

Municipal Services Offices Provincial Update

**AMCTO Zone 3
April 28, 2022**

Important Notice

- Municipalities are responsible for making local decisions, including complying with any applicable statutes or regulations.
- This presentation is for information purposes only and is not a substitute for legal or other professional advice in connection with any particular matter. This presentation deals with complicated issues and concepts in a highly summarized fashion, and key details may not be included. The inclusion of municipal or other local examples in this presentation does not imply an endorsement by the ministry.
- Users should verify the information that has been included from other sources prior to making decisions or acting upon it.

Presentation Outline

- Updates
 - Local Government
 - Finance
 - Housing
 - Community Planning and Development
- Municipal Services Offices Contacts and Information

Local Government



Municipal Election Reminders

- **Delegation of authority**
 - Clerks may wish to consider the need for appropriate delegation of authority to be in place if council becomes subject to restricted acts provisions.
- **Electronic filing of nomination and registration paperwork**
 - Clerks may choose to permit municipal election candidates (council and school trustee) and third-party advertisers to file nomination and registration paperwork electronically.
- **Ending a third-party advertisers' campaign**
 - Third-party advertisers can end their campaign by filing a written withdrawal with the clerk at any time prior to the end of registration period for third-party advertisers.
 - The *Municipal Elections Act* stipulates that a third-party advertiser's campaign is automatically ended if they file a nomination to run for office.

Municipal Election Reminders: Restricted Acts Overview

Municipal Act, 2001, Section 275

- Acts can be restricted during two separate time periods:
 1. After nomination day
 2. After voting day
- Examples of the three quarter ($\frac{3}{4}$) rule :
 - 5 members of council – $\frac{3}{4}$ is 4
 - 7 members of council – $\frac{3}{4}$ is 6
 - 9 members of council – $\frac{3}{4}$ is 7

Upcoming Election Activities

Activity	Deadline
Last Day to establish rules and procedures with respect to the use of municipal or board resources (s. 88.18 MEA)	April 29, 2022
Nomination period begins <ul style="list-style-type: none">• Clerk to provide Notice of Offices to be elected (s. 32 MEA)• Nominations for office by be filed (s. 33(4) MEA)• Clerk to provide initial estimate of spending limits to candidates (s. 33.01(1) MEA)• Third Party Advertiser's may register (s. 88.6(7) MEA) Last Day to: <ul style="list-style-type: none">• Pass a by-law authorizing use of voting and vote-counting equipment and/or an alternative voting method (s. 42(2) MEA)• Pass a by-law with respect to the circumstances in which the municipality requires the clerk to hold a recount of the votes cast in an election (s. 56(5) MEA)	May 1, 2022
Last Day for the clerk to establish policies with respect to use of voting and vote-counting equipment and/or an alternative voting method, if required (s. 42(4) MEA)	June 1, 2022

Upcoming Election Activities

Activity	Deadline
<p>Nomination Day Last Day for:</p> <ul style="list-style-type: none">• Candidates to file their nominations (ends at 2pm) (s.31 MEA)• Candidates to withdraw a nomination (ends at 2pm) (s. 36 MEA)• To revoke a question on the ballot, unless all offices are acclaimed (s. 8.1(2) MEA) <p>Proxies may be issued after all candidates are certified (s. 44(4) MEA)</p> <p>Clerks must make their initial assessment of whether Restricted Acts applies to their council (s. 275 MA)</p>	August 19, 2022
<p>Clerks must certify nominations by 4pm (s.35(1) MEA) Clerks must declare acclamations, if applicable (s. 37(1) MEA)</p>	August 22, 2022
<p>Additional nominations may be filed if any offices for the new council remain vacant following acclamations (ends at 2pm) (s. 33(5) MEA)</p>	August 24, 2022
<p>Clerks must certify additional nominations, if any (s. 35(1) MEA)</p>	August 25, 2022

