

**PLAN 540A**  
**Coquitlam-Buntzen Water Use Plan**  
**Group Project Agreement**

**Group Members**

- Erik Blair
- Ruth Legg
- Evan Peterson
- Jennifer Pinette
- Timothy Shah

**Group Outcomes**

- Goals for the project:
  - Produce an integrated and coherent multi-section report on the Coquitlam-Buntzen Water Use Plan.
  - Meet all internal course-determined deadlines.
  - Receive at least an A grade on our final report.
  - Develop our group project skills, such as facilitation, cooperation and communication.
  - Gain literacy in water use planning: understand how water use planning works, identify its theoretical underpinnings, ask informed and intelligent questions about the process and substance of the plan's development, identify strengths and weaknesses of the plan, judge its applicability to the Coquitlam-Buntzen location, analyze the plan's empirical methods.
- Products to be developed:
  - Write a final report on the Coquitlam-Buntzen Water Use Plan which includes five subsections with appropriate charts and subsections, as well as an introduction and conclusion.
- Approaches:
  - Use Google documents to post links, keep meeting notes and share information, so that we develop a common and ongoing understanding of the project and what is being accomplished by group members.
  - Use weekly meetings to facilitate and modify the entire process via open communication, reflection, and feedback.
- Provision of information:
  - Each group member will post initial findings or important documents, through email or Google documents, and note their name beside it so any questions can be initially directed towards them for clarification and discussed fully at group meetings.
- Resources available:
  - BC Hydro Coquitlam-Buntzen Water Use Plan Report and supplementary documents available on BC Hydro web page
  - Chapter in book on the watershed from 2003 - [link](#)
  - Issues paper from 2000 - [link](#)

- History of watershed article - [link](#)
- Water Use Plan Guidelines - [link](#)

## **Roles and Responsibilities**

- Roles:
  - Governance context: Ruth (analyse the who, how, and why of decision-making)
  - Planning models employed: Evan (analyse water use plan guidelines as a model)
  - Sustainability planning tools used: Tim (analyse adaptive management as a sustainability tool)
  - Sustainability planning approaches: Jennifer (analyse the theoretical underpinnings of the water use plan approach and determine why it was used)
  - Quantitative analysis: Erik (assess computer models used and analyse data, conclusions from data and source of data)
- Responsibilities:
  - Each member will write 1200-1500 words of report (not including graphs) and meet group expectations.
  - Ensure to cite references appropriately. We do not tolerate plagiarism.
- Expectations:
  - Attend all weekly meetings.
  - Meet internal and course deadlines.
  - Provide consistent, continual, and quality group communication.
  - Be flexible with roles to accommodate others' strengths and weaknesses.
  - If one member's task turns out to have a higher time requirement, then the group will revisit research weighting at the next scheduled meeting (Schwartz 1994).
  - Rotate meeting roles such as facilitator, note-taker and time-keeper.
- Ethical behaviour:
  - Maintain a positive group environment with mutual respect, in which everyone feels comfortable expressing their opinion. Personal attacks will not be permitted (Susskind & Cruikshank 2006).
  - Respect rule of one person speaking at a time, without interruption (Susskind & Cruikshank 2006).
  - Be honest and open in communication about meeting deadlines and quality of work.
  - Make an effort to not dominate the conversation and let all opinions be heard (Susskind & Cruikshank 2006).
- Confidentiality:
  - Respect confidentiality boundaries of group processes and information generated amongst the group. (Ask all members before sharing material created by the group.)
- Incentives:
  - If a group member is over 20 minutes late to a meeting, absent from a meeting without providing advance notice, or does not meet a deadline, they must take the group out for a round of beverages at a local restaurant.

- We will rotate the task of bringing a potluck item to meetings such as: popcorn, trail mix, dried fruit, or candies.

## **Group Procedures**

- **Communications:**
  - Primarily utilize electronic sources such as email, Google documents, and phone calls for exchanging information.
  - Hold regular face-to-face meetings, once per week, or more as necessary.
- **Meeting times and places:**
  - We currently meet Wednesdays at 12:30pm in the WMAX kitchen, then move to a quieter place.
  - The meeting time and place is subject to change, depending on weekly commitments.
- **Agenda setting:**
  - Set agenda for subsequent meeting at end of each weekly meeting.
  - Continually communicate about updated agendas and tasks.
- **Note taking:**
  - Rotate the role and assign at each meeting.
- **Facilitation:**
  - Rotate facilitation role and assign at each meeting.
  - Allot times for each task (or agenda item) to help assure that the meeting will end on time.
  - At the beginning of the meeting, the facilitator needs to review the meeting agenda and ground rules to ensure everyone understands, agrees to, and will abide by them.
  - Use process intervention (a positive interruption technique used by the facilitator) to refocus the group members and/or re-balance group interactions (Basic Facilitation Skills 2002).
  - Use running memory technique (documentation such as posts on the wall) to keep group focused and working on one thing in a logical sequence (Basic Facilitation Skills 2002).
- **Process for resolving disagreement:**
  - Respectful and open communication is the primary means for resolving potential conflict, immediately as the problem arises.
  - If an issue becomes unmanageable, we will seek mediation from an experienced mediator, such as Professor Tony Dorcey.
- **Decision-making process:**
  - Consensus is the means by which we make important group decisions.
  - We all agree to participate in the decision-making process by listening to each member of the group, openly discussing options available, and reaching a mutually-determined conclusion.
  - If consensus cannot be reached, then we will do one of the following: (1) conduct further research on a particular topic so that all the relevant information needed for the decision is available, (2) agree to a vote in which we need three out of five

people in support to move ahead, or (3) consult a third party for additional feedback (Susskind & Cruikshank 2006).

### **Proposed Timeline and Deliverables**

- The following is subject to adjustment based on assigned presentation date.
  - Wednesday, October 6 – Meeting 1: create group agreement
  - **Monday, October 11 – Group agreement due**
  - Wednesday, October 13 – Meeting 2: compare initial findings
  - Wednesday, October 20 – Meeting 3: review partial draft (500 words each)
  - **Friday, October 22 – Initial outline and partial draft of proposed report due (including historical background and analysis framework)**
  - Wednesday, October 27 – Meeting 4: compare findings and analyze
  - Wednesday, November 3 – Meeting 5: compare findings and analyze
  - Wednesday, November 10 – Meeting 6: review first complete draft
  - Wednesday, November 17 – Meeting 7: finalize first complete draft and prepare presentation agenda
  - **Friday, November 19 – Draft of entire report due (including agenda for discussion)**
  - Wednesday, November 24 – Meeting 8: plan presentation roles
  - Wednesday, December 1 – Meeting 9: finalize presentation and report, responding to feedback in class
  - **Monday, December 6 – Final report due**

### **Bibliography**

Schwartz, R.M. (1994). *The Skilled Facilitator: Practical Wisdom for Developing Effective Groups*. Jossey-Bass Publishers: San Francisco.

Basic Facilitation Skills. (2002). Published by Human Leadership and Development Division of The American Society of Quality; The Association for Quality and Participation; and The International Association of Facilitators.

Susskind, L. & J. Cruikshank. (2006). *Breaking Robert's Rules: The New Way to Run Your Meeting, Build Consensus, and Get Results*. Oxford University Press: New York.