

ADDENDUM



MEETING OF COUNCIL NOVEMBER 19th, 2019

REVISED

➤➤ F) Unfinished Business / *Affaires en marche*

F-1 Leblanc Road - Additional Information

➤➤ H) New Business / *Affaires nouvelles*

H-8 Resolution to authorize the submission of an Expression of Interest to the Ministry of Municipal Affaire and Housing for the Municipal Modernization Program re: Operational Review.



The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2019 /

NOVEMBER 19, 2019

Moved by / *Proposé par* :

Seconded by / *Appuyé par* :

WHEREAS Council has expressed an interest in conducting a Municipal Operational Review;

AND WHEREAS staff was directed to seek sources of funding to off-set the costs of such a review;

AND WHEREAS the Municipality of West Nipissing has received correspondence from the Ministry of Municipal Affairs and Housing, dated November 12, 2019; wherein the Ministry announces that **INTAKE 1** of the Municipal Modernization Program is now open to receive *Expressions of Interest to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, in order to achieve cost savings and efficiencies;*

BE IT THEREFORE RESOLVED THAT Council for the Municipality of West Nipissing authorizes the submission of an Expression of Interest (**INTAKE 1**) to the Ministry of Municipal Affairs and Housing in order to carry out an Operational Review of the Municipality of West Nipissing, which would assist in implementing service delivery efficiencies to help achieve cost savings.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED: _____

DEFEATED: _____

DEFERRED OR TABLED: _____

Ministry of Municipal Affairs
and Housing

Ministère des Affaires municipales
et Logement

Municipal Services Division

Division des services aux municipalités

777 Bay Street, 16th Floor
Toronto ON M5G 2E5
Telephone: 416-585-6427

777, rue Bay, 16^e étage
Toronto ON M5G 2E5
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November 12, 2019

Dear Municipal Administrator,

Further to the November 1, 2019 letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, I am writing to provide additional information about Ontario's new Municipal Modernization Program and advise that Intake 1 under the program is now open.

Under the Municipal Modernization Program, the province is making up to \$125 million available through 2022-23 to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, to achieve cost savings and efficiencies.

Program guidelines and an Expression of Interest form for Intake 1 of the program are attached. Eligible projects under Intake 1 are reviews of municipal service delivery expenditures by independent third-party reviewers that will be completed by June 30, 2020. I encourage you to consider how your municipality might benefit from participation in Intake 1 of the Municipal Modernization Program and submit an Expression of Interest by December 6, 2019. Please see the attached guidelines for details about the program and how to apply.

Under future intakes of the program, municipalities will have the opportunity to apply for projects aimed at implementing service delivery efficiencies to achieve cost savings, in addition to service delivery reviews. Intake 2 under the program is planned for Spring/Summer 2020, with additional intakes expected through 2022-23. Participation in Intake 1 is not a requirement for participation in future intakes.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents. If you have questions about the program, I encourage you to reach out to your Municipal Services Office contact or email the ministry at Municipal.Programs@ontario.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Wallace", written over a blue horizontal line.

Marcia Wallace
Assistant Deputy Minister

c. Municipal Treasurer



Municipal Modernization Program

Intake 1 Program Guidelines

WHAT YOU NEED TO KNOW

Ontario is helping municipalities become more efficient and modernize service delivery while protecting front line jobs.

The 405 small and rural municipalities that received a *Municipal Modernization Payment* in March 2019 can now apply to the *Municipal Modernization Program* for funding to undertake expenditure reviews with the goal of finding service delivery efficiencies and lowering costs in the longer term.

Eligible municipalities can apply individually, or collectively with other eligible municipalities, to undertake independent third-party reviews similar to the *Managing Transformation: A Modernization Action Plan for Ontario* review of Ontario government expenditures.

ELIGIBILITY CRITERIA

To be eligible under Intake 1, a project must:

1. Be a review of municipal service delivery expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
 - a line-by-line review of the municipality's entire budget; or
 - a review of service delivery and modernization opportunities; or
 - a review of administrative processes to reduce costs.
2. Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.
3. Begin field work no earlier than November 1, 2019, with a draft report completed by June 15, 2020 and the final report posted publicly by June 30, 2020.

