



**RESORT MUNICIPALITY OF WHISTLER**

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## STAFF REPORT TO COUNCIL

**PRESENTED:** June 11, 2024      **REPORT:** 24-062  
**FROM:** Information Technology      **FILE:** 1650-20  
**SUBJECT:** MICROSOFT LICENSING ENTERPRISE AGREEMENT

### RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

**That** the recommendation of the General Manager of Corporate Services and Public Safety be endorsed.

### RECOMMENDATION(S)

**That** Council approve the Microsoft Licensing Enterprise Agreement (Agreement) with Microsoft Canada Inc. on the terms and conditions established through the Microsoft Business and Services Agreement for the period July 1, 2024 to June 30, 2027, for a minimum total commitment of \$680,403 (exclusive of PST), plus any required additional licensing costs as set out in the Agreement and Schedule of Fees and direct the corporate signatories to execute the Agreement on behalf of the Resort Municipality of Whistler.

### PURPOSE OF REPORT

The purpose of this report is to inform Council of the status of the Microsoft Licensing Enterprise Agreement (Agreement) and request approval to proceed with the proposed three-year Agreement for a minimum total amount of \$680,403 plus any additional service level increases that may be required to effectively manage any additional licences or storage amounts that may be required during the life of the Agreement.

Information Report       Administrative Report (Decision or Direction)

### DISCUSSION

#### **Background**

The Resort Municipality of Whistler (RMOW) relies on Microsoft technology to enable digital communication and document management in addition to providing server, database, security and management of enterprise systems and workstations. The proposed Agreement encompasses software licensing and usage rights for Microsoft products from desktop operating systems and applications to server operating systems and services as well as core Microsoft 365 (M365) cloud-based services.

The RMOW elects to leverage an existing Microsoft Business and Services Agreement (MBSA) between the Province of British Columbia and Microsoft Canada Inc. The MBSA entitles the RMOW to competitive pricing on included Microsoft licensing and services that would not normally be available to

a comparably sized organization and is commonly used by Local Government institutions in B.C. as standard practice.

### **Analysis**

The period for this Agreement is from July 1, 2024 to June 30, 2027 for a minimum commitment of \$680,403 paid in three equal installments of \$226,801 annually (excluding PST). The current agreement, from July 1, 2021 through to June 30, 2024, includes a minimum annual commitment of \$171,534.

The Agreement entitles the RMOW to the following Microsoft services and software licenses:

- M365: Cloud services and desktop software (Microsoft Windows Operating System and Microsoft Office Software) for up to 410 users
- Microsoft Project up to 12 users
- Microsoft Visio up to 20 users
- Microsoft Visual Studio Professional up to 1 user
- Microsoft Server Data Centre and Standard Editions
- Microsoft SQL Server Standard and Enterprise Editions
- Microsoft Remote Desktop Services
- Microsoft System Centre Standard Edition

As the needs of the RMOW change and technology evolves, required service levels may change over the period of the Agreement resulting in additional licensing being required, and additional charges. Charges for additional licensing is fixed over the term of the Agreement. Examples of when additional licensing costs may apply during the period of the Agreement would include additional M365 licensing requirements to support a term position or an overall increase in SharePoint Online storage allowances as paper records are digitized.

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## **POLICY CONSIDERATIONS**

*Council Policy F-29: Procurement Policy and Administrative Procedure D-1: Procurement* requires Council approval for any contracts over the value of \$500,000.

### **2023-2026 Strategic Plan**

The 2023-2026 Strategic Plan outlines the high-level direction of the RMOW to help shape community progress during this term of Council. The Strategic Plan contains four priority areas with various associated initiatives that support them. This section identifies how this report links to the Strategic Plan.

#### **Strategic Priorities**

- Housing  
*Expedite the delivery of and longer-term planning for employee housing*
- Climate Action  
*Mobilize municipal resources toward the implementation of the Big Moves Climate Action Plan*
- Community Engagement  
*Strive to connect locals to each other and to the RMOW*
- Smart Tourism  
*Preserve and protect Whistler's unique culture, natural assets and infrastructure*

Not Applicable

*Aligns with core municipal work that falls outside the strategic priorities but improves, maintains, updates and/or protects existing and essential community infrastructure or programs*

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## BUDGET CONSIDERATIONS

The current Five-Year Financial Plan includes \$227,324 in 2024 for Microsoft licencing expenses. This Agreement will result in a minimum yearly commitment of \$226,801 for the three-year term. The costs associated with this proposed Agreement are accommodated within the existing operating budget for 2024 and will be included in the upcoming 2025-2029 Five Year Financial Plan development process.

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## LÍLWAT NATION & SQUAMISH NATION CONSIDERATIONS

The RMOW is committed to working with the Líl'wat People, known in their language as *L'il'wat7úl* and the Squamish People, known in their language as the *Skwxwú7mesh Úxwumixw* to: create an enduring relationship; establish collaborative processes for Crown land planning; achieve mutual objectives; and enable participation in Whistler's resort economy.

There are no specific considerations to include in this report.

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## COMMUNITY ENGAGEMENT

Level of community engagement commitment for this project:

Inform     Consult     Involve     Collaborate     Empower

There is no community engagement associated with this initiative.

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## SUMMARY

The 2021 to 2024 Microsoft Licensing Enterprise Agreement is coming to an end and a replacement Agreement is required. The MBSA process provides preferred access to a competitive rate structure for these services. As such, staff recommend that Council endorse the proposed Agreement as described within this report.

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## SIGN-OFFS

### Written by:

Phil Cartwright,  
Manager, Information Technology

### Reviewed by:

Ted Battiston,  
General Manager of Corporate Services and  
Public Safety

Carlee Price,  
Chief Financial Officer

Virginia Cullen,  
Chief Administrative Officer