



Coquitlam River Watershed Roundtable

*Kwkwetlem, 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, September 14, 2011

1 INTRODUCTION

The meeting was called to order at 4 pm and concluded at 6 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	Selina Robinson, Councillor
Local Government	City of Coquitlam	Steffanie Warriner*
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	Kwkwetlem 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
Fishing and Hunting	PoCo & District Hunting and Fishing Club	Norm Fletcher
Outdoor Recreation	ATV/Off Road Trails Groups	Tom Adlington
Stewardship	North Fraser Salmon Assistance Program	Tony Matahlija
Stewardship		Gordon Lewis (alternate)
Stewardship	Tri-City Green Council	Elaine Willis

*Attended the last part of the meeting.

Observers: Natasha Reaney, Eve Gauthier

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

Regrets: Fred Hulbert, Kwikwetlem First Nation; Judy Dobrowolski, BC Hydro; Ed Taje, BC Government; Blaire Chisholm, Real Estate Development Sector.

Purpose of the meeting:

- Review the progress made by Task Groups and plan next steps.
- Develop an agenda for the fall Roundtable meeting.
- Attend to various CRW Roundtable administrative items.

2 CORE COMMITTEE MEMBERSHIP: EDUCATION SEAT

Task Group: Elaine Willis, Councillor Sherry Carroll and Councillor Selina Robinson

Agenda Item: *Follow-up on action item from July 6 meeting:* “Councillor Carroll will follow up with School District 43 and Councillor Robinson will follow up with the secondary education institutions to identify potential candidates for the education seat and invite them to attend the fall Roundtable meeting. The Task Group members will follow up with the candidates following the Roundtable meeting.”

Update: Councillor Carroll contacted School District 43 and learned that a formal proposal from the Roundtable to the School District would be required as a first step in recruiting someone from the School District to serve as a member or alternate on the Core Committee. Councillor Robinson reported that she’d discussed the education seat, again, with Marvin Rosenau, BCIT, and invited him to the Nov. 5th Roundtable meeting. He cannot attend the Roundtable meeting, but might send someone. He raised concerns, again, about the notion that anyone from one institution, such as BCIT, could be presumed to represent or speak on behalf of educators from other institutions and thus “represent” the education sector. He pointed out that educational institutions are not organized to work together in this way.

Discussion: After some discussion, the Committee decided on a course of action (below).

Action Items

- Send an invitation to the Nov. 5th Roundtable meeting to all current contacts in the education sector.
- Consider asking them to meet at the Roundtable meeting.
- Following the Roundtable meeting, the Core Committee will decide on a course of action, probably asking the interested individuals to nominate someone to fill the education seat on the Roundtable.

Note provided by Julie Gardner following the meeting: The Roundtable Operational Guidelines (#6) says: “Core Committee members will be representative of sectors participating in the Roundtable.” This wording has been consistent throughout the process of developing the idea of the Core Committee. It implies, purposefully, that representatives are assumed to bring to the committee

views that are typical of members of their sector - thus, they are "representative of a sector" rather than they "represent a sector." This is not uncommon in multi-stakeholder groups. Most of the sectors are not organized in such a way that the core committee members from those sectors could actually communicate with their whole sector in an ongoing way. So, for example, if we get a member to represent the education sector, that person will come from one educational institution and will not actually be "representing" the other institutions, and the representative will not be obliged to check back with the other institutions. At the same time, that person's views will be assumed to reflect education interests and perspectives.

3 FINANCES AND RESOURCES

Task Group: Margaret Birch, Councillor Selina Robinson, Maurice Coulter-Boisvert

Agenda Items

- *Budget update*
- *Consultant's Services Agreement*
- *Sourcing new funding:* Margaret Birch and Allen Jensen submitted a proposal to the Real Estate Foundation of BC by the August 18, 2011 deadline. Report on additional funding sources.

Update (Margaret Birch)

Budget Update & Consultant Services Agreement: Margaret circulated a hand-out which showed that since the last meeting, \$8,000 has been committed to Phase I of work on the Virtual Watershed Environmental Centre. Since the current Service Agreement for Roundtable Coordination with Devon Knight Events finished on August 31, 2011, Margaret recommended extending the Agreement to cover a) support for the Core Committee (\$2,875); and, b) planning, facilitating and coordinating the Nov. 5 Roundtable meeting and assisting with writing the FSWP Interim Report and funding proposals (\$11,250). She noted that the balance of funds that are not currently earmarked for a specific purpose is \$17,000.

