



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 Notes

Date/Time: Wednesday, November 18, 2015; 9:30 am – 1:00 pm
Location: City of Coquitlam (3000 Guildford Way), Council Committee Room
Co-Chairs: Steffanie Warriner, City of Coquitlam
Contact: Marni Turek, Roundtable Coordinator at coordinator@coquitlamriverwatershed.ca
Website: www.coquitlamriverwatershed.ca

Attendees:

Sector	Organization	Core Committee Member	Attendance
Local Government	City of Coquitlam (Staff)	Steffanie Warriner	Present
Local Government	City of Coquitlam (Alternate)	Margaret Birch	Regrets
Local Government	City of Coquitlam (Elected Representative)	Councillor Chris Wilson	Present
Local Government	City of Port Coquitlam (Staff)	Steve Brown	Present
Local Government	City of Port Coquitlam (Elected Representative)	Councillor Darrell Penner	Regrets
First Nation	Kwikwetlem First Nation	Sue Lizotte	Regrets
First Nation	Kwikwetlem First Nation (Alternate)	Leanna Milburne	Present
First Nation	Kwikwetlem First Nation (Technical Advisor)	Craig Orr	Present
Regional Government	Metro Vancouver Water Management	Dave Dunkley	Present
Provincial Government	Ministry of Energy and Mines	Jim Dunkley	Regrets
Federal Government	Fisheries and Oceans Canada	Maurice Coulter-Boisvert	Present
Utilities	BC Hydro	Karen Popoff	Regrets
Education	BCIT	Marvin Rosenau	Present
Aggregate Industry	Jack Cewe Ltd.	Kirsten Wilson	Regrets
Aggregate Industry	Jack Cewe Ltd. (Alternate)	Carmen Green	Regrets
Real Estate Development	Brook Pooni Associates, Urban Development Institute	Blaire Chisholm	Present
Arts and Culture	Arts Connect	Sherry Carroll	Present
Stewardship	Tri-City Green Council	Elaine Willis	Present
Stewardship	Port Coquitlam & District Hunting and Fishing Club	Norm Fletcher	Present
Stewardship	North Fraser Salmon Assistance Program	Tony Matahlija	Present
Stewardship (Alternate)	GMaintenance	Gordon Lewis	Present
Roundtable Coordinator	Coquitlam River Watershed Roundtable	Marni Turek	Present

Guests and Observers:

Observer	ARTicipation	John Lewis
Observer	Ecologist	Melissa Chaun
Observer	South Coast Conservation Program	Tamsin Baker
Observer	Volunteer	Sarah Boutilier

Summary of Actions:

Action		Action By	Deadline
1.	Coordinate and submit proposal to Artists for Salmon Project RFP.	Sherry Carroll/ Blaire Chisholm	December 8, 2015
2.	Provide feedback on the Lower Coquitlam River Watershed Plan.	ALL	December 11, 2015
3.	Core Committee members will determine what opportunities they have to report out on the status of the LCRWP, whether it be a presentation to senior management, City Council, their board, or membership. (ALL)	ALL	January 11, 2016
4.	A Public Consultation Committee will be formed to facilitate the development of an online survey to obtain feedback on the LCRWP. Elaine Willis will lead the committee, with members Maurice Coulter-Boisvert, Gord Lewis, Craig Orr and Marni Turek. This committee will invite the Core Committee to provide input into the development of the questions. The online survey will be launched in January 2016 after it has been reviewed by the Core Committee.	Elaine Willis/ Maurice Coulter-Boisvert/ Gord Lewis/ Craig Orr/ Marni Turek	January 11, 2016
5.	Reporting Out – Core Committee members will share communications pieces with their respective organizations and networks, and identify opportunities to provide updates on the Roundtable activities, progress and needs.	ALL	January 2016
6.	A Communications Standing Committee will be formed.	Marni Turek	February 2016
7.	An orientation package for new Core Committee members is being prepared. This package will help new Core Committee members become familiar with the Roundtable and identify ways to maximize effectiveness on the Roundtable.	Marni Turek	February 10, 2016
8.	A spreadsheet detailing the in-kind and funding support since the inception of the Roundtable is being compiled and will be shared with the Core Committee.	Margaret Birch	December 31, 2015
9.	The Roundtable Coordinator Task List will be circulated.	Marni Turek	December 31, 2015
10.	Move the Roundtable portion of the agenda to the beginning of the meeting to ensure that everyone has the opportunity to share.	Marni Turek	February 2016
11.	Next Meeting: Wednesday, February 10, 2016, 9:30 am – 2:30 pm (9:30 am – 1 pm (BC Hydro Coquitlam River Monitoring Committee; and, 1:00 – 2:30 pm CRWR Core Committee)	ALL	February 10, 2016

Meeting Notes

9:30 am **Agenda Review and Roundtable Introductions**

Roundtable introduction of members and observers.

