



Motion: MIC 2023-41

Moved by:                      Seconded by:

That the Municipal Innovation Council receive updates on various MIC projects for information purposes.

**5.2 Decision Item: MIC Report 2023-26 – Financial Update as at October 31, 2023**

**Recommendation:**

Motion: MIC 2023-42

Moved by:                      Seconded by:

That the Municipal Innovation Council receive the MIC financial update as of October 31, 2023 for information purposes.

**5.3 Decision Item: MIC Report 2023-27 – Strategic Planning Session**

**Recommendation:**

Motion: MIC 2023-43

Moved by:                      Seconded by:

That the Municipal Innovation Council provide direction in scheduling a strategic planning session: \_\_\_\_\_

**5.4 Decision Item: MIC Report 2023-28 – 2024 MIC Meeting Schedule**

**Recommendation:**

Motion: MIC 2023-44

Moved by:                      Seconded by:

That the Municipal Innovation Council approve the 2024 MIC meeting schedule.

**5.5 Decision Item: MIC Report 2023-29 – 2024-2026 Multi-Year MIC Operating Budget**

**Recommendation:**

Motion: MIC 2023-45

Moved by:                      Seconded by:

That the Municipal Innovation Council direct the development of a 2024–2026 multi-year budget, and be brought back once participating municipal 2024 budgets have been approved.

**6. Correspondence**

**7. Member Updates and Open Discussion**

## **8. Meeting Schedule**

The next meeting is tentatively scheduled for January 31, 2024 at 1:00 p.m.

## **9. Adjournment**

Motion: MIC 2023-46

Moved by: \_\_\_\_\_ Seconded by:

THAT the MIC hereby adjourns at \_\_\_\_\_ p.m.

## **Municipal Innovation Council Minutes**

September 27, 2023, 1:00 p.m. - 3:00 p.m.

Municipality of South Bruce, 21 Gordon St E, Teeswater, ON N0G 2S0

### 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  
Leanne Martin, CAO, Municipality of South Bruce  
Sylvia Kirkwood, CAO, Municipality of Arran-Elderslie  
Peggy Van Mierlo-West, CAO, Municipality of Northern Bruce Peninsula  
Christine MacDonald, Deputy CAO, Bruce County

### Staff/Other:

Sarah Johnson, Deputy Clerk, Municipality of Brockton/Recording Secretary (non-voting)  
Tony Houad, MIC Project Manager, Municipality of Northern Bruce Peninsula  
Jessica Taylor, Municipal Progra Manager, FoodCycler Inc.

## **1. Call to Order**

The meeting was called to order at 12:59 p.m.

## **2. Additions or Amendments to the Agenda**

## **3. Adoption of the July 14, 2023 Meeting Minutes**

### **Motion: MIC 2023-30**

Moved by: Mary Rose Walden                      Seconded by: Peggy Van Mierlo-West  
THAT the MIC hereby adopts the Municipal Innovation Council on July 14, 2023  
Meeting Minutes as presented.  
Carried

## **4. Delegations**

None

## **5. Updates from Chair**

### **5.1 Decision Item: MIC Report 2023-17 – Building Project Management Excellence Training Program for Municipal Staff**

Tony Houad, MIC Project Manager summarized the project management training identified for staff, noting that the course objectives could include a municipal focus. The cost is \$550/person for a total cost of \$13,200. Municipal Human Resources Departments could assist in promoting the training to staff.

The MIC discussed the pricing per municipality. Three (3) staff members per MIC member Municipality could attend, for a maximum of 24 municipal staff being funded by the MIC.

Mr. Houad suggested providing the first-time training and then evaluating participants to determine if the training should be extended into 2024.

**Recommendation:**

**Motion: MIC 2023-31**

Moved by: Sylvia Kirkwood                      Seconded by: Jillene Bellchamber-Glazier  
That the Municipal Innovation Council approve Building Project Management Excellence Training provided by Pivot Consulting Inc. for a maximum cost of \$13,200 plus H.S.T.  
Carried.

**5.2 Decision Item: MIC Report 2023-18 – Customer Service and Inclusivity Training for Municipal Staff**

Tony Houad, MIC Project Manager summarized the two (2) quotes received for training programs, noting that the MIC could identify which staff members could attend the training. Each municipality could further implement the base training within their own staff complement. The cost per course is \$10,500 + HST.

The MIC discussed the difference between this training program, and the County-wide Committee focused on Inclusivity and Diversity. The MIC discussed the goal of increasing knowledge based on inclusivity and diversity and how this course would support that goal.

