



# City of Prince Rupert

## AGENDA

For the **REGULAR MEETING** of Council to be held on May 31, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 - 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### 1. CALL TO ORDER

### 2. ADOPTION OF AGENDA

**Recommendation:**

THAT the Agenda for the Regular Council Meeting of May 31, 2021 be adopted as presented.

### 3. MINUTES

**a) Recommendation:**

THAT the Minutes of the Committee of the Whole Meeting of April 26, 2021 be adopted. (attached)

**b) Recommendation:**

THAT the Minutes of the Special Council Meeting of May 10, 2021 be adopted. (attached)

**c) Recommendation:**

THAT the Minutes of the Regular Council Meeting of May 10, 2021 be adopted. (attached)

**d) Recommendation:**

THAT the Minutes of the Special Regular Council Meeting of May 12, 2021 be adopted. (attached)

### 4. PETITIONS & DELEGATIONS

- a) Presentation from the Chief Financial Officer

### 5. REPORTS & RESOLUTIONS

- a) **Report from iPlan – Re: Development Variance Permit DVP-21-07.**

(attached)

**Recommendation:**

THAT Council proceed to statutory public notification for Development Variance Permit Application DVP-21-07.

**b) Report from iPlan – Re: Development Variance Permit DVP-21-08.**

(attached)

**Recommendation:**

THAT Council proceed to statutory public notification for Development Variance Permit Application DVP-21-08.

**c) Report from the Director of Operations – Re: 2021 Capital Paving Program Award.**

(attached)

**Recommendation:**

THAT Mayor and Council approve the recommendation of the Director of Operations and award the 2021 Capital Paving Program to Adventure Paving.

**d) Report from the Director of Operations – Re: Landfill Liner and HDPE Piping Material Award.**

(attached)

**Recommendation:**

THAT Mayor and Council approve the recommendation of the Director of Operations and allow the Director to source and purchase Liner and HDPE piping material for the Landfill Expansion Project.

**e) Verbal Report from the Corporate Administrator – Re: Request for Letter of Support for the North Coast Mountain Bike Association.**

**Recommendation:**

THAT Council authorize staff to provide a letter of support for the North Coast Mountain Bike Association for their Asphalt Pump Track Project for their application to the Northern Development Initiative Trust as requested.

**6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

**7. ADJOURNMENT**



# City of Prince Rupert

## MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on April 26, 2021 at 7:00p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C. (by Zoom).

**PRESENT:** Mayor L. Brain  
Councillor W. Niesh  
Councillor B. Cunningham  
Councillor G. Randhawa  
Councillor R. Skelton-Morven  
Councillor N. Adey  
Councillor B. Mirau

**STAFF:** R. Long, City Manager  
C. Bomben, Chief Financial Officer  
R. Miller, Corporate Administrator  
R. Buchan, IPlan (Planning Consultant)  
C. Buchan, IPlan (Planning Consultant)

### 1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 7:01pm.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Adey that the Agenda for the Committee of the Whole Meeting of April 26, 2021 be adopted as provided.

CARRIED

### 3. DELEGATION

Paul Legace, Coordinator/Poverty Law Advocate, Prince Rupert Unemployed Action Centre (joined by Tina Stepler).

### 4. QUESTION PERIOD FROM THE PUBLIC

### 5. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL.

**6. ADJOURNMENT TO RECONVENE REGULAR COUNCIL MEETING.**

MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh that the meeting be adjourned at 7:14p.m.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



# City of Prince Rupert

## MINUTES

For the **SPECIAL MEETING** of Council held on May 10, 2021 at 5:00 p.m. in the Council Chambers of City Hall, 424 - 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor L. Brain  
Councillor B. Cunningham  
Councillor W. Niesh  
Councillor N. Adey  
Councillor G. Randhawa  
Councillor R. Skelton-Morven  
Councillor B. Mirau

**STAFF:** R. Long, City Manager  
C. Bomben, Chief Financial Officer  
R. Miller, Corporate Administrator

### 1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 5:04p.m.

### 2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Adey and seconded by Councillor Niesh that the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (c) labour relations or other employee relations;

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



# City of Prince Rupert

## MINUTES

For the **REGULAR MEETING** of Council held on May 10, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 - 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor L. Brain  
Councillor W. Niesh  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor R. Skelton-Morven  
Councillor B. Mirau

**STAFF:** R. Long, City Manager  
C. Bomben, Chief Financial Officer  
R. Miller, Corporate Administrator  
R. Buchan, iPlan Ltd. (planning consultant)  
C. Buchan, IPlan Ltd. (planning consultant)

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:01 pm.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Cunningham that the Regular Council Meeting of April 26, 2021 be adopted as presented and amended with the addition of item 4. c) Presentation from Northern Health.

CARRIED

### 3. MINUTES

a) MOVED by Councillor Skelton-Morven and seconded by Councillor Niesh that the minutes of the Special Council meeting of April 26, 2021, be adopted.

CARRIED

b) MOVED by Councillor Randhawa and seconded by Councillor Niesh that the minutes of the Regular Council meeting of April 26, 2021, be adopted.

CARRIED

#### **4. REPORTS & RESOLUTIONS**

**a) Report from the Chief Financial Officer – Re: 2020 Audited Financial Statements**

MOVED by Councillor Skelton-Morven and seconded by Councillor Cunningham THAT Council, by resolution, accept the 2020 Audited Financial Statements.

CARRIED

**b) Verbal Report from the Corporate Administrator – Re: Request for Letter of Support for the Museum of Northern BC.**

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council authorize staff to provide a letter of support as requested.

CARRIED

**c) Verbal Report – Re: Presentation from Northern Health**

MOVED by Councillor Cunningham and seconded by Councillor Randhawa THAT Council direct staff to organize for Northern Health to present to Council at a future Committee of the Whole.