9:45 am **City of Coquitlam – Artists for Salmon Art Project RFP 15-08-02 (Dec 8th, 2:00pm)**

- Councillor Chris Wilson, Task Force Chair, 125 Year Anniversary Celebration presented on the Artist for Salmon Art Project and provided an RFP to the Roundtable. Core Committee members agreed that the Roundtable and the ARTicipation Project should submit a proposal.
- **ACTION:** Coordinate and submit proposal to Artists for Salmon Project RFP (SC/BC)

10:15 am **Lower Coquitlam River Watershed Plan (LCRWP) – Marni Turek**

Task Group: Margaret Birch, Craig Orr, Gordon Lewis, Elaine Willis, Norm Fletcher, Maurice Coulter-Boisvert, Blaire Chisholm

Core Committee Feedback on the LCRWP

- The Lower Coquitlam River Watershed Plan will be labeled as Final Draft, Version 1.0.
- Please review and provide feedback on the LCRWP Final Draft (Version 1.0) as soon as possible and by December 11, 2015 at the latest. Feedback can be provided via email at coordinator@coquitlamriverwatershed.ca, or telephone at (604) 808-6505, or by handwritten notes either scanned/emailed or dropped off at the City of Coquitlam Engineering Services Department c/o Margaret Birch (3000 Guildford Way).
- **ACTION:** Deadline for Feedback: December 11, 2015 (ALL)

Next Steps and Community Feedback

- Next steps were discussed, including ratification of the report and arranging delegations to City Councils, Metro Vancouver, City of Coquitlam Sustainability and Environmental Advisory Committee (SEAC), etc.
- **ACTION:** Core Committee members will determine what opportunities they have to report out on the status of the LCRWP, whether it be a presentation to senior management, City Council, their board, or membership. (ALL)
- Strategies to engage the public in providing feedback on the LCRWP were discussed. Core Committee members wanted to be clear on what the objective was with this phase of public engagement, as the process has been transparent and the public has been involved at every step in the development of the plan through Community Roundtable Meetings, workshops, Core Committee meetings, etc. It was noted the need to seek legitimacy in the process. The Core Committee decided on an online survey as the feedback mechanism. The objective of the committee will be to establish objectives on reaching out to the public, who the target audience will be, and to facilitate development of the survey on the LCRWP “Final Draft Version 1.0”.
- **ACTION:** A Public Consultation Committee will be formed to facilitate the development of an online survey to obtain feedback on the LCRWP. Elaine Willis will lead the committee, with members Maurice Coulter-Boisvert, Gord Lewis, Craig Orr and Marni Turek. This committee will invite the Core Committee to provide input into the

development of the questions. The online survey will be launched in January 2016 after it has been reviewed by the Core Committee. (EW/ MCB/ GL/ CO/ MT)

Status on 2015 – 2016 Priority Strategy Implementation

- A status on the strategies identified in the Watershed Plan Progress Report #1 was presented.
- ‘Alignment of Efforts’ Invasive Species Action Plan: The City of Coquitlam was identified as a lead implementation partner, and held a meeting to determine what the timing would be for implementation, and what resources would be needed. This meeting resulted in some promising ideas on how to kick start the initiative, including a tour of the watershed from an invasive species perspective with hands on opportunities for implementation partners and funders to learn about and get excited about the initiative. External funding would be required and funding opportunities will be identified.

10:45 am **Administration, Communication and Outreach**

Outreach

BC Water Funders Tour Debrief

- The Roundtable hosted a tour of the Lower Coquitlam River Watershed for the BC Water Funders and Water Leaders on October 21, 2015 for them to learn more about the Roundtable, the issues in the watershed, and the Lower Coquitlam River Watershed Plan.
- The BC Freshwater Funders Collaborative is a group of water funders and leaders from throughout BC, which aim to help find areas of common interest and alignment that facilitate the strategic use of collective resources to advance freshwater protection in BC. The group provides a forum for exchange of information and peer learning between funders and water leaders by strengthening relationships, knowledge and networks. The group covered all costs associated with the tour, and provided an honorarium for the Roundtable Coordinator’s participation. Feedback from tour organizers and participants was extremely positive.
- Special thanks to Margaret Birch and Craig Orr for their excellent work in organizing such a fantastic tour and outreach opportunity. The long range, multi-year sustainable funding concept was presented to the participants for discussion and input.
- Core Committee members who participated as ‘tour guides’ provided their feedback, noting:
 - It is very rare to have this kind of opportunity to showcase the work of the Roundtable to this audience;
 - Participants were impressed with the number, and quality, of restoration projects and research and monitoring initiatives within the watershed, and the comprehensive and innovative nature of the watershed planning process, especially given the limited funds;
 - The Roundtable should consider hosting future watershed tours.

