

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, February 20, 2017 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

## **DELEGATES**

## **CITY OPERATIONS COMMITTEE**

1. Contract Award – Supply of Motor Grader
2. Contract Award – Supply of Transit Buses
3. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Canada Day 150 Capital Project
2. CCMARD Advisory Committee Action Plan – For Information Only
3. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. New Business

## **CITY PLANNING COMMITTEE**

1. New Business

**CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, February 20, 2017

Location: Council Chambers, City Hall

Chair: Samson Hartland      Vice-Chair: Roslyn Woodcock



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## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 20, 2017
<b>RE:</b> Contract Award – Supply of Motor Grader

### **ISSUE**

Award of contract for the supply of one motor grader

### **REFERENCE**

2017 Capital Budget Project #320c02009 – One Motor Grader (Budget of \$360,000.00)  
Request for Tender 2017-OPS0005

### **HISTORY**

The approved Capital Plan for 2017 includes funding for one motor grader, equipped with a snow wing. This piece of equipment is a replacement unit for an aging piece of the City's fleet that is due to be replaced under the City's Vehicle and Equipment Replacement Administrative Directive. As per the City's Purchasing and Sales Policy, a council resolution is required to award any contract in excess of \$100,000.00.

A public tender for the purchase of one motor grader was advertised online on January 16 and in the local newspapers on January 20, with a closing date of February 2, 2017. Five companies picked up tender documents for the motor grader and one bid was received at tender deadline:

Finning Canada	\$354,112.00 (including snow wing)
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### **ALTERNATIVES**

1. Award the contract to Finning Canada.
2. Cancel the tender.

### **ANALYSIS**

The sole bid was reviewed by a committee that checked for compliance with the specifications and terms and conditions in accordance with the Instructions to Bidders. The bid submitted meets tender specifications and is within the approved budget, including the snow wing.

Awarding this tender to Finning Canada will provide the Operations Department with the equipment necessary to provide both summer and winter road maintenance operations in accordance with the established policies. Cancelling the tender would result in the department not having the equipment needed to complete mandated service levels.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council award the contract for the supply of one motor grader complete with snow wing to Finning Canada in the amount of \$354,112.00.

File #: J320c01016

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 20, 2016
<b>RE:</b> Contract Award – Supply of Transit Buses

### **ISSUE**

Award of contract for the supply and delivery of two transit buses

### **REFERENCE**

Capital Project #320c01016 – Replacement Transit Buses  
Purchasing and Sales Policy 2011-25-06  
Administrative Report #J320c01315 (2016)

### **HISTORY**

The approved 2017 Capital Plan includes funding for two 40' low floor conventional transit buses with a budget of \$1,100,000, funded by Federal/Territorial funds. These two buses are replacement units for aging pieces of the City's fleet. It is crucial to ensure that the City has the equipment necessary to conduct transit operations and fleet maintenance. As per the Purchasing and Sales Policy, a council resolution is required to waive the bidding process in favour of any supplier, as well as to award any contract in excess of \$100,000.

Two 40' low floor conventional transit buses were purchased from Nova Bus and delivered to the City in December of 2016. In February 2017 the City requested a quotation from Nova Bus for two additional buses based on the same specifications as the units delivered in December.

The quotation received from Nova Bus was \$520,842.00 per unit.

This quotation is less than 1% higher than the 2016 purchase price (\$516,273.00 per unit)

### **ALTERNATIVES**

1. Approve waiving the bidding process and award the contract as recommended.
2. Do not approve waiving the bidding process and direct administration to publically tender the purchase.

### **ANALYSIS**

The City's entire conventional transit fleet consists of 13 units of 40' low-floor buses from Nova Bus. When these replacement units are delivered in 2018, the conventional transit fleet will range from 18 months to 13 years old.

In 2016, a review of the Whitehorse Transit fleet was completed and a replacement plan developed for the next five years. In order to space out replacement units, it was

determined that purchases would be no more than two units per year. As there is a North American back-log on manufacturing these units, the current delivery time is estimated at 14 months, if a purchase order is in place by mid-March 2017. Delivery time for orders received after mid-March 2017 will be more than 14 months. Delays in replacement may cause strain on existing transit services due to failures of aging equipment.

