



Coquitlam River Watershed Strategy

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

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

1 INTRODUCTION

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

Core Committee members:

Sector	Organization	Member (or Alternate)
Local Government	City of Coquitlam	Selina Robinson, Councillor
Local Government	City of Coquitlam	Margaret Birch (alternate)
Local Government	City of Port Coquitlam	Sherry Carroll, Councillor
Local Government	City of Port Coquitlam	Allen Jensen
First Nations	Kwikwetlem First Nation	Fred Hulbert, Councillor
First Nations	Kwikwetlem First Nation	Craig Orr, Technical Advisor
Regional Government	Metro Vancouver, Water Management	Dave Dunkley
Federal Government	Fisheries and Oceans Canada	Maurice Coulter-Boisvert
Aggregate Industry	Jack Cewe Ltd.	George Turi
Real Estate Development	Brook Pooni Associates, Urban Development Institute	Blaire Chisholm
Fishing and Hunting	PoCo & District Hunting and Fishing Club	Norm Fletcher
Stewardship	Generation Maintenance	Gordon Lewis (alternate)
Stewardship	Tri-City Green Council	Elaine Willis

Observers: Dave Nanson, Fisheries and Oceans Canada

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

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

Julie Gardner reviewed the purpose of the meeting:

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

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

2 CORE COMMITTEE MEMBERSHIP

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

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

Filling the Education Sector Seat:

Discussion

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

Comments included:

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

Decisions

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

Action Items

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

3 FINANCES AND RESOURCES

Budget update:

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

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

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

Draft Consultant Services Agreement:

Discussion

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

Action Items

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

Funding Sources:

Discussion

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

Action Items

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

4 TASK GROUP ON OPERATIONAL GUIDELINES AND TERMS OF REFERENCE

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

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

Discussion

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

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

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

Action Items

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

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

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

Action Items

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

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

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

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

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

Action Items

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

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

Action Items

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

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

Action Items

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

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

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

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

Discussion

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

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

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

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

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

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

Action Items

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

Allen will schedule two Task Group meetings:

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

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

6 FINAL ITEMS

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

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

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

Topics for Future Meetings:

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

Coquitlam River Watershed Roundtable

Core Committee Meeting

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

Purpose of this meeting:

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

Agenda

9:00 Core Committee membership:

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

9:15 Finances and resources

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

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

Lead: Blaire Chisholm

Participants: Steffanie Warriner, Sherry Carroll, and Dave Dunkley

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

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

Lead: Allen Jensen

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

- Introduction
- Discussion
- Next steps

10:45 Next meetings, and Roundtable contact list

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

11:00 Close



Coquitlam River Watershed Strategy

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Coquitlam River Watershed Roundtable Core Committee Meeting Kwikwetlem First Nation Schoolhouse, July 6, 2011

1 INTRODUCTION

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

Observers: Murray Clare

Consultants: Devon Knight, Devon Knight Events

Regrets: Tom Adlington, Outdoor 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 Task Groups and plan next steps.
- Sign off on Core Committee products for presentation at the fall Roundtable.
- Attend to various CRW Roundtable administrative items.

2 CORE COMMITTEE MEMBERSHIP

2.1 Education seat

Agenda Topic: Report from the Task Group formed to facilitate the process for filling the education sector seat (Elaine Willis (lead), Sherry Carroll and Selina Robinson)

Report: Councillor Selina Robinson reported that it will be difficult to ask the education sector to self-organize and nominate someone to fill the Education sector seat on the Core Committee. The appropriate people at the academic institutions don't have formal relationships with one another. Selina suggested that we should contact and brief potential candidates and invite them to the next Roundtable meeting. This timing may be advantageous since it will be important to have a project underway which interests the academic community and provides opportunities for their students to become engaged in real projects. Selina mentioned that her experience with the Coquitlam Task Force on Homelessness has been a good model for how the participation of someone from an educational institution might work for the Core Committee. "It has been invaluable to have an educational institution on that Task Force. Students benefit by doing real work and having projects as a training ground."

Dr. Marvin Rosenau, BCIT, has expressed an interest in the Roundtable, but his time may be limited and he doesn't have a mandate to participate in initiatives such as the Roundtable. At SFU, Wilf Hurd, Director, Governmental Relations and John Pierce, Dean, Environmental Sciences are possible contacts.

Discussion: There was general agreement about the approach suggested by Selina. Some members feel that membership on the Core Committee should be restricted to institutions which are located in the watershed, such as Douglas College. Other members feel there are advantages in using the Roundtable to attract more interest and possibly funding or in-kind support (students) from institutions outside the watershed such as SFU and BCIT. Craig Orr mentioned that he has been talking to BCIT about helping with some monitoring and restoration projects. There might be an opportunity to piggy-back on these efforts. Other contacts which were suggested were: Mike McPhee, Douglas College; Ken Ashley, SFU; Bob Gunn and Mark Angelo, BCIT; and Dave Palidwor.

Members reconfirmed that someone from the local School District 43 should definitely be involved. Councillor Sherry Carroll said that teachers and students from late elementary and middle schools would be most keen to become involved. She mentioned Mike Clay as a possible contact. DFO's contacts in the

school system are Carrie Lockwood and Bev Bowler (604-980-7602). Maurice mentioned that DFO's programs target grades 5-7.

Action Items

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, now tentatively scheduled for Saturday, November 5. The Task Group members will follow up with the candidates following the Roundtable meeting.