CARRIED

#### **5. BYLAWS**

**a) Official Community Plan Bylaw No. 3460, 2021**

MOVED by Councillor Niesh and seconded by Councillor Adey THAT Council give Fourth and Final Reading to the Official Community Plan Bylaw No. 3460, 2021.

Councillors Cunningham / Randhawa OPPOSED  
Motion CARRIED

**b) Zoning Bylaw No. 3462, 2021**

MOVED by Councillor Niesh and seconded by Councillor Skelton-Morven THAT Council give Fourth and Final Reading to Zoning Bylaw No. 3462.

Councillors Cunningham / Randhawa OPPOSED  
Motion CARRIED

#### **6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

## 7. ADJOURNMENT

MOVED by Councillor Randhawa and seconded by Councillor Cunningham  
that the meeting be adjourned at 8:00pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



# City of Prince Rupert

## MINUTES

For the **SPECIAL REGULAR MEETING** of Council held on May 12, 2021 at 4:00 pm in the Council Chambers of City Hall, 424 - 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor L. Brain  
Councillor W. Niesh  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor R. Skelton-Morven  
Councillor B. Mirau

**STAFF:** R. Long, City Manager  
C. Bomben, Chief Financial Officer  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations  
R. Buchan, iPlan Ltd. (planning consultant)  
C. Buchan, IPlan Ltd. (planning consultant)

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 4:01 pm.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT the Agenda for the Special Regular Meeting of May 12, 2021 be adopted as presented.

CARRIED

### 3. REPORTS & RESOLUTIONS

#### a) Report from iPlan – Re: DP-21-04 Development permit with a variance

MOVED by Councillor Randhawa and seconded by Councillor Niesh THAT Council approve DP-21.04.

CARRIED

#### b) Report from iPlan – Re: Active Transportation Grant

MOVED by Councillor Randhawa and seconded by Councillor Skelton-Morven THAT Council resolve to support an application for a grant under the Active Transportation Planning program funded through the UBCM.

CARRIED

**4. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

**5. ADJOURNMENT**

MOVED by Councillor Skelton-Morven and seconded by Councillor Adey that the meeting be adjourned at 4:10pm.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR

CITY OF PRINCE RUPERT  
REPORT TO COUNCIL

DATE: March 24<sup>th</sup>, 2021  
TO: Robert Long, City Manager  
FROM: Chris Buchan, iPlan  
SUBJECT: Development Variance Permit #21-07

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**RECOMMENDATION:**

**THAT** Council proceed to the statutory public notification for Development Variance Permit Application #21-07; and

**THAT** if Council approves the Development Variance Permit Application #21-07, Council requires, pursuant to Section 506 (8)(b) & Section 507 (2) of the Local Government Act, the applicant to upgrade the laneway to City standards from 7<sup>th</sup> Avenue East to the applicant's rear property line.

**REASON FOR REPORT:**

On April 6<sup>th</sup>, 2021 an application was received for a Development Variance Permit for the property located at 201 7<sup>th</sup> Avenue East.

The applicant has requested two variances to the City of Prince Rupert's Zoning Bylaw, Section 5.2.0 to build a detached garage. The R2 Zone requirements for accessory buildings are a maximum height of 3.6 meters and a maximum floor area of 70m<sup>2</sup>. The applicant proposes a height at 5.2 meters and a maximum floor area at 72.5 m<sup>2</sup>. This would require a height variance of 1.6 meters and a maximum floor area variance of 2.5 m<sup>2</sup>.

The site and building plans are included as Attachment's #1 & 2.

**BACKGROUND and ANALYSIS:**

The applicant is proposing to replace the current unpermitted carport with a detached two door garage which would be accessed off of Bowser Street. The requested variances are not anticipated to impact the neighbourhood; however, the Bowser Street access is not built for vehicular traffic and permitting this variance may create liability issues for the City.

The Operations and Engineering Department have noted concerns with the Bowser Street access.

The Director of Operations advises the City does not intend to allow any vehicular access on Bowser Street at this time. Additionally, the City does not plan on maintaining this undeveloped road right of way. Staff are concerned that granting this variance will sanction an unauthorized use of the road allowance which is not built to municipal standards for vehicle access. This will create liability issues and ongoing expenses to the City.

The Operations Department advises that the surface material for the road allowance is in poor-fair condition subject to weather conditions. The road allowance currently shows signs of distress with potholes and rutting and increased use will require ongoing maintenance. It was also noted that this throughfare is used as a footpath and it was observed to be used frequently by pedestrians.

Additionally, the Operations Department noted that by approving this variance, it will set a precedent for the neighbouring properties and increase the use of the undeveloped road.

Planning has notified the applicant of the staff concerns. The applicant advises that he would like to continue with this application. The applicant commented that the laneway is currently in use by the neighborhood and he uses this as an access to his current unpermitted carport.

The requested variances for the detached garage are not anticipated to have negative impacts on the neighbourhood; however, staff do not recommend the approval of this application due to the concerns raised above.

The Director of Operations recommends placing the cost of constructing the road access on the applicant and increasing the roads budget to account for increased maintenance. Mayor and Council can require the road allowance improvements at the expense to the applicant. The Local Government Act Section 506 (8) (b) allows a local government to require the development of a service (road) from the property line up to the centre line of the laneway. The Local Government Act Section 507 (2) allows the local government to require the owner of the land to extend the improvement to the other side of the laneway if the expense of this upgrade to the City is excessive in the opinion of the City. These two sections of the Local Government Act provide Council with the ability to place the upgrade expenses onto an applicant as a condition of a building permit or subdivision application.

The Draft Development Variance Permit is included as Attachment #3.

