

Members

Kara Van Myall, CAO, Town of Saugeen Shores, Chair	Present
Mary Rose Walden, CAO, Township of Huron-Kinloss	Present
Sonya Watson, CAO Municipality of Brockton	Present
Sharon Chambers, CAO, Municipality of Kincardine	Present
Leanne Martin, CAO/Clerk Municipality of South Bruce	Present
Sylvia Kirkwood, CAO Municipality of Arran-Elderslie	Absent
Peggy VanMierlo-West CAO Municipality of Northern Bruce Peninsula	Present
Matthew Meade, Strategic Initiatives Specialist at Bruce County	Present

Staff Support

Dave Shorey, MIC Innovation Officer (non-voting)

Present
Emily Dance, Clerk Huron-Kinloss, Recording Secretary (non-voting)

Present

- 1. Call to Order
 - 1.1. The Chair called the meeting to order at 3:05 p.m.
- 2. Additions or Amendments to the Agenda None
- 3. Adoption of the Minutes

Motion

Moved by: Matt Meade Seconded by: Mary Rose Walden
THAT the MIC hereby adopts the May 27, 2021 Municipal Innovation Council Meeting
Minutes as presented.

Carried

- May 27, 2021 Municipal Innovation Council Minutes
- 4. Delegations
 - 4.1. None Scheduled
- 5. Update/Announcements from Members
 - 5.1 Round Table Discussion

Huron-Kinloss has been approved to participate in a provincial Golf Cart Pilot Program. They will be bringing forward a By-Law tentative in August, 2021 to allow golf carts on roads under the jurisdiction of the Township within specific parameters.



Northern Bruce Peninsula has passed a Short-Term Accommodations By-Law and accommodation tax and are working through the process.

Brockton is working on their Strategic Action Plan.

Kincardine is implementing their organization review and have presented digital transformation strategy and will be moving forward with that process in the future.

The County of Bruce has presented a discussion paper on "Homes" to County Council and are awaiting a decision on modernization funding.

South Bruce is in the stages of reviewing Economic Development Strategic Plan and a review of their fleet vehicles. They are embarking on the process to determine how they can measure the willingness and what tools should be used in regard to the DGR project.

Saugeen Shores is reviewing their organizational structure comparable to municipalities of their future size to assist Council with a plan to accommodate that growth. They are completing a market salary survey, job evaluation and pay equity review.

6. Project Updates Reports from Chair

6.1 Amendment to Rules of Procedure – MIC Report – June 24, 2021

As a result of the re-calibration report an amendment to the Rules of Procedure was brought forward that would assign an additional non-voting staff member of each participating municipality to participate in the meeting discussions and assist in moving some of the initiatives forward.

Concerns were raised on the staff capacity of some municipalities and different staff expertise. It was noted that meetings are public, and members can bring in key staff members when required and they are currently assisting in projects when needed.

The group determined that they would need to re-visit the re-calibration report before making any decisions on an amendment to the Rules of Procedure.

Motion

Moved by: Matt Meade Seconded by: Peggy VanMierlo-West



THAT the MIC hereby DEFERS their decision on amending the Rules of Procedure to allow member municipalities to appoint an additional non-voting member AND THAT a further discussion be held at the next meeting.

Carried

6.2 Budget Review.

The Innovation Officer noted that the student grant funding has not been included in the budget numbers.

Moved by: Mary Rose Walden Seconded by: Leanne Martin

THAT the MIC hereby receives for information the Budget as presented.

Carried

- 7. Innovation Officer Reports
 - 7.1 MIC Mandate video https://youtu.be/5scdcX uEIQ

The Innovation Officer explained that the video is to capture all the work that has been done to date in the MIC, how the work aligns with the MIC's strategic framework, what the status of the projects are, how they are doing and where they are going.

Motion

Moved by: Matt Meade Seconded by: Leanne Martin

THAT the MIC hereby receives for information, MIC Mandate Report and Youtube Video by Dave Shorey Innovation Officer.

Carried

7.2 Co-op Student Update - Spring-Summer 2021 projects

The Innovation Officer gave a high-level overview of the Co-op spring/summer projects and the work being done by each of the students. He noted that the students will be making a presentation at the August 12, 2021 MIC meeting, and that the two graduate students from the University of Waterloo's MEDI program will also present their work on August 12th.

