

SCHEDULE F – PROJECT COMPLETION REPORT TEMPLATE

VERY IMPORTANT:

Timing: You need to email a report, to your GMF project officer (contact info is in Schedule C), on the dates indicated in Schedule C or whenever FCM asks for such a report.

Copyright: Before you submit a report to FCM, make sure you hold the copyright for the report. If you're hiring a consultant to prepare the report, please make sure to get the copyright (see FCM's copyright tips document), or else FCM will not be able to disburse the Grant Amount.

Accessibility for people with disabilities: Please do not change the format, font, layout, etc. of this report. This template has been specially designed, following FCM's Accessibility Guidelines, in order to be accessible to people with disabilities.

Confidentiality: If your report contains any Confidential Information that you would prefer not be made available to the public (e.g. through a case study or other materials produced by FCM that relate to your Project), please submit two versions of the report:

- 1. Complete report including Confidential Information:** Please clearly label this report with the word "**Confidential**" or similar wording and FCM will treat it as confidential.
- 2. Abridged report excluding Confidential Information:** This report may be posted on the FCM website and otherwise made available to interested third parties, to help FCM meet its knowledge sharing objectives.

Please contact your project officer to receive an electronic copy of the Completion Report Template.

Upon completion of the project, a copy of the Final Deliverable must be submitted along with this Completion Report.

FCM will post your report on the [Green Municipal Fund™ \(GMF\) website](#). 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.

How to complete the Completion Report

The purpose of the Completion Report is to share the story of your community's experience in undertaking your project 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 is typically in the range of 5–10 pages, but may be longer or shorter, depending on the complexity of the project.

GMF grant recipients must enclose **final** copies of the Completion Report and the Final Deliverable 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.

GMF number	16702
Name of lead applicant (municipality or other partner)	City of Portage la Prairie
Name, title, full address, phone, fax and e-mail address of lead technical contact for this study	Jocelyn Lequier-Jobin, Director of Operations 97 Saskatchewan Ave. E., Portage la Prairie, MB R1N 0L8, 204 239-8387 jlequier-jobin@city-plap.com
Date of the report	March 31 st , 2022

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.

City Project Manager – Jocelyn Lequier-Jobin, Director of Operations BSc. Eng, MFM, GSC

Portage la Prairie Community Revitalization Corporation Staff provided feedback and information:

Mitch Tilk, Local Immigration Partnership Program Coordinator
204 240-2871 plip@portagecrc.com

Victoria Espey, Executive Director
204 240-6471 v.espey@portagecrc.com

WSP Project Manager - Diana Emerson, P. Eng., MCIP, RPP, RSP1
Senior Project Manager – Transportation Planning, Manitoba
Transportation & Infrastructure
T+ 1 204-259-5423, Diana.Emerson@wsp.com

WSP Public Consultation Lead - Meagan Boles, Manager
Planning + Landscape Architecture + Urban Design Studio
B.Env.D. M.C.P. MCIP RPP LEED AP
T+ 1 204-259-1628 Meagan.boles@wsp.com

WSP Public Consultation - Bradley Muller, Planner,
Planning + Landscape Architecture + Urban Design Studio
B.A. M.C.P.
T+ 1 204 259 1490 Bradley.muller@wsp.com

WSP Transit Lead - Erin Toop, Senior Transportation Engineer
M.A.Sc., P.Eng.
T+ 1 587-233-7394 Erin.toop@wsp.com

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 need for this study was brought forward to the City of Portage la Prairie Council from PCRC. Enabling multimodal transportation was also identified as a goal in the City's 15 year sustainability plan. Many of the people PCRC work with find transportation difficult in the City of Portage la Prairie as taxis can feel unsafe and can be unreliable as well as expensive. Council directed administration to allocate funds to do a feasibility study provided we were successful in obtaining grant funding.

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

The study was intended to identify possible methods of providing affordable public transit in the community, explore the costs and benefits of possible options, and develop a business case for justifying the preferred transit service and technological solution. Potential regional service or deployment strategies could be explored as part of the study.

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

The report identified three possible options including; traditional fixed route, hybrid, on-demand, and ride sharing partnership. In addition, electric bus technology was also considered. Three main processes were used to assess the options. These included:

- i. **A Jurisdictional Scan** to review other Canadian communities that have implemented new transit options. The purpose of the Jurisdictional Scan was to validate the transit options under consideration, understand lessons learned from these communities, opportunities and challenges around implementing new transit solutions, and discern any available information about costs of the transit systems.
- ii. **Existing Conditions** were determined by analysing demographic data from Statistics Canada, gathering data on the existing transportation options available including active transportation, shuttles and taxis licensed in the City of Portage la Prairie, and trip data from gathered from 21 zones using StreeLight Data technology.
- iii. **Public and Stakeholder Engagement** was intended to incorporate community input into the development of transit options and review of the options. Phase one of engagement was intended to gather a full understanding of the segments of Portage la Prairie's population that are most likely to use transit or who currently face barriers to meeting their transportation needs. The second phase of engagement for this project consisted of reporting back to stakeholders and the public about the transit options that the study team had developed based off the findings in Phase 1 engagement and the technical data they had collected.
- iv. **A Travel Needs Assessment** was completed to develop a technical foundation for the study. The purpose of this was to provide an estimate of transit demand and ridership levels and indicate approximate size of the transit system. This information informs the estimate of number and size of transit vehicles recommended for launch of transit service in Portage la Prairie.

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

- i. Phase 1 Initial Stakeholder and Public Engagement included the following:
 1. A stakeholder workshop was held by invitation for community groups and partners. This was held online on June 23, 2021.

2. An online survey was placed on the City of Portage website from June 23rd to July 11th, 2021
3. One on one stakeholder calls were made to potential partners.

This phase provided information on what destinations are highest priority, preferred fare costs, purpose for using transit, what barriers are in the current system, current transportation use, what times of day to target transit, features that would entice respondents to use transit. It also provided information on which partners would be interested in collaborating in a new transit system.

- ii. Phase 2 Final Stakeholder and Public Engagement included a webinar that presented three options; fixed route, hybrid fixed and on-demand, and fully on-demand. Overall, the hybrid fixed and on demand option was preferred

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 scope of this study was not deep enough to develop detailed estimates of carbon reductions. However, the table on page 48 of the study shows the comparisons of the options with regard to sustainability and environmental benefits.

- 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).

Cost analysis is shown on pages 53 – 56 of the study

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

The study recommended recommend that the City launch its transit system with fully on-demand transit service (Option 1) in order to provide transit coverage to as many people and destinations as possible on day one. This approach allows the City to collect a robust set of data through operating the service to better understand transit travel patterns and eventually move into a hybrid of on-demand and fixed-route transit service (Option 2) when ridership levels justify this type of service increase.

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?

Next steps for 2022 would include:

- Continue discussions with potential partners and work toward partnership terms of reference.
- As existing taxis and shuttles are perceived as not safe or reliable, we plan to explore standards around licensing as well as if a universal software could be implemented.
- Exploring grant funding opportunities further.
- Including appropriate funding in our 10 year capital plans.

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?

With Covid it was difficult to do in-person public engagement. The online webinars were very helpful but attendance was quite low. Uptake of the online survey was higher. In retrospect I would do more to get the word out on the online survey as well as meeting people where they are with paper surveys.

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

Many of the people we spoke to did not have a good understanding of how on-demand transit works and assumed that you would need to have a smart phone and be tech-savvy to use it. We tried to provide information on how these limitations could be overcome by using a phone booking system and the opportunity to purchase transit cards or tokens at local businesses.

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.

<https://www.city-plap.com/cityplap/city-hall/projects/transit-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).

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