

Municipal Innovation Council Agenda
September 25, 2024, 1:00 p.m. - 3:00 p.m.
Municipality of Northern Bruce Peninsula
56 Lindsay Road 5, Lion's Head, ON N0H 1W0

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
Emily Dance, CAO, Municipality of Arran-Elderslie
Christine MacDonald, CAO, Bruce County

Absent:

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

Staff/Other:

Tony Houad, Director, Municipal Innovation Council
Devan Baker, Recording Secretary, Municipality of Arran Elderslie

Guests:

Mark Paoli, Director, Development Services, Town of Saugeen Shores

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 July 16, 2024, Meeting Minutes

Recommendation:

Motion: MIC 2024-25

Moved by: Leanne Martin

Seconded by: Jodi MacArthur

That the MIC hereby adopts the July 16, 2024, Municipal Innovation Council Meeting Minutes as presented.

Carried.

4. Delegations

None

5. Reports from the Chair

None

6. Reports from MIC Director

6.1 Decision Item: MIC Report 2024-17 – Financial Update as at August 31, 2024

The MIC Director reviewed Report 2024-17 regarding the operating budget, reserves, and grant funding for capital projects. The MIC Director advised he would keep this information up to date and the MIC was budgeting a surplus for 2024.

Christine MacDonald, Bruce County Chief Administrative Officer, questioned if the report includes actuals and the MIC Director advised it was not, but he will add another column.

Recommendation:

Motion: MIC 2024-26

Moved by: Emily Dance

Seconded by: Christine MacDonald

That the Municipal Innovation Council receive for information the financial update as of August 31, 2024.

Carried.

6.2 Decision Item: MIC Report 2024-18 – Nuclear Innovation Institute Project Proposal

The MIC Director reviewed report 2024-18 and explained how the Nuclear Innovative Institute (NII) is currently using Artificial Intelligence (AI) for internal operations that the NII can easily transition to the Municipal Sector.

The MIC Director advised this platform would be related to planning and development to expedite inquiries to members of the public and there is opportunity later where additional information can be included. The NII did not describe to the MIC Director how they're currently using the platform internally.

The MIC discussed if planning and development is the best department to introduce AI with, and if Bruce County's Planning and Development department has been consulted. The MIC discussed how member municipalities currently process planning and development questions.

Leanne Martin, Municipality of South Bruce Chief Administrative Officer mentioned there should be policies regarding how to introduce and use AI.

The MIC discussed if there is sufficient information to approve this project at this time or if there is a better way to potentially pilot this project.

The MIC discussed it would be beneficial to have NII present to the MIC during a special meeting and provide additional information on how the platform works and how they're currently using it within their organization.

The MIC questioned the MIC's procurement policy and expressed concerns with how to authorize such and expense as funds in this amount may need to go through a request for proposal/quotation process.

Peggy Van Mierlo-West, Municipality of Northern Bruce Peninsula Chief Administrative Officers, understood the MIC falls under the Town of Saugeen Shores' procurement policy. The MIC mentioned it would be best for the Town of Saugeen Shores to clarify the MIC's procurement policy.

Recommendation:

Motion: MIC 2024-27

Moved by: Emily Dance

Seconded by: Leanne Martin

That the Municipal Innovation Council approves the proposal by the Nuclear Innovation Institute for the development and implementation of an Artificial Intelligence platforms to support municipal planning

and

That the Municipal Innovation Council approves funding of the Nuclear Innovation Institute project proposal of \$64,930 + HST be charged to the MIC reserves.

Tabled.

6.3 Decision Item: MIC Report 2024-19 – Communitech Challenge Update

The MIC Director reviewed report 2024-19 regarding the Communitech Challenge. The MIC Director advised the MIC will be able to review evaluations on November 21, 2024.

The MIC will need to appoint two individuals to participate in evaluations.

Recommendation:

Motion: MIC 2024-28

Moved by: Christine MacDonald

Seconded by: Leanne Martin

That the Municipal Innovation Council receive for information an update on the Communitech challenge.

Carried.

6.4 Decision Item: MIC Report 2024-20 – Smart Beach Project Update

The MIC Director reviewed report 2024-20 regarding outstanding tasks and action items of Smart Beach Project Phase 1 and the project not being fulfilled as planned. The MIC Director also reviewed that the Town of Saugeen Shores will be the next pilot beach in the Smart Beach project.

The MIC Director advised the plan to move forward is to update the original agreement by removing University of Windsor and including the University of Waterloo and have a light standard warning system to be installed on the Kincardine beach.

Jillene Bellchamber-Glazier, Municipality of Kincardine Chief Administrative Officer outlined what the Municipality of Kincardine's expectations were and referred to an email she sent to the MIC prior to the meeting. The Municipality of Kincardine understood the deliverables to be implementing a dynamic warning system as an online tool. The Municipality of Kincardine also understood that the MIC committed to act as the facilitator and convenor for the project between Bruce County, the Municipality of Kincardine, and the academics.