2.2 Outdoor Recreation Seat Alternate

Agenda Topic: Progress on identifying another representative or an alternate who is able to attend daytime meetings (Dave Peterson, Tom Adlington and Margaret Birch)

Report: Margaret Birch provided context and an update on this item. The Core Committee representative for the Outdoor Recreation seat, Tom Adlington, is unable to attend daytime meetings. Dave Peterson and Margaret Birch approached him following the May 26 Core Committee meeting to see whether he could identify an alternate to attend the meetings. Unfortunately, he was not able to do this. Margaret pointed out several options. The Core Committee could take on the responsibility of identifying and confirming an alternate. The issue could be presented to the Roundtable at the next meeting. Or, the Core Committee could reconsider changing the times of its bi-monthly meetings.

Discussion: The discussion revolved around the merits of scheduling Core Committee meetings at a time when no member would be automatically excluded from attending vs. scheduling them at a time when most members can attend. Members pointed out that daytime meetings may always be difficult for people who represent not-for-profit or volunteer initiatives since these people cannot always take time off from their day jobs. Other members pointed out that evening meetings present other kinds of challenges, such as conflict with personal time and/or with other evening meetings.

Action Items

As a compromise, the Core Committee decided to experiment with changing the meeting time to 4:00 pm – 6:00 pm for the next meeting on September 14. Dave Peterson or Margaret Birch will check to see whether Tom Adlington, Outdoor Recreation seat, can attend this meeting. [Note added after the meeting. Tom can attend.]

3 FINANCES AND RESOURCES

3.1 Consultants' Services Agreement

Agenda Topic: Consultants' Services Agreement.

Report: Margaret Birch provided an update. The City of Coquitlam, on behalf of the Core Committee and Roundtable, has contracted with Devon Knight Events to continue to provide support services to the end of the summer. The contract total is just under \$9,200. That leaves \$34,000 in the budget to cover

the cost of the Virtual Watershed Environmental Centre and the need for support services from September onwards.

Discussion: There were no questions or discussion.

3.2 Funding Opportunities

Agenda Topic: *Report from the Task Group on their exploration of funding opportunities (Margaret Birch, Selina Robinson and Maurice Coulter-Boisvert)*

Report: Margaret Birch reported that she had phone calls with Maurice and Selina, but the three members did not meet. Blaire Chisholm also provided input.

Real Estate Foundation (REF): The members decided not to pursue \$3,000 in funding from the Water Sustainability Endowment Fund. They recommended submitting a proposal related to the Virtual Watershed Environmental Centre or other Roundtable activities for a higher dollar amount. The next deadline for funding proposals is August 18, 2011. If REF short-lists our proposal, we would have to submit a more detailed proposal in February 2012, so funds would not flow until after that.

Discussion: Members suggested a number of other entities to approach for funding

- Vancouver Foundation (VF) (Craig Orr mentioned that the economic downturn had affected their funding programs but felt that VF was worth approaching; suggested Mark Gifford as a contact; there might be opportunities with the Environment Committee or the Animal Welfare Committee)
- Jencon Foundation (requires a letter of interest by September 15, 2011)
- Vancity's Environmental Awards
- TD Friends of the Environment (Craig Orr provided a contact, Albert Carwana, Regional Manager Western Canada)
- Coquitlam Foundation
- Royal Bank of Canada (Blue Water Project)
- CN Rail environmental program
- FSWP (not likely to receive more funding from this program; it has been severely cut)
- Fortis (formerly Terasen) and Metro Vancouver (Energy Committee and/or Water Committee) were mentioned at the May 26, 2011 Core Committee meeting and are noted here for reference.
- BC Hydro (In a recent conversation with Margaret Birch, Judy Dobrowolski, BC Hydro, confirmed that funding through BC Hydro's Grantstream program is not available at this point in time.)

Action Items:

The Task Group will pursue the idea of submitting a proposal to the Real Estate Foundation by August 18 and find out more about criteria and deadlines for these other opportunities. [Note added after the meeting: Margaret and Selina met on July 7 to discuss and establish a start-up list of funding sources.]

4 OPERATIONAL GUIDELINES AND TERMS OF REFERENCE

4.1 Revised Guidelines

Agenda Topic: Report from the Task Group on revisions to the draft (Blaire Chisholm (lead), Steffanie Warriner, Sherry Carroll, and Dave Dunkley); The revised final draft of the Guiding Principles were also considered as part of this agenda topic.

Report: Margaret Birch introduced this topic in Blaire's absence. The Task Group's recommendation is to approve and "test drive" the Operational Guidelines and Terms of Reference. In six months, evaluate the guidelines and terms of reference and make additional revisions then, if needed.

Discussion: Members agreed to approve the revised guidelines and terms of reference. A number of comments and suggestions were made. They are recorded here for consideration when the guidelines are reviewed in six months.

One of the co-chairs expressed concern about the idea of having rotating co-chairs. Because it takes time for a co-chair to get up to speed, it may be more productive and efficient for the co-chairs and the committee to have co-chairs who are willing to accept this responsibility on a more continuous basis, possibly even for a year. Another member commented that she'd seen the rotating chair concept work well. Another member pointed out that the idea behind the rotating chair approach is to spread the work load among all the members.

A member expressed concern that some of the language is hard to follow and could be clarified.

A member suggested removing words like "should" or "will" (see # 7) and replacing them with language that is less binding.

The Committee agreed that the next version of the Operating Guidelines should make it clear that the Core Committee is the body which approves the expenditure of funds for the Roundtable as part of its administrative role.

Action Items:

The guidelines and terms of reference were approved and will be evaluated in six months. The Task Group is disbanded.

Devon Knight and Margaret Birch will add the Guiding Principles to the Operational Guidelines document and post it on the CRW Web site

When the draft agenda is circulated a week before the Core Committee meeting, members will have an opportunity to comment on or add items to the agenda. This process was agreed to in lieu of approving the agenda at the beginning of each meeting.

