

CITY OF WHITEHORSE – STANDING COMMITTEES

Tuesday, May 20, 2014 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATION

DELEGATES

CITY PLANNING COMMITTEE

1. Public Hearing Report – Zoning Amendment (Administrative Edits)
2. Contract Award – Urban Containment Boundary (UCB) Expansion Areas Pre-Feasibility Assessment
3. Zoning Amendment and Interim Control – SteeloX Portion (Hillcrest)
4. New Business

CITY OPERATIONS COMMITTEE

1. Contract Awards – 2014 Operations Winter Road Maintenance Supplies
2. Contract Award – Supply of Propane
3. Contract Award – Supply of Heating & Vehicle Fuel
4. Contract Award – Recycling Operations
5. Contract Award – Landfill Operations
6. Contract Award – Compost Equipment
7. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Building & Plumbing Bylaw Amendments
2. New Business

CORPORATE SERVICES COMMITTEE

1. Authorize Travel – Federation of Canadian Municipalities Conference
2. New Business

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date Tuesday, May 20, 2014

Location: Council Chambers, City Hall



Chair: Mike Gladish **Vice Chair:** Jocelyn Curteanu

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File #: Z-05-2014

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: May 20, 2014
RE: Public Hearing Report – Zoning Bylaw Amendment (Administrative Edits)

ISSUE

Public Hearing Report for Administrative Amendments to Zoning Bylaw 2012-20.

REFERENCE

- Zoning Bylaw 2012-20
- Official Community Plan (2010)
- Bylaw 2014-17
- *Municipal Act (2002)*

HISTORY

The amendments proposed in Bylaw 2014-17 are generally minor in nature and consist of administrative amendments to Zoning Bylaw 2012-20. These amendments are to clarify existing regulations and to fix errors that have been brought forward by staff through daily use and review of the Zoning Bylaw. In addition, some of the amendments came from the public which were advanced to staff as suggestions.

The following amendments are proposed in this round of housekeeping amendments:

- Adjustment of definitions
- General and specific use regulation edits
- Parking regulation edits
- Addition/Deletion of permitted uses
- Minor administrative amendments
- Mapping edits

Bylaw 2014-17 received 1st Reading on April 22, 2014. Letters were sent to property owners within 100 metres of affected properties. This includes 38 letters for a vacant City owned parcel located in Takhini North and 3 letters for a City owned Public Use Land Dedication area near Metropolit Lane. General City-wide notice was published in the newspapers on April 25th and May 2nd. Yukon Government Lands Department, Kwanlin Dün First Nation and Ta'an Kwäch'än Council were also notified.

No one appeared to speak at the Public Hearing and three written submissions were received, two in support and one raising concerns.

The following specific comments were received:

- There are drainage issues in the PULD area near Metropolit Lane that are impacting private property
- Support for amendment

ALTERNATIVES

- Option 1: Proceed with 2nd and 3rd Reading under the bylaw process.
- Option 2: Direct administration to amend the proposed bylaw.
- Option 3: Do not proceed with 2nd and 3rd Reading.

ANALYSIS

Drainage Issues near Metropolit Lane

A property owner raised the concern that the PULD lot is collecting runoff and that the water onsite is getting deeper each season.

The subject area was identified for PULD during a subdivision process for Yukon Gardens in 2008. The proposed rezoning of this lot from CH-Highway Commercial to PE-Environmental Protection reflects that it is a wet area, contains steep slopes and bedrock, is important for site drainage, and could provide a connection to the rock gardens recreational area. The concern brought forward by the property owner is unrelated to this zoning amendment, but staff will continue to monitor this issue with the owner to find a solution.

Support for amendment

Two residents of Takhini North provided support for the rezoning of a 160 m² parcel located along Arnhem Road.

The subject area was intended to be part of the adjacent park shown in the 2008 Takhini North Plan. However, when zoning was approved, this area was not included and remained RCS2-Comprehensive Residential Single Family 2.

The proposed amendment to rezone it to PR-Parks and Recreation meets the original intent of the Takhini North Plan.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2014-17, a bylaw to amend Zoning Bylaw 2012-20 with respect to numerous miscellaneous edits, be brought forward for 2nd and 3rd Reading under the bylaw process.

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: May 20, 2014
RE: Contract Award – Urban Containment Boundary (UCB) Expansion Areas Pre-Feasibility Assessment

ISSUE

Contract award for the preparation of a pre-feasibility assessment for the long range planning areas shown on Map 5 of the Official Community Plan (OCP).

REFERENCE

- Request for Proposal, UCB Expansion Areas Pre-Feasibility Assessment
- Proposals for UCB Project – Inukshuk Planning & Development, Morrison Hershfield Ltd., planningAlliance (pA), and Urban Systems
- Consulting Services Selection Procedures Policy (2011)
- Official Community Plan (OCP) (2010)

HISTORY

On March 3, 2014 the City of Whitehorse released the Request for Proposal (RFP) for an Urban Containment Boundary (UCB) Expansion Areas Pre-Feasibility Assessment. The goal is to obtain a qualified consultant to complete long range planning work for the two UCB expansion areas shown on Map 5 in the OCP. Tasks to be completed by the consultant include:

- Biophysical assessment of each area;
- Engineering assessment for providing major infrastructure to each area;
- Assessment of recreation values of each area; and
- Government, First Nation, and Stakeholder consultation.