Discussion: Following a few clarifying questions and some discussion, the Core Committee indicated its general agreement with this approach.

Sources of new funding: Margaret reported that the Core Committee's proposal to the Real Estate Foundation had been turned down because it did not directly address issues related to land use. She and Devon Knight have prepared a proposal to the Gencon Foundation to request \$7,000 to support Watershed Discussion Cafés, similar in format the Philosophers' Café concept. This proposal is due September 15, 2011.

Margaret circulated a copy of a spreadsheet which the Task Group has developed showing a number of potential funding sources and organizations. She noted that it was disappointing to discover that many of the deadlines for funding for 2012 projects have already passed.

The Task Group will be meeting at the end of the September. Their strategy will be to define projects which the Roundtable might undertake, to match the projects with funding sources and to continue to

write and submit proposals. The goal is to raise funds for the Roundtable's continued operation beyond March 31, 2012 when the Roundtable's largest grant, that from the Fraser Salmon and Watersheds Program, runs out.

Discussion: A Core Committee member referred back to a different funding model which has been discussed at previous meetings. In this model the key stakeholders, especially the municipalities, government agencies and BC Hydro would each be asked to contribute a certain amount over a multi-year period so that the Roundtable would have more stability and would not have to support itself by getting grants on a more ad hoc basis. The Core Committee member noted the contributions of DFO and a non-profit society and asked why the municipalities, BC Hydro and Metro Vancouver have not contributed funds. Councillor Robinson replied that funding from the City of Coquitlam is available through the Spirit of Coquitlam grants, but unfortunately the deadline for 2012 funding has passed. She also mentioned that the municipalities have provided in-kind support through staff participation and meeting support. Additional support from the City might be forthcoming, but only after the Roundtable has completed some projects and demonstrated its value. Margaret mentioned that the support received from BC Hydro in the past is unlikely to continue because of cut-backs in that organization. She noted that the Funding Task Group would be approaching the Environment Committee and/or the Water Committee of Metro Vancouver for funds.

Julie Gardner, facilitator, asked the Core Committee whether there was sufficient interest in pursuing this "key stakeholders contribute" funding model to form a Task Group to explore the idea and work on a strategy. There was no motion to do this.

4 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.

Update: (Elaine Willis) The Task Group has met multiple times since the last Core Committee meeting on July 6. Its first step was to contract with Agentica, a web design firm, to lead a visioning process over the course of three meetings with the Task Group. The goal was to gain more clarity about the purpose, design and content of an enhanced Web site for the Roundtable which will include a virtual tour of the watershed. At the visioning meetings, the Task Group:

- Developed project objectives
- Identified the opportunities and challenges
- Identified target audiences and how the site could serve them
- Highlighted desired features
- Discussed issues related to the accessibility of the site to our target audiences
- Examined a wide selection of web site examples to identify what the Task Group did and did not like
- Completed survey questions to help focus further on our requirements.

Unfortunately, Agentica elected to withdraw their services following the three visioning meetings, but before completing their scope of work. After assessing the situation, the Task Group has decided to

move forward with New Earth Marketing, the web design company which was second on their short list. The Task Group is in the process of reviewing a proposal submitted by New Earth Marketing, but feels it is likely that they will contract with this firm to continue the development of the Web site. Drawing from the good information developed in the visioning meetings, the Task Group and new consultants feel they will be back on track soon and will have results to report at the Nov. 5 Roundtable meeting. As a first step, New Earth Marketing has requested a guided tour of the watershed. The Task Group will make arrangements for this and may request the participation of several members of the Core Committee to make the tour informative and productive.

Agentic's services totalled \$3,000, and the budget provided by New Earth Marketing to complete the remainder of Phase I is \$5,000. This spending is within the \$10,000 approved by the Core Committee at the July 6 meeting. It is likely that by late October/early November, the Task Group will need to present an update and future phased costs to complete the project through the winter.

On behalf of the Task Group, Elaine extended their thanks for the time and effort Allen Jensen has taken to get this project off the ground this summer and to Margaret Birch for spearheading the contracting process.