Three (3) staff members per MIC member Municipality could attend each course, for a maximum of 25 municipal staff being funded by the MIC.

**Recommendation:**

**Motion: MIC 2023-32**

Moved by: Jillene Bellchamber-Glazier                      Seconded by: Peggy Van Mierlo-West  
That the Municipal Innovation Council approve participating in the Customer Service Enhancement and Reporting Training provided by Ward and Uptigrove at a cost of \$10,500 plus H.S.T.

And That the Municipal Innovation Council approve the Municipal Inclusivity and Diversity Plan training provided by Ward and Uptigrove at a cost of \$10,500 plus H.S.T.

Carried.

**5.3 Decision Item: MIC Report 2023-19 – 2023 MIC Council Presentation Schedule**

Tony Houad, MIC Project Manager noted the dates currently selected for presentations to the MIC Member Municipal Councils summarizing the work completed to date and the ongoing projects the MIC is participating in.

Jessica Taylor will accompany Mr. Houad at some Council presentations to discuss the success of the FoodCycler program.

The MIC discussed launching a joint Media Release with Bruce Power to discuss the results of the FoodCycler pilot program.

Kara Van Myall, MIC Chair noted that she would be willing to accompany Mr. Houad at the Municipality of South Bruce Peninsula's Council presentation.

**Recommendation:**

**Motion: MIC 2023-33**

Moved by: Leanne Martin

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council receive the 2023 Council Presentation Schedule for information purposes.

Carried.

**5.4 Decision Item: MIC Report 2023-20 – 2023 Financial Update as of September 1, 2023**

Tony Houad, MIC Project Manager summarized the quarterly financial update including the one-time grant and expenses going forward, and will bring forward another update at the November MIC Meeting projecting the expenses for year-end and 2024 predictions.

The MIC discussed which Councils have committed to funding MIC in 2024, and the timing of 2024 budget deliberations.

**Action: Tony Houad to circulate a Council Report to MIC Members on the 2024 Budget for the MIC.**

The MIC discussed the need to further understand the Ecopia agreement. Mr. Houad discussed the current status of the agreement which requires another review from Ecopia's legal department. A report will come forward at the November MIC meeting on the Ecopia agreement and each Municipality will need to sign the agreement.

**Recommendation:**

**Motion: MIC 2023-34**

Moved by: Mary Rose Walden

Seconded by: Leanne Martin

That the Municipal Innovation Council receive the MIC Financial Update as of September 1, 2023 for information purposes

And that the Municipal Innovation Council directs the MIC Director to provide quarterly and annual financial updates.

Carried.

## **5.5 Decision Item: MIC Report 2023-21 – Waste Management Project Update**

Tony Houad, MIC Project Manager summarized the results from the FoodCycler pilot program. Jessica Taylor further presented on the participation of the program, including the funding received from the Federal Government and the MIC, and overall results.

There were 880 participants across six (6) communities, with 420 being financially supported by the MIC. Participants tracked their usage over a 12 week period and submitted a survey for further feedback. Over 691 (78.5%) surveys were submitted. Participants valued the importance of waste reduction, noting

Overall, participation in this program increased users awareness of food waste, and motivated them to waste less food. 83% stated that the larger unit was appropriate for their household and 57% stated that the smaller unit was appropriate for their household. Offering a double capacity increased users satisfaction, although the increased price of the larger unit still may be a factor for the choice of product. It was recommended to purchase a second bucket to increase the capacity of the smaller unit.

89% of users would recommend the program to others, and 97% of users would continue to use the FoodCycler after the pilot ended.

The usage varied per type of residential homes - 47.67% were urban, 45.91% were rural, and 6.42% were "other".

77% of users currently use a bag tag/garbage collection program, yet 73% would not pay additional fees for organic (compost) collection at their driveway.

48% of users thought the FoodCycler replaced the need for organic collection, 38% of users thought they complimented each other, and 13% of users felt the FoodCycler did not replace the need.

Ms. Taylor summarized the written comments provided in the survey, discussing the improved education and outreach, the suggestion that the pilot program identified local needs, and the consideration of the price for lower income residents who may wish to participate in the program, as well as support for local drop off stations for compost or yard waste.

116.3 metric tonnes were diverted by the MIC's 420 FoodCyclers, and an overall reduction of an average of 21.8 garbage bags.

Ms. Taylor discussed the waste diversion, advising that the current units will divert waste over 7 years (1,000 metric tonnes).

Ms. Taylor discussed the education and programs being adopted by the City of Nelson in British Columbia who adopted the FoodCycler at a community level, replacing green bins with FoodCyclers, and partnering with grocery stores and involving a repair program and increased drop-offs and recycling expansions.