The consultant's work would build on background information collected in 2013, including fish, wildlife and bird assessments, geotechnical review, and a heritage assessment. This project is being completed under a contribution agreement with the Yukon Government which will cover consultant costs and City staff wages dedicated to the project.

This project is not intended to result in a neighbourhood design for either expansion area. Further, development in these areas is not expected in the next 20 years if continued development (Whistle Bend/infill/subdivision/densification) occurs within the Urban Containment Boundary.

The proposal closing date was April 4, 2014 and the City received complete proposals from:

1. **Inukshuk Planning & Development (IPD)** in association with Associated Engineering (AE), EBA Engineering, Ecological Logistics and Research Ltd, and Jane of All Trades Consulting.

2. **Morrison Hershfield Ltd. (MH)** in association with Becker Planning Consultancy, Palmer Environmental Consulting Group, and EDI Environmental Dynamics Inc.
3. **planningAlliance (pA)** in association with Associated Engineering (AE) and EDI Environmental Dynamics Inc.
4. **Urban Systems (US)** in association with Associated Engineering (AE), EDI Environmental Dynamics Inc., EBA Engineering, Vector Research, and Ecofor Natural and Cultural Resource Consultants.

The proposals were reviewed by the evaluation team comprised of:

Kinden Kosick, Planner II
Mike Ellis, Senior Planner/Supervisor
Dale Cebuliak, Private Development Technologist II
Christine Lambert, Project Manager, Land Development Branch, YG

ALTERNATIVES

- Option 1: Award the contract to Urban Systems.
- Option 2: Re-evaluate the proposals.
- Option 3: Cancel the project.

ANALYSIS

The proposals were evaluated in accordance with the six stipulated evaluation criteria of:

Project Team	25%
Approach and Methodology	25%
Past Relevant Experience	20%
Schedule	5%
Local Preference	15%
Adjusted Fees	10%

The following analysis provides an overview of how the proposals ranked against the criteria.

➤ Project Team (25% Weighting)

IPD – 18.75 MH – 19.25 pA – 19.00 US – 21.50

Each of the project teams presented concerns to the review team. Many of the sub-consultants were similar between the four proposals, which resulted in similar scores for each proposal. Urban Systems, Inukshuk, and planningAlliance were all associated with the same engineering sub-consultant (Associated Engineering), while Morrison Hershfield provided engineers from within their company.

Inukshuk, Morrison Hershfield, and Urban Systems assembled complete teams, while planningAlliance did not include geotechnical, economic development and recreation professionals. Inukshuk, Morrison Hershfield, and Urban Systems also provided teams with extensive local knowledge.

Urban Systems provided very strong mapping and GIS and economic development components to their team as well as additional First Nations consultation and heritage professionals. These additions led to their proposal scoring the highest in this section.

➤ Approach and Methodology (25% Weighting)

IPD – 21.00 MH – 20.75 pA – 19.25 US – 21.00

This criterion evaluated the proposals based on their overall approach, methodology and deliverables. Generally, the proposals from Inukshuk, Morrison Hershfield, and Urban Systems adequately addressed the terms of reference. In comparison to the strong approach and methodology of the other teams, the proposal from planningAlliance was less detailed and lacked some understanding of local context, which resulted in a lower score in this section.

The proposals from Urban Systems and Inukshuk best reflected the expected deliverables from the RFP. It is expected that this will be an engineering/technical information led project that will result in a high level feasibility assessment that will determine how to proceed on each UCB expansion area.

The proposals from Morrison Hershfield and Urban Systems proposed additional sustainability assessment, such as greenhouse gas modeling and geothermal district heating systems. While innovation and alternative servicing standards are encouraged, these other items are not within the scope of the project at this time. If a decision is made to move forward with development at some time in the future, sustainable options will be explored.

All of the proposals lost points as they did not clearly articulate how feasibility of each area would be determined. There were general statements regarding benchmarking and criteria, but no specific detail to how it would be assessed.

Past Relevant Experience (20% Weighting)

IPD – 18 MH – 16.50 pA – 16.10 US – 18.10

The first portion of the rating criteria considers the number of similar projects completed and references received. Inukshuk demonstrated having completed the highest number of similar planning projects, followed by Urban Systems, Morrison Hershfield and planningAlliance.

The project lead completed reference checks on each consultant team, with the best references being received for Urban Systems, followed by planningAlliance, Inukshuk, and Morrison Hershfield.

The consultants also completed an Experience Checklist Table (ECT), in which each team member's years of experience are multiplied by the number of hours spent on this project. As the four consultant teams had a different number of project hours and team members, the chart was modified to determine experience per project hour.

Urban Systems received the highest score in this category. All other proposals were pro-rated according to their score, with Inukshuk getting the next highest marks followed by Morrison Hershfield Ltd. and planningAlliance.

➤ Schedule (5% Weighting)

IPD – 4.5 MH – 5.0 pA – 4.0 US – 4.5

All proposals submitted, except for planningAlliance met the deadline for the final deliverable. Morrison Hershfield, who had the highest score here, also included a project close out and follow up process after the final completion of the final deliverable.

