AMP2016

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The 2016 Asset Management Plan for the

Town of Petrolia

SUBMITTED BY THE PUBLIC SECTOR DIGEST INC. (PSD)
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Executive Summary

Infrastructure is inextricably linked to the economic, social and environmental advancement of a community. Municipalities own and manage nearly 60% of the public infrastructure stock in Canada. As analyzed in this asset management plan (AMP), the Town of Petrolia's infrastructure portfolio comprises eight distinct asset categories: road network, bridges & culverts, water, sanitary and storm sewer services, land improvements, machinery & equipment, and fleet. The asset classes analyzed in this asset management plan for the town had a total 2016 valuation of $234 million, of which sanitary and storm sewer services comprised 39%, followed by water at 24%.

Significant investments in infrastructure occurred in the 1970s, totaling more than $62 million between 1975-1979; sanitary and storm sewer services comprised $50 million of these capital expenditures. The town has continued to make capital expenditures in other major asset classes including roads, water and buildings. Since 2010, expenditures have totaled nearly $15 million.

Strategic asset management is critical in extracting the highest total value from public assets at the lowest lifecycle cost. This AMP, the town's second following the completion of its first edition in 2013, details the state of infrastructure of the town's service areas and provides asset management and financial strategies designed to facilitate its pursuit of developing an advanced asset management program and mitigate long-term funding gaps.

While 63% of the assets analyzed in this AMP have at least 10 years of useful life remaining, 15%, with a valuation of $34 million, remain in operation beyond their useful life. An additional 15% will reach the end of their useful life within the next five years. Based on 2016 replacement cost, and a combination of assessed and age-based data, approximately 38% of assets, with a valuation of $90 million, are in poor to very poor condition; 41% are in good to very good condition.

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the town to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

The average annual investment requirement for tax-funded categories is $2,453,000. Annual revenue currently allocated to these assets for capital purposes is $1,095,000, leaving an annual deficit of $1,358,000. To put it another way, these infrastructure categories are currently funded at 45% of their long-term requirements. In 2016, the town has annual tax revenues of $4,514,000. Our strategy includes full funding being achieved over 15 years by:

- when realized, reallocating the debt cost reductions of $302,000 to the infrastructure deficit.
- increasing tax revenues by 1.2% each year for the next 15 years solely for the purpose of phasing in full funding to the tax-funded asset classes covered in this AMP. This increase excludes the inflationary impact on operating budget.
- allocating the current gas tax and OCIF revenue as well as scheduled increases to the infrastructure deficit as they occur.
- reallocating appropriate revenue from vehicles (in surplus position) to categories in a deficit position.

- increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

The average annual investment requirement for sanitary and storm sewer services and water services is $2,407,000. Annual revenue currently allocated to these assets for capital purposes is $2,186,000 leaving an annual deficit of $221,000. To put it another way, these infrastructure categories are currently funded at 91% of their long-term requirements. In 2016, Petrolia has annual sanitary and storm sewer revenues of $2,165,000 and annual water revenues of $2,118,000.

For water services, our strategy includes full funding being achieved over 10 years by:

- ensuring that the required condition assessment work as described above be completed in order to determine what water rate reductions, if any, can be achieved and over what period those reductions can be implemented.
- ensuring that any water rate reductions implemented in the future take into account applicable inflation indexes during the intervening period of time.
- Allocating, on an annual basis, any surplus funds to the appropriate reserves.
- ensuring that, once water rates are reduced to the level required for full funding, subsequent water rates are adjusted by the applicable inflation index on an annual basis.

For sanitary and storm sewer services, our strategy includes full funding being achieved over 10 years by:

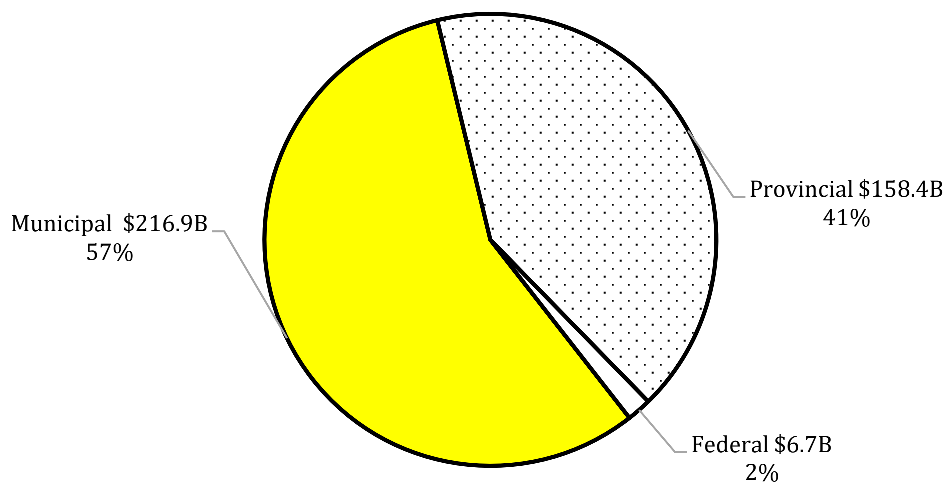
- reallocating, when realized, the debt cost reductions of $42,000 for sanitary and storm sewer services to the applicable infrastructure deficit.
- increasing rate revenues by 1.4% for sanitary and storm sewer services each year for the next 10 years solely for the purpose of phasing in full funding to this asset category.
- increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Although our financial strategies allow the municipalities to meet its long-term funding requirements and reach fiscal sustainability, injection of additional revenues will be required to mitigate existing infrastructure backlogs.

I. Introduction & Context

Across Canada, municipal share of public infrastructure increased from 22% in 1955 to nearly 60% in 2013. The federal government's share of critical infrastructure stock, including roads, water and wastewater, declined by nearly 80% in value since 1963.[1]

Figure 1 Distribution of Net Stock of Core Public Infrastructure



Ontario's municipalities own more of the province's infrastructure assets than both the provincial and federal government. The asset portfolios managed by Ontario's municipalities are also highly diverse. The Town of Petrolia's capital assets portfolio, as analyzed in this asset management plan (AMP) is valued at $234 million using 2016 replacement costs. The town relies on these assets to provide residents, businesses, employees and visitors with safe access to important services, such as transportation, recreation, culture, economic development and much more. As such, it is critical that the town manage these assets optimally in order to produce the highest total value for taxpayers. This AMP will assist the town in the pursuit of judicious asset management for its capital assets.

[1] Larry Miller, Updating Infrastructure In Canada: An Examination of Needs And Investments Report of the Standing Committee on Transport, Infrastructure and Communities, June 2015

II. Asset Management

Asset management can be best defined as an integrated business approach within an organization with the aim to minimize the lifecycle costs of owning, operating, and maintaining assets, at an acceptable level of risk, while continuously delivering established levels of service for present and future customers. It includes the planning, design, construction, operation and maintenance of infrastructure used to provide services. By implementing asset management processes, infrastructure needs can be prioritized over time, while ensuring timely investments to minimize repair and rehabilitation costs and maintain municipal assets.

Table 1 Objectives of Asset Management

Inventory	Capture all asset types, inventories and historical data.
Current Valuation	Calculate current condition ratings and replacement values.
Life Cycle Analysis	Identify Maintenance and Renewal Strategies & Life Cycle Costs.
Service Level Targets	Define measurable Levels of Service Targets
Risk & Prioritization	Integrates all asset classes through risk and prioritization strategies.
Sustainable Financing	Identify sustainable Financing Strategies for all asset classes.
Continuous Processes	Provide continuous processes to ensure asset information is kept current and accurate.
Decision Making & Transparency	Integrate asset management information into all corporate purchases, acquisitions and assumptions.
Monitoring & Reporting	At defined intervals, assess the assets and report on progress and performance.

1. Overarching Principles

The Institute of Asset Management (IAM) recommends the adoption of seven key principles for a sustainable asset management program. According to IAM, asset management must be:[2]

Table 2 Principles of Asset Management

Holistic	Asset management must be cross-disciplinary, total value focused
Systematic	Rigorously applied in a structured management system
Systemic	Looking at assets in their systems context, again for net, total value
Risk-based	Incorporating risk appropriately into all decision-making
Optimal	Seeking the best compromise between conflicting objectives, such as costs versus performance versus risks etc.
Sustainable	Plans must deliver optimal asset life cycles, ongoing systems performance, environmental and other long term consequences.
Integrated	At the heart of good asset management lies the need to be joined-up. The total jigsaw puzzle needs to work as a whole - and this is not just the sum of the parts.

[2] “Key Principles”, The Institute of Asset Management, *www.iam.org*

III. AMP Objectives and Content

This AMP is one component of the Town of Petrolia's overarching corporate strategy. It was developed to support the town's vision for its asset management practice and programs. It provides key asset attribute data, including current composition of the town's infrastructure portfolio, inventory, useful life etc., summarizes the physical health of the capital assets, assess the town's current capital spending framework, and outlines financial strategies to achieve fiscal sustainability in the long-term while reducing and eventually eliminating funding gaps.

As with the first edition of the town's asset management plan in 2013, this AMP is developed in accordance with provincial standards and guidelines, and new requirements under the federal Gas Tax Fund stipulating the inclusion of all eligible asset classes. Previously, only core infrastructure categories were analyzed. The following asset classes are analysed in this document: road network; bridges & culverts; facilities; computer systems; equipment; fleet; and land improvements.

This AMP includes a detailed discussion of the state of local infrastructure and assets for each class; outlines industry standards levels of service and key performance indicators (KPIs); outlines asset management renewal strategy for major infrastructure; and provides financial strategy to mitigate funding shortfalls.

IV. Data and Methodology

The town's dataset for the asset classes analyzed in this AMP are maintained in PSD's CityWide® Tangible Assets module. This dataset includes key asset attributes and PSAB 3150 data, including historical costs, in-service dates, field inspection data (as available), asset health, replacement costs, etc.

1. Condition Data

Municipalities implement a straight-line amortization schedule approach to depreciate their capital assets. In general, this approach may not be reflective of an asset's actual condition and the true nature of its deterioration, which tends to accelerate toward the end of the asset's lifecycle. However, it is a useful approximation in the absence of standardized decay models and actual field condition data and can provide a benchmark for future requirements. We analyze each asset individually; therefore, while deficiencies may be present at the individual level, imprecisions are minimized at the asset-class level as the data is aggregated.

As available, actual field condition data was used to make recommendations more precise. The value of condition data cannot be overstated as they provide a more accurate representation of the state of infrastructure. The type of condition data used for each class is indicated in Chapter V, Section 2.

2. Financial Data

In this AMP, the average annual requirement is the amount based on current replacement costs that municipalities should set aside annually for each infrastructure class so that assets can be replaced upon reaching the end of their lifecycle.

To determine current funding capacity, all existing sources of funding are identified, aggregated, and an average for the previous three years is calculated, as data is available. These figures are then assessed against the average annual requirements, and are used to calculate the annual funding shortfall (surplus) and for forming the financial strategies.

In addition to the annual shortfall, the majority of municipalities face significant infrastructure backlogs. The infrastructure backlog is the accrued financial investment needed in the short-term to bring the assets to a state of good repair. This amount is identified for each asset class.

Only predictable sources of funding are used, e.g., tax and rate revenues, user fees, and other streams of income the town can rely on with a high degree of certainty. Government grants and other ad-hoc injections of capital are not enumerated in this asset management plan given their unpredictability. As senior governments make greater, more predictable and permanent commitments to funding municipal infrastructure programs, e.g., the federal Gas Tax Fund, future iterations of this asset management plan will account for such funding sources.

3. Infrastructure Report Card

The asset management plan is a complex document, but one with direct implications on the public, a group with varying degrees of technical knowledge. To facilitate communications, we've developed an Infrastructure Report Card that summarizes our findings in accessible language that municipalities can use for internal and external distribution. The report card is developed using two key, equally weighted factors:

Table 3 Infrastructure Report Card Description

Financial Capacity		A town's financial capacity grade is determined by the level of funding available (0-100%) in each asset class for the purpose of meeting the average annual investment requirements.
Asset Health		Using field inspection data as available or age-based data, the asset health component of the report card uses condition (0-100%) to estimate how capable assets are in performing their required functions. We use replacement cost to determine the weight of each condition group within the asset class.
Letter Grade	**Rating**	**Description**
A	Very Good	The asset is functioning and performing well; only normal preventative maintenance is required. The town is fully prepared for its long-term replacement needs based on its existing infrastructure portfolio.
B	Good	The town is well prepared to fund its long-term replacement needs but requires additional funding strategies in the short-term to begin to increase its reserves.
C	Fair	The asset's performance or function has started to degrade and repair/rehabilitation is required to minimize lifecycle cost. The town is underpreparing to fund its long-term infrastructure needs. The replacement of assets in the short- and medium-term will likely be deferred to future years.
D	Poor	The asset's performance and function is below the desired level and immediate repair/rehabilitation is required. The town is not well prepared to fund its replacement needs in the short-, medium- or long-term. Asset replacements will be deferred and levels of service may be reduced.
F	Very Poor	The town is significantly underfunding its short-term, medium-term, and long-term infrastructure requirements based on existing funds allocation. Asset replacements will be deferred indefinitely. The town may have to divest some of its assets (e.g., bridge closures, arena closures) and levels of service will be reduced significantly.

4. Limitations and Assumptions

Several limitations continue to persist as municipalities advance their asset management practices.

- As available, we use field condition assessment data to determine both the state of infrastructure and develop the financial strategies. However, in the absence of observed data, we rely on the age of assets to estimate their physical condition.

- A second limitation is the use of inflation measures, for example using CPI/NRBCPI to inflate historical costs in the absence of actual replacement costs. While a reasonable approximation, the use of such multipliers may not be reflective of market prices and may over- or understate the value of a municipality's infrastructure portfolio and the resulting capital requirements.

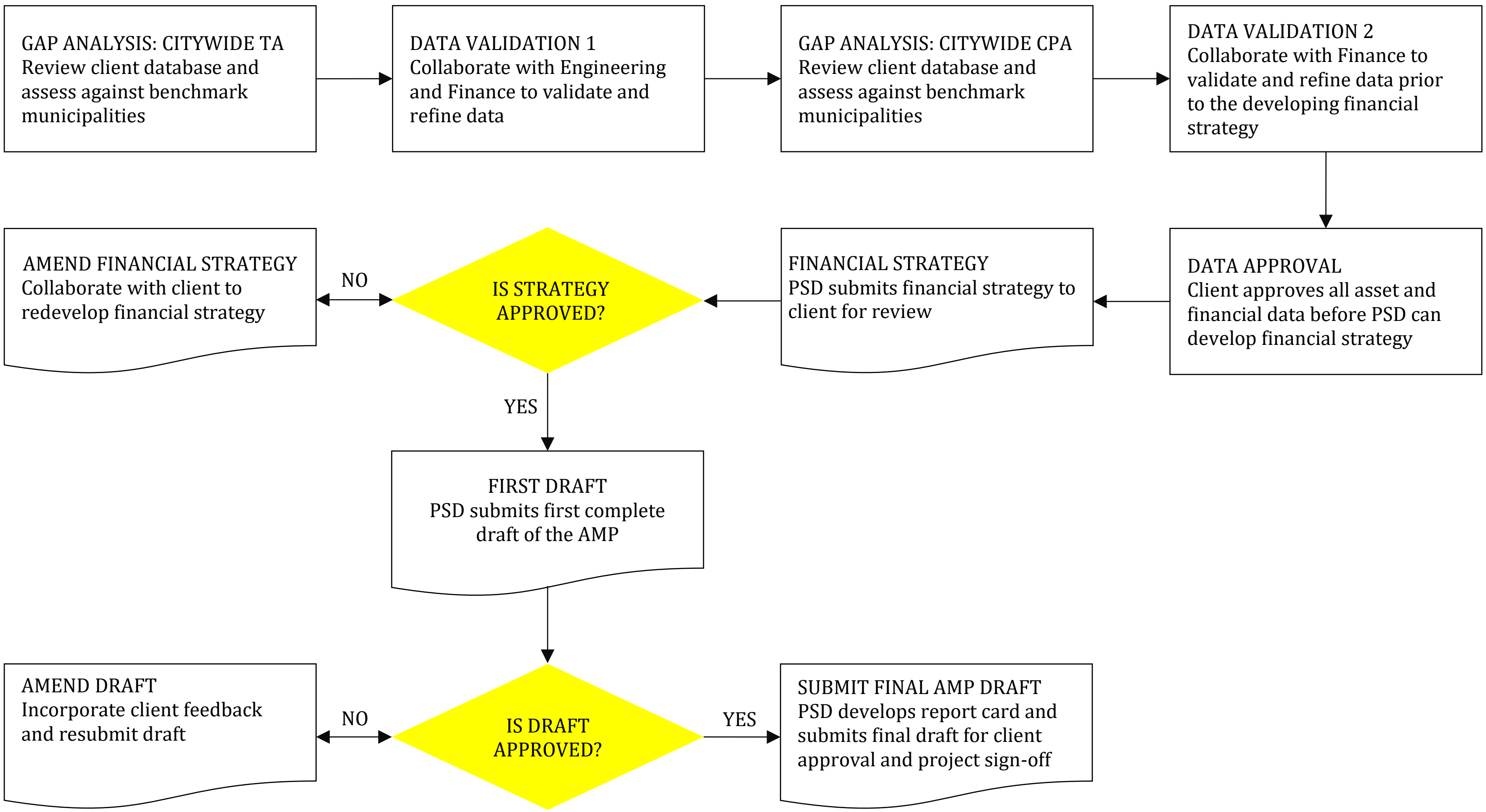
- Our calculations and recommendations will reflect the best available data at the time this AMP was developed.

- The focus of this plan is restricted to capital expenditures and does not capture O&M expenditures on infrastructure.

5. Process

High data quality is the foundation of intelligent decision-making. Generally, there are two primary causes of poor decisions: Inaccurate or incomplete data, and the misinterpretation of data used. The figure below illustrates an abbreviated version of our work order/work flow process between PSD and municipal staff. It is designed to ensure maximum confidence in the raw data used to develop the AMP, the interpretation of the AMP by all stakeholders, and ultimately, the application of the strategies outlined in this AMP.

Figure 2 Developing the AMP – Work Flow and Process



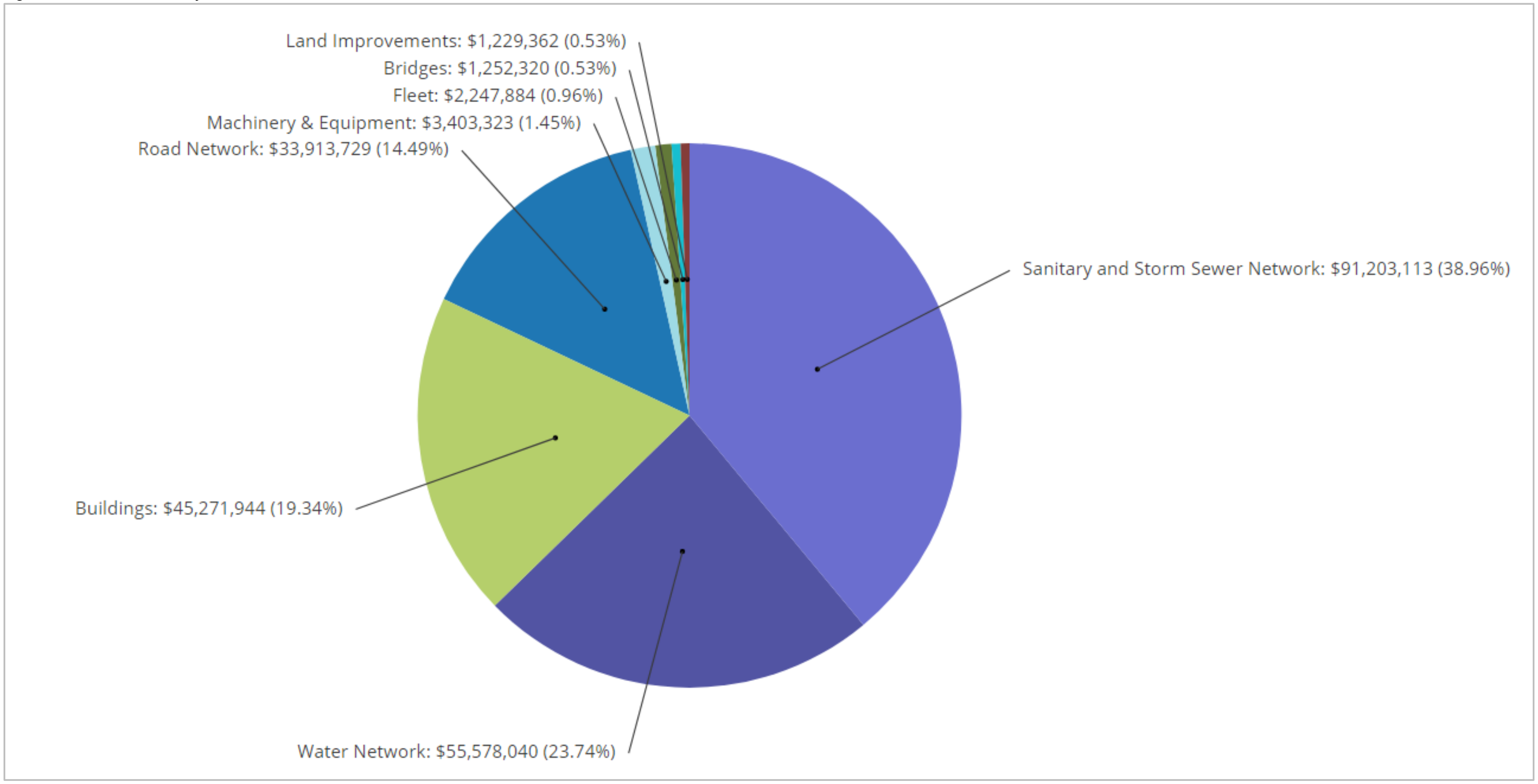
V. Summary Statistics

In this section, we aggregate technical and financial data across all asset classes analyzed in this AMP, and summarize the state of the infrastructure using key indicators, including asset condition, useful life consumption, and important financial measurements.

1. Asset Valuation

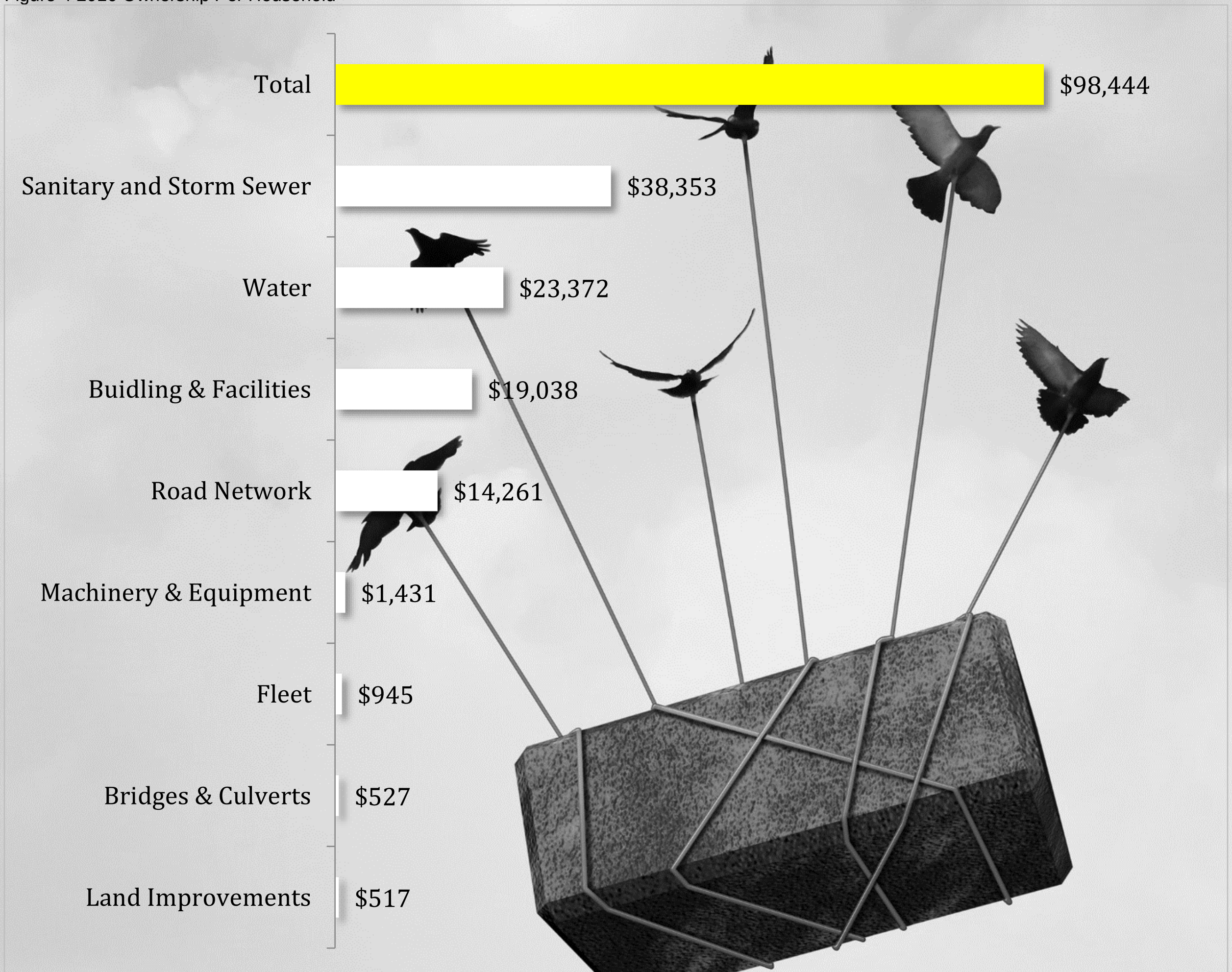
The asset classes analyzed in this asset management plan for the town had a total 2016 valuation of $234 million, of which sanitary and storm sewer services comprised 39%, followed by water at 24%. The ownership per household (Figure 4) totaled $98,444 based on 2,378 households.

Figure 3 Asset Valuation by Class



Total: $234,099,715

Figure 4 2016 Ownership Per Household



2. Source of Condition Data by Asset Class

Observed data will provide the most precise indication of an asset's physical health. In the absence of such information, age of capital assets can be used as a meaningful approximation of the asset's condition. Table 4 indicates the source of condition data used for each of the nine asset classes in this AMP.

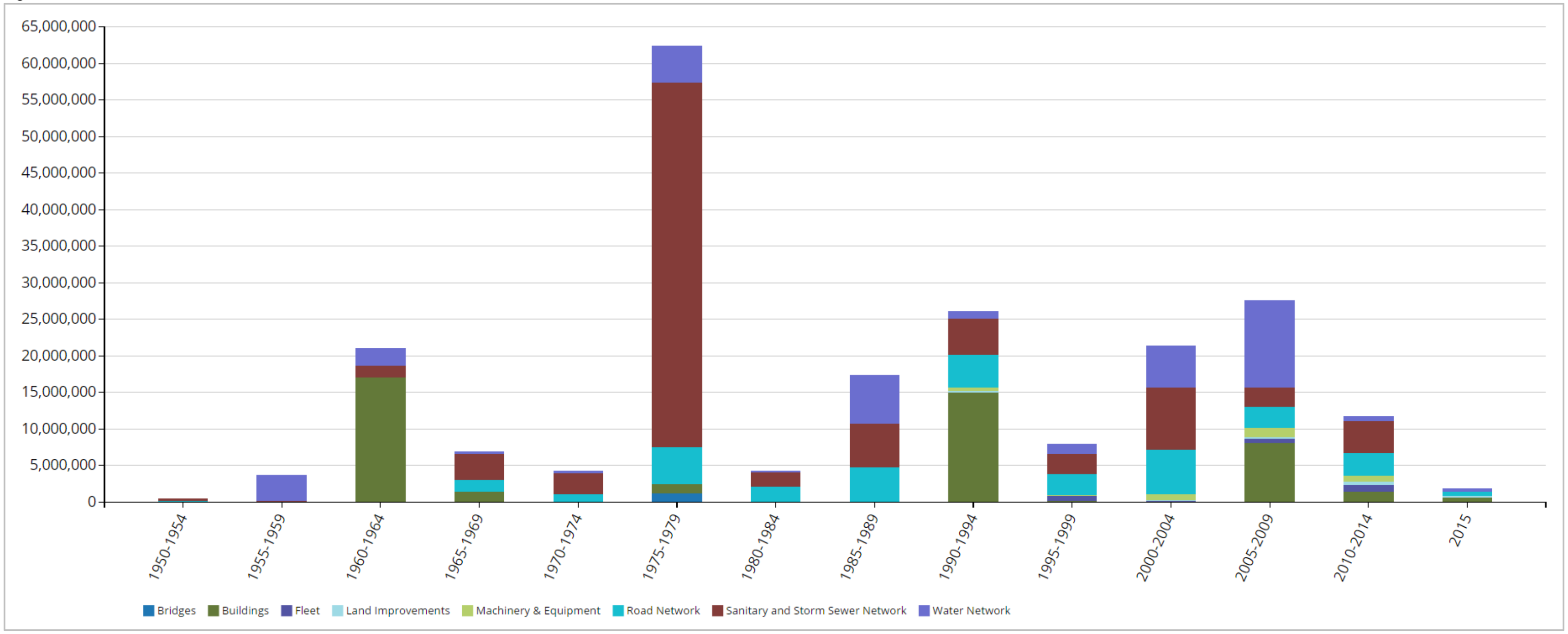
Table 4 Source of Condition Data by Asset Class

Asset class	Component	Source of Condition Data
Roads Network	Road Surface - Local	Assessed (95%)
	Road Surface - Arterial	Assessed (90%)
	Road Surface - Collector	Assessed
	Sidewalks	Age-based
	Traffic Operations (Street Signage)	Age-based
	Street Lights	Age-based
Bridges & Culverts	ALL	Assessed
Water System	ALL	Age-based
Sanitary and Storm Sewer	ALL	Assessed
Buildings & Facilities	ALL	Assessed
Machinery & Equipment	ALL	Age-based
Land Improvements	ALL	Assessed
Fleet	ALL	Age-based

3. Historical Investment in Infrastructure – All Asset Classes

In conjunction with condition data, two other measurements can augment staff understanding of the state of infrastructure and impending and long-term infrastucture needs: installation year profile, and useful life remaining. The installation year profile in Figure 5 illustrates the historical invesments in infrastructure across the asset classes analyzed in this AMP since 1950 using 2016 replacement costs. Often, investment in critical infrastructure parallels population growth or other significant shifts in demographics.

Figure 5 Historical Investment in Infrastructure – All Asset Classes

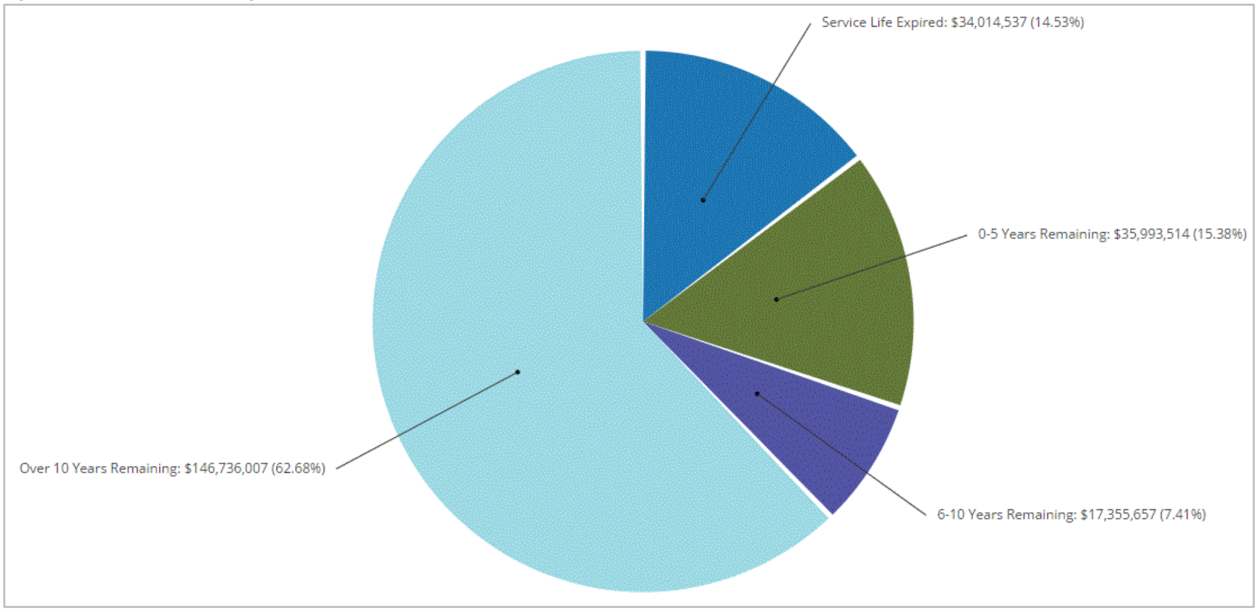


Significant investments in infrastructure occurred in the 1970s, totaling more than $62 million between 1975-1979; sanitary and storm sewer services comprised $50 million of these capital expenditures. The town has continued to make capital expenditures in other major asset classes including roads, water and buildings. Since 2010, expenditures have totaled nearly $15 million.

4. Useful Life Consumption – All Asset Classes

While age is not a precise indicator of an asset's health, in the absence of observed condition assessment data, it can serve as a high-level, meaningful approxmiation and help guide replacement needs and facilitate strategic budgeting. Figure 6 shows the distibution of assets based on the percentage of useful life already consumed.

Figure 6 Useful Life Remaining as of 2015 – All Asset Classes

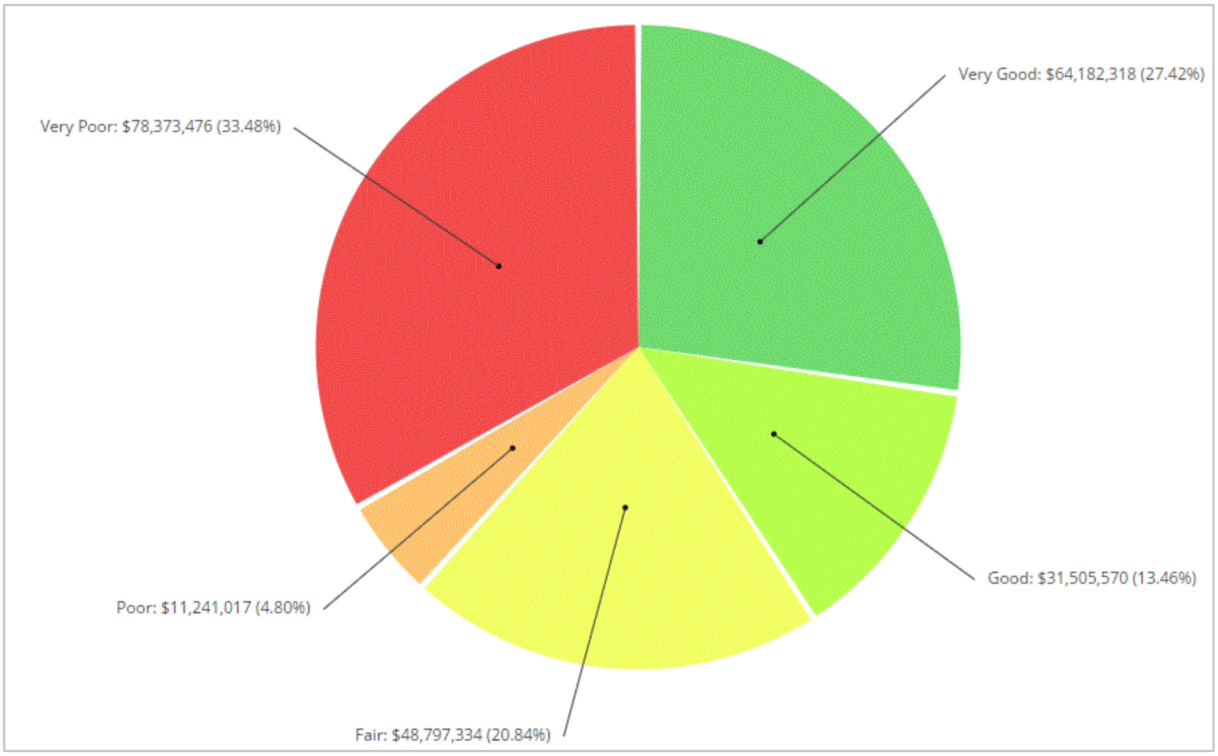


While 63% of the assets analyzed in this AMP have at least 10 years of useful life remaining, 15%, with a valuation of $34 million, remain in operation beyond their useful life. An additional 15% will reach the end of their useful life within the next five years.

