



SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, OCTOBER 12, 2023

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (f), (g), (i), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations...”, “law enforcement ...”, “litigation or potential litigation...”; “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

MINUTES

2. Regular Board meeting minutes of September 28, 2023

Annex A
Pages 3 - 9

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole recommendation Nos. 1-4 and 6-8 of September 28, 2023 (*recommendation No. 5 previously adopted*)
4. Request for Proposal 2222001 Chapman Creek Tower Replacement Contract Award – Fire Chief – Special Projects
(**Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1**)
5. Modification of Term – Hillside Water Headlease #235700 – General Manager, Planning and Development
(**Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1**)

Annex B
pp 10 - 13

Annex C
pp 14 - 15

Annex D
pp 16 - 18

6. Microsoft Licensing 2023 Contract Amendments – Manager,
Information Technology / GIS
*(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2,
F-2, Sechelt -6, Gibsons-3, sNGD-1)*

Annex E
p 19

COMMUNICATIONS

MOTIONS

BYLAWS

DIRECTORS' REPORTS

NEW BUSINESS

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

September 28, 2023

MINUTES OF THE MEETING OF THE REGULAR BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHULT, B.C.

PRESENT:	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
		District of Sechelt	A. Toth
		Town of Gibsons	S. White (in part)

ALSO PRESENT:	Chief Administrative Officer	D. McKinley
	GM, Community Services	S. Gagnon
	GM, Corporate Services	T. Perreault
	GM, Planning and Development	I. Hall
	Manager, Strategic Initiatives	M. Edbrooke (in part)
	Manager, Strategic Initiatives (Acting)	G. Starsage (in part)
	Chief Building Official	B. Kennett (in part)
	Manager, Legislative Services / Recorder	J. Hill
	Media	1
	Public	5

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

CALL TO ORDER 1:32 p.m.

AGENDA **It was moved and seconded**

275/23 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

276/23 THAT the Regular Board meeting minutes of September 14, 2023 be adopted.

CARRIED

REPORTS

COW

It was moved and seconded

277/23

THAT Committee of the Whole recommendation Nos. 1-15 of September 14, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Water Supply Update*

THAT the presentation titled Water Supply Update be received for information.

Recommendation No. 2 *Emergency Preparedness Update*

THAT the presentation titled Emergency Preparedness Update be received for information.

Recommendation No. 3 *Impacts of Operating Emergency Operation Centers to the Sunshine Coast Regional District*

THAT the report titled Impacts of Operating Emergency Operation Centers to the Sunshine Coast Regional District be received for information.

Recommendation No. 4 *Sunshine Coast Regional District Bylaw Enforcement Policy Revisions*

THAT the report titled Sunshine Coast Regional District Bylaw Enforcement Policy Revisions be received for information;

AND THAT the Bylaw Enforcement Policy be adopted as presented.

Recommendation No. 5 *Frontage Waiver FRW00021 (10584 Wood Bay Ridge Road) – Electoral Area B*

THAT the report titled Frontage Waiver FRW00021 (10584 Wood Bay Ridge Road) – Electoral Area B be received for information;

AND THAT the requirement for a minimum 10% of the lot perimeter to front on the highway for proposed Lot 38 be waived.

Recommendation No. 6 *Telus Next Generation 911 Service Agreement*

THAT the report titled Telus Next Generation 911 Service Agreement be received for information;

AND THAT the delegated authorities be authorized to execute the Next Generation 911 Service Agreement with TELUS for five years;

AND THAT the Sunshine Coast Regional District accept the Union of British Columbia Municipalities Next Generation 911 grant valued at \$45,000;

277/23 cont.

AND FURTHER THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions.

Recommendation No. 7 *Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training*

THAT the report titled Community Emergency Preparedness Fund Grant Application for Fire Department Equipment and Training be received for information;

AND THAT a grant application of up to \$120,000 for Fire Department equipment and training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND FURTHER THAT the Sunshine Coast Regional District supports the current proposed activities identified in the application and is willing to provide overall grant management.

Recommendation No. 8 *Request for Proposal 2322202 Hazard, Risk and Vulnerability Analysis Contract Award*

THAT the report titled Request for Proposal 2322202 Hazard, Risk and Vulnerability Analysis (HRVA) Contract Award be received for information;

AND THAT the contract to provide a HRVA be awarded to KPMG in the amount of up to \$58,000 (excluding GST);

AND THAT the project budget for the contract of the HRVA be increased from \$50,000 to \$58,000 with the additional \$8,000 + GST funded from Local Government Climate Action Program funds;

AND THAT the delegated authorities be authorized to execute the contract;

AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.

