allen Jensen (lead), Norm Fletcher, Elaine Willis, Sherry Carroll, Margaret Birch, George Turi, Craig Orr, Maurice Coulter-Boisvert

Agenda Item: Report from the Task Group on progress made. Allen Jensen explained that he invited representatives from New Earth Marketing to attend the meeting and make a brief presentation as a “check-in”. Especially if there are any concerns, it is important to raise them at this meeting. Allen also invited anyone on the Core Committee to attend meetings of the Task Group as it moves forward with this project. Allen will let the Core Committee know when the meetings are.

Presentation: Anthony de Demko and Susan Jarema, New Earth Marketing briefed the Core Committee on the status of Phase I of developing the new Coquitlam River Watershed Roundtable Web site with interactive tours of the watershed. Anthony and Susan thanked the Task Group for organizing a comprehensive tour of the watershed on September 16 and said it was very helpful.

This is a brief summary of their presentation: A key project goal is “to create a website encompassing interactive tours with a WOW factor, that is informative, fun, educational and documents the work and vision of the various partners involved.” The home page would be a stylized 3D map featuring different views of the watershed, for example, “the pipeline view, the watercourse view, the trail view, the ortho view, the pre-man view, the First Nations historical site view.” Mini-virtual tours would be created for specific sites in the watershed, such as the current Colony Farms/Gateway Habitat project. Once the website is created, there are a variety of ways to draw attention to it, including email news, newsfeeds, podcasts, and the use of QR codes. The next step should be an in-depth discussion with the Task Group about specific sites to focus on in the watershed, content types, classification categories, who will provide the content or where it can be sourced and how to set up the search function on the site. New Earth Marketing will also prepare a presentation for the Roundtable meeting on November 5 which will be very visual, not text based.

Discussion: Discussion revolved around next steps in the process and the need to have a good presentation for the Roundtable meeting. Regarding next steps, Allen said that the Task Group would meet 1-2 more times with the consultants to help them define the scope and requirements of the site in more detail. He noted that they are only working on Phase 1 at this point. Phase 1 will result in a framework of what the Web site will look like and how it would function. It will include a prototype of the virtual tour. Regarding the Roundtable meeting, New Earth Marketing stressed that the presentation would be very visual and engaging. A Core Committee member asked whether the entire Core Committee could have an opportunity to review and comment on the presentation before the Roundtable meeting. Allen said that this would be arranged. The Core Committee member expanded his request and asked whether the Core Committee could have an opportunity to review all materials related to the Roundtable meeting. Devon Knight committed to circulating key information before the meeting.

Action Items:

- If any member of the Core Committee has additional comments or questions about the new Website, please contact Allen Jensen.
- The Task Group will meet with New Earth Marketing at least once more before the Roundtable meeting.
- Allen will inform Core Committee members about the timing of the meeting(s) and circulate a draft copy of the New Earth Marketing presentation to the Core Committee before the Roundtable meeting.
- Devon Knight will circulate a revised agenda and material related to the Roundtable meeting to the Core Committee before the Roundtable meeting.

3 EVALUATION FRAMEWORK

Agenda Items:

- Process for generating a framework to assess the effectiveness of the Roundtable: Small task group to advise/work with Julie Gardner? Draft for presentation at fall Roundtable meeting?

Discussion: This topic has been on the agenda for a few meetings. Forming a Task Group to start working on the evaluation framework is important. Knowing how the success of the Roundtable will be measured will make it easier to document success on an ongoing basis or to identify where the Roundtable may be off course in meeting its objectives. Councillor Carroll mentioned that it is particularly important at the municipal level to be able to identify “measures of success” to ensure ongoing support for programs.

Action Items

- Sherry, Margaret and Gordon will form a Task Group on the evaluation framework, assisted by Julie Gardner.
- The Task Group will circulate a draft framework to the Core Committee before the Roundtable meeting. If Core Committee members are comfortable with the draft, there will be a brief presentation on it at the Roundtable meeting.

4 ROUNDTABLE MEETING

Victoria Hall, November 5, 9:30 am – 2:30 pm (doors open at 9 am)

Agenda Items:

- Discuss and modify draft detailed agenda from Task Group (Elaine Willis, Gordon Lewis and Julie Gardner); include seeking endorsement for mission statement

Discussion: Discussion of the draft Roundtable meeting agenda was wide ranging. There was general agreement about the main “ingredients” of the agenda with one exception about replacing the panel discussion in the afternoon with a different kind of session.

