

SCHEDULE E

Form of Completion Report for Studies

Please do not hesitate to contact your project officer to receive an electronic copy of the template of the Completion Report for Studies.

Upon completion of the Feasibility Study, a copy of the Final Study must be submitted along with this Completion Report for Studies.

FCM will post your report on the Green Municipal Fund™ (GMF) website.¹ This is because one of FCM's mandates is to help municipal governments share their knowledge and expertise regarding municipal environmental projects, plans and studies. Before you submit a report to FCM, make sure you hold the copyright for the report (you own all the rights to the content and can decide who is allowed to reproduce and distribute the report) and that it does not contain any confidential information.

If the report contains confidential information, you need to submit two versions: one containing confidential information, to be read by FCM staff, and one that does not contain confidential information, which can be posted on the GMF website. Please contact FCM if you have any questions about copyright and confidentiality.

How to complete the Completion Report for Studies

The purpose of the Completion Report for Studies is simple: to share the story of your community's experience in undertaking a Feasibility Study with others seeking to address similar issues in their own communities.

Please write the report in plain language that can be understood by people who are not specialists on the subject. A Completion Report for Studies is typically in the range of 5–10 pages, but may be longer or shorter, depending on the complexity of the Feasibility Study.

GMF grant recipients must enclose **final** copies of the Completion Report for Studies and the Final Study, both in electronic format, with their final Request for Contribution. The reports, including all attachments and appendices, must be submitted in PDF format with searchable text functionality. Reports that are not clearly identifiable as final reports, such as those displaying headers, footers, titles or watermarks containing terms like "draft" or "for internal use only," will not be accepted by GMF. Additionally, reports must be dated. If you have questions about completing this report, please consult GMF staff.

¹ <http://www.fcm.ca/home/programs/green-municipal-fund.htm>

Completion Report for Studies

GMF number	GMF 15239
Name of lead applicant (municipality or other partner)	Amherstburg
Name, title, full address, phone, fax and e-mail address of lead technical contact for this study	Giovanni Miceli –CAO Daniel Krutsch- Landmark Engineering Golders Associates Ltd.- EA
Date of the report	08/28/2020

1. Introduction

- a) Who was involved in doing the Feasibility Study, and what are their affiliations? Please include name, title and contact information. Those involved could include municipal staff, engineers and other consultants, a representative from a non-governmental organization, and others.

The Team comprised of Giovanni Miceli CAO of the Town of Amherstburg, Mark Galvin Director of Planning Legislative Services, Landmark Engineering and Golders Associates.

2. The Feasibility Study

- a) Describe the process that you undertook to make this feasibility study a reality, from concept, to council approval, to RFP, to final deliverable.

Please See Attached Council Report

- b) What were the objectives of the Feasibility Study (what was it seeking to determine)?

Please See Attached Council Report

- c) What approach (or methodology) was used in the Feasibility Study to meet these objectives?

Please See Attached Council Report

- d) Please describe any public consultations conducted as part of the Feasibility Study and their impact on the Study.

Please See Attached Council Report

3. Feasibility Study Findings and Recommendations

- a) What were the environmental findings related to the options explored in the Feasibility Study? Please provide quantitative results and summary tables of these results (or the page numbers from the Feasibility Study report).

Please review page number 13 of 87 on the Phase II ESA provided.

- b) What were the financial findings related to the options explored in the Feasibility Study (for example, results of a cost-benefit analysis, financial savings identified, and so on)? Please provide quantitative results and summary tables of these results (or the page numbers from the Feasibility Study report).
- c) Based on the environmental and financial findings above, what does the Feasibility Study recommend?

Based on feedback from the public, stakeholders and approval agencies, as well as a thorough review of the environmental inventory, the Preferred Solution for the project was developed and refined.

The Preferred Solution incorporates of the following project elements:

- A significant open plaza area;
- Performance area / amphitheatre;
- Shoreline improvements;
- Angled on-road parking along Dalhousie Street;
- Transient marina and supporting amenities, and;
- Marina breakwater / fishing pier.

4. Lead Applicant's Next Steps

- a) Taking the Feasibility Study's recommendations into account, what next steps do you as the municipality plan to take? What potential benefits or internal municipal improvements would result from these next steps?

Now that the Study and EA are completed the next steps are land remediation's and preliminary construction work in 2021.

5. Lessons Learned

In answering the questions in this section, please consider all aspects of undertaking the Study — from the initial planning through each essential task until the Final Study was prepared.

- a) What would you recommend to other municipalities interested in doing a similar Feasibility Study? What would you do differently if you were to do this again?

The Project Team felt that we did a good job with our public consultation and went above the minimum consultation requirements for a Schedule B project to host 2 Public Drop-In Centres. The Project team did not anticipate that we would have received a Part II Order regarding an issue that was not expressed as a concern during the public consultations. The Project Team tried to work with the individual in order to address their concerns but the individual proceeded with the Part II Order. Potentially, some budget should be set aside in order to deal with a potential Part II Order that may arise from any EA process in the future. This Part II order has since been removed but it was a tie up in the project.

This was the first project in which we had interest from several First Nations to participate in the Archaeological Assessment. Additional budget was required to set up contracts with each First Nation, as well as a fee for their time to travel and attend the site. Future projects should include an allowance for coordination of the First Nations involvement.

- b) What barriers or challenges (if any) did you encounter in doing this Feasibility Study? How did you overcome them?

The Project was subject to a Part II Order. The Project Team tried to work with the individual who submitted the Part II Order to come to a resolution and incorporated language into the project file as requested. Many attempts were made to discuss the issues and come to a resolution. At this time the Part II Order is still pending response from MECP.

6. Knowledge Sharing

- a) Is there a website where more information about the Feasibility Study can be found? If so, please provide the relevant URL.

All of the project information is available to review on the Town's website:
<https://www.amherstburg.ca/en/town-hall/RiverfrontProject.aspx>

This includes display materials, site maps, project overviews and the Notice of Completion.

- b) In addition to the Feasibility Study results, has your Feasibility Study led to other activities that could be of interest to another municipality (for example, a new policy for sustainable community development, a series of model by-laws, the design of a new operating practice, a manual on public consultation or a measurement tool to assess progress in moving toward greater sustainability)? If so, please list these outcomes, and include copies of the relevant documents (or website links).

Public consultation is a very important part of the process. A successful project meets the objectives set out by Project Team while incorporating feedback from the stakeholders.

“©2020, **The Corporation of the Town of Amherstburg**. All Rights Reserved.

The preparation of this feasibility study was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”