

Coquitlam River Watershed Strategy – Phase IV

Second Roundtable Transition Planning Meeting

Port Coquitlam City Hall, January 19, 2011

1 INTRODUCTION

The meeting started with a round of introductions. 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, at the end of this document.

Participants in the meeting were:

City of Coquitlam (Staff)	Steffanie	Warriner
City of Coquitlam (Staff)	Margaret	Birch
City of Port Coquitlam (Staff)	Allen	Jensen
City of Port Coquitlam (Council)	Sherry	Carroll
Kwikwetlem First Nation Technical Advisor	Craig	Orr
Metro Vancouver Watersheds	Dave	Dunkley
Fisheries and Oceans Canada	Maurice	Coulter-Boisvert
Cewe Ltd.	Carsten	Mide
Consultant to aggregate industries	George	Turi
Urban Development Institute	Blaire	Chisholm
Blue Mountain Motorcycle Club (Trail recreation)	Tom	Adlington
PoCo& District Hunting and Fishing Club	Norm	Fletcher
Generation Maintenance	Gordon	Lewis
North Fraser Salmon Assistance Program	Tony	Matahlija
Tri-City Green Council	Elaine	Willis
(assistant to Ms. Willis)	Eve	Gauthier
Fraser Basin Council, Fraser Salmon & Watersheds Program	Jessica	Hawkins
Douglas College	Mike	McPhee

Regrets were received from:

Maple Creek Streamkeepers	Dianne	Ramage
BC Hydro	Judy	Dobrowolski

Julie explained the purpose of the meeting: The original agreement from Phase III was that “The Transition Team will meet one evening in November and help plan and host a community meeting in the New Year that will establish the Coquitlam River Watershed Roundtable. Then the Transition Team will disband.” Implementing this agreement, a meeting was held on November 24th, 2010. This January 19th, 2011 meeting follows up on work that couldn’t be completed at the November 24th meeting and provides an opportunity to report on progress in identifying Core Committee members. A key task is to prepare an agenda for the community meeting in February that will launch the new Roundtable.

Julie also briefly reviewed the progress that had been made at previous phases of the CRW Strategy, noting that agreement had been reached on a description of the watershed, a vision for the watershed, shared values, a working set of guiding principles and the basic structure of the Roundtable.

2 STATUS OF CORE COMMITTEE MEMBERSHIP

At the last community meeting in Phase III (March 18, 2010), participants decided that a transition planning team should be set up to guide the formation of the CRW Roundtable. The approach agreed upon was to ask each sector to nominate someone to join the team. The transition planning meeting of November 24th and work undertaken subsequently built on this process to begin to confirm sector representatives for the Core Committee (CC). Julie reviewed the status of core committee membership, by institution and sector category, and participants discussed loose ends.

Membership of the CC from various sectors

City of Coquitlam

City staff reported that there is interest but, as with the formation of all City committees, there is a formal process that must be followed. At least one councillor will attend the February 19th meeting (all will be invited). Attendance at that meeting will be followed by a report to Council that describes need, costs and benefits, and provides recommendations regarding City involvement.

City of Port Coquitlam

Councillor Carroll reported that a process similar to Coquitlam's will be followed, and that she will shepherd the request through the required steps. She noted that the proposal to the City will consider time and cost to the City and will likely suggest that a council representative and a staff representative will alternate at CC meetings (assuming that approach is agreed upon).

Aggregate industry

George Turi explained that the industry will decide whether to have someone sit on the CC or participate as Roundtable members, expecting the decision will be the latter.

BC Government agencies

Julie read excerpts from messages from BC government staff. Jonn Braman, Manager, Environmental Protection, Regional Operations stated "We support the continued work of the Roundtable and are prepared to offer our technical expertise on water quality to the appropriate sub-committee if that is deemed useful." Julia Berardinucci, Regional Manager, Regional Operations, "would like to explore further what issues are of concern and what contacts we can establish between the Ministry and the Roundtable to assist in the process." All wish to be kept informed but declined to participate on the CC.