#### **COST and BUDGET IMPACT:**

There are significant anticipated budget impacts to the City from granting this variance if access improvements are not provided by the applicant. The City has not planned or budgeted for these improvements or maintenance. Council may wish to place Bowser Street Laneway upgrade costs on the applicant. The City would be obligated to maintain the improved laneway after the applicant develops Bowser Street Laneway to City Standards.

#### **CONCLUSION:**

Due to staff concerns and anticipated financial impacts, it is recommended that Mayor and Council place the costs of upgrading the road allowance on the applicant if they choose to approve these variances.

Report Prepared By:  
Chris Buchan,  
iPlan

Report Reviewed By:  
Robert Buchan,  
iPlan

Attachment(s):

1. Site Plan
2. Building Plan
3. Draft Development Variance Permit

PREPARED FOR:  
JESSE SCHAEFFER  
201 - 7TH AVENUE EAST  
PRINCE RUPERT, BC  
V8J 2H7

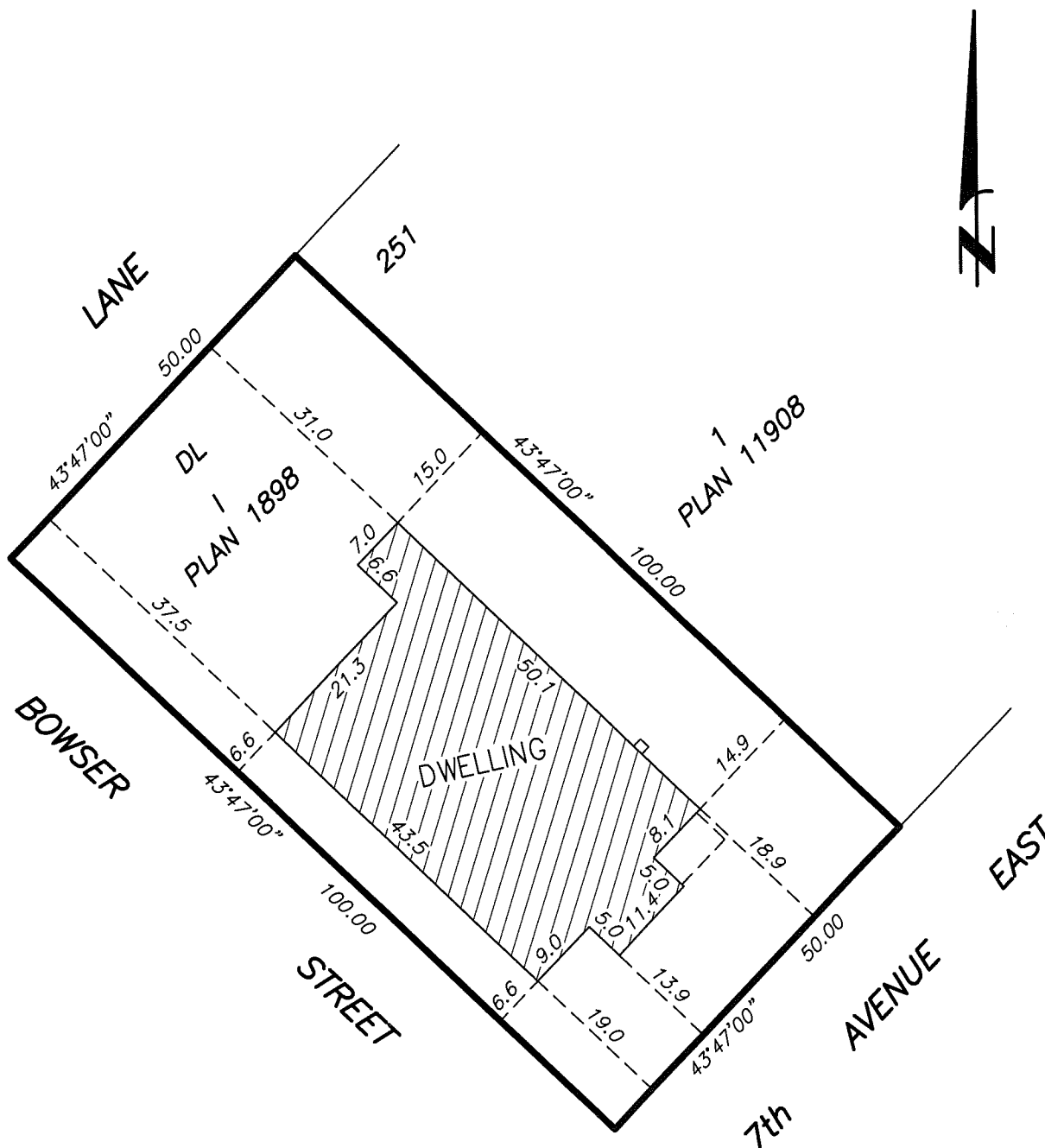


**McElhanney Associates Land Surveying Ltd.**

1 - 5008 POHLE AVENUE, TERRACE, BC V8G 4S8 TEL: 250-635-7163

OUR FILE: 2321-50101-07  
FIELD SURVEY DATE: MAY 5, 2021

BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION SHOWING  
IMPROVEMENTS OVER LOT I, BLOCK 16, DISTRICT LOT 251,  
RANGE 5, COAST DISTRICT PLAN 1898.



NOTE:  
THIS PROPERTY MAY BE AFFECTED BY THE FOLLOWING CHARGES:  
SEE TITLE FOR CHARGES

ALL MEASUREMENTS SHOWN ARE IN FEET AND DECIMALS  
THEREOF. OFFSET DIMENSIONS ARE TO EXTERIOR SIDING AND  
ARE PERPENDICULAR TO PROPERTY LINES, UNLESS OTHERWISE  
SHOWN.