Upcoming Election Activities

Activity	Deadline
<p>Clerk to determine which institutions and retirement homes require voting places (s. 45(7) MEA)</p> <p>Clerk to complete revisions to the preliminary list of electors and have the voters' list produced (s. 23(2) MEA)</p> <p>Clerk to provide copies of the voters' list to authorized persons on written request (s. 23(3)-(4) MEA)</p> <p>Revision period of the voters' list begins (s. 24(1) MEA)</p>	<p>September 1, 2022</p>
<p>Clerk to prepare and distribute an interim list of the approved changes to the voters' list (s. 27(1) MEA)</p>	<p>September 15-25, 2022</p>
<p>Last day to revoke a by-law authorizing a question on the ballot if no offices are being elected (s. 8.1(1) MEA)</p> <p>First day on which an advanced vote can be held (s. 43(2) MEA)</p>	<p>September 23, 2022</p>
<p>Final spending limits to be provided to candidates and third party advertisers (ss. 88.9.1(4) and 88,21 (15) MEA)</p> <p>Final self-contribution limit to be provided to candidates (s. 88.9.1(4) MEA)</p>	<p>September 26, 2022</p>
<p>Last day for third party advertiser's to register</p>	<p>October 21, 2022</p>

Finance



COVID-19 Operational Funding

To date, municipalities have received three rounds of COVID-19 operational funding allocations:

- **Safe Restart Agreement (SRA)**
 - Two phases totalling more than \$1.2 billion.
- **2021 Provincial COVID-19 Recovery Funding for Municipalities (CRFM)**
 - Two equal payments in 2021.
- Municipalities are required to report back on the use of this funding using a template on Transfer Payment Ontario (TPON)

Municipal Modernization Program

- The Municipal Modernization Program (MMP) is part of Ontario's commitment to help small and rural municipalities become more efficient and modernize service delivery.
- **Intake 3:** More than \$50 million to fund projects that support digital modernization, service integration, streamline development approvals and shared services/alternative delivery models.
- Eligible projects could include:
 - Service delivery reviews
 - Software modernization
 - Operational and performance reviews
 - Shared service assessments
 - Strategic/master plan creation

Audit and Accountability Fund

- The province launched the Audit and Accountability Fund (AAF) for municipalities to undertake third party reviews with the goal of finding service delivery efficiencies.
- **Intake 3:** \$8 million to fund projects that support digital modernization, service integration and streamlined development approvals.
- Eligible projects could include:
 - Service delivery reviews
 - Modernization reviews
 - Digital transformation studies
 - Streamlined development approval process reviews
 - Services integration reviews

Streamline Development Approval Fund

- The Province is providing more than \$45 million to help Ontario's 39 largest municipalities unlock housing supply by streamlining, digitizing, and modernizing their approach to managing and approving applications for residential developments.
- Eligible projects could include:
 - E-permitting or online application management systems
 - Community Improvement Plans that include housing incentives
 - Additional temporary staff to clear backlogs
 - Diversity internship programs in planning and building departments
- Eligible costs must be incurred between January 19, 2022 and February 28, 2023.
- Interim reports are due to the Ministry on April 22, 2022, and final reports are due on February 28, 2023.

Ontario Municipal Partnership Fund

- The Ontario Municipal Partnership Fund (OMPF) is the province's main general assistance grant for municipalities.
- The program primarily supports northern and rural municipalities across the province. Its objectives are to:
 - Recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances;
 - Support areas with limited property assessment; and
 - Assist municipalities that are adjusting to year-over-year funding changes.

Ontario Community Infrastructure Fund

- The Ontario Community Infrastructure Fund (OCIF) provides funding to small (under 100,000), rural, and northern communities to help develop and renew core infrastructure (e.g., roads, bridges, water, wastewater, and stormwater).
- Funding is allocated according to the Province's estimates of infrastructure need and financial need and helps provide stability and predictability to municipalities.
- OCIF allocations are linked to municipal asset management plans. Starting in 2023, allocations will be calculated using forward-looking Current Replacement Values (CRVs) from asset management plans and CRV estimates.

Asset Management Regulation Requirements

Strategic Asset Management Policy (By July 1, 2019)

Requires municipalities to outline commitments to best practices and continuous improvement.

Asset Management Plan: Phase 2 (By July 1, 2022)

For core assets (water, wastewater and stormwater assets, roads, bridges and culverts):

- Inventory of assets
- Current levels of service measured by standard metrics
- Costs to maintain levels of service

Asset Management Plan: Phase 3 (By July 1, 2024)

Builds on the Phase 2 plan to include all municipal assets, including current levels of service and costs to maintain these levels.

