



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, MARCH 9, 2023

AMENDED AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 23, 2023

Annex A
Pages 4 – 10

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Parcel Tax Roll Review Panel minutes of February 23, 2023 (*for receipt only*) Annex B
p 11
4. Committee of the Whole recommendation Nos.1-3 of February 23, 2023 Annex C
pp 12 – 13
5. Finance Committee (Round 2 Budget) recommendation Nos. 1-44 of March 2, 2023 **⇒ADD**
pp 14 - 25
6. **⇒ADD** Committee of the Whole recommendation No.5 of March 9, 2023 p 26
7. Microsoft 365 Licensing Renewal 2023 – Manager, Information Services **⇒ADD**
pp 27 - 28

COMMUNICATIONS

MOTIONS

BYLAWS

DIRECTORS' REPORTS

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “the acquisition, disposition or expropriation of land or improvements ...”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

**SUNSHINE COAST REGIONAL DISTRICT
FINANCE COMMITTEE (Round 2 Budget)**

March 2, 2023

RECOMMENDATIONS FROM THE FINANCE COMMITTEE (ROUND 2 BUDGET) MEETING
HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD
ROAD, SECHELT, B.C.

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Town of Gibsons	S. White
		Electoral Area A	L. Lee
		Electoral Area B	J. Gabias
		Electoral Area D	K Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	J. Henderson
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	G.M., Community Services		S. Gagnon (Part)
	G.M., Planning and Development		I. Hall (Part)
	Sr. Mgr., Human Resources		G. Parker (Part)
	Manager, Financial Services		B. Wing (Part)
	Acting General Manager, Infrastructure Services		M. Edbrooke (Part)
	Manager, Asset Management		K. Doyle (Part)
	Manager, Solid Waste Services		M Sole (Part)
	Manager, Utility Services		S. Walkey (Part)
	Manager, Park Services		K. Clarkson (Part)
	Manager, Facilities Services		A. van Velzen (Part)
	Manager, Protective Services		M. Treit (Part)
	Manager, Sustainable Development		R. Shay (Part)
	Manager, Purchasing and Risk Management		V. Cropp (Part)
	Manager, Information Technology / GIS		D. Nelson (Part)
	Area A, Alternate Director		C. Alexander
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		11

CALL TO ORDER 9:05 a.m.

AGENDA The agenda was adopted as amended, as follows:

- **NEW BUSINESS:** Communication from BC Transit regarding Provincial Funding.

PRESENTATIONS and DELEGATIONS

Colin Stansfield, Executive Director, Sunshine Coast Regional Economic Development Organization (SCREDO) addressed the Committee with an update of the SCREDO Organization activities.

Recommendation No. 1 *Sunshine Coast Regional Economic Development Organization 2022-2023 Annual Plan*

The Finance Committee recommended that the report titled SCREDO Sunshine Coast Regional District Economic Development Organization 2022-2023 Annual Plan and Presentation be received for information.

Heather Evans-Cullen, Library Director, Janet Hodgkinson, Board Chair and Rob Flux, Board Trustee, of the Gibsons and District Public Library addressed the Committee regarding the 2023 Amended Budget Requests, Programming and Provincial Library Funding.

Recommendation No. 2 *Gibsons and District Public Library – 2023 Budget Request*

The Finance Committee recommended that the Gibsons and District Public Library - 2023 Budget Requests be received for information.

REPORTS

The General Manager, Corporate Services / Chief Financial Officer provided a 2023-2027 Financial Plan Update at Round 2 and “What-if” scenarios to date.

Recommendation No. 3 *2023-2027 Financial Plan Update at Round 2*

The Finance Committee recommended that the presentation titled Sunshine Coast Regional District Round 2 Budget be received for information.

Recommendation No. 4 *Library and Reading Room Funding*

The Finance Committee recommended that the report titled Library and Reading Room Funding be received for information;

AND THAT the Gibsons and District Public Library (GDPL) 2023 budget request of \$758,519 be approved and incorporated into the Gibsons and District Public Library [640];

AND THAT the Electoral Area D contribution for 2023 GDPL funding be approved at \$84,942 from the Roberts Creek Library Service [646],

AND FURTHER THAT the 2023 funding for the GDPL for functions [640] and [646] be included in the 2023-2027 Financial Plan as amended.

Recommendation No. 5 *Community Partners Funding Updated Summary*

The Finance Committee recommended that the report titled Community Partners Funding Updated Summary be received for information.