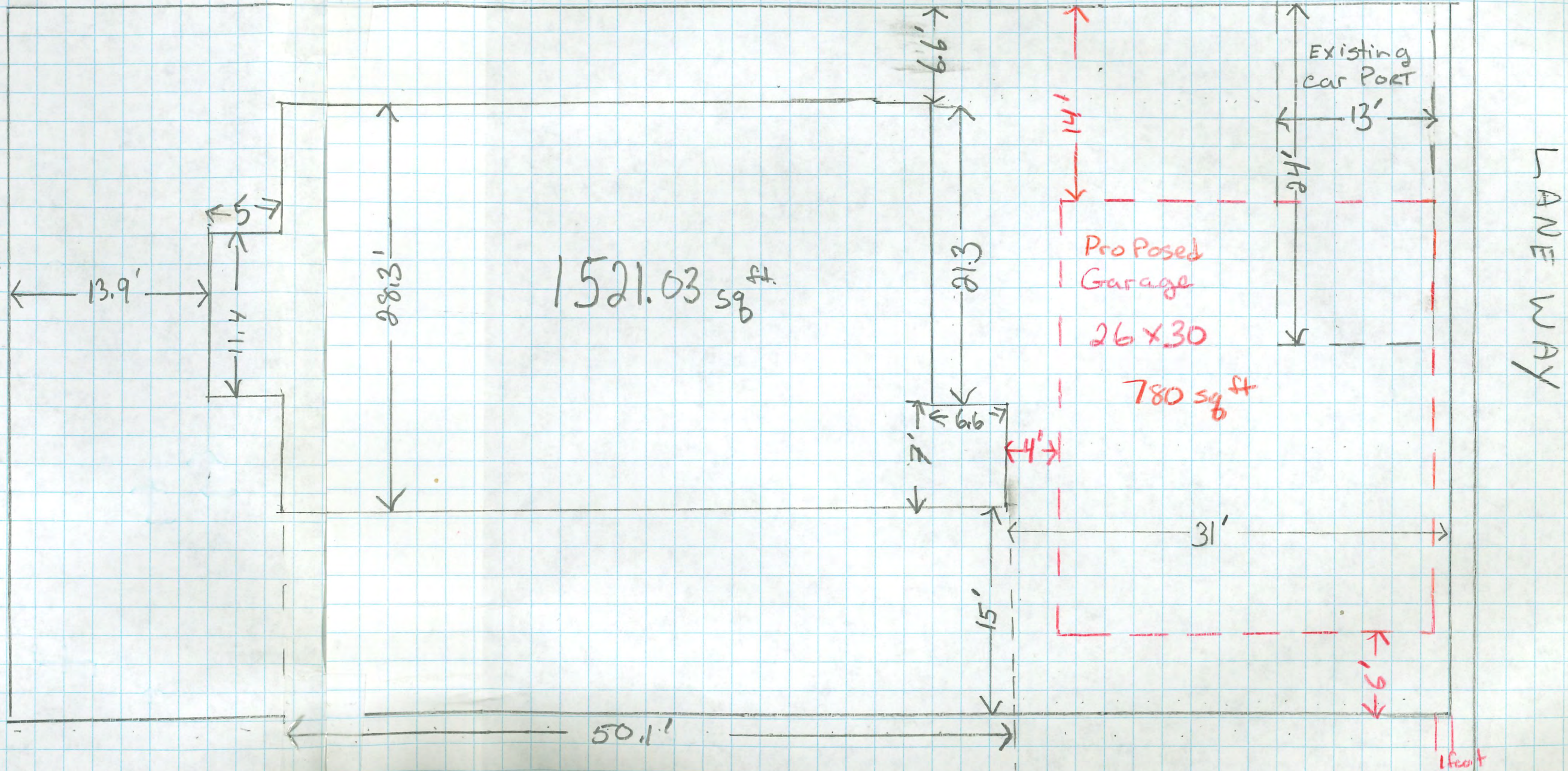
THE INTENDED PLOT SIZE OF THIS PLAN IS 8.5x14 INCHES  
(LEGAL SIZE) WHEN PLOTTED AT A SCALE OF 1"=20'.

DIMENSIONS DERIVED FROM PLAN 1898

CIVIC ADDRESS: 201 7th AVENUE EAST  
PRINCE RUPERT, BC

PID: 012-626-864

Alley Way  Bowser Street



1/4" = 2'

