

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	15676
Name of lead applicant (municipality or other partner)	The Thunder Bay National Exhibition Centre and Centre for Indian Art (known publicly as Thunder Bay Art Gallery (Sharon Godwin)
Name, title, full address, phone, fax and e-mail address of lead technical contact for this study	Demetri Georgiou, Branch Manager/Principal Engineer, EXP, 1 (807) 623-9495 demetri.georgiou@exp.com
Date of the report	August 23, 2021

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.

Demetri Georgiou - EXP, Environmental Consultant
Ruxandra Cote – EXP, Qualified Person
Dillon Baratta - Colliers Project Leaders, Project Manager
Gerry Broere - City of Thunder Bay, Municipal Contact
Simon Haslam - Ministry of Environment, Conservation and Parks, Representative

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 Record of Site Condition (RSC) process was very lengthy, and we encountered several potential roadblocks which we were able to successfully navigate. The process started by procuring an environmental consultant firm with a qualified person to lead this endeavor. The next steps to obtain an RSC are laid out by the Ministry of Environment Conservation and Parks (MECP) and are as follows:

- Phase I ESA
- Phase II ESA
- Risk Assessment
- Certificate of Property Use
- RSC

Throughout the steps listed above, additional efforts were often required to meet the strict criteria set out by the MECP. An example of this was having to do additional soil sampling at potential backfill pits due to the high concentrations of Vanadium found in the Thunder Bay area. The Vanadium issue was eventually resolved with the MECP after providing analytical results, risk assessment measures and lots of dialogue.

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

The objective of the RSC was to determine the environmental condition of the property at a particular point in time, based on the environmental site assessments (Phase I, Phase II and Risk Assessment) conducted by a qualified person.

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

In order to meet the objectives of the RSC, we followed the direction set out by the MECP. The MECP has many scheduled milestones involved in reaching full compliance of the RSC. These milestones usually involve lengthy review periods. EXP was procured to develop the required documentation and navigate the MECPs process.

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

As part of the RSC process, the draft Certificate of Property Use was posted to the MECP website and was subject to public input and comments. This process provided transparency with the local community

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 reference the attached filed Record of Site Condition. Pages 9 through 13 provide the maximum contaminant concentrations permitted for soil and groundwater on site.

- 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).

Not applicable to this project.

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

Based on the environmental findings from the RSC process, a Certificate of Property Use (CPU) was drafted and approved by the MECP. The CPU provides a list of Risk Management Measures that must be followed during the construction and operations of the art gallery.

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?

With the RSC now finalized and filed with the MECP, the next steps will move us towards the construction of the Art Gallery. Bringing the project to tender is the next step in place; once the project is tendered and a contractor is awarded, construction can commence. However, the project schedule has been drastically impacted by the length of time required by the RSC process, project costs have escalated. This escalation coupled with projected increases in building material costs due to the pandemic have affected the projected budget. The amount of funding required may delay construction.

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?

We would recommend other municipalities/organizations undergoing this process ensure that the procured Consultant has a great deal of experience performing RSCs. It is a very complex process and needs a diligent Consultant to properly navigate.

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

The main barrier encountered is the stringent review timelines implemented by the MECP; they have an impact on schedule and budget on the project. As a solution, a letter was submitted to the Ministry requesting support for expedited review periods. This was partially successful. Also, working diligently with local MECP representatives and the Consultant provided some schedule relief.

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.

There is no website.

- 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).

The RSC has not led to activities that could be of interest to another municipality.

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