5. Overall Condition – All Asset Classes

Based on 2016 replacement cost, and a combination of assessed and age-based data, more than 38% of assets, with a valuation of $90 million, are in poor to very poor condition; 41% are in good to very good condition.

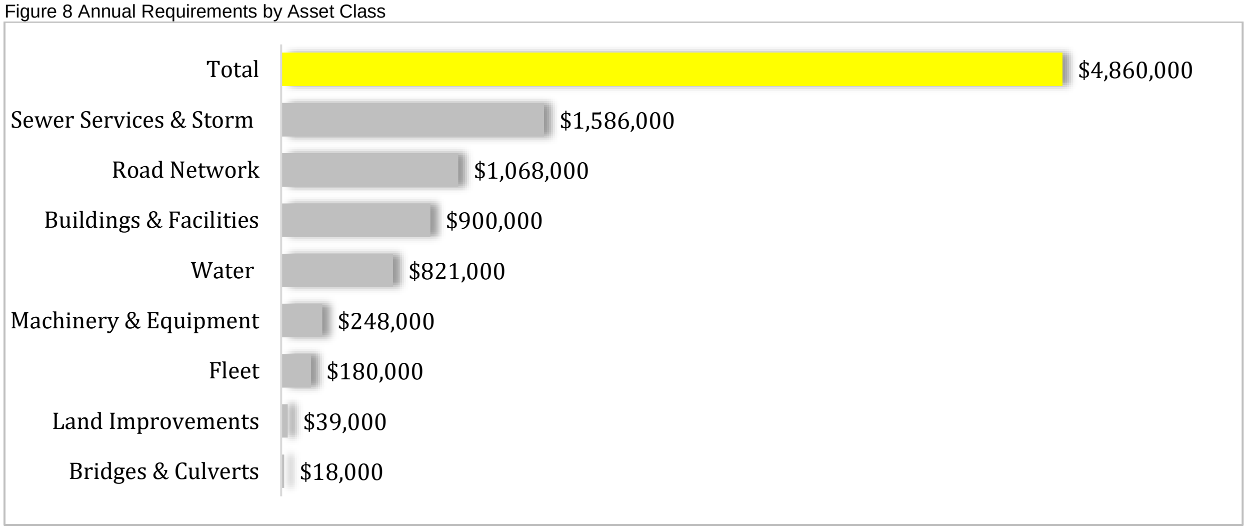
Figure 7 Asset Condition Distribution by Replacement Cost as of 2015 – All Asset Classes



6. Financial Profile

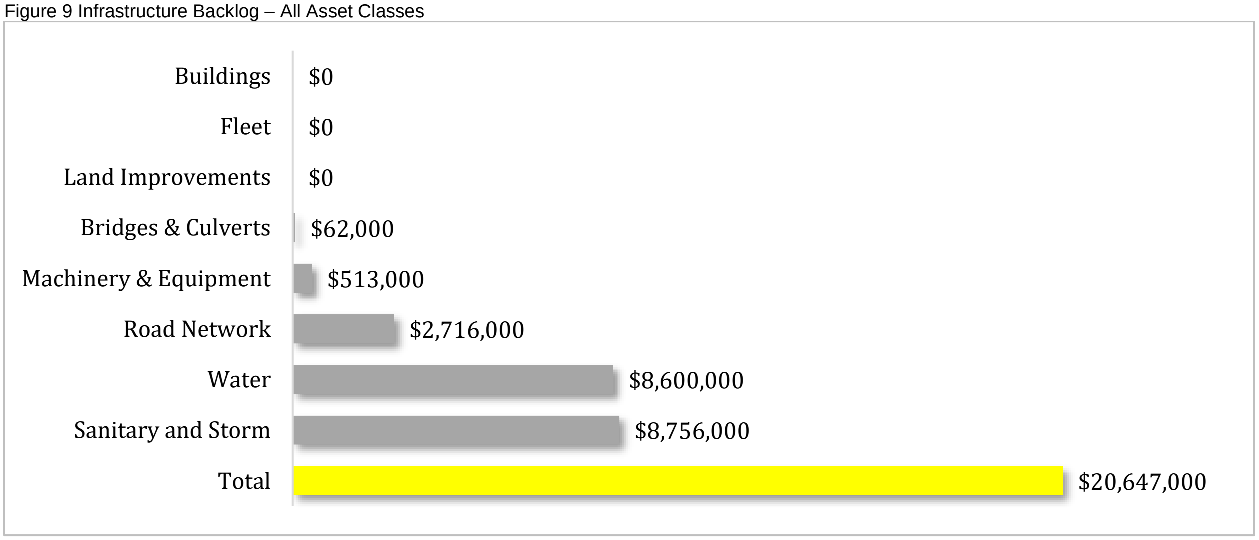
This section details key financial indicators related to the town's asset classes as analyzed in this asset management plan.

Figure 8 Annual Requirements by Asset Class



The annual requirements represent the amount the town should allocate annually to each of its asset classes to meet replacement need as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the municipality must allocate $4.9 million annually for the assets covered in this AMP.

Figure 9 Infrastructure Backlog – All Asset Classes

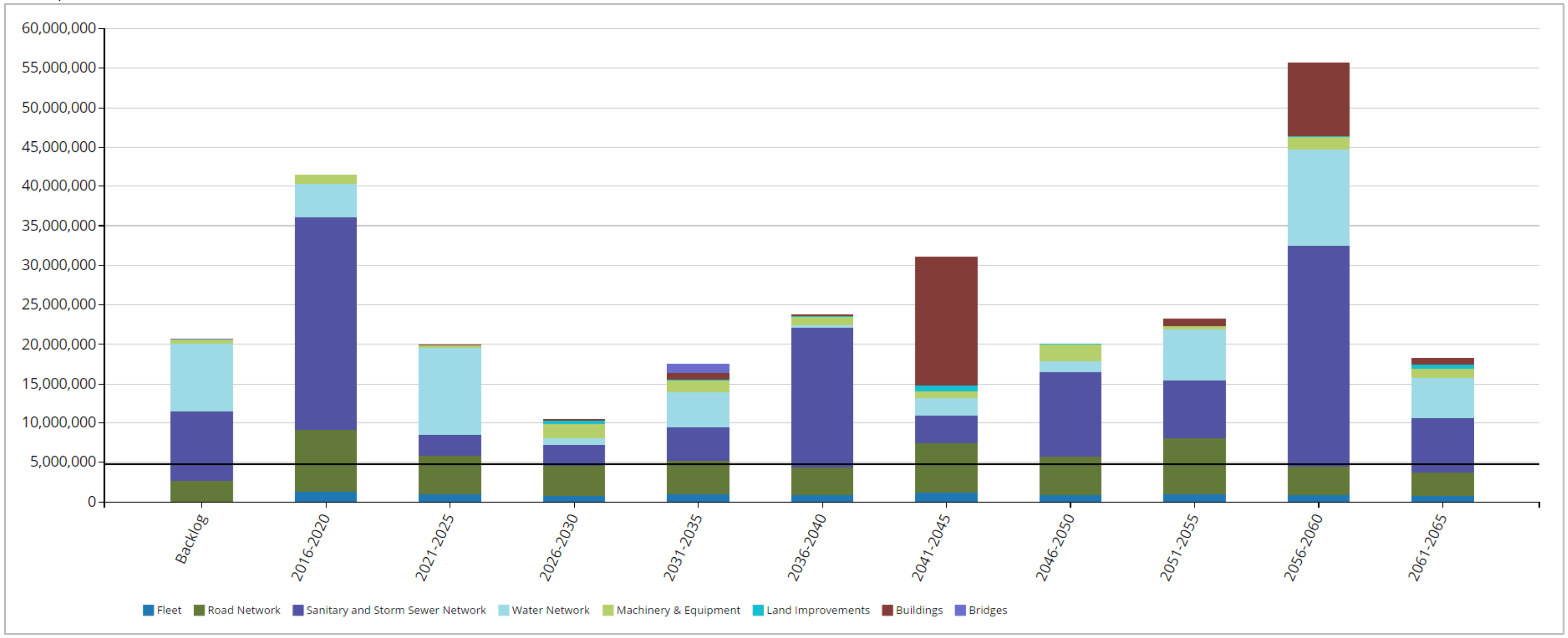


The town has a combined infrastructure backlog of $21 million, with sewer and storm services comprising 42%. The backlog represents the investment needed today to meet previously deferred replacement needs. In the absence of assessed data, the backlog represents the value of assets still in operation beyond their established useful life.

7. Replacement Profile – All Asset Classes

In this section, we illustrate the aggregate short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's asset classes as analyzed in this AMP. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 10 Replacement Profile – All Asset Classes



Based a combination of assessed and age-based data, the town has a combined backlog of $21 million, of which storm and sewer services comprise $8.8 million. Aggregate replacement needs will total more than $41 million over the next five years, with sanitary and storm sewer services comprising $27 million. The town's aggregate annual requirements (indicated by the black line) total $4,860,000. At this funding level, the town is allocating sufficient funds on an annual basis to meet the replacement needs for its various asset classes as they arise without the need for deferring projects and accruing annual infrastructure deficits. Currently, the town is funding 45% of the annual requirements for tax-funded assets and 91% for rate-funded assets. See the 'Financial Strategy' chapter for achieving a more optimal and sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

VI. State of Local Infrastructure

In this section, we detail key indicators for each class discussed in this asset management plan. The state of local infrastructure includes the full inventory, condition ratings, useful life consumption data, and the backlog and upcoming infrastructure needs for each asset class. As available, assessed condition data was used to inform the discussion and recommendations; in the absence of such information, age-based data was used as the next best alternative.

1. Road Network

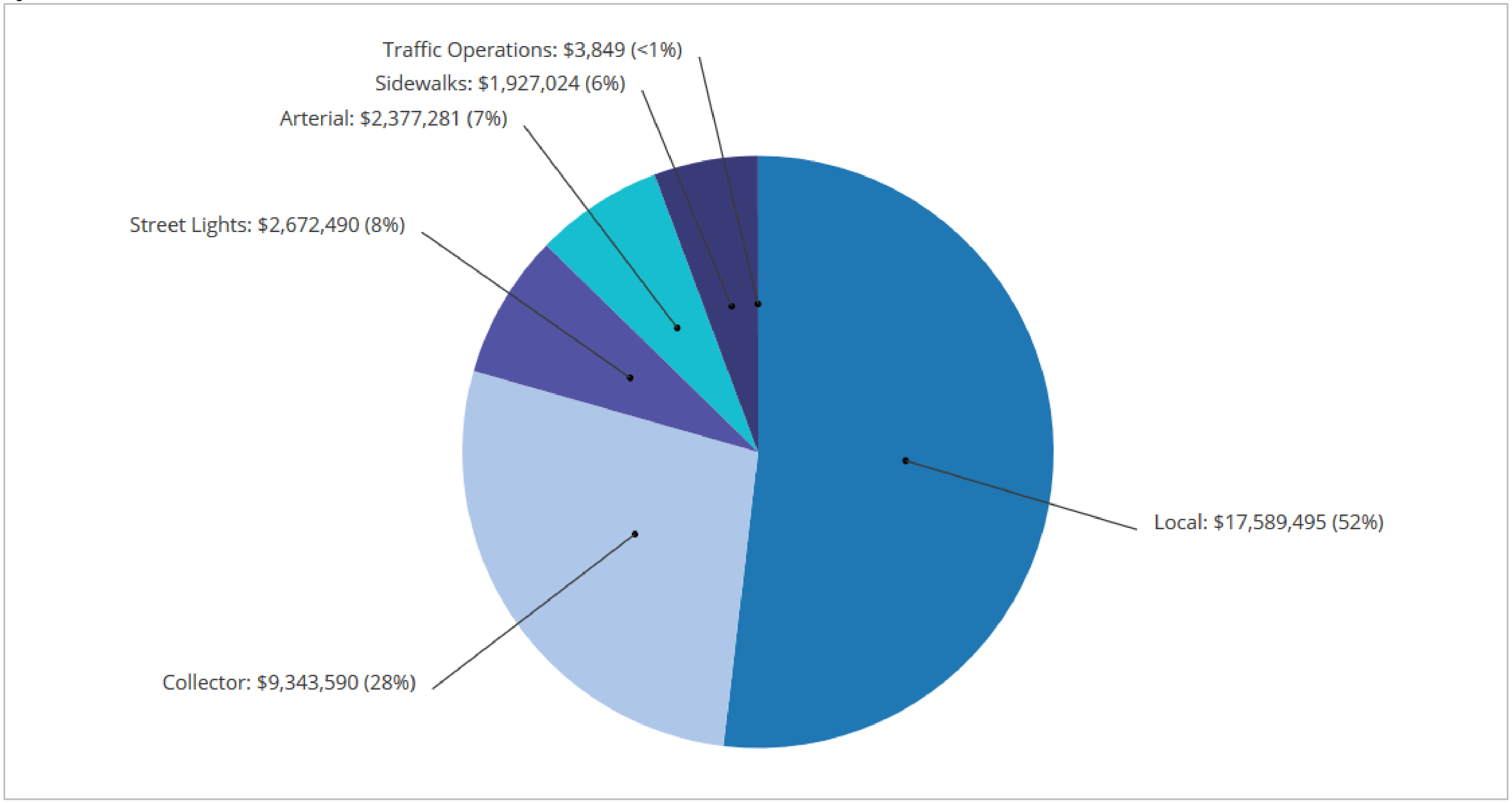
1.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

Table 5 illustrates key asset attributes for the town's road network, including quantities of various assets, their useful life, their replacement cost, and the valuation method by which the replacement cost were derived. In total, the town's roads assets are valued at $34 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town and obtained from the town's accounting data as maintained in the CityWide® Tangible Asset module.

Table 5 Key Asset Attributes – Road Network

Asset Type	Asset Component	Quantity	Useful Life in Years	Valuation Method	2016 Replacement Cost
Road Network	Road Surface - Local	194km	35	NRBCPI (Toronto)	$17,589,495
	Road Surface - Arterial	4km	35	NRBCPI (Toronto)	$2,377,281
	Road Surface - Collector	10km	25, 35, 50	NRBCPI (Toronto)	$9,343,590
	Sidewalks	23,859m	40	NRBCPI (Toronto)	$1,927,024
	Traffic Operations (Street Signage)	56 units	10	NRBCPI (Toronto)	$3,849
	Street Lights	1,556 units	25	NRBCPI (Toronto)	$2,672,490
				Total	$33,913,729

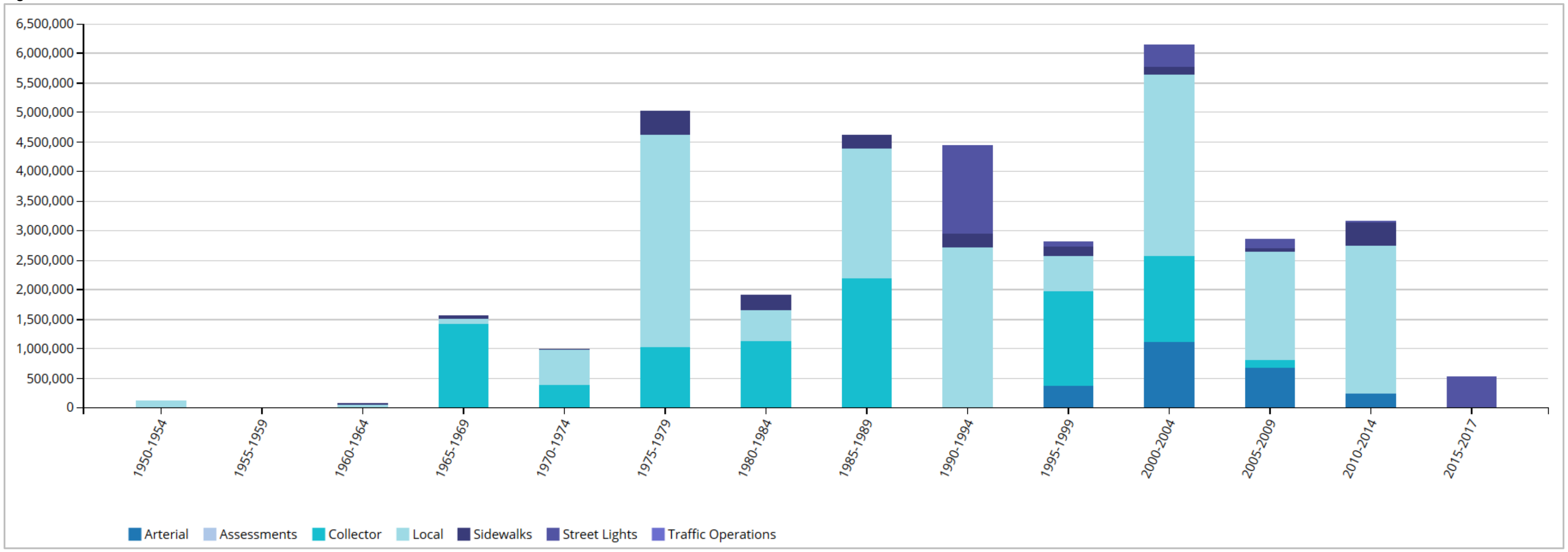
Figure 11 Asset Valuation – Road Network



1.2 Historical Investment in Infrastructure

Figure 12 shows the town's historical investments in its road network since 1950. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 1.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 12 Historical Investment – Road Network

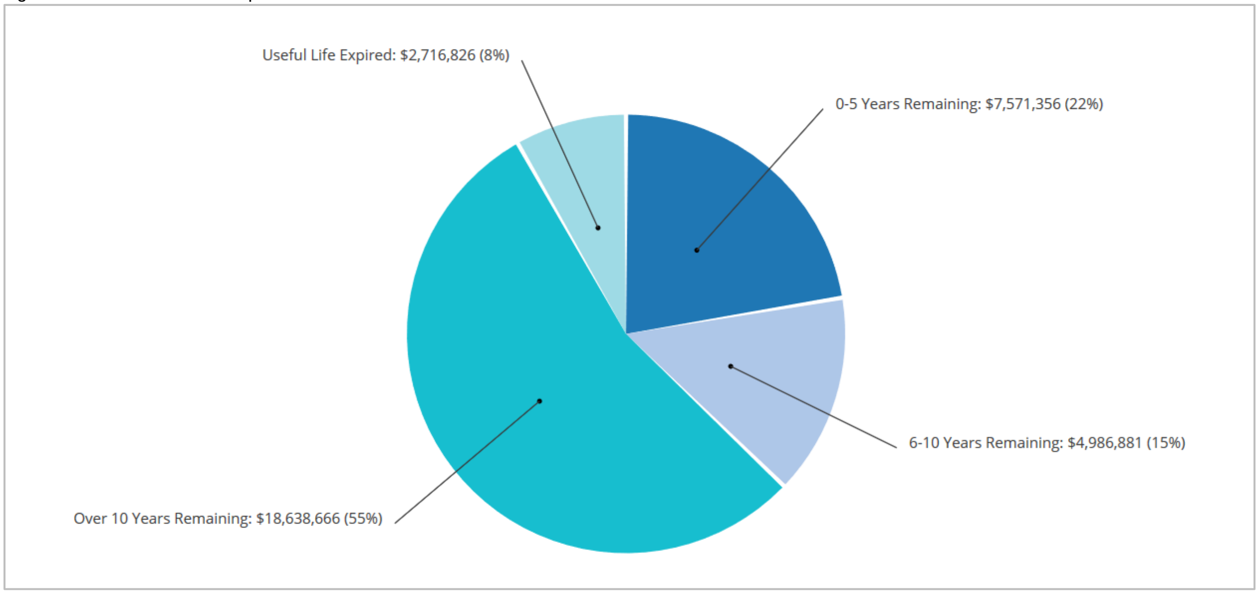


The town has invested consistently in its road network since the mid 1960s. Major expenditure in local roads, totaling more than $4.2 million, were made in the 1970s; collector roads also experienced investments totaling $6.1 million between 1965-1989. Since 2000, nearly $13 million has been invested, primarily in local, collector and arterial roads.

1.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 13 illustrates the useful life consumption levels as of 2015 for the town's road network.

Figure 13 Useful Life Consumption - Road Network

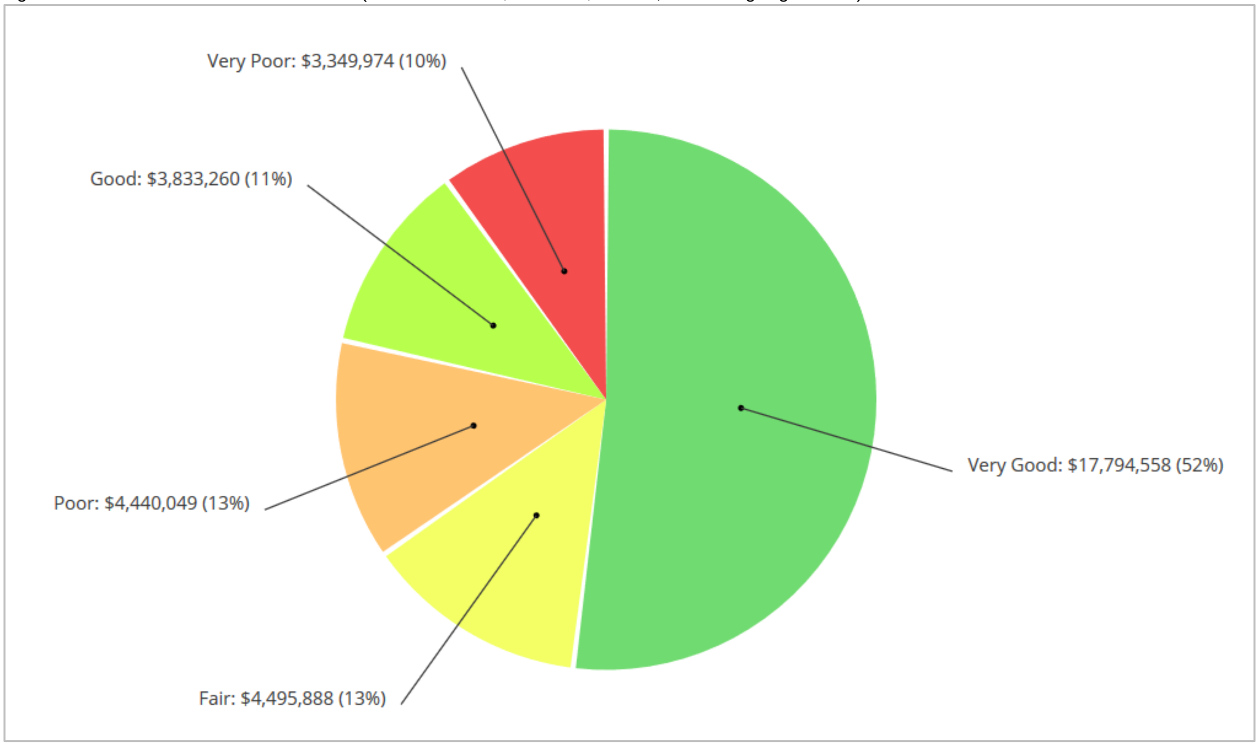


While more than 50% of the town's road network has at least 10 years of useful life remaining, 8%, with a valuation of $2.7 million, remain in operation beyond their useful life. An additional 22% will reach the end of their useful life in five years.

1.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's road network as of 2015. By default, we rely on observed field data as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has provided condition data for its local, collector and arterial roads.

Figure 14 Asset Condition – Road Network (Assessed: Local, Collector, Arterial; Remaining: Age-based)

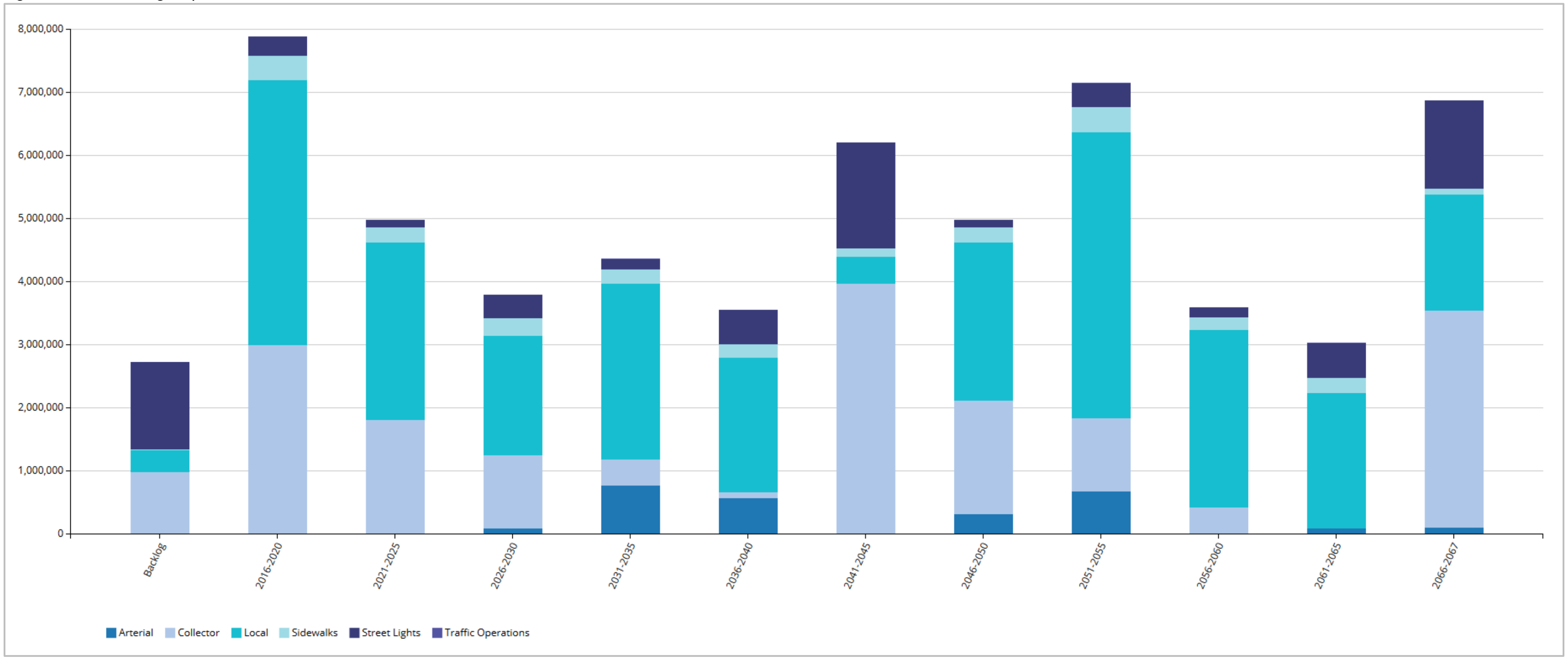


Based on a blend of age and assessed condition data, 23% of assets, with a valuation of $7.8 million are in poor to very poor condition; 63% are in good to very good condition.

1.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's road network assets. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 15 Forecasting Replacement Needs – Road Network



In addition to a backlog of $2.7million, replacement needs are forecasted to be $7.8 million in the next five years; an additional $5 million is forecasted in replacement needs between 2021-2025. The town's annual requirements (indicated by the black line) for its road network total $1,068,000. At this funding level, the town is allocating sufficient funds on an annual basis to meet replacement needs as they arise without the need for deferring projects and accruing annual infrastructure deficits. However, the town is currently allocating $470,000, leaving an annual deficit of $598,000. See the 'Financial Strategy' section for achieving a more optimal and sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

1.6 Recommendations – Road Network

- The should should continue the condition assessments of its collector, arterial and local roads, and expand the program to incorporate additional asset components in order to more precisely estimate its actual financial requirements and field needs. See Section 2, ‘Condition Assessment Programs’ in the ‘Asset Management Strategies’ chapter.

- The data collected through condition assessment programs should be integrated into a risk management framework which will guide prioritization of the backlog as well as short, medium, and long term replacement needs. See Section 4, ‘Risk’ in the ‘Asset Management Strategies’ chapter for more information.

- In addition to the above, a tailored life cycle activity framework should also be developed to promote standard life cycle management of the road network as outlined further within the “Asset Management Strategy” section of this AMP.

- Road network key performance indicators should be established and tracked annually as part of an overall level of service model. See Chapter VII, ‘Levels of Service’.

- The town is funding only 44% of its long-term requirements on an annual basis. See the ‘Financial Strategy’ section on how to achieve more sustainable funding levels.

2. Bridges & Culverts

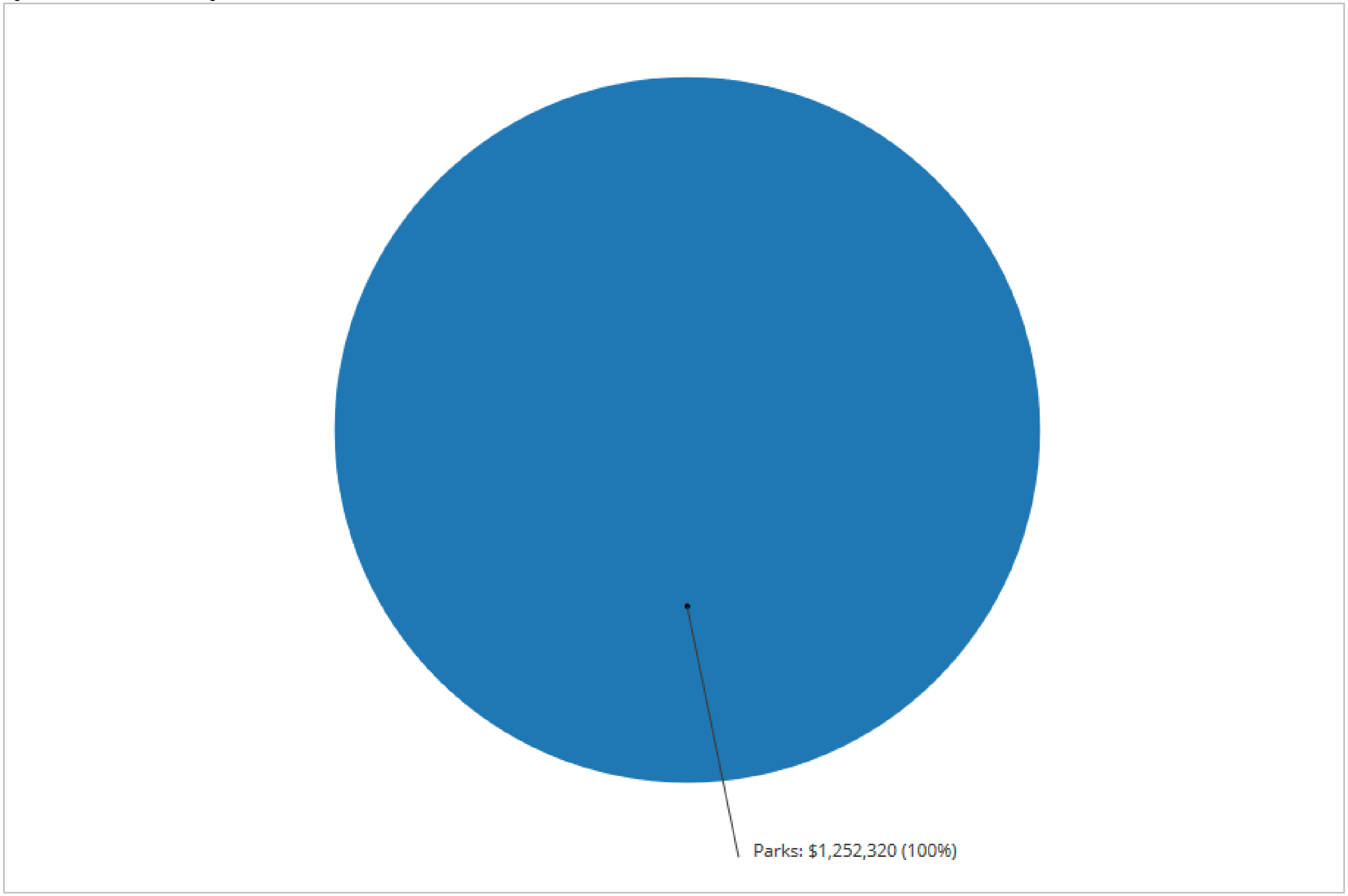
2.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

Table 6 illustrates key asset attributes for the town's bridges & culverts, including quantities of various assets, their useful life, their replacement cost, and the valuation method by which the replacement costs were derived. In total, the town's bridges & culverts assets are valued at $1.3 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town.

