

Municipal Innovation Council Minutes

July 16, 2024, 1:00 p.m. - 3:00 p.m.

Virtual

Members:

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
Peggy Van Mierlo-West, CAO, Municipality of Northern Bruce Peninsula
Sylvia Kirkwood, CAO, Municipality of Arran-Elderslie
Christine MacDonald, CAO, Bruce County

Absent:

Jillene Bellchamber-Glazier, CAO, Municipality of Kincardine
Leanne Martin, CAO, Municipality of South Bruce

Staff/Other:

Tony Houad, MIC Director
Devan Baker, Recording Secretary, Municipality of Arran Elderslie

Guests:

Jessica Linthorne, President and CEO, Nuclear Innovation Institute
Carleigh Johnston, Program Manager – Strategic Initiatives, Communitech
Vivian Kennedy, Manager of Legislative Services/Clerk, Municipality of South Bruce

1. Call to Order

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

2. Additions or Amendments to the Agenda

None

3. Adoption of the May 22, 2024, Meeting Minutes

Recommendation:

Motion: MIC 2024-17

Moved by: Christine MacDonald

Seconded by: Sylvia Kirkwood

That the MIC hereby adopts the May 22, 2024, Municipal Innovation Council Meeting Minutes as presented.

Christine MacDonald, County of Bruce Chief Administrative Officer asked for the previous minutes be amended with clarification that the GIS Committee was seeking further opportunity for Ecopia Topographical Mapping training, not Bruce County Staff.

Carried.

4. Delegations

None

5. Reports from the Chair

5.1 Decision Item: MIC Report 2024-11 – Nuclear Innovation Institute

The MIC Chair went over Report 2024-11 and explained the endorsement into the Nuclear Innovation Institute Memorandum of Understanding. The MIC Chair also reviewed the ideas that have been brought forward from the NII for the types of projects and the fee for service model should the MIC want to move forward on a project.

The MIC Chair expressed how the Memorandum of Understanding would be a great opportunity to reconnect with the NII.

The MIC discussed if the MIC could fulfill the responsibilities of the Memorandum of Understanding as listed in Appendix A of Report 2024-11. The MIC Chair clarified that there was no commitment to a project or any fees at the time the MIC enters the Memorandum of Understanding and the only time there would be a fee for service is when the MIC and NII went ahead with a project. The MIC discussed which party would take the lead on the project.

The MIC Chair clarified that any project would tap into the work already ongoing at the Nuclear Innovation Institute and should the MIC want to connect on a project, the MIC Director would investigate the fees and staffing requirements of the project. The MIC Director would connect with Jessica Linthorne, President and CEO of the Nuclear Innovation Institute and bring a proposal back to the MIC at that time.

The MIC discussed which party would take the lead on the project. The MIC Chair clarified that any project would tap into the work already ongoing at the Nuclear Innovation Institute and should the MIC want to connect on a project, the MIC Director and Jessica Linthorne, President and CEO of the Nuclear Innovation Institute would connect and bring a proposal back the MIC at that time. The MIC Director would investigate the costs and staffing requirements of the individual project.

The MIC discussed the 2-year term of the agreement and if the agreement aligns with the membership of the MIC. The MIC Chair clarified that the MIC has the right to terminate the MOU by giving three months written notice.

The MIC discussed the need to enter into an MOU to be a friend of the NII. The MIC Chair clarified that entering a Memorandum of Understanding with the Nuclear Innovation Institute opens the door to connect. The NII prefers the MOU approach. The MIC Chair made an example that Georgian College is currently a friend of the NII.

Recommendation:

Motion: MIC 2024-18

Moved by: Peggy Van Mierlo-West

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council approve entering into a Friends of Nuclear Innovation Institute Memorandum of Understanding.

Carried.

6. Reports from MIC Director

6.1 Decision Item: MIC Report 2024-12 – Municipal Fleet Electrification Update

The MIC Director reviewed Report 2024-12 and the costs, challenges, and risks. The MIC Director advised that the project cost came in under what the MIC previously approved and reiterated there is no obligation for the MIC Members to bring fleets into electrification, but the roadmap provided to member for use at any time.

The MIC discussed the scope of vehicles that will be included in the roadmap, the focus at this time is a typical small fleet, no heavy equipment.

The MIC discussed whether there is merit to bring this to the attention of Saugeen Mobility and Regional Transit to bring their fleet into electrification. The MIC Chair explained that bringing in S.M.A.R.T. is out of scope but at a later date the roadmap could be passed down to non-profits and other organizations.

Recommendation:

Motion: MIC 2024-19

Moved by: Christine MacDonald

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council approve entering into an agreement with Georgian College for the development of a Municipal Fleet Electrification Roadmap.

Carried.

6.2 Decision Item: MIC Report 2024-13 – Smart Beach Phase 1 – 2022 to 2024 Update

The MIC Director reviewed Report 2024-13 and the delays that put constraints on the project. The MIC Director also explained that the funding issues had been addressed and corrected.

The MIC Director explained that Dr. Houser is committed to completing the project and reviewed the information in Report 2024-13 regarding timelines for installation and the outstanding agreement be moved from the University of Windsor to the University of Waterloo.

The MIC Director reviewed the two options for the MIC's consideration and the risks and benefits of each option and recommended that Option 1: Continuation of the Kincardine Pilot into 2025 be adopted by the MIC.

The MIC Chair expressed their thanks to the MIC Director for his dedicated effort to get this project to a place where it can come forward for further direction.

The MIC Director added that after the report was completed there was notification from Georgian College to support the project management of the continuation of the pilot and any of their information gathered will move forward into phase 2 with Georgian College's oversight of the project.