Asset Management Plan: Phase 4 (By July 1, 2025)

Builds on Phase 3 where plans shift to:

- Proposed levels of service
- Lifecycle management and financial strategy for all assets

Financial Information Return New Website

- The website is located at: <https://efis.fma.csc.gov.on.ca/fir/fir/>

The screenshot shows the homepage of the Financial Information Return website. The header features the Ontario logo and the text "Financial Information Return" with a "Français" link. A navigation menu includes "FIR Home", "Municipal Reporting", "Reports", "Open Data", "News", and "Contact Us". The main content area is split into two sections: "FIR 2020 Template" with a "Download Template" button and a link to "View templates for other years"; and "FIR Reports by Municipality" with a "View 2020 Reports" button and a link to "View reports for other years". The background of the reports section shows a hand holding a tablet displaying a line graph and three circular gauges with values: 37.91%, 31.86%, and 30.23%.

Financial Indicator Reviews

- **Financial Indicators (7):** On an annual basis, MMAH calculates and reviews select financial indicators for each municipality.
 1. Total Taxes Receivable Less Allowance for Uncollectible as a Percentage of Total Taxes Levied;
 2. Net Financial Assets or Net Debt as a Percentage of Own Source Revenue;
 3. Total Reserves and Discretionary Reserve Funds as a Percentage of Operating Expenses;
 4. Cash Ratio – Total Cash and Cash Equivalents as a Percentage of Current Liabilities;
 5. Debt Servicing Cost as a Percentage of Total Operating Revenue;
 6. Asset Consumption Ratio – Closing Amortization Balance as a Percentage of Total Cost of Capital Assets;
 7. Annual Surplus/Deficit as a Percentage of Own Source Revenues.

Financial Information Return template Update

- MMAH has initiated a two-year project to update the Financial Information Return (FIR) template.
- The new template will reflect changes related to Public Sector Accounting Board (PSAB) standards, municipal service delivery, provincial legislation and information needs

Preliminary project timeline (subject to change)

**January –
March
2022**

**April –
August
2022**

**January
2023**

**January –
June 2023**

**January
2024**

- MFPB develops mock-ups of FIR templates incorporating proposed changes

- Engagement with stakeholders to gather their feedback on mock-ups of FIR templates

- Online Publication of 2023 FIR draft template

- Gathering of feedback from municipalities on the draft 2023 FIR templates

- Implementation of 2023 FIR final template

Evolving Public Sector Accounting Standards (PSAS)

- PSAS changes are in effect for fiscal years beginning on or after April 1, 2022 (effective January 1, 2023 for municipalities, although earlier adoption is permitted) and include:
- Financial Instruments standards (four new or revised Standards)
 - PS 3450 Financial Instruments (new Standard)
 - PS 1201 Financial Statement Presentation (replaces PS 1200 Financial Statement Presentation)
 - PS 2601 Foreign Currency Translation (replaces PS 2600 Foreign Currency Translation)
 - PS 3041 Portfolio Investments (replaces PS 3040 Temporary Investments and PS 3040 Portfolio Investments)
- Asset Retirement Obligation standard
 - PS 3280 Asset Retirement Obligation (new Standard)
- Reach out to professional municipal associations (MFOA) or your municipal auditor for more information on implementation of these five standards

Housing



Housing Innovation

Housing Supply Action Plan

- The province is supporting homeowners, property owners and landlords to navigate financing options, and complex design and building processes to increase housing supply and affordability.



Housing Affordability Task Force

- Ontario appointed a Housing Affordability Task Force to provide recommendations on additional measures to address market housing supply and affordability and make it easier for Ontarians to obtain home ownership.
- The Task Force represents a diverse range of experts in not-for-profit housing, Indigenous housing, real estate, home builders, financial markets, and economics.
- The Task Force released their report and recommendations on February 8, 2022. The series of measures that, if implemented, will speed up development and revolutionize how municipalities approve housing projects.

Current Housing and Homelessness Programs

- Homeless Prevention Program (HPP)
- Social Services Relief Fund (SSRF)
- Ontario Priorities Housing Initiative (OPHI)
- Canada-Ontario Community Housing Initiative (COCHI)
- Canada-Ontario Housing Benefit (COHB)

COVID-19 Risk Management

Provincial Antigen Screening Program (PASP)

- The Ministry of Health (MOH) launched the Provincial Antigen Screening Program with an initial commitment to provide free rapid antigen tests to participating organizations to screen their employees until March 31, 2022.
- On March 30, 2022 MOH announced the PASP has been extended until at least July 31, 2022.
- Any follow-up questions related to the program or eligibility criteria, please contact: homelessness@ontario.ca

By-Name List

- Service Managers now have an operational By-Name List in place to better understand homelessness in their communities, track changes in service needs over time, and effectively coordinate and prioritize service delivery.
- The ministry intends to release new By-Name List requirements that will build on the current requirements. These new requirements will be expected to be implemented by April 1, 2023.