A participant expressed concern about the low level of provincial government commitment, feeling that it reflects their lack of interest, capacity and commitment. The BC government has been experiencing considerable reorganization. Julie noted that the Roundtable will likely have

to operate through subcommittees and that the technical assistance offered could be beneficial to subcommittees.

Metro Vancouver

Dave Dunkley and alternate Ken Juvik are keen to participate on the CC.

Fisheries and Oceans Canada

Maurice Coulter-Boisvert and alternate Matt Foy, of DFO, are also ready to participate on the CC going forward. Their superior, Corino Salomi, has provided support and \$25,000 in funding.

Kwkwetlem First Nation

Craig Orr reported that he will continue to participate on their behalf, and that the Nation is trying to sort out their participation in a number of processes at many levels. He hopes that they will be able to participate more fully in the Roundtable and CC in the future. Julie and Margaret Birch have offered to meet with Kwkwetlem First Nation leadership if that will help achieve this objective.

Real estate development

Blair Chisholm is enthusiastic, and will bring the views of this sector to the CC. She is the Urban Development Institute liaison to the Coquitlam area. She has a background in urban planning and non-profit work as well as real estate.

Utilities

Judy Dobrowolski is happy to attend on behalf of BC Hydro, and is looking to see if Harry Brownlow can engage as the alternate.

Outdoor recreation (trails and off-road)

Tom Adlington will continue to bring the interests of the outdoor recreation sector to the CC. Julie suggested that efforts last year to reach the Four-Wheel Drive Association of BC and the Tri-Cities Off-Road Cycling Coalition (no replies received) along with Tom's more recent asking around are sufficient indicators that there are no other representatives ready to step up to the CC at this point. Given Tom's involvement in a range of recreational activities in the watershed, he is indeed suitable for this role.

Stewardship

At the November transition planning meeting Dianne Ramage generously agreed to organize a meeting of interested people from groups including naturalists, streamkeepers and stewards, as well as other organizations particularly interested in salmon, to seek agreement on three appropriate representatives for the Core Committee. A successful meeting was held on December 15th, thanks to much hard work getting it organized – particularly by Elaine and Eve and Dianne.

Norm Fletcher, Tony Matahlija and Elaine Willis were selected, with Gordon Lewis as the alternate. The report on the meeting of December 15 stated "Collectively these individuals have more than 115 years of experience in the Coquitlam River Watershed and bring fish and habitat technical skills, public education, social engagement and process experience, MBA, project

management (in excess of 1.5 Billion in projects completed successfully to date- major commercial, industrial, infrastructure and watershed restoration projects), commitment and broad communication networks.”

Non-Government Organizations

In the interest of keeping the CC small, participants agreed that a regional NGO representative, as previously proposed, is not required.

Public at large

Margaret Birch reviewed the process by which potential CC members from the public at large were selected. Criteria were attendance at past CRW Strategy events, not representing any defined sector interest, and being resident in the watershed. This process revealed three candidates interested in playing a role: Roger Loubert, Voika Matic and Rob Wilson. Discussion followed about what would be gained by adding this category. Participants hoped that these people would continue to participate actively to the benefit of the Roundtable even if not on the CC.

No explicit conclusion on this potential seat on the CC was reached, with the conversation merging into consideration of the other undecided seat: education/culture. It was decided that the public at large candidates should be informed that this decision was deferred.

Education/Culture

Discussion prompted by Mike McPhee considered whether education and culture can be regarded as one sector, and whether to combine this with the “public at large” category.

Participants observed that there are many research and education people doing relevant work in the watershed. They suggested that letters of interest should be sent to school districts, high school and middle school, looking into involvement by teachers and students. Bev Bowler was suggested as a contact. Her work at Salmonids in the Classroom covers 15-20 schools in District 41. She coordinates teacher activity, and could be asked to recommend a person for the CC.

George Turi noted that the aggregate industry supports industry/research programs at Douglas College. These might also warrant representation on the CC.

