

## **Municipal Innovation Council Agenda**

January 31, 2024, 1:00 p.m. - 4:30 p.m.

Bruce County Museum and Cultural Centre, 33 Victoria St. N., Southampton, ON N0H 2L0

### 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, CAO, Bruce County

### Staff/Other:

Tony Houad, MIC Director, Municipality of Northern Bruce Peninsula

### Guests:

Sean Morphy, Deputy CAO, Bruce County  
Matthew Meade, Research Analyst, Bruce County  
Jodi MacArthur, Treasurer/Incoming CAO, Township of Huton-Kinloss  
Michelle Goetz, Manager of Strategic Initiatives, Township of Huron-Kinloss  
Vivian Kennedy, Manager of Legislative Services/Clerk, Municipality of South Bruce  
Kendra Reinhart, Treasurer, Municipality of South Bruce  
Christine Fraser-McDonald, Clerk, Municipality of Arran-Elderslie  
Scott McLeod, Manager of Public Works, Municipality of Arran-Elderslie

### **1. Call to Order**

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

### **3. Adoption of the November 29, 2023 Meeting Minutes**

Motion: MIC 2024-01

Moved by:

Seconded by:

THAT the MIC hereby adopts the Municipal Innovation Council November 29, 2023 Meeting Minutes as presented.

### **4. Municipality of Brockton Council Resolution on Future Participation in MIC**

### **5. Strategic Planning Session**

MIC Members and Guests will participate in a Strategic Planning Session facilitated by the MIC Director.

### **6. Meeting Schedule**

The next regular meeting is scheduled for March 27, 2024 at 1:00 p.m.

### **7. Adjournment**

Motion: MIC 2024-XX

Moved by:

Seconded by:

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

## **Municipal Innovation Council Minutes**

November 29, 2023, 1:00 p.m. - 3:00 p.m.

Municipality of Northern Bruce Peninsula, 56 Lindsay Road 5, Lion's Head ON N0H 1W0  
and Virtually on Zoom

### Members Present:

Mary Rose Walden, CAO, Township of Huron-Kinloss  
Sonya Watson, CAO Municipality of Brockton  
Jillene Bellchamber-Glazier, CAO, Municipality of Kincardine  
Sylvia Kirkwood, CAO, Municipality of Arran-Elderslie  
Peggy Van Mierlo-West, CAO, Municipality of Northern Bruce Peninsula (Acting Chair)  
Christine MacDonald, Deputy CAO, Bruce County

### Members Absent:

Leanne Martin, CAO, Municipality of South Bruce  
Kara Van Myall, CAO, Municipality of Saugeen Shores, Chair

### Staff/Other Present:

Sarah Johnson, Deputy Clerk, Municipality of Brockton/Recording Secretary (non-voting)  
Tony Houad, MIC Director, Municipality of Northern Bruce Peninsula

## **1. Call to Order**

The meeting was called to order at 1:06 p.m.

### **Recommendation:**

Motion: MIC 2023-40

Moved by: Mary Rose Walden                      Seconded by: Sylvia Kirkwood

THAT the MIC hereby accept the Municipal Innovation Council Agenda for the meeting on November 29, 2023 as presented.

Carried.

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

## **3. Adoption of the September 27, 2023 Meeting Minutes**

### **Recommendation:**

Motion: MIC 2023-41

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

THAT the MIC hereby adopts the Municipal Innovation Council on September 27, 2023 Meeting Minutes as presented.

Carried.

## **4. Delegations**

None

## 5. Updates from Chair

### 5.1 Decision Item: MIC Report 2023-25 – MIC Project Updates

Tony Houad, Director summarized the various projects being completed by the MIC, noting that three (3) staff members per Municipality were going to attend the training sessions.

The MIC discussed the format for the training and communication to staff. Mr. Houad will require the names and emails of staff to send along to the trainer who will provide additional details to attendees.