The MIC discussed the success of the program in their respective municipalities.

Mr. Houad will bring forward a report to the November MIC meeting discussing the program in British Columbia, lessons learned, and additional information for 2024 budget consideration.

Ms. Taylor noted that there are discounts for bulk orders of 500 units.

**Action: Tony Houad, MIC Project Manager to contact Bruce Power to recognize their \$25,000 donation to the program in the Media Release summarizing the FoodCycler results.**

**Recommendation:**

**Motion: MIC 2023-35**

Moved by: Leanne Martin

Seconded by: Peggy Van Mierlo-West

That the Municipal Innovation Council receive the results of the Waste Management Pilot Program administered by Food Cycle Science for information purposes.

Carried.

#### **5.6 Decision Item: MIC Report 2023-22 – Smart Beach Project – Year Two Update**

Tony Houad, MIC Project Manager summarized the updates received, noting that there is some confusion on the management of the project, and the addition of the Kincardine Pier Safety Ad Hoc Committee information in the news.

Mr. Houad is having further discussions confirming the representation and roles with the University of Windsor and Dr. Hauzer.

There is a further concern that the agreements are not signed, so a final agreement will be brought back for full execution. There is some confusion on Dr. Hauzer's role as he has transferred universities and the program is academically funded. Recent news articles have also proven to complicate matters as information is not being shared with the MIC or the Municipality of Kincardine. The MIC discussed the promises being made in terms of data delivery, and the app.

Jillene Bellchamber-Glazier discussed the issue regarding camera surveillance to measure the waves and speed at the beach in Kincardine; however, it was not communicated to the Municipality. The cameras have since been removed due to privacy concerns.

The MIC invested in the program for a two (2) year period and will finalize the project before reassessing and determining the future arrangement.

**Recommendation:**



**Motion: MIC 2023-36**

Moved by: Jillene Bellchamber-Glazier      Seconded by: Peggy Van Mierlo-West  
That the Municipal Innovation Council receive the update on the Smart Beach Project for information purposes.  
Carried.

**5.7 Decision Item: MIC Report 2023-23 – 2023 MIC Annual Impact Report**

Tony Houad, MIC Project Manager summarized the projects currently being worked on, and further information required to ensure that the projects align with the goal of the MIC member municipalities.

The MIC discussed administrative adjustments to the wording of the report in the training, Ecopia mapping, and Smart Beach sections.

Mr. Houad noted that the IT Working Group are trying to schedule a meeting for October to reinstate the committee. Additional information will be included into the report on the work of that committee.

The MIC noted the real-time road conditions reporting project and whether it should be added into the report.

**Recommendation:**

**Motion: MIC 2023-37**

Moved by: Peggy Van Mierlo-West      Seconded by: Sylvia Kirkwood  
That the Municipal Innovation Council receive the 2023 MIC Annual Impact Report for information purposes.  
Carried.

**5.8 Decision Item: MIC Report 2023-24 – MIC Director Job Description**

Peggy Van Mierlo-West noted that the MIC Director's job description was reviewed, and updated to include other projects Tony Houad is currently completing, and additional qualifications needed for the role.

**Recommendation:**

**Motion: MIC 2023-38**

Moved by: Sonya Watson      Seconded by: Leanne Martin  
That the Municipal Innovation Council approve the job description for the MIC Director position as amended.  
Carried.

**6. Correspondence**

**7. Member Updates and Open Discussion**



# MIC REPORT 2023-25

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**Report To:** Municipal Innovation Council (MIC)  
**Report From:** Tony Houad, Director Municipal Innovation Council  
**Meeting Date:** November 29, 2023  
**Subject:** MIC Project Updates

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## **Recommendation**

That the Municipal Innovation Council receive for information updates on various MIC projects

## **Background**

On a regular basis, the MIC Director provides regular updates to the MIC.

## **Comments**

### Municipal Staff Training

The recently approved staff training has been scheduled, they include the following dates:

1. Project Management – December 13-15, 2023
2. Customer Service – January 22, 29, February 5, 2024
3. Diversity and Inclusion – February 13, 20, 27, 2024

### Food Cyclor

Over the past several weeks, the MIC Director has been presenting at municipal councils the MIC accomplishments including results of the Food Cyclor pilot program. There has been an overwhelming positive response regarding the on-site waste diversion program. Feedback from various Councils is being collected and analyzed in order to develop the next phase of the program. Recently, there has been some staffing changes at Food Cyclor Science and the MIC Director is working with her replacement.