Motion



Moved by: Sonya Watson Seconded by: Matt Meade THAT the MIC hereby receives for information, Co-op Student Update - Spring-Summer 2021 projects by Dave Shorey Innovation Officer.

<u>Carried</u>

8. May 2021 Proposal Review

8.1 Advancement of National Disaster Mitigation Program (NDMP) 2021-03
At the May 27, 2021 MIC meeting the approval of funding the remaining balance of the purchase of the of a digital product that produces a Digital Terrain Model (DTM), Digital Surface Model (DSM), and 3D rendering of the County was deferred to the meeting in June.

A short discussion was held on the project and how it aligns with the MIC. It was clarified that the funding would come from the MIC budget.

Motion

Moved by: Matt Meade Seconded by: Peggy VanMierlo-West

THAT the MIC hereby approves the funding the remaining balance of the purchase of a digital product that produces a Digital Terrain Model (DTM) Digital Surface Model (DSM) and 3D rendering of the County

Carried

8.2 Smart Beach Report No 2021-04

At the May 27, 2021 MIC meeting, the MIC deferred the decision on the MIC being the lead municipal partner and that the funding and partnerships on the 3-year beach safety program that includes remote sensing and public education regarding water hazards be discussed at the meeting in June.

The Innovation Officer explained that the proposed timeline is challenging to get anything on the beaches this year. The group noted they would like to see some additional partnership funding be included if possible. Questions were raised on the fit for the MIC and the benefit to the interior municipalities and if the outcomes could include components related to rivers and tributaries. The Innovation Officer agreed to take the requests back regarding the outcomes.

Motion



Moved by: Sharon Chambers Seconded by: Matt Meade

THAT the MIC hereby approves the MIC being a lead partner that will provide funding support for a 3-year beach safety program that includes remote sensing and public education regarding water hazards AND THAT additional funding sources be investigated to off-set costs AND THAT Dr Houser be contacted to inquire if the research outcomes could inform future water safety programs related to rivers and tributaries.

Carried

8.3 Co-op Students to support priority projects Fall 2021- Report No. 2021-02 At the May 27, 2021, MIC meeting the proposed wages of the students was discussed in closed session due to the sensitive nature of the discussion. Following the closed session, the MIC requested that further discussion be held at the June meeting.

Motion

Moved by: Sharon Chambers Seconded by: Sonya Watson

THAT the MIC hereby approves the hiring of three co-op students from partner post-secondary institutions if grant funding is secured OR two co-op students from partner post secondary institutions if grant funding is not secured for the Fall 2021 term (September to mid-December) to support the advancement of priority projects for members municipalities as detailed in Report 2021-02 AND THAT the wage be set at \$20 per/hr.

Carried

Emily Dance left the Meeting, Kara Van Myall performed the Clerk duties for the remainder of the meeting.

8.4 Advancement of Recalibration Report – Consideration of Committee Structure for MIC support and structure.

Motion

Moved by: Leanne Martin Seconded by: Peggy VanMierlo-West



THAT the MIC hereby receives for information Advancement of Recalibration Report by Dave
Shorey, Innovation Officer
Carried

10 Closed Meeting

Nothing Scheduled

11. Meeting Schedule

The members by consensuses decided that the meeting in July be moved to July 15, 2021 and that a meeting be included for October.

Thursday July 15 2021- 2:30-4:30pm

Thursday August 12, 2021 -1:30-3:30pm Co-op and graduate student presentations

Thursday September 30, 2021- 2:30-4:30pm

Thursday October 21, 2021 – 2:30 – 4:30 pm

Thursday November 25, 2021- 2:30-4:30pm

December – delegations to all partner Councils

12 Adjournment

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Moved by: Sharon Chambers Seconded by: Sonya Watson

THAT the MIC hereby adjourns at 4:48 p.m.

<u>Carried</u>

Chairperson	Secretary



MIC REPORT

Report To: Municipal Innovation Council (MIC)

Report From: Kara Van Myall, Chair

Meeting Date: June 24, 2021

Subject: Amendment to Rules of Procedure

Recommendation:

That section 2.0 of the Rules of Procedure be amended as stated in the report.

