



ORANGEVILLE OPP DETACHMENT BOARD

SPECIAL PROJECT REMUNERATION/EXPENSE TIMESHEET

Claimant Name: Mary Lou Archer

Special Project Name: Mobile Crisis Response Team Grant

Special Project Budget:

Special Project Hourly Rate: Executive Assistant (\$70/hr.); Member (\$/hr. - TBD)

Remuneration

Date of Work Performed	Description of Work Performed	Total Hours	Remuneration Amount
March 10, 2025	Follow-up with OPP and Finance on the MCRT grant re-allocation	1	\$70.00
March 12, 2025	Meet with finance & OPP re MCRT grant re-allocation and draft request to HHCC	1	\$70.00
March 31, 2025	Conduct review of MCRT 1 year report due, CSP 3 yr. report due and CSP grant application 2025-2026	2	\$140.00
Apr. 2, 2025	Meet with Sgt. Pencarinha re above grants	1	\$70.00
Apr. 7, 2025	Commence populating the CSP 2025-2026 grant application	1	\$70.00
Apr. 8, 2025	Work on CSP Yr. 3 report and CSP 2025-2026 application	2	\$140.00
Apr. 10, 2025	Meet with Sgt. Pencarinha on the CSP 3 Yr. Report and the application for the CSP 2025-2026.	2	\$140.00
Apr. 11, 2025	Complete Yr. 3 CSP Report and circulate to OPP for approval	1	\$70.00
Apr. 14, 2025	Work on the 2025-2026 CSP application and work on the MCRT 1 yr. report financials after consultation with Headwaters.	2	\$140.00

Apr. 23, 2025	Meet with Sgt. Pencarinha at OPP Detachment to work on the MCRT 1 Yr. report & the application for the CSP grant	2	\$140.00
Apr. 29, 2025	Review CSP Grant Application & allocations & coordinate with partners: Town of Shelburne & Headwaters Healthcare Centre (HHCC)	2.5	\$175.00
Apr. 30, 2025	F.O. on CSP Grant Application with partners: Town of Shelburne & Headwaters Healthcare Centre	.5	\$35.00
May 1, 2025	Work on MCRT Grant 2024-2025 Year-end report	1.5	\$105.00
May 1, 2025	Meet with Jackie Moore & Jordyn Levvechia-Smith re Website	.5	\$35.00
May 2, 2025	Submission of CSP grant & f.o. with Senior Financial Officer @ (HHCC) re MCRT Grant 2024-2025 Year-end report	1.0	\$70.00
May 6, 2025	Work on MCRT Grant 2024-2025 Year-end report SWOT analysis & review budget & expenses with HHCC. Itemize & correlate all expenses to grant budget.	4.5	\$315.00
May 7, 2025	Confer with Sgt. Pencarinha on MCRT budget & performance measures	.5	\$35.00
May 8, 2025	Seek OPP approval & Headwaters approval on MCRT grant report	.5	\$35.00

Total Hours Submitted: 26.5

Total Remuneration Submitted: \$1855.00

Expenses Claim (receipts must be attached)

Date and Description of Expense

Date/Description: _____

Date/Description: _____

Total Expenses Submitted: \$0.00

Claimant Signature _____ Date: _____

Board Chair Signature _____ Date: _____