Table 6 Key Asset Attributes – Bridges & Culverts

Asset Type	Asset Component	Quantity	Useful Life in Years	Valuation Method	2016 Overall Replacement Cost
Bridges & Culverts	Bridges in Parks - Covered Bridge at Bridge View	1 structure	30	NRBCPI (Toronto)	$61,579
	Bridges in Parks - Discovery Line Bridge	1 structure	75	NRBCPI (Toronto)	$1,190,741
				Total	$1,252,320

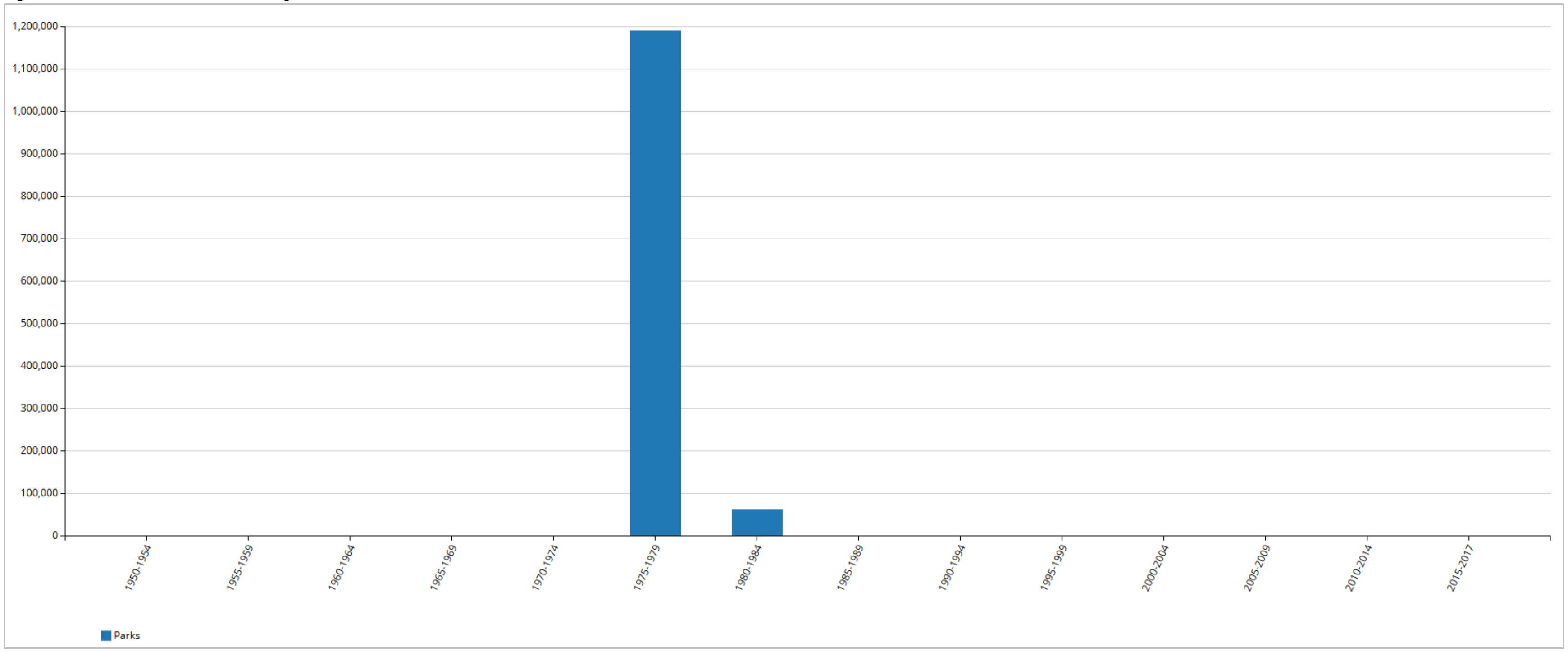
Figure 16 Asset Valuation – Bridges & Culverts



2.2 Historical Investment in Infrastructure

Figure 17 shows the town's historical investments in its bridges & culverts since 1950 based on 2016 replacement costs. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 2.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 17 Historical Investment – Bridges & Culverts

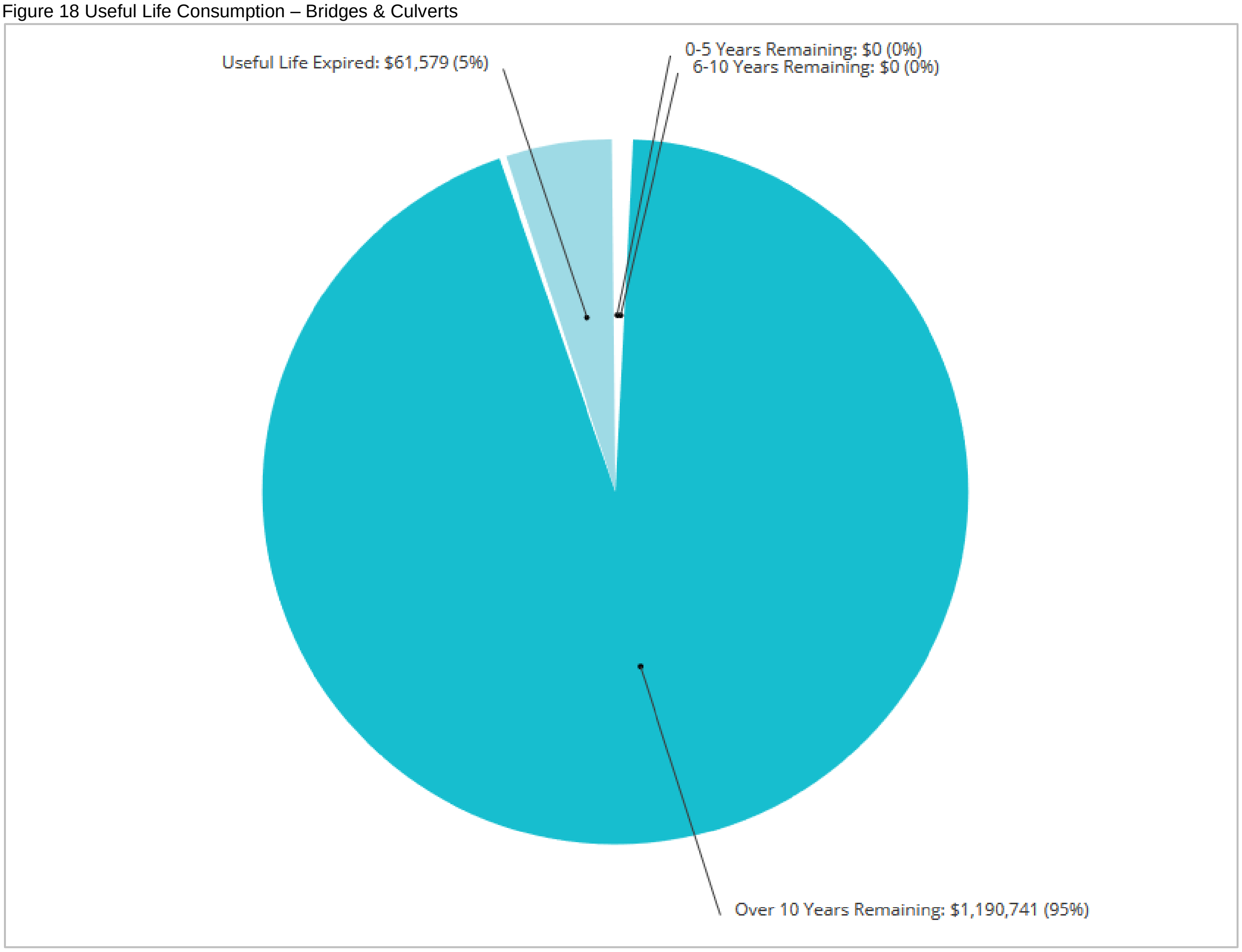


The town's bridges & culverts portfolio was created between 1975-1984.

2.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 18 illustrates the useful life consumption levels as of 2015 for the town's bridges & culverts.

Figure 18 Useful Life Consumption – Bridges & Culverts

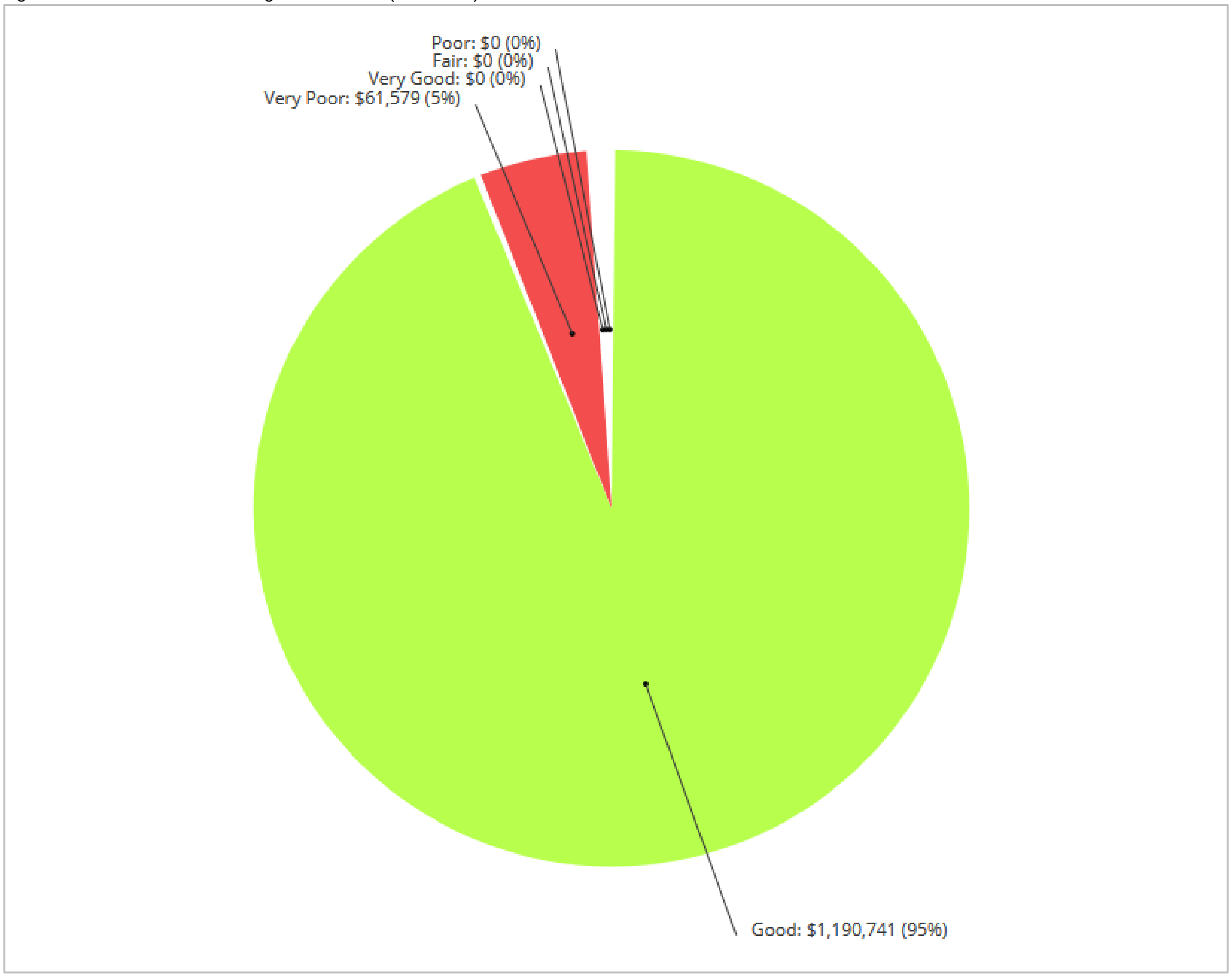


While 95% of bridges & culverts assets have at least 10 years of useful life remaining, 5% remain in operation beyond their useful life.

2.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's bridges & culverts as of 2015. By default, we rely on observed field data adapted from OSIM inspections as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has provided its OSIM inspection data for the purpose of this AMP.

Figure 19 Asset Condition – Bridges & Culverts (Assessed)

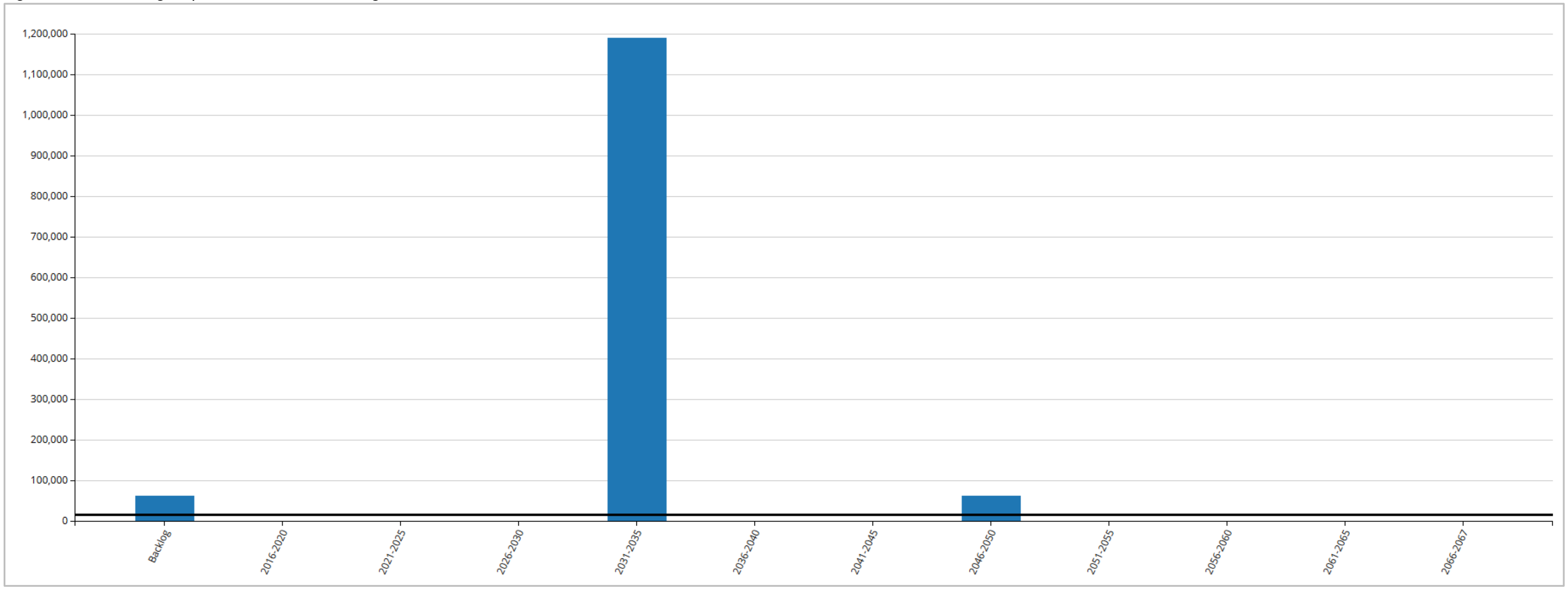


Reflecting its useful life consumption, 95% of assets are in good condition, with 5% in very ppor condition.

2.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's bridges & culverts. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 20 Forecasting Replacement Needs – Bridges & Culverts



While there is a minimal backlog of $62,000 related to bridges, there are no short-term replacement needs forecasted. However, as assets reach the end of their useful life, the municipality will need to making replacement investments of $1.2 million between 2031-2035. The town's annual requirements (indicated by the black line) for its bridges & culverts total $18,000. At this funding level, the municipality is allocating sufficient funds on an annual basis to meet replacement needs as they arise without the need for deferring projects and accruing annual infrastructure deficits. The town is currently allocating $0, leaving an annual deficit of $18,000. See the 'Financial Strategy' section for achieving a more optimal and sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

2.6 Recommendations – Bridges & Culverts

- The results and recommendations from the OSIM inspections should be used to generate the short-and long-term capital and maintenance budgets for the bridge and large culvert structures. See Chapter VIII, 'Asset Management Strategies'.

- Bridge & culvert structure key performance indicators should be established and tracked annually as part of an overall level of service model. See Chapter VII, 'Levels of Service'.

- The town is funding 0% of its long-term requirements on an annual basis. See the 'Financial Strategy' section on how to achieve more sustainable and optimal funding levels.

3. Water

3.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

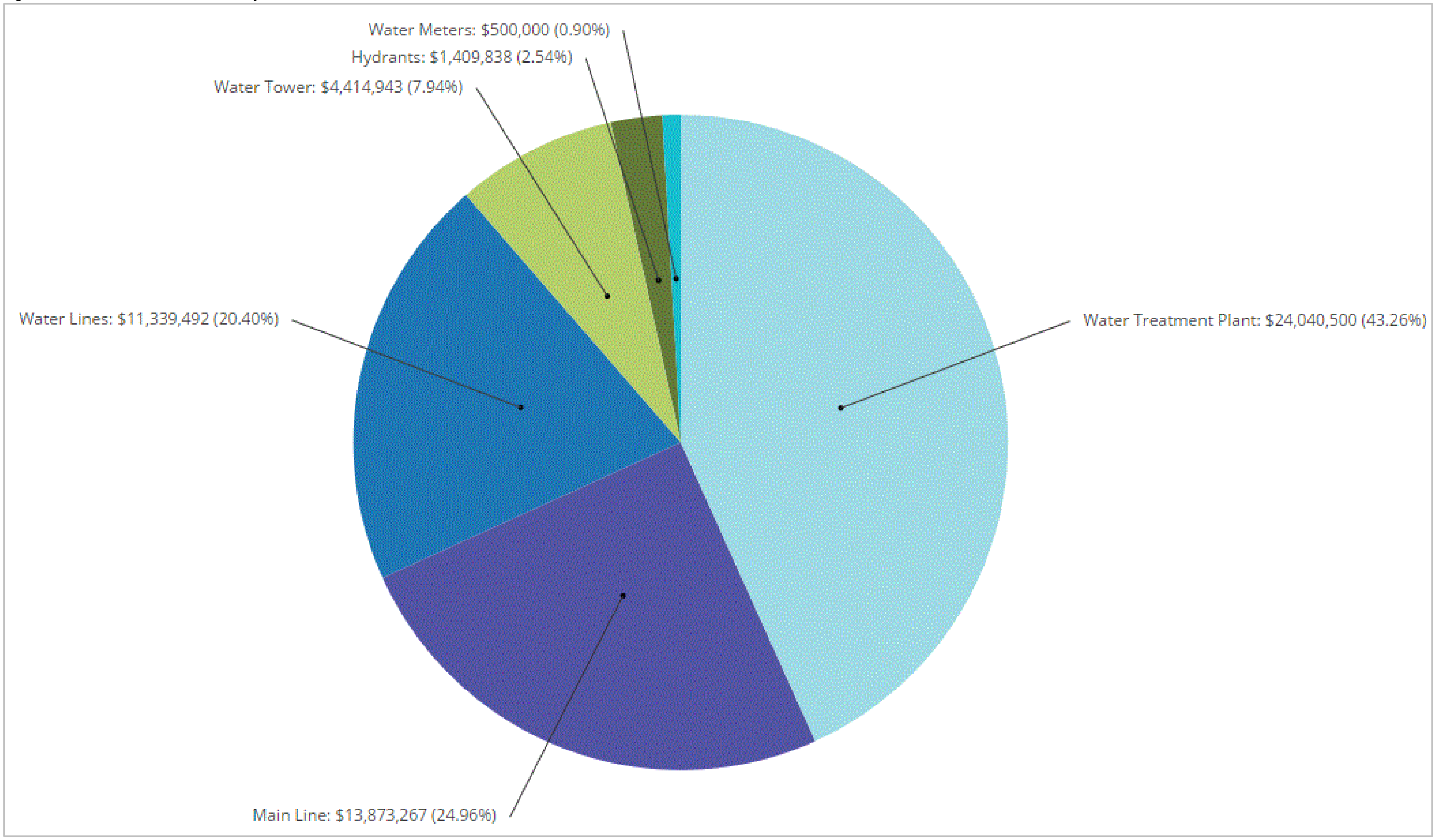
Table 7 illustrates key asset attributes for the town's water system assets, including quantities of various assets, their useful life, replacement costs, and the valuation method by which the replacement costs were derived. In total, the town's water system assets are valued at $55.6 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town and obtained from the town's accounting data as maintained in the CityWide® Tangible Asset module.

Table 7 Key Asset Attributes – Water

Asset Type	Asset Component	Quantity	Useful Life in Years	Valuation Method	2016 Replacement Cost
Water Services	Hydrants	222	75	NRBCPI (Toronto)	$1,409,838
	Main Line	2	75,80	NRBCPI (Toronto)/Assessment	$13,873,267
	Water Mains (25mm)	4m	75	NRBCPI (Toronto)	$3
	Water Mains (50mm)	473m		NRBCPI (Toronto)	$86,187
	Water Mains (100mm)	855m		NRBCPI (Toronto)	$166,894
	Water Mains (150mm)	18,063m		NRBCPI (Toronto)	$4,644,024
	Water Mains (200mm)	11,399m		NRBCPI (Toronto)	$3,307,462
	Water Mains (250mm)	6,057m		NRBCPI (Toronto)	$1,759,508
	Water Mains (300mm)	2,236m		NRBCPI (Toronto)	$671,298
	Water Mains (unknown diameter)	1,626m		NRBCPI (Toronto)	$704,116
	Water Meters	2,300 units	25	2016 Project Estimate	$500,000
	Water Tower (tower building)	1	75	NRBCPI (Toronto)	$4,330,067
	Water Tower (storage building)	1		NRBCPI (Toronto)	$84,876
	Water Treatment Plant (treatment plant, booster station, reservoir)	4	75	CIMA Assessment	$18,049,449
	Water Treatment Plant (pumps and equipment)	Pooled	15-55	CIMA Assessment	$5,991,051
				Total	**$55,578,040**

Note that the town has water intake repairs planned for the summer of 2017 with an estimated cost of $600,000.

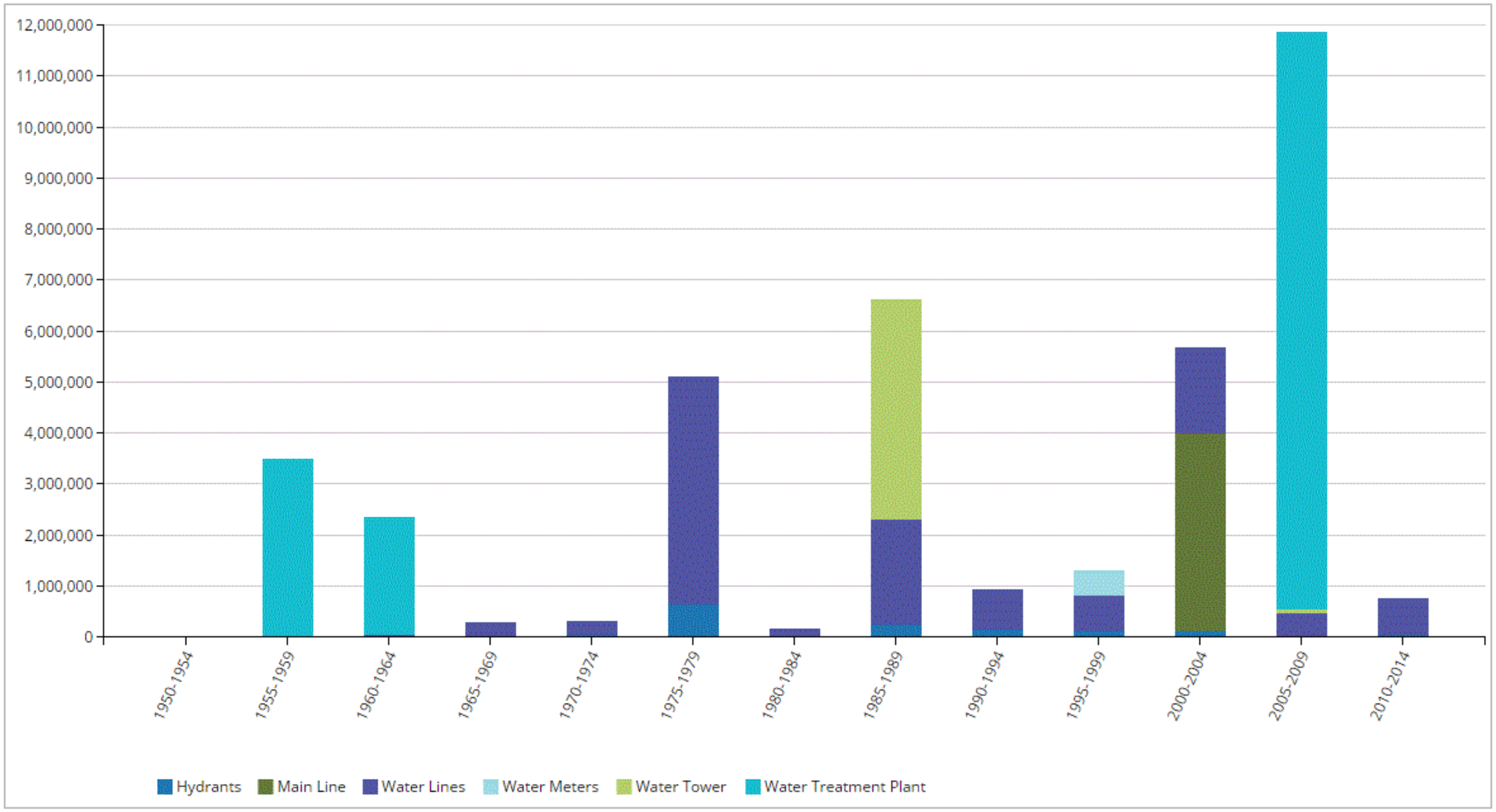
Figure 21 Asset Valuation – Water System



3.2 Historical Investment in Infrastructure

Figure 22 shows the town's historical investments in its water system since 1950. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 3.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 22 Historical Investment – Water System

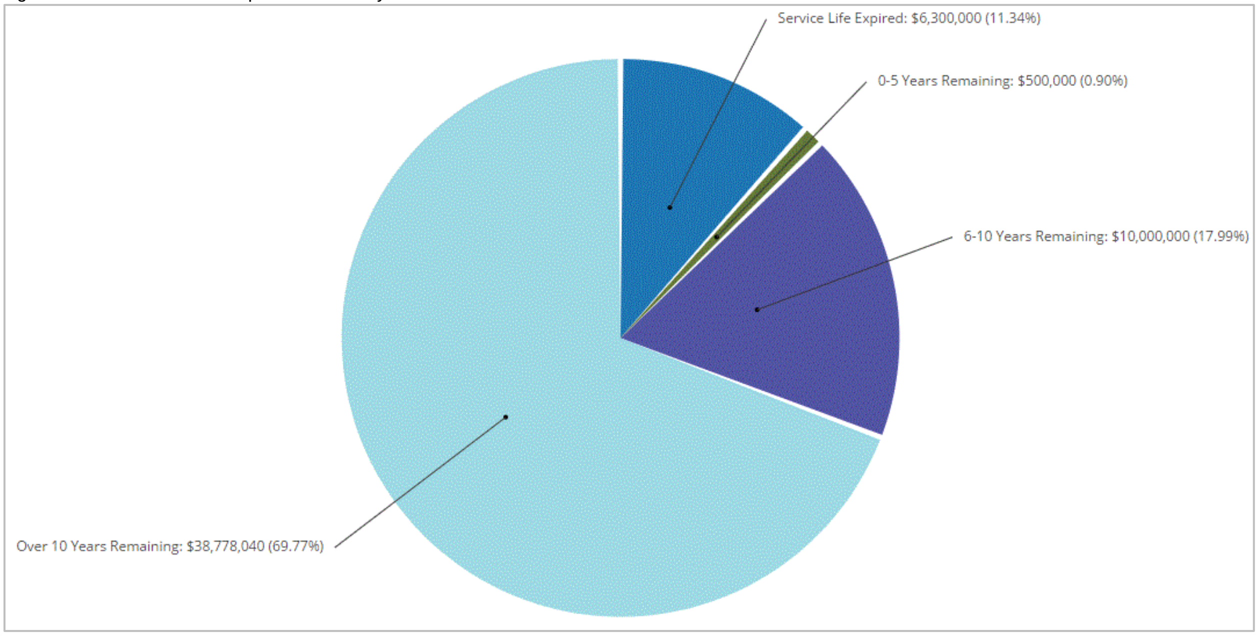


Major investments in water treatment plant assets occurred in the 1950s, 1960s and 2000s, totaling $17.1 million. Capital expenditures on waterlines totaled $4.5 million in the mid-1970s. Additional investments in waterlines and water tower assets were made in the 1980s. Since 2000, expenditures have totaled more than $18 million, allocated primarily to the water treatment plant, waterlines and mainline.

3.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 23 illustrates the useful life consumption levels as of 2015 for the town's water system.

Figure 23 Useful Life Consumption – Water System

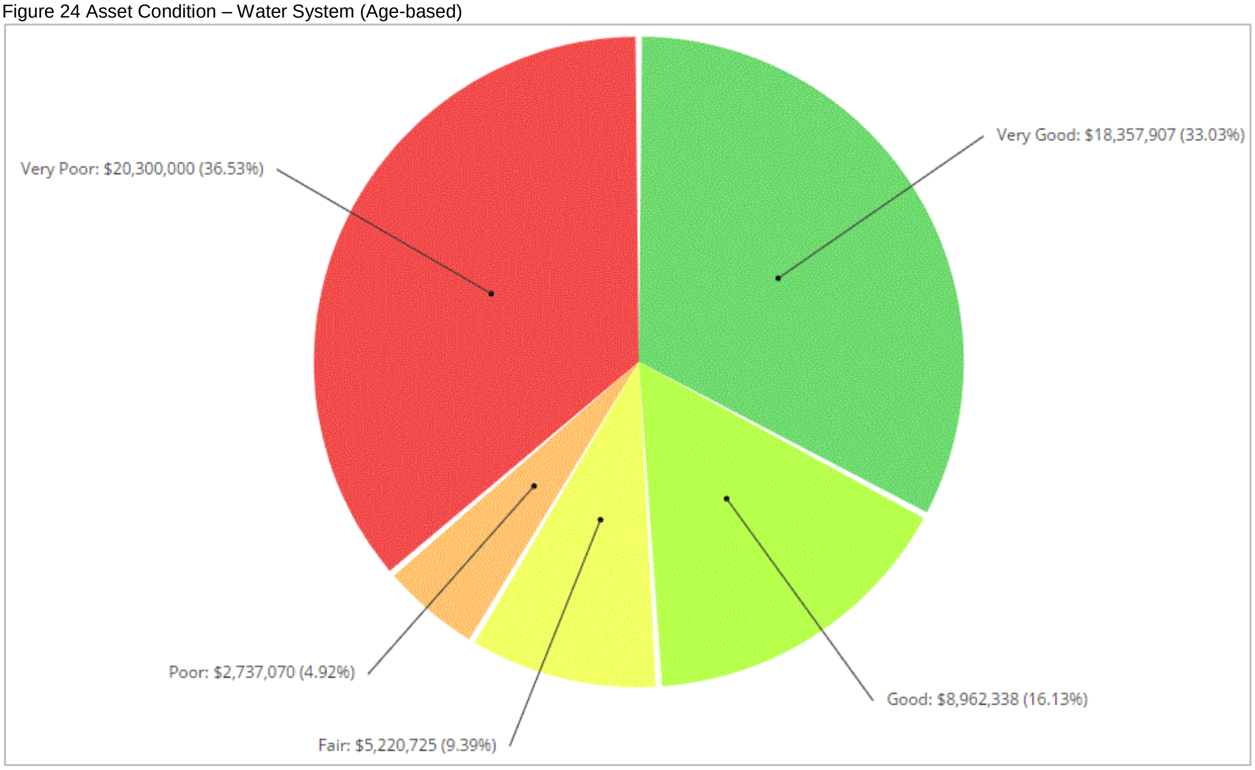


While approximately 70% of water assets have at least 10 years of useful life remaining, 11%, with a valuation of $6.3 million, remain in operation beyond their useful life.

3.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's water services. By default, we rely on observed field data as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has not provided condition data for its water system.

Figure 24 Asset Condition – Water System (Age-based)

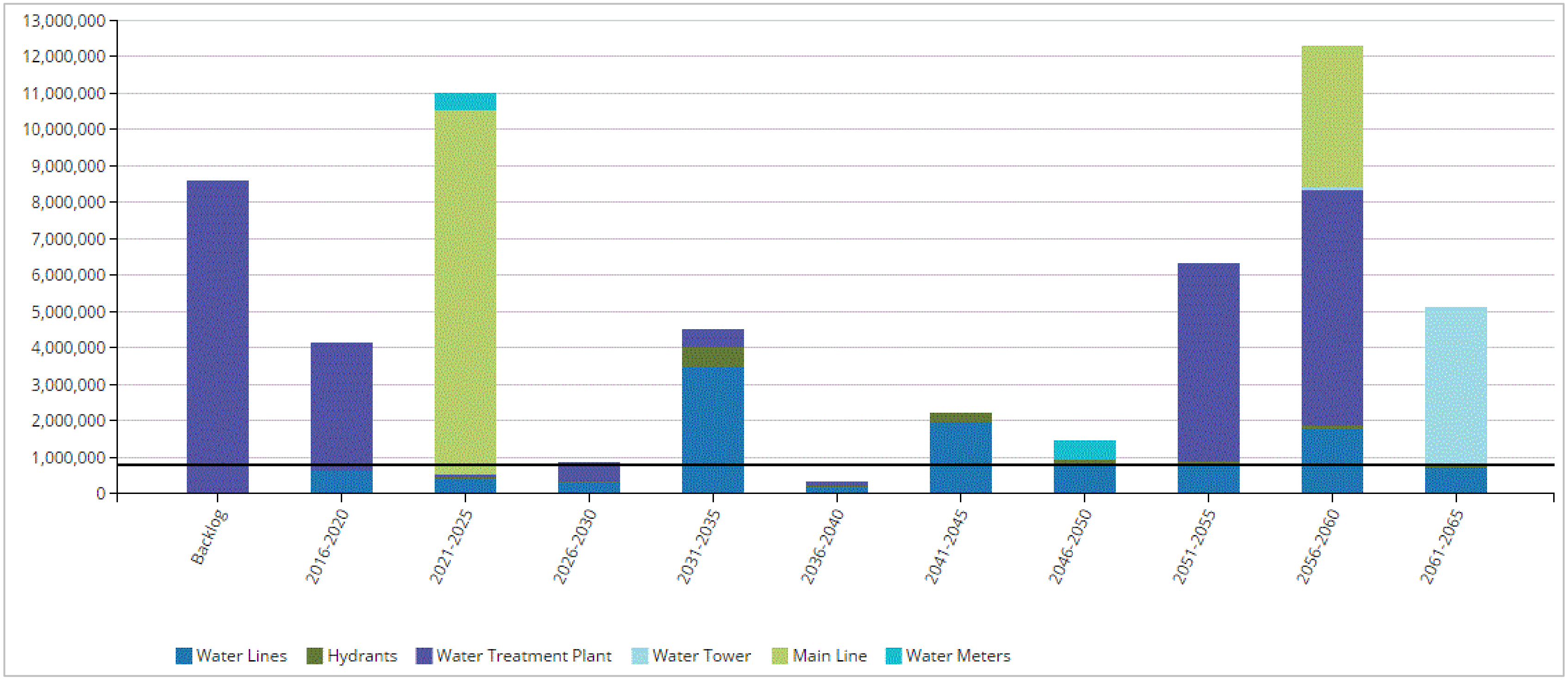


Age-based data indicates that 41% of assets, with a valuation of more than $23 million, are in poor to very poor condition; 49% are in good to very good condition.

3.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's water system assets. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 25 Forecasting Replacement Needs – Water System



Age-based data shows a backlog of $8.6 million for the town's treatment plant. Further, replacements needs will total $4.1 million over the next five years; an additional $11 million will be required between 2021-2025. The town's annual requirements for its town system total $821,000 (indicated by the black line). At this funding level, the town is allocating sufficient funds on an annual basis to meet replacement needs as they arise without the need for deferring projects and accruing annual infrastructure deficits. The town is currently allocating $894,000, leaving an annual surplus of $73,000. See the 'Financial Strategy' section for achieving a more optimal and sustainable funding level. Injection of additional revenue will be required to mitigate existing infrastructure deficit.

3.6 Recommendations – Water System

- Similar to bridges & culverts, water services are uniquely consequential to a community's wellbeing. The town should establish a condition assessment program to more precisely estimate its financial requirements and field needs. See Section 2, 'Condition Assessment Programs' in the 'Asset Management Strategies' chapter.

- Water distribution system key performance indicators should be established and tracked annually as part of an overall level of service model. See Chapter VII, 'Levels of Service'.

- The town should assess its short-, medium- and long-term capital, and operations and maintenance needs.

- An appropriate percentage of the replacement costs should then be allocated for the town's O&M requirements.

- The town is meeting its long-term requirements on an annual basis. See the 'Financial Strategy' section on how to continue achieving sustainable and optimal funding levels.

4. Sanitary and Storm Sewer

4.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

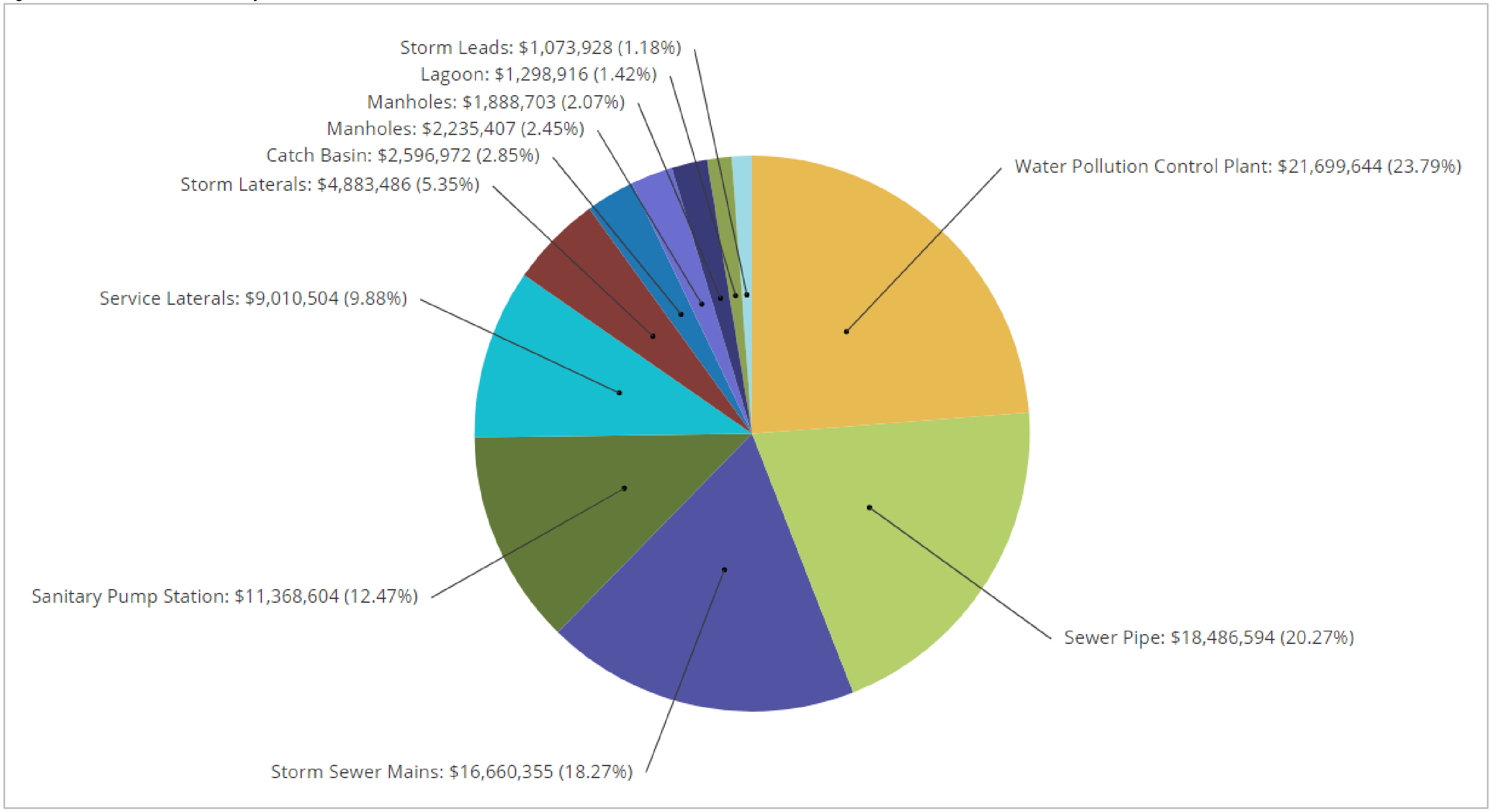
Table 8 illustrates key asset attributes for the town's sanitary and storm sewer assets, including quantities of various assets, their useful life, replacement costs, and the valuation method by which the replacement costs were derived. In total, the town's sanitary and storm sewer assets are valued at $91 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town.