Background:

As an action item arising from the recalibration/18 month review, members of the MIC recognize a requirement for municipal staff engagement.

Action #4 and #5 from the report read as follows:

- MIC representatives to ensure appropriate staff in their organization are named to relevant Community of Practice discussions, ensuring ownership and accountability regarding discovery and implementation of projects
- MIC representatives continue to be engaged in dialogue and decision making, including willingness to share reports, studies and resources as applicable

With this improvement action in mind, there is an opportunity to amend the rules of procedure to reflect staff involvement in the operations of the MIC.

Section 2.0 of the Rules of Procedure currently reads:

Members Municipalities shall appoint a municipal staff person (and alternate) to represent each municipal partner.

The recommendation based on the recalibration report is to revise the language to read:

Member municipalities shall have one voting member appointed to the MIC and one additional non-voting staff member who will attend the MIC and be the main point of contact relating to operational matters.

Municipal Innovation Council- June 24 2021 MIC Meeting

Surplus from 2020		167134.17
Membership Contribution		
Saugeen Shores	30,915	
Huron Kinloss	22,092	
Brockton	22,630	
Kincardine	26,707	
South Bruce	17,952	
North Bruce Peninsula	24,672	
Arran Elderslie	19,575	
Bruce County	50,000	
TOTAL	214,543	
Budgetted expenses		
Innovation Officer Contractor	107000	
Materials/IT Expenses	1500	
3 students @15,500	46500	
TOTAL	155000	
2021 Surplus/ (Deficit)	59,543	
Account Summary		
2020 surplus	167134.17	
2021 unbudgeted	59,543	
SUM BALANCE	226677.17	
-		

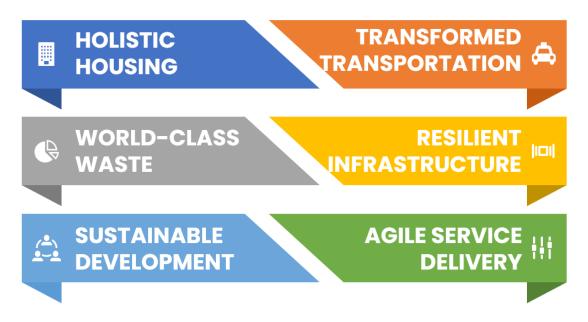
Municipal Innovation Council

MISSION

The Municipal Innovation Council (MIC) serves lower and upper-tier municipalities that are committed to building smarter, stronger, and more resilient communities. The MIC seeks to understand how issues impact people and is a catalyst for developing solutions to shared problems. The MIC invests in the ability to sense and respond to challenges quickly so that member communities thrive in the 21st century.

AREAS OF OPPORTUNITY

Represent significant and enduring problems that – if solved – unlock considerable new value for our region, government, and residents in the form of sustainable new services, programs, and offerings.



STRATEGIC CAPABILITIES

Existing and emerging capabilities that are required to successfully pursue each Opportunity Area. The Municipal Innovation Council can install, grow, and leverage these capabilities from existing capabilities, new capability building, partnerships, and alliances.



STRATEGIC CAPABILITIES

Below is a visual representation of the relationship between the opportunity areas and the capabilities needed to make advancement. MIC projects and building activities either address select opportunity areas (e.g., Solid Waste Management Service Review) requiring the strategic capabilities listed on the left OR are focused on building one strategic capability (e.g., Best Practices in Municipal Procurement).

