

**HLPO Suite Steering  
Committee**

Conference Call

Minutes

Feb 22, 2017

Present: Peter Lewis, Randy Waterous, Kailee Woodbeck, Ian Parfitt, Julie Castonguay, Ian Wiles, Tom Bradley

Missing: Beth MacLeod, Kathy Howard, Ron Palmer, Frances Swan, Tyler Hodgkinson, Ron Ozanne

Chair: Julie Castonguay

Scribe: Kailee Woodbeck

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**1. Adopt January 19, 2017 meeting minutes (attached)**

- (Moved Julie, Second: Peter)

**2. Review of final year end 2016 financial report**

- **Action: Ian** to follow up with West-Boundary Community Forest as new potential subscriber (communities of Midway & Greenwood)
- No comments from subscribers on review of final year-end financial report

**3. Review 2017 proposed budget estimates along with new projected revenue**

- Ian added actual expenses from 2015 to 2016 as requested
- Budget may need to be adjusted based on Wynwood opting out of HLPO
- **Action: Ian** to adjust budget based on Wynnwood opting out of HLPO
- Columns added to working budget to track funds more accurately
- Admin costs are higher than projected for January: Costs with negotiations on budgetary items and updates to website to include a "News" column. This increased cost but will not likely be reflected on a monthly basis.
- Peter would like to see a "red flag" on the "Budget at completion" column
- **Action: Ian** to make updates to budget to send to Julie for distribution to committee
- *Not in a position to adopt 2017 proposed budget due to committee meeting not having quorum*
- Financial subcommittee developed risk management spreadsheet for resultant depletion and Boundary UWR
  - o Highest risk is the change of the ownership codes
  - o **Action: Julie** to send committee members link from DataBC to provide more information/ download "Ownership Code" dataset
  - o Ian suggested listing data sources for committee members to review-*Task for an SGRC summer student*

**4. Increased subscription from Selkirk district FLNRO –status and request letter sent February 10<sup>th</sup>**

- FLNRO has guaranteed a contribution of \$3000 and possibly an additional \$2000
- Julie has said there will be a reply to the letter shortly

**5. Request funding from Mike Knapik- FLNRO Section Head Habitat Management**

- Julie sent email and the response was "a positive no" – They do not have funding
- He asked Julie to approach Mike again to further discuss potential future funding

- 6. Review draft Financial sub-committee guidelines for adoption (attached)**
  - *Not in a position to adopt Financial sub-committee guidelines due to committee meeting not having quorum*
  - Postponed to next meeting for a live discussion
- 7. 2016 VRI update available**
  - Only minor changes from interim VRI release in November 2016 and Feb 2017
  - As soon as budget is approved, Ian's team can use the VRI and begin to start updating the resultant
- 8. Status of UWR boundary sub-committee and next steps – confirming the original UWR data layer**
  - Julie would like to strike a subcommittee with Mike Knapik, Peter Lewis, Randy Waterous and Ian Dennis with regards to the UWR boundary report
    - o Purpose: Advise SGRC and steering committee on issues or decisions that need to be made surrounding this project
- 9. Cost estimate for posting “tracking change” on web site**
  - Cost estimates needs to be in place before commencing projects
- 10. Meeting Minutes since May 2014 will be posted on website**
  - All minutes from May 2014 to present will be posted to website
  - **Action: All** If anyone has meeting minutes prior to May 2014, send to Julie.
- 11. Ownership code issues which may affect reporting suite**
  - *Already discussed in item 3*
- 12. Any other reporting suite issue(s) to discuss**
  - *No other issues to discuss*
- 13. Next meeting – March ???**
  - Next meeting scheduled for Thursday, March 23<sup>rd</sup>

**Next Scribe: Frances Swan**