

## Report to Council

<b>Report Title:</b>	Municipal Modernization Program Phase II Implementation Funding Update		
<b>Prepared By:</b>	Fiona Hamilton, Clerk, Trish Serratore, Chief Financial Officer, and Sonya Watson, Chief Administrative Officer		
<b>Department:</b>	Administration		
<b>Date:</b>	October 12, 2021		
<b>Report Number:</b>	CAO2021-24	<b>File Number:</b>	C11AD, F11
<b>Attachments:</b>	Letter from Ministry of Municipal Affairs and Housing		

### Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CAO2021-24 – Municipal Modernization Program Phase III Funding, prepared by Fiona Hamilton, Clerk, Trish Serratore, Chief Financial Officer and Sonya Watson, Chief Administrative Officer, and authorizes the following applications for the Municipal Modernization Program Intake III:

- Master Recreation Service and Facility Review
- Legislative Support Interim Position

### Report:

#### Background:

The Province recently announced the third and final intake for the Municipal Modernization Program. Once again, municipalities are eligible to apply, by October 19, 2021 under two funding streams

#### **Review Stream – up to 100% of the cost of a third-party review**

Review of municipal service delivery or administrative expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. Final report must be completed by October 31, 2022.

#### **Implementation Stream – up to 75% of project costs (based on 0-5,000 households)**

Implementation of projects that are based on demonstrated evidence of savings to be realized, include a high-level work plan with project milestones, include a commitment to forecasting annual savings and other efficiency and effectiveness outcomes for at least three years and include a commitment to reporting back with actual savings after the first year. Projects must be completed by February 2023

## **Analysis:**

### **Master Recreation Service and Facility Review - \$150,000 request – Review Stream**

Currently this was included within the 2021 budget and identified within the Strategic Action Plan as a key action item. There is lots of growth within the community and a review/update of the Master Recreation Service and Facility Plan is required. Leveraging the funding opportunity allows the Municipality to use the budgeted funds towards other key initiatives with the recreation department.

The third-party review would have the following objectives:

- Review background documents (strategic plans, participation statistics and industry trends, and operating agreements) relevant to the review and creation of the Recreation, Parks and Facilities Master Plan.
- Provide for public engagement and input to obtain feedback on the review and development of the plan.
- Where relevant and appropriate, integrate comparable Municipal Parks and/or Recreation Master Plans.
- Examine population growth trends locally and create forecast for the community while incorporating the implication of growth on parks and recreation facilities
- Recreation Facilities review in the context of growth expectations and requirements to fill future needs due to anticipated growth.
- The plan should ensure financial sustainability, environmental stewardship as key considerations. At a minimum, the plan will include the following sections:
  - Demographic Profile and Trends (based on current census data)
  - Public Consultation Program
  - Interconnectivity of Parks, Trails and Facility to new development proposals.
  - Master Plan Goals
  - Recreation Facilities Inventories - Indoor Facilities, Outdoor Facilities (Parks, Open Space and Trails Inventory)
- Make relevant recommendations respecting Operations - Best management practices and recommendations with respect to the day to day operations of the Parks, Recreation and Facilities.

### **Legislative Support Interim position - \$100,000 request**

The Municipality of Brockton completed a Comprehensive Development Review. Many of the recommendations in the review focused on improving communication on the municipal website to create a “Developer’s Portal”. In addition, the Strategic Action Plan highlighted digitizing documents as a priority to promote greater access to Brockton’s archival material and corporate records such as by-law, historic Council minutes etc. There may be an opportunity for training and support for a position of this kind through the AMCTO municipal succession planning program.

The proposal at this time would be applying for funding for a one (1) year contract Legislative Support interim position that would focus on the following tasks:

- Creating the development portal and updating the website as per the consultant recommendations;
- Scanning corporate records for greater access by the community and for preservation of the records;
- Digitizing archival information for greater celebration of Brockton’s rich heritage;

- Creating targeted social media posts, information bulletins, FAQ sheets, signage, etc. to assist with elections communications (particularly for topics that are necessary for all elections so the messaging could be used for various election cycles);
- Assistance with implementing modernization software to create fillable forms for use in election and otherwise;
- Assistance with implementing e-permitting software for tracking development applications as recommended in the review;
- Assistance with the implementation of the Municipal App.
- Consideration of the potential software for records scanning.

The total request for these projects is \$250,000

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

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| • Do the recommendations help move the Municipality closer to its Vision? | N/A |
| • Do the recommendations contribute to achieving Cultural Vibrancy?       | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity?     | N/A |
| • Do the recommendations contribute to Environmental Integrity?           | N/A |
| • Do the recommendations contribute to the Social Equity?                 | N/A |

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

This grant funding will substantially assist with the implementation costs for each project.

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### **Respectfully Submitted by:**



Fiona Hamilton, Clerk



Trish Serratore, Chief Financial Officer



Sonya Watson, Chief Administrative Officer