Opportunity Areas

Strategic Capabilities	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis						
Community-Centered Engagement & Capacity Building						
Inclusive Organizational Development						
Learning & Action in Communities of Practice						
Leveraging Partnerships for Scaled Impact						

PROJECT AND BUILDING ACTIVITIES

Below are building activities and the past, present, and proposed projects sequenced along a quarterly timeline that concludes in December 2022 (end of MIC pilot). Additional context found here: https://youtu.be/5scdcX_uEIQ





IT Business Analysis

Municipal Service Analysis

Organizational Development Analysis

IT Business Analysis

Digitally-Transformed Government



Data Sets and Early Themes

Data set #1 - Primary data collection (by location, type of asset, model and serial, department, software)

- Completed by Ayaan
- Staff completed template
- Third party report

Data set #2 - Informational interviews and emergent themes

- IT strategic plan
- Cybersecurity
- Insurance
- Software license compliance
- Service provider contracts
- Competency development around IT
- E-waste management
- General network structure



Report Structure



Section 1 – Connection Corporate Strategic Plans to IT Business Analysis



Section 2 - Asset inventory by municipality, by asset type, and replacement forecasting



Section 3 - Software analysis



Section 4 - Service provider contracts



Section 5 – System's risk analysis



Section 6 - Recommendations



Early Prototype

Web solution for asset tracking and matching supported by Bruce County web team



Data Sets and Early Themes

Data sets for secondary research

#1 - Organizational charts

#2 - Budgets from municipalities

#3 - Corporate strategic plans

Data sets for primary research

#4 - Informational interviews

#5 - Department head survey



Report Structure



Section 1: Corporate strategic plans and the why



Section 2: Municipal services

Who offers which services
How are the resourced
What channels are used for
delivery



Section 3: Informational interviews and department head interviews

Themes per service area



Section 4: Gap analysis and recommendations



Municipal Borders vs. Service Borders

- Building our understanding of which services people access from municipalities that they do not live in
- Early findings need further investigation, but we feel will have an impact on service design, resourcing, and delivery



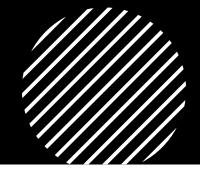
Organizational Development Analysis

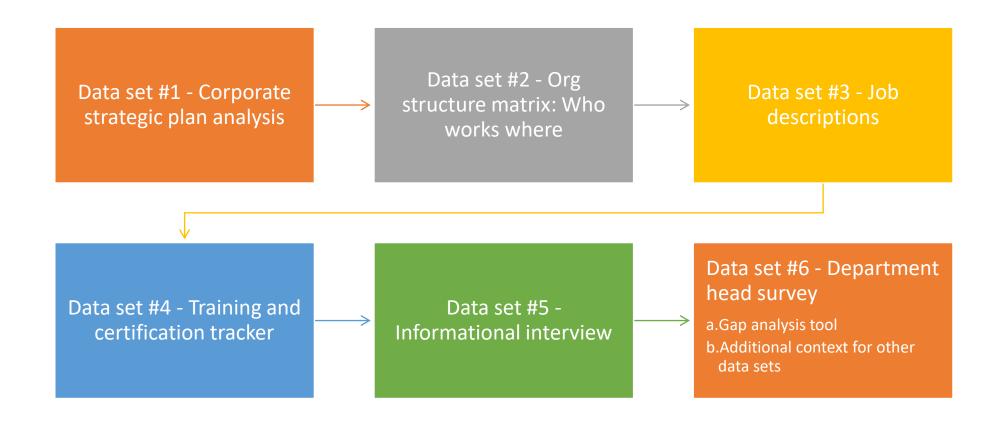
Inclusive Organizational Development





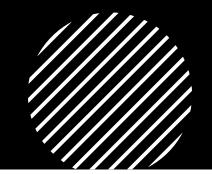
Data Sets







Areas of Focus for Org. Development



MIC

Individual Municipality

Department in a Municipality

Function Unit in a Department

Individual Staff Member

Early Recommendation

Critical Enablers

- 1. 12-month development strategy
- 2. Financial strategy to prioritize development
- 3. Point people for coordination and tracking of training and development





Recalibration Continued

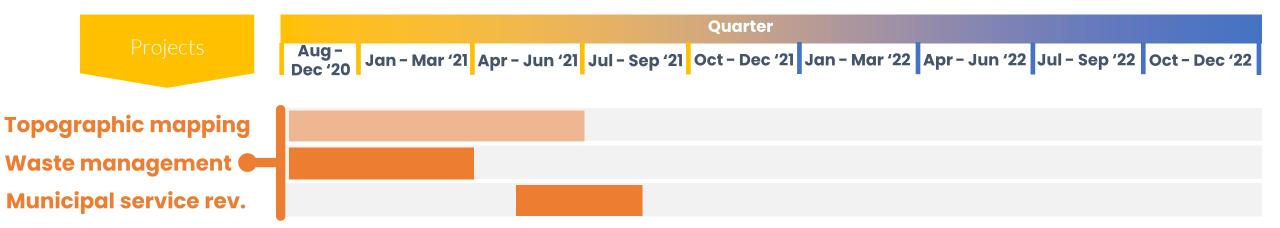
Returning to basics.