Recommendation No. 9 *Community Services Department 2023 Q2 Report*

THAT the report titled Community Services Department 2023 Q2 Report be received for information.

Recommendation No. 10 *Egmont/Pender Harbour (Area A) Advisory Planning Commission Meeting Minutes of July 26, 2023*

THAT the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of July 26, 2023 be received for information.

277/23 cont.

Recommendation No. 11 *Halfmoon Bay (Area B) Advisory Planning Commission Meeting Minutes of July 25, 2023*

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of July 25, 2023 be received for information.

Recommendation No. 12 *Roberts Creek (Area D) Advisory Planning Commission Meeting Minutes of July 17, 2023*

THAT the Roberts Creek Advisory Planning Commission meeting minutes of July 17, 2023 be received for information.

Recommendation No. 13 *Elphinstone (Area E) Advisory Planning Commission Meeting Minutes of July 26, 2023*

THAT the Elphinstone Advisory Planning Commission meeting minutes of July 26, 2023 be received for information.

Recommendation No. 14 *West Howe Sound (Area F) Advisory Planning Commission Meeting Minutes of July 25, 2023*

THAT the West Howe Sound Advisory Planning Commission meeting minutes of July 25, 2023 be received for information.

Recommendation No. 15 *Compensation Policy for Advisory Committees*

THAT staff research a new compensation policy for Advisory Committees that meet during business hours (including the Gibsons and District Fire Commission) with the goal of making the Advisory Committees more diverse, inclusive, and representative of the residents of the Sunshine Coast.

CARRIED

COW

It was moved and seconded

278/23

THAT Committee of the Whole recommendation No. 5 of September 28, 2023 be received, adopted and acted upon as follows:

Recommendation No. 5 *Transit Improvement Program (TIP) – 2024 Expansion Priorities*

THAT the report titled Transit Improvement Program (TIP) – 2024 Expansion Priorities be received for information;

AND THAT expansion priorities (Year 1), including increased weekday frequency on Route 90 and an annual increase of 550 hours to the Custom Transit service, be approved in principle;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;

278/23 cont. AND FURTHER THAT a budget proposal be brought forward to the 2024 Budget deliberations to incorporate the associated revenues and expenses for the expansion to Route 90 and Custom Transit service levels.

CARRIED

Notice on
Title

It was moved and seconded

279/23

THAT the report titled Placement of Notice on Title be received for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 1, District Lot 6890, Plan EPP112876, PID 031-640-851, Folio 746.06921.210.

CARRIED

Notice on
Title

It was moved and seconded

280/23

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 3, District Lot 4663, Plan LMP36842, PID 024-054-232, Folio 746.06478.013.

CARRIED

Notice on
Title

It was moved and seconded

281/23

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 18, Block A, District Lot 809, Plan VAP12209, PID 008-565-821, Folio 746.00718.050.

CARRIED

Notice on
Title

It was moved and seconded

282/23

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 4, District Lot 6591, Plan VAP16146, PID 007-537-174, Folio 746.06870.020.

CARRIED

Notice on
Title

It was moved and seconded

283/23

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block 65, District Lot 1023, Plan VAP7238, PID 004-802-900, Folio 746.01797.000.

CARRIED

Notice on
Title

It was moved and seconded

284/23

THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 4, Block U, District Lot 1638, Plan VAP15340, PID 007-692-153, Folio 746.05067.040.

CARRIED

CAO Report

It was moved and seconded

285/23

THAT the Office of the CAO Monthly Report – verbal update be received for information.

CARRIED

BYLAWS

Bylaw 422.44

It was moved and seconded

286/23

THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.44, 2023* be read a first time.

CARRIED

Bylaw 422.44

It was moved and seconded

287/23

THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.44, 2023* be read a second time.

CARRIED

Bylaw 422.44

It was moved and seconded

288/23

THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.44, 2023* be read a third time.

CARRIED

Bylaw 422.44 **It was moved and seconded**

289/23 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.44, 2023* be adopted.

CARRIED

Director White left the meeting at 1:44 p.m.