Discussion: A participant asked what the product of Phase 1 would be. Allen responded that it would be a framework of what the Web site would look like and how it would function. It will include a prototype of the virtual tour. There were some suggestions about who would be good to participate in the tour of the watershed with New Earth Marketing.

Action Items:

- The Task Group will arrange for the tour for New Earth Marketing and continue to liaise with them on Phase 1 and preparation of a report to the Roundtable on November 5.

5 MISSION STATEMENT

Task Group: Norm Fletcher, George Turi, assisted by Julie Gardner

Agenda Items:

- *Review of the draft (#9) that was circulated on August 15 by Norm Fletcher*
- *Discussion:* 1) Mission statement; 2) Suggested revisions to values and vision; 3) Preamble; 4) presentation/proposal for ratification at the Roundtable meeting (see sections 4 and 7 of the Operational Guidelines).

Update: (Norm Fletcher) Noted that in addition to drafting wording for the Mission Statement, he and George felt it was necessary to write a preamble that provided context on why we're doing this and what we hope to achieve. The preamble is followed by the Common Vision statement and then by the Mission Statement. The Task Group tried to incorporate as much of the wording from previous work as possible. He thanked Julie for her help in reconstructing the history that led to the development of the draft Mission Statement at the end of Phases II and III of the Coquitlam River Watershed Strategy process.

Following is the new draft Mission Statement proposed by the Task Group. The full draft, including the preamble, is at the end of these notes.

“The Coquitlam River Watershed Roundtable organization will provide a forum and a resource centre that will:

- **facilitate collaborative resolution of urban growth and natural resource use pressures consistent with agreed community objectives and values,**
- **inform and educate people about these matters and the watershed, and**
- **promote and support conservation of a sustainable, healthy watershed environment.”**

Discussion:

A Committee member asked what the previous draft mission statement was. It was:

“To restore and improve the health of the Coquitlam River watershed by creating and supporting a community that recognizes and promotes the watershed through:

- Communication,
- Coordination,
- Collaboration, and
- Education.”

Norm pointed out that much of this statement had been incorporated into the text of the preamble at the beginning of the second paragraph.

Julie noted that the Task Group’s draft indicates two changes to the wording of the Common Vision statement. Since the Common Vision statement had been developed and approved through the community participation process in Phase II, she suggested that the Core Committee might not want to approve a change to the wording without considering the ramifications. She mentioned that according to our new Operational Guidelines, a change to the Common Vision would require approval by the Roundtable. After some discussion, the Committee decided to leave the wording of the Common Vision statement as is.

There was general agreement about the wording of the preamble and the wording of the three bullets of the draft Mission Statement. The wording that received most discussion revolved around whether to keep or delete references to the Roundtable’s function as a forum and resource centre as part of the lead-in sentence.

Action Items and Key Decisions

- The wording of the Common Vision statement will remain unchanged.
- The three bullet statements of the Mission Statement were approved by the Core Committee.
- To decide on the wording of the lead-in sentence, the Core Committee will be asked, by email, to vote on three options.
- The final draft Mission Statement will be presented to the Roundtable for their approval at the Nov. 5 meeting.

Update: Core Committee members subsequently voted for the following wording of the lead-in sentence:

“The Coquitlam River Watershed Roundtable will:

- **facilitate collaborative resolution of urban growth and natural resource use pressures consistent with agreed community objectives and values,**
- **inform and educate people about these matters and the watershed, and**
- **promote and support conservation of a sustainable, healthy watershed environment.”**

The final draft Mission Statement, with that wording of the lead-in sentence, will be presented to the Roundtable for approval at the Nov. 5 meeting.

6 ROUNDTABLE MEETING, VICTORIA HALL, SATURDAY, NOVEMBER 5

Agenda Items:

- Time – 9:30-3:30? Include lunch for networking time.
- Themes and topics for the agenda of the Roundtable meeting:
 - Keynote speaker/address?
 - Up-date on Core Committee activities (including presentation of products, followed by discussion supported by visuals or handouts, and questions to guide discussion)
 - Ratification of the Mission statement
 - Operational Guidelines and Terms of Reference – how to address – up-date from the Task Group chair?
 - Direction for priority projects/workplan for the coming year
 - What’s going on in the watershed? – up-dates and discussion
 - Exploration of preferences concerning the circulation of information relevant to the watershed – by email? post to website?
 - Other, including interesting/creative/fun stuff; display tables?

