

Municipal Innovation Council Minutes

March 27, 2024, 1:00 p.m. - 3:00 p.m.

Electronic Meeting on Zoom

Members Present:

Kara Van Myall, CAO, Town of Saugeen Shores (Chair)

Jodi MacArthur, 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

Christine MacDonald, CAO, Bruce County

Members Absent:

Peggy Van Mierlo-West, CAO, Municipality of Northern Bruce Peninsula

Staff/Other Present:

Tony Houad, MIC Director, Municipality of Northern Bruce Peninsula

Sarah Johnson, Municipality of Brockton Deputy Clerk (Recording Secretary)

1. Call to Order

The meeting was called to order at 1:01 p.m.

2. Additions or Amendments to the Agenda

3. Adoption of the Previous Meeting Minutes

The January 31, 2024 meeting was a dedicated Strategic Planning session, and there were no formal meeting minutes to approve.

4. Delegations

None

5. Reports from the Chair

5.1 Decision Item: MIC Report 2024-1 – MIC Secretarial Support

The Municipal Innovation Council expressed their thanks to the Municipality of Brockton for providing secretarial support to the MIC.

The time commitment and responsibilities of the secretary role were discussed.

The MIC suggested deferring a decision to the next meeting to allow more time to consider which Municipality would be willing to provide secretarial support.

Sylvia Kirkwood entered the meeting at 1:06 p.m.

Recommendation:

Motion: MIC 2024-1

Moved by: Leanne Martin Seconded by: Jillene Bellchamber-Glazier

That the Municipal Innovation Council defer the motion related to secretarial support for the MIC until the May MIC meeting and further that MIC member municipalities reach out to the Chair for additional information on secretarial support and that the report be included on the next MIC meeting agenda.

Carried.

6. Closed Session

The Municipal Innovation Council entered into a Closed Session Meeting at 1:07 p.m. to discuss a matter pertaining to labour relations or employee negotiations – **Employment Contract**.

The MIC resumed the Open Session meeting at 1:18 p.m.

7. Reports from MIC Director

7.1 Decision Item: MIC Report 2024-2 – Strategic Planning Summary

Tony Houad returned to the meeting at 1:20 p.m.

The MIC Director reviewed the Appendix A and summarized the comments submitted per group, noting that the information would be beneficial in the future when reviewing accomplishments. The MIC had discussed their guiding principles, and project categories which align with Council priorities for cost savings and operational efficiencies.

There was a discussion on training sessions and communications, and creating a tool for communications with the IT Committee. Project charter methodology will be created including KPI's and measurable criteria.

The MIC discussed Action #1 clarifying that the County of Bruce share resources with Municipalities on a regular basis, and suggested that the action item could be reworded to focus on shared work. The MIC Director will rephrase the action item.

The MIC discussed the training summary and suggested that Action #2 be reworded that the MIC will continue to provide training related to MIC initiatives, rather than putting the responsibility on the County. It was noted that there is an interest in synergies with the County, such that there may be training opportunities that could be leveraged depending on the topic, however, the County do not need to lead this initiative.

It was noted that there may be an opportunity to offer training that is beneficial for other members to participate in, and MIC members can make others aware of these training opportunities. The MIC could be a vehicle for communications. The MIC Director will rephrase the action item.

Recommendation:

Motion: MIC 2024-4

Moved by: Christine MacDonald Seconded by: Jodi MacArthur

That the Municipal Innovation Council endorse the Guiding Principles and Actions from the January 31, 2024 Strategic Planning Summary Session as amended.

Carried.

7.2 Decision Item: MIC Report 2024-3 – MIC Legal Structure

The MIC Director advised that the structure of the MIC could be reviewed to ensure there is proper protection and ability to apply for grants and obtain grant funding. The majority of revenue comes from MIC member municipalities and if a different structure was established, the MIC may be able to take advantage of funding opportunities to help with the cost of operations.

The MIC noted the inability to enter into agreements as the MIC is not a legal entity.

The MIC Director advised that the Smart Beach Agreement needs to be fully signed.

The MIC suggested further reviewing this report with their legal counsel, and the benefits of being formalized into a different structure, such as a non-profit. It was noted that funding is currently provided through municipal budgets and there may be opportunities to explore alternative structures.

Recommendation:

Motion: MIC 2024-5

Moved by: Christine MacDonald Seconded by: Leanne Martin

That the Municipal Innovation Council receive the MIC Legal Structure report for information.

Carried.

7.3 Decision Item: MIC Report 2024-4 – Q1 Financial Update / Multi-Year Budget 2024-2026

The MIC Director reviewed the Q1 report and budget, noting that the budget could be adjusted annually although the three year projection helps guide decision-making. The MIC discussed whether or not to approve a multi-year budget as the revenues may change. It was noted that the budget could be revisited annually.

