

## 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](#).<sup>1</sup> 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.

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

## Completion Report for Studies

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| <b>GMF number</b>  | 16616  |
| <b>Name of lead applicant (municipality or other partner)</b>  | Town of Grand Falls-Windsor  |
| <b>Name, title, full address, phone, fax and e-mail address of lead technical contact for this study</b> | Michael Pringle, P.Eng.<br>Sr. Business Consultant<br>Honeywell Energy Services Group<br>85 Enterprise Boulevard, Suite 100<br>Markham, ON, L6G 0B5<br>Phone: 416-579-5497 |
| <b>Date of the report</b>  | May 22, 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.

Michael Pringle, P.Eng.  
Sr. Business Consultant  
Honeywell Energy Services Group  
85 Enterprise Boulevard, Suite 100  
Markham, ON, L6G 0B5  
Phone: 416-579-5497

Brian Durkin, P.Eng.  
Solution Development Engineer  
Honeywell Energy Services Group  
85 Enterprise Boulevard, Suite 100  
Markham, ON, L6G 0B5  
Phone: 416-579-5497

### 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.

The Town has always been interested in reducing its greenhouse gas emissions. The process the Town undertook an RFP to select and Energy Performance Contract partner. This was approved by the Town Council, and Honeywell was selected. The Town then consulted with FCM and applied for the feasibility study funding.

- b) What were the objectives of the Feasibility Study (what was it seeking to determine)?
- a. Identify most urgent capital renewal projects in all facilities operated by the Town
  - b. Recommend capital renewal measures and quantify energy savings, cost savings and environmental benefits

- c. Recommend and quantify available grants and incentives to assist the Town in implementing identified measures
- c) What approach (or methodology) was used in the Feasibility Study to meet these objectives?

As part of the solution development process, our team reviewed facility schematics, specifications and blueprints with focus on areas where we could leverage available grants and incentives. We also reviewed Energy and Operational Savings Reports, collected additional utility bills, and met with GFW staff to understand occupancy patterns and any operational issues. During the physical audit, select electrical, mechanical, plumbing and building envelope systems were examined. The team also engaged Core Engineering, a third-party consultant to assist with mechanical measures. Core has previous project experience in GFW buildings. During scope development, the engineering and technical teams analyzed audit and facility condition data to identify facility improvement opportunities. The also reviewed the Town's deferred maintenance, capital renewal and facility condition assessment reports to help identify facility renewal priorities. The output of this comprehensive analysis was a preliminary scope which was refined during progressive team reviews to arrive at the final project scope approved by GFW executive management.

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

The communication strategy is aimed at building awareness of the EPC project among Town stakeholders.

The following communication strategy will help guide the program activities:

- Build awareness of energy management and sustainability goals among GFW staff, residents, surrounding community and peer towns/cities
- Promote the benefits of energy efficient technology
- Demonstrate the economic and environmental benefits of the program
- Encourage behaviour change to maximize long term sustainable energy savings
- Establish a culture of conservation as the social norm at GFW
- Gain a commitment from senior stakeholders to support a sustainable town and act in an environmentally responsible manner

### 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).

The project is expected to result in a eCO<sub>2</sub> reduction of 70 tonnes/yr across all recommended measures. For details, please see page 8 of "*Town of Grand Falls-Windsor Energy and Facility Renewal Report*".

- 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).

Please see page 8, Table 2.1-Project Financial Summary of "*Town of Grand Falls-Windsor Energy and Facility Renewal Report*".

- c) Based on the environmental and financial findings above, what does the Feasibility Study recommend?

The study recommends that the Town moves forward with the identified measures and apply for applicable grants and incentives.

#### **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?

The Town completed the measures recommended by Honeywell as detailed in the feasibility study, including the following

- Engineering and project management
- Project development
- Communication and awareness
- Construction Measurement and Verification (M&V)
- Annual M&V

#### **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 Town would have been willing to go with longer paybacks to include more measures if there is more certainty.

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

Challenge of uncertainty over future of the existing recreation facilities. The Town mitigated the uncertainty by pursuing measures with lower payback only.

#### **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.

Feasibility Study report has been provided to the FCM. There is no public link to the Feasibility Study.

- 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).

The Town's sustainability plan is updated with future measures from Honeywell's Feasibility Study.

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