Moving forward together.

Dave Shorey – Innovation Officer June 24, 2021

Innovation Officer Deliverables

As outlined in July 2020 contract



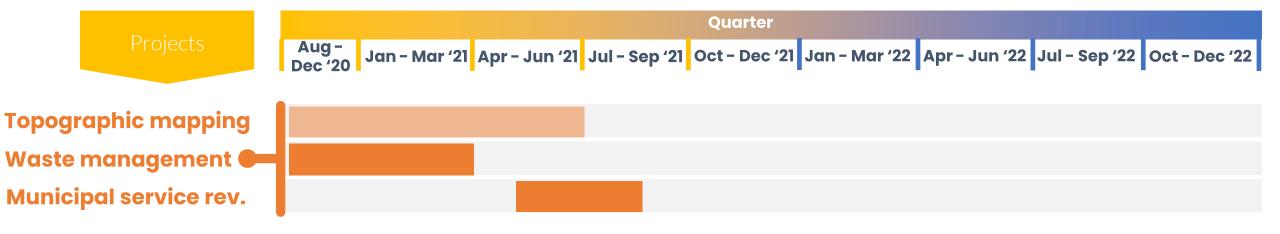
<u>Highlights</u>

- ➤ All three deliverables* will be met within 1 year of my 2.5 year contract with the MIC
- > 207K in grant funding secured to offset cost of three deliverables
- ➤ All three deliverables have application in all member municipalities

^{*} Completion of topographic mapping project dependent on approval of MIC funding

Innovation Officer Deliverables

As outlined in July 2020 contract





I initiated discovery work with MIC members in August 2020. The resulting MIC strategic framework was received by the MIC and presented to all member Councils in late 2020/early 2021.

Strategic Framework

Developed by Dave Shorey, Innovation Officer

Received by MIC

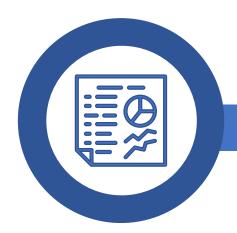
Presented to all member Councils

Mission Municipal Innovation Council

The Municipal Innovation Council (MIC) serves lower and upper-tier municipalities that are committed to building smarter, stronger, and more resilient communities. The MIC seeks to understand how issues impact people and is a catalyst for developing solutions to shared problems. The MIC invests in the ability to sense and respond to challenges quickly so that member communities thrive in the 21st century.



Where do we play? How do we win?



What are the <u>areas of opportunity</u> that we are going to focus on? Where are we going to focus our efforts, and for whom?

WHERE DO WE PLAY?

HOW DO WE WIN?



Which <u>capabilities</u> and connections do we need to strategically invest in to drive progress? What do we already have that can be leveraged?

Where do we play = Opportunity Areas

Municipal Innovation Council



HOLISTIC HOUSING

TRANSFORMED TRANSPORTATION





WORLD-CLASS WASTE

RESILIENT





SUSTAINABLE DEVELOPMENT AGILE SERVICE DELIVERY

How do we win = Capabilities

Municipal Innovation Council



Opportunity Areas

Strategic Capabilities

Holistic Housing Transformed Transportation World-Class Waste Resilient Infrastructure Sustainable Development Agile Service Delivery

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Alignment Between Deliverables & Strategy

How do the deliverables outlined in the contract align with the strategic framework?

Alignment Between Deliverables & Strategy



MUNICIPAL SERVICE MAPPING

AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.





