Steering Committee Group Meeting Minutes

Date: July 17, 2014	**Location:** Arrow Boundary District office	**Chair:** Charlene Streleaff **Scribe***:* Richard Marchand

Participants: Charlene Streleaff (BCTS), Dana Diotte (SGRC), Ian Parfitt (SGRC), Peter Lewis (MFLNRO), Kevin Lavelle (MFLNRO), Doug Thorburn (KLC), Richard Marchand (Interfor).

Note: Action items are highlighted in yellow

1. **Review Previous Action Items**

   Ian to revise and circulate the terms of Reference document COMPLETED

   Richard and Ian to revise and circulate the Roles and Responsibilities document/matrix. COMPLETED

   Dana to work with Peter to identify layers and related field to see if they are all necessary. ON GOING

   Dana to start scripts for Biodiversity and UWR as a minimum. ONGOING

   The committee would like to have representatives from the MFLNRO and MoE to review and ensure the various tables are in compliance with regulations. COMPLETED

   Charlene and Dana to work on the depletion layer processes. ONGOING

   Dana to send a summary of the depletion layers to be used. ONGOING

2. **New Items**

   a. Workplan update. Dana summarized the work completed since last meeting which included, TFL23 troubleshooting, depletion layer and resultants scripting (working with Peter).

   b. Kalesnikoff has signed the agreement.

   c. Open discussion about project financial report. Ian explained why costs are higher than revenues. He believes the project is more a Research & Development project and typically the costs are higher in the first year.

   ACTION: Ian to provide further breakdown on the hours worked and tasks.

   d. BCTS is offering the use of their UWR scripting and process documents for Boundary providing they have access to the Bio and UWR tables for their East Kootenay LUs (at no charge).

   ACTION: Everyone to look at the process documents from Charlene for a vote at the next meeting.

   ACTION: Dana to contact Mike Knapik for a review of the BCTS scripts and confirm that they are appropriate for use.

3. **Next Meeting – September 2014, DAB Castlegar, 1:30 – 3:00 PM**. (tentative)