

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	CBR 17860
Name of lead applicant (municipality or other partner)	Town of Tisdale
Name, title, full address, phone, fax and e-mail address of lead technical contact for this study	Brad Hvidston, Box 1090, Tisdale, SK. SOE 1TO, hvidston@tisdale.ca , 306-873-2681
Date of the report	March 10, 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.

Brad Hvidston, CAO hvidston@tisdale.ca

Lesley Thibault, Director of Recreation & Parks thibault@tisdale.ca

Clint Hall, Recreation Foreman hall@tisdale.ca

Jason Praski, Exa Energy Consulting jpraski@baudoux.ca

Ryan Basaraba, Thurston Engineering Services rbasaraba@tesservices.ca

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 process started with the Town of Tisdale being notified by an FCM representative about the grant that was available to reduce the Greenhouse Gas Emissions at public facilities. So I read through the information and thought it was a perfect fit for the Tisdale RECplex facility. We have done a number of improvements to the GHG emissions over the past several years but this would give us a concentrated pathway to even further reductions, all while saving us operating costs of the facility over time.

I approached Council with this idea as well as the FCM grant information and they were fully supportive to apply. We applied for the grant and were approved.

After receiving several proposals we chose Jason Praski from Exa Energy and based upon his recommendation he partnered with Michael Nemeth of Bright Buildings to do the ASHRAE Level 2 Energy Audit. After some work with Exa Energy we were notified by Bright Buildings that they no longer had the time it would take to do the study so we found Ryan Basaraba of Thurston Engineering and did some phone consultations with him and Jason and decided they would be a good fit to replace Bright Buildings.

We had numerous phone meetings and Zoom calls with both Jason and Ryan and our Town staff. We also conducted 2 onsite tours, one with each consultant, to show them the building systems and layout. After a few more phone calls and Zoom meetings we had a good draft ready for review. We took the draft to Council to review and they were supportive of approving the final report for submission. We notified Jason and Ryan that we were approving the report and were ready to complete this phase of the project.

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

We had two objectives and they were to find a way to reduce our Greenhouse gas emissions while reducing our overall operating costs of the facility.

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

Both consultants toured the facility and provided their input on how we could meet the objectives of this project. They did the modelling for each recommendation and that data is attached to this document. They provided us their recommendations through consultations with our building manager and administrative teams.

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

There were no public consultations done on this project.

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).

As attached.

- 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).

As attached.

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

As attached.

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?

Our next steps will be to use this information to apply for ICIP funding to undertake some of the capital project recommended in the study. We will likely take a phased approach in that we will do some of the recommendations in the next year or two and then the rest as equipment needs replacement or capital funds become available.

- b) What potential benefits or internal municipal improvements would result from these next steps?

See attached report.

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?

Definitely hire a consultant with knowledge and experience in the industry. The background knowledge that the consultant came with were a valuable resources.

- b) What would you do differently if you were to do this again?

I can't think of anything we would do differently.

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

We had a consultant quit mid-project which caused some delays. We overcame this by hiring another consultant with industry knowledge who was able to do the project on a short timeline.

6. Knowledge Sharing

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

No.

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

No.

- c) 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).

No.

- d) Would you like to showcase your Project through an FCM webinar or workshop?

No.

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