Recommendation No. 6 *Electoral Areas' Grant-in-Aid and Economic Development Updates*

The Corporate and Administrative Services Committee recommended that the report titled Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2023 be received for information;

AND THAT that staff report to a future Electoral Area Services Committee meeting to provide details of the establishment of and purposes for Electoral Areas E& F Grant-in-Aid [123] and Greater Gibson Community Participation [126];

AND THAT Electoral Areas' Grant-in-Aid Discretionary Balances be amended and incorporated into the 2023 Budget as follows:

- Electoral Area A [121] \$21,000
(use \$2,000 surplus to increase discretionary and reduce taxation by \$55);
- Electoral Area B [122] \$18,897
(use \$270 surplus to increase discretionary);
- Electoral Areas E and F [123] \$7,557
(use \$3,557 surplus to increase discretionary);
- Community Schools \$10,000
(reduce taxation by \$523);
- Greater Gibsons Community Participation [126] \$11,583
(use \$1,583 surplus to increase discretionary);
- Electoral Area D [127] \$26,000
(use \$1,000 surplus to increase discretionary and reduce taxation by \$1,081);
- Electoral Area E [128] \$18,944
(use \$3,944 surplus to increase discretionary);
- Electoral Area F [129] \$20,312
(use \$5,312 surplus to increase discretionary);

AND THAT Electoral Areas' Economic Development Functions [531-535] Discretionary Balances be reduced to a Base Budget amount of \$2,000 and use 2022 surpluses for each function to reduce 2023 taxation as follows:

- Electoral Area A [531] \$2,954;
- Electoral Area A [532] \$3,434;
- Electoral Area D [533] \$2,955;
- Electoral Area E [534] \$2,955;
- Electoral Area F [535] \$2,953;

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

That Committee recessed at 10:30 a.m. and reconvened 10:43 a.m.

Recommendation No. 7 *2022 Final Surplus / Deficits*

The Finance Committee recommended that the report titled 2022 Final Surplus / Deficits be received for information;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2022 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND THAT the following deficits be funded from Operating Reserves:

- [130] Electoral Area Services – UBCM/AVICC - \$1,311;
- [210] Gibsons and District Fire Protection - \$11,652;
- [222] Sunshine Coast Emergency Planning- \$37,780;
- [385] Secret Cove Wastewater Plant - \$3,430;
- [386] Lee Bay Wastewater Plant - \$4,241;
- [387] Square Bay Wastewater Plant - \$12,414;
- [391] Curran Rd Wastewater Plant - \$2,291;
- [394] Painted Boat Wastewater Plant - \$3,811;
- [504] Rural Planning Services - \$68,845;

AND FURTHER THAT the [630] School Facilities – Joint Use deficit of \$23,651 be funded from 2023 taxation.

Director Backs opposed.

Recommendation No. 8 *2022 Project Carry-Forwards*

The Finance Committee recommended that the report titled Final 2022 Project Carry-Forwards be received for information;

AND THAT the carry-forward for the Asset Retirement Obligation- Public Sector Accounting Standards (PSAS) be reduced from \$99,750 to \$25,000 for Finance [113];

AND THAT the portion of 2022 taxation levied to pay for debt servicing (principle and interest) on deferred projects be transferred to 2023 to reduce property taxation by approximately \$202,000;

AND THAT the 2022 taxation levied for 50% of the multi-year Planning Enhancement Project-OCP Harmonization for Rural Planning Services [504] in the amount of \$180,804 be used to reduce 2023 taxation by the same amount;

AND FURTHER THAT any remaining ongoing 2022 projects and associated funding be included in the 2023-2027 Financial Plan as presented.

Recommendation No. 9 *Canada Community Building Fund (Gas Tax) – Update from Round 1*

The Finance Committee recommended that the report titled Canada Community Building Fund (Gas Tax) – Update from Round 1 be received for information.

Recommendation No. 10 *2022 Drought Response Financial Update*

The Finance Committee recommended that the report titled 2022 Drought Response Financial Update be received for information.

Recommendation No. 11 *Sustainable Service Delivery*

The Finance Committee recommended that the presentation titled Sustainable Service Delivery – Asset Management at the SCRD be received for information.

Recommendation No. 12 *Capital Plans*

The Finance Committee recommended that the report titled Previously Adopted Capital Plans be received for information;

AND THAT support for the previously adopted capital plans be confirmed.

Directors McMahon and White opposed.

Recommendation No. 13 *Supporting Documents to Budget Process*

The Finance Committee recommended that the Revised 2022 Carry-Forwards and 2023 Proposed Initiatives Summary be received for information.

IN CAMERA

The Committee moved In-Camera at 11:43 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1)(a) and (k) of the *Community Charter* - “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality” and “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.”.

