

Municipal Innovation Council Minutes

May 22, 2024, 1:00 p.m. - 3:00 p.m.

Huron Kinloss Municipal Office – 21 Queen Street, Ripley, ON N0G 2R0

Members:

Kara Van Myall, CAO, Municipality of Saugeen Shores, Chair
Jodi McArthur, CAO, Township of Huron-Kinloss
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
Devan Baker, Municipality of Arran Elderslie (Recording Secretary)

1. Call to Order

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

2. Additions or Amendments to the Agenda

3. Adoption of the Previous Meeting Minutes

Motion: MIC 2024-11

Moved by: Leanne Martin

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council hereby adopts the March 27, 2024, Municipal Innovation Council Meeting Minutes as presented.

Carried.

4. Delegations

None.

5. Reports from the Chair

5.1 Decision Item: MIC Report 2024-8 – MIC Secretarial Support

Sylvia Kirkwood introduced Devan from the Municipality of Arran-Elderslie and the MIC did a round table to introduce themselves.

The MIC expressed their thanks to the Municipality of Arran-Elderslie for taking over the secretarial support to the MIC.

Recommendation:

Motion: MIC 2024-12

Moved by: Jillene Bellchamber-Glazier

Seconded by: Peggy Van Mierlo-West

That the Municipal Innovation Council approve secretarial assistance from the Municipality of Arran-Elderslie to support the MIC for the remaining 2024 / 2025 period.

Carried.

6. Closed Session

None.

7. Reports from MIC Director

7.1 Decision Item: MIC Report 2024-9 – Simply Brilliant Program

The MIC Director summarized Report 2024-9 and reviewed Appendix A and Appendix B. The MIC Director recalled the Strategic Planning session and noted the Simply Brilliant Program met the organization's core goals as outlined in the report.

The MIC discussed alternate types of rewards, taxable and non-taxable to the employee, and if the employee chooses their own reward. The MIC Director advised that the City of Windsor, who has a similar program, was providing either a fuel or grocery gift card that are not taxable. There was discussion if a reward or gift for good ideas is required.

The MIC Director suggested the funds for a gift or reward would come from reserves for the remainder of 2024 and an adjustment could be established for 2025 if the program is successful.

There was discussion about gifting and Canada Revenue Agency guidelines.

The MIC Director made an example of the framework of the program and the MIC's involvement with selecting brilliant ideas.

The MIC discussed a perspective that employees receiving an incentive could inhibit workplace productivity. It was noted that it could also disincentivize staff if an idea is not selected by the MIC to receive an award.

The MIC discussed tabling the motion to the next meeting. The MIC Chair explained if the motion was tabled to the next meeting it will delay the MIC from receiving innovative ideas. The MIC Director explained going ahead with

the Simply Brilliant Program will put the MIC in a good position for year end success.

It was discussed what items could be amended to the Simply Brilliant Program to make the project go ahead. The MIC agreed to promote the Simply Brilliant Program under all MIC members, the incentive should be a prize rather than monies and provide a deadline for employee submissions.

Sylvia Kirkwood left the meeting at 1:54p.m.

The MIC discussed the outcome of the Smart Beach project and it was noted this should be discussed in the next report on Project Updates.

Sylvia Kirkwood re-entered the meeting at 1:58p.m.

It was noted that Appendix B should be amended to show a flow chart of how the Simply Brilliant framework is executed.

The MIC determined the Simply Brilliant program to be amended to be a time bound pilot project with criteria where there will be two categories of prizes, one for the ideas that meet the criteria, and another for the successful implementation of the idea or the idea's advancement as a MIC initiative.

The criteria for the Simply Brilliant program will be updated to reflect the amendments noted and the MIC Director is to recirculate the Simply Brilliant Project outline in two weeks time with the MIC requested amendments.

Recommendation:

Motion: MIC 2024-13

Moved by: Leanne Martin

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council Approve the Simply Brilliant Program as amended and to be recirculated by the MIC Director in two weeks time.

