



**Title:** Grant Application to the Municipal Modernization Program – Third Intake  
**Report Number:** Clerks-48-21  
**Meeting Date:** Tuesday, October 05, 2021  
**Report Prepared:** Wednesday, August 25, 2021

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### **RECOMMENDATION(S):**

That Council direct staff to submit an application to the Municipal Modernization Program – Third Intake for the following project(s):

- Digitizing City Records & the Purchase of a Large Scanner – Implementation Stream
- Review of City Equipment Utilization – Review Stream.

### **REPORT:**

The Municipal Modernization Program has two funding streams:

- Implementation Stream
- Review Stream

The Implementation Stream will provide provincial cost sharing for municipalities to undertake projects that increase municipal efficiency and effectiveness. The Review Stream will provide funding for municipalities to undertake expenditure review with the goal of finding efficiencies and lowering cost in the longer term.

Under both streams, municipalities can apply individually or jointly with other eligible municipalities.

To be eligible for the **Implementation Stream**, an implemented project proposal must:

- Be based on demonstrated evidence of savings or efficiencies the municipality intends to realize through the project;
- Begin no earlier than August 16, 2021 and be completed by February 28, 2023;
- Include a high level work plan with project milestones;
- Include a commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of the project completion;

- Including a commitment to report back one-year post project completion with actual savings over the course of the year, and a forecast for the following two years of annual savings and other efficiency and effectiveness outcomes.

The cost of implementing the projects will be shared between the province and the municipality. The province will contribute the greater portion for the projects within municipalities with fewer households according to the following threshold:

Number of households in the Municipality (2020 MPAC)	Maximum Provincial share of Project Cost	Minimum Municipal share of the Project Cost
0 – 5,000	75%	25%
> 5,000	65%	35%

It is anticipated that the provincial share of most projects will be between \$20,000 and \$250,000. Higher funding amounts may be available for cost sharing projects.

Major capital expenditures are not an eligible project cost. For example, maintenance or capital expenditures related to buildings, vehicles, public works or forestry/parks functionality or upkeep are not eligible under the program.

To be eligible for the **Review Stream**, an implemented project proposal must:

- Be a review of municipal service delivery or administrative 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 cost
- Result in a report by the independent third-party reviewer that provides specific actionable recommendations for cost savings and improved efficiencies.
- Begin field work no earlier than August 16, 2021, with a final report completed and posted publicly on the municipal website by October 31, 2022.

It is anticipated that most review projects will cost between \$20,000 and \$150,000. Higher funding amounts may be available for joint projects. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on available appropriation.

To be eligible for funding through either stream, the municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019.

Priority may be given to projects that address one or more of the following priorities:

- Digital Modernization
- Service Integration
- Streamlined Development Approvals
- Shared Services/Alternative Service Deliver Models

#### **BUDGETARY STATUS:**

**Implementation Stream** – Digitizing City Records & Large Scanner – Project estimated cost is \$250,000. The Provincial share will be covered at 65% and the Municipal share will be covered at 35%. The City's share of the project will be \$87,500, if approved.

**Review Stream** – Review of City Equipment Utilization – \$150,000, this stream covers 100% of funding, if approved.

#### **STRATEGIC PLAN:**

Service Modernization

#### **CANADIAN CONTENT:**

Not Applicable

#### **ATTACHMENTS:**

Not Applicable

**PREPARED BY: “original signed” Joanne Goulet, Deputy City Clerk**

**SUBMITTED BY: “original signed” Joanne Hyde, City Clerk**

**APPROVED BY: “original signed” Manoj Dilwaria, Chief Administrative Officer**

## Report Approval Details

Document Title:	Grant Application to the Municipal Modernization Program - Third Intake - Clerks Department-48-21.docx
Attachments:	
Final Approval Date:	Sep 29, 2021

This report and all of its attachments were approved and signed as outlined below:

**Joanne Hyde - Sep 29, 2021 - 9:19 AM**

**Manoj Dilwaria - Sep 29, 2021 - 2:50 PM**