➤ Local Preference (15% Weighting)

IPD – 15.00 MH – 11.25 US – 15.00

Teams are assigned points for Yukon businesses and the number of project hours allocated to Yukon residents. Both Inukshuk and Urban Systems were judged to have local offices with predominantly local staff dedicated to the project, and both received perfect scores. Morrison Hershfield has a local office, but proposed using less than 75% local staff, resulting in a lower score. planningAlliance did not meet the Technical Points Threshold (at least 80% score overall in the first four categories) so their local preference submission was not calculated.

➤ Adjusted Fees (10% Weighting)

IPD – 9.75 MH – 10.00 US – 8.00

Fees, like local preference, are only considered for teams that meet the technical points threshold. Morrison Hershfield submitted the lowest fee \$211,494 for the two UCB areas, which is less than the maximum project budget of \$250,000. As a result, Morrison Hershfield received the full score. Inukshuk’s fee was slightly higher at \$214,563.58, so they received nearly the same points for this category. Urban Systems fee was higher at \$238,587, which resulted in a lower score in this category.

SUMMARY

As per the Consulting Services Selection Procedures Policy, interviews may be conducted with consultant teams if their proposal scores are within 5% of each other. The review team conducted interviews with Inukshuk Planning and Development and Urban Systems on May 8, 2014. Following the interviews, the review team adjusted the final scores slightly based on the information presented by the consultants.

The total points calculated by the review committee were as follows:

<i>Team</i>	<i>Project Team</i>	<i>Approach & Methodology</i>	<i>Past Relevant Experience</i>	<i>Schedule</i>	Technical Point Threshold (TPT) Min. 60	<i>Local Preference</i>	<i>Adjusted Fees</i>	<i>Total</i>
Inukshuk Planning & Development	18.75	21.00	18.0	4.5	62.25	15	9.75	87.00
Morrison Hershfield Ltd.	19.25	20.75	16.5	5.0	61.50	11.25	10.0	82.75
planningAlliance	19.00	19.25	16.1	4.0	58.35	n/a	n/a	n/a
Urban Systems	21.50	21.00	18.1	4.5	65.1	15	8	88.10
Maximum Points	25	25	20	5	Technical Point Threshold (TPT) Min. 60	15	10	100

Urban Systems ranked either first or tied for first on each of the technical categories and received a full score for Local Preference. Inukshuk also had an impressive proposal but ultimately did not provide the quality of Project Team proposed by Urban Systems. Although the budget for the Urban Systems proposal was the highest submitted, it is still within the project budget.

Both of Urban Systems and Inukshuk submitted proposals that were of high quality and both firms could adequately complete the project as required. The review team ensured that this process was conducted as fairly as possible under the Consulting Services Selection Procedures Policy. Ultimately, the project with the highest score is being recommended for this project.

The Consulting Services Selection Procedures Policy allows for the unsuccessful bidders to be debriefed on why their proposal was not selected. Administration will meet with any bidders who request a meeting.

ADMINISTRATIVE RECOMMENDATION

THAT the contract for the Urban Containment Boundary (UCB) Expansion Areas Pre-Feasibility Assessments be awarded to Urban Systems in the amount of \$238,587.

File #: Z-04-2013

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: May 20 th , 2014
RE: Zoning Amendment and Interim Control – Steelox Portion (Hillcrest)

ISSUE

Defeating proposed zoning amendment and interim development control for the Steelox portion of Hillcrest (lots on Dalton Trail, Park Lane, and upper Hillcrest Drive).

REFERENCE

- Zoning Bylaw 2012-20
- Bylaw 2012-37
- Bylaw 2013-18
- Hillcrest Neighbourhood Plan
- Bylaw 2014-13

HISTORY

In March of 2013, the Hillcrest Community Association (HCA) approached City Council with a request to restrict the allowable development height in the “Steelox area” of Hillcrest at 8 metres until new zoning could be adopted through the Hillcrest Neighbourhood planning process. The intent was to introduce a Bylaw and interim development control that would apply to all RS–Residential Single Detached lots and RCTx(a)–Comprehensive Residential Townhouses (modified) on upper Hillcrest Drive, Park Lane, and Dalton Trail.

Bylaw 2013-18 was brought forward and amended by City Council at 1st Reading on April 8th, 2013, to allow for 9 metre development on the four duplex lots that were rezoned to RCTx(a) in 2012 (Bylaw 2012-37). An additional restriction was introduced to restrict the start of rooflines at 7 metres for these lots.

An interim development control was put in effect on April 22nd, 2013 and a Public Hearing was held for the Bylaw on May 13th, 2013. Second Reading was delayed until completion of the Hillcrest Neighbourhood Planning Process.

The planning process is now complete. The Hillcrest Neighbourhood Plan was adopted by City Council on January 13th, 2014 following extensive public consultation. New zoning was adopted for the area on April 22nd via amending Bylaw 2014-13.

Support for the new zoning has been expressed by HCA. Defeating Bylaw 2013-18 is now required to conclude the associated interim control.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct Bylaw 2013-18, a bylaw to amend height restrictions on Dalton Trail, Park Lane, and a portion of upper Hillcrest Drive, be brought forward under the bylaw process and defeated at second reading.

**CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA**

Date: Tuesday, May 20, 2014
Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice Chair: Dave Stockdale



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ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: May 20, 2014
RE: Contract Awards – 2014 Operations Winter Road Maintenance Supplies

ISSUE

Award contracts for the supply of 10 mm Crushed Sand and Winter Road Salt

REFERENCE

Invitation to Tender – Supply of 12,000 Tonnes of 10 mm Crushed Sand 2014-1355
Invitation to Tender – Supply of 450 Tonnes of Winter Road Salt 2014-1358

HISTORY

The approved 2014 operating budget includes funds for the supply of 10 mm crushed sand and winter road salt for winter road maintenance. Public tenders were advertised April 11, 2014 with a closing date of April 30, 2014.