Jillene Bellchamber-Glazier expressed she is not clear with the deliverables as report 2024-20 does not indicate that Dr. Houser is moving forward with an online tool as the Municipality of Kincardine originally understood.

The MIC Director clarified that he does not foresee Dr. Houser moving forward with an online tool but whatever technology concept is developed with Georgian College in Phase 2 would be provided to the Municipality of Kincardine.

Christine MacDonald, Bruce County Chief Administrative Officer questioned what the remaining funds that Bruce County is currently holding would be used for. The MIC Director advised it would be used to install a light standard warning system in Kincardine to complete Phase 1.

The MIC discussed Phase 2 of the project and how the technology would be funded and implemented after Georgian College provides the MIC with proof of concept. The MIC Director clarified that Georgian College will not be commercializing the technology, but they will assist to facilitate conversations with a 3rd party.

The MIC discussed if a light standard is the best option to move forward with in Phase 1, what the ongoing operating and maintenance costs would be and who would be responsible for any associated costs. The MIC questioned if the MIC would be responsible for the costs or if the Municipality of Kincardine would inherit the light standard to operate and maintain. The MIC Director advised he would need to understand what the ongoing operating cost of the light standard would be.

Christine MacDonald, Bruce County Chief Administrative Officer, clarified that Bruce County would need to review capacity before agreeing to assist with the maintenance of the system.

Jillene Bellchamber-Glazier, Municipality of Kincardine Chief Administrative Officer expressed that Kincardine may not want to install a light standard without understanding the ongoing maintenance and operating costs required, considering the original deliverable pitched by Dr. Houser was to be an online tool.

Jillene Bellchamber-Glazier questioned if it is possible to have a signed agreement with Dr. Houser for Phase 1 of the Smart Beach Project and Dr. Houser can provide the MIC with what research has already been completed and who currently has ownership of that data.

The MIC Director asked the MIC to clarify what they expect the deliverables of Phase 1 to be.

Leanne Martin, Municipality of South Bruce Chief Administrative Officer, questioned if there is a report that was presented to Municipality of Kincardine Council that could help the MIC Director.

There was discussion that the MIC may not want to agree to move forward with Phase 2 until Phase 1 is complete. The MIC Director clarified that the Town of Saugeen Shores Council recently passed to move forward with Phase 2 of the project. Mark Paoli, Director, Development Services, Town of Saugeen Shores, clarified that Town of Saugeen Shores Council authorized Kara Van Myall,

Town of Saugeen Shores Chief Administrative Officer, to enter negotiations regarding Phase 2 of the Smart Beach Project.

The MIC discussed they would like the original draft agreement to be signed by Dr. Houser and that the Phase 1 deliverables are completed as originally outlined in Appendix A of the draft agreement and Phase 2 would only move forward when Phase 1 is completed and signed off by the MIC.

Recommendation:

Motion: MIC 2024-29

Moved by: Emily Dance

Seconded by: Jillene Bellchamber-Glazier

That the Municipal Innovation Council receive for information an update on the Smart Beach Project

and

That the Municipal Innovation Council approve the Town of Saugeen Shores as the next pilot beach in the Smart Beach project subject to the University of Waterloo entering a signed agreement with the Municipal Innovation Council and completing all outstanding deliverables as in Appendix A of the agreement.

Carried.

6.5 Decision Item: MIC Report 2024-21 – MIC Website

The MIC Director reviewed report 2024-21 and explained the need for the MIC to have an updated online presence. The MIC Director advised that any previous work completed regarding the MIC website is available on the MIC SharePoint.

Recommendation:

Motion: MIC 2024-30

Moved by: Christine MacDonald

Seconded by: Leanne Martin

That the Municipal Innovation Council receive for information the plan to establish a website for the Municipal Innovation Council.

Carried.

6.6 Decision Item: MIC Report 2024-22 – Quarterly MIC Project Tracker Update

The MIC Director reviewed report 2024-22 to provide the MIC with an oversight of ongoing projects.

Recommendation:

Motion: MIC 2024-31

Moved by: Christine MacDonald

Seconded by: Jodi MacArthur

That the Municipal Innovation Council receive for information the quarterly project tracker.

Carried.

7. Correspondence

None

8. Member Updates and Open Discussion

Emily Dance, Municipality of Arran-Elderslie Chief Administrative Officer, questioned if the MIC Director will be speaking to Member Municipalities Council before the budget process is complete.

Leanne Martin and Jillene Bellchamber Glazier need access to the MIC SharePoint. The MIC Director will contact the Town of Saugeen Shores IT Department to provide the member's access.

9. Meeting Schedule

The next meeting is scheduled November 27, 2024, at 1:00 p.m. at the Municipality of South Bruce – The meeting schedule now aligns with CAO Meetings.

10. Adjournment

Motion: MIC 2024-32

Moved by: Mark Paoli

Seconded by: Leanne Martin

That the MIC hereby adjourns at 2:01p.m.

Carried.