Introduction: (Julie Gardner) Noted that these agenda item bullets were initial thoughts about the agenda for the Roundtable. Since there will not be time to discuss these ideas in detail, Julie asked whether Core Committee members would be interested in forming a Task Group to work with her on the agenda. A draft agenda for the Roundtable would be presented at the proposed Core Committee meeting on October 12.

Discussion:

Operational Guidelines: Suggestions ranged from doing the minimum, e.g., letting Roundtable members know that the Guidelines have been posted on the Web site, to making poster-sized copies of the Guidelines and encouraging Roundtable members to review them at the meeting and write comments on the posters. In the interest of being “open and transparent” as stated in the Guiding Principles, most members felt that the Operational Guidelines should be addressed in some way at the meeting.

It was decided that participants at the Roundtable meeting would be told about the Operational Guidelines and referred to the Web site where they are posted. Any comments could be emailed to: info@coquitlamriverwatershed.ca. Participants would be informed that when the Core Committee

adopted the Guidelines in July, they agreed to test the Guidelines in practice and review them in six months (January 2012) to see whether improvements need to be made.

Working Meeting and Educational Session: There was general agreement that the Roundtable meeting should combine business (a working meeting) with aspects of delivering the mission of the Roundtable. Comments included: 1) endorsement for the idea of a keynote speaker; 2) a suggestion about having a panel discussion; 3) caution about making sure there was an opportunity for the participants to speak, discuss and interact, not just listen to presentations; 4) use the meeting as an opportunity for an open house with booths, information about Colony Farm, the hatchery, etc.; 5) a comment that a number of participants at the February 2011 Roundtable meeting left after lunch, possibly because the afternoon agenda included small group work. Could there be something to keep the participants from leaving early, such as a prize draw?

Core Committee Membership: One member asked how long Core Committee members were expected to serve and wondered whether new members would have to be elected at the Roundtable meeting.

Note added after the meeting: The Core Committee Terms of Reference states that "Members will commit to the Core Committee for a period of 18 months. A member may designate an alternate to participate on the members' behalf in their absence during this period."

Action Items:

- **Task Group:** Gordon Lewis and Elaine Willis volunteered to be on a Task Group to help Julie develop a draft agenda for the Roundtable meeting.

7 PROCESS FOR GENERATING A FRAMEWORK TO ASSESS THE EFFECTIVENESS OF THE ROUNDTABLE

This agenda item was deferred to a later meeting.

8 NEXT MEETINGS

Agenda Topics:

- Date, location for next Core Committee meetings: Wednesday, October 12?; December or January meeting?
- Fall Roundtable Meeting, November 5
- Spring Roundtable Meeting – timing
- Tasks/topics for next Core Committee meetings: Part-time contract coordinator, plan Roundtable meeting, revisit/up-date list of priority projects/workplan

Action Items:

- Core Committee members agreed to have an extra meeting on Wednesday, October 12 from 4 – 6 pm.
- There will be a 30 minute Core Committee meeting after the November 5 Roundtable meeting
- There will be no meeting in December

Coquitlam River Watershed Roundtable Core Committee Meeting

Date: September 14, 2011
Time: 4:00 pm – 6:00 pm
Host: City of Coquitlam
Location: Room 339.1 (Main Floor), Coquitlam City Hall, 3000 Guildford Way, Coquitlam
Facilitator: Julie Gardner; No Chair and Co-chair for this facilitated meeting

Thank you to the Task Group members for all their hours of hard work!

Purpose

- Review the progress made by Task Groups and plan next steps.
- Develop an agenda for the fall Roundtable meeting.
- Attend to various CRW Roundtable administrative items.

