

Section III – Items for the Information of the Board

TO: Chair and Members of the Board of Directors
Friday, June 25, 2021 Meeting

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **MICROSOFT TEAMS VIDEO CONFERENCING SOLUTION**
Statement of Interest: Strategic Business Planning Policy

KEY ISSUE

To provide information to the Board of Directors regarding planned Microsoft Teams Video Conferencing Solution initiative of the Information Technology and Records Management Business Unit.

RECOMMENDATION

IT IS RECOMMENDED THAT this report regarding the Microsoft Teams Video Conferencing Solution initiative be received.

BACKGROUND

In accordance with Toronto and Region Conservation Authority's (TRCA) Strategic Business Planning (SBP) Policy, all potential new projects/programs or proposed modifications to existing initiatives must proceed through the SBP Policy workflow, including reporting to the Board of Directors for informational purposes.

RATIONALE

TRCA has selected the use of the Microsoft Teams platform as the unified communication service provider for the new telephony solution which is replacing the Mitel VoIP system. TRCA staff will now be working to integrate the Microsoft Teams Video Conferencing infrastructure into meeting rooms across TRCA offices, providing an improved user experience that integrates video capabilities for staff and visitors. This infrastructure solution will result in users no longer needing to use laptops to make Teams calls. This frees up the users' laptops for collaboration or conducting other work while concurrently on a Teams call or meeting call. The meeting rooms will now have cameras and mics integrated into the individual rooms for better video and audio quality versus relying on laptop mics and cameras.

The devices will be installed at each meeting room in the new head office and provide access to meeting schedules and availability for each room eliminating the need for users to check room availability through their laptop or mobile device. The Microsoft Team Video Conference hardware equipment also comes with a 3-year support warranty.

The Microsoft Teams Video Conference Solution will be implemented in 27 meeting rooms at 6 office locations which are outlined in the Financial Details section.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategies set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 11 – Invest in our staff

Strategy 10 – Accelerate innovation

Item 8.2

FINANCIAL DETAILS

A preliminary estimate of the one-time infrastructure cost across all locations is \$325,994. A breakdown by office is as follows:

Location	Number of Meeting Rooms	Cost
New Head Office	16	\$203,074*
Boyd	3	\$27,774
Black Creek Pioneer Village	3	\$27,774
Earth Rangers	2	\$11,812
Restoration Services Centre	2	\$9,226
Swan Lake	1	\$5,906
Installation	At 11 meeting rooms above (excludes New Head Office)	\$5,500
	Total	\$291,066
Contingency**		\$34,928
	Grand Total	\$325,994

*Includes all installation costs for the New Head Office and the associated devices.

**12% contingency in the event issues arise such as the need to increase bandwidth at satellite office locations.

The total onetime 2021 infrastructure cost across all locations will be \$325,994, with an additional \$4,000 representing ongoing annual maintenance costs. With these accounted for, the total 2021 cost, including installation and annual fees, totals \$329,998.

DETAILS OF WORK TO BE DONE

Following the receipt of this report, the Microsoft Teams Video Conferencing Solution initiative will progress through the SBP Policy workflow and be added to the unfunded priorities list. Based on their position within the prioritized list, TRCA's Senior Leadership Team will be recommending that this initiative be funded in 2021. Staff will continue to refine the scope of work and procure the required services to progress the initiative.

Report prepared by: Kim Krawczyk, extension 5862

Emails: kim.krawczyk@trca.ca

For Information contact: Michael Tolensky, extension 5965

Emails: michael.tolensky@trca.ca

Date: June 15, 2021