



## Minutes of the meeting of the City Planning Committee

**Date** May 20, 2014

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Mike Gladish – Chair  
Councillor Jocelyn Curteanu – Vice Chair  
Mayor Dan Curtis  
Councillor Kirk Cameron  
Councillor Betty Irwin  
Councillor Dave Stockdale  
Councillor John Streicker

**Staff Present**  
Robert Fendrick, Acting City Manager  
Linda Rapp, Director of Community and Recreation Services  
Mike Gau, Director of Development Services  
Dave Muir, Acting Director of Infrastructure and Operations  
Patrick Ross, Manager of Planning Services

Your Worship, the City Planning Committee respectfully submits the following report:

### **1. Public Hearing Report – Zoning Bylaw Amendments (Administrative Edits)**

Bylaw 2014-17 proposes a number of administrative edits to the Zoning Bylaw to clarify existing regulations and fix minor issues that have been brought forward by staff through daily use and review of the bylaw. These amendments are moderate in nature. There was no one present to speak to the bylaw at public hearing. Three written submissions were received, two in support of the bylaw and one raising some concerns regarding a drainage issue with respect to a property near Metropolit Lane for which a zoning change is proposed. The concern brought forward is unrelated to the zoning change, but staff will monitor the issue with the property owner to find a solution.

Administration confirmed that there are no City water and sewer services in place in the area near Metropolit Lane.

### **Recommendation**

THAT Bylaw 2014-17, a bylaw to amend the Zoning Bylaw with respect to a number of administrative edits, be brought forward for second and third reading under the bylaw process

**2. Contract Award – Urban Containment Boundary Expansion Assessment**

A Request for Proposals was issued with respect to a pre-feasibility assessment for an expansion of the Urban Containment Boundary. The goal is to obtain a qualified consultant to complete long range planning work for the two urban containment boundary expansion areas shown on Map 5 in the Official Community Plan. The project will include biophysical, engineering, and recreation values assessments for each area, and government, First Nation and stakeholder consultation will be required. The consultant's work would build on background information previously collected. The assessment will inform many future decisions and future Official Community Plans. 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.

Four proposals were received in response to the proposal call. The recommended consultant ranked either first or tied for first on all technical categories, and the price is within the project budget. The review team ensured that the process was conducted as fairly as possible under the Consulting Services Selection Procedures Policy.

Mr. Ian Robertson addressed the Committee to express concerns regarding the approach taken with the interview process for this contract. He suggested that the questions were biased in nature and that the interview process should now be reviewed by a third party. Mr. Robertson also questioned the ability of the recommended company to adequately address this project in terms of their specific past experience.

Administration confirmed that the policy provides that Council may request an in-camera meeting to review the full details of the proposed contract award.

**Recommendation**

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

**3. Zoning Amendment and Interim Control (Hillcrest SteeloX Area)**

Last year, at the request of the Hillcrest Community Association, administration brought forward a zoning amendment to provide for interim control of building heights in the SteeloX area of Hillcrest. Following public hearing, the bylaw was put on hold pending the completion of the Hillcrest Planning Process. The Hillcrest Neighbourhood Plan was adopted this January and new zoning for the Hillcrest residential neighbourhood was adopted on April 22<sup>nd</sup>. To properly close the issue, Bylaw 2013-18 should be brought forward and defeated.

**Recommendation**

THAT Bylaw 2013-18, a bylaw to amend the Zoning Bylaw to provide for interim development control in the SteeloX section of Hillcrest, be brought forward under the bylaw process and defeated at second reading.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	May 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Dave Stockdale – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations Matthew Sider, Acting Manager of Water and Waste Services

Your Worship, the City Operations Committee respectfully submits the following report:

### **1. Contract Awards – Winter Road Maintenance Supplies**

The 2014 operating budget includes funds for the purchase of sand and salt required for winter road maintenance operations. Only one bid was submitted in response to each of the tenders issued. The sole bid for each product meets specifications and is within the approved budget.

Administration confirmed that an additional contract for the supply and delivery of road crush will come forward at a later date.

