

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, December 3, 2018 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES

Daniel MacKenzie – Human Rights

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Public Input Report – 2019-2022 Capital Expenditure Plan
2. Sole Source Request – Microsoft Licence Renewals
3. New Business

CITY PLANNING COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. Aboriginal Peoples Television Network (APTN) – Indigenous Day Live 2019
2. New Business

**CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE**

Date: Monday, December 3, 2018

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Stephen Roddick



Pages

1. New Business

**CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, December 3, 2018

Location: Council Chambers, City Hall

Chair: Laura Cabott Vice-Chair: Dan Boyd



Pages

1. New Business

**CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, December 3, 2018

Location: Council Chambers, City Hall

Chair: Samson Hartland Vice Chair: Laura Cabott



	Pages
1. Public Input Report - 2019-2022 Capital Expenditure Plan	1 - 4
Presented by B. Dixon	
2. Sole Source Request – Microsoft Licence Renewals	5 - 6
Presented by M. Reyes	
3. New Business	

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	December 3, 2018
RE:	Public Input Report – 2019 to 2022 Capital Expenditure Plan

ISSUE

Public feedback received on the proposed 2019 to 2022 Capital Expenditure Plan.

REFERENCE

2019 Capital Expenditure Plan

HISTORY

Prior to and following the first reading of the Capital Expenditure Plan on November 13, 2018:

- The proposed Capital Expenditure Plan was placed on the City's website, and an email address for public input was set up for the public's use;
- Information packages were made available at City Hall; and
- Advertisements requesting public input also provided a date for a public input session at the regular council meeting on November 26, 2018.

ALTERNATIVES

1. Bring forward the 2019-2022 Capital Expenditure Plan bylaw for 2nd and 3rd reading
2. Postpone the 2019-2022 Capital Expenditure Plan bylaw and refer to administration for further analysis

ANALYSIS

Public input on the 2019-2022 Capital Expenditure Plan included six emails submitted to the public input email address and three delegations to council. Several of the submissions provided input on multiple items. The submissions have been summarized as follows:

1. Fuel Abatement Support

Three submissions were made in support of the Fuel Abatement project. Council was also encouraged to put unspent funds from prior years towards fuel abatement and to consider converting the consequential trees to biomass fuels in an effort to reduce greenhouse gas emissions.

Response:

In 2018, Council approved \$200,000 towards Fuel Abatement within City limits. For the 2019-2022 Capital Expenditure Plan, \$200,000 is proposed to continue this multiyear project. The City is investigating future potential use of biomass to assist in heating some of the municipal buildings. In particular, the new Operations Building will have the required piping installed during construction to allow for the eventual use of biomass heating.

2. Human-wildlife conflict reduction

Two submissions were received expressing concern that there is no provision for reducing human wildlife conflict in the budget, specifically no projects for poly carts or waste management program changes for country residential subdivisions.

Response:

Internal research was conducted on human wildlife conflict within City limits, which resulted in a capital project submission for new waste storage containers in country residential subdivisions. Given the limited funds available for the Capital Expenditure Plan, the project is not recommended for the upcoming year. The City has initiated testing on the use of bear resistant poly carts, which if successful, may lead to future Capital submissions. The City will also continue to analyse options and, in conjunction with our other partners, continue to educate the public of bear aware best practices.

3. Emergency Evacuation Planning

Two submissions were received from citizens emphasising the importance of emergency planning, including developing and communicating a City evacuation plan in case fire or flood, particularly for the Riverdale subdivision which is considered more vulnerable than other areas.

Response:

City staff participate in intensive training annually to prepare for emergency measures. The City has Emergency Response Guidelines and Plans for numerous types of emergency events (i.e. HAZMAT spill, earthquake, wildfire, etc.). In any significant event, the Emergency Operations Center would be activated and the City's website and local radio stations would be used to communicate instructions to the public. In addition to the Robert Campbell Bridge, the evacuation plan for Riverdale would include the use of the hydroelectric dam and the Millennial Trail footbridge. City staff will continue to develop plans for the different neighborhoods. Also there will be a large scale exercise in May 2019 that will involve federal, Canadian Armed Forces, territorial and municipal government staff. Operation NANOOK-TATIGIIT is intended to verify all the participants' objectives through a wildfire scenario in the Whitehorse region. The City agrees that information-sharing with citizens about emergency response initiatives and plans can be improved.

4. Bicycle Network

Two submissions were received with questions encouraging implementation of the City's Bicycle Network Plan and questioning how it will be implemented through the proposed Capital Expenditure Plan. Information on how the missing network link between the Riverfront Trail and the Two-Mile Hill path will be addressed was requested.

Response:

The Bicycle Network Plan is a guiding document that aids in implementing cycling infrastructure by providing an overall plan that can be used for consideration at every stage of the planning and implementation of capital projects. The Bicycle Network Plan will help inform most infrastructure projects. There are currently 4 projects included in the 2019 – 2022 Capital Expenditure Plan that have a direct link to the Bicycle Network

Plan including Asphalt Path Crossing Improvements, Cook Street Reconstruction, Two Mile Hill/Industrial Road intersection improvements and Asphalt Paths – Various Locations. The Asphalt Paths – Various Locations project includes funding in 2021 to determine the best connection between the Two Mile Hill and the Riverfront Trail.

