Asset Management Project Steering Committee Meeting Minutes
Thursday, June 7th, 2018

Scott - Presented hard copy maps and corresponding spreadsheets and described how each first nation would benefit by the steering committee members using the hard copy maps and spreadsheets to capture building asset related information, or taking the maps back to their community to have someone enter the information. This discussion included reviewing the minimum inventory of information the project needs from each FN. The inventory document is attached to these minutes.

Scott - Project Introduction
- Meeting Agenda for Meeting
- Steering Committee Terms of Reference

Randy - What are Assets
- Current Asset Information Environment

Q) At the completion of the project in March 2019, where is the hub for amending/updating/gathering the data from the project going to be, or is it handed off to each First Nation and responsibility falls to them.

A) Not sure exactly how the responsibilities will be best split yet, but it will be a combination of both. Depends on what level each First Nation wants to take responsibility for and how much each FN wants WBAFN to take responsibility for.

Q) Is this meant to augment capital plan or replace it?
Helps with environmental issues/effects also.

A) Yes to augment/improve it, to take the responsibility for and to take account for and say what it actually is. Are you getting the true value from funding.

C) Getting snapshot of area and identifying environmental areas or contaminant issues with each First Nation will be a huge advantage. CEA, CIA, SEA. This data will help future environmental assessments. More data is always very helpful.

Scott - Project Scope

Q) Will buildings not currently on maps be updated in the future when the data becomes available?

A) We will work with you develop a process to updated data and implement it to the data associated with the current project, once the project is completed.

Q) I don't see any UTM coordinates or Long or Lat on maps provided. Is that something we can get?

A) The information is geo located against the orthographic photography so if you/we want/need coordinate values we can get them.

Q) Shared licensing does that include GIS?

A) We know that there are ESRI licenses in a lot of the FN and that some of them are and are not being used. We have spoken to ESRI about improving our licensing as a group; however, we want to have discussions with the steering committee before talking to ESRI about reducing our licensing costs.

Scott - Project Implementation Strategy

Q) Asked about what tools are being used for data collection.

A) We just hired Scott Higgins who has a background in setting up field data collection tools through how work with Conservation Authorities.

B) We will be submitting funding requests to continue moving forward with the project past this projects end date. This project will provide great value by the end date (May 2019), but it can be improved upon by collecting the immense amount of asset data that will still need to be collected.

Randy - Asset Information

Scott - Asset Information

Q) Is there an opportunity to plug in an inspection report onto the project/data?

A) Yes.

C) Municipalities look at the value of all assets within their boundaries, trees, rivers, private homes and businesses, etc. We have identified buildings in Dokis that they might own but there is no record for, or at a minimum, no financial consideration for. This project will assure that all buildings, band or privately owned will be accounted for.

Q) Should we be concerned about recording information that does not belong to First Nation, such as a privately owned home. Not getting information that does not belong to the band.

A) Yes… We will work to ensure that the numerous confidentiality and licensing issues we will encounter will be addressed. In regard to private homes/businesses we might have the opportunity to collect occupant names and information related to

those people. This information will need to be managed carefully considering confidentiality.

Q)   On unique identifiers aren't there ones with the ACRS report?

A)   Not unique with the ACRS report. With our unique identifiers, if a building is removed, then the information is still there. If a new building goes up, the new information will be added, and the old information will still be available.

Q)   Can you explain to everyone longitude and latitude and UTM coordinates.

A)   Everything we are working on has a true ground position. Ortho imagery is a very exact positioning. Pick a fire hydrant and use a GPS in comparison to the coordinates from the ortho on our GIS software will be very close, within a meter. Use GPS units to go out and gather additional information, especially with road information. We can only do some much field investigation on our own. Need your help to supply additional information you already have and point us in the right direction for certain areas of data which we would be looking for when on each First Nation.

Randy went over Basic Building Asset Inventory handout. Number 5 is straight out of building code. Have a lot of C types, but will have the other occupancy types. Number 6 is broken down further from Number 5.

Q)   Some first nations may have a land use planning in place already. Working on classifying land use already.

A)   Zoning applies to the land. Building categories are specific to the building use. Land use should be the same as the building classification possible.

Q)   Is it possible to get a copy of the current funding agreement. If advising on project would like to know how it is split up.

A)   Yes.

Q)   About excel spreadsheet and changing the set up if possible to have 911 Number before Civic Number. 911 is the same for Civic number for Wasauksing.

A)   Yes we can change it to better suit your needs.

D)   Get print outs or email the slides with a larger font.

Q)   Can GIS files be supplied to First Nations in order to have housing data completed and given back to us more easier.

A)   Yes let us talk about what each First Nation has for GIS licensing currently.

Q)   Where did we go to for funding?

A)   FedNor$ 250,000, INAC LEDSPE $250,000, NOHC, $50,000. Will be applying for further funding to start April 2019. May be competing with other First Nation funding as other people could be starting to look at this type of project too. Basic project needs to be nailed down first. Then extensions and new models can spring board off of this project.

Scott   -   Where is the Project Today

Scott   -   To Do List

Scott   -   Challenges

C)   Randy commenting about cross-section of road and line of sight.

Randy   -   What We Will Be Able To Do

Q)   With all this housing data, how will the First Nation be able to go out to a house and add new or update data associated with each house in that database?

A)   We are envisioning two ways of doing this. One will be to go to a google map like environment and add information there. Second will be to have a tablet and go out to the field and add information, such as condition information onto that.

Q)   Where does the financial component of the project fit into the schedule? In regards to the cost of improving degraded infrastructure that needs to be fixed or replaced.

A)   Down the road don't see us there by the spring. That will be Phase 2 or Phase 3. Create a model that will allow for this.

C)   Build the data in order to have solid information when going to the government to get funding for asset improvements. They ask for proof and this project will give it. Asset management practices are required by municipalities, however not currently required for First Nations. We will need it in the future and getting dinged for not having it is a possibility.

Randy drawing on easel. In order to run financial models, inventory of assets and their condition is of utmost importance.

Financial Aspect a part of the future of the project very important to Dokis and Irvin

Scott   -   Working Together

Q)   Dokis would be interested in talking to Tribal about finding funding for GIS training.

A)   The board has agreed to supply tablets and we are going to train community members to go out and populate/update data which then can be sent to the database associated with the project.

C)   Wasauksing has a tablet with GIS capabilities and had someone trained on how to work it. She has since left and the tablet hasn't been used as much as a result of others not being fully trained on it.

Scott   -   Wrap-Up

Next meeting - Thursday, July 5th. Location to be determined

Between now and next Steering Meeting will want to be finalizing the methodology of capture of Building information before July 20th., 2018.