[Comments made to Julie by participants outside of the full group discussion supported the idea of having one additional CC seat, focused on education, instead of having a seat for the public at large and a seat for education/culture.]

Size of the Core Committee and appropriateness of other representation

Participants acknowledged that if the role of the CC is mainly administrative, that points to fewer rather than more members. Even if initial membership is small, the coordinator, when hired, could work with the CC to expand participation if desired. Experience with the committee for the BC Hydro Water Use Plan suggests that a small size is desirable to be workable.

Nevertheless, meeting participants recognized potential gaps in the CC, including: the 10-12 large waterfront property owners, youth, and some of the newer to the area ethnic groups (e.g. Chinese).

A key point to keep in mind is that the suite of CC members represents a diversity of values, beyond their most obvious affiliations. Members could be asked to identify some of the other interests they bring to the table. [Julie adds: This is consistent with the point that members of the CC are *representative of* sectors of interest in the watershed, and not *formally* representing a particular constituency.]

Julie summarized that although there are gaps in CC membership as compared to the breadth of interests in the CRW, this may not be the time or place to fill them, especially if the CC role is mainly administrative. A diversity of interests can be encouraged to attend the larger Roundtable meetings. Diversity in age and ethnicity could be cultivated on the CC in the longer term by watching for people who fill gaps among the candidates for the CC from the various sectors when seats are filled in the future. [Julie observes: There is already a fairly even mix of men and women on the CC.]

[Julie adds: Implied in the discussions were two questions re. CC members and alternates. First, is it OK for the CC and their alternate from a given sector to take turns going to meetings? Second, can an alternate attend CC meetings if the member is also attending? These loose ends might need attention when the CC starts meeting, though they are unlikely to be controversial.]

Taking the Core Committee forward

It was agreed that the approach to forming the CC would be explained to the participants in the CRW Strategy, e.g., to those joining the Roundtable meeting on February 19th. To maintain forward momentum, there should be no re-visiting of this process in the short term. The process was consensus-based and as transparent as possible.

The mechanisms for getting CC members could well be revised in the future. This founding CC would be guided by the Roundtable to generate these new procedures if so desired (*noting that governments will continue to self-determine their means of selecting their CC members*).

3 ROLE OF THE CORE COMMITTEE

Using slides, Julie reviewed the agreed-upon role of the CC:

- Ensure Roundtable remains accountable to its vision, guiding principles, etc.
- Provide continuity to the Roundtable
- Ensure one or a partnership of Core Committee members serve as the “banker,” holding funding in trust
- Manage funds that are for the use of the Roundtable
- Act as employer of the Coordinator.

The CC role is primarily to serve the Roundtable; the Roundtable is where choices are made and projects undertaken.

Julie also noted that that the work of the CC will require a time commitment on the part of the members, likely including monthly meetings.

Steffanie Warriner explained that more detail on the role of the CC would allow City staff to report meaningfully to City Council, so that Council can understand better what they are being asked to invest in. While participants agreed that more clarity on the functions of the CC is

needed, they also felt that the role of the CC will be appropriately fleshed out during its initial months of operation. The CC will develop its work plan based on activities, projects and relationships that build. Elaine Willis reminded the group that the CC members have primarily administrative responsibility, rather than being expected to provide expertise or leadership. Maurice Coulter-Boisvert suggested that CC members are responsible for reflecting the interests and concerns of their respective sectors, and communicating back to them.

For now, the CC, within the Roundtable, will “learn by doing” as participants collaborate on key tasks and a work plan is developed. [Julie adds: The CC should be able to more fully define how it will carry out its role when it next meets, after the Roundtable meeting on February 19th.]

4 FUNDING ARRANGEMENTS

There was insufficient time for a discussion of funding arrangements at the meeting. Julie recommended that agreeing on funding or financial principles might be a good first step, and she shared with participants a rough draft of half a dozen ideas, for example, “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)”; “An array of sources and diversity of funding shall be sought so as to avoid over-reliance on any one source”; and “Continued funding for the Roundtable Coordinator is critical.” Julie drafted these potential guidelines in the spirit of helping to assuage concerns or meet priorities that have been mentioned during various CRW Strategy discussions. The rough draft was distributed in print form but not discussed at the meeting due to lack of time.