Agenda

4:00 Core Committee membership: Education seat

- *Follow-up on action item from July 6 meeting: "Councillor Carroll will follow up with School District 43 and Councillor Robinson will follow up with the secondary education institutions to identify potential candidates for the education seat and invite them to attend the fall Roundtable meeting. The Task Group members will follow up with the candidates following the Roundtable meeting."*

4:15 Finances and resources – updates from Margaret Birch

- *Budget update*
- *Consultant's Services Agreement*
- *Sourcing new funding: Margaret Birch and Allen Jensen submitted a proposal to the Real Estate Foundation of BC by the August 18, 2011 deadline. Report on additional funding sources.*

4:30 Virtual Watershed Environmental Centre

- *Report from the Task Group on progress made (Allen Jensen (lead), Norm Fletcher, Elaine Willis, Sherry Carroll, Margaret Birch, George Turi, Craig Orr, Maurice Coulter-Boisvert)*

4:45 Mission Statement for the Roundtable

- *Review of the draft that was circulated on August 15 by Norm Fletcher (Task Group: George Turi and Norm Fletcher, supported by Julie Gardner)*
- *Discussion: 1) Mission statement; 2) Suggested revisions to values and vision; 3) Preamble; 4) presentation/proposal for ratification at the Roundtable meeting (see sections 4 and 7 of the Operational Guidelines).*

5:15 Roundtable Meeting, Victoria Hall, Saturday, November 5

- Time – 9:30-3:30? Include lunch for networking time.
- Themes and topics for the agenda of the Roundtable meeting:
 - Keynote speaker/address?

- Up-date on Core Committee activities (including presentation of products (followed by discussion supported by visuals or handouts, and questions to guide discussion)
- Ratification of the Mission statement
- Operational Guidelines and Terms of Reference – how to address – up-date from the Task Group chair?
- Direction for priority projects/workplan for the coming year
- What’s going on in the watershed? – up-dates and discussion
- Exploration of preferences concerning the circulation of information relevant to the watershed – by email? post to website?
- Other, including interesting/creative/fun stuff; display tables?
- *Discussion:* Process for detailing the agenda – Small task group to advise/work with Julie Gardner?

5:40 **Process for generating a framework to assess the effectiveness of the Roundtable**

5:50 **Next meetings**

- Date, location for next Core Committee meetings: Wednesday, October 12?; December or January meeting?
- Fall Roundtable Meeting, November 5
- Spring Roundtable Meeting – timing
- Tasks/topics for next Core Committee meetings: Part-time contract coordinator, plan Roundtable meeting, revisit/up-date list of priority projects/workplan

6:00 **Close**

The Coquitlam River Watershed, traditional territory and home to the Kwikwetlem First Nation for millenia, existed in its natural state until expanding settlements in the Lower Mainland Area required its natural resources to support population and economic growth. Community development and natural resources usage damaged ecosystems, including fish and wildlife stocks and habitat, and reduced the potential for preservation of a desirable, sustainable urban watershed environment. Differences between interests ranging from commercial and industrial through recreational and environmental only rarely could be resolved to the satisfaction of all parties and cooperation was less than complete. Various efforts by volunteer, private sector and government organizations to address community and watershed issues suggested a need for a central forum where all parties could work together toward minimizing or resolving differences through consensus-based solutions that consider the broader interests of the parties and the watershed environment. In 2008, the Kwikwetlem First Nation and the City of Coquitlam initiated a process and engaged stakeholders to develop this forum. Research conducted and community discussions facilitated by this group lead to the creation of the Coquitlam River Watershed Roundtable (the Roundtable).

The Roundtable is intended to create and support a community that recognizes and promotes watershed interests through communication, co-ordination, collaboration and education. It does not have or seek any regulatory authority. This organization is open for participation by anyone who has an interest in the Watershed and respects the values of the Roundtable. A Core Committee of 14 members elected by Roundtable participants or appointed by government entities represents a broad range of community and economic interests as the administrative arm of the Roundtable.

Long term success for the Roundtable will be determined by preservation or enhancement of the community-supported values for the watershed that were discussed and agreed on in formative meetings. These shared values are conservation, economic (natural resources), ecosystem integrity, home/heritage/culture, biodiversity (including fish, wildlife and habitat), natural beauty, protected areas, public access, recreation, spirituality and sustainability.

OUR VISION

The vision of the Coquitlam River Watershed Roundtable is:

A healthy watershed supported and enjoyed by the community in a manner that respects our common values through:

- Partnerships and collaboration;
- Education and stewardship;
- Conservation and sustainable economics; and
- Responsible decision-making.

In perpetuity.

OUR MISSION

The Coquitlam River Watershed Roundtable organization will provide a forum and a resource centre that will:

- facilitate collaborative resolution of urban growth and natural resource use pressures consistent with agreed community objectives and values,
- inform and educate people about these matters and the watershed, and
- promote and support conservation of a sustainable, healthy watershed environment.