Mr. Houad summarized the Foodcycler analytics, and comments received by Councils during the delegation presentation to municipalities. The Town of Saugeen Shores were willing to extend their pilot program with Foodcycler, so Mr. Houad will be following up with the CAO. Foodcycler were also interested in working with GM BluePlan to further analyze the impact on local landfills, and demonstrate the value of the service as a long-term positive solution. The Bruce County Library are also interested in partnering for Earth Day. Additional information will come forward in January.

Mr. Houad noted a setback regarding the Fleet Management project as Directors have shift positions with PowerON Energy to develop the electrical roadmap. Mr. Houad was given additional contact information to follow up on to try and continue with this project. It was noted that Canoe LAS may assist with fleet management electrification. Mr. Houad advised that he had reached out to Canoe prior to Power ON although Canoe could only provide carriers for charging stations and did not have other specific skillsets within the procurement process.

Mr. Houad discussed the IT Services Agreement project being investigated between the Municipality of Kincardine and Bruce County. It was noted that the service delivery model is a pilot at this stage, and suggestions were made that the IT Working Group could investigate other pieces of work as it may be premature to be involved at this time. The MIC discussed the current pilot program and its overall goal, with the possible opportunity for expansion in the future to leverage research consistency and collaboration.

Mr. Houad discussed the Ecopia agreement which will require signatures from the MIC member municipalities, Bruce County, and Ecopia. The MIC discussed their signing authority preferences for the agreement.

Mr. Houad advised that Bruce County are working on a software development for road conditions. The MIC discussed the project and obtaining clarity and distinction on the involvement between local municipalities and the County, and the role of the MIC. This item will be further discussed at the December 2023 CAO Meeting.

**Recommendation:**

Motion: MIC 2023-42

Moved by: Christine MacDonald    Seconded by: Sonya Watson

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

Carried.

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

Tony Houad, Director reported that the MIC are in a healthy position with a surplus of \$166,579.76 in 2023, and a surplus of \$32,866.00 from 2022. A year-end update will be available in 2024.

**Recommendation:**

Motion: MIC 2023-43

Moved by: Sylvia Kirkwood    Seconded by: Jillene Bellchamber-Glazier

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

Carried.

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

Mr. Houad reviewed the plan for a strategic planning suggestion to include senior staff in this opportunity to learn more about the MIC and have staff involved in the projects and objectives. The strategic planning projects coincide with a multi-year budget, and calibrate the goals for the organization.

The MIC discussed having a clear set of goals over the next two to three years and finding tangible projects and working together to achieve these projects with clear action items. The MIC discussed the goal of cost savings and collaboration, noting that a multi-year budget can help with those project timelines and objectives.

The MIC noted the importance of having projects that are visible to the public as well as Council to obtain support and public benefit.

Mr. Houad will put together key performance indicators in a 2024 report to assist with monitoring project benefits.

The MIC suggested holding the strategic planning session on January 31, 2024. Mr. Houad will facilitate the strategic planning session.

**Recommendation:**

Motion: MIC 2023-44

Moved by: Sylvia Kirkwood    Seconded by: Mary Rose Walden

That the Municipal Innovation Council provide direction in scheduling a strategic planning session: January 31, 2024 with Mr. Tony Houad facilitating the session.

Carried.

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

Mr. Houad reviewed the 2024 MIC Meeting Schedule to align with the CAO meetings. It was noted that the July meeting should be adjusted to the 31st.

**Action:** The Secretary will distribute the meeting date invitations to the MIC members.

#### **Recommendation:**

Motion: MIC 2023-45

Moved by: Jillene Bellchamber-Glazier    Seconded by: Christine MacDonald  
That the Municipal Innovation Council approve the 2024 MIC meeting schedule.

Carried.

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

Mr. Houad reviewed the proposal for a multi-year budget, noting that he is investigating other organizations willing to provide funding. The MIC discussed alternative funding sources and grant opportunities, such as the RED Grant, and a partnership with Bruce Power, as well as inquiring with local MP's and MPP's.

#### **Recommendation:**

Motion: MIC 2023-46

Moved by: Sylvia Kirkwood                      Seconded by: Sonya Watson  
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.

Carried.