DIRECTORS REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT

290/23 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 1:55 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE**

September 28, 2023

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Town of Gibsons	S. White
	Directors	Electoral Area B	J. Gabias
		Electoral Area A	L. Lee
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
		District of Sechelt	A. Toth
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	G.M., Infrastructure Services		R. Rosenboom
	Manager, Asset Management		K. Doyle (part)
	Water Sustainability Coordinator		G. Starsage (part)
	Utility Operations Superintendent		C. Abbott (part)
	G.M., Planning and Development		I. Hall (part)
	G.M., Community Services		S. Gagnon (part)
	Sr. Mgr., Human Resources		G. Parker (part)
	Manager, Budgeting and Grants		A. Taylor (part)
	Manager, Transit and Fleet		A. Kidwai (part)
	Manager, Sustainable Development		R. Shay (part)
	Manager, Facilities Services		A. van Velzen (part)
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		4

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

CALL TO ORDER 9:32 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Hayitbay Mahmudov, Principal and Consultant, Intergroup Consultants Ltd. presented the Sunshine Coast Regional District Water Rate Structure Study to the Committee.

Recommendation No. 1 *Sunshine Coast Regional District Water Rate Structure Study*

The Committee of the Whole recommended that the presentation from Intergroup Consultants Ltd. titled Sunshine Coast Regional District Water Rate Structure Study be received for information.

REPORTS**Recommendation No. 2** *Sunshine Coast Regional District Water Rate Structure Study*

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District Water Rate Structure Study be received for information;

AND THAT a project implementation plan to incorporate volumetric billing, starting with the North Pender Harbour and South Pender Harbour Water Services, be presented as part of the 2024 Budget deliberations.

The Committee recessed at 10:25 a.m. and reconvened at 10:30 a.m.

The Utility Operations Superintendent provided a water supply update presentation. The Committee requested a further water supply update at the October 12, 2023 Committee of the Whole meeting.

Recommendation No. 3 *Budget Project Status Report*

The Committee of the Whole recommended that the report titled Budget Project Status Report – September 2023 be received for information.

Recommendation No. 4 *Grants Status Update*

The Committee of the Whole recommended that the report titled Grants Status Update be received for information.

Rob Ringma, Senior Manager, BC Transit joined the meeting to respond to queries from the Committee regarding the Transit Improvement Program – 2024 Expansion Priorities.

Recommendation No. 5 *Transit Improvement Program – 2024 Expansion Priorities*

The Committee of the Whole recommended that the report titled Transit Improvement Program (TIP) – 2024 Expansion Priorities be received for information;

AND THAT expansion priorities (Year 1), including increased weekday frequency on Route 90 and an annual increase of 550 hours to the Custom Transit service, be approved in principle;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;

AND THAT a budget proposal be brought forward to the 2024 Budget deliberations to incorporate the associated revenues and expenses for the expansion to Route 90 and Custom Transit service levels;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 28, 2023.

Recommendation No. 6 *Halfmoon Bay Community Hall Project Update*

The Committee of the Whole recommended that the report titled Halfmoon Bay Community Hall Project Update be received for information.

Recommendation No. 7 *Howe Sound Community Forum Update*

The Committee of the Whole recommended that the report titled Howe Sound Community Forum Update be received for information;

AND THAT the updated Howe Sound Community Forum Principles of Cooperation and request to ratify a Memorandum of Understanding with the Howe Sound Biosphere Regional Initiative Society be approved;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;

AND FURTHER THAT a budget proposal to host a Howe Sound Community Forum be presented as part of the 2024 Budget deliberations.

Recommendation No. 8 *Request for Proposal 2361307 Supply and Delivery Ice Resurfacer – Contract Award*

The Committee of the Whole recommended that the report titled Request for Proposal 2361307 Supply and Delivery Ice Resurfacer – Contract Award be received for information;

AND THAT a contract to provide supply and delivery ice resurfacer be awarded to Engo Equipment Sales Inc. in the amount of up to \$193,340 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

IN CAMERA

The Committee moved In-Camera at 11:36 a.m.

Director Stamford stated she could not ensure adequate privacy for the closed portion of the meeting and left the meeting at 11:37 a.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) and (2) (b) of the *Community Charter* “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.” and “The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both; or between a provincial government or the federal government or both and a third party.”

The Committee moved out of In Camera at 12:00 p.m.

