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Report 2025-016

Report Title: Northumberland County Agreement with Northumberland OPP Detachment Board for IT and Finance Managed Services

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Council Meeting Date: January 22, 2024

Report Not Considered by Standing Committee Because:

- Time-sensitive Issue (information received too late for Committee consideration)
- Urgent Matter (issue arose after this month's Committee meeting)
- Other

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Recommendation

"That County Council receive Report 2025-016 'Northumberland County Agreement with Northumberland OPP Detachment Board for IT and Finance Managed Services', for information."

Purpose

The purpose of this report is to inform County Council of an agreement reached between Northumberland County and Northumberland OPP Detachment Board for the County's provision of IT and Finance Managed Services for the Board.

Background

At Council's direction, a goal identified in Northumberland County's 2023-2027 Community Strategic Plan is to expand voluntary shared services between the County and member municipalities to enhance efficiency between levels of government.

Since 2013, Northumberland County has been providing IT Managed Services to various area municipalities and municipal partners. Currently, the County provides such services to six partners, including:

- Township of Alnwick/Haldimand
- Township of Cramahe
- Township of Hamilton
- Municipality of Port Hope
- Municipality of Trent Hills
- Port Hope Police Service

Consultations

Following an expression of interest from the Northumberland OPP Detachment Board in leveraging the benefits of County Managed Services, staff from the County and members of the Board began working together in April 2024 to define the level of IT and Finance services required by the Board and to develop an agreement. This agreement is based on a review of the Board's structure, and an assessment of future need.

Legislative Authority / Risk Considerations

N/A

Discussion / Options

The Northumberland Ontario Provincial Police (OPP) Detachment Board was formed in 2024 when new provisions under the Community Safety and Policing Act, 2019, came into effect. Individual police service boards for municipalities policed by the OPP, created under the former Police Services Act, were discontinued and replaced with a single amalgamated detachment board. The Northumberland OPP Detachment Board's role is to advise the Northumberland OPP detachment commander with respect to local delivery of OPP Services.

Six members of the Board represent the local communities served by the OPP: Alderville First Nation, Township of Alnwick/Haldimand, Municipality of Brighton, Township of Cramahe, Township of Hamilton, and Municipality of Trent Hills. Two additional members are jointly appointed by these councils, who are neither members of the council, nor employees of the municipalities/First Nation. Finally, two members are appointed by the Solicitor General. The Board meets a minimum of four times per year.

An assessment by the County confirmed the Board required basic IT and Finance services to support fulfillment of their mandate:

- IT services: Including website domain administration, Helpdesk support, and basic technical and telephony supports.
- Finance Services: Including accounts payable and receivable coordination for services.

With the execution of a Services Agreement, the Board now has access to these services.

Financial Impact

The Agreement between the County and the Board will be in effect from December 1, 2024, to December 31, 2027, with the opportunity for a one-year extension.

It is an overriding principle of the County's Managed Service Framework that Service Fees are set at a level that allows the County to cover its Fully Loaded Costs only, with a blended hourly rate for County personnel.

'Fully Loaded Costs' refers to the comprehensive and all-encompassing expenses incurred by the County in the provision of services. These costs comprise direct and indirect expenses associated with the provision of services in the form of:

- a) Staff base salaries
- b) Travel and special expenses in accordance with the County's policies as may be adopted and amended from time to time
- c) Social security taxes including Canada Pension Plan contributions and employment insurance premiums
- d) Employment benefits including but not limited to extended health and dental insurance, pension and retirement benefits
- e) Office overhead costs such as operational costs, administrative expenses and other relevant expenditures incurred by the County on behalf of its employees providing the Services.

Based on an assessment of services required by the Board, the County will invoice the Board \$138.03 per month for IT and Finance Standard Services, for an overall annual cost recovery of \$1,656.36.

The Agreement will be reviewed annually by both parties to address any necessary adjustments or modifications.

Member Municipality Impacts

Shared services leverage economies of scale to reduce costs, increase capacity, and improve services for residents.

Conclusion / Outcomes

That County Council having considered Report 2025-016 'Northumberland County Agreement with the Northumberland OPP Detachment Board for IT and Finance Managed Services', receive this report for information."

Attachments

N/A