Julie suggested that a funding/financial committee be formed – though this might include the whole CC.

Norm Fletcher suggested, as an interim step, that the group supports having the City of Coquitlam continue to hold the funds in trust for the Roundtable. Margaret Birch replied that this should be doable for the short term. It was agreed that this is a sufficient way forward for now.

5 MISSION STATEMENT

Some felt that the new CC members should agree on a completed mission statement before the public meeting in February. Julie observed that, as a result of the Phase III work, we are quite close to having that done.

Participants briefly reviewed a draft mission statement from Phase III:

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.

It was pointed out that the word “restore” causes concern to some since it could be taken to imply that even the urban portions of the river should be taken back to a pristine state.

Julie offered to work with the CC on wording of a mission statement that uses language agreeable to all participants. There is another draft from Phase III that could be built on. This

effort would be to assist the Roundtable in moving ahead – the mission belongs to the Roundtable as a whole, and within it, the CC.

6 FEBRUARY 19TH COMMUNITY MEETING

Participants suggested that the community meeting to inaugurate the Roundtable scheduled for February 19th could: gauge the level of community interest; encourage people to step up to the plate and get involved; begin to help interests coordinate/expand their current activities; build on suggestions from earlier phases of the CRW Strategy; and feed into a workplan for the Roundtable (that the CC will take on).

Participants and messaging

While we cannot forecast how many people will attend the meeting, it was agreed there should be a mix of the people who have been participating in the past and “new faces,” including from sectors that have been relatively under-represented. It was suggested that promotion could generate new attendees from such communities as real estate and recreational vehicle/ATV.

Other suggestions about promoting the community meeting included: advertise in a way that generates interest and excitement; have a punchy marketing/promotion statement; and engage interested Grade 12 students (e.g., via Kerry Lockwood of School District 43). Participants also suggested using “hooks” for interest and involvement that will raise enthusiasm, such as, let’s get serious; get beyond the same old same old; make it special; hit the ground running; create Action Plan 2011; help us set the right direction.

There was discussion about the CC needing to be further along in detailing terms of reference such as the mission statement, so that CC members would be able to answer questions on February 19th. Then participants reminded each other that the CC reports to the Roundtable, so it does not need to have all the answers – the CC needs to be guided by the Roundtable.

Suggested agenda items and discussion questions

Julie presented a draft agenda for the February 19th meeting on a slide, as follows. *She noted that it had already been pointed out that the day was too long in the draft, and it should instead go from 9:30 to 3:30 or 4:00.*

February 19, Victoria Drive Hall, 3435 Victoria Drive, Coquitlam

Morning

- 9:30 Introductions, review of agenda
- 10:15 Review of CRW Strategy Phases I to III, and introduction to Phase IV, including agreements reached about the Roundtable in Phases II and III
Q&A
- 10:45 Report on the Transition Planning process:
 - Core Committee membership and role
 - Funding available for Phase IVQ&A, Suggestions
- 12:00 Lunch

Afternoon

- 1:00 Proposed activities for the new Roundtable

- 1:15 Small group discussion [and break]
- What do you think of the proposed activities? Which are most important?
- 2:30 Sharing results of small group discussions
- 3:00 Start-up activities for the Roundtable and the Core Committee
- 4:00 Next steps
- 4:30 *Close*

More ideas for agenda items were put forward by meeting participants, including:

- Julie should explain how members of the CC were assembled, and introduce them. They will distribute themselves around the room.
- Inventory, take stock of where we are now - since many people are not aware of what is being done in the watershed. (This could lead to updating the Phase I inventory.) The activities going on range from small scale school projects through to City-driven initiatives relevant to the watershed. Perhaps have each stewardship group in attendance at the meeting explain what they're doing.
- Create working groups (organized, for example, by activity categories).
- Keep the initial presentations short and move to discussion of activities as quickly as possible. To help achieve this, put Visions, Values, etc., on panels along the walls so that people can read them on their own timetables.
- To encourage new ideas, use stickies for posting of comments, and a "wishing well" into which people could drop notes with their wishes for the watershed.
- Describe and discuss the draft list of activities (see below).