4.2 Mission Statement

Agenda Topic: Mission Statement for the Roundtable. Discuss process for finalizing the wording of the mission statement.

Discussion: Members acknowledged the need to finalize the mission statement for the Roundtable. A draft of this statement was developed in Phase III of the Coquitlam River Watershed Strategy.

Action Items:

George Turi and Norm Fletcher agreed to work on a final draft of the mission statement. Julie Gardner will provide the current draft of the statement and background information to George and Norm. George and Norm will either circulate a draft for approval by email or present the final draft at the next Core Committee meeting.

5 VIRTUAL WATERSHED ENVIRONMENTAL CENTRE (VWEC)

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

Report: Allen Jensen reported that the Task Group met and reviewed the Web sites, experience and capabilities of 7 Web design firms. They decided to short-list two firms for a more in-depth review of their capabilities and to determine the best match for the requirements of the Virtual Watershed Environmental Centre (VWEC). The next step will be to prepare a request for Expression of Interest document to circulate to the two firms. The Task Group plans to meet with the two firms in July. Based on this meeting, the Task Group may consider hiring one of the firms to conduct a visioning exercise which would assist with the clarification of our requirements for the VWEC and the preparation of an RFP, or the Task Group may proceed directly to the task of preparing requirements for an RFP. There is a third firm which the Task Group would approach if they feel that either of the two short listed candidates was not a good match.

Discussion: One member asked whether meeting particular milestones in the process of developing the VWEC was critical to the submission of a proposal to the Real Estate Foundation on August 18, 2011. Margaret Birch replied that it would be useful to have more information about the VWEC, but she thought the proposal could be shaped around other Roundtable needs, such as the need for a coordinator. Margaret will learn more about this as she and her Task Group get more details about REF's funding criteria.

A question was raised about how approval for the expenditure of Roundtable funds should be handled. The members decided that this was an appropriate role for the Core Committee as the administrative body for the Roundtable. A member pointed out that this issue should be addressed in the Operating Guidelines and a note to this effect has been added under this heading in the notes.

Several members asked whether the Task Group would prepare written criteria for evaluating proposals for the VWEC. Allen confirmed that the Task Group would do this.

Action Items:

- The Task Group will proceed with the preparation of an Expression of Interest document and interviews with the short-listed firms.
- The Committee authorized the Task Group to spend up to \$10,000 on a visioning process, if needed. Allen mentioned that the cost would likely be less than this.

6 ROUNDTABLE AND CORE COMMITTEE ROLES – INFORMATION CIRCULATION AND SOUNDING BOARD

Agenda Topic: Role of the Roundtable and Core Committee in commenting on projects and programs affecting the watershed.

Report: Councillor Carroll noted that the Core Committee members hold a diverse set of perspectives on the watershed and that the networks of Committee members in their sectors are extensive. She suggested that it would be a benefit to organizations such as municipalities, which need to communicate to stakeholders and the public, to be able to circulate information about things like development proposals to the Core Committee members. Members could, in turn, decide whether to circulate the information to their networks. Sherry was clear that she was not suggesting that the Core Committee form an opinion about the projects.

Discussion: After some discussion about the importance of not using the information distribution opportunity to lobby for a particular perspective on a project, the Committee endorsed Councillor Carroll's suggestion.

Action Item:

If members have information which they'd like to have circulated to the Core Committee, the information should be sent to Dave Peterson, CRW Meeting Coordinator, at dave@devonknight.com

Agenda Topic: Policy for the use of the Roundtable contact list for CC member (or other) announcements, or distribution of materials

Discussion: This topic was covered indirectly during the discussion of the previous agenda item. One member suggested that we should limit the information we send to the larger Roundtable contact list (250 entries) to information which is directly related to the watershed and the activities of the Roundtable so as not to draw people's attention away from the Roundtable or confuse them. Members suggested that items could be posted to the Web site instead of circulating them to the email list. Allen said this would be a good thing to explore with the Web designer for the VWEC.

Action Items:

- Screen information for relevance to the watershed and Roundtable before sending it to the Roundtable contact list or posting it on the Web site. Dave Peterson and Margaret Birch will collaborate on this, since Dave sends emails to the list and Margaret is currently posting items to the CRW Web site.

- There was a suggestion that the Core Committee put this item on the agenda for the Roundtable meeting and ask the Roundtable members how they would like the list to be used.

7 NEXT MEETINGS

Agenda Topics and Decisions:

- Core Committee meeting – Wednesday, September 14, 2011 (4 – 6 pm)
- Fall Roundtable – Saturday, November 5, 2011
- Core Committee products for presentation at the fall Roundtable (not addressed)
- Tasks/topics for next Core Committee meetings; e.g. process for generating a framework to assess the effectiveness of the Roundtable (not addressed)

Action Items:

- Allen Jensen will book the Heritage Room, Port Coquitlam City Hall for the September 14th Core Committee meeting.
- Devon Knight will book Victoria Hall for the November 5th Roundtable meeting.
- Devon will confirm Julie Gardner's availability to facilitate both meetings. [Note added after the meeting: Julie is confirmed.]

Coquitlam River Watershed Roundtable Core Committee Meeting

Date: July 6, 2011
Time: 9:00 am to 11:00 am
Host: Councillor Fred Hulbert, Kwikwetlem First Nation
Location: Kwikwetlem First Nation Schoolhouse
(parking at the end of Colony Farm Road, near roadway up to the entrance to the Band office, Bike rental shop and schoolhouse building)
Chair and Co-chair: Elaine Willis and Selina Robinson (Meeting chairs will rotate according to Core Committee Terms of Reference)

Congratulations to volunteers on the recognition of the valuable, hard work you put into the Coquitlam River Watershed Strategy at the Environmental Achievement Awards on June 12!