Key themes and decisions were:

- Keep the end time for the meeting to 2 pm; extend to 2:30 pm if absolutely necessary.

- Replace the panel discussion in the afternoon with a session that encourages participants to present information on projects and issues of interest to them. Ask participants to suggest ways that Roundtable members could share information with each other in the future.
- Proceed with the idea of a keynote speaker. Ask Rod McVicar, Mossom Creek Hatchery, to fill this role. If he is unable to, Craig Orr will make this presentation, possibly with participation from Councillor Fred Hulbert.
- Councillor Fred Hulbert will make Welcoming Remarks.
- During the small group discussions about vital projects for the Roundtable, participants should be given notes from previous meetings, mainly the February Roundtable meeting, so they know what's been said before and what they should build on.
- A CC member suggested handing out a Comments Form at the Roundtable meeting, so that we can learn more about what participants are thinking.

Action Items

- Julie Gardner and the Task Group will revise the Roundtable agenda.
- Devon Knight Events will work with the Task Group and Margaret Birch to: advertise the Roundtable meeting (paid and free listings), send a reminder to the contacts list, monitor registration, prepare a draft Comments Form and make arrangements for displays, catering, and audio-visual equipment.
- The agenda and all materials related to the Roundtable will be circulated to the Core Committee before the Roundtable meeting.

5 ROUNDTABLE COORDINATOR – OPTIONS FOR 2012

Agenda Items

- Funding prospects
- Would a part time position or volunteer coordinator be sufficient?
- Should we consider not holding a Roundtable meeting in the January-March timeframe in order to free up \$3,500 to put towards the coordinator position?
- What would the Scope of Work for a coordinator include?
- Can we form a Task Group to work on this to report back to the CC in January with a strategy?

Introduction: Julie Gardner provided background on the Core Committee's previous discussions about the need for a Roundtable Coordinator. At its March 17, 2010 meeting, the Core Committee concluded that funding a full-time coordinator for the Roundtable would be costly and that filling the position could be premature since the Committee was not geared up to the point where it could efficiently guide the Coordinator in the use of his or her time. Consideration was also given to the idea of embedding time and funds for the Coordinator in the Roundtable project budgets as they came on stream. In the interim, the Core Committee decided to continue to use the services of Devon Knight Events and Julie Gardner, Dovetail Consulting, to provide meeting support and facilitation services for the Core Committee and the Roundtable. Since the service agreement for Devon Knight Events (and Julie Gardner) ends on November 30, 2011, it is time to review the need for and role of the coordinator from December 1 onwards. Margaret Birch provided a hand-out showing that there is potentially \$31,000 available in the Roundtable budget. She stressed that these funds would also have to include costs associated with the completion of another phase of the new website, as well as hiring a coordinator.

Discussion: Time constraints limited discussion of this item. A fuller discussion will be held at a future meeting. Comments from Core Committee members included: finding a good volunteer coordinator would be unlikely; it is likely that the coordinator position would be a part time position at perhaps 10 hours/week.; the Roundtable doesn't have deep funding to support a coordinator; a suggestion that Devon Knight Events continue in the coordination role because of their familiarity with the Roundtable and Core Committee.

Action Items:

- Continue to rely on Devon Knight Events for coordination
- Address this agenda item again in the future. Consider a step by step process, including:
 - Put together a job specification. What would the coordinator do?
 - Do a "call out" to volunteers to see whether anyone fits the criteria
 - If there is not a good volunteer fit, examine the part-time option

6 ENGAGING ROUNDTABLE MEMBERS

Agenda Items:

- How can volunteer resources of the Roundtable be tapped?
- Could they help on task groups?
- How can we engage youth more?

Discussion: Time constraints limited discussion of this item.

Action Item:

- Julie will weave these questions into the Roundtable meeting in the session on identifying vital projects. Participants will be asked to say how volunteers and/or youth could be involved in the projects they design.

