

# HLPORS Steering Committee Meeting Minutes

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Date: Jan.30, 2020

Time: 9:30-12:10 am

Location: Fire Center Castlegar

phone 1.877.353.9184, mod: 7335364 part: 8769783

Chair: Ian Wiles

Attendees: Loreen Hodgkinson, Randy Waterous, Tyler Hodgkinson, Ian Dennis, Kathy Howard, Ana T

Absent: Kathleen Ennis, Jeff Reyden, Tara Reimer, Adam Rodgers, Tom Bradley, Dan McMaster

## New Discussion

### 2019 Budget update

- The financial subcommittee met on Jan.23, 2020 to review the 2019 expenditures.
- The meeting minutes from that meeting have been attached. Information on how money was spent on each line item has been provided in the minutes. These have been attached along with the completed budget provide by Ian D.
- Each of these line items was reviewed and discussed.
- Key information is that the resultant for 2019 is still outstanding due to road data issues (see more info below) and that there is a carry over of \$8,393.10 of unspent funds that will be included in the 2020 budget

### 2020 Budget Planning

- \$8,393.10 of unspent 2019 funds will carry over to the 2020 budget
- Ian Dennis is to replace Ian Parfitt on this committee and as such will be paid by the College at a rate of \$100 for all work that was previously charged to the suite at \$80/hour – this is 25% increase in cost for Ian Dennis's time
- There was general acceptance from the group that this was reasonable
- 2020 draft budget was compiled using the same cost structure as last year at \$0.005 /m3 with a \$500 minimum
- Line items for 2020 have changed slightly to better reflect the work that is being done and for ease of accounting. See attached 2020 spreadsheet.
- There is now a new line item to account specifically for the biodiversity table work.

- More funds have been allocated to the resultant given that the 2019 resultant still needs to be completed and we will need to create the 2020 resultant as well.
- Also in 2019 a line item for Quality Assurance (QA) was added to the budget and estimated. The cost estimate took more time than was estimated so more money was allocated to this line item in 2020 to better reflect the actual effort required.
- Therefore nothing has been left in the unallocated line item or in the ungulate winter range line items for 2020. This is due to prioritizing work on completing the biodiversity tables and resultants. Once those are completed, we can revisit the budget and where to best spend what remains (Developing a report for Boundary moose ungulate winter range order has been previously discussed and estimated by SGRC).
- It is anticipated that changes may be required for the recently revised/approved UWR GAR U-4-001.  
Ministry financial contribution may be an issue this fiscal due to budget constraints, but has been included in the budget. All other members present at the meeting plan to continue participating in 2020.
- A vote on the 2020 budget could not take place as we needed 6 members of the committee to vote and there were only 4 present.

**Action item: Ian Wiles to send out 2020 budget to all members for a vote.**

#### Biodiversity table and Guidance Document

- The group reviewed the final draft which included some recent changes suggested by Tara DeCourcy and Deb Mackillop
- Thorough discussion of the document took place. **Action: Loreen will make the changes as discussed. Ian W. to send out with meeting minutes**
- 1 outstanding issue was around prioritizing recruiting from OGMA's when old and mature targets are not met using the aspatial methodology. **Action: Kathy to provide a suggestion.**

**Note: A vote took place to accept the new guidance document with the understanding that the above noted changes would take place. Document passed with 4 out of 4 votes to accept. (Interfor, Kalesnikoff, BCTS, FLNRO)**

**Note:** Voting on non budget items requires only 3 members to be present as determined in the June 19, 2019 meeting

- Ian D. indicated that 90% of the work by SGRC to develop the tables in the new format has been completed to date.

#### Other Discussion

- Issues continue to be noted with the planning tool so it is problematic for users. We will consider fixing it if money remains after the work on the biodiversity tables is complete and the 2019 and 2020 resultants are complete.
- The correct road layer to use remains an outstanding issue. **Action: Loreen to investigate further with Ministry staff and Ian D.** This needs to be rectified soon. The “old” road layer currently being used in the suite is likely more inaccurate than originally thought. This is very concerning to all.
- Members should try to ask questions of other members regarding use of the suite before consulting with Ian D. to try to keep costs down.
- **Action: Ian W./Loreen** to get an update on what is taking place with the West Kootenay UWR from habitat staff.

*UWR was approved on Nov.28, 2019. This group needs to revisit to determine what changes may need to be made to the suite*

**Proposed Next meeting: March 5, 1330. Castlegar**