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Memo

To: Peterborough County OPP Detachment Board
From: Sheridan Graham, CAO, Peterborough County
Date: December 2, 2024
Re: Board Administrator

Recommendation:

That the Board receive the Memo from the CAO of Peterborough County regarding the Board Administrator; and further

That the Board rescind resolution DB2024-07 and DB2024-09, adopted October 21, 2024; and further

That the Board approve the proposal outlined by Peterborough County regarding the Board Administrator, with a monthly stipend of \$700.00 for in-scope services; and further

That the Board authorize the Chair to enter into Purchase of Services Agreement with Peterborough County for Board Administration Services.

Background:

County staff have reviewed the report dated October 21, 2024, Board Administrator Options, and supports the content and the recommendation of hiring an external board administrator.

County staff understand that the Board passed a motion to provide a stipend of \$600 per month for a Board Administrator.

In the forementioned report, it suggested the work be projected at 7 hours per work over 52 weeks and, "The Board Administrator will be required to provide clerical, financial, and administrative support to the Board and ensure that the Board's

operations are compliant with the legislation. It is anticipated that this will be a part time role with approximately 7 hours of work per week including meeting time."

A couple of the Board members advised County staff that the Board Administrator will only be obligated to prepare agendas and minutes and would be required approximately 6 hours per month, not per week.

When reviewing legislation, County staff have concerns over who will be preparing reports to the Board for the agendas, drafting and sending follow-up correspondence, preparing the annual report, preparing the annual budget, etc.

Based on the report and our discussions with staff, the County is providing the following proposal of services.

The County and Board would enter into a Purchase of Services Agreement to:

- Provide in-scope administrative support services for taking minutes, preparing agendas, drafting follow-up correspondence with support/direction from the Board, and also for expenses and revenue with direction from the Board and the Board's budget at a set rate of \$700 per month until June 30, 2025.
- This would include posting to a County webpage that is shared with Townships and First Nations. It will be a page on the County website, not a full website for the Board. The County would create a SharePoint page for the retention of Board documents.
- All time will be tracked, and the Board and County will review the set rate and adjust if required after review in June 2025 and subject to Board approval.
- Provide other services for the Board, such as recruitment services and financial services (budget preparation and guidance) that will be billed at actual time incurred in accordance with the County's Tariff of Fees By-law.
- Provide out-of-scope services such as projects, plans, etc. as agreed upon in advance with the CAO and Board Chair with Board approval subject to budget and timelines.

County staff understand that December 2nd, 2024, will be the last meeting that Trent Lakes' staff will be assisting the Board. We will therefore be available to meet after the December 2nd meeting to discuss the draft Purchase of Services Agreement from the outcome of the Board's meeting.