

Ministry of
Municipal Affairs
and Housing

Ministère des
Affaires municipales
et du Logement



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MAY 29 2019

Ms. Janette Smith
City Manager
City of Hamilton

By e-mail: janette.smith@hamilton.ca

Dear Ms. Smith:

Further to the May 22, 2019 letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, on the launch of the *Audit and Accountability Fund*, I am writing to provide additional information on the program and to highlight important deadlines.

Through the *Audit and Accountability Fund*, the Ontario government is offering large municipalities an opportunity to benefit from provincial funding to conduct service delivery and administrative expenditure reviews with the goal of finding efficiencies while protecting important front-line services. Please see the attached guideline for information on the program, including eligibility criteria and how to apply.

If your municipality is interested in applying to the program, please contact your Municipal Services Office to confirm your intention to apply by **June 14, 2019**. To apply, municipalities must submit a completed Expression of Interest form with attached supporting documents to municipal.programs@ontario.ca by **June 30, 2019**.

I encourage you to consider an application to the *Audit and Accountability Fund*. If you have questions on the program, or would like to discuss a proposal, I encourage you to contact your regional Municipal Services Office, or e-mail municipal.programs@ontario.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Laurie LeBlanc".

Laurie LeBlanc
Deputy Minister

cc. Municipal Treasurer
Marcia Wallace, ADM, Municipal Services Division

Audit and Accountability Fund

Program Guidelines

WHAT YOU NEED TO KNOW

Ontario is making an investment to help municipalities become more efficient and modernize service delivery while protecting front line jobs.

Large urban municipalities that were not eligible for the *Municipal Modernization Payment Initiative* can apply to the *Audit and Accountability Fund* for funding to undertake expenditure reviews with the goal of finding service delivery efficiencies.

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* line-by-line review of Ontario Government expenditures.

ELIGIBILITY CRITERIA

To be eligible, the proposed review project will:

1. Review municipal service delivery expenditures to find efficiencies. The review project could take a number of forms including:
 - a line-by-line review of the municipality's entire budget;
 - a review of service delivery and modernization opportunities;
 - a review of administrative processes to reduce costs.
2. Result in a final report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.
3. Be completed by November 30, 2019. Municipal applicants will be required to post publicly the independent third-party report that outlines the analysis, findings and actionable recommendations by **November 30, 2019**.

It is expected that most review projects will be less than \$250,000, however projects 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 object of the review project is to identify opportunities for revenue generation or reductions in front line services.
- The review does not result in a formal report prepared by a third party.

- The object of the review extends beyond municipal accountability.

HOW TO APPLY

- If you're thinking of applying to the program, please contact your Municipal Services Office to discuss your planned review project, and confirm your intention to apply by **June 14, 2019**.
- Complete the *Audit and Accountability Fund: Expression of Interest* form.
- Ensure that the final form has been attested to by the appropriate municipal staff.
- Attach an outline of your project costs and timelines. Draft procurement documents, project charters, workplans, or other similar documents detailing your proposed review project are examples that would be sufficient to meet this requirement.
- If the municipal council passed a resolution in support of the project, attach a copy and submit along with your form and other documents. (Note: a resolution of council is not a requirement for the program.)
- E-mail the Expression of Interest to Municipal.Programs@Ontario.ca by **June 30, 2019**, or earlier if possible.

HOW IT WORKS

- Expressions of Interest will be reviewed and approved by the Ministry of Municipal Affairs and Housing as they are received.
- Confirmation through an executed transfer payment agreement that sets out reporting requirements and a payment schedule will be needed to complete the process.

PROGRAM TIMELINE



Municipalities can direct program questions to Municipal.Programs@Ontario.ca or contact their regional Municipal Services Office for further information. See below for a list of Municipal Services Offices.

MUNICIPAL SERVICES OFFICES CONTACT INFORMATION

Central Region – Toronto

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

Eastern Region – Kingston

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

Northern Region – Thunder Bay

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

Western Region – London

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

Northern Region - Sudbury

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

Audit and Accountability Fund: Expression of Interest

To apply to the Audit and Accountability Fund:

- 1.) Complete all required fields of this Expression of Interest.
- 2.) Ensure that the completed Expression of Interest has been attested to by the appropriate municipal staff.
- 3.) Include an outline of your project timeline and costs (procurement documents, a project charter, a project work plan, or any other document as appropriate).
- 4.) Email this Expression of Interest and any additional supporting materials to municipal.programs@ontario.ca by **June 30, 2019**.

Attestation

I have reviewed this expression of interest and the supporting material and can verify that it is accurate to the best of my knowledge and understanding.

Signature

Date (DD/MM/YYYY)

Legal Name of Municipality	
Name of Signatory	Position Title

Applicant Information

Mailing Address	
Name of Primary Contact	Position Title
Email Address	Telephone Number

- I acknowledge that it is a program requirement that the proposed third-party review project result in a publicly posted report by November 30, 2019.

What is the anticipated cost of your proposed third-party review project? **Note:** only the cost of a third-party service provider should be included. Attach a document to support the timeline and costs of your project.

Have you included a resolution of council demonstrating support for the proposed third-party review project?
Note: this is not a program eligibility requirement.

- Yes (If yes, please attach a copy to this Expression of Interest form)
- No

Review Project Description

1.) Provide a brief description of your proposed third-party review project.

2.) Provide a summary of the objectives of your proposed third-party review project.

3.) Provide a summary of expected outcomes of your proposed third-party review project.