Table 8 Asset Inventory – Sanitary and Storm Sewer

Asset Type	Asset Component	Quantity	Useful Life in Years	Valuation Method	2016 Replacement Cost
Sanitary Sewer	Lagoons	1 unit	50	NRBCPI (Toronto)	$1,298,916
	Sanitary Manholes	361 units	75	NRBCPI (Toronto)	$2,235,407
	Sanitary Pump Stations	12 units	25 - 52	NRBCPI (Toronto)	$11,368,604
	Service Laterals	21,326m	75	NRBCPI (Toronto)	$9,010,504
	Sanitary Mains	34,274m	75	NRBCPI (Toronto)	$18,486,594
	Water Pollution Control Plant (building & components)	1 unit	20 - 40	NRBCPI (Toronto)	$21,699,644
Storm Sewer	Catch Basins	785 units	100	NRBCPI (Toronto)	$2,596,972
	Storm Manholes	269 units	100	NRBCPI (Toronto)	$1,888,703
	Storm Sewer Mains (100mm)	395m	100	NRBCPI (Toronto)	$20,734
	Storm Sewer Mains (125mm)	795m	100	NRBCPI (Toronto)	$41,736
	Storm Sewer Mains (150mm)	3,295m	100	NRBCPI (Toronto)	$375,467
	Storm Sewer Mains (175mm)	817m	100	NRBCPI (Toronto)	$50,085
	Storm Sewer Mains (200mm)	4,330m	100	NRBCPI (Toronto)	$758,017
	Storm Sewer Mains (250mm)	5,298m	100	NRBCPI (Toronto)	$1,671,743
	Storm Sewer Mains (300mm)	10,044m	100	NRBCPI (Toronto)	$3,357,406
	Storm Sewer Mains (350mm)	498m	100	NRBCPI (Toronto)	$31,497
	Storm Sewer Mains (375mm)	4,750m	100	NRBCPI (Toronto)	$2,028,539
	Storm Sewer Mains (400mm)	128m	100	NRBCPI (Toronto)	$41,651
	Storm Sewer Mains (450mm)	4,615m	100	NRBCPI (Toronto)	$1,919,423
	Storm Sewer Mains (500mm)	868m	100	NRBCPI (Toronto)	$226,051
	Storm Sewer Mains (525mm)	1,044m	100	NRBCPI (Toronto)	$559,461

Storm Sewer Mains (600mm)	1,809m	100	NRBCPI (Toronto)	$960,891
Storm Sewer Mains (675mm)	852m	100	NRBCPI (Toronto)	$648,892
Storm Sewer Mains (700mm)	711m	100	NRBCPI (Toronto)	$460,767
Storm Sewer Mains (825mm)	95m	100	NRBCPI (Toronto)	$78,092
Storm Sewer Mains (900mm)	463m	100	NRBCPI (Toronto)	$381,236
Storm Sewer Mains (1050mm)	703m	100	NRBCPI (Toronto)	$719,816
Storm Sewer Mains (1350mm)	263m	100	NRBCPI (Toronto)	$236,934
Storm Sewer Mains (300x300)	200m	100	NRBCPI (Toronto)	$1
Storm Sewer Mains (900x1200)	242m	100	NRBCPI (Toronto)	$2
Storm Sewer Mains (unknown diameter)	1,657m	100	NRBCPI (Toronto)	$2,091,914
Storm Laterals	21,744m	100	NRBCPI (Toronto)	$4,883,486
Storm Leads	407 units	100	NRBCPI (Toronto)	$1,073,928
			Total	$91,203,113

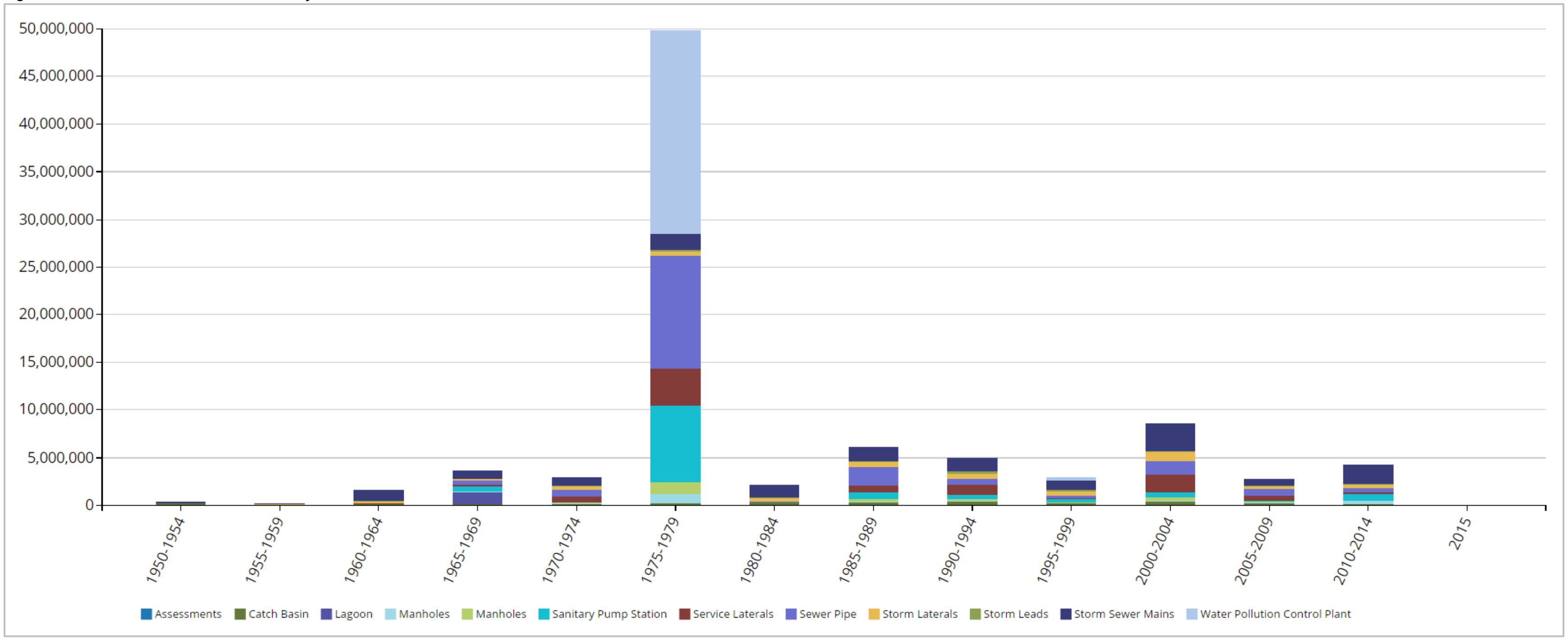
Figure 26 Asset Valuation – Sanitary and Storm Sewer



4.2 Historical Investment in Infrastructure

Figure 27 shows the town's historical investments in its sanitary and storm sewer services since 1950. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 4.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 27 Historical Investment – Sanitary and Storm Sewer

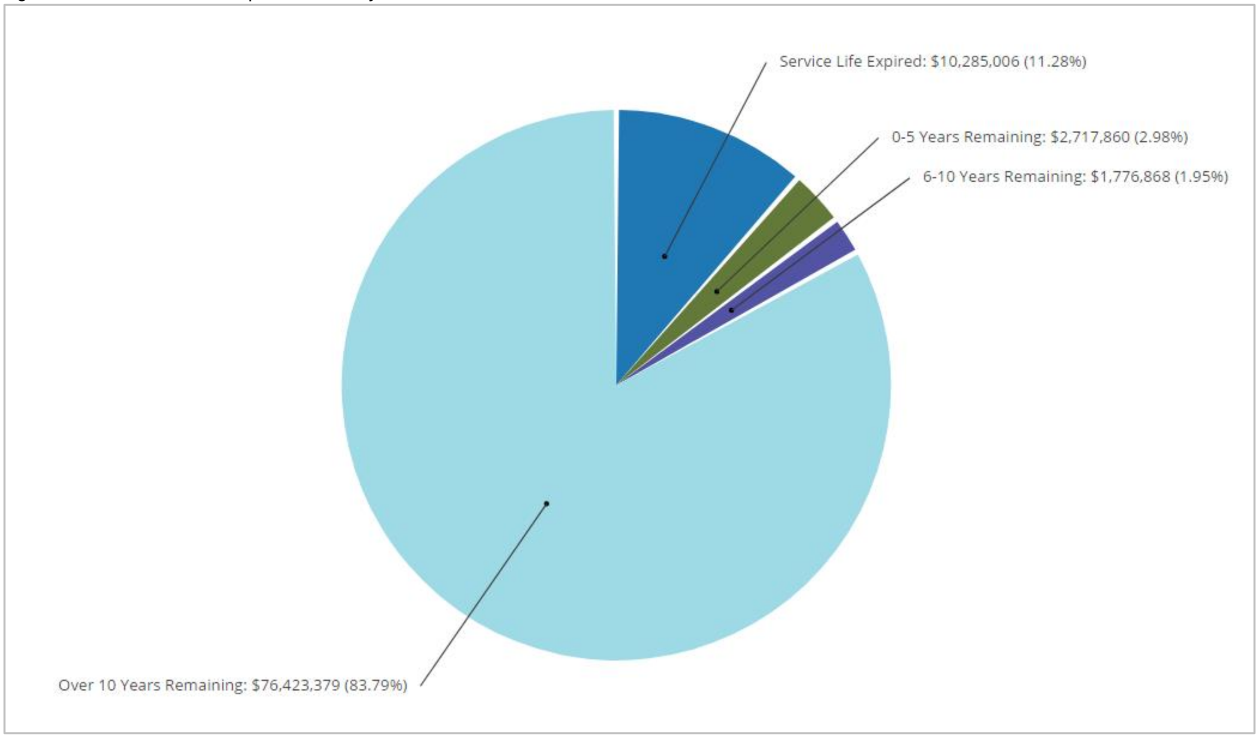


Major investments in sanitary and storm sewer services assets occurred in the mid- to late-1970s, totaling $50 million, distributed evenly between the major components. Since, 2010, expenditures on sanitary and storm sewer services assets have totaled nearly $5 million.

4.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 28 illustrates the useful life consumption levels as of 2015 for the town's sanitary and storm sewer services.

Figure 28 Useful Life Consumption – Sanitary and Storm Sewer

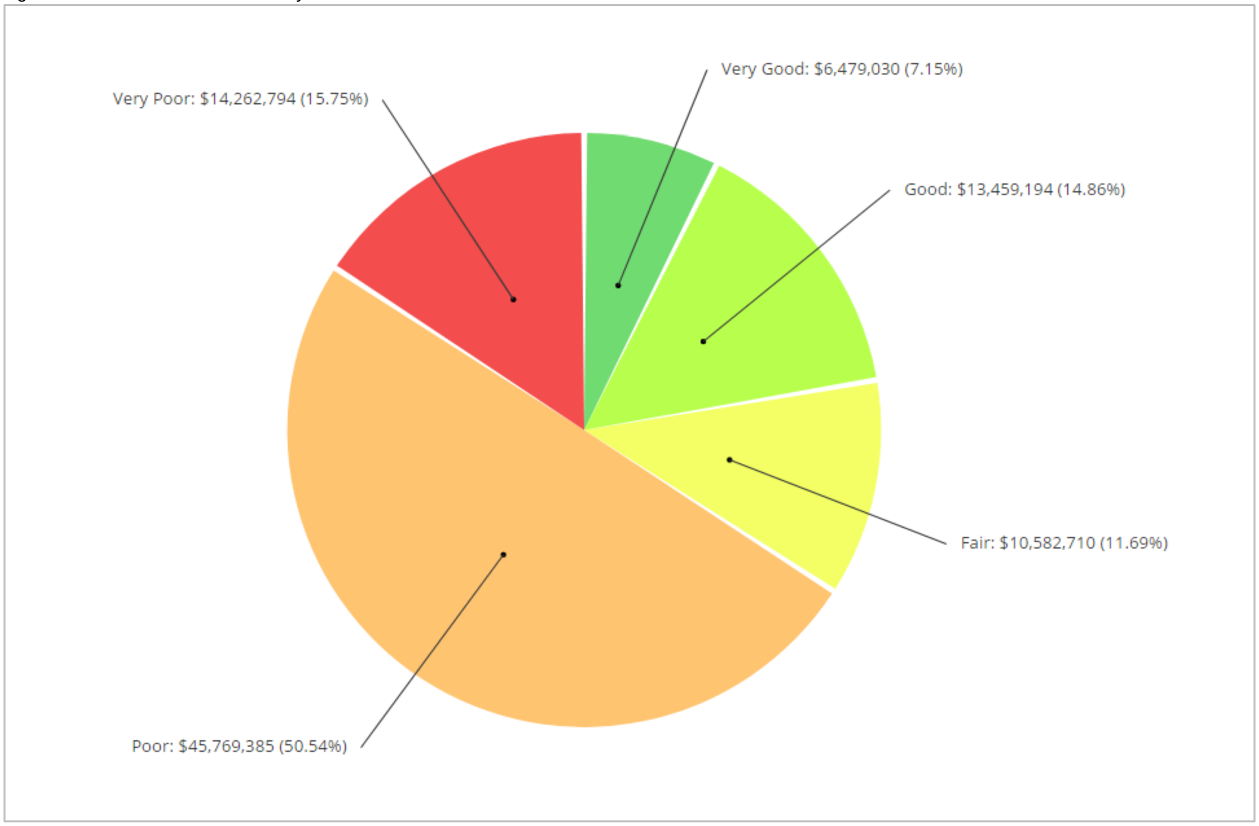


While 84% of assets have at least 10 years of useful life remaining, 11%, with a valuation of $10.3 million, remain in operation beyond their useful life.

4.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's sanitary and storm sewer services as of 2015. By default, we rely on observed field data as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has not provided condition data for its sanitary and storm sewer assets.

Figure 29 Asset Condition – Sanitary and Storm Sewer

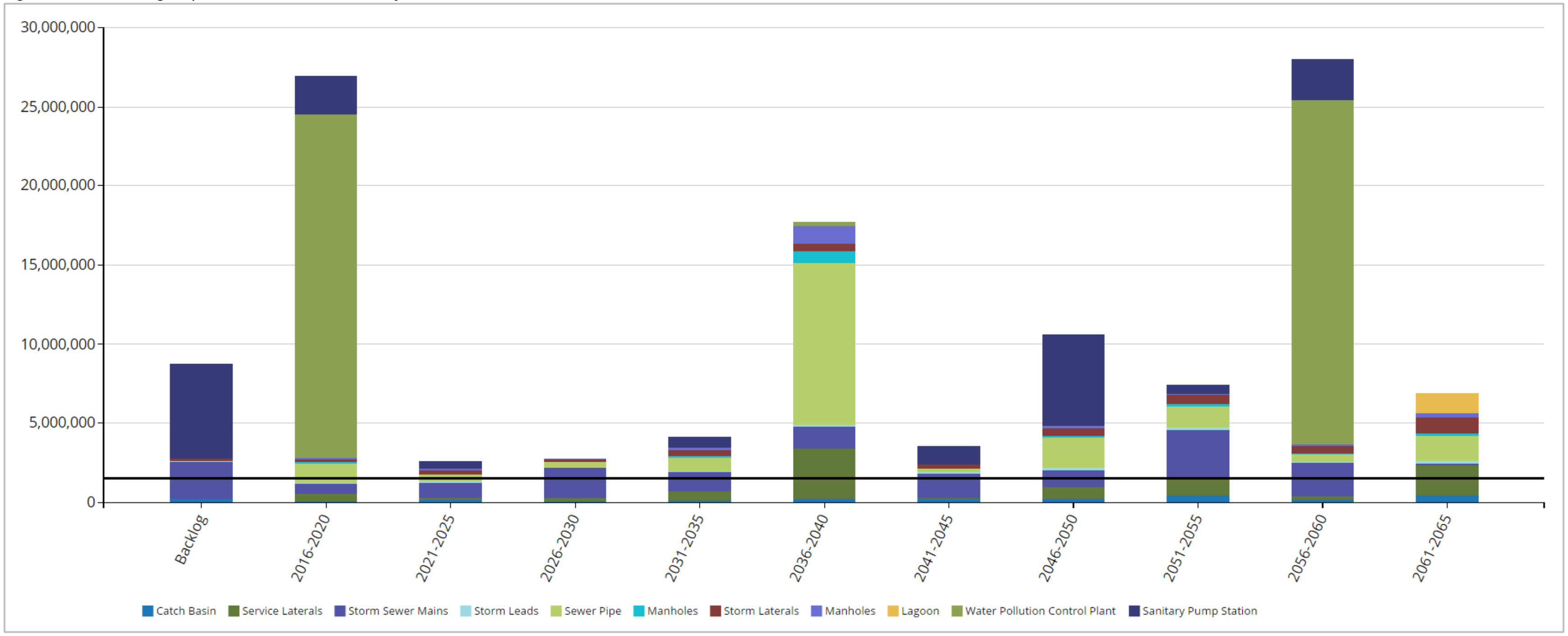


Age-based data indicates that 66% of the assets, with a valuation of $60 million, are in poor to very poor condition; 22% are in good to very good condition.

4.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's sanitary and storm sewer services assets. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 30 Forecasting Replacement Needs – Sanitary and Storm Sewer



Age-based data indicates a backlog of $8.8 million, of which $6 million is allocated to the sanitary pump station. The town's short-term needs will total $27million between 2016-2020. The town's annual requirements (indicated by the black line) for its sewer and storm assets total $1,586,000. At this level, funding is sustainable and replacement needs can be met as they arise without the need for deferring projects. The town is currently allocating $1,292,000, leaving an annual deficit of $294,000. See the 'Financial Strategy' section for achieving a more optimal and sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

4.6 Recommendations – Sanitary and Storm Sewer

- Age-based data shows that the vast majority of sanitary and storm sewer assets are poor to very poor condition. The town should establish a condition assessment program to better define actual asset health and field needs; this will assist in the prioritization of the short- and long-term capital budget. See Section 2, 'Condition Assessment Programs' in the 'Asset Management Strategies' chapter.

- Over time, the town should establish a systematic lifecycle activity framework that reflects the consumption of its sewer assets. See Section 3, 'Lifecycle Analysis Framework' in the 'Asset Management Strategies' chapter.

- Sewer collection system key performance indicators should be established and tracked annually as part of an overall level of service model. See Chapter VII 'Levels of Service'.

- The town should assess its short-, medium- and long-term operations and maintenance needs. An appropriate percentage of the replacement costs should then be allocated for the town's O&M requirements.

- The town is funding 81% of its long-term requirements for sewer and storm on an annual basis. See the 'Financial Strategy' section on how to achieve more sustainable and optimal funding levels.

5. Buildings & Facilities

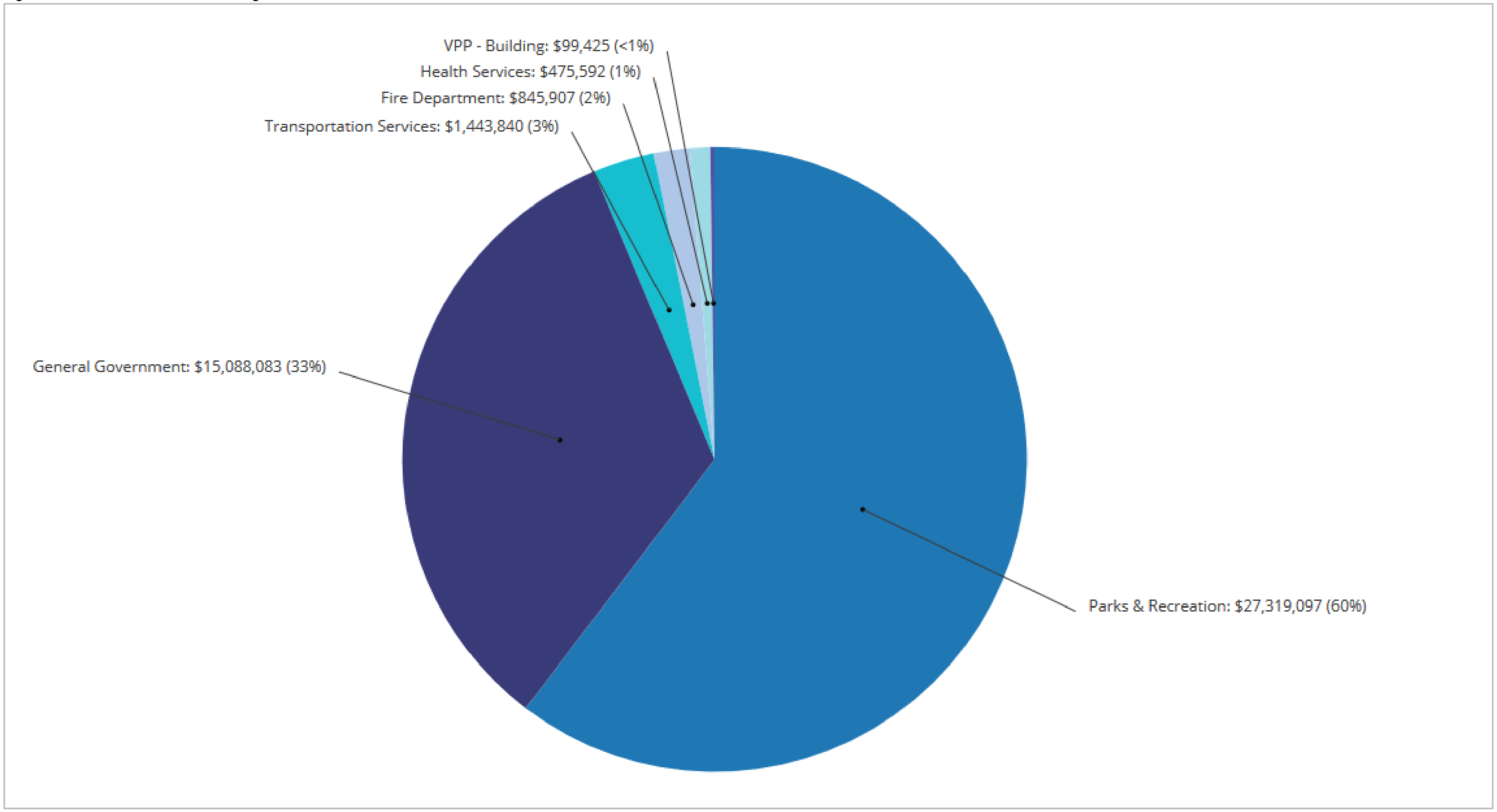
5.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

Table 9 illustrates key asset attributes for the town's buildings assets, including quantities of various assets, their useful life, their replacement cost, and the valuation method by which the replacement costs were derived. In total, the town's buildings assets are valued at $45.3 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town.

Table 9 Key Asset Attributes – Buildings & Facilities

Asset Type	Asset Component	Quantity	Useful Life in Years	Valuation Method	2016 Replacement Cost
Buildings & Facilities	Fire Department (fire hall)	1 building	50	$842,500/unit	$842,500
	Fire Department (storage trailer)	1 unit	88	NRBCPI (Toronto)	$3,407
	General Government (Victoria Hall)	1 building	50	NRBCPI (Toronto)	$15,088,083
	General Government (standby power)	1 unit	25	NRBCPI (Toronto)	
	General Government (Victoria Hall and standby power)	1 building	50, 67	NRBCPI (Toronto)	
	Health Services (Hillside office and garage)	1 building	50	NRBCPI (Toronto)	$59,377
	Health Services (FHT building)	1 building		NRBCPI (Toronto)	$416,215
	Parks and Recreation	Pooled	10 - 94	NRBCPI (Toronto)	$27,319,097
	Transportation Services (public works garage)	1 building	75	NRBCPI (Toronto)	$1,443,840
	Victoria Playhouse Petrolia (workshop and garage)	1 building	50	NRBCPI (Toronto)	$99,425
				Total	$45,271,944

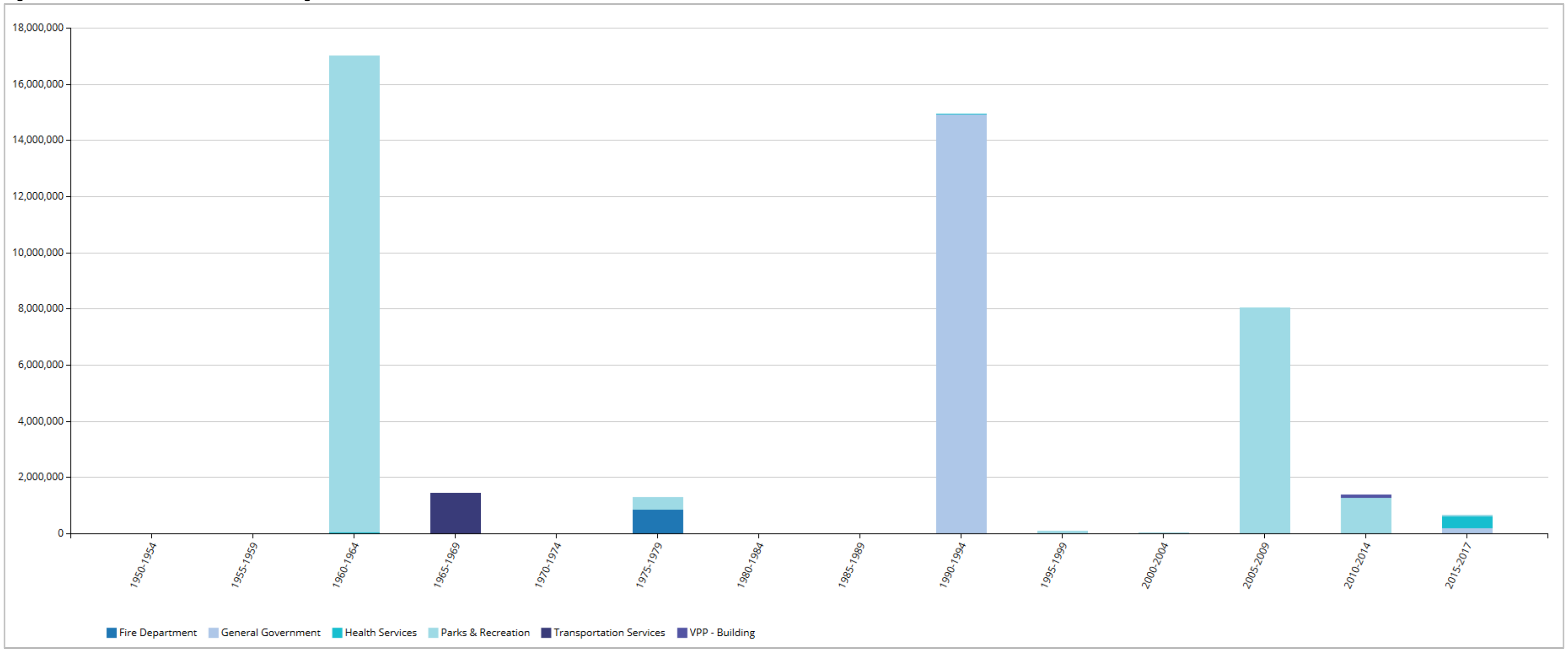
Figure 31 Asset Valuation – Buildings & Facilities



5.2 Historical Investment in Infrastructure

Figure 32 shows the town's historical investments in its buildings since 1950. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 5.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 32 Historical Investment – Buildings & Facilities

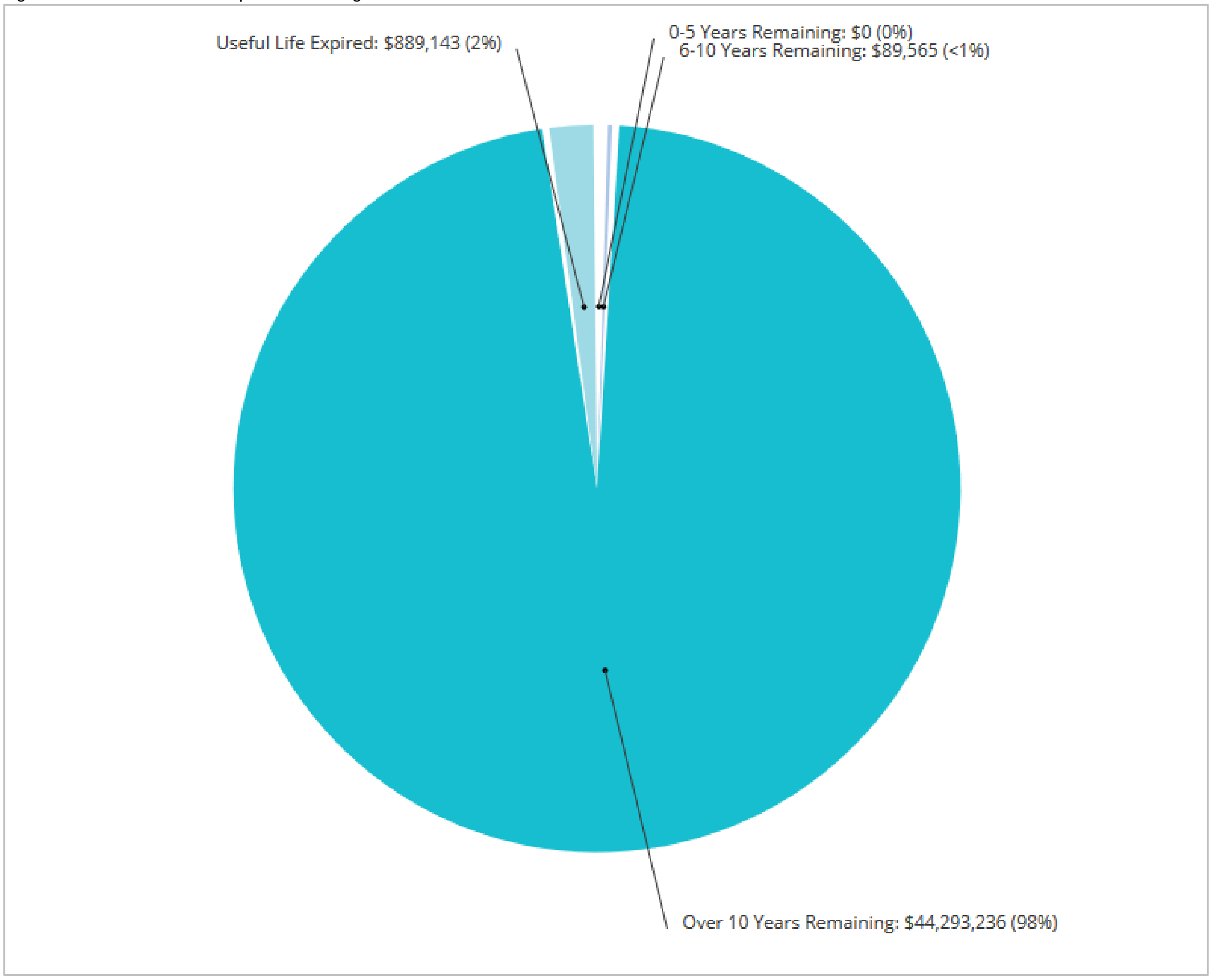


Significant capital expenditures, totaling $17 million, were made in the town's parks and recreation facilities in the 1960s, and again between 2005-2014 ($9.3 million). Major expenditures on general government buildings, totaling $15 million, were made in the early 1990s.

5.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 33 illustrates the useful life consumption levels as of 2015 for the town's buildings assets.

Figure 33 Useful Life Consumption – Buildings & Facilities

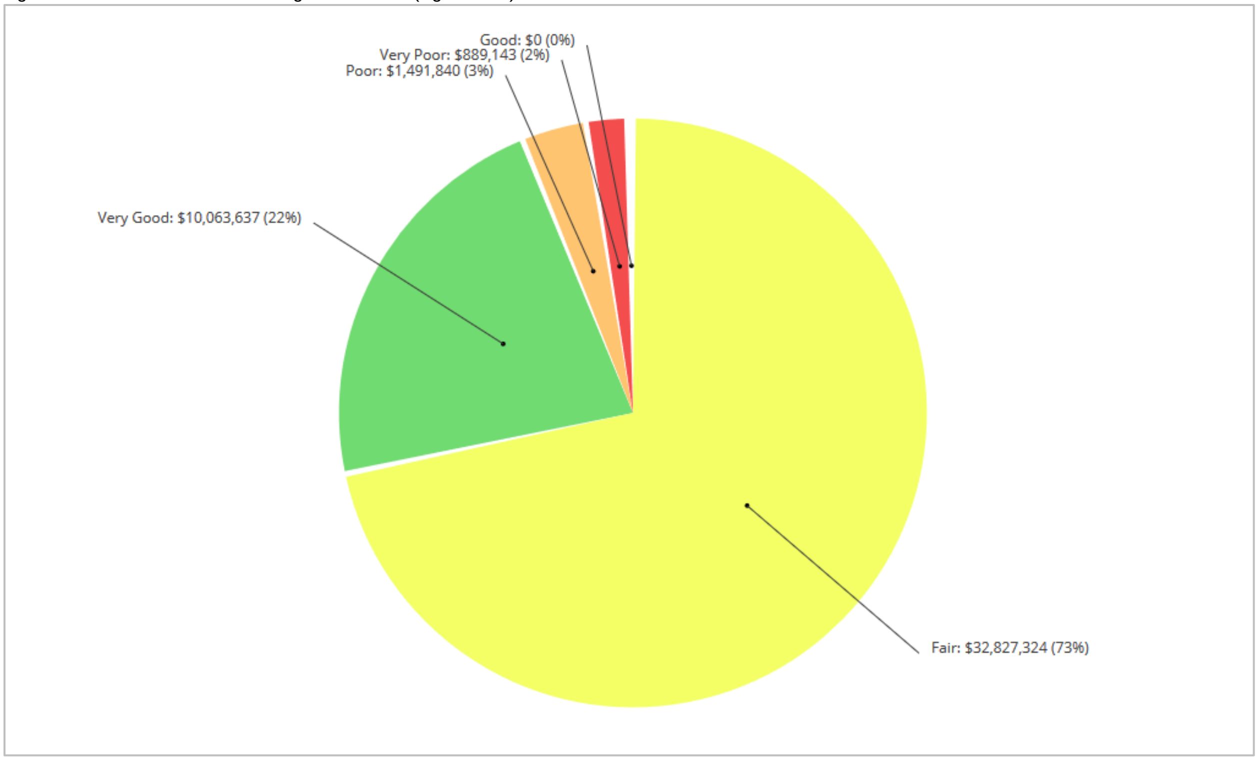


Virtually all buildings assets have at least 10 years of useful life remaining; 2%, with a valuation of $900,000 remain in operation beyond their useful life.

5.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's buildings assets. By default, we rely on observed field data as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has not provided condition data.