### **Recommendation**

THAT the contract for the supply of 12,000 tonnes of 10mm crushed sand be awarded to Skookum Asphalt Ltd. in the amount of \$119,250.00; and

THAT the contract for the supply of 450 tonnes of winter road salt be awarded to Canadian Lynden Transport Corporation in the amount of \$139,543.00

**2. Contract Award – Supply of Propane**

The City uses propane in a number of vehicles and facilities. Two bids were received in response to a tender issued for the supply and delivery of propane on a per litre basis for the three year period from July 1, 2014 to June 30, 2017. The low bid was based on a fluctuating per-litre price structure, and complied with all instructions to the bidders. Any price increase following award of the tender requires prior approval from the City.

Administration confirmed that a fixed-rate contract would provide more certainty with respect to cost, but under the terms of the tender such certainty would only be in place for one year. The fixed-rate price quote received was 30% higher than the fluctuating rate, and thus was seen as undesirable at this time, especially in light of the relative stability of the propane market. Administration also confirmed that a commitment to high volume consumption allows the City to qualify for a preferential rate.

**Recommendation**

THAT the contract for the supply and delivery of propane fuel for the period of July 1, 2014 to June 30, 2017 be awarded to Super Save Propane.

**3. Contract Award – Supply of Heating and Vehicle Fuels**

The City uses a variety of fuels for vehicles and facilities. Four bids were received in response to a tender issued for the supply and delivery of diesel fuels, furnace oil, gasoline and stove oil on a per-litre basis for the three year period from July 1, 2014 to June 30, 2017. One bid did not comply with the instructions to bidders and was disqualified. The remaining three bidders complied with all instructions to bidders and provided bids on all products. The low bid was based on a fluctuating per-litre price structure, and meets all specifications. Any price increase following award of the tender requires prior approval from the City.

Administration confirmed that volume usage can vary over the term of the contract and the City is not locked into using specific quantities of any fuel. Administration also confirmed that there are no specifications in the tender for fuel handling or storage requirements as these are matters regulated by other jurisdictions. However, there are technical requirements such as card-lock systems that are considered when the bids are evaluated by the review committee.

**Recommendation**

THAT the contract for the supply and delivery of diesel fuels, gasoline, furnace oil and stove oil for the period of July 1, 2014 to June 30, 2017 be awarded to North 60 Petro Ltd.

**4. Contract Award – Recycling Operations**

The 2014 operating budget includes funds for recycling operations at the City's waste management facility. The scope of the work includes managing and maintaining the recycling area and the Free/Re-Use Store. The work also encompasses recyclable materials, electronic waste, batteries, used paint, and white goods, and includes the removal of recyclable materials from the site. Two bids were received in response to a tender issued. The low bidder meets all the specifications of the contract and has the capacity to carry out the work as specified without impacting day-to-day operations at their other facilities.

Administration confirmed that a full cost analysis of the waste management facility is planned. In response to a query regarding budget tracking, administration advised that tracking over and under budget figures on all contract awards is a moving target. Such tracking becomes outdated information very quickly. Budget variances are controlled through budget approval processes and are reported on quarterly and annually.

**Recommendation**

THAT the contract for the operation and maintenance of Recycling Operations at the City's Waste Management Facility be awarded to P & M Recycling for the period July 1, 2014 to June 30, 2019 in the amount of \$83,010.00 per annum.

**5. Contract Award – Landfill Operations**

The 2014 operating budget includes funds for landfill operations at the City's waste management facility. The scope of the work includes waste management best practices with respect to domestic waste, construction and demolition waste, road access to the work face, litter control and clean-up, and managing and maintaining stockpiles of metals, tires, asphalt, concrete, trees and brush. Two bids were received in response to the tender issued. The low bidder meets all the specifications of the contract and has the capacity to carry out the work as specified. The bid exceeds the approved budget, but is deemed reasonable when the changes in scope and conditions at the site are factored in.

The Committee discussed the increase in solid waste entering the landfill, and expressed the hope that resolutions recently passed by the Association of Yukon Communities will eventually result in the diversion of more solid waste. The Committee commended administration's work on this contract and noted appreciation for the rigour in the analysis.

Administration confirmed that increases in the population, the recent construction boom and the acceptance of waste from other communities have all contributed to the increased amount of solid waste entering the landfill. It was also confirmed that the extensions to the previous contract did not involve the scope changes that have been incorporated into this contract, and therefore did not impact the price.