Opportunity Areas

Strategic Capabilities	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						Municipal Service Mapping
Progressive Procurement Practices						Municipal Service Mapping
Integrated Research, Assessment & Analysis						Municipal Service Mapping
Community-Centered Engagement & Capacity Building						Municipal Service Mapping
Inclusive Organizational Development						Municipal Service Mapping
Learning & Action in Communities of Practice						Municipal Service Mapping
Leveraging Partnerships for Scaled Impact						Municipal Service Mapping

Alignment Between Deliverables & Strategy



WASTE MANAGEMENT SERVICE REVIEW

WORLD-CLASS WASTE

MIC municipalities will provide a broad range of solid waste management programs and infrastructure that maximize waste diversion and increase efficiencies.



Strategic Capabilities

Holistic Housing Transformed
Transportation

World-Class Waste Resilient In astructure Sustainable Development Agile Service Delivery

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered
Engagement & Capacity
Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

Waste Management Service Review

Alignment Between Deliverables & Strategy



TOPOGRAPHIC MAPPING

RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces



AGILE SERVICE DELIVERY

MIC municipalities will value people and interaction collaborate to develop more fulsome services, an ensure that barriers to accessing services an supports are removed



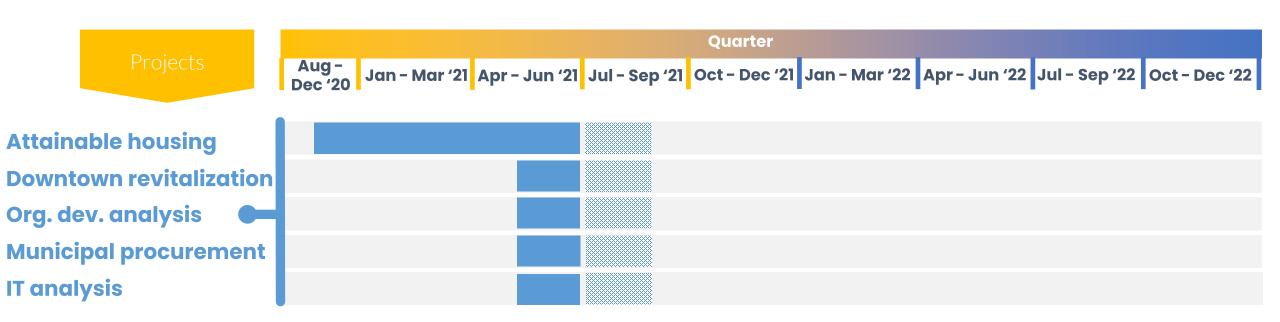
Strategic Capabilities	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government				Topographic mapping	Topographic mapping	Topographic mapping
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis				Topographic mapping	Topographic mapping	Topographic mapping
Community-Centered Engagement & Capacity Building						
Inclusive Organizational Development						
Learning & Action in Communities of Practice				Topographic mapping	Topographic mapping	Topographic mapping
Leveraging Partnerships for Scaled Impact				Topographic mapping	Topographic mapping	Topographic mapping

Spring/Summer 2021 Projects + Alignment

How do this spring/summer's projects align with the strategic framework?

MIC Spring/Summer Projects

Progress from May 2021 to August 2021



Alignment Between Projects & Strategy

HOLISTIC HOUSING



MIC municipalities will address the critical need for attainable housing through collaborations with private, public, and non profit organizations so that all community members have access to safe and secure shelter.

RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1)



SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces



AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions, collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed.

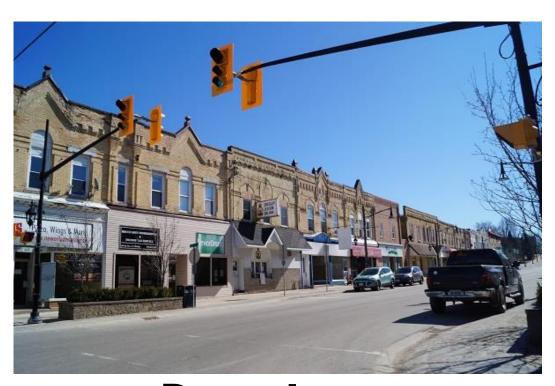




Attainable Housing

Strategic Capabilities	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing
Community-Centered Engagement & Capacity Building	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing
Inclusive Organizational Development						
Learning & Action in Communities of Practice	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing
Leveraging Partnerships for Scaled Impact	Attainable Housing			Attainable Housing	Attainable Housing	Attainable Housing