Purpose

- Review the progress made by Task Groups, and plan next steps.
- Sign off on Core Committee products for presentation at the fall Roundtable.
- Attend to various CRW Roundtable administrative items.

Agenda

9:00 Core Committee membership

Education seat:

- *Report from the Task Group formed to facilitate the process for filling the education sector seat (Elaine Willis (lead), Sherry Carroll and Selina Robinson)*

Outdoor recreation seat alternate:

- *Progress on identifying another representative or an alternate who is able to attend daytime meetings (Dave Peterson, Tom Adlington and Margaret Birch)*

9:15 Finances and resources

Consultants' Services Agreement:

- *Update by Margaret Birch*

Funding opportunities:

- *Report from the Task Group on their exploration of funding opportunities (Margaret Birch, Selina Robinson and Maurice Coulter-Boisvert)*

9:30 Operational Guidelines and Terms of Reference

Revised Operational Guidelines and Terms of Reference:

- *Report from the Task Group on revisions to the draft (Blaine Chisholm (lead), Steffanie Warriner, Sherry Carroll, and Dave Dunkley)*

Mission Statement for the Roundtable:

- *Discuss process for finalizing the wording of the mission statement*

Draft Guiding Principles for the Roundtable:

- *Review Julie Gardner's proposed final version*

9:45 Virtual Watershed Environmental Centre

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

10:30 Roundtable and Core Committee roles – information circulation and sounding board

- Role of the Roundtable and Core Committee in commenting on projects and programs affecting the watershed (and appropriate procedures)
- Policy for the use of the RT contact list for CC member (or other) announcements, or distribution of materials

10:40 Next meetings

- Date, location for next Core Committee meeting
- Date/time for the fall Roundtable meeting
- Core Committee products for presentation at the fall Roundtable
- Tasks/topics for next Core Committee meetings; e.g. process for generating a framework to assess the effectiveness of the Roundtable

11:00 Close



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 Agentik, 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, Agentik 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.



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**



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 Victoria Hall, November 5, 2011

1 INTRODUCTION

The Core Committee met for an hour following the conclusion of the Roundtable meeting. Julie Gardner, Dovetail Consulting, facilitated the meeting. Dawn Steele, note-taker for the Roundtable meeting, took notes. Devon Knight, Devon Knight Events, prepared this summary. Participants in the meeting were as follows:

Core Committee members (nine representatives in attendance):

Sector	Organization	Member (or Alternate)
Local Government	City of Coquitlam	Margaret Birch (alternate)
Local Government	City of Port Coquitlam	Sherry Carroll, Councillor
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
Stewardship	North Fraser Salmon Assistance Program	Tony Matahlija
Stewardship		Gordon Lewis (alternate)
Stewardship	Tri-City Green Council	Elaine Willis

Observers: Vern Kucy, City of Coquitlam; Fin Donnelly, MP, New Westminster-Coquitlam and Port Moody

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

Not Present: Selina Robinson, City of Coquitlam; Stephanie Warriner, City of Coquitlam; Norm Fletcher, PoCo & District Hunting and Fishing Club; Tom Adlington, Outdoor Recreation Sector, Judy Dobrowolski, BC Hydro; Ed Taje, BC Government; Blaire Chisholm, Real Estate Development Sector; Fred Hulbert, Kwkwetlem First Nation; Allen Jensen, City of Port Coquitlam.

Purpose of the meeting

There was no formal agenda for this meeting. The purpose of the meeting was to debrief the Roundtable meeting and discuss next steps. The members decided to postpone their discussion of the Roundtable meeting until the results of the Meeting Feedback and Comment Forms were available. Their subsequent discussion focused on the need to secure more funding for the Roundtable, with particular emphasis on the need to secure funds to support the position of a Roundtable Coordinator. The committee also discussed items which should be placed on the agenda for the next Core Committee meeting, January 11, 2012.

2 CORE COMMITTEE MEMBERSHIP

2.1 Outdoor Recreation Seat

Members noted that it would be helpful to have an alternate for the Outdoor Recreation Sector seat which is held by Tom Adlington, ATV/Off Road Trails groups. Individuals could be approached who represent other outdoor recreation activities. Gordon Lewis agreed to approach Garry Elgear, Riverside Fly and Tackle, Port Coquitlam to seek his interest to serve on the Core Committee. *[Following the meeting, Gordon and Garry spoke and Garry confirmed his interest in participating on the Core Committee.]*

2.2 Education Seat

Maxine Wilson, former Mayor, City of Coquitlam, expressed an interest in helping with education and may be a candidate to fill the education seat. It was suggested that Task Group on the Education Seat follow up with Maxine.

3 FUNDING IDEAS AND OPPORTUNITIES

3.1 Approach Organizations for Long-Term Support

One member raised an idea which has been discussed at previous meetings. The suggestion is to send a letter requesting support at the level of \$5,000-\$10,000 per year for five years to the organizations represented by the Core Committee members. The letter should request support for core funding for the Roundtable, in particular funding to support hiring a coordinator. After some discussion, the Committee decided on the following course of action:

Action Items

- Maurice Coulter-Boisvert will prepare a first draft of the letter which will be sent to 7-9 organizations. The letter will not be sent to the two municipalities initially, since municipalities are more likely to be forthcoming with funding after the Roundtable has successfully implemented some projects and activities, such as the launch of the new Web site.
- Gordon Lewis volunteered to assist the Funding Task Group and mentioned that Natasha Reaney, a Roundtable participant, would be interested in helping, as well. He suggested that we need to recruit more participants in the Roundtable to help with fund raising.