Figure 34 Asset Condition – Buildings & Facilities (Age-based)

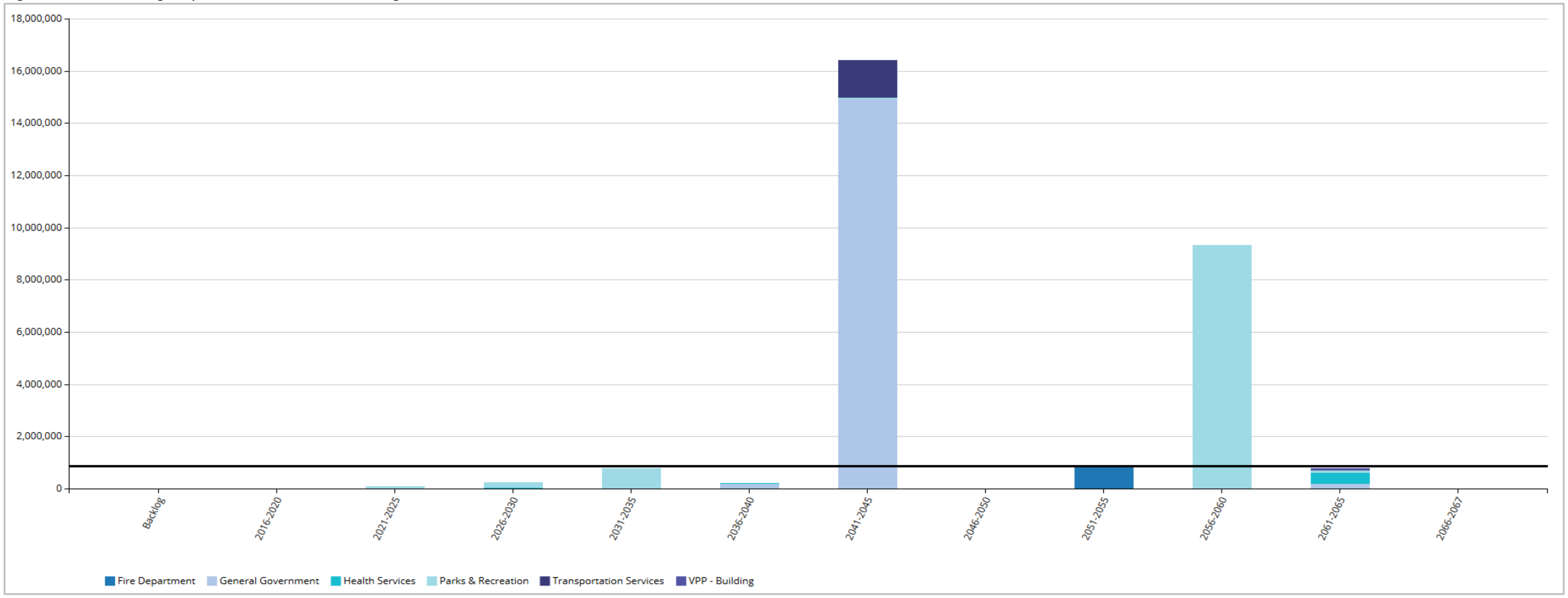


Age-based data indicates that while 95% of assets are in fair or better condition, 5%, with a valuation of $2.4 million are in poor to very poor condition.

5.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's buildings assets. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 35 Forecasting Replacement Needs – Buildings & Facilities



Age-based data indicates no backlog and relatively minor short-term needs totaling. However, as major assets reach the end of their useful life, replacement needs will rise sharply to $16 million between 2041-2045, with general government buildings comprising $15 million of these needs. The town's annual requirements (indicated by the black line) for its buildings total $900,000. At this funding level, the town is allocating sufficient funds on an annual basis to meet replacement needs as they arise without the need for deferring projects and accruing annual infrastructure deficits. The town is currently allocating $130,000, leaving an annual deficit of $770,000. See the 'Financial Strategy' section for achieving a more optimal and sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

5.6 Recommendations – Buildings & Facilities

- The town should implement a component based condition inspection program for its facilities. See Section 2, 'Condition Assessment Programs' in the 'Asset Management Strategies' chapter.

- Using the above information, the town should assess its short-, medium- and long-term capital, and operations and maintenance needs.

- An appropriate percentage of the replacement costs should then be allocated for the town's O&M requirements.

- Facility key performance indicators should be established and tracked annually as part of an overall level of service model. See Chapter VII, 'Levels of Service'.

- The town is funding only 14% of its long-term requirements on an annual basis. See the 'Financial Strategy' section on how to achieve more sustainable and optimal funding levels.

6. Machinery & Equipment

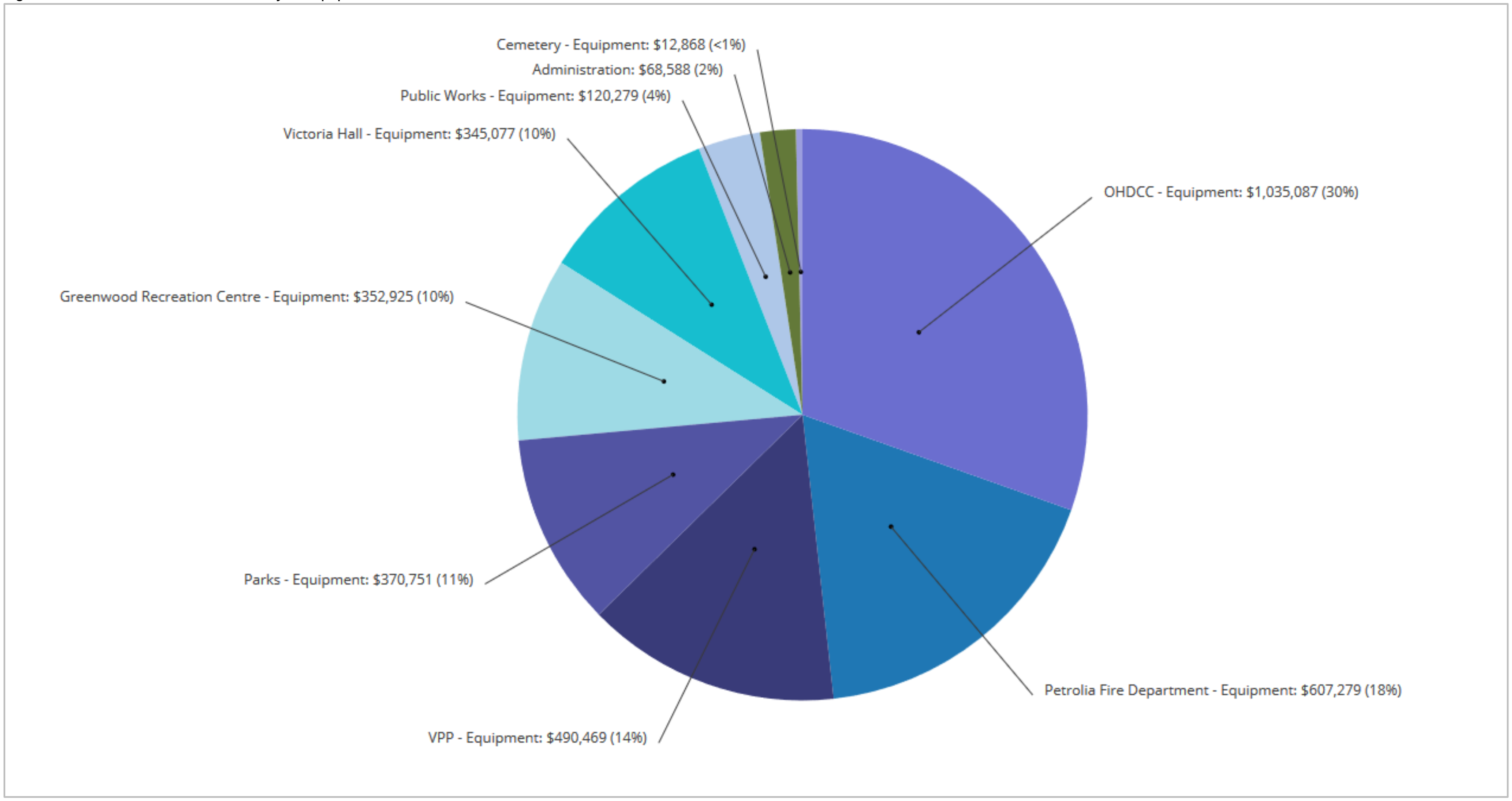
6.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

Table 10 illustrates key asset attributes for the town's machinery & equipment assets, including quantities of various assets, their useful life, their replacement cost, and the valuation method by which the replacement costs were derived. In total, the town's machinery & equipment assets are valued at $3.4 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town and obtained from the town's accounting data as maintained in the CityWide® Tangible Asset module.

Table 10 Asset Inventory – Machinery & Equipment

Asset Type	Components	Quantity	Useful Life in Years	Valuation Method	2016 Replacement Cost
Machinery & Equipment	Administration	20 units	3 - 5	CPI (ON)	$68,588
	Cemetery Equipment	3 units	5 - 15	CPI (ON)	$12,868
	Greenwood Recreation Centre Equipment	465 units	8 - 25	NRBCPI (Toronto)	$352,925
	Oil Heritage District Community Centre (OHDCC) Equipment	192 units	5 - 20	CPI (ON)	$1,035,087
	Parks Equipment	106 units	8 - 20	CPI (ON)	$370,751
	Petrolia Fire Department Equipment	632 units	5 - 20	CPI (ON)	$607,279
	Public Works Equipment	15 units	5 - 35	CPI (ON)	$120,279
	Victoria Hall Equipment	34 units	5 - 30	CPI (ON)	$345,077
	Victoria Playhouse Petrolia (VPP) Equipment	5 units	15 - 34	CPI (ON)	$490,469
				Total	$3,403,323

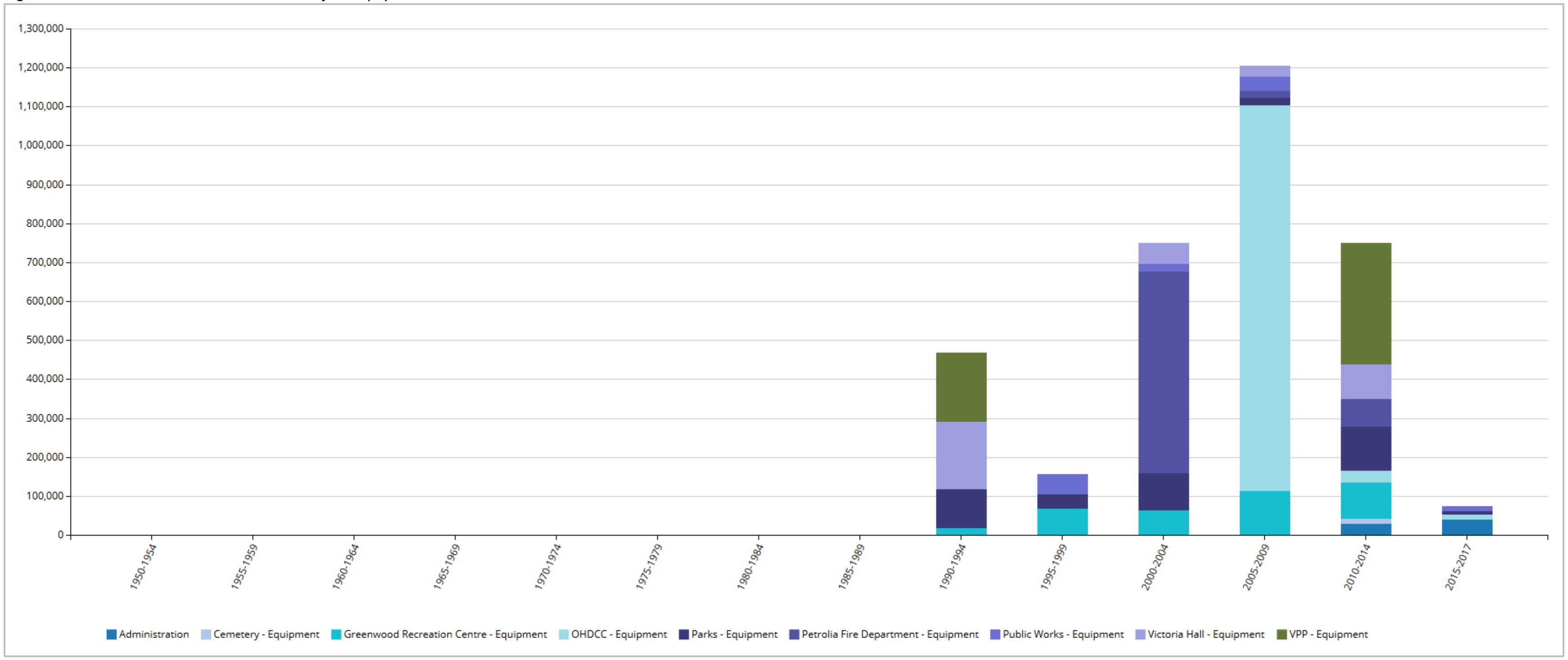
Figure 36 Asset Valuation – Machinery & Equipment



6.2 Historical Investment in Infrastructure

Figure 37 shows the town's historical investments in its machinery & equipment since 1950. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 6.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 37 Historical Investment – Machinery & Equipment

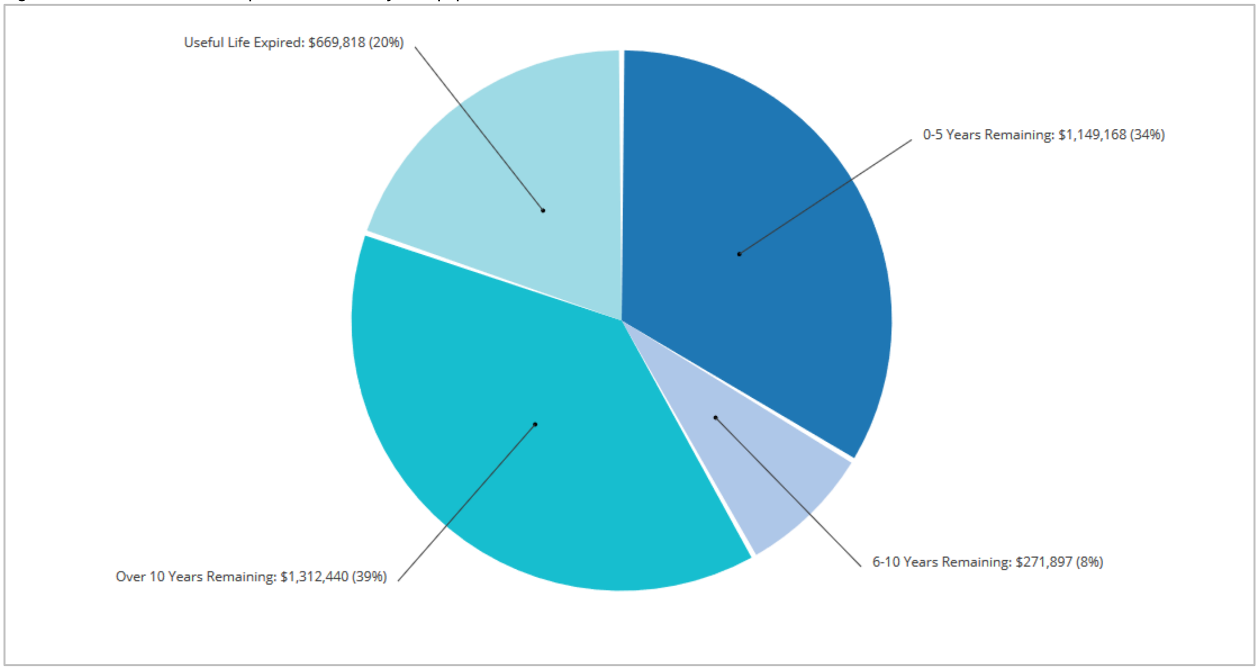


The town rapidly expanded its machinery & equipment portfolio beginning in the 1990s. Between 2005-2009, expenditures totaled $1.2 million, with OHDCC comprising $991,000. Since 2010, expenditures have totaled $825,000.

6.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 38 illustrates the useful life consumption levels as of 2015 for the town's machinery & equipment assets.

Figure 38 Useful Life Consumption – Machinery & Equipment

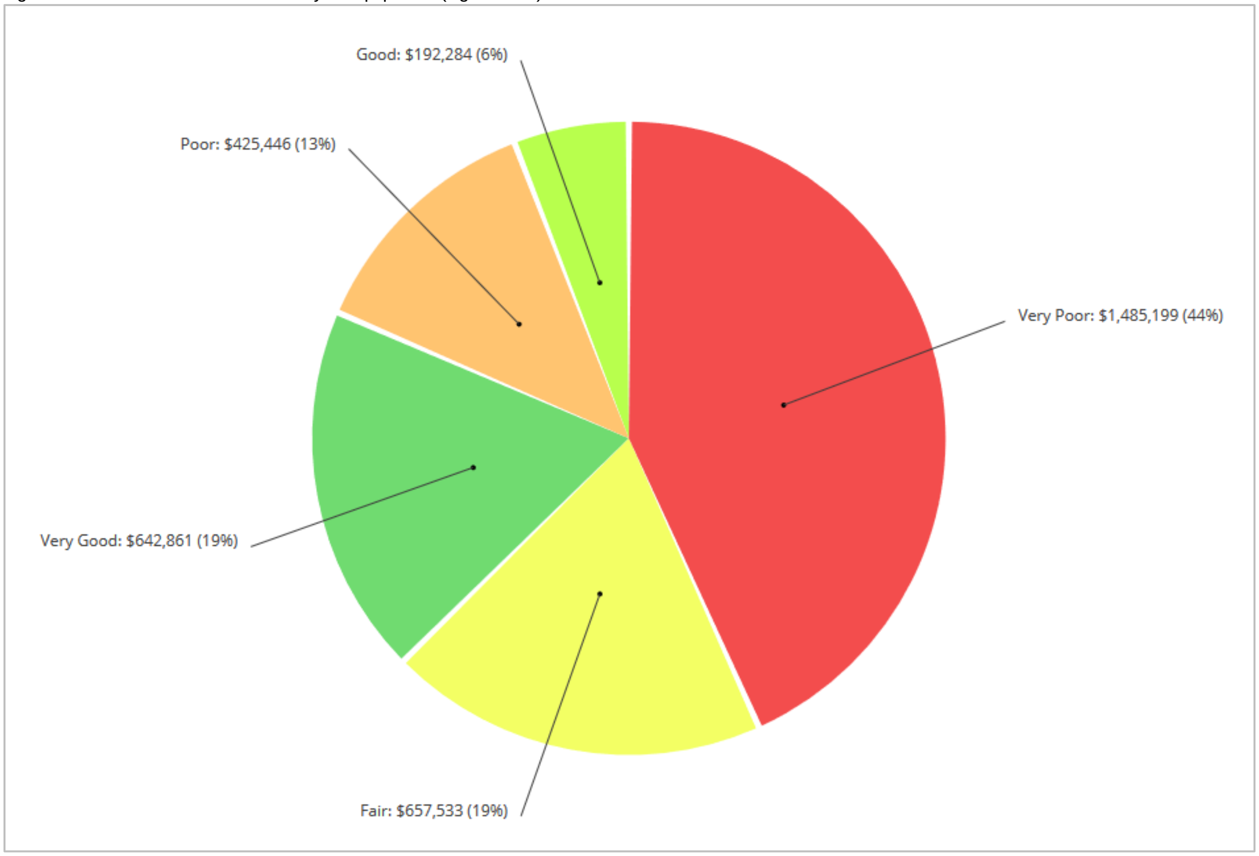


While 39% of assets have at least 10 years of useful life remaining, 20%, with a valuation of $670,000, remain in operation beyond their useful life. An additional 34% will reach the end of their useful life in the next five years.

6.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's machinery & equipment assets as of 2015. By default, we rely on observed field data as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has not provided condition data.

Figure 39 Asset Condition – Machinery & Equipment (Age-based)

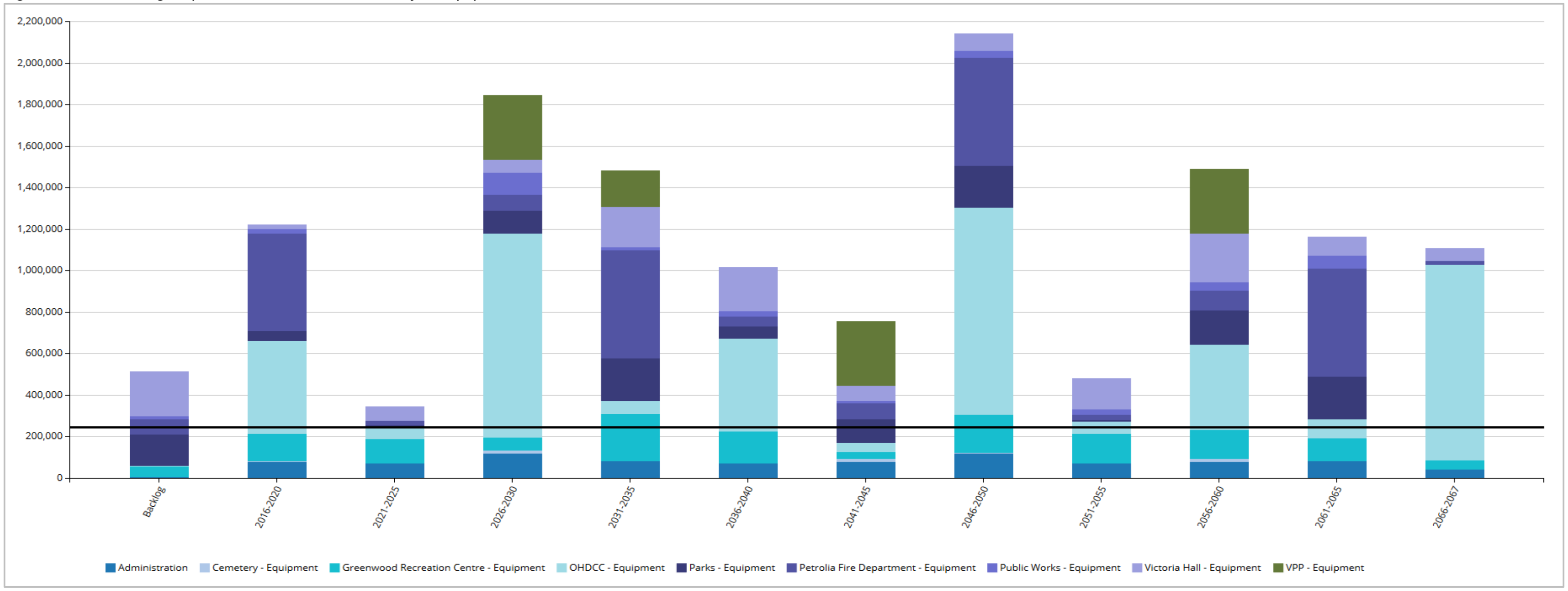


Based on age data, nearly 60% of assets, with a valuation of $1.9 million, are in poor to very poor condition; 25% are in good to very good condition.

6.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's machinery & equipment assets. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 40 Forecasting Replacement Needs – Machinery & Equipment



In addition to an age-based backlog of $513,000, the town's replacement needs will total $1.2 million in the next five years. An additional $346,000 will be required between 2021-2025. The town's annual requirements (indicated by the black line) for its machinery & equipment total $248,000. At this funding level, the town is allocating sufficient funds on an annual basis to meet replacement needs as they arise without the need for deferring projects and accruing annual infrastructure deficits. However, the town is currently allocating $170,000, leaving an annual deficit of $78,000. See the 'Financial Strategy' section for maintaining a sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

6.6 Recommendations – Machinery & Equipment

- The town should implement a component based condition inspection program to better define financial requirements for its machinery and equipment. See Section 2, 'Condition Assessment Programs' in the 'Asset Management Strategies' chapter.

- Using the above information, the town should assess its short-, medium- and long-term capital, and operations and maintenance needs.

- An appropriate percentage of the replacement costs should then be allocated for the town's O&M requirements.

- The town is funding only 69% of its long-term requirements on an annual basis. See the 'Financial Strategy' section on how to maintain sustainable and optimal funding levels.

7. Land Improvements

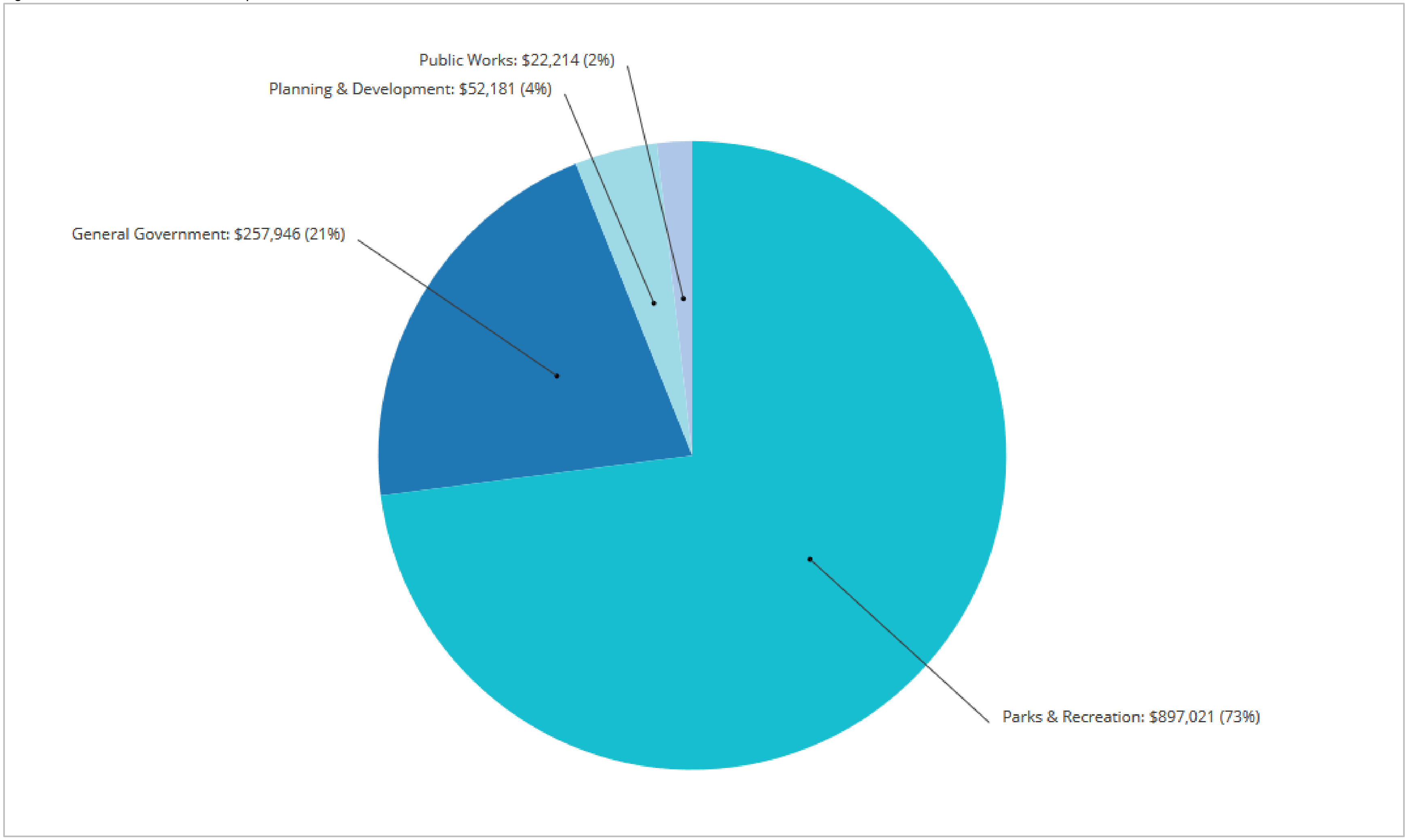
7.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

Table 11 illustrates key asset attributes for the town's land improvement assets, including quantities of various assets, their useful life, their replacement cost, and the valuation method by which the replacement costs were derived. In total, the town's land improvements assets are valued at $1.2 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town.

Table 11 Asset Inventory – Land Improvements

Asset Type	Components	Quantity	Useful Life in Years	Valuation Method	2016 Replacement Cost
Land Improvements	General Government (parking lot)	Pooled	35	CPI (ON)	$257,946
	Parks and Recreation	Pooled	25 - 35	NRBCPI (Toronto)	$897,021
	Planning and Development	1 unit	25	CPI (ON)	$52,181
	Public Works (fencing)	Pooled	25, 30	CPI (ON)	$22,214
				Total	$1,229,362

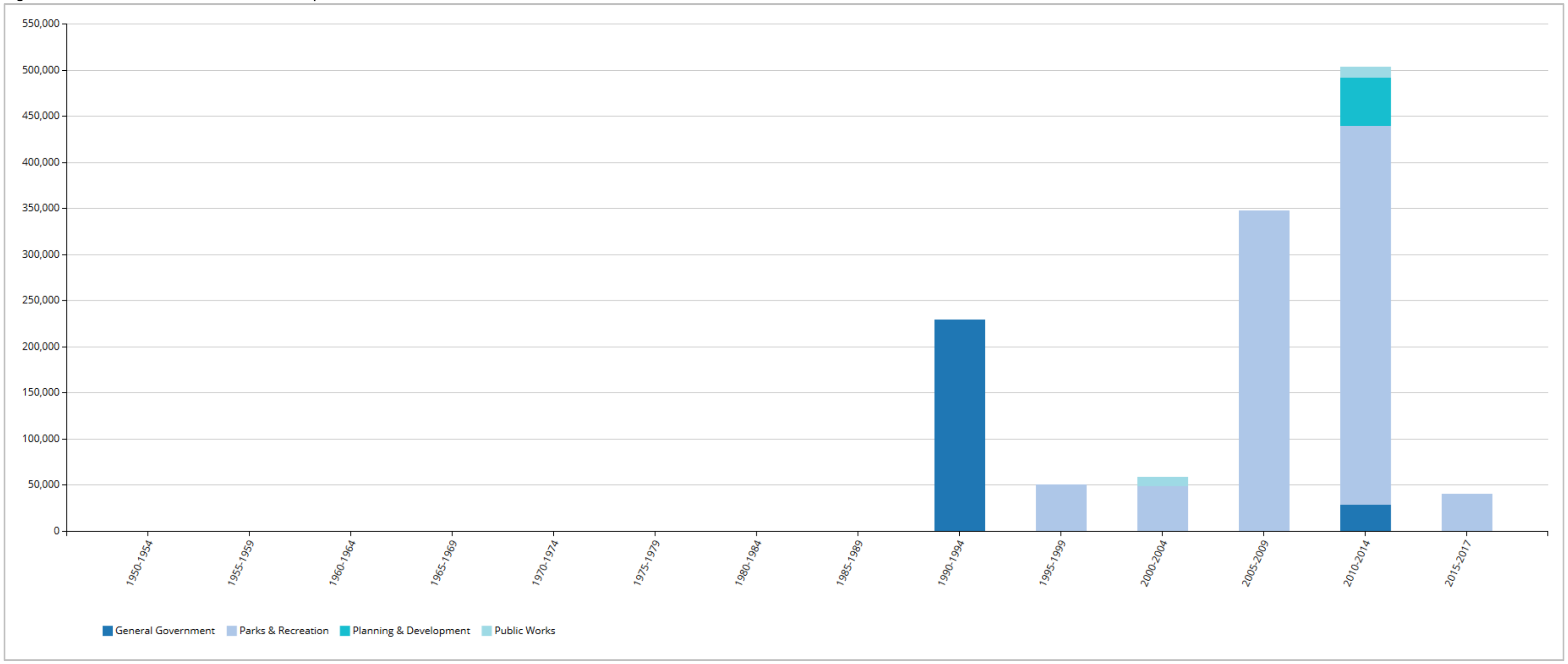
Figure 41 Asset Valuation – Land Improvements



7.2 Historical Investment in Infrastructure

Figure 42 shows the town's historical investments in its land improvements since 1950. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 7.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 42 Historical Investment – Land Improvements

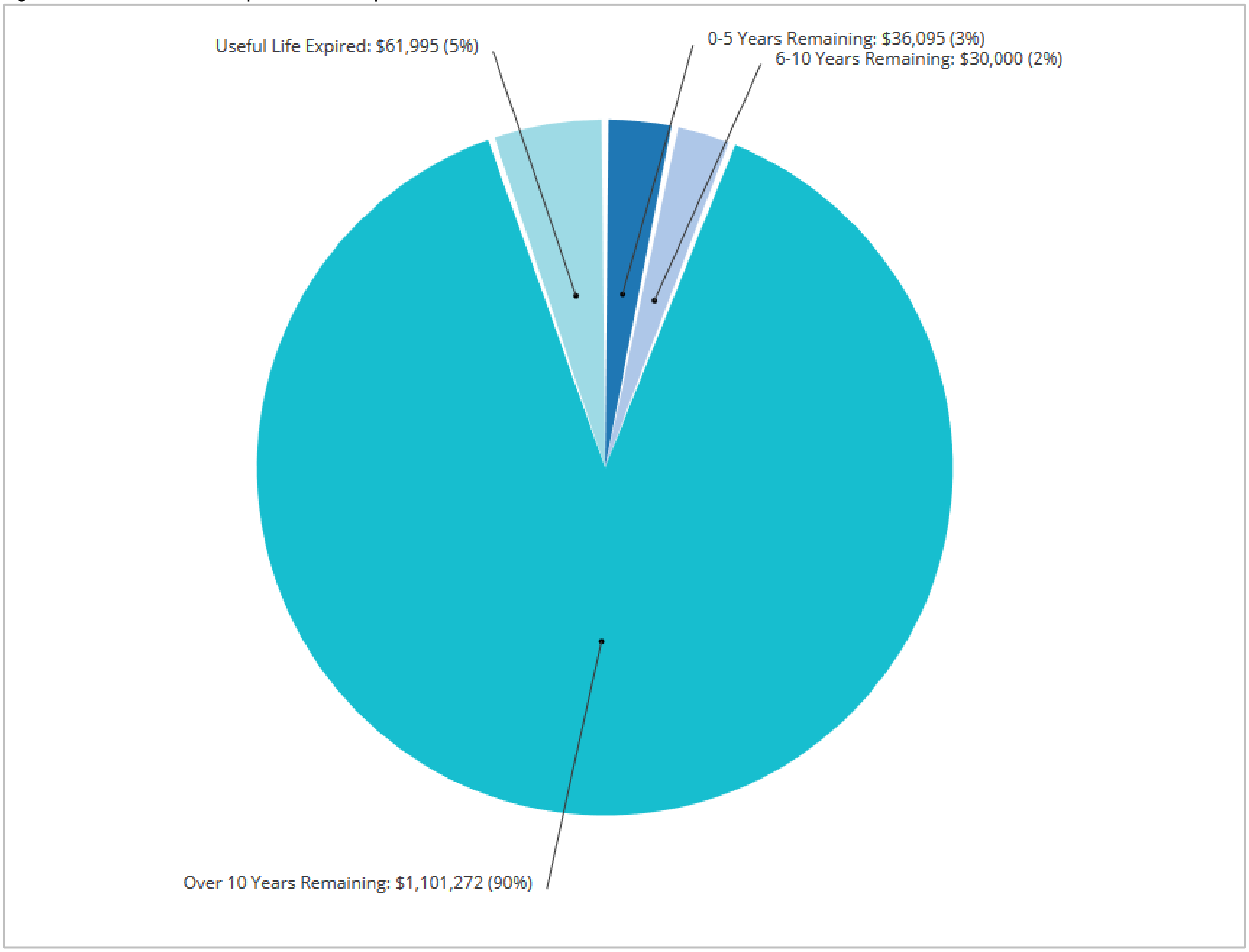


Investments in land improvement assets began in the 1990s, with expenditures totaling $280,000 between 1990-1999. Since 2005, expenditures have totaled $891,000.

7.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 43 illustrates the useful life consumption levels as of 2015 for the town's land improvement assets.

