

Municipal Innovation Council
Minutes
In-Person Meeting
Nuclear Innovation Institute, 620 Tomlinson Drive, Port Elgin, ON
February 1, 2023, 1:00 p.m. - 3:00 p.m.

Members:

Kara Van Myall, CAO, Municipality of Saugeen Shores, Chair
Mary Rose Walden, CAO, Township of Huron-Kinloss
Sonya Watson, CAO Municipality of Brockton
Jillene Bellchamber-Glazier, CAO, Municipality of Kincardine
Vivian Kennedy, Deputy Clerk, Municipality of South Bruce
Sylvia Kirkwood, CAO, Municipality of Arran-Elderslie
Peggy Van Mierlo-West, CAO, Municipality of Northern Bruce Peninsula
Derrick Thomson, CAO, Bruce County

Absent:

Leanne Martin, CAO, Municipality of South Bruce

Staff/Other:

Becky Smith, Director for the Centre for Municipal Innovation (non-voting)
Jordan Durrer, Nuclear Innovation Institute Assistant
Sarah Johnson, Deputy Clerk, Municipality of Brockton (Recording Secretary)

1. Call to Order

The meeting was called to order at 1:04 p.m.

2. Additions or Amendments to the Agenda

3. Adoption of the September 15, 2022, Minutes

Motion: MIC 2023-01

Moved by: Mary Rose Walden Seconded by: Peggy Van Mierlo-West

Motion: THAT the MIC hereby adopts the September 15, 2022, Municipal Innovation Council Meeting Minutes as presented.

Carried.

Sylvia Kirkwood entered the meeting at 1:05 p.m.

4. Delegations

None

5. Updates from Chair

5.1 Decision Item: MIC Program Delivery Agreement

The Chair reviewed the Program Delivery Agreement with the Nuclear Innovation Institute, noting the support the NII has provided to the MIC over the last 14 months. The Chair reviewed the changes to the agreement including the 10% administrative fee, the role the MIC plays in recruitment and workplan to the Director, the role of the Director and the NII, and branding and communications for the MIC.

It was recommended that the MIC enter into the agreement for 2023-2025, and the Chair noted the legal opinion provided that the Town of Saugeen Shores sign on the MIC's behalf.

There was a discussion on the administrative fee.

The MIC discussed the impact to members if commitments are lost, and the Chair noted that the term of the agreement could be adjusted.

The MIC discussed the timing of approving the agreement prior to municipal budgets being approved, and proposed deferring consideration of the agreement until March.

There was a discussion of how the MIC could plan ahead and clarify the role of the Director, including using 2022 carry-over funds for salary continuance.

The MIC discussed the original role of the organization, and the priority planning, trying to clarify their overall role and future projects to best align with why the organization was first created.

The Chair was directed to clarify the municipal contributions in the agreement, and the administrative fee. The Chair noted that the administrative fee assists the Director in completing work driven by the MIC apart from wages.

The MIC favoured deferring the agreement and was directed to provide feedback on the agreement to the Chair by the end of February.

There was a discussion on revenue sources and ways the MIC leverages funding.

The MIC noted their Council's preferences in seeing tangible results and cost savings.

The MIC discussed the vision for the MIC including the goal of innovation and projects that benefit the community.

Recommendation:

Motion: MIC 2023-02

Moved by: Mary Rose Walden Seconded by: Derrick Thompson

That the MIC receive Report 2023-01, and agree to defer consideration of the Program Delivery Agreement with the Nuclear Innovation Institute until the next meeting on March 29, 2023, and further acknowledges that the salary continuance be funded through the 2022 Carry Over Budget.

Carried.

6. Director Report-In

6a. MIC Priority Planning Session

The Director noted the December 6, 2022 Priority Planning session and summarized the key problems identified and projects that the MIC could pursue in the next year that focus around four pillars: Unified Advocacy, Building Capacity/Shared Services, Advancing MIC Structure, and Special Projects.

The focus of Unified Advocacy Pillar would be collaborative efforts of advocacy with the Provincial and Federal Government on common issues being faced by municipalities.

The focus of the Building Capacity/Shared Services Pillar would be recognizing economies of scale by sharing services and finding efficiencies.

The focus of the Advancing MIC Structure Pillar would be expanding partnerships and ensuring longevity of the MIC while broadening specific skills and experience to available to advance projects.

The focus of the Special Projects Pillar would be informing and shaping projects identified in the Priority Planning session to support the MIC mandate and elevate other problem areas.

There was a discussion on obtaining clarity on the work already completed such as the waste management review, succession planning and labour, and shared services and the problem areas identified.

There was a further discussion on the goal of the MIC and their priorities for the future, and work being completed by the County of Bruce focused on waste management and intergovernmental advocacy efforts.

