

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

GMF number	15167
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	Darlene Atkinson, Senior Environmental Engineer 250-860-8424 darlene_atkinson@golder.com 590 McKay Ave Suite 300 Kelowna BC V1Y5A8
Date of the report	May 31, 2018

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.

Detailed Site Investigation(DSI) and Risk Assessment, the following individuals from Golder Associates were involved:

Consultants (report authors for Stage 1 PSI, DSI, Confirmation of Remediation, and Risk Assessment):

- Darlene Atkinson, MSc, PEng, Golder Kelowna
- Kelly Baltz, MEng, Golder Terrace
- Konane Dion-Belair, BEng, EIT, Golder Terrace
- Jacqueline Foley, MSc, Geol, Golder Kelowna
- Blair McDonald, MET, RPBio, Golder Vancouver

Contaminated Sites Approved Professionals (CSAP):

- Robert McLenehan, PEng (CSAP – Standards), Golder Vancouver
- Audrey Wagenaar, PChem (CSAP – Risk), Golder Vancouver

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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.

Commissioned a proposal to set the project budget and methodology from the long time consultant on the property. Subsequently the project was proposed to Council and received approval for the project budget and we submitted a GMF application to offset costs. City staff worked closely with the consultant to determine best course of action for field studies to support the DSI and also negotiated a final agreement with the Province of BC to allow for release of the Certificate of Compliance – hence completing the project.

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

The study sought to complete a DSI on the property to support a COC application to the Province of BC, supporting redevelopment (and sale) of the property.

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

A Detailed Site Investigation and risk assessment approach was used.

- 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).

Please see page 58 of the attached report (Conclusion) for a summary of environmental findings.

- 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).

N/A to this case. We are able to complete a sale on this property of approximately \$1 million dollars in value – the COC is a requirement to complete that sale.

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

Please see page 58 for the final recommendations of the studies which included an “in place” soil management approach. The BC Ministry of Environment subsequently issued a risk based Certificate of Compliance that created a 10 meter wide buffer along the northeast corner of the property, reflecting the two wells that showed contaminants above standard levels – the buffer area reflects this “in place” management approach and requires 1 meter of soil minimum to be covering any of the contaminant. As well, there is a site condition requiring slab on grade construction which is in line with the current development proposal.

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?

Our next steps have already begun. We have included the COC received on May 25 2018 in a Notice sent to the Purchaser of the property and intend to close the sale. If the developer backs out of the sale the City will then re-market the property. The feasibility study allows us to redevelop the property and ultimately the neighborhood. Please also see attached news release regarding redevelopment of the Grieg Avenue neighborhood, which this property is a component of.

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?
- Develop some expertise internally (within the municipality) regarding brownfield regulations and required processes.
 - Maintain a close working relationship and regular project check ins with your consultants.
 - Develop and maintain a close working relationship with your Provincial counterparts, who have expertise in the regulatory requirements, to help guide your project as needed.
 - Overall, build a support network in the industry so that you can incorporate outside expertise into your project, discuss issues and troubleshoot as you need to.

What would we do differently? Likely RFP every stage of the project going back 13 years now, instead of maintaining a relationship with the same consultant.

- b) What barriers or challenges (if any) did you encounter in doing this Feasibility Study? How did you overcome them?
- The main challenge was scheduling and not meeting project timelines. There was staff turnover at the City and in the consulting firm. We did not meet our timelines, but in the end received the COC which was the project deliverable
 - The second challenge was that an Approval in Principle should have been sought by our consultant at the commencement of the project, to avoid us having to provide a Letter of Credit to the Province in order to receive the COC. We received bad advice from the consultant in this matter and had to deal with it independently.

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

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).

We are currently exploring the development of a municipal brownfield strategy. It is currently in progress.