### Fleet Sustainability

Over the past several months, the MIC Director has been working with PowerOn Energy to assist in the development of an electrification roadmap. There have been two project managers at PowerOn Energy working on our file that have left the company which has caused delays in implementation. More recently, PowerOn Energy advised they no longer have internal capacity to assist on the electrification roadmap. A further update will be provided at the next MIC meeting.

### Joint IT Services Committee

In a recent Joint IT Business Analysis review initiated by the MIC, it identified that improving IT service delivery was a key priority that should be explored including an IT shared services model.

Recently, the Municipality of Kincardine decided to enter into an IT services agreement with the County of Bruce at an annual cost of \$100,000. The decision came after several months of investigation into this model.

Over the years, Municipality of Kincardine has experienced significant expansion in IT systems and applications which is consistent with many lower tier municipalities. At the direction of the MIC, the Director has been in working with members of the Joint IT Committee to identify priorities.

The County IT service delivery model was identified as an area of particular focus. The continuation of Joint IT Services (JITS) committee will focus on reviewing the results of the model between the Municipality of Kincardine and the County.

As each lower municipality has different IT capacities, the shared IT model should be flexible to accommodate the requirements of other municipalities looking at this approach. The MIC Director will continue to work with this JITS to explore this shared services IT model.

### Topographical Mapping

After several attempts to finalize the End User License Agreement, a final version is before the Town of Saugeen Shores and Ecopia Tech Corporation for signing. Once the agreement is executed, the agreement template will be circulated to all MIC CAOs.

### Road Condition Reporting

Bruce County has recently advised that they have completed the software development for a road conditioning. They are planning on rolling out the hardware cost to other municipalities to pilot in their vehicles in order to expand the data collection. There will be no software development charges allocated for this rollout. The MIC Director will continue working with the County and other interested lower tier municipalities looking at piloting this program in their municipal fleets.

In addition, the Town of Saugeen Shores signed a three contract using a similar software for their municipality. The MIC Director plans on keeping the Town of Saugeen Shores informed on the result of the County's road condition program.

# MIC REPORT 2023-26

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**Report To:** Municipal Innovation Council (MIC)  
**Report From:** Tony Houad, Director Municipal Innovation Council  
**Meeting Date:** November 29, 2023  
**Subject:** Financial Update as of October 31, 2023

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## Recommendation

That the Municipal Innovation Council receive for information the MIC financial update as of October 31, 2023

## Background

Providing regular financial updates to the Municipal Innovation Council (MIC) supports good governance and financial disclosure.

## Comments

### Financial Update – Operating

As of October 31, 2023, the following is a financial update:

#### 2023

##### Revenue

Municipal Contributions	\$214,543.00	
Donation/Grant	\$25,000.00 <sup>(1)</sup>	\$239,543.00

##### Expenses

Material and Supplies	\$48,340.50 <sup>(2)</sup>	
Legal	\$2500.00 <sup>(3)</sup>	
Salary	\$20,530.09	
Travel	\$789.90	
NII Contract Services	\$802.75	<u>(\$72,963.24)</u>
Surplus		\$166,579.76

#### 2022

Reserve Surplus		\$32,866.00
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### Summary

2022 - Reserve Surplus	\$32,866.00
2023 - Operating Surplus	<u>\$166,579.76 <sup>(4)</sup></u>
Total	\$199,445.76

## Notes

- (1) Grant from Bruce Power
- (2) Food Cycler project expenses of \$48,340.50 less \$25,000 donation from Bruce Power grant is a net expense total of \$23,340.50
- (3) Review of Ecopia and Smart Beach Agreement
- (4) Commitments:
  - Project Management Training – December 13-15, 2023 at a cost of \$13,200
  - Customer Service and Diversity and Inclusion – January and February 2024 at a total cost of \$21,000

# MIC REPORT 2023-27

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**Report To:** Municipal Innovation Council (MIC)  
**Report From:** Tony Houad, Director Municipal Innovation Council  
**Meeting Date:** November 29, 2023  
**Subject:** Strategic Planning Session

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## Recommendation

That the Municipal Innovation Council provide direction in scheduling a strategic planning session.