Two companies picked up the tender package for the supply of 10 mm crushed sand, and two companies picked up the tender package for the supply of 450 Tonnes of Winter Road Salt. For each tender, only one bid was submitted. Both bids meet specifications and are within the approved budget.

ALTERNATIVES

1. Award the contract for the supply of 12,000 tonnes of 10mm Crushed Sand to Skookum Asphalt Ltd. in the amount of \$119,250.00 and award the contract for the supply of 450 tonnes of Winter Road Salt to Canadian Lynden Transport Corporation in the amount of \$139,543.00.
2. Cancel the tender.

ANALYSIS

The award of these contracts provides the Operations Department with the materials necessary for winter road maintenance tasks.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the contract for the supply of 12,000 tonnes of 10mm Crushed Sand to Skookum Asphalt Ltd. in the amount of \$119,250.00, and

THAT Council award the contract for the supply of 450 tonnes of Winter Road Salt to Canadian Lynden Transport Corporation in the amount of \$139,543.00.

ADMINISTRATIVE REPORT

TO:	Operations Committee
FROM:	Administration
DATE:	May 20, 2014
RE:	Contract Award – Supply of Propane

ISSUE

Award of tender for the supply and delivery of propane fuel.

REFERENCE

Invitation to Tender – Supply of Propane 2014-001351

HISTORY

Public tenders for the supply and delivery for the City's propane fuel requirements were advertised on Mach 26, 2014 in the local newspapers and on the City website with a closing date of April 10, 2014.

The tender requested pricing for the supply and delivery of propane fuel on a per litre basis as of April 8, 2014 for the period covering July 1, 2014 to June 30, 2017. Bidders had the option of bidding a "fixed or fluctuating" price structure.

Fixed pricing is to be reviewed annually while the fluctuating price is to be based on bidder's source of supply price structure on a monthly basis. Any price increases under either option following award of the tender require prior approval of the City. Only one bidder chose to supply both a fixed and a fluctuating price structure. Tenders were evaluated on a per litre basis.

Two bids were received and are shown in the table below:

Vendor	Heating Propane Fluctuating per litre	Heating Propane Fixed per litre
Superior Propane	\$0.559	\$0.68
Super Save Propane	\$0.5221	No Bid

ALTERNATIVES

1. Award the contract for the supply and delivery of the City's propane fuel requirements, for the period of July 1, 2014 to June 30, 2017, to Super Save Propane, based on the price per litre as quoted.
2. Cancel the tender.

ANALYSIS

The bids were reviewed for compliance with the Instructions to Bidders. Both bids met the Instructions to Bidders with only one providing a fixed price structure. In reviewing the bids Super Save Propane was the low bid per litre in the fluctuating price structure. In reviewing the fixed price structure provided by Superior Propane it was approximately 30% higher than the lowest fluctuating price structure and as such is not being considered as part of this tendering process.

Awarding this contract to Super Save Propane will provide the City with the required propane fuel for heating, vehicle and miscellaneous tank fill-ups.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the contract for the supply and delivery of the City's propane fuel requirements, for the period of July 1, 2014 to June 30, 2017, to Super Save Propane.

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: May 20, 2014
RE: Contract Award – Supply of Heating & Vehicle Fuel

ISSUE

Award of tender for the supply and delivery of heating and vehicle fuels.

REFERENCE

Invitation to Tender – Supply of Fuel 2014-001350

HISTORY

Public tenders for the supply of the City's heating and vehicle fuel requirements were advertised on March 26, 2014 in the local papers and on the City website with a closing date of April 10, 2014. The tender requested pricing for the supply and delivery of heating fuel, gasoline and diesel for the period covering July 1, 2014 to June 30, 2017. Bidders had the option of bidding a "fixed or fluctuating" price structure.

Fixed pricing is to be reviewed annually while fluctuating price is to be based on bidder's source of supply price structure on a monthly basis. Any price increases under either option following the award of the tender require prior approval of the City.

Tenders were evaluated on the price per litre quoted for the various products requested as of April 8th, 2014. Bidders had the option of bidding all or in part of required product. Four bids were received. After reviewing all bids it was found that one bid did not meet the Instructions to Bidders and as such was disqualified. The three bids that did meet the Instructions to Bidders are shown in the table below:

Vendor	Gasoline	Diesel	Diesel Lo Pour	Furnace Oil	Stove Oil
AFD Petroleum Ltd.	\$1.3102	\$1.2814	\$1.3261	\$1.1944	\$1.2391
ERS Environmental Refuelling	\$1.276	\$1.2549	\$1.2849	\$1.1514	\$1.1819
North 60 Petro Ltd.	\$1.1854	\$1.1481	\$1.1932	\$1.0561	\$1.1012

All three bidders bid on all products. None of the bidders offered a fixed price.

ALTERNATIVES

1. Award the contract for the supply and delivery of the City's fuel requirement for the period of July 1, 2014 to June 30, 2017, to North 60 Petro Ltd, based on the price per litre as quoted.
2. Cancel the tender.