Proceeding with waiving the bidding process in favour of Nova Bus and awarding the contract for these two replacement buses will maintain a standardized conventional transit fleet and will ensure safe and accessible transit access to the public. This purchase would also serve to maintain standardization of the training, troubleshooting, parts and maintenance routines for fleet maintenance. This award would also ensure delivery of the new units as early as possible.

Not proceeding as recommended and releasing a public tender would negate any standardization of the conventional transit fleet. Initial estimates are that operating and maintenance costs could increase as much as \$130,000 in retooling and training costs in 2018 if a new supplier is chosen.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council waive the bidding process for the purchase of transit buses in favour of Nova Bus, a division of Volvo Canada Inc.; and

THAT Council award the contract for the supply of two 40' low floor transit buses to Nova Bus in the amount of \$1,041,684.00.

**CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE**

Date: Monday, February 20, 2017

Location: Council Chambers, City Hall

Chair: Robert Fendrick      Vice-Chair: Samson Hartland



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## **ADMINISTRATIVE REPORT**

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 20, 2017
<b>RE:</b> Canada Day 150 Capital Project

### **ISSUE**

Accept a grant from the Department of Canadian Heritage, Government of Canada for a Canada Day 150 project and amend the capital budget accordingly

### **REFERENCE**

Celebrate Canada Period, Celebration and Commemoration Program – Canada 150 Fund

### **HISTORY**

The year 2017 marks the 150<sup>th</sup> anniversary of confederation and the City plans to host a major event for Canada Day designed to celebrate Canada 150.

The event will bring Canadians together through active participation and will celebrate our diversity in inclusive ways. It will be a signature event at Shipyards Park and along the Riverfront Trail featuring local and Canadian talent and public activities.

The goal of the Canada 150 Fund is to create opportunities for Canadians to participate in local, regional, and national celebrations that contribute to building a sense of pride and attachment to Canada. The City has now received confirmation of a grant in the amount of \$175,000, and a budget amendment is required. The budget for the total project is currently \$235,100 and the difference will be sought through sponsorship.

### **ALTERNATIVES**

1. Accept the grant and amend the capital budget
2. Do not accept the grant

### **ANALYSIS**

In past years the Royal Canadian Legion Branch 254 has hosted Canada Day with the support of the City. Canada 150 is a unique time in our nation's history, and Whitehorse has an opportunity to be part of a nationwide celebration. Funding from this grant is only available for eligible projects and applicants for 2017. The grant allows the City to facilitate increasing the scope of community celebrations and engagement.

If additional sponsorship is not received the project budget will be revised to reflect only the grant of \$175,000.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council amend the 2017 to 2020 capital budget by adding the Canada Day 150 Project in the amount of \$235,100, funded by a \$175,000 grant from the Department of Canadian Heritage, Government of Canada and local sponsorship.

**CANADA 150 FUND - MAJOR EVENTS STREAM**  
**GENERAL REQUIREMENTS FOR THE CELEBRATE CANADA PERIOD**

**Background**

- In 2017, Canada will celebrate the 150th anniversary of Confederation. This commemoration provides Canadians with the opportunity to celebrate our shared values, our accomplishments, and instill pride. Through the delivery of large scale events in major cities, both at the start of the year, and during the Celebrate Canada period of June 21 to July 1, 2017, Canadians will be inspired to come together to participate in memorable events in their own communities.
- Canada's 150 anniversary represents a unique opportunity to highlight the evolution of our country from its Indigenous origins (June 21 - National Aboriginal Day), contact with the French and the birth of our francophone heritage (June 24 – La Célébration de la francophonie canadienne), through to more recent waves of immigration that have led to the development of a diverse and inclusive society (June 27 - Canadian Multiculturalism Day). These celebrations will culminate in large Canada Day celebrations (July 1) that will maximize visibility and create enthusiasm and excitement for the anniversary.
- The emphasis on major cities as epicentres for Canada 150 celebrations builds upon the Department's experience to date in delivering successful major events within the context of the Québec City 400 Anniversary celebrations, Vancouver 2010 Olympic Torch Relay and Canada Day celebrations in the Capital. By extending and enhancing celebrations in a large number of major urban centres, Canadians will have more direct access to events, allowing for regional identities to flourish within the greater national context. Events will become focal points for promoting a shared Canada 150 experience, building a critical mass of support, and harnessing the collective energy and spirit of Canadians to build momentum that will be sustained throughout 2017 and beyond.