Recommendation:

Motion: MIC 2024-6

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

That the Municipal Innovation Council approve the Q1 Financial Update and approve in principle the MIC's Multi-Year Budget for 2024-2026.

Carried.

7.4 Decision Item: MIC Report 2024-5 – Joint IT Services Committee Update

The MIC Director advised the MIC on the meeting held with the committee. It was noted that the report from GHD Digital in 2022 provided a roadmap for the projects to be undertaken, however the committee now feels they are limited on resources. The

IT Committee has asked the MIC to decide which projects they should be working on. The Terms of Reference for the Committee was reviewed.

There was a discussion on procurement for security testing.

The MIC discussed the arrangement between the County of Bruce and the Municipality of Kincardine. Christine MacDonald provided clarity on the arrangement.

The MIC suggested that the Committee review the roadmap and determine their priorities.

The MIC Director discussed the resource requirements for the Committee. The MIC discussed the Terms of Reference and the structure of the Committee to oversee projects with consultants completing the majority of the work in previous years. The challenges were noted as many Committee members have demands with their daily jobs. The MIC agreed that the Committee should have clarity on their next steps and priorities.

It was noted that municipalities can support through budgets to source funding required to implement projects.

The MIC Director will include additional detail for the MIC including costs and the number of hours/resources required.

The MIC discussed the IT Audit previously completed.

The MIC Director will include these priorities in a project charter.

Recommendation:

Motion: MIC 2024-7

Moved by: Christine MacDonald Seconded by: Jillene Bellchamber-Glazier

That the Municipal Innovation Council receive the Joint IT Services Committee Update report for information.

Carried.

7.5 Decision Item: MIC Report 2024-6 – MIC Training

The MIC Director reviewed the feedback provided. The MIC agreed that the project management training was well-received and reflected in the evaluation results. The MIC discussed the knowledgeable speaker and interest in providing that type of training again in the future. The Nuclear Innovation Institute has formed a partnership with Georgian College offering project management training.

Recommendation:

Motion: MIC 2024-8

Moved by: Sylvia Kirkwood Seconded by: Leanne Martin

That the Municipal Innovation Council receive the MIC Training Update report for information.

Carried.

7.6 Decision Item: MIC Report 2024-7 – MIC Project Updates

The MIC Director reviewed the project updates, noting that they participated in a call with the fleet management group, and that Georgian College may be available to assist. There may be abilities to partner with utility companies and identify capacity limits within the County.

Georgian College requires a contribution of \$7,000 in order to develop a report. The MIC Director will inquire for additional information.

Jillene Bellchamber-Glazier left the meeting at 2:20 p.m.

The MIC Director reviewed the mapping project and noted that based on feedback, training could be made available for other staff positions. The MIC discussed the project and the benefit in receiving information on how to access the data internally through various departments. The MIC Director will inquire with the GIS Committee. The MIC discussed the benefits of this project including more effective time management and improved customer service.

The MIC Director reviewed the FoodCycler project and that the Town of Saugeen Shores are exploring a post-pilot project. The MIC Director discussed the option of expanding this program and compared the program conducted in British Columbia.

Kara Van Myall, Town of Saugeen Shores Chief Administrative Officer described the expanded program being investigated in Saugeen Shores.

The MIC discussed the interest in expanding the program, and the need to know the funding requirements prior to deciding.

The MIC Director reviewed the Smart Beach project, advising that if grant funding were received the program would still need to be assessed. A grant has been applied for and additional information is required to decide about years 4-6, should the grant be accepted.

The MIC Director reviewed the Simply Brilliant suggestion of recognizing staff's ideas that could relate to the guiding principles of finding cost savings and efficiencies. This project could engage staff to generate ideas for projects and create a channel of communication and collaboration with the MIC.

The MIC discussed the shared portal previously provided and the benefit in offering a new portal for the MIC to share resources.

The MIC Director will reach out to Becky Smith to inquire about previous resources and if the existing portal is still available to use.

The MIC Director reviewed the Appendix A project summary.

Recommendation:

Motion: MIC 2024-9

Moved by: Jodi MacArthur

Seconded by: Sylvia Kirkwood

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

Carried.

8. Correspondence

9. Member Updates and Open Discussion

Leanne Martin noted that the Municipality of South Bruce are moving forward with alternative voting for the referendum.

10. Meeting Schedule

The next meeting was scheduled for May 22, 2024 at 1:00 p.m. at the Municipality of Huron Kinloss.

11. Adjournment

Recommendation:

Motion: MIC 2024-10

Moved by: Christine MacDonald

Seconded by: Sylvia Kirkwood

That the MIC hereby adjourns at 2:51 p.m.

Carried.