The MIC discussed the original application for funding was submitted for a mobile application, not a physical warning system or mechanical light standard. The MIC discussed the scope of the work changing as Dr. Houser has presented differs from what was approved by Mitacs and if there will be an issue regarding the funding. The MIC Director explained there was no indication from Mitacs that the funding would be jeopardized since the outcome of the project would be a warning system.

The MIC discussed the need for funding to acquire external communications assistance should the MIC move forward with Option 1.

The MIC Chair mentioned that regardless the format of the outcome there will be a long-term responsibility to maintain either the mechanical light standard or mobile application. The MIC Chair believed there should be discussion with the Municipality of Kincardine and the ongoing responsibility for Smart Beach.

Christine MacDonald, Bruce County Chief Administrative Officer, mentioned that Bruce County IT may have the capacity to manage the system.

Sylvia Kirkwood, Municipality of Arran-Elderslie Chief Administrative Officer, stated that the Municipality of Kincardine should take the lead to promote one of the proposed options since the long-term responsibility will fall of them.

The MIC discussed that the recommendation should be amended so it is subject to the Municipality of Kincardine's support since its members are absent. The MIC also discussed that Option 1 include funding to acquire external communications assistance.

Recommendation:

Motion: MIC 2024-20

Moved by: Jodi MacArthur

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council approve the extension of the Smart Beach Project Phase 1 (Kincardine) from years 2022 to 2024 to September 30, 2025 subject to the Municipality of Kincardine administration subsequent endorsement of the extension and that the MIC support the funding up to \$2,000 to acquire external communications assistance.

Carried.

6.3 Decision Item: MIC Report 2024-14 – Smart Beach Phase 2 – 2024 to 2026

The MIC Director reviewed Report 2024-14 and provided a high level of what the next phase of Smart Beach will look like.

The MIC discussed the potential for a lead municipality who currently manages a beach. The MIC Chair suggested that the MIC approve the next phase and continue with deciding the lead party in September.

Peggy Van Mierlo-West, Municipality of Northern Bruce Peninsula Chief Administrative Officer, added that their Municipality does not own the Lake Huron side beaches and that Ontario Parks and Parks Canada does. The Superintendent at Parks Canada has some interest in Smart Beach Phase 2 but steps with Federal Agencies would need to take place.

The MIC Chair mentioned that the Town of Saugeen Shores has not had a conversation with staff at that the Chief Administrative Officer would not be the best point of contact for the project.

The MIC discussed that member municipalities that have a potential site for Smart Beach Phase 2 could get a better idea and report to the MIC Director prior to the next meeting.

Vivian Kennedy joined the meeting at 1:50 p.m.

Recommendation:

Motion: MIC 2024-21

Moved by: Peggy Van Mierlo-West

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council approve the next Phase of the Smart Beach Project – for years 2024 through 2026 with the lead municipality to be decided at the next MIC meeting.

Carried.

6.4 Decision Item: MIC Report 2024-15 – Collaboration with Communittech

The MIC Director reviewed report 2024-15 and clarified the recommendation is not to include the purchase of the Upplift platform for an annual fee of \$6,750 plus taxes as

there is no need for the MIC to purchase the platform at this time as it will be provided by Communitech for the upcoming challenge launch in September of 2024.

Christine MacDonald left the meeting at 1:58 p.m.

The MIC Director explained that they would be engaging with member municipality CAO's and senior staff to find challenges to be addressed with innovative ideas that can be brought back to Communitech.

Carleigh Johnston joined the meeting at 2:05 p.m.

Carleigh Johnston, Program Manager – Strategic Initiatives, Communitech, shared a presentation with the MIC about the Communitech Fast Track Cities program and how it can benefit the MIC with innovative ideas. Carleigh explained that the Fast Track Cities program and how the process for Fast Track Cities works.

Fast Track Cities is a virtual event that would start September 12, 2024, through November 21, 2024. The MIC will be involved throughout the process adjudicating ideas and collaborating with companies to create a potential relationship.

The MIC discussed the commitment of the MIC through the process and that the main contact would be the MIC Director. Communitech is looking for the MIC to come up with at least two challenges for ideas and there is no fee for the MIC to participate in Fast Track Cities.

Carleigh Johnston left the meeting at 2:26 p.m.

The MIC Chair discussed a recent example from the Town of Saugeen Shores Top Priorities and What Not To Lose Sight Of document. The MIC discussed how a similar model can be used to find challenges to provide Communitech.

The MIC Chair suggested each member municipality bring forward two ideas and thinks that many will be similar.

Recommendation:

Motion: MIC 2024-22

Moved by: Peggy Van Mierlo-West

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council approve entering into a Memorandum of Understanding with Communitech for the call for innovative ideas.

Carried.

6.5 Decision Item: MIC Report 2024-16 – Food Cycler Program Update

The MIC Director reviewed Report 2024-16 for information and the possibility of bulk purchases for filters and cartridges.

The MIC discussed being notified when filters and cartridges are ready for bulk purchase and how to go about ordering them.

Recommendation:

Motion: MIC 2024-23

Moved by: Vivian Kennedy

Seconded by: Sylvia Kirkwood

That the Municipal Innovation Council receive for information purposes an update on the Food Cycler program.

Carried.

7. Correspondence

8. Member Updates and Open Discussion

Sylvia Kirkwood, Municipality of Arran-Elderslie Chief Administrative Officer will be retiring effective July 26, 2024.

9. Meeting Schedule

The next meeting is scheduled for September 25, 2024, at 1:00 p.m. at the Municipality of Northern Bruce Peninsula – The meeting schedule now aligns with CAO Meetings.

10. Adjournment

Motion: MIC 2024-24

Moved by: Peggy Van Mierlo-West

Seconded by: Sylvia Kirkwood

That the MIC hereby adjourns at 2:36 p.m.

Carried.