PROPERTY

50 x 100

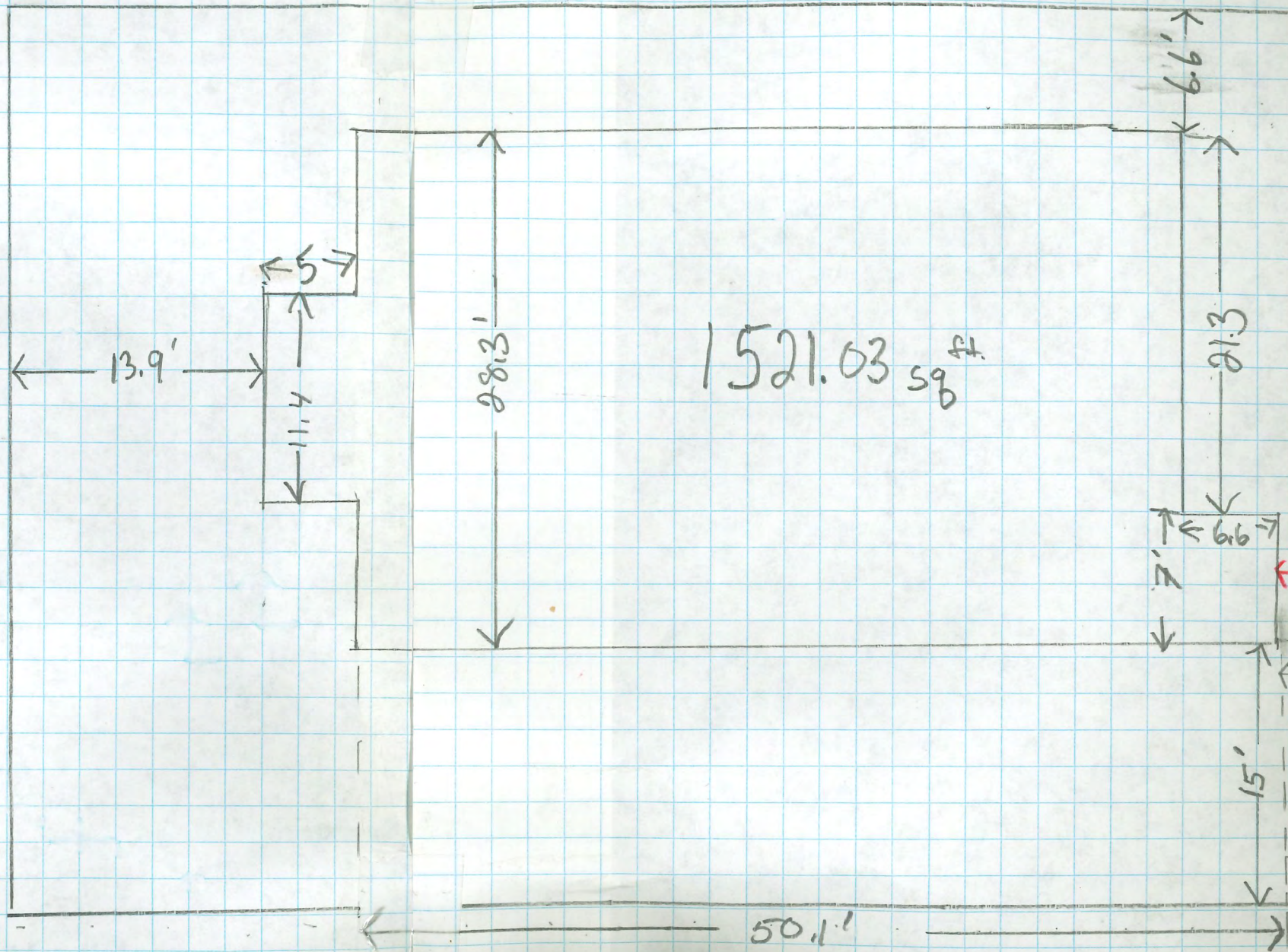
01 7<sup>th</sup> AVE EAST

Esse Schaeffer

50 600 4466

7<sup>th</sup> AVE EAST

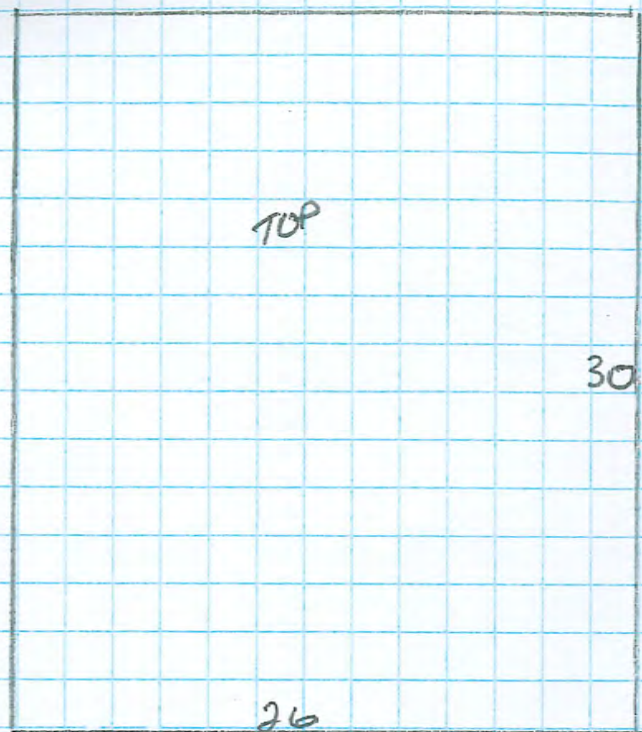
Alley 1<sup>st</sup> AVE Bowser Street



Prop  
Gara

26

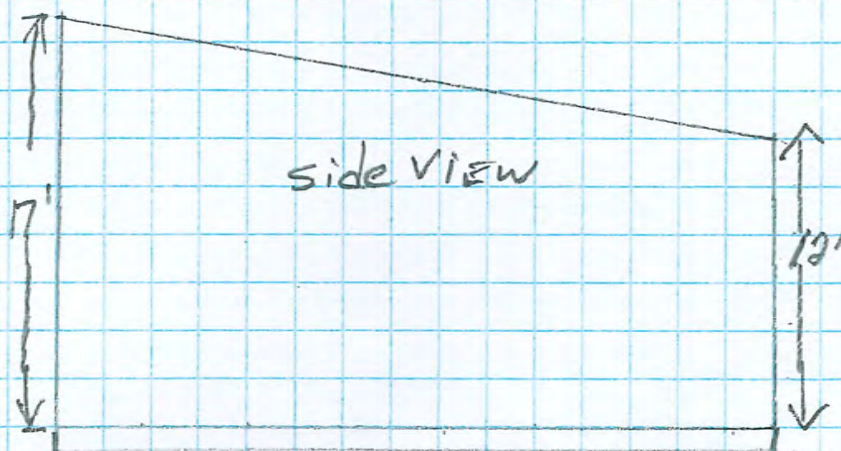
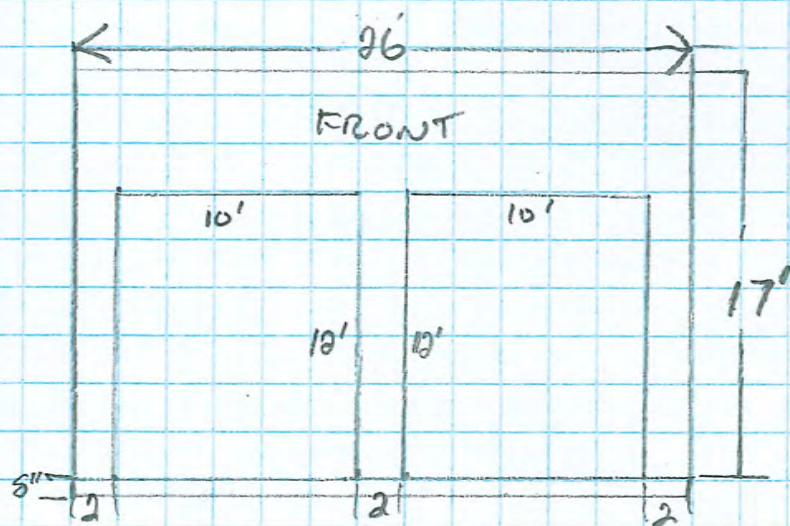
7