Alignment Between Projects & Strategy



Downtown Revitalization (UW MEDI)

RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shock and will create new opportunities for communities to grow. (1



SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



AGILE SERVICE DELIVERY

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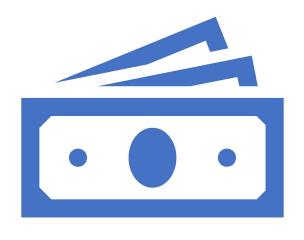


Strategic Capabilities	Holistic Housing	Transformed Transportation	World-Class Waste	Resilient Infrastructure	Sustainable Development	Agile Service Delivery
Digitally-Transformed Government						
Progressive Procurement Practices						
Integrated Research, Assessment & Analysis				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Community-Centered Engagement & Capacity Building				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Inclusive Organizational Development						
Learning & Action in Communities of Practice				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization
Leveraging Partnerships for Scaled Impact				Downtown Revitalization	Downtown Revitalization	Downtown Revitalization



Alignment Between Projects & Strategy







IT Business Analysis (Co-op) Best Practices in Procurement (UW MEDI)

Organizational
Development
Analysis
(Co-op)

Strategic Capabilities

Holistic Housing Transformed Transportation World-Class Waste Resilient Infrastructure Sustainable Development Agile Service Delivery

Digitally-Transformed Government

Progressive Procurement Practices

Integrated Research, Assessment & Analysis

Community-Centered Engagement & Capacity Building

Inclusive Organizational Development

Learning & Action in Communities of Practice

Leveraging Partnerships for Scaled Impact

IT Business Analysis

Best Practices in Municipal Procurement

Organizational Development Analysis

MIC Building Activities

Ongoing efforts that I have made to build MIC's network and reputation

Alignment Between MIC Building Activities & Strategy







Summer blog series celebrates municipal innovators

Highlighting municipal innovators who are improving processes and/or services that have a positive impact on the communities we serve.

Council delegations





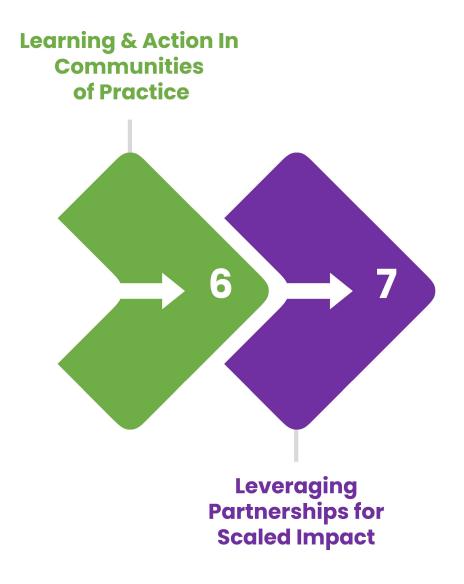
Intelligent Cities 2021



Government relations

Alignment Between MIC Building Activities & Strategy

Council delegations
Blog & LinkedIn
Intelligent Cities 2021
Government relations



MIC Building Activities

Network and profile building activities for the MIC



Proposed MIC Projects

Fall 2021 projects for review



SMART BEACHES (U Windsor)

RESILIENT INFRASTRUCTURE

MIC municipalities will plan, design, repair, and build infrastructure that will sustain and adapt to shocks and will create new opportunities for communities to grow. (1



SUSTAINABLE DEVELOPMENT

MIC municipalities will thrive in the 21st century through sustainable social, economic, and environmental development by leveraging regional growth driven by agriculture, energy, tourism, and migration to rural spaces.