**Recommendation**

THAT the contract for the operation and maintenance of Landfill Operations at the City's Waste Management Facility be awarded to Castle Rock Enterprises for the period July 1, 2014 to June 30, 2019 in the amount of \$431,400.00 per annum; and

THAT the 2014 operating and maintenance budget and the 2015 and 2016 provisional budgets be amended by increasing budgeted expenditures for solid waste disposal by \$33,205.00 in 2014, \$75,038.00 in 2015 and \$83,839.00 in 2016, funded from the general reserve.

**6. Contract Award – Supply of Compost Equipment**

The approved capital plan for 2014 includes funds for a horizontal grinder for the compost facility. The grinder is an addition to the fleet and is required to provide an in-house carbon source for the facility. The machine will grind the brushing pile for use as carbon additives for composting operations, and will also grind construction and demolition waste to supply additional cover material for the landfill and reduce the amount of space used for such material. Three bids were received in response to the tender issued. The low bid is within budget, meets specifications, and includes an option for additional warranty coverage on optional components. The purchase is funded by the Build Canada Fund.

Administration confirmed that the current work with compostable materials is consistent with the Solid Waste Action Plan, and that diversion is preferable to the landfilling option. This new piece of equipment will be used to grind materials on a regular basis and prevent the build-up of stockpiles, especially from grubbing and brushing. The equipment is part of the long-term plan for the compost facility, as are the aeration pad and watering system that will be installed later this year. Administration confirmed that the composting contract will be tendered later this year.

**Recommendation**

THAT the contract for the supply and delivery of one Horizontal Grinder, complete with extended warranty, be awarded to Vermeer Canada in the amount of \$458,500.00.

**7. Sewage Lagoon Odours – For Information Only**

Administration confirmed that solar powered aerators did not work as a method to reduce odours from the lagoons. More options for odour reduction are being explored.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	May 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Kirk Cameron – Chair Councillor Mike Gladish – Vice-Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations

Your Worship, the Community Services Committee respectfully submits the following report:

### 1. **Community Events** – For Information Only

Mayor Curtis congratulated the graduates at Yukon College and commended the convocation ceremonies.

The Committee invited residents to participate in the Cycling Scavenger Hunt and advised that information on the event is available at the Canada Games Centre and on line at the City's website.



**Minutes of the meeting of the  
Public Health and Safety Committee**

**Date** May 20, 2014

**Location** Council Chambers, City Hall

**Committee Members Present** Councillor Dave Stockdale – Chair  
Councillor Kirk Cameron – Vice Chair  
Mayor Dan Curtis  
Councillor Jocelyn Curteanu  
Councillor Mike Gladish  
Councillor Betty Irwin  
Councillor John Streicker

**Staff Present** Robert Fendrick, Acting City Manager  
Linda Rapp, Director of Community and Recreation Services  
Mike Gau, Director of Development Services  
Dave Muir, Acting Director of Infrastructure and Operations

Your Worship, there is no report from the Public Health and Safety Committee



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	May 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Councillor John Streicker – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations

Your Worship, the Development Services Committee respectfully submits the following report:

### **1. Building and Plumbing Bylaw Amendments**

The Building and Plumbing Bylaw has been amended a number of times in recent years to strengthen and clarify energy requirements and increase the energy efficiency of new construction. New amendments are proposed to simplify the energy standards, clarify how they apply to the residential and commercial sectors, and align with other City bylaws and regulations from other governments. The only new regulation being proposed will increase the thermal insulation value for cathedral ceilings. These amendments are not affected by recent Yukon legislation regarding a one-year moratorium on building thermal insulation standards outside of the City of Whitehorse.

Administration confirmed that the new standard for ceilings represents a relatively minor increase that can be easily accommodated by the building industry. Administration also confirmed that the home labelling program has been implemented.

### **Recommendation**

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



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	May 20, 2014
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor John Streicker – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Mike Gladish Councillor Dave Stockdale
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Dave Muir, Acting Director of Infrastructure and Operations

Your Worship, the Corporate Services Committee respectfully submits the following report:

### **1. Authorize Council Travel – FCM Conference**

Council's Expense Policy requires prior approval from council for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City. Councillor Streicker has indicated his intention to attend the 2014 annual conference of the Federation of Canadian Municipalities.

### **Recommendation**

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

There being no further business, the meeting adjourned at 7:55 p.m.