



# 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](mailto: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

<b>November 22, 2019</b>	<ul style="list-style-type: none"><li>• Advise your Municipal Services Office of your municipality's <b>intention to apply</b>.</li></ul>
<b>December 6, 2019</b>	<ul style="list-style-type: none"><li>• Submit your <b>Expression of Interest</b> and any supporting documentation to <a href="mailto:Municipal.Programs@ontario.ca">Municipal.Programs@ontario.ca</a>.</li></ul>
<b>January-February, 2020</b>	<ul style="list-style-type: none"><li>• Learn whether your application is approved. If it is approved, enter into a <b>transfer payment agreement</b> for project funding, and receive an <b>initial payment</b> once the agreement is executed.</li></ul>
<b>June 15, 2020</b>	<ul style="list-style-type: none"><li>• Submit your <b>third-party reviewer's draft report</b> to the ministry.</li></ul>
<b>June 30, 2020</b>	<ul style="list-style-type: none"><li>• Post the <b>third-party reviewer's final report</b> online and submit your <b>final report</b> 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.</li></ul>

## FOR MORE INFORMATION

Municipalities can direct program questions to [Municipal.Programs@ontario.ca](mailto: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