3.2 Other Funding Ideas

Councillor Carroll raised the possibility that the Roundtable might be eligible for gaming grants from the provincial government.

Craig Orr noted that government agencies, the Pacific Salmon Foundation and agencies like BC Hydro are all facing budget cuts. He suggested, “We need to think outside the box and consider things like private funding. Finding private funders is not easy. The Roundtable should appeal to people who live in the watershed, but we need to sell it. We have to show why it’s a fantastic thing.”

George Turi, Jack Cewe Ltd., was asked how the private sector might respond to a request for funds. He responded, “It depends on how you present it. Trust is still being built, but it is not a far-fetched idea.”

Margaret Birch mentioned that the Funding Task Group was planning to submit funding applications to Metro Vancouver, Vancity and the Coquitlam Foundation in January and February.

4 COORDINATOR POSITION

At the last Core Committee meeting, members agreed to a step-wise approach to finding a coordinator, beginning with the development of a job description. Maurice Coulter-Boisvert mentioned that he had sent Margaret Birch some examples. Tony Matahlija proposed that the Core Committee consider hiring someone for a month or two just to help with funding requests and moving things along.

Action Items

- Margaret Birch will bring sample job descriptions to the January Core Committee meeting when the task of finding a coordinator will be addressed again.

5 WORKPLAN

Julie reminded the Core Committee that developing a workplan by March 2012 is a requirement of the Fraser Salmon and Watersheds Program funding. She suggested that this workplan could form the basis for approaching potential funders.

6 MEETING DESIGN AND FACILITATION

Julie Gardner, Dovetail Consulting, has been involved in shaping the agendas and facilitating numerous Project Team meetings, Community meetings, Roundtable meetings and Core Committee meetings. Her work with the project partners and the community gave shape to discussions about the appropriate structure for a governance body for the watershed which ultimately led to the creation of the Roundtable. Since this is likely the last meeting that Julie will facilitate for the Roundtable and Core Committee, the Core Committee thanked her and gave her a round of applause.

7 OTHER EVENTS

Sandy LeMonnier, Hyde Creek Education Centre and Hatchery, had requested that someone from the Core Committee participate in an event from 11 am – 3 pm on Sunday, November 13 at the Hyde Creek Recreation Centre to help promote the Coquitlam River Watershed Roundtable. Gordon Lewis said he would attend.

8 NEXT MEETING

Wednesday, January 11, 2012, from 9 am – Noon, Heritage Room, Port Coquitlam City Hall

The Co-chairs of the meeting will be Elaine Willis and Margaret Birch. Note that Councillor Fred Hulbert, Kwikwetlem First Nation, has offered to host a Core Committee meeting in their new administration building when it opens.

Agenda Topics:

- Evaluation of the Roundtable meeting, including reviewing results from Comment and Meeting Feedback Forms
- Timing of the next meeting of the Roundtable
- Funding Opportunities
- Roundtable Coordinator
- Developing a Work Plan for the Roundtable
- Date, time and location of the next Core Committee meeting



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 Port Coquitlam, City Hall, January 11, 2012

1 INTRODUCTION

The meeting was called to order at 9 am and concluded at Noon. Margaret Birch and Elaine Willis co-chaired the meeting. Devon Knight, Devon Knight Events, took 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 Coquitlam	Verne Kucy (substituting for Steffanie Warriner)
Local Government	City of Port Coquitlam	Allen Jensen
First Nations	Kwkwetlem First Nation	Craig Orr, Technical Advisor
First Nations	Kwkwetlem 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
Recreation Sector	Riverside Fly and Tackle	Garry Elgear (alternate)
Stewardship		Gordon Lewis (alternate)
Stewardship	Tri-City Green Council	Elaine Willis

Observer: Sherry Carroll

Consultants: Devon Knight, Devon Knight Events; Anthony de Demko and Susan Jarema, New Earth Marketing.

Regrets: Selina Robinson, City of Coquitlam; Tom Adlington, Recreation Sector; Judy Dobrowolski, BC Hydro; Ed Taje, BC Government; Blaire Chisholm, Real Estate Development Sector; Tony Matahlija, Stewardship Sector, Brad West, City of Port Coquitlam.

Meeting Purpose

- Debrief the Roundtable meeting on November 5
- Review the status of the Virtual Watershed Environmental Centre (Web site)
- Review the status of funding proposals to support the ongoing operation of the Roundtable and the preparation of a work plan
- Discuss the next steps in developing the evaluation framework and applying it
- Discuss options for filling a coordinator position
- Review the status of confirming a Core Committee representative for the Education Seat
- Discuss the feasibility of engaging volunteers in Roundtable projects and activities

2 AGENDA REVIEW

- Introduction of new members (or alternates) and observers

There were no changes to the agenda. Councillor Brad West, City of Port Coquitlam, will replace former councillor, Sherry Carroll. Councillor West was unable to attend this meeting due to a prior work commitment. Verne Kucy, City of Coquitlam, will attend Core Committee meetings on behalf of Steffanie Warriner, who is on maternity leave. Garry Elgear is a new alternate member for the Recreation Sector. Sherry Carroll attended the meeting as an observer.