8" slab - cement on Piles if Required  
 as per city code  
 Building 2x6 wood  
 vinyl siding  
 Roof 12-2 slope - torch on

Garage doors 2 @ 10x12

2 main doors - 1 ground level  
 1 deck height



↓ 8" slab.  
 ↑



## **Development Variance Permit #21-07**

**PERMITTEE:** Jesse Schaeffer  
**CIVIC ADDRESS:** 201 7<sup>th</sup> Avenue East

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1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the City of Prince Rupert described below, and any and all buildings, structures, and other development thereon:

### **LEGAL DESCRIPTION:**

(Lots 1, Block 16, Section 6, Range 5, Plan PRP 1898)

### **CIVIC ADDRESS:**

(201 7<sup>th</sup> Avenue East)

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
  - a. Section 5.2.0: Maximum Accessory Building Height from the 3.6 metres to 5.2 metres.
  - b. Section 5.2.0: Maximum Accessory Building floor area from 70m<sup>2</sup> to 72.2m<sup>2</sup>.

### **SUBJECT TO the following conditions to the satisfaction of the City of Prince Rupert:**

- a. This Development Variance Permit allows the variances above to the property located at 201 7<sup>th</sup> Avenue East, Prince Rupert in accordance with the attached plans and specifications included in this permit as Schedules 1 & 2.
  - b. Pursuant to Section 506 (8)(b) of the Local Government Act, Council requires as a condition of Building Permit the applicant to develop a road to the centre line of Bowser Street laneway to City standards for motor vehicles for the entire length of the side lot line adjacent to the Bowser Street laneway.
  - c. Pursuant to Section 507 (2) of the Local Government Act, Council requires the applicant to construct the road on the far side of the centre line of Bowser Street laneway to City standards for motor vehicles contiguous with the road construction in condition b. at the expense of the applicant.
4. If the Permittee does not substantially commence the variance permitted by this Permit within 24 months of the date of this Permit, the Permit shall lapse and be of no further force and effect.

5. This Permit is **NOT** a building permit, Sign Permit, or subdivision approval.

### *PLANS AND SPECIFICATIONS*

6. The following plans and specification are attached to and form part of this permit:

**Schedule:**

1. SITE PLANS
2. BUILDING PLANS

ISSUED ON THIS DAY OF \_\_\_\_\_

\_\_\_\_\_  
Rosamaria Miller  
Corporate Administrator

CITY OF PRINCE RUPERT  
REPORT TO COUNCIL

DATE: March 24<sup>th</sup>, 2021  
TO: Robert Long, City Manager  
FROM: Chris Buchan, iPlan  
SUBJECT: Development Variance Permit #21-08

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**RECOMMENDATION:**

**THAT** Council proceeds with the statutory notification process for Development Variance Permit Application DVP-21-08.

**REASON FOR REPORT:**

On May 14<sup>th</sup>, 2021 an application was received for a Development Variance Permit for the property located at 1177 11<sup>th</sup> Avenue East.

The applicant has requested a variance to the City of Prince Rupert's Zoning Bylaw, Section 5.2.0 to build stairs to the second story of an existing building. The current front lot line setback for an R2 zone is 3.6 meters. The proposed stairs will be 0.61 meters from the front lot line. This would require a front lot line variance of 2.99 meters.

The site and building plans are included as Attachments #1 & 2.

**BACKGROUND and ANALYSIS:**

The proposed setback variance is for new exterior stairs to access the second story to an existing building. The new stairs would be 0.61 meters from the front lot line. The building is located 3.05 meters from the front property line. There are residential buildings on either side of the property.

This variance is not anticipated to negatively impact the neighborhood. The public will have the opportunity to provide input during the public consultation period.

Internal referral responses have no concerns at this time.

The Draft Development Variance Permit is included as Attachment #3.

**COST and BUDGET IMPACT:**

There are no costs or budget impact to the City from granting, or not granting the variance.