**Rationale for these general requirements**

- Given the limited time frame to deliver Celebrate Canada period events, the following general requirements are intended to facilitate discussions with potential clients and expedite the application process to the Canada 150 Fund – major events stream for Celebrate Canada period events.
- These requirements are to be used along with regular Program guidelines and Form and do NOT replace either.

**GENERAL REQUIREMENT FOR CELEBRATE CANADA PERIOD EVENTS**

**1. Programming**

Clients will ensure that the CDA 150 Celebrate Canada period Events:

- Be free of charge, accessible, and open to the public;

**CANADA 150 FUND - MAJOR EVENTS STREAM**  
**GENERAL REQUIREMENTS FOR THE CELEBRATE CANADA PERIOD**

- are delivered in the two official languages of Canada;
- engage Official language Minority Communities as presenters and participants, where present;
- create opportunities that promote active participation and bring Canadians together to mark and celebrate our diversity in inclusive ways;
- showcase local artistic talent that features Indigenous, ethnocultural, and youth-focused elements as well as the cultural diversity of the local communities;
- involve various event formats and content (e.g. block parties, sunrise ceremonies, Pow Wows, performances, etc.);
- comprise exceptional staging (as compared to regular events of same nature);
- feature marquee talent in various artistic fields;
- contain a strong multimedia component that presents an inspiring mix of technology and new forms of entertainment;
- promote Canada 150;
- acknowledge Government of Canada support;
- If clients propose enhancements to recurring events, they must show how the activities will be different in 2017 and their link to the celebration of Canada 150.

## **2. Canada's Official Languages Requirements**

The client will commit to the following through a Contribution Agreement:

- The Recipient agrees to meet the official language requirements which are to engage members of minority official language communities in the Project and to take advantage of opportunities for fostering the full recognition and use of both English and French in Canadian society.

In particular, the Recipient agrees to:

- acknowledge the support for the project in English and French.
- engage members of official language minorities in the development and implementation of the Project, when appropriate.
- invite the official-language minority community to participate in the event.
- provide basic project information and promotion in English and French (this includes announcements, press releases and media events to promote the event and social media such as Twitter and Facebook, etc.). These materials will be submitted for review by departmental officials before being publicly released.
- present all information on the website in both official languages and ensure information is presented at the same time and of equal quality.

**CANADA 150 FUND - MAJOR EVENTS STREAM**  
**GENERAL REQUIREMENTS FOR THE CELEBRATE CANADA PERIOD**

- ensure that all activities hosted by the Recipient are held in both English and French; that key event services (such as safety announcements, information kiosks, first aid stations, etc.) are provided in English and French by having a sufficient number of bilingual personnel available at all times; and that main signage is in English and French. Digital images are to be submitted for review by departmental officials before signs are installed.
- use official language minority media to promote the project locally.
- include and represent the official language minority communities in cultural and artistic events.
- feature artists and performers from the official language minority community prominently in oral and visual components of the project.
- ensure that the Master of Ceremonies of each event conducts the event, including the introduction of artists, equally in both English and French.
- provide the Minister with an official languages plan that will indicate how the above requirements will be met.

**3. Acknowledgement of Government of Canada Support**

- See Annex E of the CDA 150 Contribution Agreement – Acknowledgement of financial assistance.

**4. Expected Outcomes**

- Major urban centres will become focal points for Canada 150 celebrations throughout the year ensuring that Canadians have more direct access to events, and are highly engaged.
- Events will foster an inclusive Canadian identity, recognize the rich and unique contributions of our diverse population and generate a strong sense of pride and belonging to Canada.
- Investments in events major urban centres will create opportunities to showcase Canada, generate direct and indirect economic activity and support Canada's tourism sector in 2017 and beyond.
- Canada 150 branding at Celebrate Canada period events will ensure a broad recognition of the role of the Government of Canada in marking this important milestone.

Results will be measured by:

- estimated number of participants per event
- number of volunteers involved

**CANADA 150 FUND - MAJOR EVENTS STREAM**  
**GENERAL REQUIREMENTS FOR THE CELEBRATE CANADA PERIOD**

- number of partners including private and not-for-profit sectors, schools, municipal and provincial and territorial governments
- levels of economic impact generated by Canada 150 events
- survey results and exit poll information
- media coverage.

