



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 7, 2022
<b>From:</b>	Kimberley Pope, Finance Department
<b>Report Number:</b>	Finance 2022-03
<b>Subject:</b>	Information Technology Managed Services Agreement renewal with the County of Peterborough

### Recommendations:

1. That Council receives the amended Information Technology Managed Services Agreement renewal with the County of Peterborough, and
2. That Council approve By-law No. 2022-10 being a by-law to authorize the IT Managed Services Agreement, between The Corporation of the Township of Cavan Monaghan and The Corporation of the County of Peterborough for a one (1) year term, from the effective date of January 1, 2022 to December 31, 2022; with an automatic annual renewal thereafter.

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### Overview:

The Township of Cavan Monaghan entered into an Information Technology Managed Services agreement with the County of Peterborough, that commenced October 1, 2019 for a five-year term, as per Finance Report 2019-08. The transition to County of Peterborough IT has been positive and has enabled the involvement of a team of IT professionals in the infrastructure changes from purchasing to ongoing maintenance and replacement including integration technology as the municipality migrates with enhanced software and remote and/or cloud storage opportunities.

The County has requested amendments/upgrades to the agreement to improve the agreement with processes in place, after providing support services over 2+ years, which provides guidance and technical expertise for all IT projects while ensuring the recommended security and compatibility settings are implemented for best practices.

The amended agreement maintains the \$25,000 annual fee as quoted in the original five-year term agreement.

To support the management of the agreement the County has invested in additional allocations of human resources in support of their ongoing commitment and investment in providing services to Cavan Monaghan. However, the County has requested a modification to the agreement terms that;

“The term of this Agreement (the “Term”) shall be one (1) year, from the Effective Date, January 1, 2022, to December 31, 2022; with an automatic annual renewal thereafter. Either party shall give at least 180 days written notice prior to the end of the Term of intent not to renew this Agreement, if such renewal were to be available.”

Which replaces the following in the original agreement;

“The Agreement shall be reviewed annually to address any necessary adjustments or modifications.”

“The Client may terminate this Agreement upon 6 months written notice to the County.

“The County may terminate this Agreement upon 6 months written notice to the Client.

**Financial Impact:**

The amended agreement maintains the \$25,000 annual fee as quoted in the original five-year term agreement and therefore there is no additional financial impact.

**Attachment:**

By-law No. 2022-10 County of Peterborough, IT Managed Services Agreement

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer