

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:	17624
Name of the Recipient:	City of St. John's
Phone, fax, e-mail, and address of lead contact:	Edmundo Gurza Fausto Telephone: 709 728 0493 Email: efausto@stjohns.ca
Date of the Report:	August 24, 2022

1. Summary of the Initiative

- a) Please briefly describe the Plan that was prepared as part of this planning exercise.

A community-wide plan for the City of St. John's to characterize the pathway to reach net-zero in an economically viable way.

- b) What was the objective in preparing the Plan (i.e., what was the Recipient trying to achieve, and why)?

To characterize the path to Net-zero, the strategies required to be implemented and the actions for the next 5-years. Also, to characterize the environmental, economic, and social benefits of the transition.

- c) If the lead applicant is not a municipality, please briefly explain why the lead applicant undertook this Initiative.

- d) Please summarize the activities completed as part of this Initiative, as per Schedule A. Note: Your summary should build on the information you included in your previous Progress report(s). Please ensure to briefly (four to five sentences) explain how the Plan was prepared—that is, what was the approach (or methodology) that was taken to meet the community's objectives. If applicable, please describe any public consultation process that was used in developing the Plan (e.g. describe items such as how stakeholders were identified and engaged in the preparation of the Plan; the visioning process that was used; any community surveying techniques that were used and so forth).

Resilient St. John's was developed in several stages, with an early public consultation, stakeholder engagement workshops, technical and financial modelling for energy and greenhouse gas (GHG) emissions. Early stages public engagement focused on gathering perceptions, experiences, and ideas for action. This included virtual sessions, an interactive hazard mapping tool, and a do-it-yourself climate conversations toolkit followed up with train-the-trainer sessions. At later stages the public was engaged to review and validate goals and actions. Leading to the finalization of the plan a panel of experts composed by community members reviewed the final drafts and recommended it to City Council for adoption.

- e) Were there any significant changes to the scope or costs of the Project as described in the Agreement or in a previously submitted Project Progress Report (if applicable)? If so, please briefly explain why.

No, project was delivered under-budget with all requested deliverables.

- f) How much did the preparation of the Plan cost, and how was it paid for?

The preparation of the plan costed \$91,482.19, including \$10,100 worth of staff time. This was paid through funds from the City and FCM (50% each).

- g) Roughly how long (in months) did it take to prepare the Plan?

The plan took approximately 12 months to develop. This was in large part due to COVID delays and time required to pivot plans when needed.

- h) How is the Plan related to existing plans, practices, guidelines, or policies within the municipality, and how does it contribute to achieving the municipality's sustainability goals?

The plan was developed under the direction of the City's Strategic Plan, its strategic direction to be "A Sustainable City", and City Council's Climate Emergency Declaration. The plan also incorporates targets and actions related to the City's Corporate Climate Plan, which was adopted in 2021 leading up to this community-wide plan development.

2. Community Context

- a) Please provide a brief (five to six sentences) profile of the community that is the object of this Plan, including population, geographic area, demographics, and general economic conditions.

The City of St. John's (NL) has a population of approximately 108,860 people. The City accounts for approximately 38% of the Province's population, it is the most easterly city of North America, and was founded in 1497. The portion of the population aged 65 and over makes up over 14% of the population and is expected to grow, while the 20-64 age group (65%) is expected to decline slightly over the next 15 to 20 years. St. John's region has a real GDP of approximately \$15.6 billion (in \$2012), and household income is approximately \$12.1 billion, with a median total income for recipients aged 15 and over in private households being \$40,000 (2020 census).

- b) Briefly (two to three sentences) indicate the size and structure of the municipal government, and the approximate number of full-time municipal employees.

The City of St. John's is a local municipality. The City operates its own and regional water, wastewater, and waste management services, and public transit in addition to traditional municipal services (roads, recreation facilities, parks). The City employees approximately 1,200 employees.

3. The team: Who Was Involved?

- a) Briefly (four to five sentences) indicate who was involved in developing this Plan, and their affiliations. Include both municipal staff and officials who managed the preparation of the Plan, and any consultants who worked on the Plan.

The City of St. John's Sustainability Coordinator was the project lead. An Expert Panel formed by citizens acted as a steering committee. The project included a City staff collaboration from areas such as planning, economic development, public works, capital works, and the City's Healthy City Strategy lead. A stakeholder working group composed by associations, non-for-profit organizations, utilities, and other stakeholders from the community participated in workshops and provided input throughout the planning process. The City retained Sustainable Solutions Group and a local graphic designer to complete the technical and reporting work for the plan, as well as to support the City in planning for engagements.

- b) Was there a Project champion who was instrumental to the completion of the Plan? If so, please include his or her name, title and contact information, and describe his or her role in the preparation of the Plan.

Edmundo Fausto, Sustainability Coordinator. efausto@stjohns.ca T. 709-728-0493. He was the plan's project manager and lead.

4. Environmental, Economic and Social Benefits of the Initiative

For the questions in this section: If the answer to the question is clearly outlined in the Plan itself, it is sufficient to indicate the section and page number(s) of the Plan on which the information can be found.

- a) What environmental goals/objectives and targets were established in the Plan?

Council has adopted the following greenhouse gas reduction targets: a 25% reduction in community greenhouse gas emissions by 2025; 50% by 2030 with a stretch target of 60%; Net Zero by 2050 at the latest (from 2016 emissions).

- b) What social goals/objectives and targets were established in the Plan?

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https://www.stjohns.ca/sites/default/files/files/publication/Resilient%20St%20Johns%20Climate%20Plan-%20Energy%20Transition_Final.pdf

- c) What economic goals/objectives and targets were established in the Plan? Please include any anticipated financial savings resulting from operational efficiencies included in the Plan.

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https://www.stjohns.ca/sites/default/files/files/publication/Resilient%20St%20Johns%20Climate%20Plan-%20Energy%20Transition_Final.pdf

5. Outcomes and Next Steps

- a) How will your community be using the Plan (i.e., what happens now that the Plan is finished)?

Actions have begun to be implemented, included detailed feasibility studies.

- b) How will the Plan be implemented?

A broader City corporate resource allocation effort is underway to identify how to capitalize the plan.

- c) Do you anticipate any changes to municipal operations, policies or programmes as a result of having prepared this Plan? If so, please describe these changes.

Yes, many of the actions relate to municipal planning documents, as well as procurement choices by the municipality.

https://www.stjohns.ca/sites/default/files/files/publication/Resilient%20St%20Johns%20Climate%20Plan-%20Energy%20Transition_Final.pdf

6. Lessons Learned and Knowledge Sharing

In answering the questions in this section, please consider all aspects of the preparation of the Plan—from the initial planning through each of the essential tasks until the Plan was completed.

- a) If your municipality was planning to undertake the preparation of this kind of plan again, what (if anything) would you do *differently* (based on your experience with the preparation of this Plan), and why?

Contracts with contractor would include support in the development of a detail resource plan. However, this is mostly related to City budgeting processes which are mainly internal processes.

- b) If your municipality was planning to undertake the preparation of this kind of plan again, what (if anything) would you want to do *in the same way* (based on your experience with the preparation of this Plan), and why?

The strong focus on household energy costs, and the economic feasibility of the pathway was very important in gathering support for the adoption of the plan.

- c) What barriers/challenges (if any) did your municipality encounter in undertaking the preparation of this Plan, and how were they overcome?

A challenge is the engagement of the public while at early stages in the process (strategic conversations). It is important to encourage their feedback but it is challenging to provide enough information about how this may look in reality at that stage.

- d) Aside from the Final Plan, has your work resulted in anything else that could be of use 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 public consultation manual, check-lists, a measurement tool to assess progress in moving towards greater sustainability, etc.)? If so, please describe the item(s) briefly here, and include a copy of the item(s) when submitting this report, so that it can be shared with other communities.

Not that I can think of. Most of this plan was tailor to the local context.

- e) Would you like to showcase your Plan through an FCM webinar or workshop?

No thank you. Most of the current effort is focused on resourcing and implementing the plan.

7. Publicity and Outreach

- a) Has the Initiative received any recognition, media coverage, or notable public support? If so, please describe briefly (three to four sentences).

Yes, a few local media articles. There were several council members interviewed on various topics related to the plan. The City also was approved to collaborate with the International Urban and Regional Cooperation (a European Union program) to learn more and share experiences.

- b) Is there a website where more information about the Initiative can be found? If so, please provide the web address with links to the relevant section.

Yes: <https://www.stjohns.ca/living-st-johns/your-city/sustainability>

<https://cis-community.ssg.coop/stjohns/emissions>

<https://www.youtube.com/watch?v=LVcJeL5urRY>

8. Contacts

- a) Please provide the name and coordinates (title, full address, phone, fax and email) of someone who can be contacted for more information about the Plan.

Edmundo Fausto, Sustainability Coordinator. efausto@stjohns.ca T. 709-728-0493.

- b) In the event the contact is no longer available, please provide general contact information for the lead applicant, such as the administrative office of the municipal department that coordinated the Project or some other general contact for the Recipient/lead applicant.

Kevin Bree, City Manager. kbreen@stjohns.ca T. 709-576-8446

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.