

**Minutes: Northwest Data Sharing Network  
Board Meeting  
May 22, 2003, 10:00-1:00  
Land and Water Boardroom, MSRM Skeena Region, Smithers, BC**

**Present:** Ruth Edwards, Agathe Bernard and Don Morgan – MSRM Skeena Region, William Elliot – BCCF, Jim McCormack - IFPA, Gary Quantsrom – Bulkley TSA, Francois Depey – Office of the Wet’suwet’en, Glen Buhr – Skeena-Stikine Forest District, Cheryl Delwisch – Babine Timber Sales Office, Scott Emmons - UNBC

**Absent:** Johanna Pfalz – MSRM Skeena Region.

**Topics:**

- Review Minutes from last meeting
  - Map of Geographic extent
  - LIBC
- Setting up the society
- Governments changing role and responsibility
- Recent Presentations
  - Integrated Steering Committee in Victoria
  - Tweedsmuir Board
- Consortium Pilot
- Government FTAS/RESULTS electronic submission
- DSN web page
- Review and discuss changes to the constitution and bylaws
- Review and discuss board policy
- Discuss this years projects
- The role of the executive director
- UNBC
- Alternative funding for DSN society

**Review of the Previous Minutes**

**Geographic Extent Map**

- Map of Province with:
    - Northwest Data Sharing Network
    - Fort St. John Code Pilot Area
    - MacKenzie TSA
    - Selkirk - Nelson
  - Geographic Extent -
  - UNBC – Pursuing Funding similar to Selkirk Colleges for infrastructure development
- Action:** William to create map and distribute to DSN, Fort St. John, Selkirk/Nelson, and MacKenzie. William can contact and invite them to our board meeting and ask them to send us information on their data sharing projects.

## LIBC

- Written confirmation on services.

**Action:** Ruth to explore written confirmation for LRDW to provide hosting services.

## Setting up the society

- Name search(BC only) – Northwest Data Sharing Network name registration
- Physical location – address can change – Bag 5000, Smithers, V0J 2N0 for mail and Alfred Street is the physical location.
- Don Morgan is the society contact

## Changing role of Government

- We are all at arms length from our organizations.
- Managing perception of being part of government when the society is not.
- Recognition of the joint ownership of the data sharing network.

## ISC presentation

- Integrated Steering Committee in Victoria
- DSN recognized as a good thing.
- DSN complimented for its work.
- Would like to distribute DSN documents including governance material to the ISC.

**Decision:** Governance materials can be distributed to ISC.

## Tweedsmuir presentation

- Board select Jim and Jarret to represent IFPA

## Consortium Pilot

- What are its boundaries?
- Fort St. John - All Genus companies, likely includes First Nations and Oil & Gas.
- Corporate MSRM and Company lead.
- Southern Pilot? – mentioned in original documents

## RESULTS/FTAS Government Electronic Submission

- June 5<sup>th</sup>, Coast Hotel Terrace 1:15-4:30
- Web page describing

**Action:** Jim to provide web address. **Complete** - <http://extranet.for.gov.bc.ca/esf/>

**Action:** Agathe will attend Terrace session.

## Web Page

- Posting documents
  - Public documents – background research, ISC briefing note, governance, membership picture, MSRM Skeena work plan, DRAD pilot charter.
  - Private documents - minutes
- Contacts – Board members
- Links – general

- Presentations – recent presentations
- About – general description – detail in documents

**Action:** Don to populate web page and board to review for next meeting.

### Review Constitution and Bylaws

- Diagram of Executive Director/President/Chair as one person is fine according to Tim Thomas.
- Set up costs - MSRM will cover set up to a maximum of \$1,000.00.

**Decision:** The constitution and Bylaws are accepted by the Board.

**Action:** Submit the constitution and Bylaws for registration – **Complete** – Agathe and Ruth have made submission.

### Review of Board Policies

- Bulkley TSA Steering Committee
  - Gary Q. represents the licensees of the TSA
  - Jane and Glen represents Skeena-Stikine Forest District

**Action:** Don to change participant from “Bulkley TSA Steering Committee” to “Bulkley TSA Steering Committee Licensees”

**Action:** Gary Q. to explore how Bulkley TSA want to participate in the data sharing network.

**Decision:** Accept policies and time stamp them.

### 2003/2004 Projects

- IFPA multi-year project
  - Phase 1 complete
  - Phase 2 – Latitude Geographics – Data modelling, viewing and exchange
  - Phase 2 is supported by Tweedsmuir, however:
    - Need to link with indicator reporting, using DSN as service.
    - May 22<sup>nd</sup> afternoon meeting – to discuss indicator reporting linkage.
- PIR project
  - Tie into IFPA project. 30K available. SFMP data organizing?
  - Review project proposal to evaluate Bulkley TSA’s piece.
- Project Integration

**Action:** Jim will review IFPA project and identify PIR component.

**Action:** Gary will determine what needs to be done for the Bulkley TSA and contribute funding to cover their portion, freeing up funds for the IFPA and ensuring that the Bulkley has their needs met.

- LRMP Data Service
  - William is coordinating
  - Based on DRAD service.

### Executive Director

- Hard to fund.
- Tweedsmuir questions need for given currently project driven scope and lack of funds.
- How to stick handle with corporate MSRM?

**Decision:** DSN board and MSRM ISC board will communicate board to board to cover DSN/MSRM integration.

- Executive Director roles split amongst members:
  - For purposes of a task you act as the executive director....
  - Handle executive director function through actions in the minutes. A person designated through an action will perform following the direction from the policy.

**Action:** Don will close off ISC pilot.

### **UNBC and Data Sharing – Scott Emmons**

- Has been involved with DSN from beginning.
- Developing data hosting and data management services.
- Scott is GIS lab instructor and hardware and software administrator.
- Historically there has been no formal management of UNBC data hosting infrastructure.
  - Exploring funding
  - Industrial liason
  - Northern Land Use Institute.
  - GIS lab has been restructured
  - Lots of interest in PG in doing data sharing projects
  - Increasing interest at University in data sharing and pursuing funding.
  - Interest in community integration.
- Current Projects:
  - FTP site set up.
  - Setting up data standards, GML structures.
  - Setting up prototype for on line map viewing.
  - Map service is running.
  - Service is getting a performance tune.

**Action:** Scott will update UNBC data share web page so that map service is available.

- GIS lab now falls under Dean. It was part of a department
- GIS lab is being set up under business model.

**Action:** Scott to distribute document describing services and function, when available, in interim will distribute business plan.

- Cost structure is not in place, still exploring.
- Community development and relationships – awareness.

**Decision:** DSN will support UNBC and continue to work together on projects of joint interest. DSN will provide data and expertise as matching funding.

### **Alternative Funding**

- Don has reviewed the Softwood Industry Community Economic Adjustment Initiative (SICEAI) and discussed the DSN project with the local contact, Sharon Robertson (tel 847-1389, e-mail: sharon.robertson@cfcdnadena.ca) and has received a positive response.
- Matching funding – ask for total sum \$260,000.00 they will provide \$130,000.00

**Action:** Don will write the 4 pager and circulate, submission deadline is June 2<sup>nd</sup> and can be submitted electronically.

**Next meeting:**

June 23, 2003 – 1:30 - 3:30

***Action:*** Ruth will set up next meeting, agenda and taking minutes.