The Committee moved out of In Camera at 12:29 p.m.

The Committee recessed at 12:30 p.m. and reconvened at 1:04 p.m.

Recommendation No. 14 *Regional Solid Waste [350] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 1 Budget Proposal for [350] Regional Solid Waste be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 3 – Sechelt Landfill Aggregates, \$32,000 for 2023, \$40,000 for 2024 and \$50,000 for 2025 funded through Taxation.

Directors Henderson, White and Toth opposed.

Recommendation No. 15 *Regional Water Service [370] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [370] Regional Water Service be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 12 – Generators(s) Purchase for Various Sites, \$375,000 funded from Capital Reserves;

AND FURTHER THAT if fossil fuel generators are purchased that options to amend funding to Canada Community Building Fund (Gas Tax) be provided as part of the purchase award.

Recommendation No. 16 *Wastewater Treatment Plants [381-395] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information;

AND THAT the following budget proposal be deferred pending confirmation of the grant:

- Budget Proposal 1 – [387] Square Bay Wastewater Treatment Plant – Square Bay Collection System – Planning for System Upgrade, \$15,000 funded \$10,000 from the Infrastructure Planning Grant Program and \$5,000 from Operating Reserves.

Recommendation No. 17 *Water Service [365 / 366 / 370] and Regional Solid Waste [350] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [365 / 366 / 370] Water Services and [350] Regional Solid Waste be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Capital Projects Implementation Coordinator (1.0 FTE), \$63,750 (9 months prorated in 2023) and full time ongoing \$85,000 funded 70% for [370] from User Fees, 10% for [366] from User Fees, 5% for [365] from User Fees and 15% for [350] funded through Taxation.

Director Henderson and White opposed.

Recommendation No. 18 *Fleet Maintenance [312] – 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [312] Fleet Maintenance be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 2 – Corporate Fleet Strategy, \$75,000 funded from Operating Reserves with potential for a grant.

Recommendation No. 19 *Fleet Maintenance [312] – 2023 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Standby / On Call Compensation, \$53,997 (9 months prorated in 2023) and future at \$71,996 (to be reviewed over the 2023 year) funded from Internal Recoveries.

Director Henderson opposed.

Recommendation No. 20 *Sunshine Coast Provision of Cemetery Services*

The Finance Committee recommended that the report titled Sunshine Coast Provision of Cemetery Services be received for information.

Recommendation No. 21 *Cemetery Services [400] – 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [400] Cemetery Services be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget;

- Budget Proposal 1 – Seaview Cemetery Expansion Project, \$589,600 funded \$294,800 Municipal Finance Authority Short Term Loan and \$294,800 from Operating Reserves (0.05 FTE Senior Parks Worker to be included in 2024 at \$15,130 funded from Taxation);

AND FURTHER THAT a loan of up to \$294,800 for a term of 5 years be requested through the Municipal Finance Authority section 403 of the *Local Government Act* (Liabilities Under Agreement) to fund the Seaview Cemetery Expansion Project.

Directors Henderson, White and Backs opposed.

Director Henderson left the meeting at 1:58 p.m.

Recommendation No. 22 *Community Recreation Facilities [615] – 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [615] Community Recreation Facilities be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Health and Safety Equipment, \$21,500 One Time funded from Operating Reserves.

Director Henderson returned to the meeting at 2:05 p.m.

Recommendation No. 23 *School Facilities – Joint Use Agreement*

The Finance Committee recommended that the report titled School Facilities – Joint Use Agreement be received for information.

Recommendation No. 24 *School Facilities - Joint Use [630] – 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [630] School Facilities – Joint Use be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Joint Use Agreement – Financial Implications, \$44,850 funded through Taxation.

Director McMahon opposed.

Recommendation No. 25 *Parks Operation Technician – Various Functions - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for Parks Operation Technician be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Parks Operation Technician (1.0 FTE), \$69,204 (9 months prorated in 2023) and future at \$92,272 funded through Taxation, as follows:
 - [650] Community Parks 70%
 - [665] Bicycle and Walking Paths 10%
 - [680] Dakota Ridge Recreation Services 10%
 - [400] Cemetery Services 10%.

Directors Henderson and White opposed.

Recommendation No. 26 *Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Solid Waste Bylaw Implementation, \$94,667 for 2023 and ongoing costs of \$16,069 in 2024 and beyond (\$2,589 in wages and benefits and \$13,480 in operating costs) funded through taxation and allocated as follows:
 - [400] Cemetery Services 7%;
 - [650] Community Parks 93%.