### **6. Correspondence**

### **7. Member Updates and Open Discussion**

Mary Rose Walden, Township of Huron-Kinloss CAO announced that Jodi McArthur has been appointed as CAO effective April 1, 2024, and Huron-Kinloss are now hiring for a Treasurer. They are finalizing the Strategic Plan which will be presented in January which incorporates several master plans and action plan report recommendations to be consolidated into one document. Senior staff reviewed all of the recommendations and developed KPI's to determine the focuses over the next five (5) years. Huron-Kinloss are also implementing Questica budgeting software.

Christine MacDonald, Bruce County Deputy CAO advised that the County completed their budget engagement with the public, noting that some feedback received relates to local municipalities or other organizations rather than the County. Information will

be shared once it is available and communication enhancement will occur in the future to help the public understand the role of each organization.

Sylvia Kirkwood, Municipality of Arran-Elderslie CAO advised that they are working to amalgamate their Chamber and Business Associations. Staff are also planning for the anniversary of Arran-Elderslie's amalgamation next year, including volunteer recognition and new identifier signage. Arran-Elderslie also had their CIP policies approved, are filling a Treasurer vacancy, and are installing new software for timesheets.

Sonya Watson, Municipality of Brockton CAO advised that they are working on their budget, undergoing a Master Water/Wastewater Servicing Plan to review service infrastructure as the community grows and expands urban boundaries. A public meeting is being organized in December to review the plan. Several public meetings were held regarding a proposed Battery Energy Storage System in the community, and Council supported the application being submitted to the IESO. Phase 3 of the East Ridge Business Park is out to tender with construction planned for Spring 2024. A Project Management Committee is being initiated for a new arena, which will be a fundraising priority.

Jillene Bellchamber-Glazier, Municipality of Kincardine CAO advised that they are meeting to look at municipal surplus lands, involving local economy, tourism, and nuclear sectors in discussions, with the goal of creating affordable housing opportunities. Kincardine is also working on implementing a strategic plan.

Peggy Van Mierlo-West, Municipality of Northern Bruce Peninsula CAO advised that they are completing their second sustainable tourism plan involving the Chamber, and completed a fire operations review. NBP are also purchasing Questica to implement for the 2024 budget. Council deferred a decision on a solar farm proposed along Highway 6 with more information coming forward. A new telephone system is being implemented, involving the removal of landlines which will result in new 1-800 numbers for the Municipality. A new asset management planning software is being purchased as well.

## **8. Meeting Schedule**

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

## **9. Adjournment**

### **Resolution:**

Motion: MIC 2023-47

Moved by: Sonya Watson      Seconded by: Jillene Bellchamber-Glazier  
THAT the MIC hereby adjourns at 2:43 p.m.

Carried.

## The Corporation of the Municipality of Brockton - Council Meeting

**Agenda Number:** 7.2.  
**Number:** 24-04-04  
**Title:** Resolution - Municipal Innovation Council Participation  
**Date:** Tuesday, January 23, 2024

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**Moved By:** Tim Elphick  
**Seconded By:** James Lang

Whereas the Municipal Innovation Council (MIC) was established in 2020 when eight municipalities in the County of Bruce came together to find savings, efficiencies and deliver services better to their residents- all with the goal of building smarter, stronger more resilient communities;

And Whereas In 2020 the Corporation of the Municipality of Brockton committed to be a member of the MIC with the goal of benefits to support Brockton residents and finding savings and efficiencies in projects and services and supporting the valued partnership with our Bruce County partners;

And Further that while the benefits of the MIC may be evident to other municipalities within Bruce County, the Council of the Municipality of Brockton has been carefully considering the value to residents when faced with difficult budgetary pressures;

And Whereas the Council of the Municipality of Brockton remains committed to finding strategic partnerships and collaborating with Bruce County municipalities in a less formal setting;

Now Therefore Be It Resolved That the Council of the Municipality of Brockton is hereby providing notice of the intent to end the financial commitment to the MIC for the 2024 and subsequent years; and further that secretarial services provided by the Municipality of Brockton should be transitioned to another partner in the near term.

**Carried**

Original Signed By  
Mayor - Chris Peabody