ANALYSIS

The North 60 Petro Ltd. bid was the lowest bid per litre in all products being requested. Awarding the contract to North 60 Petro Ltd. will provide the City with its required fuel supply for both heating and vehicle fuels.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the contract for the supply and delivery of the City's fuel requirement for the period of July 1, 2014 to June 30, 2017, to North 60 Petro Ltd.

File #: 5001001

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: May 20, 2014
RE: Contract Award – Recycling Operations

ISSUE

Award of recycling operation at waste management site.

REFERENCE

Approved 2014 Operational Budget, Program # 5001001 – 2014 Solid Waste Facility – Recycling Operations Contract in the amount of \$68,000.00 and e-waste in the amount of 50,000.00.

HISTORY

The approved Operational Budget for 2014 includes the contract for Recycling Operations at the Waste Management Facility for \$68,000.00 and e-waste for an additional \$50,000.00.

The general scope of this contract would include the following using best practices:

- Supply containers, manage and maintain a recycling area
- Manage and maintain a white goods area
- Manage and maintain an electronic waste area and ship palletized e-waste
- Manage and maintain a battery storage area and ship palletized e-waste
- Manage and maintain a used paint storage area
- Operate and maintain the Free/Re-Use Store
- Remove recyclable materials from site

The last tender was awarded on June 16, 2005 for a 5 year contract for Compost and Recycling Operations. The contract was extended for 2 years in 2010, then again was extended for 2 years in 2012. The amount of the signed extension of contract in 2012 was made in the amount of \$67,750.86, excluding GST, and will expire on June 30, 2014.

A public tender for the 2014 Solid Waste Facility - Recycling Operations was advertised on the City website, in local newspapers on April 4, 2014 with a closing date of April 29, 2014.

The following bids were received for the 2014 Solid Waste Facility - Recycling Operations:

1. P & M Recycling in the amount of \$83,010.00 per annum.
2. Raven Recycling Society in the amount of \$112,995.00 per annum.

ALTERNATIVES

1. Award the tender to P & M Recycling for the Recycling Operations Contract in the amount of \$83,010.00.
2. Cancel public tender.

ANALYSIS

All proposals were reviewed for compliance by the A/Manager of Water and Waste Services, and were found to be in compliance to the Instructions to Tenderers, General Conditions, and General Specifications.

The review concluded that P & M Recycling was the low bid for the Recycling Operations contract and that the tender meets all the specifications of the contract. The price is within the total budget of \$118,000 and includes additional work as noted in the scope of work changes listed as follows:

- Removal of Composting Operations
- Addition of e-waste management
- Addition of white goods management
- Addition of free store management
- Addition of litter control

Administration believes that P&M Recycling has the ability to carry out the work as specified in the contract and has also reviewed the tender with P&M Recycling and they have subsequently confirmed that they are able to carry out the work at the price submitted.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the contract for the Recycling Operations to P & M Recycling for the period of July 1, 2014 to June 30, 2019 for the amount of \$83,010.00.

File #: 5001001

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: May 20, 2014
RE: Contract Award – Landfill Operations

ISSUE

Award of landfill operations contract at the Waste Management Facility.

REFERENCE

Approved 2014 Operational Budget, Program # 5001001 – 2014 Solid Waste Disposal – Landfill Operations Contract in the amount of \$330,000.00.

HISTORY

The approved Operational Budget for 2014 includes the contract for landfill operations at the Waste Management Facility for \$330,000.00. The scope of this contract utilizes waste management best practice, and includes the following:

- Pushing/compacting domestic waste and applying daily cover
- Pushing/compacting construction and demolition waste and applying daily cover
- Excavating/moving cover material
- Clearing roads to access working face
- Litter control and clean-up
- Maintaining the metal waste stockpile, vehicle tire stockpile, grubbing/stripping/trees/brush pile, and asphalt & concrete stock pile

The last tender was awarded on July 1, 2005 for the amount of \$264,825.00 for a 5 year contract. The contract was extended for 2 years in 2010, then again for 2 years in 2012. The last extension of the contract was in the amount of \$320,511.70, and will expire on June 30, 2014.

A public tender for the 2014 Solid Waste Disposal - Landfill Operations was advertised on the City website, and in local newspapers on April 4, 2014 with a closing date of April 28, 2014.

The following bids were received for the 2014 Solid Waste Disposal - Landfill Operations:

1. Arctic Backhoe Services Ltd in the amount of \$830,600.00 per annum
2. Castle Rock Enterprises in the amount of \$431,400.00 per annum

ALTERNATIVES

1. Award the tender to Castle Rock Enterprises for the Landfill Operations Contract in the amount of \$431,400.00.
2. Do not award the tender and direct administration to review alternate options.

ANALYSIS

All tenders were reviewed for compliance by the A/Manager of Water and Waste Services, and were found to be in compliance to the Instructions to Tenderers, General Conditions, and General Specifications.

The review concluded that Castle Rock Enterprises was the low bid for the Landfill Operations contract. The bid, meets the specifications of the contract, however the price exceeds the approved operating budget.