3 DEBRIEF THE ROUNDTABLE MEETING

- Core Committee members' observations

The members were generally pleased with how the Roundtable meeting (on November 5) went. Comments included:

- "A good continuation. The Roundtable took a little more form and shape. Excellent to start discussing projects. Interesting to see new players. Good that Finn Donnelly, MP, stopped by. Loved the description of the river that we heard at the beginning of the meeting. Tough having a meeting on Saturday."
- "As expected, no surprises."
- "Overall very good. A very progressive group. Disappointed that some of the displays featured photos which were 10-15 years old. Living in the past is not good."
- "I like the new people. Real outreach. It's expanded the pool."
- "Good that there were younger people in the crowd."

- “Fairly good. The presentation on the Virtual Watershed Environmental Centre could have been more crisp. Spent a lot of time with the college kids. The flow was pretty good and there was an opportunity for discussion.”
- “My first exposure. Impressed with the quality of the presentations. Liked the aerial photo of the river on the floor. The presentation on the Virtual Centre was energetic. Right sized room. Impressed with the number of council members who were there. They could have been in many other places, given the fact that the municipal elections were coming up.”
- “The buzz stood out. Keynote address – Rob Wilson was a natural speaker. Different. Putting the video of the watershed tour in the Virtual Watershed Environmental Centre presentation was excellent. To see Tony, Maurice and Sherry doing engagement really showed what the new Web site will do. It showed them addressing the goals in the Roundtable mission statement. Pleased with the turnout, too.”
- “Uplifting. The Roundtable is on an upswing. A great day. Content good. Very positive by the end of the day. I continue to get good feedback.”

Agenda Items:

- Comments on information provided through the Comment Form and Meeting Feedback Form
- Identification of any key directions emerging from this meeting

Discussion: Out of 60 participants at the November 5 Roundtable meeting, 23 completed Meeting Feedback Forms and 18 completed Comment Forms. The Core Committee felt that the feedback was very useful and supported distributing similar forms at future Roundtable meetings. The members felt that the main thrust of the comments was that participants were supportive and eager for the Roundtable to proceed with projects and activities. Although 11 participants expressed a willingness to volunteer to help with projects, the Core Committee members felt that many participants were operating under the misconception that the Core Committee is supposed to do all the work when in fact the Core Committee is only the administrative body serving the Roundtable. As more funding becomes available and a Roundtable Coordinator is hired, the Core Committee hopes to harness the energy of more Roundtable members to initiate and become involved in the work of the Roundtable.

Agenda Item:

- Timing of the next Roundtable meeting

Action Item:

Members decided that late April to mid-May 2012 would be an appropriate time for the next Roundtable meeting, depending on the availability of funding and the status of the Virtual Watershed Environmental Centre.

4 VIRTUAL WATERSHED ENVIRONMENTAL CENTRE

Agenda Item:

- Report from the Task Group and New Earth Marketing (Allen Jensen (lead), Norm Fletcher, Elaine Willis, Margaret Birch, George Turi, Craig Orr, Maurice Coulter-Boisvert)

Presentation: Allen Jensen introduced this agenda item. The Task Group has not met since November 5. Allen and Margaret have been working with the Task Group by email and have requested a scoping document and proposal from New Earth Marketing to define a phased approach to building the new Web site with the virtual tour component.

Anthony Demko and Susan Jarema presented the proposal to the Core Committee. The key elements of the next phase of development would be:

- Creation of the home page graphic, main menu tabs, and navigational system
- Set-up of the Content Management System
- Set-up of an online library
- Identification of ten “snapshot” locations on the river
- Development of one developed location (virtual tour)
- Provision of training in how to update the Web site to Core Committee members (or a coordinator)

Discussion: Questions and comments from Core Committee members and responses from New Earth Marketing:

- Clarification of New Earth Marketing (NEM)’s assumption that the Roundtable would get “sponsors” for future phases of Web site development. NEM: Sponsors such as BC Hydro, Cewe, or First Nations might provide funds to feature virtual tours or information of interest to them or simply to demonstrate support for the Roundtable.
- Question about what will happen to the content on the current Roundtable Web site. NEM: selected materials will be moved to the new Web site. The old Web site will not be needed once the new Web site is live.
- Clarification of roles. NEM: Anthony will be the lead as far as the Task Group and Core Committee is concerned. Susan will handle the technical side.
- Clarification of “populating the site.” NEM: “The Core Committee will be responsible for identifying the information which will be featured on the new Web site. The potential content is overwhelming. It needs to be filtered.”
- Question about video footage from the watershed tour that the Task Group organized for New Earth Marketing. NEM: It can be used in the “snapshot” river locations as well as the location which will be fully developed.
- Suggestion: Ask Core Committee members what activities and projects are coming up. Use that information to populate the site. For example, enumeration of adult salmon is going on, fry will be released in the spring, etc.
- “We [Roundtable, Core Committee] have to be able to stand on our own feet at the end of this phase.” NEM will provide training so that the new Roundtable Coordinator and/or Core Committee members will be able to update the Web site on their own.
- Don’t want the Web site to be a “one time wonder” that people visit only once. Will there be content which will encourage visitors to return to the site multiple times? Yes, there will be “hooks” to keep people coming back.

- Will there be a way for visitors to provide feedback? Yes, people will be able to provide comments.
- Who will own the Web site and the content on it? The Roundtable.

Allen Jensen stressed that this next phase will be like a pilot project for the Web site/virtual tour. There will be opportunities down the road to continue to change the site and add to it. He noted that the process of developing the Web site will start moving along quickly, and there won't be time to refer decisions back to the full Core Committee every step of the way. He encouraged anyone on the Core Committee who is not already a member of the Task Group on the Virtual Environmental Watershed Centre to join the Task Group if he or she has a desire to be more closely in touch with the Web site development process.

Agenda Item:

- Status of project, project cost commitment, future deliverables and deadlines

The Task Group would like to allocate \$20,000 to the next phase of development. Assuming a prompt start to the work, this phase should be completed by the end of April.