**CONCLUSION:**

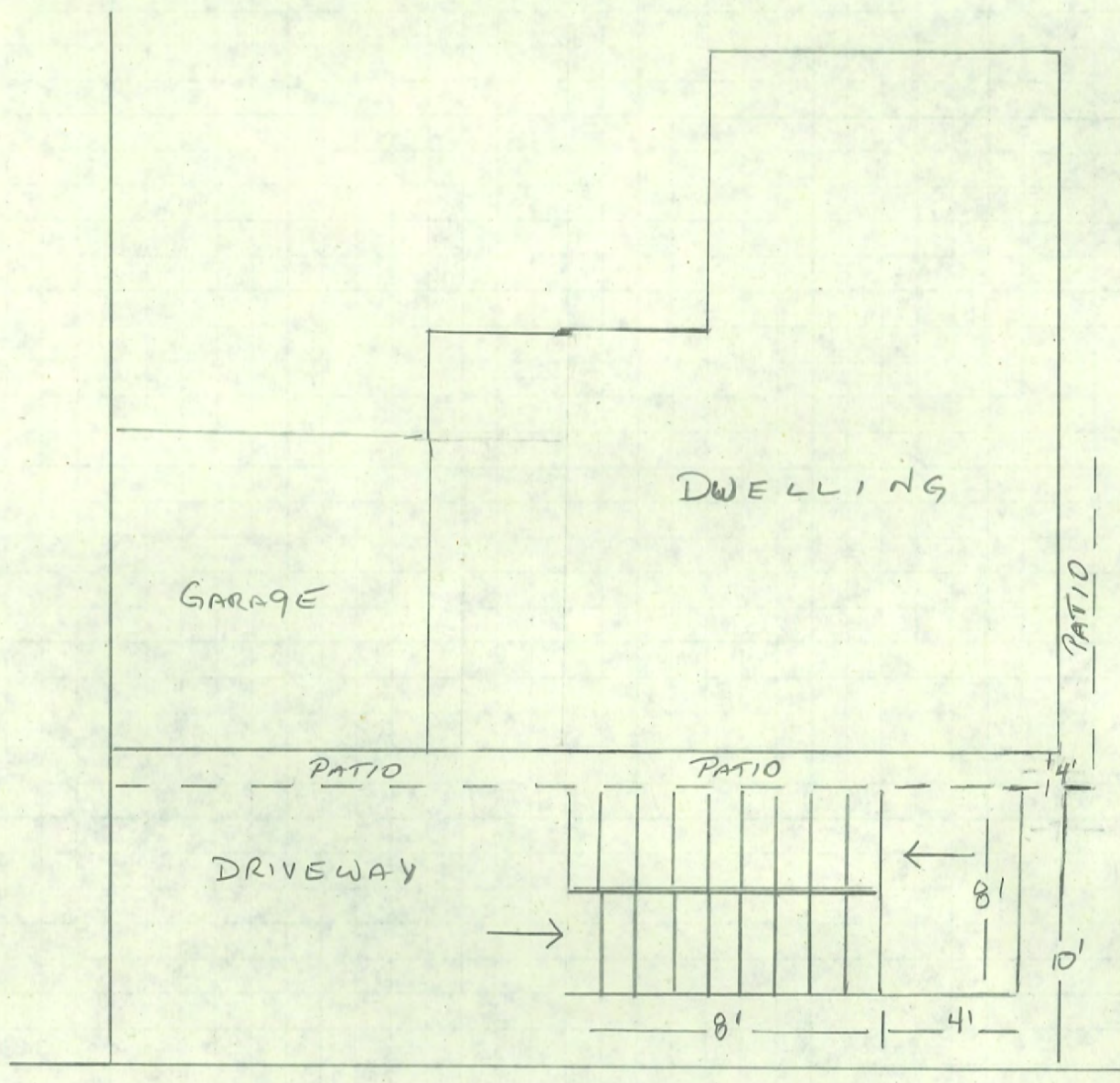
This Development Variance Application is recommended to proceed to public notification. Affected property owners will have the opportunity to express their views on the application when Council considers the permit.

Report Prepared By:  
Chris Buchan,  
iPlan

Report Reviewed By:  
Robert Buchan,  
iPlan

Attachment(s):

1. Site Plan
2. Draft Development Variance Permit



NOT TO SCALE

**SURVEY CERTIFICATE COVERING**

LOTS 21+22, B1K23,  
Sec. 2, DL251, R.S.,  
C.D., Plan 923

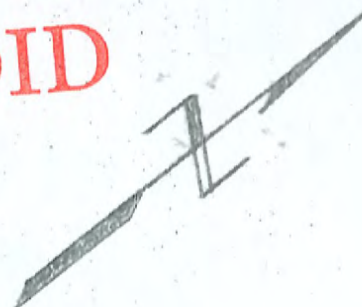
THE DIMENSIONS SHOWN ON THIS  
CERTIFICATE ARE NOT TO BE USED  
TO DEFINE BOUNDARIES.

Scale: 1" = 20'

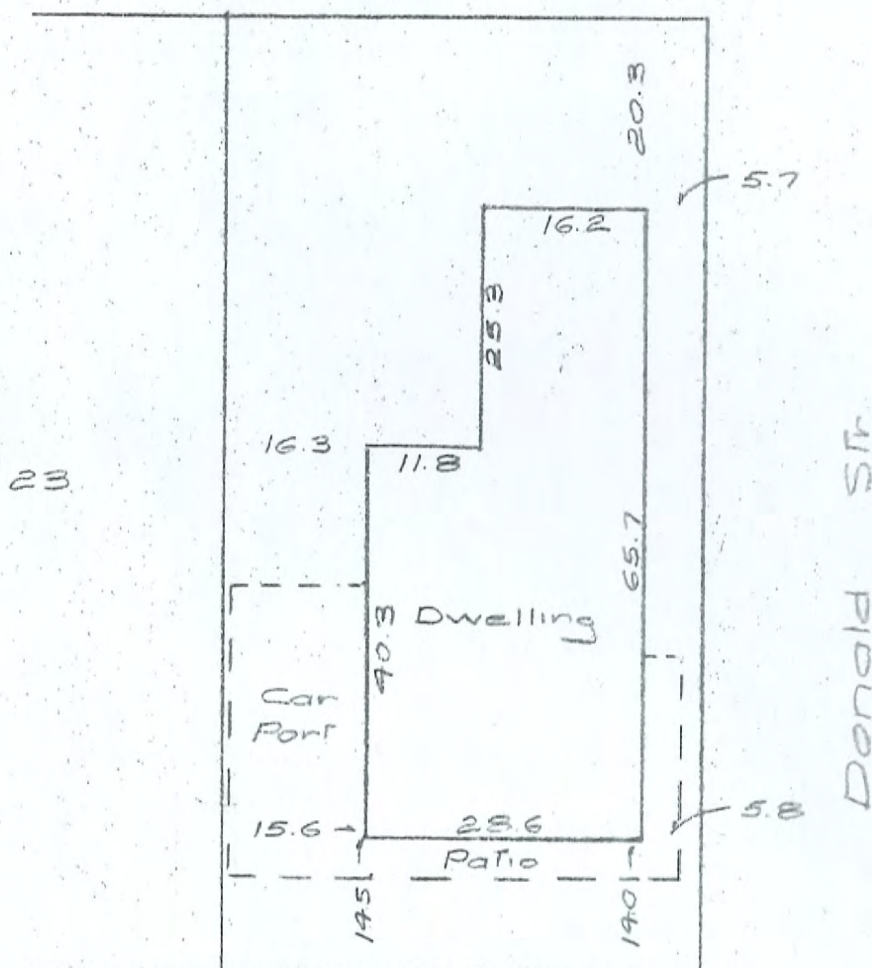
The City of Prince Rupert does NOT warranty the accuracy  
or completeness of this information and no representations  
are being made by providing this copy. Any reliance on  
this information will be solely at YOUR OWN RISK and not  
that of the City.