Carried.

7.2 Decision Item: MIC Report 2024-10 – MIC Project Updates

The MIC Director reviewed the report and summarized it's contents.

Fleet Electrification

The MIC Director noted that Georgian College and the Fleet Electrification Vehicle Group is coming back with a high level proposal to develop the road map within the coming weeks.

The MIC Director estimates the completion of work by Georgian College is approximately \$7,000 and would be brought back to the MIC for consideration and approval.

The MIC put forward a motion to support approval of up to \$10,000 to be spent for Georgian College to develop custom fleet electrification roadmap and workforce training materials for interested municipalities.

Recommendation:

Motion: MIC 2024-14

Moved by: Peggy Van Mierlo-West

Seconded by: Jodi McArthur

That the Municipal Innovation Council approves funding of up to \$10,000 for Georgian College to develop custom fleet electrification roadmap and workforce training materials.

Carried.

Ecopia Topographical Mapping Demonstration

The MIC Director provided an update about Ecopia's upcoming demonstration, it will be recorded and provided again at a later date. The MIC Director is currently working with GIS staff to receive training on the mapping software.

Christine MacDonald, County of Bruce Chief Administrative Officer explained that Bruce County GIS staff are seeking training opportunities.

It was noted the MIC would be interested to know if Ecopia can provide training material specific to different users who may be using the system.

Smart Beach

The MIC Director reviewed that there has been no update from the CCSIF (College and Community Social Innovation Fund).

The MIC discussed the need to meet with Alex and Chris (Smart Beach leads) to discuss outstanding issues.

The MIC Director is to setup a meeting with Alex and Chris to include the County of Bruce, Town of Saugeen Shores, and Municipality of Kincardine. The MIC would like an update about this meeting at the next MIC meeting.

Food Cyclor

The MIC discussed the Town of Saugeen Shores and Municipality of Northern Bruce Peninsula moving forward with the Food Cyclor post pilot implementation. The MIC Director noted the two will be the first Municipalities in Ontario to launch this and there is an opportunity for media attention.

It was noted that the funding of \$30,000 from each participating municipality will be used to subsidize \$100 of each unit.

JITSC

The MIC Director provided an update regarding the Joint Information Technology Steering Committee (JITSC) and reviewed Appendix A and Appendix B. A committee Chair and Recording secretary were selected. The committee is planning on updating the IT roadmap and work on a document that supports the benefits and best practices of municipalities conducting internal and external IT penetration testing.

MIC Communication Portal

The MIC Director discussed the ongoing progress with the MIC Communication Portal.

It was noted the MIC Portal Login is still live on the Nuclear Innovation Institute's website. The MIC Chair is to investigate making it inactive.

The MIC Director has been in contact with Communitech about creating an innovation outreach to external third parties for innovative ideas that benefit the MIC municipalities. The MIC Chair questioned if they would entertain a fee for services for running a call for innovative projects on the MIC's behalf.

Recommendation:

Motion: MIC 2024-15

Moved by: Sylvia Kirkwood

Seconded by: Leanne Martin

That the Municipal Innovation Council receive the MIC Project Updates report for information.

Carried.

8. Correspondence

9. Member Updates and Open Discussion

Christine MacDonald noted that the County of Bruce has \$40,000 in deferred revenue for the Smart Beach project. The last payment was made February of 2024 for \$6,000.

The MIC Director requested contact information for the Treasury Department from Christine MacDonald.

Further discussion on this topic to take place with the County of Bruce, Town of Saugeen Shores, and Municipality of Kincardine outside of MIC with a report back.

10. Meeting Schedule

The next meeting will be the week of July 15th, 2024. Recording Secretary to send a doodle poll to all members to determine the best time for a virtual meeting.

11. Adjournment

Motion: MIC 2024-16

Moved by: Sylvia Kirkwood

Seconded by: Christine MacDonald

THAT the MIC hereby adjourns at 2:43 p.m.

Carried.