Action Items:

- The Core Committee approved moving ahead with New Earth Marketing to implement the next phase of development for the Virtual Tour/Web site.
- The Task Group will finalize an agreement with New Earth Marketing. The City of Coquitlam will issue a contract.
- The Task Group will define one location which will be fully developed and nine "snapshot" locations which will be featured on the Web site.
- The Task Group will provide content to New Earth Marketing for these locations.

5 FUNDING OPPORTUNITIES, PROPOSALS, NEXT YEAR'S WORK PLAN

Agenda Items:

- Report from the Task Group (Margaret Birch (lead), Selina Robinson, Maurice Coulter-Boisvert)
- New funding, available uncommitted budget

Presentation: The Funding Task Group met in December 2011. In addition to the Task Group members noted above, Gordon Lewis and Monty Anions attended the meeting. The Roundtable has received \$10,000 in new funding from Fisheries and Oceans Canada. And, there is \$25,000 remaining in the grant from the Fraser Salmon and Watersheds Program (FSWP). Of the total of \$35,000, the Virtual Tour/Web site will require \$20,000 and \$15,000 remains uncommitted. Devon Knight Events' current agreement runs to February 28, 2012.

Agenda Item:

- Funding proposals (planned and/or underway)

Presentation: Margaret Birch circulated a hand-out which listed these funding targets and the projects for which funds would be requested:

- Coquitlam Foundation (watershed café discussions or photo point monitoring)
- Environment and Parks Committee, Metro Vancouver (core funding to support the Roundtable Coordinator)
- Real Estate Foundation of BC (a 'blueprint' watershed plan for the Coquitlam River)
- Royal Bank of Canada Blue Water Project
- Request for Support from Key Stakeholders (reference: Nov. 5 Core Committee minutes)

Discussion: The Core Committee was supportive of moving ahead with these applications. The application to the Coquitlam Foundation will be submitted through the Watershed Watch Salmon Society or PoCo and District Hunting and Fishing Club. Councillors Selina Robinson and Brad West are on Metro Vancouver's Environment and Parks Committee. Their advice on how to approach this committee will be solicited. One member noted that "the hurdles were high" with the RBC Blue Water Project. Since the deadline for submissions is February 3, it is unlikely the Task Group will pursue this funding opportunity. Maurice Coulter-Boisvert reconfirmed that he would continue to take the lead in drafting a funding request to be sent to key stakeholders in the watershed.

A member mentioned the Bullitt Foundation as a possible source of funds. The Foundation is interested in going beyond just measuring wealth based on growth and municipal tax base. They are focused on the green economy and ecosystem services. The "inquiry" deadlines for this foundation are March 15 and September 15. The Vancouver Foundation was mentioned as a funding source that might be worth further research.

Agenda Item:

- Support needed for writing funding proposals

Action Item:

Craig Orr volunteered to review funding applications. Elaine Willis would like to help.

Agenda Item:

- **Preparing a Work Plan for 2012-2013**

Presentation: Margaret Birch reminded the Core Committee that the work plan for the Roundtable's next year of activity is due by March 31, 2012. It is a deliverable in our funding agreement with the Fraser Salmon and Watersheds Program (FSWP).

6 EVALUATION FRAMEWORK (FOR ASSESSING THE EFFECTIVENESS OF THE ROUNDTABLE)

Agenda Items:

- Report from the Task Group (Julie Gardner, Dovetail Consulting, (lead), Margaret Birch, Gordon Lewis)
- Next steps

Presentation: Margaret Birch introduced a hand-out entitled, “Draft Evaluation Framework for the Coquitlam River Watershed Roundtable,” which outlines a three part framework for evaluating the effectiveness of the Roundtable. The three guiding questions are:

- How strong is the foundation for the Roundtable – are factors for success in place?
- What are the results of the work of the Roundtable?
- Is the Roundtable following its own organizational guidelines?

In the proposed evaluation of the Roundtable, each of these questions would be addressed by defining 1) criteria for evaluation, 2) indicators of progress; 3) information about the indicators; and 4) a statement about performance (good, neutral, poor).

Discussion: The Core Committee was in general agreement with this approach. Members felt it was especially appropriate to use the Roundtable’s mission statement as criteria for evaluating the “results of the work of the Roundtable.” Margaret said that a main audience for the evaluation would be the Roundtable members and funders of the Roundtable. Evaluation criteria should be selected which are important to funders and potential funders. A member pointed out that there are not that many quantitative indicators. He stressed that one thing we should be certain to report back is the diversity of people represented on the Core Committee and the Roundtable and the broad base of support for this initiative. “Funders never want to be the only ones funding this.” Mention the length of the process involved in getting this far, the number of people who came to the meetings and the volunteer contribution. “This is not just a wacky idea.”

Action Items:

- The Task Group will develop the criteria and indicators in each of the 3 areas and continue to develop the framework.

7 ROUNDTABLE COORDINATOR – OPTIONS FOR 2012

7.1 Previous discussions about the Coordinator position (for reference)

Notes from October 12 Meeting:

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

Notes from the November 5 CC Meeting:

Discussion: At the last Core Committee meeting, members agreed to a step-wise approach to finding a coordinator, beginning with the development of a job description. Maurice Coulter-Boisvert mentioned that he had sent Margaret Birch some examples. Tony Matahlija proposed that the Core Committee consider hiring someone for a month or two just to help with funding requests and moving things along.