It is anticipated that most review projects will be between \$20,000 and \$200,000. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation. Only third-party service provider fees will be eligible. Municipal administrative costs, such as staff time, are not eligible.

The program will not cover review projects where:

- the goal is to identify opportunities for revenue generation or reductions in front line services; or
- the review does not result in a formal report prepared by a third party; or
- the object of the review extends beyond municipal accountability.

HOW TO APPLY

1. Advise your Municipal Services Office contact of your intention to apply by **November 22, 2019**.
2. Submit your completed Municipal Modernization Program: Expression of Interest form and applicable supporting documentation to Municipal.Programs@ontario.ca by **December 6, 2019**.

HOW IT WORKS

The ministry will advise municipalities of the outcomes of their applications by mid-January. If your application is approved, a proposed transfer payment agreement with the ministry will be sent to confirm the funding amount and set out the terms, including reporting requirements and a payment schedule. Municipalities will receive an initial payment following full execution of a transfer payment agreement and a final payment after submission of a final report.

PROGRAM TIMELINE

November 22, 2019	• Advise your Municipal Services Office of your municipality's intention to apply .
December 6, 2019	• Submit your Expression of Interest and any supporting documentation to Municipal.Programs@ontario.ca .
January-February, 2020	• Learn whether your application is approved. If it is approved, enter into a transfer payment agreement for project funding, and receive an initial payment once the agreement is executed.
June 15, 2020	• Submit your third-party reviewer's draft report to the ministry.
June 30, 2020	• Post the third-party reviewer's final report online and submit your final report to the ministry. The final report will include: a hyperlink to the publicly posted third-party reviewer's report; the amount paid to the third-party reviewer and a copy of the invoice; a statement of the total amount of expenditures reviewed and the total amount identified as potential savings; and a 250-word abstract of the project and its findings.

FOR MORE INFORMATION

Municipalities can direct program questions to Municipal.Programs@ontario.ca or contact their regional Municipal Services Office for further information.

Central Region – Toronto

Tel: 416-585-6226 or
1-800-668-0230

Western Region – London

Tel: 519-873-4020 or
1-800-265-4736

Eastern Region – Kingston

Tel: 613-545-2100 or
1-800-267-9438

Northern Region - Sudbury

Tel: 705-564-0120 or
1-800-461-1193

Northern Region – Thunder Bay

Tel: 807-475-1651 or
1-800-465-5027

Municipal Modernization Program Intake 1: Expression of Interest

- 1) Please complete all the required fields of this Expression of Interest.
- 2) Ensure that the completed Expression of Interest has been declared to by the appropriate municipal staff.
- 3) Please save this Expression of Interest form and e-mail it to Municipal.Programs@ontario.ca by **December 6, 2019**. Attach any applicable supporting documentation as separate documents.

Key Information

Title of Proposed Service Delivery Review Project	
Legal Name of Municipality	
Mailing Address	
Name of Primary Contact	Position Title
Email Address	Telephone Number

Declaration

I declare that all the information that is being submitted in this Expression of Interest is to the best of my knowledge true and correct.

I declare that I have the authority to submit this Expression of Interest.

I acknowledge that it is a program requirement that the proposed third-party review project result report be publicly posted by June 30, 2020.

I acknowledge that it is a program requirement that field work covered by this Expression of Interest must not have begun before November 1, 2019.

I confirm that identifying opportunities for revenue generation or reductions in front line services is not the goal of the proposed review project.

Name of Signatory (TYPE)	Position Title (TYPE)	Date (DD/MM/YYYY)
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Proposed Service Delivery Review Project

Provide a brief description of your proposed third-party review project, including the objectives and expected outcomes related to service delivery efficiencies and cost savings. If applicable, attach supporting documentation such as a request for proposals or a project charter.

Proposed Service Delivery Review Project

What is the anticipated cost of your proposed third-party review project? **Note:** only the cost of a third-party service provider may be included. Briefly describe the basis for your cost estimate. If applicable, attach supporting documentation such as a contract or vendor of record agreement.

What are the anticipated start date and end date for the third-party review?

Has your council passed a resolution demonstrating support for the proposed third-party review project?

Yes (If yes, please attach a copy.)

No