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 20, 2017
<b>RE:</b> CCMARD Advisory Committee Action Plan – For Information Only

### **ISSUE**

CCMARD Action Plan for 2017

### **REFERENCE**

Attachment

### **HISTORY**

The Terms of Reference for the CCMARD Advisory Committee indicate that an action plan is to provide short and long-term goals for addressing racism and discrimination as well as promoting diversity and equal opportunity within City of Whitehorse plans, policies, services and facilities.

### **ANALYSIS**

Following new member appointments for the CCMARD Advisory Committee in late 2016 a workshop was conducted to prepare the Action Plan for 2017. The Action Plan is now being presented to Council for information. Councillor Fendrick is the appointed ex-officio Council representative. Council may at any time request additional information on the committee work outlined in the Action Plan and may also direct any requests for advice on City plans, policies and services to this committee.

In the past this Committee has brought motions forward for Council consideration such as the call for a national inquiry into the murdered and missing aboriginal girls and women, the formal acknowledgement by the City of the Truth and Reconciliation Commission's (TRC) Final Report and Calls to Action and the City's participation in supporting the Canadian Race Relations Foundation Symposium.

The interdependencies of this committee's work and the City's internal working group related to the TRC Calls to Action are recognized and reflected in the CCMARD Advisory Committee's top priority of monitoring the City's progress on the TRC Calls to Action for municipalities.

In addition to working on the Action Plan items, the committee meetings are an effective information sharing opportunity for a variety of inclusive community initiatives celebrating our diversity.

Draft CCMARD Advisory Committee Action Plan 2017

Goal	Purpose	Details/Action
<p><b>1</b></p> <p>Monitor the City's progress on TRC Calls to Action for municipalities</p>	<ul style="list-style-type: none"> <li>Encourage continued progress towards reconciliation</li> <li>Ensure consultations are being accomplished by City</li> </ul>	<ul style="list-style-type: none"> <li>Updates on the Calls to Action by the City will be a regular agenda item at monthly meetings</li> <li>Include this in the annual report to Council</li> <li>Explore ways the City could feature education on TRC Calls to Action (e.g. What reconciliation means to me")</li> <li>Share information with AYC and wider audience on successful initiatives that the City and KDFN have partnered on to demonstrate reconciliation</li> </ul>
<p><b>2</b></p> <p>Ensure that other agencies, community groups and YG are aware of the role of CCMARD in the City</p>	<ul style="list-style-type: none"> <li>In the event that relevant items need to be directed to the City from other agencies or community groups they can be forwarded for CCMARD to make recommendations on</li> </ul>	<ul style="list-style-type: none"> <li>Establish a sub-committee to develop a calendar/newsletter</li> <li>Share pamphlet or newsletter with YG and other community agencies and groups</li> <li>Determine appropriate contacts in YG to connect with</li> <li>Committee members to share information about CCMARD and its role with their contacts/networks</li> <li>Share information with PDAC (Persons with Disabilities Advisory Council) on any issues of accessibility the Committee hears about</li> </ul>
<p><b>3</b></p> <p>Contact different cultural and religious groups that may have concerns (e.g. Chinese Canadian, Filipino Canadian, Japanese Canadian, Muslim Canadian etc.)</p>	<ul style="list-style-type: none"> <li>To determine any issues</li> <li>To develop positive relations</li> </ul>	<ul style="list-style-type: none"> <li>Offer to attend their regular meetings</li> <li>Identify what groups CCMARD members are affiliated with</li> <li>Use CRRF (Canadian Race Relations Foundation) contact list for communication with groups</li> <li>Contact MCY special groups</li> <li>Contact Yukon Muslim Society to find out about plans for building Yukon's first mosque</li> <li>Discuss whether cultural and religious groups should be addressed separately</li> </ul>
<p><b>4</b></p> <p>Review Human Resources Department practices related to "protected grounds" in the Yukon Human Rights legislation</p>	<ul style="list-style-type: none"> <li>Ensure there are no systemic barriers</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide input to the Recruitment Policy</li> <li>LGBTQQI training being offered as mandatory training</li> <li>Request City Policy staff to review all policies with this lens</li> <li>As this should be operational check for Administrative Directive to outline City practice/process related to Yukon Human Rights legislation</li> </ul>