This information has been provided subject to the Federal  
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Information and Protection of Privacy Act.

**VOID**



Lane



11th Ave. E





## **DRAFT DEVELOPMENT VARIANCE PERMIT**

### **Development Variance Permit #21-08**

**PERMITTEE:** Robert Allan Mcmeekin  
**CIVIC ADDRESS:** 1177 11<sup>th</sup> Avenue East

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1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the City of Prince Rupert applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the City of Prince Rupert described below, and any and all buildings, structures, and other development thereon:

**LEGAL DESCRIPTION:**

(Lots 21 & 22, Block 23, Section 8, Range 5, PRP 923)

**CIVIC ADDRESS:**

(1177 11<sup>th</sup> Avenue East)

3. The City of Prince Rupert Zoning Bylaw (Bylaw #3462) is varied as follows:
  - a. Section 5.2.0: Front Property Line setback from the 3.6 metres to 0.61 metres.

**SUBJECT TO the following conditions to the satisfaction of the City of Prince Rupert:**

- a. **This Development Variance Permit allows the front property setback variance to the property located at 1177 3<sup>rd</sup> Avenue West, Prince Rupert in accordance with the attached plans and specifications included in this permit as Schedules 1 & 2.**
4. If the Permittee does not substantially commence the variance permitted by this Permit within 24 months of the date of this Permit, the Permit shall lapse and be of no further force and effect.
5. This Permit is **NOT** a building permit, Sign Permit, or subdivision approval.

## *PLANS AND SPECIFICATIONS*

6. The following plans and specification are attached to and form part of this permit:

**Schedule:**

1. SITE PLANS
2. BUILDING PLANS

ISSUED ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

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Rosamaria Miller  
Corporate Administrator

**CITY OF PRINCE RUPERT**  
**REPORT TO COUNCIL**

**DATE:** May 25th, 2021  
**TO:** Dr. Robert Long, City Manager  
**FROM:** Richard Pucci, Director of Operations  
**SUBJECT:** 2021 Capital Paving Program - Award

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**RECOMMENDATION:**

**That Mayor and Council approve the recommendation of the Director of Operations and award the 2021 Capital Paving Program to Adventure Paving.**

**REASON FOR REPORT:**

The City annually completes paving under the Capital Paving Program. The paving undertaken with this program covers trouble spots throughout the community.

**ANALYSIS:**

The Operations Department posted a Tender for the 2021 Capital Paving Program on BC Bid and only received one compliant bid from Adventure Paving at \$863,682.44 + GST.

**COSTS AND BUDGET IMPACT:**

City Council has already approved the capital expenditure for the 2021 Capital Paving Program, and this award falls within that approved Budget.

**CONCLUSION:**

**That Mayor and Council award the 2021 Capital Paving Program to Adventure Paving.**

Reviewed by the City Manager

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Richard Pucci,  
Director of Operations

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Robert Long  
City Manager

# CITY OF PRINCE RUPERT

## REPORT TO COUNCIL

**DATE:** May 25th, 2021  
**TO:** Dr. Robert Long, City Manager  
**FROM:** Richard Pucci, Director of Operations  
**SUBJECT:** Landfill Liner and HDPE Piping Material - Award

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### **RECOMMENDATION:**

**That Mayor and Council approve the recommendation of the Director of Operations to allow the Director to source and purchase the Liner and HDPE piping material for the Landfill Expansion Project.**

### **REASON FOR REPORT:**

The Operations Department recognizes the ongoing pandemic-related disruptions in the supply chain for a range of construction materials. This includes our required liner and HDPE drainage system to complete the Landfill Expansion. The City is experiencing difficulty in procuring items. Delays with shortages mean that the quotes are only good for a couple of days as the material is shipped overseas.

### **ANALYSIS:**

The Operations Department would like a Resolution to allow this Department to procure these long lead items immediately as the vendors can not old prices. If these long lead items are not procured immediately, the City may lose its opportunity to complete the expansion this year.

### **COSTS AND BUDGET IMPACT:**

City Council has already approved the capital expenditure for Landfill Expansion, and this award falls within that approved Budget. Additionally, this Department will follow up with a memo to advise Council on the cost of these items.

### **CONCLUSION:**

**That Mayor and Council approve the recommendation of the Director of Operations to allow the Director to source and purchase the Liner and HDPE piping material for the Landfill Expansion.**

Reviewed by the City Manager

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Richard Pucci,  
Director of Operations

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Robert Long  
City Manager