The MIC again noted their preference in seeing tangible results and cost savings to better advocate the benefit of the MIC to Councils.

The MIC discussed their definition of innovation, and the ultimate goal of the MIC including a need to refocus on how best to move forward.

The MIC members were directed to clarify the projects they want to include in the Director's workplan and as an outcome of the discussion, it was acknowledged that each member would participate in a sub committee in order to advancing decision making for the March 29, 2023 meeting.

Recommendation:

Motion: MIC 2023-03

Moved by: Jillene Bellchamber-Glazier Seconded by: Sonya Watson

That the MIC receive Report 2023-02 and direct the Director to start preparing a Workplan based on the 4 pillars identified in the Priority Planning Session to bring back to the March 29, 2023 meeting.

Carried.

6b. Foodcycler Pilot Project

The Director reviewed the Food Cycle Science's background, as well as the goal of diverting waste from landfill sites which aligns with the MIC's priority for waste management, and the Waste Management Plan being conducted by the County of Bruce. The data gathered from this pilot project could be beneficial to MIC members.

On December 20, 2022 a virtual session was held and the Director met with Food Cycle Science. Food Cycle Science have submitted a proposal to the MIC that 420 units could be offered at a discounted price to the MIC members, ultimately diverting 120-150 metric tonnes from landfill sites. The 12-week pilot program would allow residents to purchase FoodCycler units at a discounted price in exchange for data to show the usage, and complete a short survey. The MIC would receive a trial solution at low cost, as well as Federal funding for a reduction and impact the divergent rates while the County explores the Waste Management Plan. The cost of the program would be \$26,000 which could be used through the 2022 Budget Carry Over, and use \$30,000 of funding from the Nuclear Innovation Institute or Bruce Power.

Each MIC member municipality would receive 60 units with the option to purchase additional units. Food Cycle science recommends a pilot size of 1.5-2% of the population to factor in anticipated demand and the desired sample size to adequately gauge and report on the program's effectiveness within a community.

The Director needs to confirm with Food Cycle Science by March 1st if the MIC wish to participate in the pilot program.

The MIC could save \$7,000 by working together and leveraging funding on this 12 week pilot project.

The Director explained the cost to residents, reviewing the two different unit types – the smaller unit would be used for a household of two people costing \$150 (retail value \$300), and the larger unit for a household of four people costing \$300 (retail value \$800).

Derrick Thompson inquired if there are enough funds remaining in the 2022 Carry Over Budget to participate in the program, as the MIC allocated \$26,000 to salaries at the beginning of the meeting. The Chair will confirm whether funding is available.

The Director noted that there would be a day for residents to pick up the units (the recommendation is to have the units housed at a community centre to allow for storage and drop off). The units would be first come first served for pickup, and residents could register online to order a unit. Food Cyler will track the number of units and distribute them to the Municipalities. If units are not sold, Food Cycle Science will buy them back.

Sonya Watson advised that a proposal was taken to the Council of the Municipality of Brockton two years ago and was defeated. The MIC discussed the benefits of the program for their own Municipalities.

The MIC noted that if the MIC does not have funding to approve participating, MIC member municipalities would prefer to know as soon as possible if they wish to adjust their own municipal budget.

It was discussed whether an announcement could be made around Earth Day, though there may be restrictions around grant timelines.

Recommendation:

Motion: MIC 2023-04

Moved by: Derrick Thompson Seconded by: Mary Rose Walden

That the MIC receive Report 2023-03 and approve the implementation of an organic waste pilot program in partnership with Food Cycle Science;

And Further That the MIC approve the purchase of 420 Food Cyler units with \$26,000 from the 2022 MIC Budget carryover in addition to \$30,000 in external funding pending confirmation from the Chair that funding is available from the 2022 Carry Over Budget.

Carried.

6c. 2023 MIC Meeting Schedule

It was noted that meetings were moved to better align with the CAO meetings and the in-person meetings will occur in the MIC member municipalities hosting the CAO meetings. The next meeting will occur in Arran-Elderslie.

Recommendation:

Motion: MIC 2023-05

Moved by: Mary Rose Walden Seconded by: Sylvia Kirkwood

That the MIC receive Report 2023-04 and approve the 2023 Municipal Innovation Council meeting schedule.

Carried.

6d. MIC Report Report In 2022 Budget

The MIC discussed the budget and \$49,923 monies leftover, allocating \$26,000 for FoodCycler and \$26,000 for salary continuance.