Evaluation of Costs

Landfill Operations Cost Comparison					
Item	Price Excluding GST	% Increase Since 2005 Award	% Increase Since 2012 Extension	\$ Difference From 2014 Approved Operating Budget	% Difference From 2014 Approved Operating Budget
2005 Tender	\$ 264,825.00				
2012 Extension	\$ 320,511.70	21.03%			
2014 Approved Operating Budget	\$ 330,000.00	24.61%	2.96%		
2014 Castle Rock Enterprises Bid	\$ 431,400.00	62.90%	34.60%	\$ (101,400.00)	30.73%
2014 Arctic Backhoe Services Ltd Bid	\$ 830,600.00	213.64%	159.15%	\$ (500,600.00)	151.70%

The current tender did include some necessary changes to the scope of work as follows:

- Estimated Total Annual Volume of Waste being landfilled increased from 17,778 tonnes in the 2005 tender to 23,237 tonnes (based on the previous 4 year average). This is an increase of 30%.
- Compaction Rates have increased from 750kg/yd³ to 850kg/m³ required for the domestic waste; (from not specified) to 500kg/m³ for construction & demolition waste (C&D); (from not specified) to 750kg/m³ required for combined domestic and C&D waste.
- Daily cover extraction, storage and application were more specific in the new 2014 tender.

Conditions of the landfill changes:

- In 2005 the Landfill was a depression and over the years with the addition of waste material has transformed to a hill. As a result, litter control, daily cover, and general travel are more difficult to achieve, even though the general scope of work has not changed for these components.

Administration has conducted a thorough review of the tender submitted by Castle Rock enterprises. Although the bid is higher than what is contained in the approved budget, the changes in scope and conditions at the landfill must be factored in. Most notably, the 30% increase in waste material entering the landfill has an impact. The requirement for increased compaction also requires more effort from the contractor however increased compaction also results in an extension of landfill life which ultimately translates to return value. Administration has conducted an initial assessment and concluded that the City could not achieve a competitive alternative to the Castle Rock bid using internal City equipment and staff. Administration has met with Castle Rock Enterprises and reviewed all aspects of the tender. Administration believes Castle Rock Enterprises have the ability to carry out the work as specified and Castle Rock Enterprises has subsequently confirmed that they are able to carry out the work at the price submitted.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the contract for the Landfill Operations to Castle Rock Enterprises for the period of July 1, 2014 to June 30, 2019 for the amount of \$431,400.00.

File #: 320c00513

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: May 20, 2014
RE: Contract Award – Compost Equipment

ISSUE

Award of tender for the purchase of one horizontal grinder.

REFERENCE

Approved 2014 Capital Plan, Project # 320c00513 – Purchase of one horizontal grinder in the amount of \$500,000.00.

HISTORY

The approved Capital Plan for 2014 includes funding for one horizontal grinder.

This new grinder is an addition to the fleet and is required to provide in-house carbon source for the compost facility. It can also be used to reduce the air space of bulky materials and can be used to supply additional cover material for the landfill.

A public tender for the purchase of the horizontal grinder was advertised on the City website, in local newspapers and sent electronically to qualified dealerships on March 28, 2014 with a closing date of April 18, 2014.

The following bids were received for the horizontal grinder:

1. Vermeer Canada in the amount of \$450,000.00 base unit price plus \$8,500.00 Extended Warranty Option, FOB Whitehorse
2. Morebark in the amount of \$475,250.00 base unit price, FOB Whitehorse
3. Peterson in the amount of \$521,490.00 base unit price, FOB Whitehorse

ALTERNATIVES

1. Award the tender to Vermeer Canada for the purchase of one horizontal grinder in the amount of \$458,500.00
2. Cancel the tender

ANALYSIS

All proposals were reviewed by a committee consisting of the A/Manager of Water and Waste, the Landfill Supervisor, and the Equipment Maintenance Supervisor. All bids were

checked for compliance to the Specifications Terms and Conditions in accordance with the Instructions to Bidders.

The review concluded that Vermeer Canada was the low bidder for the horizontal grinder. The bid meets most of the specifications and is within the approved budget. Any components that were outside of the specifications have been reviewed, clarified and approved by the Equipment Maintenance Supervisor and supporting mechanics.

The horizontal grinder offered by Vermeer comes with a 2 year or 4,000 hour warranty, except on wearable components. However, they do offer a 5 year or 6,500 hour warranty option that would provide total coverage on additional components for \$8,500.00. It has been recommended by the Equipment Maintenance Supervisor that the option be added due to the cost of replacing the individual parts.

Awarding the purchase of the horizontal grinder from Vermeer will allow the City of Whitehorse to grind the brushing pile to use as carbon additives for the composting operations and grind construction and demolition waste to use as cover material and reduce the amount of air space it currently takes up.

This project is being funded by the Build Canada Fund.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the tender to Vermeer Canada for the purchase of one horizontal grinder and the extended warranty in the amount of \$458,500.00.

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE

Date Tuesday, May 20, 2014

Location: Council Chambers, City Hall

Chair: Kirk Cameron Vice Chair: Mike Gladish



Pages

1. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE

Date Tuesday, May 20, 2014

Location: Council Chambers, City Hall

Chair: Dave Stockdale Vice Chair: Kirk Cameron



Pages

1. New Business

**CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date **Tuesday, May 20, 2014**

Location: **Council Chambers, City Hall**

Chair: Betty Irwin **Vice Chair: John Streicker**



Pages

- 1. Building & Plumbing Bylaw Amendments**
- 2. New Business**

1 - 6

ADMINISTRATIVE REPORT

TO:	Development Services Committee
FROM:	Administration
DATE:	May 20, 2014
RE:	Building & Plumbing Bylaw Amendments

ISSUE

Amendments to the Building and Plumbing Bylaw

REFERENCE

- Bylaw 2009-16: A bylaw to amend Building and Plumbing Bylaw 99-50
- 2010 Official Community Plan

HISTORY

City's Building and Plumbing Bylaw

The City's Building and Plumbing Bylaw has been amended a number of times over the past five years to strengthen and clarify energy requirements. The objective of these amendments has been to increase the energy efficiency of buildings constructed in Whitehorse and save homeowners and building operators money.