Julie will circulate a revised draft agenda for February 19th, incorporating the input of CC members.

Potential Roundtable activities or projects

This theme is pivotal to getting the Roundtable up and running, and therefore a main focus of the February 19th meeting.

Julie distributed a table listing categories of activities and potential projects which was derived from ideas generated in Phases II and III. A similar list was discussed at a community meeting in Phase III, and is included in Appendix F of the report on "A Strategy to Establish a Coquitlam River Watershed Governance Structure," a deliverable of the Phase III summary report, "Public Assemblies on Phase III Governance Strategy and Direction Setting."

The six categories are Coordinating players, Coordinating information, Education, Stewardship, Monitoring and Planning.

Some participants expressed concern that the list of potential projects suggests that the Roundtable would be trying to do too much – it is over-ambitious. Some of the items in the list are of the scale that cities and regional governments, which have large staffs, normally take on. Are we proposing major activities that RT doesn't have the ability to carry out?

Priorities put forward that address this concern included the following. These ideas can be used to generate discussion questions for the February 19th meeting.

- Rather than taking on or initiating large projects, focus on coordinating, energizing and coaxing those who are already responsible (e.g., coordination of monitoring efforts is one such possible activity).
- Adopt a selective focus – e.g. based on gaps between activities that are already going on.
- Have the hired coordinator help to prioritize and delegate.
- Have the Roundtable give the CC the mandate to prioritize various options and tasks.
- Ensure projects and activities are included that are less challenging and more readily achievable to build the confidence of participants, including City councils and other decision-makers.
- Keep in mind that big, visionary ideas for projects (even if “blue sky”) can be motivational.
- For each activity that people want the Roundtable to take on, what would be workable first steps? (This can balance “blue sky” thinking.)
- Come up with (a) project(s) that the Roundtable could start right away and that would build a record of success and experience in working together. [Julie notes: This was a priority lesson shared from the experience of other Roundtables.]

Other priorities for projects and activities voiced by meeting participants included: be sure to add to, rather than conflict with, ongoing watershed efforts; and, include projects that help people get out in the watershed with hands-on activities that help build community awareness and involvement and provide educational opportunities.

7 ATTACHMENTS

Agenda of the January 19th Meeting

Possible activities for the Roundtable

Coquitlam River Watershed Strategy – Phase IV Second Roundtable Transition Planning Meeting

Date: Wednesday, January 19
Time: 6:00 pm to 9:00 pm (a light meal will be provided, beginning at 5:30 pm)
Location: Port Coquitlam City Hall, 2580 Shaughnessy Street
Room: Council Chambers

Seasons' Greetings, quoting Gordon Lewis:

"May Sincerity and Grace Take Up Where Contention and Ambition Normally Hold Sway."

Purpose of this meeting:

- Original agreement from Phase III: "The Transition Team will meet one evening in November and help plan and host a community meeting in the New Year that will establish the Coquitlam River Watershed Roundtable. Then the Transition Team will disband." Implementing this agreement, a meeting was held on November 24th, 2010.
- This January 19th meeting follows up on work that couldn't be completed at the November 24th meeting, and provides an opportunity to report on progress in identifying Core Committee members. Another important task is to prepare an agenda for the community meeting in Feb.
- December 7 email, Subject "Coquitlam River Watershed Roundtable – Next Steps" stated: *Projects and Activities - January 19 (Wednesday evening) - A meeting of available Core Committee nominees, and other participants from the November 24th meeting, to discuss and identify a draft list of projects and activities for the new Roundtable to consider. This meeting, time permitting, could also include a review of loose ends in the Roundtable Terms of Reference, instead of holding a separate meeting on the latter - as put forward in the meeting summary.*

5:30 Arrivals, light dinner available

6:00 Introductions

6:15 Overview of progress to date in forming the Core Committee

6:45 Review of the role of the Core Committee, including relation between Funders and Core Committee

7:15 Possible Roundtable activities: What could the Roundtable get started on soon?