AGILE SERVICE DELIVERY

MIC municipalities will value people and interactions collaborate to develop more fulsome services, and ensure that barriers to accessing services and supports are removed



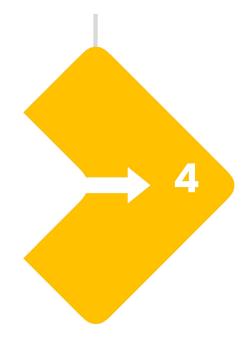


Municipal Procurement Analysis



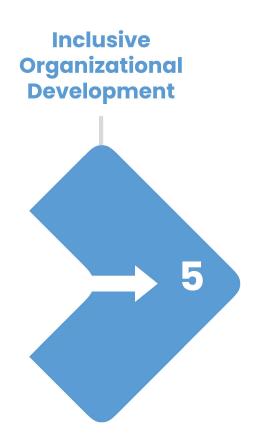


Youth Engagement Strategy Community-Centered Engagement & Capacity Building





Organizational Development

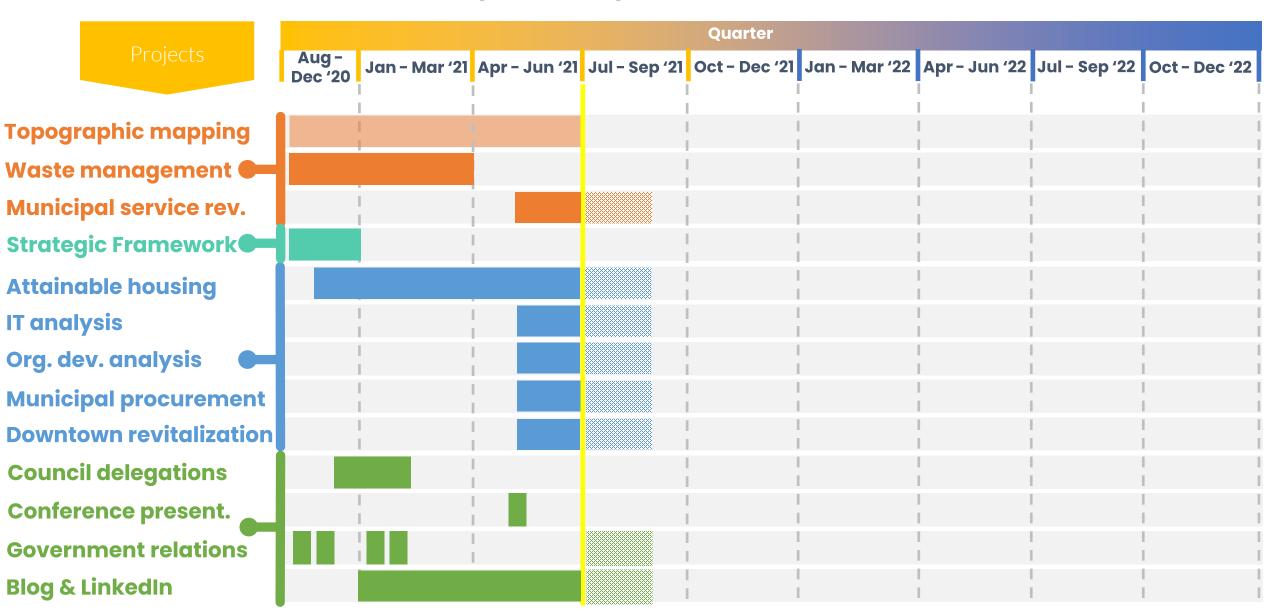


Summary of Work: Complete, In-Progress, & Projected

A summary chart of work that has taken place and projection to the end of 2021

MIC Projects & Activities to August 2021

Progress from August 2020 to June 2021



MIC Building Activities Beyond August 2021

August 2021 onward



MIC Projects

July 2021 onward

	Quarter Quarter quality and the second of th								
Projects	Aug - Dec '20	Jan - Mar '2'	Apr – Jun '21	Jul - Sep '21	Oct - Dec '21	Jan - Mar '22	Apr – Jun '22	Jul - Sep '22	Oct - Dec '22
Topographic mapping				555	555	555			
Waste management 🛑									
Municipal service rev.				 			 		
Strategic Framework									
Attainable housing				1000			- 		-
IT analysis				3000					
Org. dev. analysis 🛑									l I
Municipal procurement									
Downtown revitalization			I I	3000					l I
Youth engagement			I I	***					l I
Procurement Con't			I I	***					
Org. dev. specialist			I I						
Smart Beaches			I I						