ADJOURNMENT

12:00 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 12, 2023

AUTHOR: Bill Higgs, Fire Chief – Special Projects

SUBJECT: REQUEST FOR PROPOSAL 2222001 CHAPMAN CREEK TOWER REPLACEMENT CONTRACT AWARD

RECOMMENDATION(S)

- (1) THAT the report titled Request for Proposal (RFP) 2222001 Chapman Creek Tower Replacement Contract Award be received for information;
 - (2) AND THAT the project budget be increased from \$246,239 to \$483,295, with the additional \$237,056 funded from [220] 9-1-1 Service capital reserves;
 - (3) AND THAT the contract for the Chapman Creek Tower Replacement be awarded to Trylon TSF Inc. in the amount of \$467,635 (excluding GST);
 - (4) AND THAT the delegated authorities be authorized to execute the contract;
 - (5) AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.
-

BACKGROUND

The communication tower located at the Chapman Water Treatment Plant is failing and has been planned for replacement through a current project, originally approved in 2016.

The tower supports antenna loads and radio equipment for multiple users, including Public Safety Agencies, Sunshine Coast Regional District (SCRD), local government (public works, IT, etc.), and future potential.

The tower is situated on land owned by the shishálh Nation. SCRD has approvals from the shishálh Nation to carry out the replacement of the tower and has the required SCRD Development Permits in place.

DISCUSSION

RFP 2222001 was issued on September 16, 2022 and closed on October 18, 2022. No compliant proposals were received. Subsequent to this, the SCRD entered direct negotiations with potential vendors to provide quotes for the project, only one of which responded with a quote. Following review with SCRD contracted 911 advisory consultant (PlanetWorks Consulting), staff are recommending that a contract be awarded to Trylon TSF Inc. (Trylon).

Trylon has offered two tower options: a 35-metre-tall option and a 45-metre-tall option. It is recommended to proceed with the 45-metre option as it provides improved radio coverage,

especially in the West Sechelt/Sechelt Inlet area and the difference in construction cost is 5% with no material difference in lifecycle (maintenance or decommissioning) costs.

35-metre option – \$403,517

45-metre option - \$425,123

Financial Implications

The current uncommitted funding available for this project is \$230,579. As the project and associated budget are from 2016, costs have escalated, this leaves a funding shortfall of \$194,544. Staff recommend including a 10% contingency due to potential increases in materials and other construction costs. Therefore, it is recommended that the contract be awarded for an amount up to \$467,635 with the \$230,579 funding shortfall funded from [220] Emergency Telephone 911 capital reserves.

The uncommitted capital reserve balance for function 220 currently stands at \$561,971.

A capital plan for this function is in the early stages of development.

Timeline for next steps or estimated completion date

The cost of the project is based on a quote provided September 7, 2023 and is valid for 45 days from that time. Project completion is anticipated by Q2 of 2024.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

In accordance with the SCRD's Purchasing Policy, RFP 2222001 was issued for the Chapman Creek Tower Replacement. No compliant proposals were received.

After direct negotiations with potential vendors, staff recommend that a contract for the replacement of the Chapman Creek Tower be awarded to Tylon, in the amount up to \$467,635 (before GST), and that the delegated authorities be authorized to execute the contract. A project budget amendment is required; funds are available from [220] 9-1-1 Service capital reserves.

Reviewed by:			
Manager	X - M. Treit	CFO/Finance	X – T. Perreault
GM	X – I. Hall	Legislative	X – J. Hill
CAO	X – D. McKinley	Purchasing/ Risk	X - V. Schilling
		Asset Management	X – K. Doyle

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 12, 2023

AUTHOR: Ian Hall, General Manager, Planning and Development

SUBJECT: MODIFICATION OF TERM - HILLSIDE WATER HEADLEASE #235700

RECOMMENDATION(S)

- (1) **THAT the report titled Modification of Term - Hillside Water Headlease #235700 be received for information;**
 - (2) **AND THAT the delegated authorities be authorized to approve a modification to the term (up to three years) of Hillside Water Headlease #235700;**
 - (3) **AND THAT the delegated authorities be authorized to enter into new or modified Hillside Water Lot subleases with current sublease holders for up to three years;**
 - (4) **AND FURTHER THAT sublease CT-100 be updated to reflect the current upland owner (Amix Group).**
-

BACKGROUND

As part of the 2023 budget, the SCRD Board directed (resolution 049/23) that a 2-year project to apply for renewal of the Hillside Province Water Lot Headlease No. 235700 be undertaken. The 30-year headlease expires on December 31, 2023.