7 NEXT MEETINGS

Agenda Topics:

- Dates, locations for next Core Committee meetings
- Spring Roundtable Meeting
- Tasks/topics for the next Core Committee meetings: review results of Roundtable meeting, work plan and business plan for 2012 (required by FSWP grant)

Action Items

- The Core Committee will meet for an hour following the Roundtable meeting on November 5
- Wednesday, January 11, was confirmed for the Core Committee meeting; the time will be 9 am – 11 am, Heritage Room, Port Coquitlam City Hall
- Elaine Willis and Selina Robinson will prepare the agenda and co-chair the January meeting, with assistance from Margaret Birch
- No date was set for the spring Roundtable meeting

8 OTHER BUSINESS

Promotional Items

Margaret asked the Core Committee whether about \$1,000 of the budget should be spent producing 250 ceramic mugs with the mural from the February Roundtable on them. Elaine commented that offering the mugs “by donation” could result in making a profit, based on her experience with other organizations. The Core Committee approved this idea. *[Added after the meeting: Unfortunately, the deadline appears to be tight for suppliers to produce the mugs before the November 5 Roundtable meeting, so we may need to implement this idea at a later date.]* Margaret currently has about 2 dozen of the old-style CRW mugs available, which will be used for draws. More complimentary bookmarks and business cards will be printed up as giveaways.

Helicopter – Bird’s Eye View

Allen mentioned that he was trying to take advantage of a planned BC Hydro helicopter flight over the watershed to obtain some “bird’s eye view” footage for the Web site. He asked for approval to spend up to \$1,000, if needed, to facilitate this. The Committee approved this expenditure.

Port Coquitlam

The City Council endorsed the participation of the Chairperson of the Environmental Enhancement Committee and the Manager of Environmental Services on the Core Committee. At present, these seats are held by Councillor Sherry Carroll and Allen Jensen, City of Port Coquitlam.

Kwikwetlem First Nation

Councillor Fred Hulbert mentioned that the Kwikwetlem First Nation will be moving into a new administration building. If there is a February meeting of the Core Committee, he would like to host it in the new building. The Core Committee asked to be notified about the official opening of the new building.

Coquitlam River Watershed Roundtable Core Committee Meeting

Date: Wednesday, October 12, 2011
Time: 4:00 pm – 6:00 pm
Host: City of Coquitlam
Location: Meeting Room 339 (Main Floor), Coquitlam City Hall, 3000 Guildford Way
Facilitator: Julie Gardner; No Chair and Co-chair for this facilitated meeting

Purpose

- Review the progress made by the Virtual Watershed Environmental Centre task group.
- Confirm an agenda for the fall Roundtable meeting.
- Consider coordinator position and engaging Roundtable members.

Agenda

4:00 **Agenda review**

4:10 **Virtual Watershed Environmental Centre**

- Report from New Earth Marketing and the Task Group (Allen Jensen (lead), Norm Fletcher, Elaine Willis, Sherry Carroll, Margaret Birch, George Turi, Craig Orr, Maurice Coulter-Boisvert)
- Discuss how to communicate progress and engage Roundtable participants on Nov 5

4:40 **Evaluation framework**

- Process for generating a framework to assess the effectiveness of the Roundtable: Small task group to advise/work with Julie Gardner? Draft for presentation at fall Roundtable meeting?

4:50 **Roundtable Meeting, Victoria Hall, November 5, 9:30-3:00 (doors open at 9:00)**

- Discuss and modify draft detailed agenda from Task Group (Elaine Willis, Gordon Lewis and Julie Gardner); include seeking endorsement for mission statement

5:15 **Roundtable Coordinator – options for 2012**

- Funding prospects
- Would a part time position or volunteer coordinator be sufficient?
- Should we consider not holding a Roundtable meeting in the January-March timeframe in order to free up \$3,500 to put towards the coordinator position?
What would the Scope of Work for a coordinator include?
- Can we form a Task Group to work on this to report back to the CC in January with a strategy?

5:45 **Engaging Roundtable members** (see list of people who have volunteered)

- How can volunteer resources of the Roundtable be tapped?
- Could they help on task groups?
- How can we engage youth more?

5:55 **Next meetings**

- Date, location for next Core Committee meetings - November 5 (1 hour following the Roundtable meeting) and Wednesday, January 11 (4-6 pm)? – identify Chairs
- Spring Roundtable Meeting –postpone?
- Tasks/topics for next Core Committee meetings: review results of Roundtable meeting, work plan and business plan for 2012 (required by FSWP grant)

6:00 **Close**