8:00 Remaining work on Terms of Reference, Administrative Tasks (The default is to assign this work to the new Roundtable or its Core Committee.)

8:15 Agenda for the February 19, 2011 Community inaugural Roundtable meeting

8:45 Next steps

9:00 Close

Possible activities for the Roundtable

The first version of this list was circulated at a community meeting but not discussed. That list was included Appendix F of the Strategy to establish a CRW Governance Structure. The following version has a few additions from those involved in transition planning.

Transition planning participants noted that the Roundtable per se. would not undertake many of the activities listed here in the sense of fully supporting projects on its own. Rather, the Roundtable would play a supporting, coordinating or developmental role, bringing people together to do the projects. It might also contribute resources in the form of funding, coordinator time, etc.

Category	Possible activities	H/M/L imp'nce	Short term -S
Coordinating players (<i>also supported by other categories</i>)	Establish a database of players in the watershed, including their mandates/goals, projects, deliverables, key personnel and contact information.		
	Seek ways to coordinate management across borders (e.g. protected areas)		
	Study proposals for land and water use in the watershed to help players formulate informed comments and possibly reach consensus* (e.g. proposed bike path, proposed development of the Riverview lands, etc.)		
	Study issues related to land and water use in the watershed to help players formulate informed viewpoints and possibly reach consensus* (e.g. siltation, lower watershed flooding, etc.)		
	<i>Other projects, approaches:</i>		
<i>*Note about "consensus"</i>	Consensus might be found around: recommendations, information needs, communications steps, etc. Consensus of the whole Roundtable will not be possible on some themes, in which case the range of views might be expressed. Participants in the Roundtable are not precluded from expressing their views outside the RT.		
Coordinating information	Establish a web-based information centre – one-stop shop for information on the watershed.		
	Inventory current and planned projects in the watershed. Focus on stewardship projects - include others?		
	Compile information and report on success stories .		
	Compile current issues , as started in Phase I report.		
	Develop an atlas showing jurisdictions, plans, projects, issues, hotspots, zoning, etc.		
	<i>Other projects, approaches:</i>		

Category	Possible activities	H/M/L imp'nce	Short term -S
Education	Organize one or more bus tours of the watershed.		
	Organize annual public workshops / meetings to update the community on the watershed.		
	Work on a strategy to link art and the environment .		
	Establish a Coquitlam River Environmental Centre .		
	Generate credit courses for Coquitlam River studies.		
	Plan a series of public dialogues on watershed issues.		
	<i>Other projects, approaches:</i>		
Stewardship	Research and promote best practices for riparian management and/or stream rehabilitation, etc.		
	Review existing plans and policies of governments, utilities, etc. to identify contents relevant to watershed stewardship; seek ways to collaborate on implementation.		
	Establish a dialogue with the Coquitlam River Aggregate Committee .		
	Support and encourage projects to establish salmonid passage across the Coquitlam dam into Coquitlam Lake and its tributary streams.		
	<i>Other projects, approaches:</i>		
Monitoring	<i>There are several references in Phase I report ("The Story..."): p. 6, 30, 33</i>		
	Design a watershed monitoring program or scorecard emphasizing indicators of watershed health .		
	Design a watershed monitoring program based on indicators of progress towards all watershed values .		
	Coordinate water quality sampling at a watershed level		
	<i>Other projects, approaches:</i>		
Planning	Develop a watershed plan consistent with the Overall Direction (vision, values, etc.).		
	Develop a 5-year strategic plan and accompanying implementation plan.		
	Undertake (or participate in) restoration planning/ recovery planning for fish.		
	<i>Other projects, approaches:</i>		