Staff initiated the project this summer and began dialogue with the province about a detailed project plan for the development of an application for renewal.

This report recommends actions to sustain the lease during the application development process.

DISCUSSION

The application development process will involve:

- Engagement with four First Nations (Squamish, Tsleil-Wauthuth, Musqueam, and Snuneymuxw). As there is no record that consultation took place when BC granted this water lot head lease to the SCRD 30 years ago, from a First Nations perspective, it may (understandably) be treated as “new.”
- Updated environmental and archaeological studies to inform a management plan.
- Preparation of a site plan and an authorization process via Transport Canada.

In recognition of the time required for these steps, the province recommends and is prepared to offer (subject to no objections from First Nations) a modification to the current headlease to extend the term by up to three years.

This is preferable to the default alternative, which is a month-to-month tenancy, as it provides greater security to sublessees and simpler administration for all parties.

The term modification comes with a modification fee of \$105 and some administrative work which staff are prepared to undertake.

Staff recommend proceeding with the term modification, subject to confirmation from the province of no objections from First Nations.

Organizational/Intergovernmental Implications

Subleases

SCRD holds subleases with three upland owners for use of areas within the headlease. These subleases also expire December 31, 2023. An amendment to the term of the subleases or the issuance of new subleases will be required. Staff recommend that the delegated authorities be authorized to enter into these subleases.

Sublease CT-100 (held by City Transfer) is recommended to be updated to reflect the name of the new upland owner (Amix Group).

First Nations

The province will undertake a check with First Nations that they do not object to the headlease term modification. As part of this check, the province will include a message prepared by SCRD stating our intention to consult with them as part of the renewal application development process.

If an objection is received, the headlease's default provision of a month-to-month tenancy following expiry would apply. In this scenario, it is likely that staff would bring further information forward to the Board.

Financial Implications

\$105 fee for term modification applies; project funds are available for this.

Summary / Timeline for next steps

Once SCRD confirms interest in a term extension, the province will undertake the confirmation of no objections with First Nations, which takes approximately 30 days. If no objections are received, the delegated authorities can sign the modified headlease. Sublease preparation would follow. Completion of all steps before December 31, 2023 is planned.

STRATEGIC PLAN AND RELATED POLICIES

N/A - operational

CONCLUSION

Staff recommend pursuing, in coordination with the province, an up-to-3-year term extension/modification to Hillside Provincial Water Lot Headlease No. 235700, and that subleases under this headlease be modified accordingly, with CT-100 updated to reflect the current upland owner.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM		Legislative	X – J. Hill
CAO	X – D. McKinley	Risk Management	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 12, 2023

AUTHOR: David Nelson, Manager, Information Technology / GIS

SUBJECT: MICROSOFT LICENSING 2023 CONTRACT AMENDMENTS

RECOMMENDATION(S)

- (1) **THAT the report titled Microsoft License 2023 Contract Amendments be received for information;**
- (2) **AND THAT the Board approve an increase to the 2023 contract value of \$19,032 to a maximum total of \$137,709 (before GST).**
-

BACKGROUND

Since the start of the 2023 contract for Microsoft 365 software, increased staffing, operational needs, and additional requests for specialized Microsoft software have resulted in an overage in the contract approval that was unforeseen. The original contract was approved in March 2023 for a total value of \$118,677 and did not foresee these increases.

The purpose of this report is to seek a contract amendment for the additional purchases in accordance with the Board's Delegation Bylaw and Purchasing Policy.

DISCUSSION

The purchase of the additional licenses needed is comprised of \$14,418 already purchased and a \$4,614 contingency for additional licenses needed until the end of the contract period in February 2024, for a total contract value of "up to" \$137,709. No financial plan amendment is needed as the additional amount is within existing budgets.

STRATEGIC PLAN AND RELATED POLICIES

This request aligns with the Board's Purchasing Policy.

CONCLUSION

The need for additional Microsoft 365 licenses beyond the total of the approved 2023 contract value of \$118,677 was not anticipated. Staff seek approval for an additional \$19,032 to cover expansion, additional functionality and contingency until the contract ends in February 2024.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Purchasing	X - V. Cropp