Action Items:

- Margaret Birch will bring sample job descriptions to the January Core Committee meeting when the task of finding a coordinator will be addressed again.
- Job descriptions
- Next steps

7.2 Presentation, Discussion and Actions Items at this meeting

Presentation: Margaret Birch introduced a draft job description for the Coordinator.

Discussion: Discussion focused on the timing of hiring a Coordinator. Some members felt that the Coordinator should not be engaged until additional funds for 2012-2013 were secure. Others felt that the Coordinator could be offered a contract with a fixed term and that the Committee should proceed to use the \$15,000 which remains in the budget for this purpose. Members decided that they would be flexible about providing a work station for the Coordinator at one of the municipalities versus allowing the successful candidate to work from his/her own office. Flexibility with regard to whether the candidate had a driver's license was also encouraged, though members acknowledged that the successful candidate would have to have a means of getting to meetings and to various locations on the river. Appreciation was expressed for the coordination work being done by Devon Knight Events.

Action Items:

- Margaret Birch and Elaine Willis volunteered to form a Task Group to work on recruiting a Roundtable Coordinator
- Devon will revise the job description and circulate it to Core Committee members for additional comments.
- After finalizing the job description, the Task Group will circulate it, short list candidates and conduct interviews. Candidates will be told that the start time for the position is dependent on securing funding.
- The Task Group will report back to the Core Committee at the March 14 meeting

8 FILLING THE EDUCATION SEAT

- Report from the Task Group (Selina Robinson (lead), Elaine Willis)

Discussion: Since Selina Robinson was unable to attend the meeting, Margaret Birch suggested postponing this agenda item. Allen Jensen, lead on the Virtual Tour/Web site project, stressed the importance of filling this seat. "We are missing an opportunity to involve someone with an education

background in the development of the Web site.” Another member suggested that the education seat be filled by a generalist rather than someone from a single institution. Another member questioned whether a rotating position would be a feasible approach, adding that he agreed that “it is essential, even to the short term goals of this operation.” Margaret said she would convey the Committee’s sense of urgency to Councillor Robinson.

9 ENGAGING VOLUNTEERS IN ROUNDTABLE PROJECTS AND ACTIVITIES

- Is there a project or projects that volunteers could undertake?
- How would this be coordinated?
- How can we engage youth more?

Discussion: Responding to a hand-out which showed the names of over 20 Roundtable members who have volunteered to help with Roundtable projects and activities, the Core Committee acknowledged the importance of tapping this valuable resource, especially while enthusiasm among the volunteers is running high. The discussion focused on the best timing for involving volunteers in projects. Though there was a divergence of opinion, the conclusion was that the Roundtable Coordinator would have to be hired before any project involving the coordination of volunteers could be considered.

Action Item:

- Elaine Willis will draft an email to the volunteers thanking them and explaining the reason for not involving them right away. She will encourage them to contact Maurice about getting involved in other volunteer projects, and also mention the River Clean-up event that Garry Elgear is coordinating.
- The volunteers could be asked for help in circulating the job description for the coordinator

10 NEW BUSINESS

Agenda Item:

- 2012 Endangered Rivers List. The Roundtable has an opportunity to submit information about progress made on the Coquitlam River. Suggest submitting something by the deadline for nominations, which is March 5.

Discussion: The Core Committee agreed that letters describing improvements in the health of the Coquitlam River should be sent to the Outdoor Recreation Council.

Action Item:

Margaret will circulate more information to the Core Committee members.

11 NEXT MEETING

- March 14, 9 am – noon, Kwikwetlem First Nation Community Centre
- Co-Chairs will be Margaret Birch and Elaine Willis

Coquitlam River Watershed Roundtable

Core Committee Meeting Agenda

Date/Time: Wednesday, March 14, 2012, 9:00 am – Noon
Host: Kwikwetlem First Nation
Location: Kwikwetlem First Nation Community Centre, 2-65 Colony Farm Road, Coquitlam
Co-Chairs: Elaine Willis and Margaret Birch

9:00 Agenda review

- Introduction of new members (or alternates) and observers

9:10 Virtual Watershed Environmental Centre

- Report from the Task Group and New Earth Marketing (Allen Jensen (lead), Norm Fletcher, Elaine Willis, Margaret Birch, George Turi, Craig Orr, Maurice Coulter-Boisvert)
- Status of project, future deliverables and deadlines

9:35 Funding

- Report from the Task Group (Margaret Birch (lead), Selina Robinson, Maurice Coulter-Boisvert)
- Budget update
- Status of funding applications, next steps
 - Coquitlam Foundation (submitted Feb. 23)
 - Real Estate Foundation (submitted Mar. 2)
 - Metro Vancouver (Roundtable presentation scheduled for April 4)
- Bullitt Foundation funding for Watershed Watch Salmon Society (Craig Orr)
- Draft Letter to project partners (Maurice Coulter-Boisvert)
- FSWP Final Report (due March 15, 2012)
- Timing of the next Roundtable Meeting

10:05 Surface Water Monitoring Project

- Scoping a potential project (Monte Anions, Keystone Environmental; Maurice Coulter-Boisvert; Selina Robinson; Gordon Lewis; Garry Elgear)

10:30 Break

10:35 Evaluation Framework and Work Plan (2012-2013)

- Report from the Task Group (Julie Gardner (lead), Margaret Birch, Gordon Lewis) & Next Steps

11:00 Roundtable Coordinator Position

- Review of applications received - Task Group (Margaret Birch & Elaine Willis) & Next Steps

11:30 Filling the Education Seat

- Report from the Task Group (Selina Robinson (lead), Elaine Willis)

11:45 New Business

11:55 Next Meeting

- Discuss and confirm – May 9, 9 am – noon, location TBA
- Identify co-chairs for the meeting

Close