Figure 43 Useful Life Consumption – Land Improvements

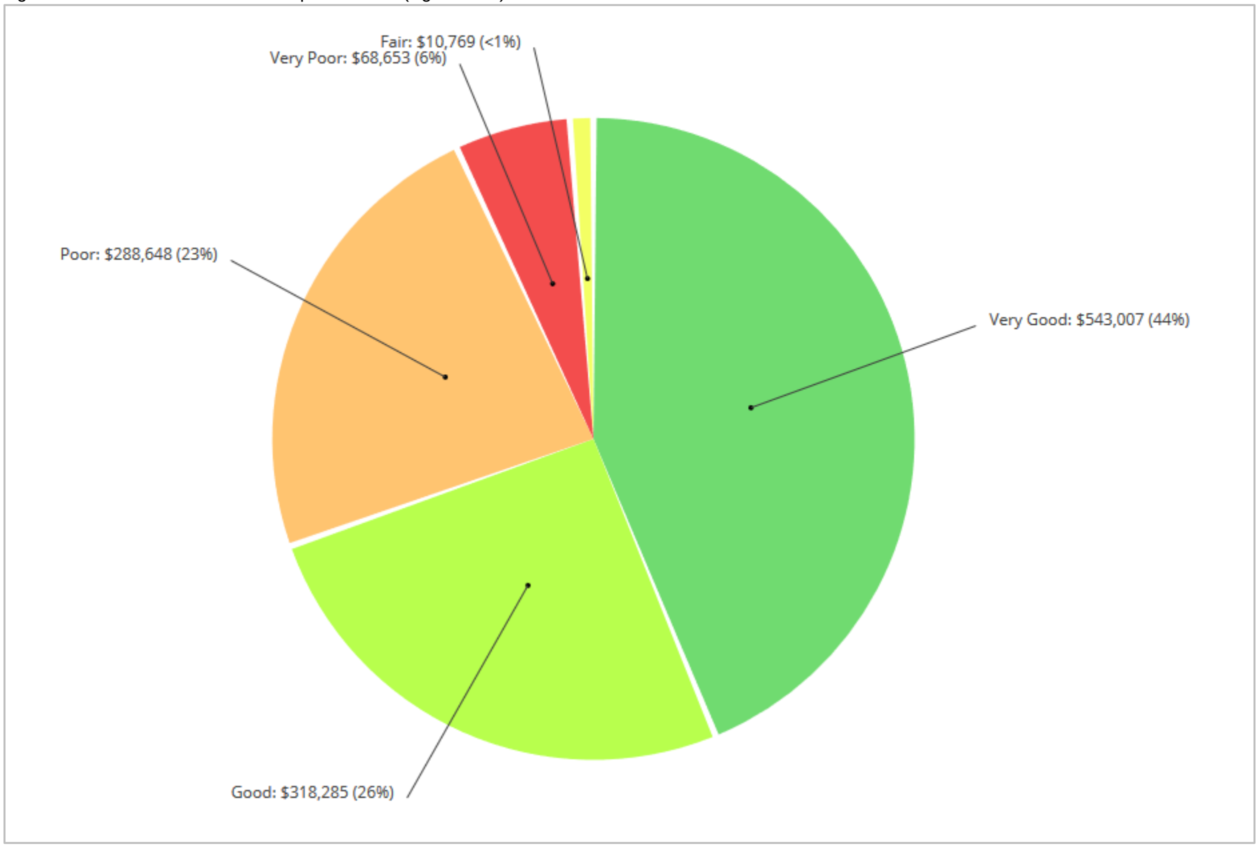


While 90% of the town's land improvement assets have at least 10 years of useful life remaining, 5%, with a valuation of $62,000 remain in operation beyond their useful life.

7.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's land improvement assets. By default, we rely on observed field data as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has not provided condition data.

Figure 44 Asset Condition - Land Improvements (Age-based)

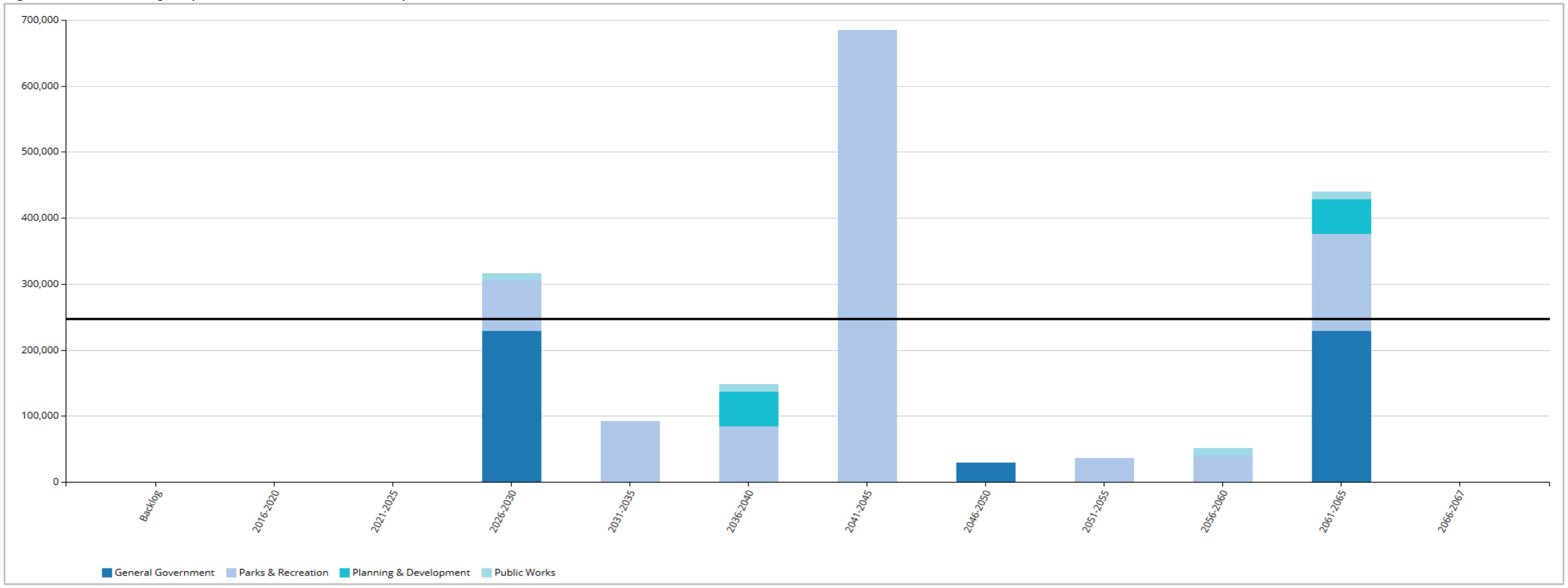


While 70% of land improvement assets are in good to very good condition, approximately 30%, with a valuation of $357,000 are in poor to very poor condition.

7.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's land improvements assets. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 45 Forecasting Replacement Needs – Land Improvements



Age-based data shows no backlog associated with land improvements assets. While there are no short-term replacement needs forecasted over the next five years, as assets reach the end of their useful life, $316,000 will be require between 2026-2030. The town's annual requirements (indicated by the black line) for its land improvements total $39,000. At this funding level, the town is allocating sufficient funds on an annual basis to meet replacement needs as they arise without the need for deferring projects and accruing annual infrastructure deficits. However, the town is currently allocating $0, leaving an annual deficit of $39,000. See the 'Financial Strategy' section for achieving a more optimal and sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

7.6 Recommendations – Land Improvements

- The town should implement a condition assessment program for its land improvement assets to better estimate actual condition levels. See Section 2, 'Condition Assessment Programs' in the 'Asset Management Strategies' chapter.

- Using the above information the town should assess its short-, medium- and long-term capital and operations and maintenance needs.

- An appropriate percentage of the replacement costs should then be allocated for the town's O&M requirements.

- The town is funding 0% of its long-term replacement needs on an annual basis. See the 'Financial Strategy' section on how to achieve more sustainable and optimal funding levels

8. Fleet

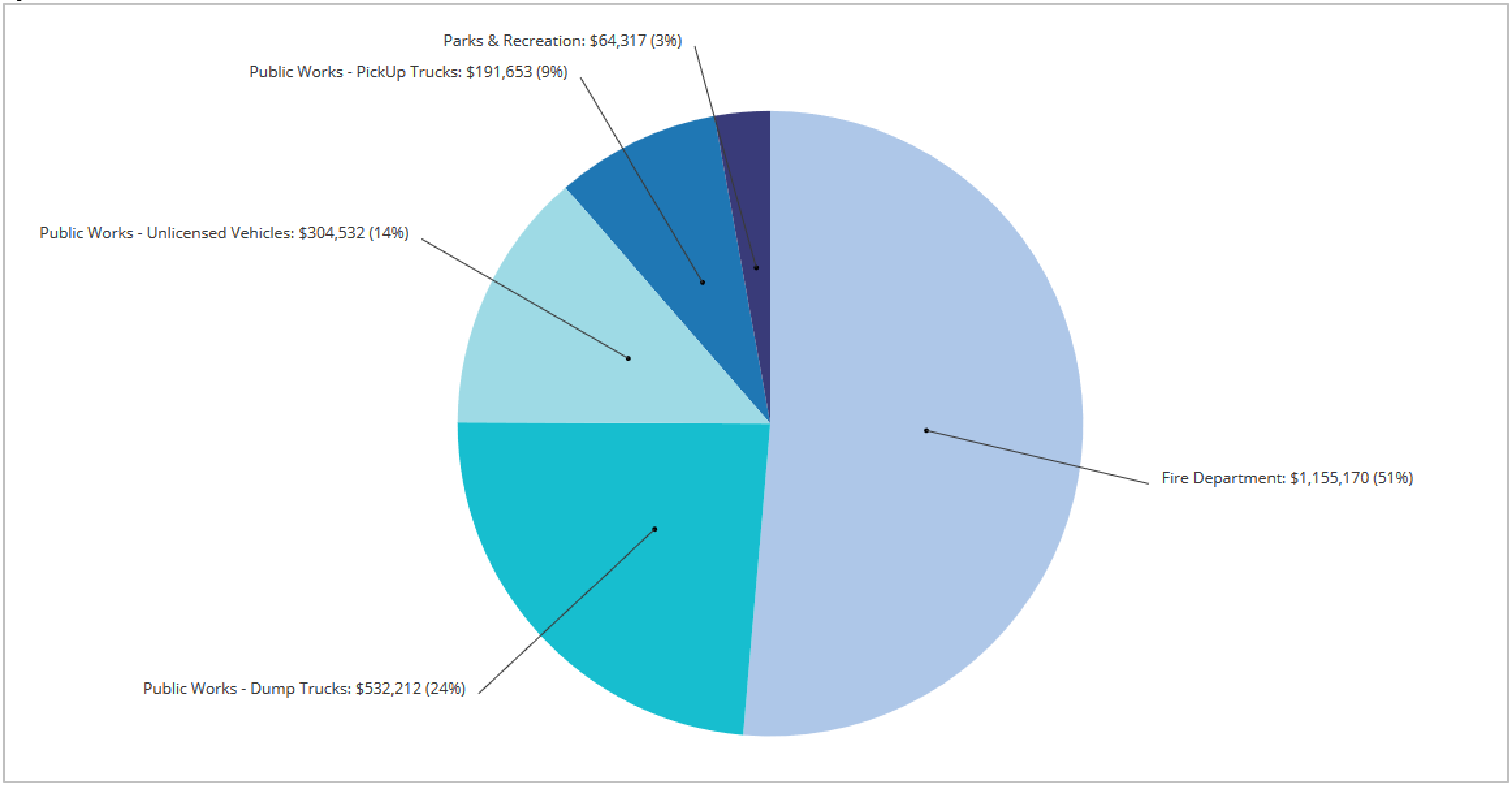
8.1 Asset Portfolio: Quantity, Useful Life and Replacement Cost

Table 12 illustrates key asset attributes for the town's fleet assets, including quantities of various assets, their useful life, their replacement cost, and the valuation method by which the replacement costs were derived. In total, the town's fleet assets are valued at $2.2 million based on 2016 replacement costs. The useful life indicated for the asset types below was assigned by the town.

Table 12 Asset Inventory – Fleet

Asset Type	Components	Quantity	Useful Life in Years	Valuation Method	2016 Replacement Cost
Fleet	Fire Department (pick-up truck)	1 unit	20	CPI (ON)	$40,227
	Fire Department (freightliner rescue trucks)	4 units	24 - 27	CPI (ON)	$1,114,943
	Parks and Recreation (trucks and trailers)	7 units	5 - 20	NRBCPI (Toronto)	$64,317
	Public Works - Dump Trucks	3 units	5 - 20	CPI (ON)	$532,212
	Public Works - Pick Up Trucks	8 units	6 - 17	CPI (ON)	$191,653
	Public Works - Unlicensed Vehicles	7 units	6 - 29	CPI (ON)	$304,532
				Total	$2,247,884

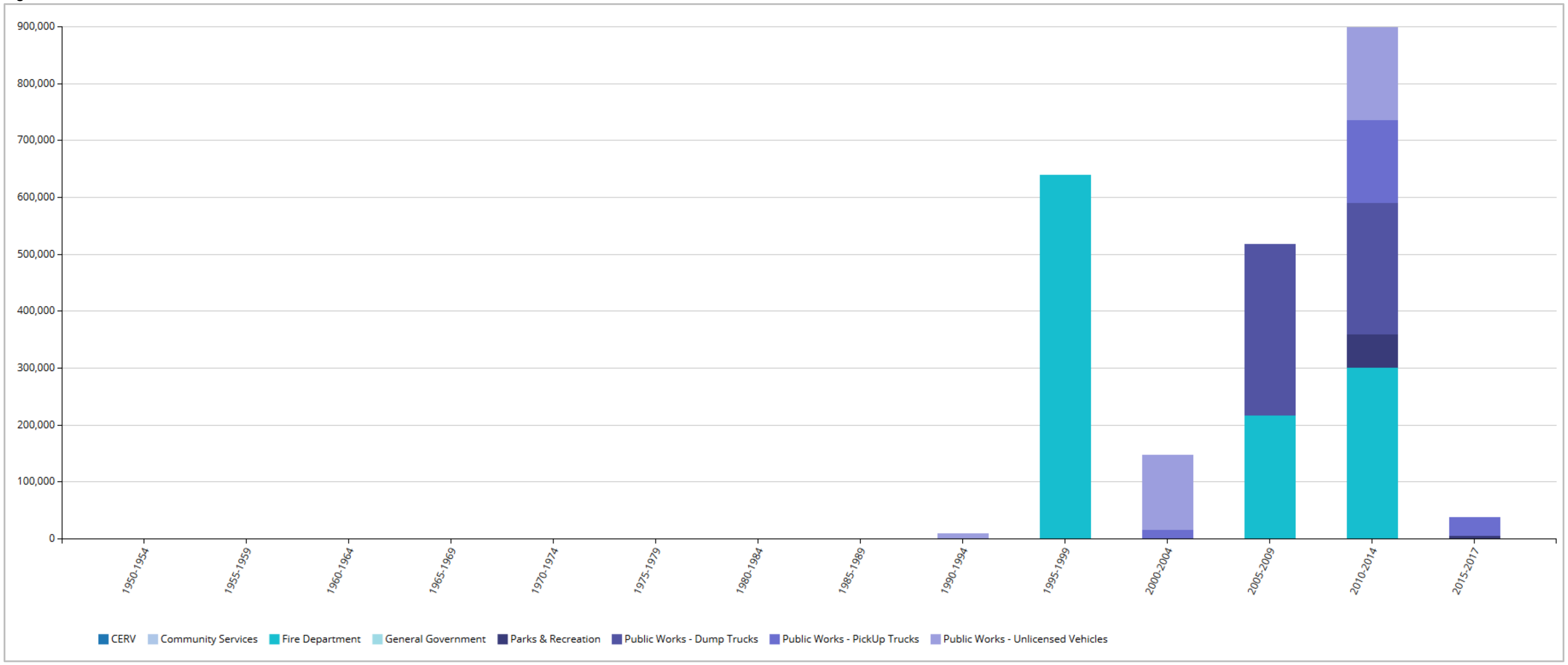
Figure 46 Asset Valuation – Fleet



8.2 Historical Investment in Infrastructure

Figure 47 shows the town's historical investments in its fleet since 1950. While observed condition data will provide superior accuracy in estimating replacement needs and should be incorporated into strategic plans, in the absence of such information, understanding past expenditure patterns and current useful life consumption levels (Section 8.3) can inform the forecasting and planning of short-, medium- and long-term replacement needs.

Figure 47 Historical Investment – Fleet

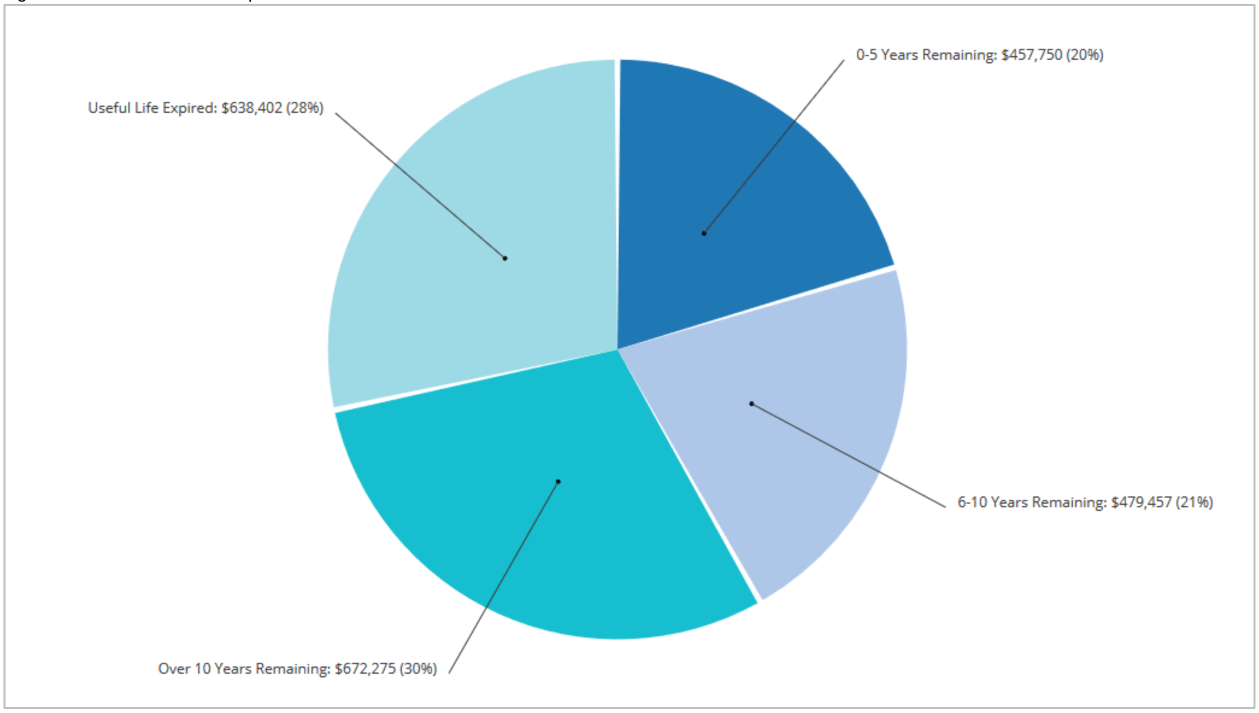


Investments in fleet rose rapidly in the 1990s, with expenditures totaling $639,000 for fire department assets between 1995-1999. Since 2010, expenditures have totaled $935,000.

8.3 Useful Life Consumption

In this section, we detail the extent to which assets have consumed their useful life based on the above, established useful life standards. In conjunction historical spending patterns, observed condition data, understanding the consumption rate of assets based on industry established useful life measures provides a more complete profile of the state of a community's infrastructure. Figure 48 illustrates the useful life consumption levels as of 2015 for the town's fleet.

Figure 48 Useful Life Consumption – Fleet

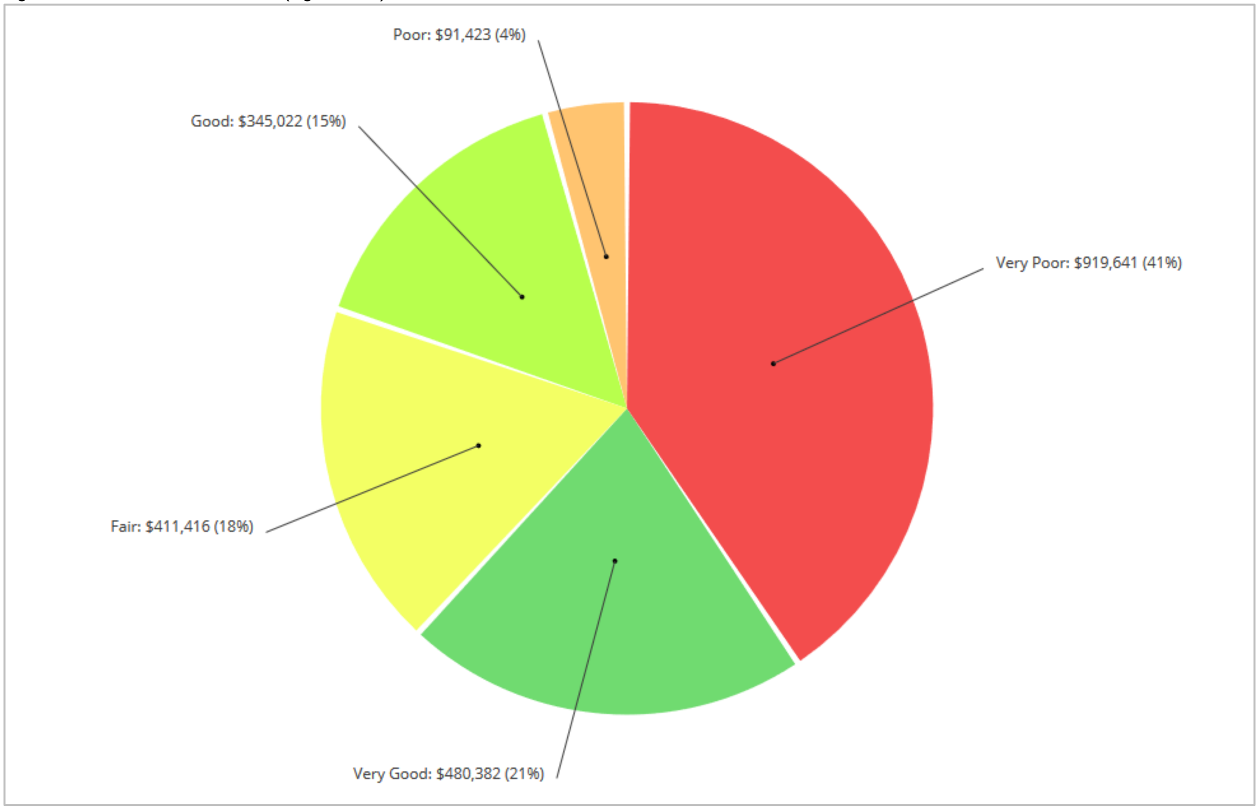


While 30% of assets have at least 10 years of useful life remaining, 28%, with a valuation of $638,000 remain in operation beyond their useful life. In addition, 20% will reach the end of their useful life in the next five years.

8.4 Current Asset Condition

Using replacement cost, in this section, we summarize the condition of the town's fleet assets as of 2015. By default, we rely on observed field data as provided by the town. In the absence of such information, age-based data is used as a proxy. The town has not provided condition data.

Figure 49 Asset Condition – Fleet (Age-based)

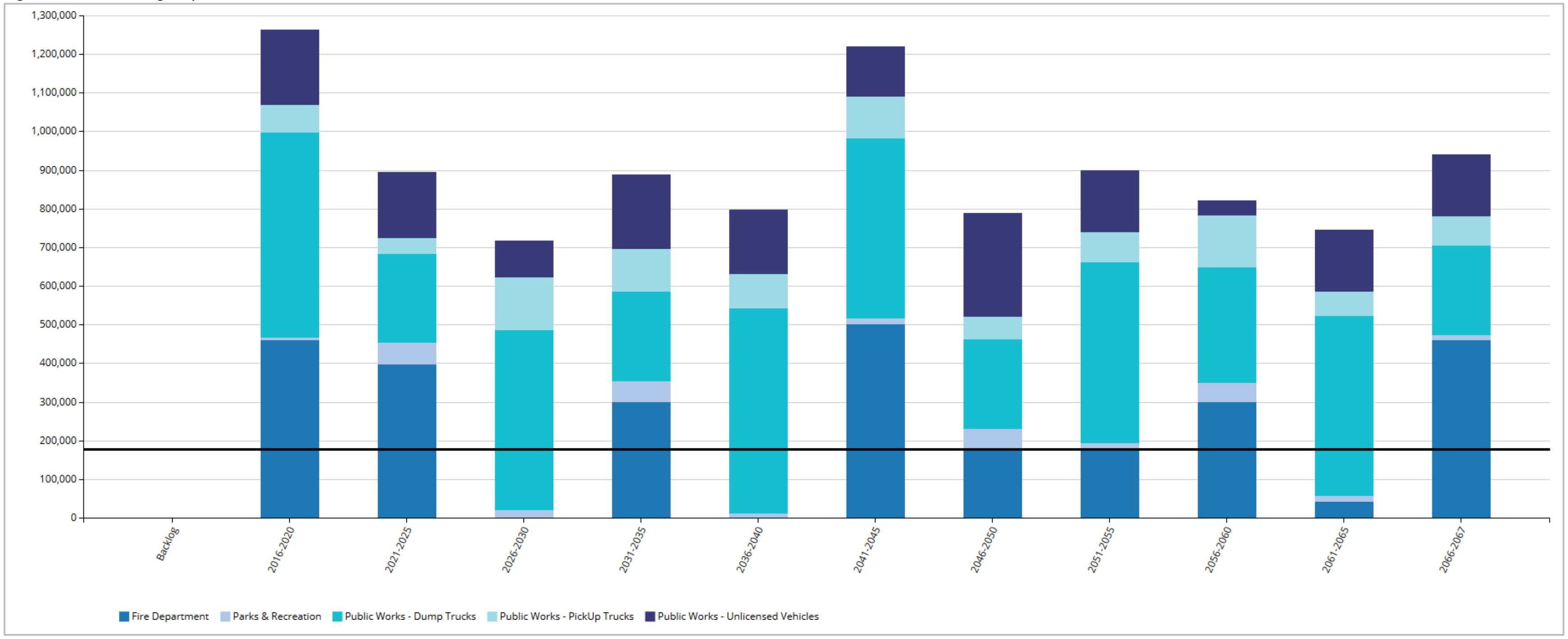


Age-based data shows that 45% of assets, with a valuation of $1 million are in poor to very poor condition; 36% are in good to very good condition.

8.5 Forecasting Replacement Needs

In this section, we illustrate the short-, medium- and long-term infrastructure spending requirements (replacement only) for the town's fleet assets. The backlog is the aggregate investment in infrastructure that was deferred over previous years or decades. In the absence of observed data, the backlog represents the value of assets that remain in operation beyond their useful life.

Figure 50 Forecasting Replacement Needs – Fleet



While age-based data shows no backlog, replacement needs will total $1.3 million over the next five years. The town's annual requirements for its fleet total $180,000 (indicated by the black line). At this funding level, the town is allocating sufficient funds on an annual basis to meet replacement needs as they arise without the need for deferring projects and accruing annual infrastructure deficits. The town is currently allocating $325,000, leaving an annual surplus of $145,000. See the 'Financial Strategy' section for achieving a more optimal and sustainable funding level. Further, while fulfilling the annual requirements will position the town to meet its future replacement needs, injection of additional revenues will be needed to mitigate existing infrastructure backlogs.

8.6 Recommendations – Fleet

- A preventative maintenance and life cycle assessment program should be established for the fleet class to gain a better understanding of current condition and performance as well as the short- and medium-term replacement needs. See Section 2, 'Condition Assessment Programs' in the 'Asset Management Strategies' chapter.

- Using the above information the town should assess its short-, medium- and long-term capital and operations and maintenance needs.

- An appropriate percentage of the replacement costs should then be allocated for the town's O&M requirements.

- The town is overfunding (181%) its long-term replacement needs on an annual basis. See the 'Financial Strategy' section on how to achieve more sustainable and optimal funding levels.

VII. Levels of Service

The two primary risks to a town's financial sustainability are the total lifecycle costs of infrastructure, and establishing levels of service (LOS) that exceed its financial capacity. In this regard, municipalities face a choice: overpromise and underdeliver; underpromise and overdeliver; or promise only that which can be delivered efficiently without placing inequitable burden on taxpayers. In general, there is often a trade-off between political expedience and judicious, long-term fiscal stewardship.

Developing realistic LOS using meaningful key performance indicators (KPIs) can be instrumental in managing citizen expectations, identifying areas requiring higher investments, driving organizational performance and securing the highest value for money from public assets. However, municipalities face diminishing returns with greater granularity in their LOS and KPI framework. That is, the objective should be to track only those KPIs that are relevant and insightful and reflect the priorities of the town.

1. Guiding Principles for Developing LOS

Beyond meeting regulatory requirements, levels of service established should support the intended purpose of the asset and its anticipated impact on the community and the municipality. LOS generally have an overarching corporate description, a customer oriented description, and a technical measurement. Many types of LOS, e.g., availability, reliability, safety, responsiveness and cost effectiveness, are applicable across all service areas in a municipality. The following LOS categories are established as guiding principles for the LOS that each service area in the town should strive to provide internally to the municipality and to residents/customers. These are derived from the Town of Whitby's *Guide to Developing Service Area Asset Management Plans*.

Table 13 LOS Categories

LOS Category	Description
Reliable	Services are predictable and continuous; services of sufficient capacity are convenient and accessible to the entire community
Cost Effective	Services are provided at the lowest possible cost for both current and future customers, for a required level of service, and are affordable
Responsive	Opportunities for community involvement in decision making are provided; and customers are treated fairly and consistently, within acceptable timeframes, demonstrating respect, empathy and integrity
Safe	Services are delivered such that they minimize health, safety and security risks
Suitable	Services are suitable for the intended function (fit for purpose)
Sustainable	Services preserve and protect the natural and heritage environment.

While the above categories provide broad strategic direction to council and staff, specific and measurable KPIs related to each LOS category are needed to ensure the town remains steadfast in its pursuit of delivering the highest value for money to various internal and external stakeholders.

2. Key Performance Indicators and Targets

In this section, we identify industry standard KPIs for major infrastructure classes that the town can incorporate into its performance measurement and for tracking its progress over future iterations of its AMPs. The town should develop appropriate and achievable targets that reflect evolving demand on infrastructure, its fiscal capacity and the overall corporate objectives.

Table 14 Key Performance Indicators – Road Network and Bridges & Culverts

Level	KPI (Reported Annually)
Strategic	– Percentage of total reinvestment compared to asset replacement value – Completion of strategic plan objectives (related to right-of-way)
Financial Indicators	– Annual revenues compared to annual expenditures – Annual replacement value depreciation compared to annual expenditures – Cost per capita for roads, and bridges & culverts – Maintenance cost per square metre – Revenue required to maintain annual network growth – Total cost of borrowing vs. total cost of service
Tactical	– Overall Bridge Condition Index (BCI) as a percentage of desired BCI – Percentage of road network rehabilitated/reconstructed – Percentage of paved road lane km rated as poor to very poor – Percentage of bridges and large culverts rated as poor to very poor – Percentage of asset class value spent on O&M – Percentage of signage that pass reflectivity test. The remaining should be replaced
Operational Indicators	– Percentage of roads inspected within the last five years – Percentage of bridges and large culverts inspected within the last two years – Operating costs for paved lane per km – Operating costs for bridge and large culverts per square metre – Percentage of customer requests with a 24-hour response rate

Table 15 Key Performance Indicators – Buildings & Facilities

Level	KPI (Reported Annually)
Strategic	– Percentage of total reinvestment compared to asset replacement value – Completion of strategic plan objectives (related buildings and facilities)
Financial Indicators	– Annual revenues compared to annual expenditures – Annual replacement value depreciation compared to annual expenditures – Revenue required to meet growth related demand – Repair and maintenance costs per square metre – Energy, utility and water cost per square metre
Tactical	– Percentage of component value replaced – Overall facility condition index as a percentage of desired condition index – Annual adjustment in condition indexes – Annual percentage of new facilities (square metre) – Percent of facilities rated poor or critical – Percentage of facilities replacement value spent on operations and maintenance – Increase facility utilization rate by [x] percent by 2020. – $Utilization\ Rate = \frac{Occupied\ Space}{Facility\ Usable\ Area}$
Operational Indicators	– [x] sq.ft. of facilities per full-time employee (or equivalent), i.e., maintenance staff – Percentage of facilities inspected within the last five years – Number/type of service requests – Percentage of customer requests responded to within 24 hours

Table 16 Key Performance Indicators – Fleet

Level	KPI (Reported Annually)
Strategic	– Percentage of total reinvestment compared to asset replacement value – Completion of strategic plan objectives
Financial Indicators	– Annual revenues compared to annual expenditures – Annual replacement value depreciation compared to annual expenditures – Revenue required to maintain annual network growth – Total cost of borrowing vs. total cost of service
Tactical	– Percentage of all fleet replaced – Average age of fleet – Percent of fleet rated poor or critical – Percentage of fleet replacement value spent on operations and maintenance
Operational Indicators	– Average downtime per fleet category – Average utilization per fleet category and/or each vehicle – Ratio of preventative maintenance repairs vs. reactive repairs – Percent of fleet that received preventative maintenance – Number/type of service requests – Percentage of customer requests responded to within 24 hours

Table 17 Key Performance Indicators – Water, Sanitary and Storm Networks

Level	KPI (Reported Annually)
Strategic	– Percentage of total reinvestment compared to asset replacement value – Completion of strategic plan objectives (related water/sanitary/storm)
Financial Indicators	– Annual revenues compared to annual expenditures – Annual replacement value depreciation compared to annual expenditures – Total cost of borrowing compared to total cost of service – Revenue required to maintain annual network growth – Lost revenue from system outages
Tactical	– Percentage of water/ sanitary /storm network rehabilitated/reconstructed – Overall water/ sanitary /storm network condition index as a percentage of desired condition index – Annual adjustment in condition indexes – Annual percentage of growth in water/ sanitary /storm network – Percentage of mains where the condition is rated poor or critical for each network – Percentage of water/ sanitary /storm network replacement value spent on operations and maintenance
Operational Indicators	– – Percentage of water/ sanitary /storm network inspected – Operating costs for the collection of wastewater per kilometre of main. – Number of wastewater main backups per 100 kilometres of main – Operating costs for storm water management (collection, treatment, and disposal) per kilometre of drainage system. – Operating costs for the distribution/ transmission of drinking water per kilometre of water distribution pipe. – Number of days when a boil water advisory issued by the medical officer of health, applicable to a municipal water supply, was in effect. – Number of water main breaks per 100 kilometres of water distribution pipe in a year. – Number of customer requests received annually per water/ sanitary /storm networks – Percentage of customer requests responded to within 24 hours per water/ sanitary /storm network

Table 18 Key Performance Indicators – Machinery & Equipment

Level	KPI (Reported Annually)
Strategic	– Percentage of total reinvestment compared to asset replacement value – Completion of strategic plan objectives
Financial Indicators	– Annual revenues compared to annual expenditures – Annual replacement value depreciation compared to annual expenditures – Cost per capita for machinery & equipment – Revenue required to maintain annual network growth – Total cost of borrowing vs. total cost of service
Tactical	– Percentage of all machinery & equipment replaced – Average age of machinery & equipment assets – Percent of machinery & equipment rated poor or critical – Percentage of fleet replacement value spent on operations and maintenance
Operational Indicators	– Average downtime per machinery & equipment asset – Ratio of preventative maintenance repairs vs. reactive repairs – Percent of machinery & equipment that received preventative maintenance – Number/type of service requests

Table 19 Key Performance Indicators – Land Improvements

Level	KPI (Reported Annually)
Strategic	– Percentage of total reinvestment compared to asset replacement value – Completion of strategic plan objectives (related buildings and facilities)
Financial Indicators	– Annual revenues compared to annual expenditures – Annual replacement value depreciation compared to annual expenditures – Cost per capita for supplying parks, playgrounds, etc. – Repair and maintenance costs per square met
Tactical	– Overall park condition index as a percentage of desired condition index – Annual adjustment in condition indexes – Annual percentage of new parkland – Percent of park land and infrastructure rated poor or critical – Percentage of replacement value spent on operations and maintenance – Parkland per capita
Operational Indicators	– Percentage of park and infrastructure inspected within the last five years – Number/type of service requests – Percentage of customer requests responded to within 24 hours

3. Future Performance

In addition to the financial capacity, and legislative requirements, e.g., *Safe Drinking Water Act*, the Minimum Maintenance Standards for municipal highways, building codes and the *Accessibility for Ontarians with Disability Act*, many factors, internal and external, can influence the establishment of LOS and their associated KPIs, both target and actual, including the municipality's overarching mission as an organization, the current state of its infrastructure, and the municipality's financial capacity.