Draft CCMARD Advisory Committee Action Plan 2017

Goal	Purpose	Details/Action
<p>5</p> <p>Prepare community public messages around relevant dates to promote inclusion</p>	<ul style="list-style-type: none"> <li>Utilize the relevant dates as an opportunity to promote inclusion and draw attention to social issues</li> </ul>	<ul style="list-style-type: none"> <li>Establish a sub-committee to select 5 dates and develop key messages that can be utilized for press releases, proclamations etc.</li> <li>Prepare a calendar and include all group contacts related to the issue/date</li> </ul>
<p>6</p> <p>Review City policies, plans, programs and services and provide input as requested</p>	<ul style="list-style-type: none"> <li>To provide a lens of inclusivity</li> </ul>	<ul style="list-style-type: none"> <li>Review items the City forwards for CCMARD recommendations/ input</li> <li>Ensure City Policy person is aware of opportunity for CCMARD input</li> <li>Provide list of City policies and review one each meeting</li> <li>Provide input on Community Standards Bylaw (Bullying Bylaw) and consider follow up on prevention initiatives</li> </ul>
<p>7</p> <p>Explore the idea of a public project that would demonstrate multicultural inclusion</p>	<ul style="list-style-type: none"> <li>Practice inclusion with a final result</li> </ul>	<ul style="list-style-type: none"> <li>Explore potential public art piece</li> <li>Request a CCMARD member be placed on the Art Advisory Working Team to input into RFP for artwork related to new Operations Building</li> <li>Recommend replacement of current City seal artwork in Council Chambers with something more representational of inclusion</li> <li>Flags flown for special dates related to Yukon First Nations, various cultural groups, pride flag etc.</li> </ul>
<p>8</p> <p>Explore opportunities to partner with other agencies to provide intercultural training/education in the community</p>	<ul style="list-style-type: none"> <li>Provide education and awareness as a first step to understanding and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Develop a sub committee to review curriculum being developed at the Multicultural Centre and explore other opportunities for training and education in the community</li> </ul>

Draft CCMARD Advisory Committee Action Plan 2017

Goal	Purpose	Details/Action
<p>9</p> <p>Explore youth issues of racism and discrimination</p>	<ul style="list-style-type: none"> <li>Provide an opportunity for a youth voice on issues of racism and discrimination in the community</li> </ul>	<ul style="list-style-type: none"> <li>Contact MCY youth group to have a meeting and discuss</li> <li>Contact BYTE and High School's social justice groups</li> <li>Contact Youth Councils for First Nations Governments</li> <li>Explore opportunities to attend youth events as an observer</li> <li>Establish a subcommittee or set aside a meeting to help identify actions</li> </ul>
<p>10</p> <p>Provide messaging to the community around balancing fairness/equity housing/employment needs of refugees and temporary foreign workers and residents in need</p>	<ul style="list-style-type: none"> <li>Public education and leadership in messaging is required to deal with various community issues of citizens experiencing feelings of being marginalized</li> </ul>	<ul style="list-style-type: none"> <li>Develop a sub committee to review</li> <li>Identify opportunities for distribution of messaging</li> <li>Explore opportunities for Human Rights Training for New Canadians</li> </ul>
<p>11</p> <p>Prepare an annual report and an action plan to be presented to City Council</p>	<ul style="list-style-type: none"> <li>To provide an opportunity to communicate the work of the advisory committee to Council and the public</li> </ul>	<ul style="list-style-type: none"> <li>City staff to submit the 2017 Action Plan to Mayor &amp; Council for information and schedule Advisory Committee review in June and November</li> </ul>

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

Date: Monday, February 20, 2017

Location: Council Chambers, City Hall

Chair: Dan Boyd Vice-Chair: Jocelyn Curteanu



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**Pages**

**1. New Business**

**CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, February 20, 2017

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu      Vice-Chair: Betty Irwin



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**Pages**

**1. New Business**

**CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, February 20, 2017

Location: Council Chambers, City Hall

Chair: Roslyn Woodcock      Vice Chair: Dan Boyd



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**Pages**

**1. New Business**

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, February 20, 2017

Location: Council Chambers, City Hall

Chair: Betty Irwin                      Vice-Chair: Robert Fendrick



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**Pages**

1.    **New Business**