Director Henderson opposed.

Recommendation No. 27 *Regional Sustainability [136] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [136] Regional Sustainability be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2023 Budget:

- Budget Proposal 2 – Association of Vancouver Island and Coastal Communities (AVICC) Climate Leadership Plan (CLP) Membership and Community Energy Association Membership, \$7,500 funded through Local Government Climate Action Program (LGCAP).
- Budget Proposal 3 – Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction – Climate Adaption: Costal Flooding Project, \$510,000 funded through Grant from the Union of British Columbia Municipalities (CEPF).

Director Lee left the meeting at 2:26 p.m.

Recommendation No. 28 *Fire Services [210-218] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [210-218] Fire Services be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Sunshine Coast Regional District Fire Department Equipment Modernization and Enhancements, \$120,000 (\$30,000 for each [210], [212], [216], and [218]) funded through the Union of British Columbia Municipalities Community Emergency Preparedness Fund (CEPF).

Recommendation No. 29 *Sunshine Coast Emergency Planning [222] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [222] Sunshine Coast Emergency Planning be received for information;

AND THAT the following budget proposal be deferred pending confirmation of the grant:

- Budget Proposal 1 – FireSmart 2.0 (up to 4.5 FTE), \$370,000 contingent on Union of British Columbia Municipalities (UBCM) Community Resiliency Investment Grant.

The Committee recessed at 2:32 p.m. and reconvened at 2:44 p.m.

Director Lee returned to the meeting at 2:44 p.m.

Recommendation No. 30 *Regional Planning Services [500] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [500] Regional Planning Services be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 3 – Mt. Elphinstone Watershed Strategy, \$10,000 funded from Operating Reserves.

Recommendation No. 31 *Hillside Development Project [540] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [540] Hillside Development Project be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 2 – Hillside Development Project – Investment Attraction Analysis, \$90,000 from Operating Reserves;

AND FURTHER THAT staff proceed with an application for an additional \$30,000 from the ICET READY Capacity Building for the project and report back to the Board on the status of the application and possible Financial Plan amendment.

Recommendation No. 32 *Hillside Development Project [540] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Headlease Renewal (0.2 FTE), \$195,400 consisting of 2023 Professional fees, \$43,680 Total Salary, pro-rated 2023 (\$14,680-2023 and \$29,000-2024), \$10,920 total overhead, 2023 pro-rated (\$3,640-2023 and \$7,280-2024) funded from Operating Reserves.

Director Henderson opposed.

Recommendation No. 33 *General Government [110] – 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [110] General Government be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 2 – Reduction / Rate Stabilization (\$200,000) in 2023, (\$100,000) in 2024, (\$50,000) in 2025-2026 funded from Operating Reserves (Reduction to Taxation).

Recommendation No. 34 *General Government [110] – 2023 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Legislative Services Assistant (0.4 FTE temporary Casual to Permanent), \$18,750 (9 months pro-rated in 2023) and future at \$25,000, funded through Taxation.

Directors Henderson and White opposed.

Recommendation No. 35 *Human Resources [115] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [115] Human Resources be received for information.

Recommendation No. 36 *Human Resources [115] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2023 Budget:

- Portion of Budget Proposal 1 –Human Resources Assistant (0.4 FTE) \$23,733 (8 months prorated in 2023) and future at \$35,600 funded from Support Services.

Directors Henderson and White opposed.

Recommendation No. 37 *Human Resources [115] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be abandoned for 2023:

- Portion of Budget Proposal 1 – Human Resources Advisor (1.0 FTE) \$78,750 (7 months prorated in 2023) and future at \$135,000 funded from Support Services.

Recommendation No. 38 *Human Resources [115] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the following revised budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 3 – Discontinue Ongoing Contribution to Reserves and Rate Stabilization, (\$50,000) as follows, (\$10,000) discontinue annual contribution and use (\$40,000) from Operating Reserves, which will result in a reduction to [115] Human Resources Support Service recovery for 2023 -2027 only.

Recommendation No. 39 *Purchasing and Risk Management [116] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [116] Purchasing and Risk Management be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 2 – Procurement Buyer Support (0.3 FTE Casual) \$28,522 for 2023 and \$28,022 for 2024 funded from Support Services.

Directors Henderson and White opposed.

Recommendation No. 40 *Information Technology [117] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [117] Information Technology be received for information;

AND THAT the following budget proposal be abandoned for 2023:

- Budget Proposal 2 – Cyber Security Insurance \$50,000 (2024 and future years at \$60,000) funded from Support Services.

