

HLPO Suite Steering Committee

Conference Call notes

Dec 01, 2016 1:30 PM

Present: Ian Parfitt (SGRC), Beth Macleod, Kathy Howard, Loreen Hodgkinson, Ron Palmer, Kailee Woodbeck, Peter Lewis,

Missing: Ian Dennis, Tyler Hodgkinson, Ron Ozanne, Ian Wiles, Frances Swan, Karl Sommerfeld, Tom Bradley

Chair: Julie Castonguay

Scribe: Kailee Woodbeck

Agenda:

1. Adopt September 29, 2016 meeting minutes (attached)
Decision: Minutes approved (Moved- Julie; Second- Ian)
2. Report on financial sub-committee – review suggested recommendations
Discussion: Julie gave brief review of suggested recommendations from sub-committee. Details are provided in Julies December 1st email.
3. Review current financial report and review detail info spending for YTD
 - Ian added fields to coincide with steering committee financial subcommittee recommendations
 - Issues over how the cost variance is being calculated on Ians spreadsheet.
 - Julie suggested doing a cost variance % column, so that the steering committee can decide what to do with a line item going over budget
 - **Discussion:** How do subscribers people feel about debt repayment options; amortization vs. increase subscription vs. 2 tier payment system
 - Peter commented that UWR is a development line item and will drop to 0 upon completion.
 - Suggestions that Ian should take the overrun line items from previous years and amortize over a few years
 - Ian says we will not be able to cover the debt repayment without a one-time increase of subscription fees to 0.0125/m³ AAC. And in the meantime, Selkirk College has to cover the debt.
 - Disagreement over whether the debt from last year has been paid off or not. With the re-built debt from 2016, the committee is only paying off \$4000 debt for 2016.
 - Suggested that the finance committee should be identifying development costs vs. updates
 - Some licensees will require approval from upper management for increases rates

Action: Ian to look at if it's possible for Selkirk to cover the debt for next meeting
Action: Subscribers to think about the possibility of increasing rate to \$0.0125 for 2017 only; to be discussed at next meeting.

Action: Subscribers to think about 2 tiered payment system; maintain current rate, and increase for those requiring additional support.

Action: Subscribers to think about maintaining rate for small licensee and increase only for larger ones

4. Brief review regarding Selkirk Geomatics grants submission
Ian: 13 companies & 9 government agencies/ NGO's willing to contribute cash and data
5. Status on uploading spatial data per TSA on Selkirk FTP site (Ian's action point from last meeting)
*Ian: Added chapter to help document on website. You can now download resultant by TSA, net down logic, how-to document. Look through online help documents **before** contacting Ian, as they are charging for it.*
6. Status of UWR boundary and next steps
*Peter: Fire maintained ecosystem restoration layer was built in the mid 1990's. With the boundary UWR GAR order, MOE took the layer and revised it by combining attributes (ie. open forests with managed forests). It's evident that the layer that Peter has been using does not coincide with the GAR order. Peter has contacted Byron Woods (data custodian), however he is not in charge of any data QA/QC. Byron sent him a layer that is in DataBC's regional library that contains additional fields (ie. info such as snow interception etc.). Randy produced the same shapefile from his data warehouse from 2006 as well. Now there are 3 shapefiles that are confirming each other that go back 10 years to confirm the UWR GAR order. **Ian Dennis** is confirming this.*

Peter is trying to get the original layer that was produced for the fire ecosystem restoration. Once he has this layer, it will be clear how MOE has changed the layer.

Peter anticipated that since Ian D. has already run all of his calculations with the current layer, it will just be a matter of re-running it with the correct layer.

Ian P. says that re-running the resultant with the current layer will not happen until next year. It is estimated that it will cost \$4000-\$8000 to finish the boundary UWR.
7. Letter to government requesting funding and KBHLPO monitoring (Ian P.)
Action: Subscribers to review letter to George Edney and get back to Ian for comment by **December 7th**. Ian will respond to group with final letter for signing.
8. Status on Posting net down logic on web site
Ian- posting net down logic is posted
9. Status on "how to/flow chart" on how to run the suite – Kailee and Beth
Ian- posting net down logic is posted
10. Any other reporting suite issue to discuss:
 - Ian to track changes he is making to HLPO suite.
Beth would like to see changes tracked on the site. For example, report formatting, uploading of new datasets. Unsure as to whether things are done or not.

Action: Ian will see if it's possible to track changes and how to do it. And possibly estimate costs?

- Truncated tables in report
Beth: titles are truncated

Action: Ian to look into this.

- *Julie: Minutes will be sent to Ian for end of the year and posted to site*
- *Julie is still working on increasing FLNRO's contribution rate to \$5000/ year*

11. Review draft 2017 budget

Ian is open to suggestions for different rates for next year.

Loreen suggested it would be nice to have previous year's budgets for planning the following year's budget

Action: Ian to add 2015 budget for budget spreadsheet for 2017

12. Next meeting – January???

January 19th, 2017 1:30 pm

Ian: People need to know what they are willing to contribute and under what conditions.