Summary of Outreach Events

- Brief reports on the recent fall outreach events (FraserFEST, Rivers Day, Salmon Come

Home, etc.) are available in the November eNews:

- <http://us6.campaign-archive1.com/?u=56ffb03d83b63a21654e01458&id=e79db50a4a>

Volunteers

- At the last Core Committee meeting, it was stated that greater effort is needed to engage the larger community to volunteer to assist with outreach events, that very few Core Committee members are able to commit time, nor should they.
- The Roundtable Coordinator attended SFU Faculty of Environment Careers Night as a promotional effort to recruit volunteers to assist with these events.
- 15 volunteers were recruited for Salmon Come Home, including students from SFU Faculty of Environment, BCIT Fish, Wildlife and Recreation Program, and Vancity. An orientation package was created for volunteers. A volunteer registry has been created and is maintained by the Roundtable Coordinator.

Communications

Municipal World Article (November 2015)

- A 2500-word article on the Watershed Plan was published in the November 2015 edition of Municipal World Magazine. A copy of the article has been circulated to the Core Committee electronically and is available at:
 - <http://www.coquitlamriverwatershed.ca/sites/default/files/MW-Nov15%20Orr-Turek.pdf>

StreamTalk Magazine

- The article submitted to Streamtalk Magazine was published in the Autumn 2015 volume. A copy of the article is available on pages 7/8 at:
 - http://www.coquitlamriverwatershed.ca/sites/default/files/StreamTalk_No v2015.pdf

2015 Year in Review Video

- The 2015 Year in Review video focuses on the important milestone of the Lower Coquitlam River Watershed Plan, and is available on the Coquitlam River YouTube Channel at:
 - <https://www.youtube.com/watch?v=IS9pnILW1A0>
- All videos produced are hosted on the Roundtable's Coquitlam River YouTube Channel at: <https://www.youtube.com/user/coquitlamriverwater>. Please note you can subscribe to this channel to keep posted on any new videos added.

Discussion: Other Communications and Outreach Opportunities and Reporting Out

- It is very important that each representative on the Core Committee share information with their organizations and networks on a regular basis. This link is essential to the proper functioning of the Roundtable.
- **ACTION:** Reporting Out – Core Committee members will share communications pieces with their respective organizations and networks, and identify opportunities to provide updates on the Roundtable activities, progress and needs. (ALL)
- Discussion was held regarding communication being one of the strengths of the Roundtable, noting the need for more coordinated consultation and collaboration as the

Roundtable grows to include more projects and initiatives.

- **ACTION:** A Communications Standing Committee will be formed. (MT)
- Steffanie Warriner suggested a good theme for 2016 would be “sharing”, noting the need to get the word out about the great work the Roundtable is catalyzing.
- Dave Dunkley noted the work with the kokanee/ sockeye reintroduction to the Coquitlam River.
- The ARTicipation Project is increasing its outreach with a number of art exhibits planned in 2016, including the Pendulum Gallery (Vancouver, March 2016), the Gathering Place (Port Coquitlam), and a number of smaller venues like local cafes (Bistro Gallery, Port Moody), and the continued display at the Coquitlam Public Library City Centre Branch.

Community Roundtable Meeting

- There is no budget for a Community Roundtable event, however at a recent meeting on the implementation of the Invasive Species – Alignment of Efforts Action Plan, it was noted that a Community Roundtable meeting could be held in conjunction with the launch of this action plan, which could include familiarization with the three priority strategies, a tour of the watershed from an invasive species perspective, and hands on opportunities for participants to survey and remove invasive species.

Administration

- The Core Committee has experienced a changeover of representatives for a number of organizations and some new members are coming onboard. An orientation package would help new Core Committee members become familiar with the Roundtable and identify ways to maximize effectiveness on the Roundtable.
- **ACTION:** An orientation package for new Core Committee members will be prepared. (MT)

11:15 am **Fundraising and Budget Update**

Standing Committee: Chris Wilson, Blaire Chisholm, Craig Orr, Margaret Birch, Maurice Coulter-Boisvert, Gordon Lewis.

In-Kind and Funding Support

- **ACTION:** A spreadsheet detailing the in-kind and funding support since the inception of the Roundtable is being compiled and will be shared with the Core Committee. (MB)

Operating Funds

- Operating funds are limited and are projected to maintain the Roundtable Coordinator position until February 2016.

Funding Opportunities Being Pursued, 2015-16 Deadlines

- Fall 2015, early 2016 funding opportunities being pursued are centered on developing an open letter to existing Roundtable partners to determine level of interest and ability to make a three-year funding commitment. This will then compliment a larger funding application to solicit matching funds.