The City's Building and Plumbing Bylaw applies to all new heated construction. The minimal thermal insulation requirements were initially based on Yukon Housing Corporation's "Green Home" standard, which was designed for residential construction. Larger, commercial buildings are often more complex and require additional specifications.

National Building Code (NBC) and National Energy Code (NEC)

There are two relevant codes related to buildings that are developed by the Government of Canada, both of which are model codes that have no legal status until adopted by a province or territory. The National Building Code (NBC) addresses the design and construction of new buildings in the areas of safety, health, accessibility, and fire and structural protection. The Yukon Government adopted the 2010 NBC in 2011, which means it is now the standard for construction in the Yukon. Recently the Yukon Government enacted a 1-year moratorium on one section of the NBC that relates to energy efficiency. The National Energy Code (NEC) is a model code for larger buildings that provides minimum requirements for the design and construction of energy efficient buildings.

The 2010 NBC was the first version to include minimal energy requirements; these requirements are roughly on par with the City of Whitehorse's Building and Plumbing Bylaw. However this section of the NBC only applies to homes and small buildings (less

than 3 storeys high and 300m²). Buildings above 300m² in size must follow the NEC guidelines and Building and Plumbing Bylaw.

The proposed amendments to the Building and Plumbing Bylaw currently before Council are intended to simplify the energy standards, clarify how it applies to the residential and commercial sector, and align with other City bylaws and regulations from other orders of government. The proposed amendments are unrelated and unaffected by recent changes in Yukon legislation regarding a 1-year moratorium on building thermal insulation standards outside of the City of Whitehorse.

ALTERNATIVES

1. Proceed with the bylaw amendments under the bylaw process.
2. Refer back to administration for additional information or edits.
3. Do not proceed with the bylaw amendments.

ANALYSIS

The proposed amendments can be classified in three main categories: alignment, clarification and new.

Alignment

There are a number of different regulations that developers must adhere to when constructing residences and commercial buildings, including municipal bylaws, territorial regulations, national codes; and sometimes additional standards if developers want to achieve special certification (such as LEED). These proposed amendments are intended to align the Building and Plumbing Bylaw with other relevant City bylaws and national codes. It is hoped this will help simplify the process for developers.

Recently City Council adopted a Water Utility Bylaw and a Storm and Sewer Utility Bylaw; key requirements in these bylaws (requirements about waste grinding device and grease interceptors) have been incorporated into the proposed amendments to the Building and Plumbing Bylaw.

Administration proposes specifying that residential construction must adhere to the National Building Code and that commercial construction must adhere to the National Energy Code. Requirements that are replicated in either of these codes have been removed from the City's bylaw. In cases where the City's bylaw is more stringent than either the NBC or NEC with regards to thermal insulation levels, requirements in the Bylaw must be met.

Clarification

The order of requirements for insulation, windows, and doors was changed to ensure that computer modelling applies to all aspects of the envelope (prior order suggested modelling only applied to the insulation values).

Proposed amendments specify that only residential construction must have heat recovery ventilations (HRVs). HRVs are not always appropriate in commercial construction; however heat recovery in ventilation systems (the specifics may vary

depending on the building) would still be required in commercial construction where good engineering standards mandates.

Building permit fees are determined through a formula established in the Fees and Charges Bylaw and uses value of construction in this formula for most structures with the exception of mobile homes. The Building and Plumbing Bylaw states that building inspectors shall determine the value of construction. “Value of construction” is being further defined in the bylaw to provide clarity to builders. There is no change in current practices. Any adjustments to fees will be done through changes to the Fees and Charges Bylaw.

New

The only new regulation being proposed is to increase the thermal insulation value for cathedral ceilings. Generally the R-value for ceilings under the NBC is R60. However the NBC reduces this value to R30 for cathedral ceilings. While it is more difficult to achieve R60 in a cathedral ceiling, there are various techniques available. The Bylaw has required R50 in cathedral ceilings since 2009 and builders have been able to meet this standard. This change helps establish a single R-value for all types of residential roof construction.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2014-24, a bylaw to amend the Building and Plumbing Bylaw, be brought forward for due consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2014-24

A bylaw to amend Building and Plumbing Bylaw 99-50

WHEREAS council adopted a Building and Plumbing Bylaw to administer standards respecting the construction, demolition, removal, or alteration of any building or structure within the City of Whitehorse; and

WHEREAS section 220 of the *Municipal Act* provides that council may by bylaw amend or vary bylaws; and

WHEREAS it is deemed desirable and expedient to amend City of Whitehorse Building and Plumbing Bylaw 99-50 with respect to a number of minor edits;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Section 5 of Bylaw 99-50 is hereby amended by adding five new definitions as follows:

“COMMERCIAL” means construction not defined as residential in the *National Building Code*.

“RESIDENTIAL” is defined as per the *National Building Code*.