5. Hillcrest Design & Reconstruction

A submission stressed the urgency of road reconstruction in Hillcrest given the deteriorating conditions and requested more information on when the City will return to consult on the Hillcrest Design and Reconstruction project.

Response:

Initial public engagement will commence in 2019.

6. General

A submission encouraged the City to invest locally in technology-driven solutions to improve efficiencies and reduce costs.

A submission encouraged council to engage with the cycling community in the early planning and conceptual design of the Two Mile Hill/Range Road intersection project and encouraged the City to design the traffic signals at 2nd Avenue & Wood Street to accommodate future cycling routes.

A submission encouraged council to consider winter road and bike lane trail maintenance as part of the fleet management study.

Clarification on a number of projects was requested:

Public Engagement Capacity Development - The proposed project is directly tied to the Government of Yukon's and City's Talking Together project. This project entails training and skills development for City staff in proper engagement strategies and techniques that will help fulfill a number of top ten recommendations from the latest Talking Together report.

Hillcrest Water Supply – This project will extend the water main across the Alaska Highway to provide another connection point, in an effort to increase circulation and flows. It was originally planned as part of the larger Hillcrest Local Improvement Project, but has been advanced as a standalone project to reduce the risk of conflicts with potential future highway improvements.

Snow machine for Bylaw & Parks – The proposed budget was established after receipt of estimates from supplier. Administration will consider the possibility of purchasing an electric snowmobile when developing the project specifications. Procurement will be conducted in accordance with the City's procurement policy.

Trail Plan – An annual budget allocation of \$75,000 relates to implementation of the 2007 Trail Plan; consistent with this plan, trail planning and trail development, will be completed over the next several years. A Trail Plan Update project is scheduled to begin in 2019.

Asphalt Paths - The 2020 Asphalt Paths project consists of paving the portion of the Riverfront Trail between Earls Restaurant and Walmart. The budgeted cost for this project is \$280,000, funded entirely from Gas Tax. The 2021 Asphalt Paths project

consists of a study to determine the best solution for connecting Two Mile Hill and the Riverfront Trail. The budgeted amount for this study is \$10,000, funded entirely from General Reserves. Gas Tax funding does not require the municipality to contribute funding for a project; projects can be 100% funded by Gas Tax, provided the entire scope of the project meets the requirements of eligible expenditures under the Gas Tax funding agreement.

Paved Trail Resurfacing - The City can use Gas Tax funding for construction, renewal or material enhancements for projects in eligible categories including asphalt trails. However, for operating costs such as for snow clearing and sweeping the City would cover these costs through the operating budget.

ADMINISTRATIVE RECOMMENDATION

THAT council direct that Bylaw 2018-58, a bylaw to adopt the 2019 to 2022 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	December 3, 2018
RE:	Sole Source Request – Microsoft Licence Renewals

ISSUE

Authorization of a sole source contract award to Microsoft for (Microsoft Licence Renewals 2019-2021).

REFERENCE

Capital Budget Project #300c00111 (Software Licensing Renewals)
Council Policy: Purchasing and Sales

HISTORY

A computer operating system (OS) is a bundle of software that allows City employees to boot up, operate their computer workstations and run other applications or programs. Computer productivity software allows employees to create, store and present documents in electronic format; e.g., a word processor, spreadsheets/worksheets, presentation slides and slide decks, calendars and schedulers, and an email reader/editor.

The City has been using Microsoft (MS) Windows for OS and MS Office suite for productivity software since the 1990s. The last time the City issued a tender for MS Windows and Office licences was in 2004 when the City had a non-enterprise licensing agreement; i.e., individual licences for 200 users. Subsequently, the City entered into a partnership with the Yukon Government (YG) that allows the City to take advantage of YG's purchasing power and enjoy substantial cost savings at an enterprise-level pricing tier.

Every year, the Software Licensing Renewals capital budget includes allocation for Microsoft licensing renewals. For the latest agreement term 2016-2018, Microsoft licensing renewals cost approximately \$98,000 per year.

Through the years, the City's licence requirements for MS Windows and Office have increased due to growth of the City's operations. For the upcoming agreement renewal 2019-2021 the City's licensing requirements are:

- 290 licences each for Windows OS and MS Office
- 139 licences in total for diagramming software, project management and file sharing software
- 60 client access licences for Windows Remote Desktop

The Purchasing and Sales Policy does not make allowances to exempt this type of procurement from the public tendering process. Therefore, a council resolution is required to waive a public bidding process in this case.

ALTERNATIVES

1. Authorize Administration to waive the public bidding process for the renewal of Microsoft licences and to award the contract as recommended
2. Issue a request for proposals for operating system and productivity software.

ANALYSIS

Microsoft Windows and Microsoft Office are *de facto* industry standards for the desktop/laptop operating system and productivity software suite. They are dominant in businesses and are the most widely used (1.4 billion users in the world). Windows holds 82% market share in desktop and laptop computers (StatCounter, Sep 2018) and Microsoft Office holds 80% market share as productivity software (Business Insider, 2017).

The Microsoft products are also the established base for the City's technology operations. Users are familiar with (trained on) the existing software, and certain core enterprise systems such as the GP financial system and other work management software are compatible with the existing Microsoft products. From a productivity perspective, there is no compelling reason to change course. Although non-Microsoft products exist, switching operating and enterprise-grade productivity systems would require significant staff time to research alternatives, including compatible core enterprise systems, plus re-training for users across the full spectrum of City software. The result would be significant additional costs, both in dollars and in user productivity during the change-over.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to waive the public bidding process for the supply of computer operating and productivity software; and

THAT Council authorize Administration to award the contract for the supply of computer operating and productivity software to Microsoft Canada for a net cost to the city of \$360,000 plus GST covering three years (2019, 2020 and 2021).

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, December 3, 2018

Location: Council Chambers, City Hall

Chair: Stephen Roddick Vice-Chair: Jan Stick



Pages

1. New Business

**CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, December 3, 2018

Location: Council Chambers, City Hall

Chair: Dan Boyd Vice-Chair: Samson Hartland



Pages

1. New Business

**CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE**

Date: Monday, December 3, 2018

Location: Council Chambers, City Hall

Chair: Jan Stick Vice-Chair: Jocelyn Curteanu



	Pages
1. Aboriginal Peoples Television Network (APTN) - Indigenous Day Live 2019	1 - 2
2. New Business	

ADMINISTRATIVE REPORT

TO:	Community Services Committee
FROM:	Administration
DATE:	December 3, 2018
RE:	Aboriginal Peoples Television Network (APTN) - Indigenous Day Live 2019

ISSUE

Aboriginal Peoples Television Network is requesting \$15,000 cash and \$5,854.49 in-kind services for the production of Indigenous Day Live 2019, taking place in Shipyards Park on June 22nd, 2019.

REFERENCE

Bylaw 2018-07 Annual Operating and Maintenance Budget
Policy 2016-02 Festival and Special Event Grants

HISTORY

On June 22, 2019, Indigenous Day Live will once again bring the nation together through a nation-wide broadcast of music and culture. The production will take place in Shipyards Park and will be broadcasting some of the finest talents from First Nation, Métis, and Inuit artists. Indigenous Day Live will be returning to Whitehorse to highlight the cultures and traditions of the region. APTN is the first national indigenous broadcaster in the world and is available in approximately 11 million homes. This event is free to the public and will work with local organizations to provide collaborative opportunities and connect with youth in a meaningful way.

APTN is requesting \$15,000 cash and \$5,854.49 in-kind services. The total request is \$20,854.49. City funds would be allocated to paying local artist fees and event marketing. The City of Whitehorse would be recognized with logo placement on the Indigenous Day Live 2019 signage, website, and on site jumbo screens. APTN representatives met with City staff in September 2018 to discuss the in-kind services requested as well as the logistics of hosting the event at Shipyards Park.

ALTERNATIVES

1. Approve Indigenous Day Live 2019 funding request.
2. Do not approve Indigenous Day Live 2019 funding request.

ANALYSIS

APTN generates revenue through subscriber fees, advertising sales and strategic partnerships.

APTN is a registered not-for-profit charitable organization but is not registered as a society under the Yukon Government *Societies Act*, which makes it ineligible to apply for a cash grant under the Festival and Special Events Policy. The only source of City funds that has been identified that would enable the \$15,000 cash donation that APTN has requested is the council donations account.

The in-kind services asked for include the cost of on-site staff, garbage/compost/recycling bins, parking for production trucks, a 30' by 30' tent, a 20' by 20' tent, and a post event clean up crew from the proposed 2019 operating budget.

- The City does not own a 30' by 30' tent and recognizes the importance of local businesses being utilized for the services they provide, therefore Administration ordinarily does not deploy the City's 20' by 20' tent except for its own use.
- Parking for production trucks can be accommodated at Takhini Arena via a facility booking, valued at \$3,897.49. However, per the Festival and Special Grants Policy, fees for facility bookings are not eligible as an in-kind contribution that can be funded under that policy.
- The remainder of the in-kind request is valued at \$800.

The total in-kind value excluding the value of tents, if approved, is \$4,697.49.

Benefits to the City of supporting this venture include:

- Visibility for the City's celebration of First Nation culture via an event in First Nation traditional territories;
- National visibility for the City; and
- Economic spinoff benefits for local businesses.

ADMINISTRATIVE RECOMMENDATION

That Council approve the grant of \$15,000 cash to APTN, to be funded from the council donations account in the 2018 operating budget; and

That Council approve a grant of \$4,697.49 in-kind services to APTN, to be funded from the council donations account in the 2019 operating budget.