Strategic Objectives and Corporate Goals
The municipality's long-term direction is outlined in its corporate and strategic plans. This direction will dictate the types of services it aims to deliver to its residents and the quality of those services. These high level goals are vital in identifying strategic (long-term) infrastructure priorities and as a result, the investments needed to produce desired levels of service.

State of the Infrastructure
The current state of capital assets will determine the quality of service the municipality can deliver to its residents. As such, levels of service should reflect the existing capacity of assets to deliver those services, and may vary (increase) with planned maintenance, rehabilitation or replacement activities and timelines.

Community Expectations
The general public will often have qualitative and quantitative opinions and insights regarding the levels of service a particular asset should deliver, e.g., what a road in 'good' condition should look like or the travel time between destinations. The public should be consulted in establishing LOS; however, the discussions should be centered on clearly outlining the lifecycle costs associated with delivering any improvements in LOS.

Economic Trends
Macroeconomic trends will have a direct impact on the LOS for most infrastructure services. Fuel costs, fluctuations in interest rates, and the purchasing power of the Canadian dollar can impede or facilitate any planned growth in infrastructure services.

Demographic Changes
The type of residents that dominate a municipality can also serve as infrastructure demand drivers, and as a result, can change how a municipality allocates its resources (e.g., an aging population may require diversion of resources from parks and sports facilities to additional wellbeing centers). Population growth is also a significant demand driver for existing assets (lowering LOS), and may require the municipality to construct new infrastructure to parallel community expectations.

Environmental Change
Forecasting for infrastructure needs based on climate change remains an imprecise science. However, broader environmental and weather patterns have a direct impact on the reliability of critical infrastructure services.

4. Monitoring, Updating and Actions

The town should collect data on its current performance against the KPIs listed and establish targets that reflect the current fiscal capacity of the town, its corporate and strategic goals, and as feasible, changes in demographics that may place additional demand on its various asset classes. For some asset classes, e.g., minor equipment, furniture, etc., cursory levels of service and their respective KPIs will suffice. For major infrastructure classes, detailed technical and customer-oriented KPIs can be critical. Once this data is collected and targets are established, the progress of the town should be tracked annually.

VIII. Asset Management Strategies

The asset management strategy will develop an implementation process that can be applied to the needs identification and prioritization of renewal, rehabilitation, and maintenance activities. This will assist in the production of a 10-year plan, including growth projections, to ensure the best overall health and performance of the town's infrastructure. This section includes an overview of condition assessment; the life cycle interventions required; and prioritization techniques, including risk, to determine which priority projects should move forward into the budget first.

1. Non-Infrastructure Solutions & Requirements

The town should explore, as requested through the provincial requirements, which non-infrastructure solutions should be incorporated into the budgets for its infrastructure services. Non-Infrastructure solutions are such items as studies, policies, condition assessments, consultation exercises, etc., that could potentially extend the life of assets or lower total asset program costs in the future without a direct investment into the infrastructure.

Typical solutions for a town include linking the asset management plan to the strategic plan, growth and demand management studies, infrastructure master plans, better integrated infrastructure and land use planning, public consultation on levels of service, and condition assessment programs. As part of future asset management plans, a review of these requirements should take place, and a portion of the capital budget should be dedicated for these items in each programs budget.

It is recommended, under this category of solutions, that the town should develop and implement holistic condition assessment programs for all asset classes. This will advance the understanding of infrastructure needs, improve budget prioritization methodologies, and provide clearer path of what is required to achieve sustainable infrastructure programs.

2. Condition Assessment Programs

The foundation of good asset management practice is based on having comprehensive and reliable information on the current condition of the infrastructure. Municipalities need to have a clear understanding regarding performance and condition of their assets, as all management decisions regarding future expenditures and field activities should be based on this knowledge. An incomplete understanding about an asset may lead to its premature failure or premature replacement.

Some benefits of holistic condition assessment programs within the overall asset management process are listed below:

- Understanding of overall network condition leads to better management practices
- Allows for the establishment of rehabilitation programs
- Prevents future failures and provides liability protection
- Potential reduction in operation/maintenance costs
- Accurate current asset valuation
- Allows for the establishment of risk assessment programs
- Establishes proactive repair schedules and preventive maintenance programs
- Avoids unnecessary expenditures
- Extends asset service life therefore improving level of service
- Improves financial transparency and accountability
- Enables accurate asset reporting which, in turn, enables better decision making

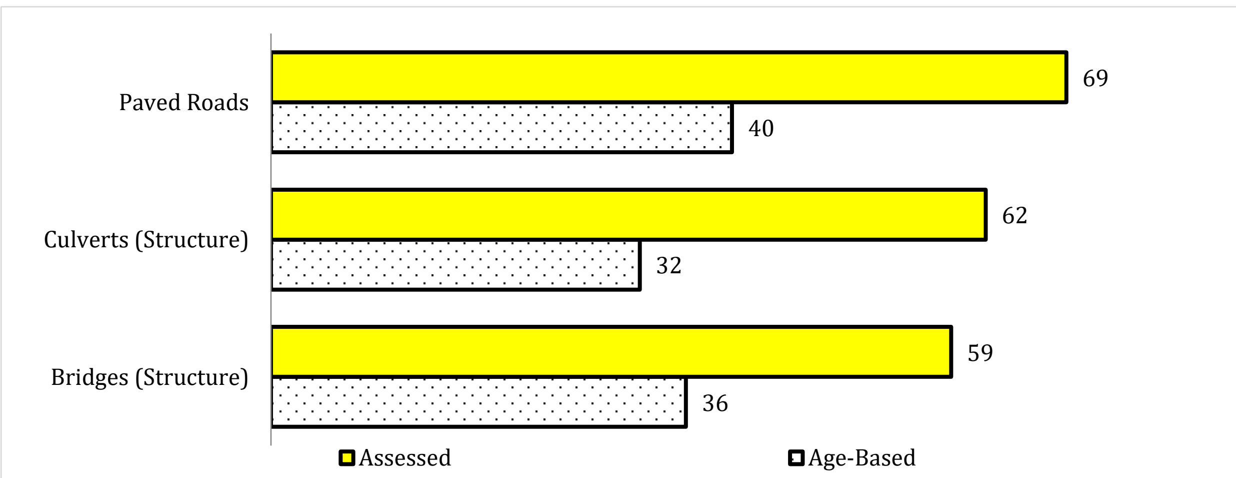
Condition assessment can involve different forms of analysis such as subjective opinion, mathematical models, or variations thereof, and can be completed through a very detailed or very cursory approach.

When establishing the condition assessment of an entire asset class, the cursory approach (metrics such as good, fair, poor, very poor) is used. This will be a less expensive approach when applied to thousands of assets, yet will still provide up to date information, and will allow for detailed assessment or follow up inspections on those assets captured as poor or critical condition later.

The Impact of Condition Assessments

In 2015, PSD published a study in partnership with the Association of Municipalities of Ontario (AMO). The report, *The State of Ontario's Roads and Bridges: An Analysis of 93 Municipalities*, enumerated the infrastructure deficits, annual investment gaps, and the physical state of roads, bridges and culverts with a 2013 replacement value of $28 billion.

A critical finding of the report was the dramatic difference in the condition profile of the assets when comparing age-based estimates and actual field inspection observations. For each asset group, field data based condition ratings were significantly higher than age-based condition ratings, with paved roads, culverts, and bridges showing an increase in score (0-100) of +29, +30, and +23 points respectively. In other words, age-based measurements maybe underestimating the condition of assets by as much as 30%.



2.1 Pavement Network

Typical industry pavement inspections are performed by consulting firms using specialized assessment fleet equipped with various electronic sensors and data capture equipment. The fleet will drive the entire road network and typically collect two different types of inspection data – surface distress data and roughness data.

Surface distress data involves the collection of multiple industry standard surface distresses, which are captured either electronically, using sensing detection equipment mounted on the van, or visually, by the van's inspection crew. Roughness data capture involves the measurement of the roughness of the road, measured by lasers that are mounted on the inspection van's bumper, calibrated to an international roughness index.

Another option for a cursory level of condition assessment is for municipal road crews to perform simple windshield surveys as part of their regular patrol. Many municipalities have created data collection inspection forms to assist this process and to standardize what presence of defects would constitute a good, fair, poor, or critical score. Lacking any other data for the complete road network, this can still be seen as a good method and will assist greatly with the overall management of the road network. The CityWide Works software has a road patrol component built in that could capture this type of inspection data during road patrols in the field, enabling later analysis of rehabilitation and replacement needs for budget development.

It is recommended that the town continue to its pavement condition assessment program and that a portion of capital funding is dedicated to this. We also recommend expansion of this program to incorporate additional components.

2.2 Bridges & Culverts

Ontario municipalities are mandated by the Ministry of Transportation to inspect all structures that have a span of 3 metres or more, according to the OSIM (Ontario Structure Inspection Manual).

Structure inspections must be performed by, or under the guidance of, a structural engineer, must be performed on a biennial basis (once every two years), and include such information as structure type, number of spans, span lengths, other key attribute data, detailed photo images, and structure element by element inspection, rating and recommendations for repair, rehabilitation, and replacement.

The best approach to develop a 10-year needs list for the town’s structure portfolio would be to have the structural engineer who performs the inspections to develop a maintenance requirements report, and rehabilitation and replacement requirements report as part of the overall assignment. In addition to refining the overall needs requirements, the structural engineer should identify those structures that will require more detailed investigations and non-destructive testing techniques. Examples of these investigations are:

- Detailed deck condition survey
- Non-destructive delamination survey of asphalt covered decks
- Substructure condition survey
- Detailed coating condition survey
- Underwater investigation

- Fatigue investigation
- Structure evaluation

Through the OSIM recommendations and additional detailed investigations, a 10-year needs list will be developed for the town's bridges.

2.3 Buildings & Facilities

The most popular and practical type of buildings and facility assessment involves qualified groups of trained industry professionals (engineers or architects) performing an analysis of the condition of a group of facilities, and their components, that may vary in terms of age, design, construction methods, and materials. This analysis can be done by walk-through inspection, mathematical modeling, or a combination of both. But the most accurate way of determining the condition requires a walk-through to collect baseline data. The following asset classifications are typically inspected:

- **Site Components** – property around the facility and includes the outdoor components such as utilities, signs, stairways, walkways, parking lots, fencing, courtyards and landscaping.
- **Structural Components** – physical components such as the foundations, walls, doors, windows, roofs.
- **Electrical Components** – all components that use or conduct electricity such as wiring, lighting, electric heaters, and fire alarm systems
- **Mechanical Components** – components that convey and utilize all non-electrical utilities within a facility such as gas pipes, furnaces, boilers, plumbing, ventilation, and fire extinguishing systems
- **Vertical Movement** – components used for moving people between floors of buildings such as elevators, escalators and stair lifts.

Once collected this type of information can be uploaded into the CityWide®, the town's asset management and asset registry software database in order for short- and long-term repair, rehabilitation and replacement reports to be generated to assist with programming the short- and long-term maintenance and capital budgets.

It is recommended that the town establish a facilities condition assessment program for its water and sewer assets, and establish supplementary condition assessment protocols for other buildings and facilities. It is also recommended that a portion of capital funding is dedicated to this.

2.4 Fleet

The typical approach to optimizing the maintenance expenditures of a corporate fleet of fleet is through routine vehicle inspections, routine vehicle servicing, and an established routine preventative maintenance program. Most, if not all, makes and models of fleet are supplied with maintenance manuals that define the appropriate schedules and routines for typical maintenance and servicing and also more detailed restoration or rehabilitation protocols.

The primary goal of good vehicle maintenance is to avoid or mitigate the consequence of failure of equipment or parts. An established preventative maintenance program serves to ensure this, as it will consist of scheduled inspections and follow up repairs of fleet and equipment in order to decrease breakdowns and excessive downtimes.

A good preventative maintenance program will include partial or complete overhauls of equipment at specific periods, including oil changes, lubrications, fluid changes and so on. In addition, workers can record equipment or part deterioration so they can schedule to replace or repair worn parts before they fail. The ideal preventative maintenance program would move further and further away from reactive repairs and instead towards the prevention of all equipment failure before it occurs.

It is recommended that a preventative maintenance routine is defined and established for all fleet and that a software application is utilized for the overall management of the program.

2.4 Water

Unlike sewer mains, it is very difficult to inspect water mains from the inside due to the high pressure flow of water constantly underway within the water system. Physical inspections require a disruption of service to residents, can be an expensive exercise, and are time consuming to set up. It is recommended practice that physical inspection of water mains typically only occurs for high risk, large transmission mains within the system, and only when there is a requirement. There are a number of high tech inspection techniques in the industry for large diameter pipes but these should be researched first for applicability as they are quite expensive. Examples include remote eddy field current (RFEC), ultrasonic and acoustic techniques, impact echo (IE), and Georadar.

For the majority of pipes within the distribution network gathering key information in regards to the main and its environment can supply the best method to determine a general condition. Key data that may be used, along with weighting factors, to determine an overall condition score include age, material type, breaks, hydrant flow inspections and soil condition.

It is recommended that the town establish a watermain assessment program, and that funds are budgeted for this initiative.

2.4 Sewer Network Inspection (Sanitary and Storm)

The most popular and practical type of sanitary and storm sewer assessment is the use of Closed Circuit Television Video (CCTV). The town currently performs video inspections for its sanitary and storm sewer mains. The process involves a small robotic crawler vehicle with a CCTV camera attached that is lowered down a maintenance hole into the sewer main to be inspected.

The vehicle and camera then travels the length of the pipe providing a live video feed to a truck on the road above where a technician/inspector records defects and information regarding the pipe. A wide range of construction or deterioration problems can be captured including open/displaced joints, presence of roots, infiltration & inflow, cracking, fracturing, exfiltration, collapse, deformation of pipe and more. Therefore, sewer CCTV inspection is a very good tool for locating and evaluating structural defects and general condition of underground pipes.

Even though CCTV is an excellent option for inspection of sewers it is a fairly costly process and does take significant time to inspect a large volume of pipes.

Another option in the industry today is the use of Zoom Camera equipment. This is very similar to traditional CCTV, however, a crawler vehicle is not used but in it’s a place a camera is lowered down a maintenance hole attached to a pole like piece of equipment. The camera is then rotated towards each connecting pipe and the operator above progressively zooms in to record all defects and information about each pipe. The downside to this technique is the further down the pipe the image is zoomed, the less clarity is available to accurately record defects and measurement. The upside is the process is far quicker and significantly less expensive and an assessment of the manhole can be provided as well. Also, it is important to note that 80% of pipe deficiencies generally occur within 20 metres of each manhole.

It is recommended that the town establish a sewer mains assessment program and that a portion of capital funding is dedicated to this.

2.5 Parks and open spaces

CSA standards provide guidance on the process and protocols in regards to the inspection of parks and their associated assets, e.g., play spaces and equipment. The park inspection will involve qualified groups of trained industry professionals (operational staff or landscape architects) performing an analysis of the condition of a group of Parks and their components. The most accurate way of determining the condition requires a walk-through to collect baseline data. The following key asset classifications are typically inspected:

- **Physical Site Components –** physical components on the site of the park such as: fences, utilities, stairways, walkways, parking lots, irrigation systems, monuments, fountains.
- **Recreation Components –** physical components such as: playgrounds, bleachers, back stops, splash pads, and benches.
- **Land Site Components** – land components on the site of the park such as: landscaping, sports fields, trails, natural areas, and associated drainage systems.
- **Minor Park Facilities –** small facilities within the park site such as: sun shelters, washrooms, concession stands, change rooms, storage sheds.

It is recommended that the town establish a parks condition assessment program and that a portion of capital funding is dedicated to this.

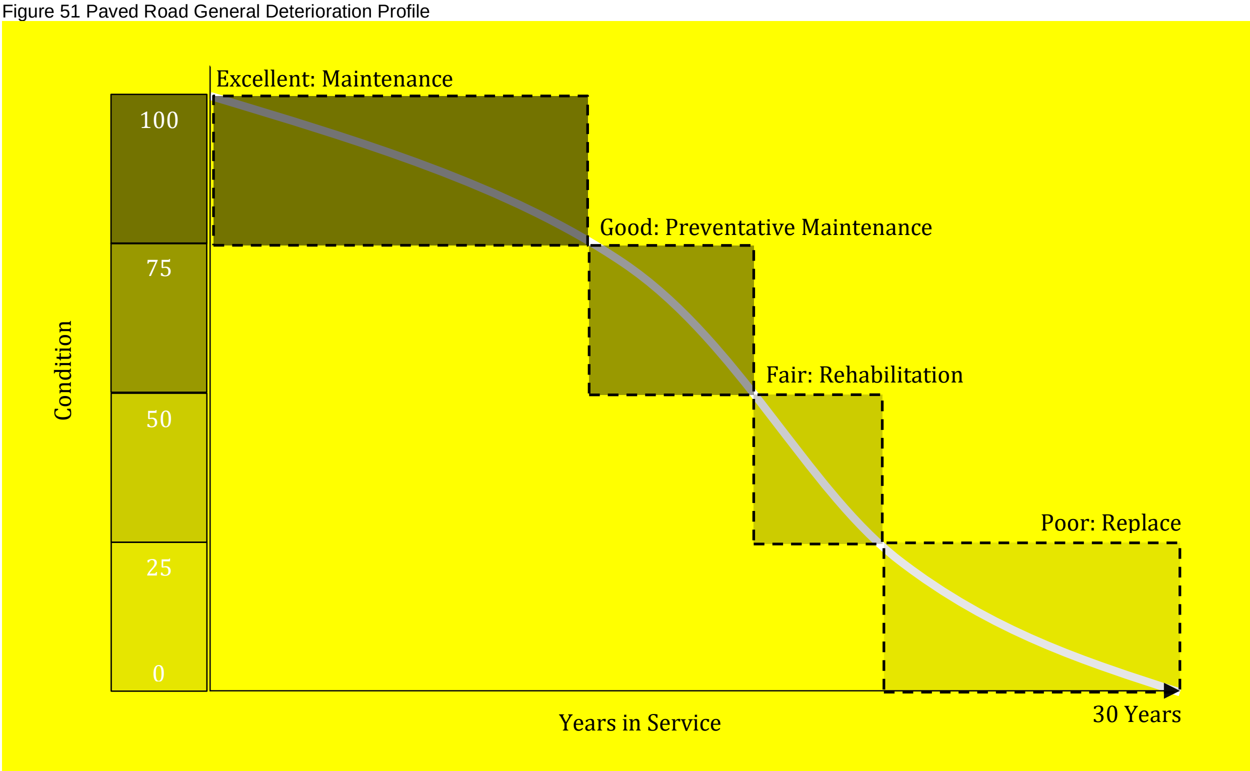
3. Life Cycle Analysis Framework

An industry review was conducted to determine which life cycle activities can be applied at the appropriate time in an asset's life, to provide the greatest additional life at the lowest cost. In the asset management industry, this is simply put as doing the right thing to the right asset at the right time. If these techniques are applied across entire asset networks or portfolios (e.g., the entire road network), the town could gain the best overall asset condition while expending the lowest total cost for those programs.

3.1 Paved Roads

The following analysis has been conducted at a fairly high level, using industry standard activities and costs for paved roads. With future updates of this Asset Management Strategy, the town may wish to run the same analysis with a detailed review of town activities used for roads and the associated local costs for those work activities. All of this information can be input into the CityWide software suite in order to perform updated financial analysis as more detailed information becomes available. The following diagram depicts a general deterioration profile of a road with a 30-year life.

Figure 51 Paved Road General Deterioration Profile



As shown above, during the road's life cycle there are various windows available for work activity that will maintain or extend the life of the asset. These windows are: maintenance; preventative maintenance; rehabilitation; and replacement or reconstruction.

The windows or thresholds for when certain work activities should be applied to also coincide approximately with the condition state of the asset as shown below:

Table 20 Asset Condition and Related Work Activity for Paved Roads

Condition	Condition Range	Work Activity
Excellent (Maintenance only phase)	100-76	– Maintenance only
Good (Preventative maintenance phase)	75 - 51	– Crack sealing – Emulsions
Fair (Rehabilitation phase)	50 -26	– Resurface - mill & pave – Resurface - asphalt overlay – Single & double surface treatment (for rural roads)
Poor (Reconstruction phase)	25 - 1	– Reconstruct - pulverize and pave – Reconstruct - full surface and base reconstruction
Critical (Reconstruction phase)	0	– Critical includes assets beyond their useful lives which make up the backlog. They require the same interventions as the 'poor' category above.

With future updates of this asset management strategy, the town may wish to review the above condition ranges and thresholds for when certain types of work activity occur, and adjust to better suit the town's work program. Also note: when adjusting these thresholds, it actually adjusts the level of service provided and ultimately changes the amount of money required. These threshold and condition ranges can be easily updated and a revised financial analysis can be calculated. These adjustments will be an important component of future Asset Management Plans, as the province requires each town to present various management options within the financing plan.

It is recommended that the town establish a life cycle activity framework for the various classes of paved road within their transportation network.

3.2 Bridges & Culverts

The best approach to develop a 10 year needs list for the town's bridge structure portfolio would be to have the structural engineer who performs the inspections to develop a maintenance requirements report, a rehabilitation and replacement requirements report and identify additional detailed inspections as required.

3.3 Facilities & Buildings

The best approach to develop a 10-year needs list for the town's facilities portfolio would be to have the engineers, operational staff or architects who perform the facility inspections to also develop a complete portfolio maintenance requirements report and rehabilitation and replacement requirements report, and also identify additional detailed inspections and follow up studies as required. This may be performed as a separate assignment once all individual facility audits/inspections are complete.

The above reports could be considered the beginning of a 10-year maintenance and capital plan, however, within the facilities industry there are other key factors that should be considered to determine over all priorities and future expenditures. Some examples would be functional/legislative requirements, energy conservation programs and upgrades, customer complaints and health and safety concerns, and also customer expectations balanced with willingness to pay initiatives.

It is recommended that the town establish a prioritization framework for the facilities asset class that incorporates the key components outlined above.

3.4 Machinery & Equipment, and Fleet

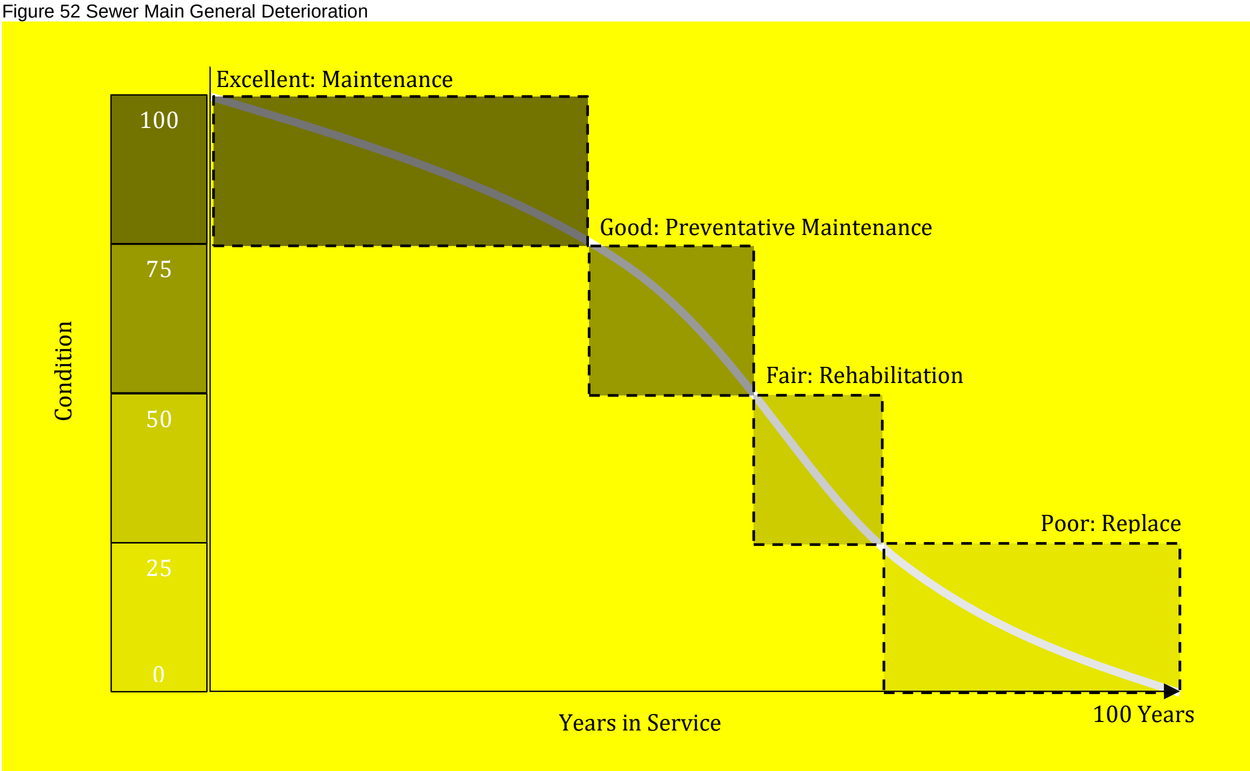
The best approach to develop a 10-year needs list for the town's fleet and vehicle portfolio would first be through a defined preventative maintenance program, and secondly, through an optimized life cycle vehicle replacement schedule. The preventative maintenance program would serve to determine budget requirements for operating and minor capital expenditures for part renewal and major refurbishments and rehabilitations. An optimized vehicle replacement program will ensure a vehicle is replaced at the correct point in time in order to minimize overall cost of ownership, minimize costly repairs and downtime, while maximizing potential re-sale value. There is significant benchmarking information available within the fleet industry in regards to vehicle life cycles which can be used to assist in this process. Once appropriate replacement schedules are established the short and long term budgets can be funded accordingly.

There are, of course, functional aspects of fleet management that should also be examined in further detail as part of the long-term management plan, such as fleet utilization and incorporating green fleet, etc. It is recommended that the town establish a prioritization framework for the fleet asset class that incorporates the key components outlined above.

3.5 Sanitary and Storm Sewers

The following analysis has been conducted at a fairly high level, using industry standard activities and costs for sanitary and storm sewer rehabilitation and replacement. With future updates of this asset management strategy, the town may wish to run the same analysis with a detailed review of activities used for sewer mains and the associated local costs for those work activities. This information can be input into the CityWide software suite in order to perform updated financial analysis as more detailed information becomes available. The following diagram depicts a general deterioration profile of a sewer main with a 100 year life.

Figure 52 Sewer Main General Deterioration



As shown above, during the sewer main's life cycle there are various windows available for work activity that will maintain or extend the life of the asset. These windows are: maintenance; major maintenance; rehabilitation; and replacement or reconstruction. The windows or thresholds for when certain work activities should be applied also coincide approximately with the condition state of the asset as shown below:

Table 21 Asset Condition and Related Work Activity for Sewer Mains

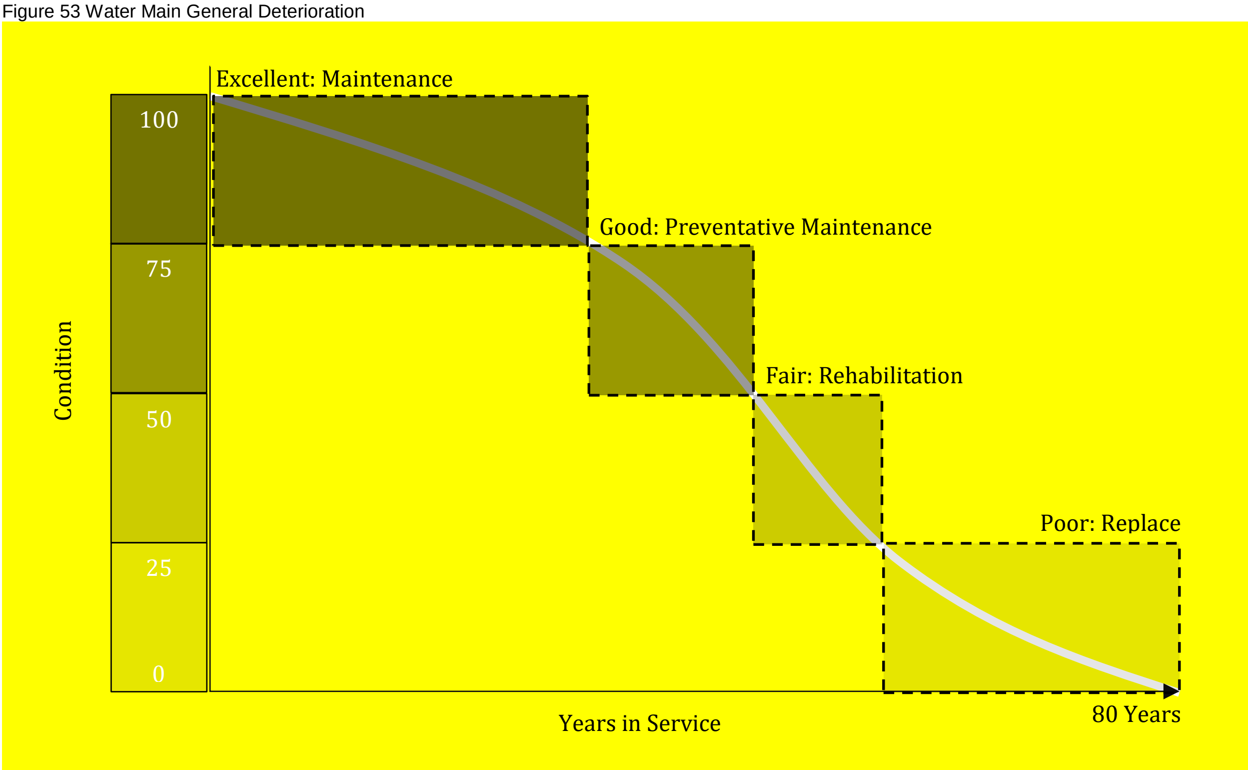
Condition	Condition Range	Work Activity
Excellent (Maintenance only phase)	100-76	– Maintenance only (cleaning & flushing etc.)
Good (Preventative maintenance phase)	75 - 51	– Mahhole repairs – Small pipe section repairs
Fair (Rehabilitation phase)	50 -26	– Structural relining
Poor (Reconstruction phase)	25 - 1	– Pipe replacement
Critical (Reconstruction phase)	0	– Critical includes assets beyond their useful lives which make up the backlog. They require the same interventions as the "poor" category above.

With future updates of this Asset Management Strategy the town may wish to review the above condition ranges and thresholds for when certain types of work activity occur, and adjust to better suit the town's work program. Also note: when adjusting these thresholds, it actually adjusts the level of service provided and ultimately changes the amount of money required. These adjustments will be an important component of future asset management plans, as the province requires each town to present various management options within the financing plan.

3.6 Water

As with roads and sewers above, the following analysis has been conducted at a fairly high level, using industry standard activities and costs for water main rehabilitation and replacement. The following diagram depicts a general deterioration profile of a water main with an 80 year life.

Figure 53 Water Main General Deterioration



As shown above, during the water main's life cycle there are various windows available for work activity that will maintain or extend the life of the asset. These windows are: maintenance; major maintenance; rehabilitation; and replacement or reconstruction. The windows or thresholds for when certain work activities should be applied also coincide approximately with the condition state of the asset as shown in Table 22.

Table 22 Asset Condition and Related Work Activity for Water Mains

Condition	Condition Range	Work Activity
Excellent (Maintenance only phase)	100-76	– Maintenance only (cleaning & flushing etc.)
Good (Preventative maintenance phase)	75 - 51	– Water main break repairs – Small pipe section repairs
Fair (Rehabilitation phase)	50 -26	– Structural water main relining
Poor (Reconstruction phase)	25 - 1	– Pipe replacement
Critical (Reconstruction phase)	0	– Critical includes assets beyond their useful lives which make up the backlog. They require the same interventions as the “poor” category above.

4. Growth and Demand

Growth is a critical infrastructure demand driver for most infrastructure services. As such, the town must not only account for the lifecycle cost for its existing asset portfolio, but those of any anticipated and forecasted capital projects associated specifically with growth. The population for Petrolia (5,528) has increased by 5.9% since its 2006 census. Changes in population levels, and the shifting demographics within a community, have critical impact on the types and levels of service the town is able to deliver. Increasing population levels may also place disproportionate burden on specific asset classes.

5. Project Prioritization and Risk Management

Generally, infrastructure needs exceed municipal capacity. As such, municipalities rely heavily on provincial and federal programs and grants to finance important capital projects. Fund scarcity means projects and investments must be carefully selected based on the state of infrastructure, economic development goals, and the needs of an evolving and growing community. These factors, along with social and environmental considerations will form the basis of a robust risk management framework.

5.1 Defining Risk Management

From an asset management perspective, risk is a function of the consequences of failure (e.g., the negative economic, financial, and social consequences of an asset in the event of a failure); and, the probability of failure (e.g., how likely is the asset to fail in the short- or long-term). The consequences of failure are typically reflective of:

– An asset's importance in an overall system:
  For example, the failure of an individual computer workstation for which there are readily available substitutes is much less consequential and detrimental than the failure of a network server or telephone exchange system.

– The criticality of the function performed:
  For example, a mechanical failure on a piece road construction equipment may delay the progress of a project, but a mechanical failure on a fire pumper truck may lead to immediate life safety concerns for fire fighters, and the public, as well as significant property damage.

– The exposure of the public and/or staff to injury or loss of life:
  For example, a single sidewalk asset may demand little consideration and carry minimum importance to the town's overall pedestrian network and performs a modest function. However, members of the public interact directly with the asset daily and are exposed to potential injury due to any trip hazards or other structural deficiencies that may exist.

The probability of failure is generally a function of an asset's physical condition, which is heavily influenced by the asset's age and the amount of investment that has been made in the maintenance and renewal of the asset throughout its life.

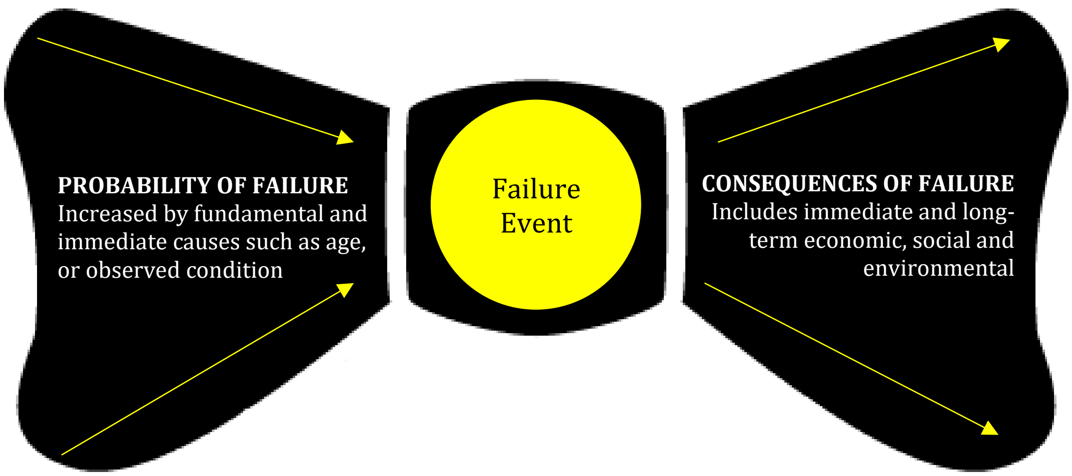
Risk mitigation is traditionally thought of in terms of safety and liability factors. In asset management, the definition of risk should heavily emphasize these factors but should be expanded to consider the risks to the town's ability to deliver targeted levels of service

– The impact that actions (or inaction) on one asset will have on other related assets
– The opportunities for economic efficiency (realized or lost) relative to the actions taken

5.2 Risk Matrices

Using the logic above, a risk matrix will illustrate each asset's overall risk, determined by multiplying the probability of failure (PoF) scores with the consequence of failure (CoF) score, as illustrated in the table below. This can be completed as a holistic exercise against any data set by determining which factors (or attributes) are available and will contribute to the PoF or CoF of an asset. The following diagram (known as a bowtie model in the risk industry) illustrates this concept. The probability of failure is increased as more and more factors collude to cause asset failure.

