HLPO Steering Committee Meeting Minutes

Date: April 30, 2015	**Location:** Phone in	**Chair:** Julie Castonguay
		Scribe*:* Tom Bradley

Participants: Ian Parfitt (SGRC), Julie Castonguay (MFLNRO), Tom Bradley (SIFCo), Matt Maddes (Wyndel Box), Karl Sommerfeld.

Note: Action items are highlighted in <mark>yellow</mark>

1. **Housekeeping**

   - Several new participants, Ian has e-Forwarded Terms of Reference and Roles and Responsibilities docs for all to review / refresh.

   - Roles and Resp have changed. Charlene Streleaff has left BCTS. Is there someone from BCTS who will take her seat on committee? <mark style="background:cyan">Julie enquired, see answer below.</mark>

   - Who is doing Q&A?

     - Peter Lewis will continue.

     - Does BCTS have someone with tech knowledge that can take Charlene's role in Q&A? <mark style="background:cyan">Julie enquired: BCTS not ready to commit someone yet.</mark>

   - <mark>Tom assigned to add role of Scribe to Roles and Responsibilities document.</mark>

2. **Business Processes**

   - Fiscal and billing year discussions.

     - Annual subscription agreement term will be calendar year.

     - Payment for subscription period will be due by March 31 of year.

     - Process: User signs a subscription agreement, returns signed agreement to SGRC. Selkirk sends user an invoice for agreed upon amount once signed agreement received.

3. **Project Status - Update by Ian (SGRC)**

   - **Depletion Layer process** - combining FTA, VRI, RESULTS, and other sources and using logic to identify depletion from array of data - is complete and results are in beta testing and Q&A.

   - A web map of individual depletion layers has been posted. http://selkirk.maps.arcgis.com/apps/Viewer/index.html?appid=a62301ccd0ce40e4a703f48ef660a10e Call users experienced difficulties in using: large data set, very slow, eventual Fail.

   - TFL 23 depletion info not yet resolved. Some info received, not clear if it contained depletion or all depletion. <mark>Ian will review with Richard.</mark>

   - TFL 8 depletion is processed.

- Ian notes that process is using govt source data. Errors in source data may be reflected in outcomes (multiple layer analysis will catch/correct some data errors).

- Discussion of possible source data error fix processes:
    - 1) Notify appropriate govt person if errors found. Need to know who that is.
    - 2) Possible that in future years, if need is identified, could add a "known errors to be fixed" layer to the inputs used to derive resultant. Goal would be to address know problems that seem persistent. Future consideration / no action at this time.

- Participant Q&A of Depletion:
    - Please notify Ian if there is a particular landscape unit that you would like to review. Matt proposed K25
    - Ian will put ArcMap data for deletion on FTP site.
    - Review current web map at asbove link **OR**
    - Ian may be able to trim the WebMap to specific LU to improve responsiveness.

- **Resultant Layer process** - mostly done.
- Resultant is complex spatial data layer produced by overlaying multiple data sets. Complex data table associated with spatial data. Resultant process uses logic to derive CFLB and THLB from complex resultant.
- Outstanding matters:
    - UWR - almost done, but complicated.
    - Boundary UWR. Ron Fretwell is doing a Boundary UWR interp/ID project for Peter Lewis under separate contract. Project currently delayed. Ron has been in contact with HLPO project.
    - Julie will ask Peter Lewis for an update on Boundary UWR project. Completed
- Q&A of Resultant layer is ongoing - Peter Lewis.
- Participant Q&A of Resultant:
    - Source layer review in specific areas possible.
    - Review of outcomes possible.
    - Not in participant scope to review code behind outcomes.

4. **Financial**

- Selkirk College accounting department has determined that there is a $20,000 deficit in project from previous year.
- Proposal: Go forward, holding subscription rates at current level. After development phase, costs to administer/maintain service should drop. Believe that deficit will be paid off after several years of operations.
- Proposal tabled till next meeting.

- <mark>Ian will provide a breakdown of development costs attributes to Dana ($27,859.76) prior to next meeting.</mark>

5. Next Meeting

- Thursday May 28, 2015 9:00 am
- 1.877.353.9184,   9143013#