POLIS – Coquitlam River Watershed Capacity-Building Workshop (February 24, 2016)

- In September, Natasha Overduin, Research Associate and Water Governance Project Manager for POLIS Project on Ecological Governance (University of Victoria) contacted

the Roundtable in hopes to bring a workshop to the Coquitlam River Watershed. POLIS is hosting three workshops throughout the province with the broad goal to increase the capacity and effectiveness of existing collaborative watershed-based groups that seek to improve local watershed decision-making. As a POLIS initiative, the workshop will be provided at no cost to the Roundtable. This is a tremendous opportunity for the Roundtable to advance solutions on the long term sustainability of the Roundtable and the implementation of the LCRWP. Margaret Birch and Marni Turek met with Natasha to discuss how we can collaborate to make this event as valuable as possible for the Roundtable. A workshop description has been developed and a date has been set for February 24, 2016. Further information and invitations will be sent out early January 2016 by POLIS.

Level 2 Fish Habitat Assessment

- Based on recommendations at a previous Core Committee Meeting, a funding application was submitted for conducting a Level 2 Fish Habitat Assessment. The application was submitted to the Fish Wildlife Compensation Program. The funding would advance recommendations provided in the Level 1 Fish Habitat Assessment.

11:30 am **Priorities for the Core Committee/ Roundtable Coordinator to February 2016**

Core Committee Priorities

- Priorities for the Core Committee (e.g. Terms of Reference, Communications Strategy, Outreach and Education, Funding Initiatives), were discussed. Marni Turek presented a prioritized list of Roundtable Coordinator Tasks for discussion. Given the limited budget, focus will be on the most important tasks of submitting the funding applications for the next phase of implementation of the LCRWP and the Roundtable Coordinator position, which would both be most effective if funding were secured for a longer period, and a sustainable funding mechanism were identified. Funding limitations significantly affect capacity of Roundtable operations.

Roundtable Coordinator Task List

- Marni Turek provided a task list for the Roundtable Coordinator position based on the job description. Core Committee members appreciated seeing the breakdown of tasks based on strategic direction and resources. Though the list is not exhaustive, it addresses the Roundtable Coordinator job description at a high level to allow for strategic planning and identification of the most effective use of resources. It is very apparent that the Roundtable Coordinator position could be a full-time position, and would most certainly benefit from having a long term plan in place for multi-year or sustainable permanent funding to enable this position to reach its full potential.
- **ACTION:** The Roundtable Coordinator Task List will be circulated. (MT)
- Communications is one area where Core Committee members could help alleviate the workload on the Roundtable Coordinator, as noted in action items discussed earlier in the meeting.

Roundtable Coordinator Reporting

- Discussion was held regarding what level of reporting the Core Committee would like from the Roundtable Coordinator. Some Core Committee members don't have time to

read a report in advance of the meeting and prefer to discuss items at the meeting and receive a full report out on all items, whereas other Core Committee members would rather read about the updates in a report in advance of the meeting and have more time at the meeting for collaboration and discussion.

12:00 pm **Roundtable**

Roundtable members shared their ideas, projects, etc.

- Maurice Coulter-Boisvert noted the need to have a separate meeting dedicated to habitat assessment and enhancement projects specifically.
- Craig Orr noted the potential for SFU to develop a short course on Nature Therapy and that he is looking into how this can be done in partnership with the Roundtable and the LCRWP.
- The meeting agendas are very packed and it was suggested by the Roundtable Coordinator to move the Roundtable portion of the agenda to the beginning of the meeting to ensure that everyone has the opportunity to share. Information that can be shared in advance of the meeting electronically will be done so to free up valuable time on the agenda.
- **ACTION:** Move the Roundtable portion of the agenda to the beginning of the meeting to ensure that everyone has the opportunity to share. (MT)

12:30 pm **Next Core Committee Meeting**

The next Core Committee meeting will be held in conjunction with the BC Hydro Coquitlam Monitoring Committee on:

- **Wednesday, February 10, 2016, 9:30 am – 2:30 pm**
- Coquitlam Library, City Centre Branch (1169 Pinetree Way, Coquitlam), Coquitlam Foundation Room #136
- CRWR Core Committee Chair: Steffanie Warriner
- **IMPORTANT:** Please note that the Core Committee portion of this meeting will be from 1:00pm – 2:30pm. All Core Committee members are welcome to attend the Coquitlam Monitoring Committee portion (9:30am – 1:00pm), which will be led by BC Hydro staff. Please let Marni Turek know what time you will be attending. You will need to pick up a free parking pass at the information kiosk in the library if you are staying for more than four hours.