6e. 2023 Smart Beach Overview

The Director reported that the Smart Beach wrap up story was published in November 2022 with various media highlights, receiving the highest attention out of all of the Nuclear Innovation Institute projects this year. The MIC have received calls from the National Weather Services and U.S. Coast Guard - Great Lakes Marine Security Operations Centre who are interested in learning more about project and its benefits. The Director has committed to keeping these groups up to date.

In December 2022, Dr. Houser met with Dave Shorey and the Data Analytics Program at Georgian College regarding the collection of public data and work that could be completed by AI machine models.

The Director reviewed the list of activities to be completed in 2023 including testing communication tools, education and awareness, and the installation of another camera by the Kincardine pier, as well as expansion to the Town of South Bruce Peninsula.

There will be opportunities to engage with the public in the summer.

Since the report was written, the Director was invited to the Parks and Recreation Ontario Conference in Hamilton in March to talk about the Smart Beach project. The Lake Huron Coastal Centre are also bringing back their Coast is Clear Conference and the Director will submit a proposal to present at the conference.

6f. Joint IT Business Analysis Review Update

The Director noted the Joint IT Steering Committee's Minutes from November 2022 were included in the agenda package as well as the overview on the Vendor of Record program from Rogers. MIC Member municipalities accepted the proposal. The next Committee Meeting is scheduled for February 9, 2023, and Centre-Wellington will present a delegation about a shared service model.

The MIC discussed pursuing a joint RFP for audit work, and the benefits of sharing information for cyber security.

6g. Summary Report for Cultural Awareness Training Workshops

The Director noted the four workshops offered that received great feedback as well as good conversations about the sharing circle. There were 110 participants including staff and elected officials in attendance.

Motion: MIC 2023-06

Moved by: Sonya Watson Seconded by: Jillene Bellchamber-Glazier
That the MIC hereby receives Reports 2023-05, 2023-06, 2023-07, and 2023-08 for information.

Carried.

7. Member Updates and Open Discussion

Sylvia Kirkwood, Municipality of Arran-Elderslie CAO advised that they are refining their 2023 budget. They are also hiring approximately 40 summer students, and completing major truck repairs while pursuing a new insurance provider. The Municipality also extended their Integrity Commissioner contract until the end of the Council term.

Peggy Mierlo Van-West, Municipality of Northern Bruce Peninsula CAO reported that the 2023 budget is being completed, pursuing final approval on March 13th. They are completing their fibre project through the modernization grant extending fibre connection to community centres and the Town Hall. Their Human Resources staff are reviewing over 200 resumes for the Recreation Manager position, and staff are finalizing capital projects. An RFP will be sent out for playground equipment, and they are willing to partner with other municipalities on the RFP. Another RFP will be distributed on cell service mapping.

Sonya Watson, Municipality of Brockton CAO reported that the 2023 budget deliberations are occurring, and Council approved a Feasibility Study to review improvements that could be made for the current arena and a new facility in the East Ridge Business Park. A Public Meeting is being held to present a solution to cliff erosion occurring at the Saugeen Riverbank in Walkerton, involving a 3.5-million-dollar cliff rehabilitation study. A new Municipal Services Coordinator position was hired to assist with the Regional Training Centre and Planning and Development.

Derrick Thompson, County of Bruce CAO reported that the County and the Town of Kincardine are working together to develop a framework for shared Information Technology services.

Vivian Kennedy, Municipality of South Bruce Deputy Clerk reported that their budget is being finalized, and the Municipality is still participating in the Deep Geological Repository site selection process.

Mary Rose Walden, Township of Huron-Kinloss CAO reported that their budget is being finalized, and the Township is moving forward on a Digital Modernization

Review including budgeting, record management, and recreation programming software. They are also reviewing their payroll system and ways to improve electronic time cards to a more efficient integrated platform.

Jillene Bellchamber-Glazier, Municipality of Kincardine CAO reported that budget deliberations are being finalized, and the Municipality is refreshing their Strategic Plan and discussing priorities with the new Council and staff. There was a discussion on partnerships and shared services. The Municipality are also looking to procure for energy conservation plans. Ms. Van Mierlo-West shared information on the NBP plan. Ms. Bellchamber-Glazier also discussed a workshop at the ROMA Conference focused on reconciliation and the impact the presentation provided. The Municipality is also looking to use GIS software to highlight development areas.

Kara Van Myall, Town of Saugeen Shores CAO reported that they are finalizing the budget, and discussed the ROMA Conference as well as future attendance at the Canadian Nuclear Association Conference.

8. Meeting Schedule

Wednesday, March 29, 2023 at 1:00 p.m. in Arran-Elderslie

9. Adjournment

Motion: MIC 2023-07

Moved by: Vivian Kennedy

Seconded by: Mary Rose Walden

THAT the MIC hereby adjourns at 3:05 p.m.

Carried.