

STEP 5 TOOLKIT

Gather Background Information

What will this Toolkit help you do?

- List and summarize available infrastructure studies, plans, and reports
- Inventory existing major infrastructure assets in the community
- Organize information in a way that is easy to reference later in the planning process
- Get ready for Step 6: Identify Issues and Opportunities Related to Infrastructure Services

What Tools are in this Toolkit?

- Infrastructure Studies, Plans, and Reports Table
- Asset Inventory Table

When should you use this Toolkit?

- If the community is in the process of developing a Comprehensive Community Plan (CCP), use this Toolkit as you complete Planning Step 1 in the *CCP Handbook* (see page 29 of the *CCP Handbook*).

- If the community is going through another infrastructure planning process, use this Toolkit to help you complete Step 5 in the Guide. Use this Toolkit once you have a work plan in place, and before you start to identify issues or opportunities you suspect may need to be addressed.

**TIPS:**

- Have conversations with many different people to find out who is familiar with infrastructure issues in the community. Start with the Public Works department, as they have the most obvious knowledge of infrastructure, but be sure to speak to all departments. Also, be sure to connect with individuals who were identified in Step 2 (see the Individuals with Infrastructure Knowledge Table in the Step 2 Toolkit).
- Start building the database of infrastructure information by collecting and reviewing these key documents:
 - CCP (if one already exists)
 - Physical Development Plans (PDPs)
 - Economic Development Plans
 - Housing Plans or Strategies
 - First Nations Infrastructure Investment Plan (FNIIP)
 - ACRS Reports (Asset Condition Reporting System)
 - Capital Asset Inventory System (CAIS) List
 - Past funding applications for infrastructure projects

INFRASTRUCTURE STUDIES, PLANS, AND REPORTS TABLE

List infrastructure studies, plans, and reports that have been prepared for the community in this table. Note the date of the document and the author. Studies, plans, or reports the community may have include:

- Asset Condition Reporting System (ACRS) report
- First Nations Infrastructure Investment Plan (FNIIP)
- Comprehensive Community Plan
- Physical Development Plan
- Land Use Plan
- Capital Asset Inventory System (CAIS) List
- Economic Development Plan
- Housing Plan
- Asset Management Plan
- Operations and Maintenance Plan
- Watershed Risk Assessment
- Utility Master Plans (water, sewer, drainage, solid waste)
- Municipal Type Service Agreement
- Studies for new infrastructure
- Final reports and documents for completed infrastructure projects

When conducting your inventory of infrastructure studies, plans, and reports, focus on those that have been completed within the past 10 years.

TITLE	PURPOSE AND SCOPE	AUTHOR AND DATE
Example: Water Servicing Study	To determine needed water system upgrades for IR 1.	Reynolds Consulting, July 2015

ASSET INVENTORY TABLE

Complete a high-level inventory of the community's major infrastructure assets for each service. Where available, provide links to maps that show the community's infrastructure assets. The most recent Asset Condition Reporting System (ACRS) report and Capital Asset Inventory System (CAIS) List are good places to start your inventory. You may also want to check if the Finance Manager has a Tangible Capital Asset (TCA) registry that lists assets. You should also do a walk-about in the community to see what's in place—not all infrastructure assets are included in the ACRS report or CAIS List.

State if any of this information is “unknown”—this is useful so that you can identify gaps in information when you are identifying infrastructure issues and opportunities in Step 6.

Use the table on the following page to create your asset inventory. The table includes the following columns:

MAJOR ASSET—List the major asset.

CAPACITY/SIZE/QUANTITY—

Note the capacity, size, or quantity. This information can be found on as-built drawings and sometimes in engineering reports.

LOCATION—This could be a general description of where the asset is located or a specific address if relevant. For example, “gravel road east of Band Office” or “1964 First Street”.

YEAR CONSTRUCTED—The year an asset was constructed or installed.

AGE (YEARS)—The age of the asset, calculated as the current year minus the year constructed. For example, if an asset was constructed in 1993, then Age = 2018 – 1993 = 25 years.

GENERAL LIFE EXPECTANCY (YEARS)— How long an asset is projected to last before it needs to be replaced.

ESTIMATED REMAINING LIFE (YEARS)—The anticipated time left that an asset will remain functional and able to provide the required service. Estimating the remaining life of assets helps to plan for future replacements. For general planning purposes, the estimated remaining life can be calculated as the (General Life Expectancy – the Age) of the asset. For example, if an asset is expected to last for 40 years, and it is now 25 years in age, the Estimated Remaining Life = 40 – 25 = 15 years.

Please note that the actual remaining life of an asset may be longer or shorter than the calculated value depending on construction and maintenance practices, environmental conditions, and how intensely or frequently the asset is used.

ASSET CONDITION—A snapshot of the physical condition of an asset at a point in time. Use the asset condition rating noted below.

REPLACEMENT COST—The full capital cost of replacing an existing asset with an equivalent new asset in today's dollars.

ASSET CONDITION RATINGS

EXCELLENT—The asset is typically new or recently rehabilitated. Only normal scheduled maintenance is required.

GOOD—The asset has some elements that show general signs of deterioration. Some minor repairs are needed. The asset is safe and reliable. There is little to no impact on service levels.

FAIR—Although mostly functional, the asset shows general signs of deterioration with some components that need to be replaced. Operational problems occur frequently. There may be minor impacts on service levels.

POOR—The asset shows widespread signs of advanced deterioration with many components that need to be replaced. Significant operational problems are evident. There may be minor to obvious impacts on service levels.

MAJOR ASSET	CAPACITY/ SIZE/ QUANTITY	LOCATION	YEAR CONSTRUCTED	AGE (YEARS)	GENERAL LIFE EXPECTANCY (YEARS)	ESTIMATED REMAINING LIFE (YEARS)	ASSET CONDITION	REPLACEMENT COST
Watermain	300mm diameter 200m	North Road, from Creek Drive to Copper Crescent	1988	30	50	20	Fair	\$150,000