



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

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| GMF number | 15113 |
| Name of lead applicant (municipality or other partner) | City of Terrace |
| Name, title, full address, phone, fax and e-mail address of lead technical contact for this study | David Block 5003 Graham Avenue Terrace, BC V8G 1B3 Office: 250.615.4028 Fax 250.635.3467 dblock@terrace.ca |
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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.

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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.

Council directed staff and appropriated necessary funds to pursue a site assessment/investigation to achieve a determination or instrument from the BC Ministry of Environment. The aim of council was to achieve a site that could be redeveloped for active commercial and industrial uses. Staff prepared an RFP and Active Earth Engineering Ltd. was the successful firm contracted to undertake the assessment and submit a report to the Ministry for review and approvals. The project was efficiently managed and the consultant was able to submit a request to the Ministry for a Determination Letter confirming the property to be not contaminated. This expedited the process and achieved the desired results at significant financial reduction in anticipated costs.

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

The objective of the feasibility study (site assessment and remedial action plan) was to further characterize soil, groundwater, and vapour quality at the Site, and to evaluate the potential for groundwater contamination identified during previous environmental investigations. Following the assessment and reporting, the objective was to obtain a Contaminated Sites Legal Instrument (Determination Letter) from the BC Ministry of Environment, which will facilitate divestiture and future permit approvals related to development of the Site.

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

The consultant prepared a Stage 1 Preliminary Site Investigation Update and Supplemental Investigation report, conducted site assessment and investigation (soil and ground water analysis) prior to preparing a Summary of Site Condition report to submit to the Ministry for review. Following the site investigation it was determined by the consultant that a Detailed Site Investigation report was not necessary.

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

N/A

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).

Refer to the following of the Summary of Site Conditions – 09/28/2016 prepared for the BC Ministry of Environment by Active Earth Engineering Ltd.

Pages:

- 7 – Investigation Summary
- 9 – APEC and PCOC Summary
- 10 – AEC and Contaminant Summary
- 19 – Substances Remediated and Standards or Criteria

- 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).

This feasibility study was anticipated to incur a total project cost of \$92,000. The results of the initial assessment and investigation, as projected in the consultants methodology, confirmed their suspicion that a Detailed Site Investigation (DSI) report would not be required and that a more cost effective approach to achieve the outcomes was possible. The submission of the Summary of Site Condition report, following the CSAP review process, to the BC Ministry of Environment provided confirmation that the site was not contaminated and a Final Determination letter was issued by the Ministry upon review of the results of the feasibility study.

The total eligible project costs as a result were significantly less than initially anticipated at \$66,174.01. This realized a financial savings of just over \$25,000. The details of the confirmed incurred costs are outlined in the supporting documents to this Completion Report. Specifically, the City of Terrace GL Codes for 2015/2016, March 2017 Gen Financial Statement, and in the Final Claim Summary.

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

The feasibility study supported a submission of the Summary of Site Condition report to the BC Ministry of Environment. The review and response based on this submission was the issuance of the Final Determination, dated March 15, 2017. This decision letter confirms that the site is not contaminated and may be developed for commercial or other uses.

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 Final Determination will allow the municipality to pursue the sale and redevelopment of these lands. Establishing active commercial or industrial business on these lands will support a sustainable taxation base and provide employment and economic activity in the community.

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?

A clear recommendation to other communities would be to fully explore the range of options to consider when dealing with contaminated sites in British Columbia. The advice from consultants varies as to the best approach to achieving a positive determination. There are many ways to move a remediation plan forward and to achieve different final outcomes. Explore thoroughly all

the options by requiring respondents to an RFP to present their methodology and approach clearly and to justify why this should prove to achieve the proposed outcomes and objectives. Approaches may vary significantly in cost yet can achieve the desired outcome depending on the type of formal instrument or determination that is requested from the Ministry of Environment.

We would conduct this process the same in the future by soliciting multiple proposals and closely reviewing the methodology. Through discussions with several environmental proponents we are confident the best approach can be identified that will achieve the municipality's desired outcomes in the quickest time frame and for the most economical costs.

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

There were no significant barriers or challenges. This process was smooth and completed in a timely manner.

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.

No.

- 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).

No.

