



NWDSN Board Meeting Meetings
March 5, 2007
1:30 pm – 4:30 pm

Location: Juniper Room, Skeena-Stikine Forest District
Tatlow Road, SMITHERS, BC

Attendants: Don Morgan (Chair), Blair Ells, Barry Watson, Tim Pinninga, Wren Gilgan

1. Review Minutes and Action Items from last board meeting
 - a. MoE membership – Glenna and Shawn Reed
 - ongoing – part of workshop with ILMB, etc.
 - b. NWDSN upload process – all
 - ESF style submission for FDUs – not being used
 - proposed blocks will not be visible through MoF process.
 - c. Governance Policy updates –non-member access and fees – SOP to sign – Tim Penninga
 - **Action: deferred till after workshop with ILMB**
 - d. SFMn monitoring – see attached
 - **Action Don to contact Glen Mackintosh/Jim McCormack about monitoring phase 2 for IFPA. Resolution: Don talked to Jim McCormack IFPA members performing function manually using aggregate data.**
 - e. Best Available Information Sub-committee – format – Don Morgan/Data Administrator:
 - see technical committee minutes
 - William to load Morice/Lakes data with meta – take spreadsheet and interview Nadina staff and fill in meta, then collect information, identify conflicts, resolve them and load to site.
 - email to group when posted.
 - See action below under data admin activities.
 - f. Discussion and setting of date for workshop/strategy session between NWDSN board members and government – ILMB, MoFR and MoE, for the purpose of understanding one another's business/services - Glenna Boughton and Barry Watson
 - Barry met with ILMB to develop a business relationship and discuss a joint workshop
 - Barry met with Elaine Dawson, Alim ?, Paul Quackenbush, Gloria Willis, Glenna Boughton
 - Discussed how licensees have data they need, but not responsible for custodian data.
 - NWDSN and ILMB have similar roles, not custodians, but provide distribution services.

- NWDSN has relationships, with governance, of how to identify best available local data and consolidate.
 - We need custodians to address their internal information management and its currency.
 - ILMB disseminator – NWDSN advisor of best local – we facilitate transfer of information – linking corporate and local data.
 - Custodians are key players – they need to leverage what is available. They need to be engaged to identify.
 - Synergy between ILMB and NWDSN.
 - Data upload for local to ILMB – formalized. Best available local identified then uploaded to ILMB.
 - Corporate vs. local data – long term need for local data stewards.
 - List of what data is local – where are the custodians? – compile spreadsheet – William and Wren – March 31st, 2007.
 - Need Regional MoE, MoF, ILMB representation at meeting.
 - Last week of April in Smithers.
 - Custodians need to inform operations (or NWDSN) that a layer has been approved.
 - What about “confidential” layers, such as Carbou.
 - Action: Barry Watson to confirm meeting for last week of April, need to invite Regional MoE, MoF and ILMB representation. See discussion items above.
- g. Road conflation – board to decide if to purchase DRA \$500.00? – Barry Watson
- MoT roads – need custodian road for public roads – highways, MoF public roads, MoF BCTS has some FSR roads
 - FTA roads – no highways.
 - Motion: The NWDSN board agrees to purchase the DRA for northwestern portion of British Columbia.
 - Moved- Barry Watson, Second – Tim Penninga
 - Action: purchase DRA – William Elliott
- h. Data administrator duties – summary of recent activities – Don Morgan
- Need to have data loaded – meta and layer information and spreadsheets updated by March 30th then review and updated before mid April.
 - William indicated that he is busy – contract ends April 30th –
 - Action: explore option to have Blair Ells subcontracted (available end of March) to complete meta and data load for Nadina.
2. Summary of what UNBC does with the \$8000 allocated to R&D – Scott Emmons
- Scott provided document of activities and a break down of costs-attached.
 - Action: distribute UNBC R&D breakdown – Don – attached to minutes
 - What would be the costs to just host? Thinking that we might be able to get outside funding. – Scott estimated \$5,000.00, at most, to

fund the infrastructure only – no development, but would include backups, user accounts, and other minor issues.

- Action: New contract for hosting costs – Don Morgan, Tim Thomas and Scott Emmons to prepare contract for 2007/2008.
3. Discuss the need to formalize what layers posted to the NWDSN are derived from Higher Level Plans, process to amend posted HLP layers (mandatory e-mail notification?), identify proposed amendments to HLP layers (ie HLP layer still legal but new boundaries being proposed that are not legal but important for best management practices) – Tim Penninga
 - See notes above
 - Need to define with meta if coverage is “legal” as determined in HLP – meta field needs to be added.
 - Action: Add field in meta – status (legal, proposed, etc.)
 - Interim coverages – where a current legal area, however you know it is being amended in the future and want to have access to it for planning.
 - Action: Name legal proposed file name so that it appears next to legal file in web page list.
 - Action: Presentation on FSPs, how they work. at AGM. For example, overlapping coverages and what takes precedent. Who will do presentation?
 4. Discuss how to share layers that are confidential (eg caribou is confidential under Wildlife Act) Other?? – Tim Penninga
 - Manage through permissions?
 - Only the custodian can answer.
 - Example – consolidated wildlife coverage – where did pieces come from? Original caribou has “confidential”
 - Action: What layers are confidential under the wildlife act? Is the NWDSN covered – layers are not available publicly. Data administrator.
 5. Road consolidation – new project – Barry Watson
 - Project for 2007 to address consolidated road coverage.
 - Purpose – Canfor needs a consolidated road coverage
 - Bulkley is complete
 - Nadina
 - Review if funding available after all data posted and
 - Action: get cost estimate on consolidating Nadina roads and integrating with Bulkley. Scott Emmons
 6. Confirm date for next board meeting
 - June 4, 2007 – Annual General Meeting