“SEWER AND STORM UTILITY BYLAW” means the City of Whitehorse Sewer and Storm Utility Bylaw as amended from time to time.

“VALUE OF CONSTRUCTION” means the estimated complete cost to construct buildings in the city, excluding costs such as electrical related to work not under the authority of the City of Whitehorse. As deemed necessary by the authority having jurisdiction, costs provided by an applicant may be revised.

“WATER UTILTIY BYLAW” means the City of Whitehorse Water Utility Bylaw as amended from time to time.

2. Section 5 of Bylaw 99-50 is hereby amended by deleting the existing definition for “Sewer and Water Bylaw”.
3. Throughout the body of Bylaw 99-50, all references to the Sewer and Water Bylaw are hereby replaced by reference to the Sewer and Storm Utility Bylaw and/or the Water Utility Bylaw as applicable.
4. Bylaw 99-50 is hereby amended by adding new sections 82, and 83 as follows and renumbering the remaining sections accordingly:

“82. Waste Grinding Devices

No person shall install or operate any waste grinding devices for domestic, industrial, commercial or institutional purposes that will directly or indirectly discharge effluent into a sanitary or storm sewer.

Building and Plumbing Amendment Bylaw 2014-24

83. Grease Interceptors

- (1) Every owner or operator of a restaurant or other industrial, commercial or institutional premises where food is cooked, processed or prepared, in which the premises are connected directly or indirectly to a sanitary sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering the sanitary sewer in excess of the provisions of the Sewer and Storm Utility Bylaw. Grease interceptors shall not discharge to the storm sewer.
- (2) Grease interceptors shall be cleaned, operated, and maintained in accordance with the manufacturer's recommendations, and maintenance records shall be kept as per the Sewer and Storm Utility Bylaw."

5. Existing section 84 of Bylaw 99-50 is hereby deleted and replaced by a new section 86 as follows:

"86 Energy Efficiency

- (1) This section applies to site and factory built buildings and additions to buildings intended to be occupied during the heating season, excluding residential accessory structures and unheated buildings.
- (2) Residential construction must adhere to the current edition of the *National Building Code*.
- (3) All commercial construction must adhere to the current edition of the *National Building Code* or the *National Energy Code*.
- (4) Notwithstanding subsections 86(1) and 86(2), the following additions apply:
 - (a) Walls including foundation above and below grade – RSI 4.9 (R 28)
 - (b) Ceilings throughout – RSI 10.57 (R60)
 - (c) Floors above unheated spaces – RSI 4.9 (R28)
 - (d) Slabs on ground – RSI 1.8 (R10)
 - (e) Slabs on ground containing radiant heat – RSI 3.5 (R20)
 - (f) Concealed floor space or crawl space from grade – RSI 1.8 (R10)
 - (g) Insulation with a thermal resistance of not less than RSI 1.8 (R 10) shall be installed around the perimeter of a building extending not less than 600 mm (2 feet) from the building face immediately above or at footing level.
 - (h) Doors excluding glazing shall have a minimum thermal resistance of RSI 2.1 (R 12)
 - (i) Windows and glazing installed shall have a minimum thermal resistance U value of $1.4W/m^2 \cdot K$ (R 4.0)

Building and Plumbing Amendment Bylaw 2014-24

- (5) Alternatives to the insulation requirements of section 86(4) of this bylaw may be determined through the use of energy computer modelling resulting in an equivalent performance.”
6. Existing section 86 of Bylaw 99-50 is hereby deleted and replaced by a new section 88 as follows:
- “88. Residential occupancies, excluding hotels and motels, shall incorporate heat recovery ventilators with a sensible recovery efficiency of 64% or more at an outside winter design temperature of -25°C. Such heat recovery ventilators shall be used as the principal ventilation fan to satisfy the requirements of clause 9.32.3.3 1) a) of the *National Building Code*. Design for the ventilation system shall be done by a Heating, Refrigeration, and Air Conditioning Institute (HRAI) of Canada certified designer or mechanical engineer and approved with initial plans. Ventilation shall be installed at time of rough-in inspections by the City.”
7. This bylaw shall come into full force and effect upon final passage thereof.

FIRST and SECOND READING:
THIRD READING and ADOPTION:

Mayor

City Clerk

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA

Date Tuesday, May 20, 2014

Location: Council Chambers, City Hall



Chair: John Streicker Vice Chair: Betty Irwin

Pages

1. Authorize Travel – Federation of Canadian Municipalities Conference 1 - 1
2. New Business

Chairperson shall ask if there is anyone present who wishes to speak to the Committee

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: May 20, 2014
RE: Authorize Travel – Federation of Canadian Municipalities Conference

ISSUE

Authorization of travel and per diem expenses for Councillor Streicker to attend the Federation of Canadian Municipalities annual conference to be held in Niagara Falls, ON.

ALTERNATIVES

1. Authorize the request for travel and per diem expenses
2. Deny the request for travel and per diem expenses

ANALYSIS

Council's Expense Policy requires approval by council resolution for all requests for funding or per diem, or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse.

Councillor Streicker has indicated his intention to attend the Federation of Canadian Municipalities meetings to be held May 30 to June 2, 2014.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize travel and per diem expenses from councillor-initiated travel funds for Councillor Streicker to attend the 2014 annual conference of the Federation of Canadian Municipalities to be held in Niagara Falls.