Figure 54 Bow Tie Risk Model



Probability of Failure

In this AMP, the probability of a failure event is predicted by the condition of the asset.

Table 23 Probability of Failure – All Assets

Asset Classes	Condition Rating	Probability of Failure
ALL	0-20 Very Poor	5 – Very High
	21-40 Poor	4 – High
	41-60 Fair	3 – Moderate
	61-80 Good	2 – Low
	81-100 Excellent	1 – Very Low

Consequence of Failure

The consequence of failure for the asset classes analyzed in this AMP will be determined either by the replacement costs of assets, or their material types, classifications (or other attributes). Asset classes for which replacement cost is used include: bridges & culverts, buildings, land improvements, fleet, and machinery & equipment. This approach is premised on the assumption that the higher the replacement cost, the larger (and likely more important) the asset, requiring higher risk scoring.

Assets for which other attributes are used include: water, wastewater, storm, roads, and rate facilities. Attributes are selected based on their impact on service delivery. For linear infrastructure, pipe diameter is used to estimate a suitable consequence of failure score. Scoring for roads and rate-based facilities is based on classification or asset type.

Table 24 Consequence of Failure – Roads

Road Classification	Consequence of failure
Local	Score of 2
Collector	Score of 4
Arterial	Score of 5

Table 25 Consequence of Failure – Bridges & Culverts

Replacement Value	Consequence of failure
Up to $200k	Score of 1
$201 to $400k	Score of 2
$401 to $800k	Score of 3
$801 to $1Million	Score of 4
$1 Million and over	Score of 5

Table 26 Consequence of Failure – Water Mains

Pipe Diameter	Consequence of Failure
Less than 100mm	Score of 1
101–150mm	Score of 2
151–200mm	Score of 3
201–250mm	Score of 4
251mm and over	Score of 5

Table 27 Consequence of Failure – Sewer Sewers

Pipe Diameter	Consequence of failure
Less than 100mm	Score of 1
101–200mm	Score of 2
201–300mm	Score of 3
301–400mm	Score of 4
400mm and over	Score of 5

Table 28 Consequence of Failure – Storm Sewers

Pipe Diameter	Consequence of Failure
Less than 200mm	Score of 1
201-400mm	Score of 2
401-600mm	Score of 3
601-800mm	Score of 4
801mm and over	Score of 5

Table 29 Consequence of Failure – Buildings & Facilities

Replacement Value	Consequence of failure
Up to $50k	Score of 1
$51k to $100k	Score of 2
$101k to $300k	Score of 3
$301k to $1 million	Score of 4
Over $1 million	Score of 5

Table 30 Consequence of Failure – Machinery & Equipment

Replacement Value	Consequence of failure
Up to $10k	Score of 1
$11k to $20k	Score of 2
$21k to $50k	Score of 3
$51k to $100k	Score of 4
Over $100k	Score of 5

Table 31 Consequence of Failure – Land Improvements

Replacement Value	Consequence of failure
Up to $25k	Score of 1
$26k to $50k	Score of 2
$51k to $100k	Score of 3
$101k to $250k	Score of 4
Over $250k	Score of 5

Table 32 Consequence of Failure – Fleet

Replacement Value	Consequence of failure
Up to $20k	Score of 1
$21k to $40k	Score of 2
$41k to $100k	Score of 3
$101k to $250k	Score of 4
Over $300k	Score of 5

The risk matrices that follow show the distribution of assets within each asset class according to the probability and likelihood of failure scores as discussed above.

Figure 55 Distribution of Assets Based on Risk – All Asset Classes

Consequence \ Probability	1	2	3	4	5
5	19 Assets $17,352,359	12 Assets $10,967,048	5 Assets $32,609,185	19 Assets $25,019,195	8 Assets $837,313
4	25 Assets $6,131,537	20 Assets $6,849,075	22 Assets $3,406,183	33 Assets $4,462,324	17 Assets $12,408,763
3	33 Assets $3,237,765	45 Assets $4,885,857	56 Assets $2,957,364	86 Assets $5,894,303	45 Assets $1,838,432
2	130 Assets $11,574,893	114 Assets $8,070,537	101 Assets $7,407,554	201 Assets $11,610,723	111 Assets $13,495,014
1	270 Assets $5,097,868	265 Assets $5,135,840	252 Assets $5,680,721	557 Assets $10,525,331	501 Assets $8,694,531

Figure 56 Distribution of Assets Based on Risk – Road Network

Consequence \ Probability	1	2	3	4	5
5	12 Assets $2,377,281	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0
4	17 Assets $4,279,739	8 Assets $1,229,934	13 Assets $1,550,283	5 Assets $1,311,169	2 Assets $972,465
3	1 Assets $496,753	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0
2	89 Assets $10,180,151	20 Assets $2,306,068	24 Assets $2,245,912	27 Assets $2,522,920	5 Assets $334,444
1	14 Assets $460,634	29 Assets $297,258	27 Assets $699,693	33 Assets $605,960	190 Assets $2,043,065

Figure 57 Distribution of Assets Based on Risk – Bridges & Culverts

Consequence	1	2	3	4	5
5	0 Assets $0	1 Assets $1,190,741	0 Assets $0	0 Assets $0	0 Assets $0
4	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0
3	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0
2	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0
1	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0	1 Assets $61,579

Probability

Figure 58 Distribution of Assets Based on Risk – Water System

Consequence	1	2	3	4	5
5	1 Assets $5,949,449.00	2 Assets $8,729,222.00	0 Assets $0.00	8 Assets $671,298.00	0 Assets $0.00
4	1 Assets $35,794.00	3 Assets $4,402,752.00	2 Assets $344,632.00	12 Assets $1,111,622.00	2 Assets $10,194,775.00
3	9 Assets $179,518.00	15 Assets $1,520,573.00	23 Assets $1,204,775.00	21 Assets $912,605.00	0 Assets $0.00
2	8 Assets $346,584.00	29 Assets $1,632,660.00	22 Assets $1,093,419.00	50 Assets $1,502,344.00	8 Assets $2,486,055.00
1	22 Assets $1,379,602.00	10 Assets $284,364.00	17 Assets $432,541.00	50 Assets $807,216.00	8 Assets $10,356,240.00

Probability

Figure 59 Distribution of Assets Based on Risk – Sewer Services

Consequence \ Probability	1	2	3	4	5
5	0 Assets $0	0 Assets $0	1 Assets $102,509	8 Assets $22,604,616	0 Assets $0
4	0 Assets $0	2 Assets $594,094	3 Assets $197,414	11 Assets $1,273,664	1 Assets $66,196
3	6 Assets $357,418	9 Assets $1,708,805	12 Assets $803,454	46 Assets $4,011,114	0 Assets $0
2	15 Assets $571,213	22 Assets $2,144,288	14 Assets $2,176,657	86 Assets $6,303,200	7 Assets $8,135,978
1	64 Assets $1,276,680	48 Assets $1,868,211	53 Assets $2,343,084	249 Assets $5,938,452	11 Assets $972,622

Figure 60 Distribution of Assets Based on Risk – Storm

Consequence \ Probability	1	2	3	4	5
5	1 Assets $85,250	8 Assets $728,800	1 Assets $81,834	1 Assets $142,700	7 Assets $377,496
4	2 Assets $131,110	4 Assets $283,294	1 Assets $59,938	3 Assets $456,658	4 Assets $178,659
3	9 Assets $1,576,532	20 Assets $1,616,701	18 Assets $887,608	17 Assets $884,396	19 Assets $649,335
2	9 Assets $234,770	39 Assets $1,860,167	40 Assets $1,879,953	30 Assets $1,122,161	70 Assets $2,150,191
1	135 Assets $2,246,057	170 Assets $2,654,834	139 Assets $2,050,259	208 Assets $3,032,424	247 Assets $1,732,317

Figure 61 Distribution of Assets Based on Risk – Buildings & Facilities

Consequence \ Probability	1	2	3	4	5
5	1 Assets $8,046,653	0 Assets $0	2 Assets $31,890,119	1 Assets $1,443,840	0 Assets $0
4	3 Assets $1,476,718	0 Assets $0	1 Assets $842,500	0 Assets $0	1 Assets $417,681
3	2 Assets $352,556	0 Assets $0	0 Assets $0	0 Assets $0	2 Assets $391,696
2	1 Assets $99,425	0 Assets $0	0 Assets $0	0 Assets $0	0 Assets $0
1	7 Assets $88,285	0 Assets $0	3 Assets $94,705	1 Assets $48,000	4 Assets $79,766

Figure 62 Distribution of Assets Based on Risk – Machinery & Equipment

Consequence \ Probability	1	2	3	4	5
5	2 Assets $268,231	0 Assets $0	1 Assets $534,723	1 Assets $156,741	0 Assets $0
4	1 Assets $78,176	2 Assets $107,876	0 Assets $0	1 Assets $80,000	6 Assets $399,723
3	4 Assets $138,360	1 Assets $39,778	3 Assets $61,527	1 Assets $20,101	21 Assets $641,471
2	6 Assets $85,746	1 Assets $13,457	1 Assets $11,613	6 Assets $100,661	17 Assets $256,604
1	20 Assets $72,348	8 Assets $31,173	12 Assets $49,670	14 Assets $67,943	36 Assets $187,401

Figure 63 Distribution of Assets Based on Risk – Land Improvements

Consequence \ Probability	1	2	3	4	5
5	1 Assets $326,049	1 Assets $318,285	0 Assets $0	0 Assets $0	0 Assets $0
4	0 Assets $0	0 Assets $0	0 Assets $0	1 Assets $229,211	0 Assets $0
3	2 Assets $136,628	0 Assets $0	0 Assets $0	0 Assets $0	1 Assets $50,381
2	1 Assets $28,735	0 Assets $0	0 Assets $0	2 Assets $59,437	0 Assets $0
1	3 Assets $51,595	0 Assets $0	1 Assets $10,769	0 Assets $0	2 Assets $18,272

Figure 64 Distribution of Assets Based on Risk – Fleet

Consequence \ Probability	1	2	3	4	5
5	1 Assets $299,446	0 Assets $0	0 Assets $0	0 Assets $0	1 Assets $459,817
4	1 Assets $130,000	1 Assets $231,125	2 Assets $411,416	0 Assets $0	1 Assets $179,264
3	0 Assets $0	0 Assets $0	0 Assets $0	1 Assets $66,087	2 Assets $105,549
2	1 Assets $28,269	3 Assets $113,897	0 Assets $0	0 Assets $0	4 Assets $131,742
1	6 Assets $22,667	0 Assets $0	0 Assets $0	2 Assets $25,336	4 Assets $43,269

IX. Financial Strategy

1. General Overview

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan allows an organization to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements. Over the past three years, the Town of Petrolia has developed and implemented rolling 10-year long term financial plans that incorporate operating and capital requirements and helps the Town prioritize, schedule and plan their financing strategy to replace our major assets. Updating Petrolia's AMP has provided municipal staff with suggestions to further enhance its long-term planning process and model.

Figure 65 Cost Elements

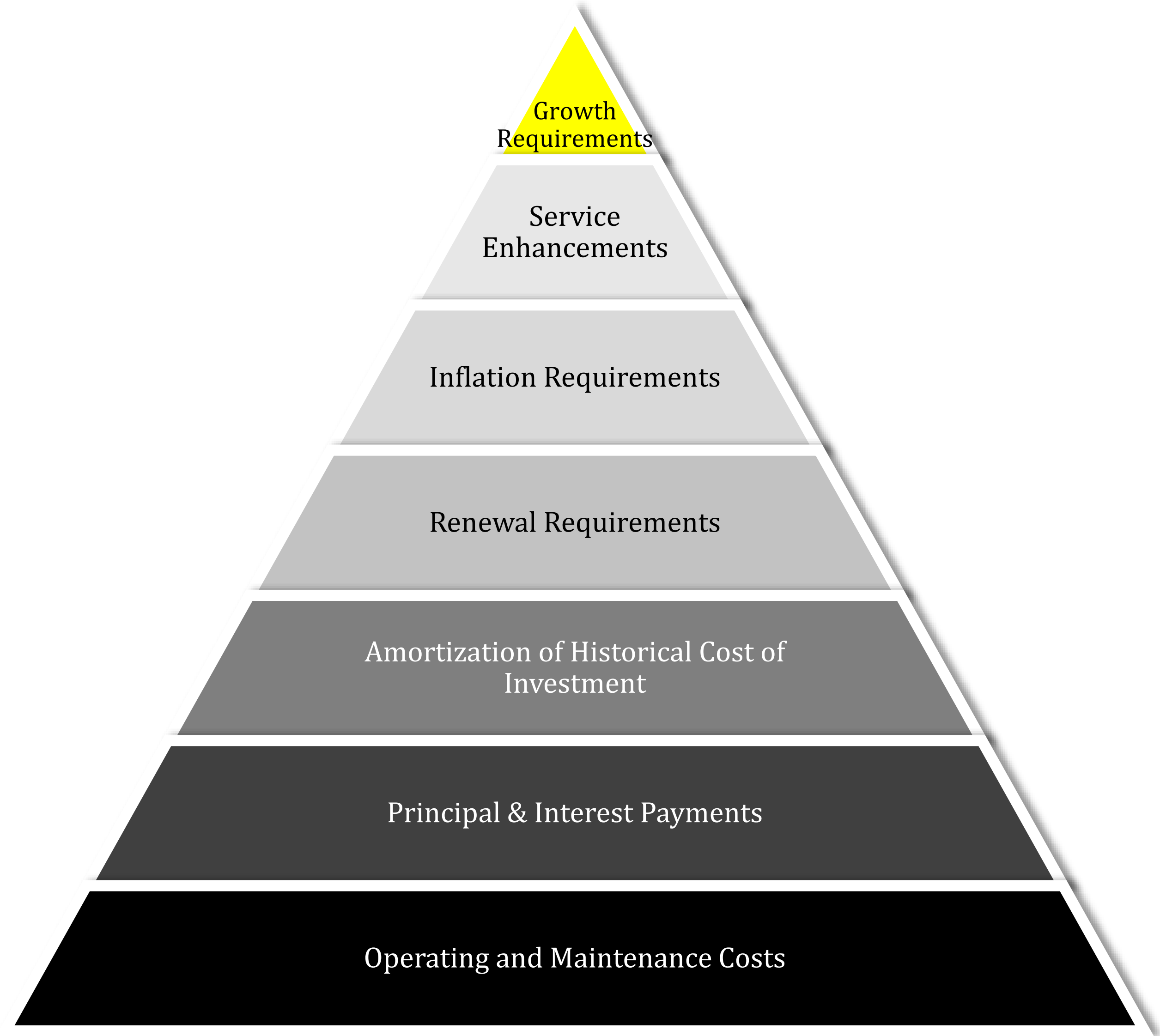


Figure 65 depicts the various cost elements and resulting funding levels that should be incorporated into AMPs that are based on best practices. Municipalities meeting their operational and maintenance needs, and debt obligations are funding only their cash cost. Funding at this level is severely deficient in terms of lifecycle costs.

Meeting the annual amortization expense based on the historical cost of investment will ensure municipalities adhere to accounting rules implemented in 2009; however, funding is still deficient for long-term needs. As municipalities graduate to the next level and meet renewal requirements, funding at this level ensures that need and cost of full replacement is deferred. If municipalities meet inflation requirements, they're positioning themselves to meet replacement needs at existing levels of service. In the final level, municipalities that are funding for service enhancement and growth requirements are fiscally sustainable and cover future investment needs.

This report develops a financial plan by presenting several scenarios for consideration and culminating with final recommendations. It includes recommendations that avoid long-term funding deficits. As outlined below, the scenarios presented model different combinations of the following components:

- the financial requirements (as documented in the SOTI section of this report) for existing assets, existing service levels, requirements of contemplated changes in service levels (none identified for this plan), and requirements of anticipated growth (none identified for this plan)
- use of traditional sources of municipal funds including tax levies, user fees, reserves, debt, and donations
- use of non-traditional sources of municipal funds, e.g., reallocated budgets
- use of senior government funds, such as the federal Gas Tax Fund, Ontario Community Infrastructure Fund (OCIF), and project specific government grants

If the financial plan component of an AMP results in a funding shortfall, the province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the province may evaluate a town's approach to the following:

- In order to reduce financial requirements, consideration has been given to revising service levels downward.
- All asset management and financial strategies have been considered. For example:
    - If a zero debt policy is in place, is it warranted? If not, the use of debt should be considered.
    - Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

2. Financial Profile: Tax-funded Assets

2.1 Funding Objective

We have developed scenarios that would enable the town to achieve full funding within five to 20 years for the following assets: roads; bridges & culverts; buildings & facilities; machinery & equipment; land improvement; and fleet. For each scenario developed we have included strategies, where applicable, regarding the use of tax revenues, user fees, reserves and debt.

2.2 Current Funding Position

Table 33 and Table 34 outline, by asset class, the town's average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Table 33 Infrastructure Requirements and Current Funding Available: Tax-funded Assets

Asset class	Average Annual Investment Required	Total Funding Available in 2016					Annual Deficit/Surplus
		Taxes	Gas Tax	OCIF	Other	Total Funding Available	
Road Network	**1,068,000**	**227,000**	**168,000**	**75,000**	**0**	470,000	598,000
Bridges & Culverts	**18,000**	**0**	**0**	**0**	**0**	0	18,000
Buildings & Facilities	**900,000**	**130,000**	0	0	0	130,000	770,000
Machinery & Equipment	**248,000**	**170,000**	**0**	**0**	**0**	170,000	78,000
Land Improvements	**39,000**	0	0	0	0	0	39,000
Fleet	**180,000**	**325,000**	**0**	**0**	**0**	325,000	-145,000
Total	2,453,000	852,000	168,000	75,000	0	1,095,000	1,358,000

2.3 Recommendations for Full Funding

The average annual investment requirement for tax-funded categories is $2,453,000. Annual revenue currently allocated to these assets for capital purposes is $1,095,000, leaving an annual deficit of $1,358,000. To put it another way, these infrastructure categories are currently funded at 45% of their long-term requirements. In 2016, the town has annual tax revenues of $4,514,000. As illustrated in Table 34, without consideration of any other sources of revenue, full funding would require the following tax change over time:

Table 34 Tax Change Required for Full Funding

Asset class	Tax Change Required for Full Funding
Road Network	13.2%
Bridges & Culverts	0.4%
Buildings & Facilities	17.1%
Machinery & Equipment	1.7%
Land Improvements	0.9%
Fleet	-3.2%
Total	30.1%

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

– Petrolia's formula based OCIF grant is scheduled to grow from $75,000 in 2016 to $291,000 in 2019.
– Petrolia's debt payments for these asset categories will be decreasing by $0 over the next five years and by $226,000 over the next 10 years. Further, debt payment decreases will be $302,000 and $302,000 over the next 15 and 20 years, respectively.

Our recommendations include capturing the above changes and allocating them to the infrastructure deficits. Table 35 outlines this concept and presents a number of options.

Table 35 Effect of Changes in OCIF Funding and Reallocating Decreases in Debt Costs

	Without Capturing Changes				With Capturing Changes			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	1,358,000	1,358,000	1,358,000	1,358,000	1,358,000	1,358,000	1,358,000	1,358,000
Change in OCIF Grant	N/A	N/A	N/A	N/A	-216,000	-216,000	-216,000	-216,000
Changes in Debt Costs	N/A	N/A	N/A	N/A	0	-226,000	-302,000	-302,000
Resulting Infrastructure Deficit	1,358,000	1,358,000	1,358,000	1,358,000	1,142,000	916,000	840,000	840,000
Resulting Tax Increase Required:								
Total Over Time	30.1%	30.1%	30.1%	30.1%	25.3%	20.3%	18.6%	18.6%
Annually	6.0%	3.0%	2.0%	1.5%	5.1%	2.0%	1.2%	0.9%

Considering all of the above information, we recommend the 15 year option that includes capturing the changes. This involves full funding being achieved over 15 years by:

- when realized, reallocating the debt cost reductions of $302,000 to the infrastructure deficit as outlined above.
- increasing tax revenues by 1.2% each year for the next 15 years solely for the purpose of phasing in full funding to the tax-funded asset classes covered in this AMP. This increase excludes the inflationary impact on operating budget.
- allocating the current gas tax and OCIF revenue as outlined in Table 33.
- allocating the scheduled OCIF grant increases to the infrastructure deficit as they occur.
- reallocating appropriate revenue from vehicles (in surplus position) to categories in a deficit position.
- increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

- As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula based funding, if applicable, since this funding is a multi-year commitment.
- We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent up investment demand of $2,716,000 for paved roads, $62,000 for bridges & culverts, $513,000 for machinery & equipment, $0 for facilities, $0 for land improvements and $0 for vehicles. Prioritizing future projects will require the current data to be replaced by condition based data. Although our recommendations include no further use of debt, the results of the condition based analysis may require otherwise.

3. Financial Profile: Rate-funded Assets

3.1 Funding Objective

We have developed scenarios that would enable the town to achieve full funding within five to 20 years for the following assets: water, and sanitary and storm sewer. For each scenario developed we have included strategies, where applicable, regarding the use of tax revenues, user fees, reserves and debt.

3.2 Current Funding Position

Table 36 and Table 37 outline, by asset class, the town's average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by rates.

Table 36 Summary of Infrastructure Requirements and Current Funding Available

Asset class	Average Annual Investment Required	Total Funding Available in 2016				Annual Deficit/Surplus
		Rates	To Operations	Other	Total Funding Available	
Water System	821,000	2,118,000	-1,224,000	0	894,0000	-73,000
Sanitary and Storm Services	1,586,000	2,165,000	-873,000	0	1,292,000	294,000
Total	2,407,000	4,283,000	2,097,000	0	2,186,000	221,000

3.3 Recommendations for Full Funding

The average annual investment requirement for storm and sewer services and water services is $2,407,000. Annual revenue currently allocated to these assets for capital purposes is $2,186,000 leaving an annual deficit of $221,000. To put it another way, these infrastructure categories are currently funded at 91% of their long-term requirements. In 2016, Petrolia has annual sanitary and storm sewer revenues of $2,165,000 and annual water revenues of $2,118,000. As illustrated in Table 37, without consideration of any other sources of revenue, full funding would require the following increases over time:

Table 37 Rate Change Required for Full Funding

Asset class	Rate Change Required for Full Funding
Sanitary and Storm Services	13.6%

In 2017 Petrolia will be completing extensive repairs to its watermain intake by installing a new screen. Capital costs to repair the current damaged screen are budgeted at approximately $600,000. The future annual requirement needs are not included in the above analysis until further data becomes available.

Due to this upcoming project, we recommend that water rates remain the same. In addition, the town should use the current surplus to meet the backlog demands in the next five years (approximately $27 million).

As illustrated in Table 42, Petrolia's debt payments for sewer services will be decreasing by $0 over the next five years and $42,000 over 10 years. Although not shown in the table, debt payment decreases will also be $42,000 over the next 15 years. For water services, the amounts are $0, $14,000, and $14,000, respectively. Our recommendations include capturing those decreases in cost and allocating them to the applicable infrastructure deficit.

Table 38 Without Change in Debt Costs

	Sewer Services			Water System		
	5 Years	10 Years	15 Years	5 Years	10 Years	15 Years
Infrastructure Deficit	294,000	294,000	294,000	-73,000	-73,000	-73,000
Change in Debt Costs	N/A	N/A	N/A	N/A	N/A	N/A
Resulting Infrastructure Deficit/Surplus	294,000	294,000	294,000	-73,000	-73,000	-73,000
Resulting Rate Increase Required:						
Total Over Time	13.6%	13.6%	13.6%	-	-	-
Annually	2.7%	1.4%	0.9%	-	-	-

Table 39 With Change in Debt Costs

	Sewer Services			Water System		
	5 Years	10 Years	15 Years	5 Years	10 Years	15 Years
Infrastructure Deficit	294,000	294,000	294,000	-73,000	-73,000	-73,000
Change in Debt Costs	0	-42,000	-42,000	0	-14,000	-14,000
Resulting Infrastructure Deficit/Surplus	294,000	252,000	252,000	-73,000	-87,000	-87,000
Resulting Rate Increase Required:	13.6%	11.6%	11.6%	-	-	-
Total Over Time	2.7%	1.2%	0.8%	-	-	-
Annually	13.6%	11.6%	11.6%	-	-	-

As outlined below, age based data shows a pent-up investment demand of $17 million for these asset categories. Prioritizing future projects will require the age based data to be replaced by condition based data. The results of the condition based analysis may identify different pent up investment requirements.

As a result, water should not be decreased or reallocated until a detailed work plan is developed for applicable projects based on their actual condition. A corresponding financial plan can then be developed taking into account that there is currently a $124,000 deficit in water reserves available.

Considering all of the above information, we recommend the 10 year option in Table 39 that includes the reallocations. This involves full funding being achieved over 10 years by:

1. Water rates:

- ensuring that the required condition assessment work as described above be completed in order to determine what water rate reductions, if any, can be achieved and over what period those reductions can be implemented.
- ensuring that any water rate reductions implemented in the future take into account applicable inflation indexes during the intervening period of time.
- Allocating, on an annual basis, any surplus funds to the appropriate reserves.
- ensuring that, once water rates are reduced to the level required for full funding, subsequent water rates are adjusted by the applicable inflation index on an annual basis.

2. Sanitary and Storm Services rates:

- reallocating, when realized, the debt cost reductions of $42,000 for sewer services to the applicable infrastructure deficit. Petrolia has been making short term interest payments on construction loans. In the fall of 2017 these short terms loans will be locked in to a 20 year long term debenture with estimated P&I payments of $350,000. If these costs are incurred the debt reduction of $42,000 will no longer be available.
- increasing rate revenues by 1.4% for sanitary and storm sewer services each year for the next 10 years solely for the purpose of phasing in full funding to this asset category.
- increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

- As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula based funding, if applicable, since this funding is a multi-year commitment.
- We realize that raising rate revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
- Any increase in rates required for operations would be in addition to the above recommendations.

Although this option achieves full funding on an annual basis in 10 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent up investment demand of $8,756,000 for sanitary and storm services and $8,600,000 for water services. Prioritizing future projects will require the current data to be replaced by condition based data.

Although our recommendations include no further use of debt, the results of the condition based analysis may require otherwise.

Note that the town recently completed a financial study for their rate funded assets. The outcomes of that study are not comparable to this AMP analysis due to the different methodologies and time horizons of analysis. In addition, the study identified additional short term capital needs that are not highlighted within the AMP.

4. Use of Debt

For reference purposes, Table 40 outlines the premium paid on a project if financed by debt. For example, a $1M project financed at 3.0%[3] over 15 years would result in a 26% premium or $260,000 of increased costs due to interest payments. For simplicity, the table does not take into account the time value of money or the effect of inflation on delayed projects.

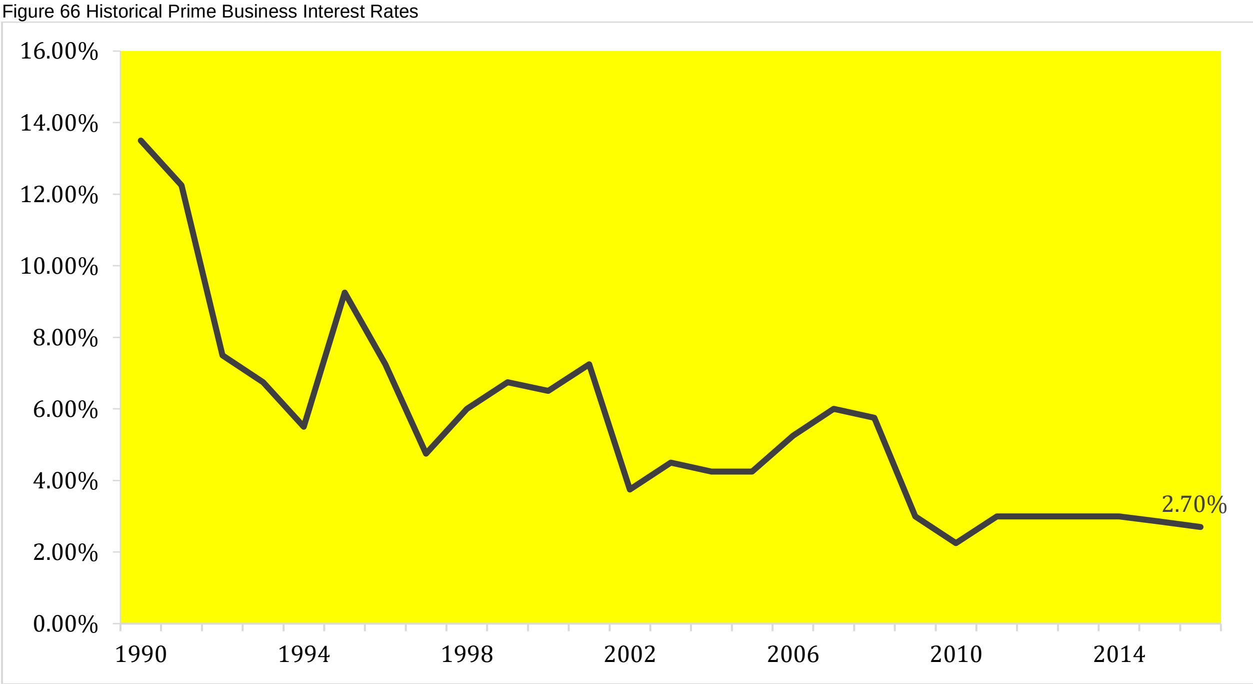
Table 40 Total Interest Paid as a Percentage of Project Costs

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

[3] Current municipal Infrastructure Ontario rates for 15 year money is 3.2%.

It should be noted that current interest rates are near all-time lows. Sustainable funding models that include debt need to incorporate the risk of rising interest rates. The following graph shows where historical lending rates have been:

Figure 66 Historical Prime Business Interest Rates



As illustrated in Table 40 , a change in 15 year rates from 3% to 6% would change the premium from 26% to 54%. Such a change would have a significant impact on a financial plan.

Table 41 and Table 42 outline how Petrolia has historically used debt for investing in the asset categories as listed. There is currently $2,990,000 of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of $358,000, well within its provincially prescribed maximum of $2,409,000.

Table 41 Overview of Use of Debt

Asset class	Debt at December 31st, 2015	Use of Debt in Last Five Years				
		2011	2012	2013	2014	2015
Road Network	1,473,000	0	0	0	0	381,000
Bridges & Culverts	0	0	0	0	0	0
Buildings & Facilities	829,000	0	900,000	0	0	135,000
Machinery & Equipment	0	0	0	0	0	0
Land Improvements	63,000	0	0	0	0	82,000
Fleet	0	0	0	0	0	0
Total Tax-funded	2,365,000	0	900,000	0	0	598,000
Sanitary and Storm Sewer Services	522,000	0	0	0	0	226,000
Water System	103,000	0	0	0	0	0
Total Rate-funded	625,000	0	0	0	0	226,000

Table 42 Overview of Debt Costs

Asset class	Principal & Interest Payments in Next Ten Years						
	2016	2017	2018	2019	2020	2021	2026
Road Network	202,000	202,000	202,000	202,000	202,000	202,000	0
Bridges & Culverts	0	0	0	0	0	0	0
Buildings & Facilities	**91,000**	**91,000**	**91,000**	**91,000**	**91,000**	**91,000**	**76,000**
Machinery & Equipment	0	0	0	0	0	0	0
Land Improvements	**9,000**	**9,000**	**9,000**	**9,000**	**9,000**	**9,000**	0
Fleet	0	0	0	0	0	0	0
Total Tax-funded	302,000	302,000	302,000	302,000	302,000	302,000	76,000
Sanitary and Storm Sewer Services	**42,000**	**42,000**	**42,000**	**42,000**	**42,000**	**42,000**	0
Water System	**14,000**	**14,000**	**14,000**	**14,000**	**14,000**	**14,000**	0
Total Rate-funded	56,000	56,000	56,000	56,000	56,000	56,000	0

The revenue options outlined in this plan allow Petrolia to fully fund its long-term infrastructure requirements without further use of debt. However, project prioritization based on replacing age-based data with observed data for several tax-funded and rate-funded classes may require otherwise.

5. Use of Reserves

5.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include: the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors; financing one-time or short-term investments; accumulating the funding for significant future infrastructure investments; managing the use of debt; and, normalizing infrastructure funding requirements. By infrastructure class, Table 43 outlines the details of the reserves currently available to Petrolia.

Table 43 Summary of Reserves Available

Asset class	Balance at December 31st, 2015
Road Network	58,000
Bridges & Culverts	58,000
Machinery & Equipment	58,000
Facilities	58,000
Land Improvements	58,000
Fleet	58,000
Total Tax-funded	348,000
Water System	-124,000
Sanitary and Storm Sewer Services	2,139,000
Total Rate-funded	2,195,000

There is considerable debate in the municipal sector as to the appropriate level of reserves that a town should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include: breadth of services provided, age and condition of infrastructure, use and level of debt, economic conditions and outlook, and internal reserve and debt policies.

The reserves in Table 43 are available for use by applicable asset classes during the phase-in period to full funding. This, coupled with Petrolia's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short to medium-term.

5.2 Recommendation

As Petrolia updates its AMP and expands it to include other asset categories, we recommend that the town incorporates the new asset structure required by AMO to be eligible for Gas Tax grants. Future planning should include determining what its long-term reserve balance requirements are and a plan to achieve such balances.

X. 2016 Infrastructure Report Card

The following infrastructure report card illustrates the town's performance on the two key factors: Asset Health and Financial Capacity. Appendix 1 provides the full grading scale and conversion chart, as well as detailed descriptions, for each grading level.

Table 44 2016 Infrastructure Report Card

Asset class	Asset Health Grade	Funding Percentage	Financial Capacity Grade	Average Asset Class Grade	Comments
Roads	C	44%	F	D	Based on 2016 replacement cost, and a combination of assessed and age-based data, more than 38% of assets, with a valuation of $90 million, are in poor to very poor condition; 41% are in good to very good condition. On average, the town is funding 45% of its annual requirements for tax-funded assets and 91% for its rate-funded assets.
Bridges & Culverts	C	0%	F	F	
Water System	C	109%	A	C	
Sanitary and Storm Sewer	D	81%	B	C	
Buildings & Facilities	C	14%	F	F	
Machinery & Equipment	D	69%	C	D	
Land Improvements	C	0%	F	F	
Fleet	D	181%	A	C	
		Average Asset Health Grade	D		
		Average Financial Capacity Grade	D		
		Overall Grade for the Town	D		

XI. Appendix: Grading and Conversion Scales

Table 45 Asset Health Scale

Letter Grade	Rating	Description
A	Excellent	Asset is new or recently rehabilitated
B	Good	Asset is no longer new, but is fulfilling its function. Preventative maintenance is beneficial at this stage.
C	Fair	Deterioration is evident but asset continues to full its function. Preventative maintenance is beneficial at this stage.
D	Poor	Significant deterioration is evident and service is at risk.
F	Very Poor	Asset is beyond expected life and has deteriorated to the point that it may no longer be fit to fulfill its function.

Table 46 Financial Capacity Scale

Letter Grade	Rating	Funding percent	Timing Requirements	Description
A	Excellent	90-100 percent	☑ Short Term ☑Medium Term ☑Long Term	The town is fully prepared for its short-, medium- and long-term replacement needs based on existing infrastructure portfolio.
B	Good	70-89 percent	☑Short Term ☑Medium Term ☒Long Term	The town is well prepared to fund its short-term and medium-term replacement needs but requires additional funding strategies in the long-term to begin to increase its reserves.
C	Fair	60-69 percent	☑Short Term ☒Medium Term ☒Long Term	The town is underpreparing to fund its medium- to long-term infrastructure needs. The replacement of assets in the medium-term will likely be deferred to future years.
D	Poor	40-59 percent	☒/☑ Short Term ☒Medium Term ☒Long Term	The town is not well prepared to fund its replacement needs in the short-, medium- or long-term. Asset replacements will be deferred and levels of service may be reduced.
F	Very Poor	0-39 percent	☒Short Term ☒Medium Term ☒Long Term	The town is significantly underfunding its short-term, medium-term, and long-term infrastructure requirements based on existing funds allocation. Asset replacements will be deferred indefinitely. The town may have to divest some of its assets (e.g., bridge closures, arena closures) and levels of service will be reduced significantly.