Recommendation No. 41 *Information Technology [117] - 2023 R2 Budget Proposal*

The Finance Committee recommended that the following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Cybersecurity Analyst (1.0 FTE) \$99,906 (9 months prorated in 2023) and future at \$125,875 funded from Support Services.

Directors Henderson, White and Toth opposed.

Recommendation No. 42 Corporate Finance / Finance [112 / 113] – 2023 R2 Budget Proposal

The Finance Committee recommended that the report titled 2023 Round 2 Budget Proposal for [112 / 113] Corporate Finance / Finance be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2023 Budget;

- Budget Proposal 2 – Reduction / Rate Stabilization (\$100,000) in 2023, (\$75,000) in 2024 and (\$50,000) in 2025-2027, drawing from Operating Reserves which will result in a reduction to Support Services.

Recommendation No. 43 Corporate Finance / Finance [112 / 113] – 2023 R2 Budget Proposal

The Finance Committee recommended that following budget proposal be approved and incorporated into the 2023 Budget:

- Budget Proposal 1 – Financial Analyst (1.0 FTE), \$61,658 (7 months prorated in 2023) and future at \$105,700 funded from Support Services.

Directors Henderson and White opposed.

NEW BUSINESS

Rob Ringma, Senior Manager, Government Relations for BC Transit submitted a Communication regarding the funding approved through the Province of British Columbia and service expansions to be reconsidered in upcoming years.

Recommendation No. 44 BC Transit Provincial Funding

The Finance Committee recommended that the verbal update and Communication from Rob Ringma, Senior Manager, Government Relations for BC Transit dated March 1, 2023 titled Strategy and Public Affairs Communications regarding the Provincial Budget announcement related to transit expansion be received for information;

AND THAT the previously approved 2023 / 24 (Year 1) expansion priorities including increased weekday frequency on Route 90 and Custom Transit to include Sunday service and extended weekday evening service to 5:30 p.m. be removed from the 2023 – 2027 Financial Plan;

AND THAT staff report to a future Committee regarding the future and options for transit expansion on the Sunshine Coast;

AND FURTHER THAT a Union of British Columbia Municipalities resolution be drafted to advocate to the Province to reconsider providing financial support for transit expansions.

ADJOURNMENT 3:57 p.m.

Committee Chair

Recommendation No. 5 *Ocean Plastic Depot Pilot Program at the Sechelt Landfill*

THAT the report titled Ocean Plastic Depot Pilot Program at the Sechelt Landfill be received for information;

AND THAT the delegated authorities be authorized to sign an agreement with the Ocean Legacy Foundation to establish an Ocean Plastic Depot Pilot Program at the Sechelt Landfill;

AND FURTHER THAT this recommendation be forwarded to the March 9, 2023 Regular Board meeting.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 9, 2023

AUTHOR: David Nelson, Manager, Information Services

SUBJECT: MICROSOFT 365 LICENSING RENEWAL 2023

RECOMMENDATION(S)

- (1) THAT the report titled Microsoft 365 Licensing Renewal 2023 be received for information;**
 - (2) AND THAT a purchase order be issued to Online Business Systems for one year's provisioning of Microsoft 365 licensing for a quoted value of \$118,677 (excluding GST).**
-

BACKGROUND

In February 2022 the SCRD executed an RFQ process and selected Online Business Systems as the preferred reseller for Microsoft (MS) 365 licensing. The 2022 licensing was procured with a purchase order for a one-year prepaid expenditure of \$102,552 (excluding GST), with an end date of February 23, 2023.

This report seeks Board approval to renew the MS 365 licensing for another year through Online Business Systems.

DISCUSSION

In January 2022 the SCRD issued an RFQ requesting multi-year pricing from resellers of MS 365 licensing, specifically a 3-year contract with options for two additional 1-year terms. No quoters were able to provide the requested 3-year-term pricing. Instead, contracts of one year at a time, paid in advance, were and are available.

Financial Implications

The 2023 one-year, pay-in-advance, renewal pricing from Online Business Systems for MS 365 licensing is quoted at \$118,677 (excluding GST). The increase in cost since 2022 is passed along from Microsoft who removed some prior year discounts and increased the cost of some licenses. Due to a staff oversight the previous one-year purchase was not presented to the Board for approval. This cost remains within existing business-unit budgets and no Financial Plan amendments are required at this time.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

The existing one-year licensing agreement for Microsoft 365 licensing expired February 23, 2023. Staff recommend approval of a one-year licensing renewal at \$118,677 (excluding GST) through an awarded provider, Online Business Systems. No Financial Plan amendments are required as the total costs are within existing budgets.

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