



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Wayne Ward

Position: Manager Facilities and IT

Title / Subject: Migration of Server Data to Cloud Based Service

Date of Report: July 14, 2022

Date of Meeting: July 25, 2022

Report No: 2022-GG-023

1.0 Issue / Origin

As part of the Third Party Independent Review conducted in 2021 by Perry Group, it was suggested that migration of the on-premise data stored in the servers be migrated to a Cloud Based service. This will improve the accessibility of data for staff working remotely and will also provide relief on the server and increase storage capability.

2.0 Background

Our current server is working at approximately 95% capacity for storage. Although this does not necessarily affect performance it does limit the amount of data that can be safely stored.

As part of the Enterprise Agreement in place with Durham Region for our Microsoft 365 platform there are available options of SharePoint Online and OneDrive for Business, which are included in our current agreement.

3.0 Analysis

An analysis of our current systems was undertaken by Netagen, who provides our backups and data recovery.

The analysis indicates that there is 1.5 Terabyte of available SharePoint storage for the current licensing that Brock Township has. This is enough to safely store all the Township Data.

4.0 Related Policies / Procedures

None

5.0 Financial / Budget Assessment

The costing of this work based on the report dated March 16, 2022 is approximately \$8,700.00 for the migration of the File Server to SharePoint Online. This is based on 60 hours of work by Netagen. There is available funding in the Modernization Funding Intake 1 that has not yet been allocated. This request is in addition to the \$77,000 budget approved by Council as part of the 2022 Capital Budget.

6.0 Climate Change Impacts

None

7.0 Communications

None

8.0 Conclusion

In order to make the most use of the available storage and capability of the systems we have access to the migration to cloud based services will allow for improvements with no capital costs for additional physical servers.

9.0 Recommendation

BE IT RESOLVED THAT Council approve the migration of the file servers and the User Files and Folders to SharePoint Online and OneDrive for Business, with the work being completed by Netagen, and;

THAT the \$8,700 funding for this work be approved from the Modernization Funding Intake 1, for a revised \$85,700 approved funding from this grant in 2022.