

NWDSN and Board Meeting	December 12, 2006, 9:30-12noon Driftwood Board Room, Skeena Stikine Forest District, Smithers
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Attendees

Don Morgan	Don.Morgan@gov.bc.ca (Chair)	Yes
Francois Depey	francois.depey@wetsuweten.com	No
Glenna Boughton	Glenna.Boughton@gov.bc.ca	Yes (by phone)
Scott Emmons	emmons@unbc.ca	No
Jaret van der Giessen	jaret.van.der.giessen@westfraser.com	No
Glen Buhr	Glen.Buhr@gov.bc.ca (minutes)	Yes
Tim Penninga	Tim.Penninga@westfraser.com	Yes
Tom Olafson	Tom.Olafson@westfraser.com	No
Agathe Bernard	Agathe.Bernard@gov.bc.ca	No
Andy Muma	Andy.Muma@gov.bc.ca	Yes
Barry Watson	Barry.Watson@canfor.com	Yes

AGENDA

1. Review action items - Board
2. Discuss potential workshop/strategy session between NWDSN board members and government (e.g. ILMB), focused on understanding one another's business/services
- Glenna Boughton
3. Governance Policy update – non-member access and fees, membership requirements
- Tim Penninga
4. Orthophoto mosaic of the Wet'suwet'en territory – Don Morgan
5. Progress report from Best Available Information Subcommittees
6. Update on progress of Kalum TSA licensees towards potential membership in NWDGSN – Don Morgan
7. Other
 - a. Road conflation – Barry Watson
 - b. Other??
8. Confirm date for next board meeting

DISCUSSION

1. Review action items

Action items that received further discussion were as follows.

- Re: bringing MOE on board – (Glenna – do we want them to join?). Don – MOE is data steward for several layers that are local, not on LRDW. Need more timely contact. Suggesting Shawn Mitchell as data contact for “best available”. Ruth and Hubert were intending to contact.

Action – Glenna will follow up with Shawn, try to get MOE as member (Loretta is GIS lead). Follow-up at next meeting

- Re: members to post declared areas. Apparently all licensees must now submit FDU’s electronically to government (i.e. including FRPA section 196 blocks). Uploaded through an ESF-style submission. Supposed to be up and running by Jan 2007.

Action: NWDGSN licensee participants to review how viable MOF upload process is, and report back at next meeting.

- Re: having SOP for non-member access and fees require NRFL holders to submit their block and road data as requirement for partial membership.
 - Jim McCormack and Ministry contacted NRFL holders trying to provide them info, give them schemea.
 - Agathe was looking into getting NRFL’s to submit backlog of NRFL data (i.e. blocks with no ESF submission) that hasn’t made its way into FTA. There are issues with NRFL ESF submissions having no internal structure data.

Action – none required. New Membership Requirements SOP requires all forest licensees, including any new NRFL participants, to provide accurate updates of disturbance data.

- Re: distributing minutes from SFM monitoring workshop – no news. Don will look into where this sits.

Action – Don to follow up on this activity for next meeting.

- Re: Best available info – the Bulkley Best Available Information Subcommittee (BAIS) has uploaded the basic local data layers that support FSP preparation to the NWDGSN FTP site. The FTP site’s Data Uploader requires basic metadata – this was cut and pasted out of Bulkley’s metadata templates.

Actions:

- all BAIS’ to similarly post their local data layers prior to next meeting.

- all BAIS’s to send a simple spreadsheet to Scott Emmons (for posting to the NWDGSN web site), of names and location of key data layers (i.e. LRDW or FTP site), prior to next meeting. Bulkley BAIS spreadsheet can be used as an example (Glen to distribute).

- William Elliott to work with BAIS’s on getting improved metadata for posted local data layers.

2. Potential workshop session between NWDGSN and government – Glenna Boughton

- Workshop session to include topics such as: what ILMB does versus what NWDGSN does; ILMB’s role in NWFREP; data custodianship; data cleanup; ongoing role of

Digital Exchange Agreements; data update procedures NWDGSN versus ILMB for LRDW; alternative funding sources for NWDGSN; synergies.

- Suggested participants: NWDGSN members, BMGS, ILMB, MOF.
- The concept was supported by Board participants Glenna will proceed to work on an agenda. Workshop tentatively scheduled for mid-February.

Action – Glenna to prepare and distribute a workshop agenda by early February, working with Don/Glen to arrange a suitable venue

3. Governance Policy update – non-member access and fees, membership requirements – Tim Penninga

- Tim reviewed non-member access and fees policy he emailed to Board in December. General agreement with point #3 regarding DEA; NWDGSN won't make BMGS data available for download.
- Glenna was concerned with requiring money to be a member or partial member. Potential FIA funding provided? Look at longer term no-fee solutions (ILMB? ILRR?). Suggested that this item be discussed at proposed workshop – Glenna to add to agenda.
- SOP approved by Board members present.

Action – Tim to bring formal copy of SOP to next meeting to be signed by all Board members.

4. Orthophoto mosaic for Wet'suwet'en territory – Don Morgan

- Office of Wet'suwet'en (OW) has bought a MrGeoviewer, can convert MrSid ortho image of Wet' territories to other formats. Don said OW may be willing to make various ortho formats available through NWDGSN FTP site for no charge.
- Tim brought up BMGS ownership issue. Generally agreed that ortho shouldn't be posted on FTP site. Also, although OW offer appreciated, most appear to be content with MrSID format.

Action – none.

5. Progress report from Best Available Information Subcommittees

See discussion and new action items under 1) Review action items

6. Update on progress of Kalum TSA licensees towards potential membership in NWDGSN – Don Morgan

Nothing new to report.

Action – Don to send a letter.

7. Other

a) Road conflation project – Barry

- Discussed the need for NWDGSN to have a geographically correct, properly FCODE'd aggregate road coverage fully matching the orthophoto. The current aggregate road file has several issues.
- Barry suggested we aggregate FSR (Field Services to provide), MOT roads (Digital Road Atlas - DRA), and FTEN road permit roads.
- Barry suggests we buy DRA for \$500, because we have full authority to use and amend after purchase. DRA is supposed to include all resource roads
- Discussed that even with above layers we'll still be missing non-status roads.

Actions:

- Board to make a decision re: purchase of DRA for \$500 at next meeting
- Barry to send business rules for NWDGSN aggregate road submissions to Board prior to next meeting
- (ILMB? MOF?) to look into options for getting non-status roads into aggregate file

b) Other topics

Veg Resources Inventory (VRI) update – in terms of updating depletion data, how do ESF submissions get recognized in VRI – immediately? Annually?

Actions:

- Glenna will check into periodicity of updates to VRI, and implications of Ann Morrison's satellite imagery-based depletion update work to VRI update.
- Glenna will also check to see what gaps still exist between VRI and RESULTS (note RESULTS contains internal boundaries, thus will differ from VRI).

William Elliott's Admin duties

- Barry would like William's role made completely clear, including duties to communicate with Board, and list of duties for each 3 month period plus approximate timeline to deliver each activity (cost control mechanism).
- Tim – suggests that William list his duties from contract (Excel spreadsheet, track his hours by activity, and residual hours estimate. Board agreed.

Action: William to do and report at each board meeting.

8. Next Board Meeting – scheduled for March 13, 2007