## Background

Over the past several years, the MIC has identified and accomplished many initiatives, some of the highlights include:

- Completed two service reviews that were fully funded a municipal modernization program at no cost to MIC members
- Secured external funding for almost every project we have undertaken
- Identifying cost savings through technology improvements – identifying cost savings in many areas, including hardware and telecommunications
- reviewed how we deliver services around waste and information technology
- working toward providing beachgoers with up-to-date information on water conditions,
- Utilizing topographical software by using state of the art machine learning to provide a digital representation of Bruce County
- Successfully launched a Food Cycler pilot program designed to measure the viability of on-site food waste processing technology as a method of waste diversion.
- Investing in staff training
- Exploring municipal fleet electrification
- Exploring road condition software

## Comments

Strategic planning is the process of defining and aligning our vision, goals, and actions to achieve desired outcomes in the face of uncertainty and change. It requires creativity, agility, and collaboration to solve complex problems.

Strategic planning should be an ongoing process that necessitates learning and adjustments. Strategic planning helps us define and share the direction the MIC will take in the next three to five years. Scheduling a strategic planning session allows us an opportunity to evaluate the direction of the MIC, assess and calibrate current projects.

Having participated and facilitated several strategic planning sessions, the MIC Director is encouraging that engaging staff in this process is key as it demonstrates commitment to the MIC's goals. The CAO's could look at expanding the strategic planning process by including key senior staff members at the session. This will help develop their strategic planning skillset and also get buy in as they will be called upon to assist.



# MIC REPORT 2023-28

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**Report To:** Municipal Innovation Council (MIC)  
**Report From:** Tony Houad, Director Municipal Innovation Council  
**Meeting Date:** November 23, 2023  
**Subject:** 2024 MIC Meeting Schedule

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## **Recommendation**

That the Municipal Innovation Council approve the 2024 MIC meeting schedule.

## **Background**

The Municipal Innovation Council (MIC) has met six times during the course of the year which have coincides with the CAO meetings.

### 2023 Meeting Schedule

January 26 at 1:00 pm  
March 23 at 1:00 pm  
May 25 at 1:00 pm  
July 27 at 1:00 pm  
September 28 at 1:00 pm  
November 29 at 1:00 pm

## **Comments**

Establishing the 2024 meeting schedule allows the MIC's Director an opportunity to provide regular updates on projects and initiatives. Based on last year's meeting schedule, the following is the proposed 2024 MIC meeting schedule.

### 2024 Meeting Schedule

January 31 at 1:00 pm  
March 27 at 1:00 pm  
May 23 at 1:00 pm  
July 29 at 1:00 pm  
September 25 at 1:00 pm  
November 27 at 1:00 pm

# MIC REPORT 2023-29

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**Report To:** Municipal Innovation Council (MIC)  
**Report From:** Tony Houad, Director Municipal Innovation Council  
**Meeting Date:** November 29, 2023  
**Subject:** 2024–2026 Multi-Year MIC Operating Budget

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## Recommendation

That the Municipal Innovation Council direct the development of a 2024 – 2026 multi-year budget and be brought back once participating municipal 2024 budgets have been approved.

## Background

On an annual basis, the Municipal Innovation Council (MIC)'s operating budget is reviewed and approved which provides direction for the upcoming year's expenditures.

## Comments

A multi-year budget is being proposed for the years 2024 – 2026. It an excellent tool for managing through a period of growth or change. As the MIC continues to deliver on its projects and initiatives, the next phase is to develop a multi-year budget. This approach can be used with a strategic plan to help the MIC map out its long-term goals.

As with many budgets, it comes with uncertainty around revenues and expenses. For example, assumptions are being made that municipal contributions will continue over the life of the multi-year budget. To limit the potential for fluctuations in these contributions, the MIC Director is proposing to ensure sustainability of the MIC that external funding be pursued. This could come in forms of project funding applications, grants and community partnerships. As these funds become available, it will allow the MIC to focus on initiatives identified during the strategic planning session.

On an annual basis, the current eight municipal contributions total \$214,543. This will form the base of the MIC budget and as external funding becomes available, the budget will be expanded to match revenue with project expenditures.

Some of the external funding sources currently being explored by the MIC Director include:

- Canada Foundation for Innovation
- Innovation Canada – Strategic Innovation Fund
- Federation for Canadian Municipalities

The CAO's are encouraged to forward any partnerships opportunities, grant funding applications to the MIC Director for follow up. By ensuring sustainable funding to the MIC, it will allow the organization to develop roots in the region and be a resource for municipal innovation.

On November 21, 2023 the MIC Director presented the MIC Annual report to South Bruce Peninsula's (SBP) municipal council. Feedback from the presentation was very positive. Every effort will be made to provide supporting data to SBP's administration for Council consideration in joining the MIC.

In a separate report to the MIC, a strategic planning session is being proposed to identify priorities and strategic initiatives. Once identified, funding through a multi-year budget can be developed to support these initiatives. Using this approach, projects can be identified that extend a typical annual budget.