Municipal Tools for Affordable Housing

Planning Act

- Additional Residential Units
- Official Plans and Zoning By-laws
- Garden Suites
- Community Improvement Plans
- Inclusionary Zoning
- Demolition Control Areas
- Subdivision Control
- Reduction in Parkland / Cash-in-Lieu
- Waiving/reduction of application fees
- Reduction / Exemption from Parking Requirements
- Community Benefits Charges
- Development / Community Planning Permit System

Municipal Act

- Municipal Services Corporations
- Grants
- Municipal Capital Facilities Agreements
- New Multi-Residential Property Class
- Prohibiting the demolition and conversion of residential rental properties

Development Charges Act

- Full or partial exemptions to DCs for (common) types of development
- Early or late payment of DCs

Community Planning and Development



Bill 276 and Bill 13 (*Planning Act* Changes)

Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*

- Took effect on January 1, 2022.
- Schedule 24 made technical, administrative and policy changes to Section 50 of the *Planning Act* related to control of the division of land. (subdivision control, plans of subdivision, consents and validations), as well as other housekeeping or consequential changes.
- Section 50 of the *Planning Act* has its primary effects on real estate law and real estate transactions. The provisions are technical and complicated.

Bill 13, the *Supporting Peoples and Businesses Act, 2021*

- Took effect on December 2, 2021.
- A new section 39.2 was added to the *Planning Act*, which enables the municipal council with appropriate official plan policies in-place to, by by-law, delegate the authority to pass by-laws under section 34 that are of a minor nature to a committee of council or an individual who is an officer, employee or agent of the municipality.
- This authority is discretionary and complements the authority to delegate decisions on other planning matters to either a committee or an individual.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe

- Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe laid the groundwork for municipal and development sector partners to move toward economic recovery from the impacts of the COVID-19 pandemic.
- **Conformity Date – July 1, 2022**
 - The date by which and single-tier municipalities must have their official plans in conformity with the updated policies in *A Place to Grow* is July 1, 2022.
 - Updated official plans will play a critical role in helping more Ontarians find a home that meets their needs, as well as supporting economic recovery from COVID-19.

Projection Methodology Guideline Update

- The Projection Methodology Guideline is a document that supports the municipal implementation of the Provincial Policy Statement involving Building Strong Healthy Communities.
- An update to the 1995 Projection Methodology Guideline is needed to reflect provincial priorities and support the implementation of the new Provincial Policy Statement.
- An update to the guideline would:
 - Align the methodology with the current planning framework;
 - Reflect government priorities and support the implementation of provincial policies;
 - Provide a consistent approach to determine land need requirements over the long-term for municipalities outside of the Greater Golden Horseshoe; and
 - Provide an approach that is adaptable to all communities in Ontario.

Community Improvement Plans

- Community Improvement Plans (CIPs) are a tool available under Section 28 of the *Planning Act* used to create financial incentives and promote economic development.
- CIPs can be developed by single and lower-tier municipalities as well as prescribed upper-tier municipalities.
- Common CIP themes include:
 - Brownfield redevelopment;
 - Downtown revitalization;
 - Industrial/employment; and
 - Affordable housing

Other Updates

- In addition to the *Municipal Act* and the *Planning Act*, there are numerous pieces of legislation that deal with municipal activities within Ontario.
- For information on current provincial funding programs and to find out if your municipality is eligible, please access Transfer Payment Ontario (TPON).
 - <https://www.app.grants.gov.on.ca/gr/tpcr>

Contacts

Municipal Services Office - Central

Diane Ploss, Municipal Advisor - Niagara Region, and Hamilton

diane.ploss@ontario.ca

647-624-8831

Verity Martin, Municipal Advisor – Halton Region

verity.martin@ontario.ca

437-233-1340

Municipal Services Office – West

Jane Parnell, Municipal Advisor – Brant, Haldimand, and Waterloo

jane.Parnell@ontario.ca

519-200-4698

Caitlin Reddick, Municipal Advisor – Oxford

caitlin.Reddick@ontario.ca

519-630-6783



Questions