

Municipal Innovation Council - Minutes

Electronic Meeting July 15, 2021, 2:30 p.m.



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 <i>arrived at 2: 38 pm</i>	Present
Leanne Martin, CAO/Clerk Municipality of South Bruce	Present
Sylvia Kirkwood, CAO Municipality of Arran-Elderslie <i>arrived at 2:37 pm</i>	Present
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 2:31 p.m.

2. Additions or Amendments to the Agenda

None

3. Adoption of the Minutes

Motion

Moved by: Mary Rose Walden Seconded by: Leanne Martin

THAT the MIC hereby adopts the June 24, 2021 Municipal Innovation Council Meeting Minutes as presented.

- June 24, 2021 Municipal Innovation Council Minutes

Carried

4. Delegations

4.1. None Scheduled

5. Update/Announcements from Members

5.1 – Round Table Discussion- Individual Municipal Modernization Funding Program – Approved Projects

Mary Rose Walden– Huron-Kinloss received funding under two streams, digital modernization review and information technology modernization project.

Leanne Martin – South Bruce did not apply to the second intake.

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Peggy Van Mierlo-West – Northern Bruce Peninsula did not apply for the second intake.
Kara Van Myall - Saugeen Shores received funding for service modernization projects and a development application process review
Sonya Watson - Brockton received funding for a digital modernization strategy including broadcasting council meetings, budget software, e-commerce, and an app for e-permitting.
Matt Meade - County of Bruce received funding for a joint municipal operations digital integration platform; joint museum and cultural centre newspaper digitization; joint archaeological management plan development; joint permits, licensing, and land modernization; and joint IT business analysis for municipalities in Bruce County
Sharon Chambers - Kincardine received funding for a purchasing and procurement review.

6. Municipal Modernization Funding Project – MIC

6.1 On June 30, 2021, The MIC received confirmation that the application for the second intake of the Municipal Modernization Program was successful in providing funding of up to \$100,000 towards a joint IT Business Analysis for municipalities in Bruce County.

- Ministry of Municipal Affairs and Housing – June 30, 2021 MMP Letter

7. Project Updates Reports from Chair

7.1 Amendment to Rules of Procedure

At the June 24, 2021, meeting the MIC deferred their decision on amending the Rules of Procedure to allow member municipalities to appoint an additional non-voting member AND requested THAT a further discussion be held at the July meeting.

The Innovation Officer drafted a report that was presented to the MIC under Section 8.1.

7.2 Budget Review.

- The Chair provided a verbal update and noted there were no changes from the last update.

8. Reports and Updates from the Innovation Officer

8.1 MIC Report 2021-05: Engaging Communities of Practice Report

Motion

Moved by: Leanne Martin Seconded by: Matt Meade

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THAT the MIC hereby receives Report No. 2021-05 - Engaging Existing Communities of Practice prepared by Dave Shorey, Innovation Officer AND THAT the MIC does not advance the suggested amendment to rules and procedure first presented to the MIC on June 24th, 2021 (vote deferred to July 15th, 2021 meeting) AND THAT the MIC approves that the Innovation Officer develop an inventory of existing Communities of Practice (CoP) and will schedule a meeting with each CoP that has been identified by the end of 2021.

Carried

8.2 Project progress update

- a) Downtown Revitalization – In progress. Student has first draft of report that is being circulated for revisions with relevant staff. Findings and analysis will be presented to the group on August 12, 2021.
- b) Municipal Procurement – In progress. Findings and analysis will be presented to the group on August 12, 2021.
- c) IT Business Analysis - Co-op Student working on the project. Findings and analysis will be presented to the group on August 12, 2021.
- d) Organizational Development Analysis – Co-op Student working on the project. Findings and analysis will be presented to the group on August 12, 2021.
- e) Municipal Service Analysis – Co-op Student working on the project. Findings and analysis will be presented to the group on August 12, 2021.

8.3 Blog – Municipal Innovators

The Innovation Officer is working on a Municipal Innovators Blog. He is looking for suggestions and ideas to highlight all member municipalities. Below are the pieces that he is working on or considering for future publication.

- a) Kincardine: Community Hubs
- b) Arran-Elderslie: Youth engagement
- c) Brockton, NBP, and Arran-Elderslie: Agricultural plastic recycling program
- d) Saugeen Shores: Gemba walks

8.4 Laurier's UX (User experience) Design program and City of Brantford micro-credential pilot

The Innovation Officer was approached by Wilfrid Laurier University informing the IO of a pilot on micro credentials with the City of Brantford. The intent is an unbundled diploma or a degree type certification completed in 12 weeks or less to serve a need in the labour market. If the pilot's funding is approved, then Laurier is seeking partners starting in January.

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8.5 Future project Development

- a) Smart Beaches – Working with staff from Kincardine and NPX on the project.
- b) Topographic mapping –The fund transfer agreement is not yet signed for the Natural Disaster mitigation, agreement is tentative for August, 2021.
- c) Supported by co-op students – Due to the late time-line posting the advertisement on website, the uptake in applications is not strong. The application period closes next week, and applications will be reviewed and interviewed accordingly.
 - a. Procurement analysis
 - b. Organizational development
 - c. Youth engagement

8.6 Resourcing projects in the Fall 2021 and Winter 2022 terms

A discussion was held regarding co-op students for the fall term and if a current student could continue on a part-time basis, instead of a co-op.

The group supported the Information Officer's suggestion of offering part-time employment to currently employed co-op students in the MIC as a means of bridging to January with already knowledgeable staff. Questioned if the resources would be able to move the projects forward as we move towards implementation and if it would be better to look at the student on an annual basis.

The Innovation Officer will provide a report on the initiative at the August 12, 2021 meeting.

9 Closed Meeting

Nothing Scheduled

10. Meeting Schedule

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

11. Adjournment

Motion

Moved by: Matt Meade Seconded by: Leanne Martin

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THAT the MIC hereby adjourns at 3:29 p.m.

Carried

Chair

Secretary

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

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234-2021-3044

June 30, 2021

Your Worship
Mayor Luke Charbonneau
Town of Saugeen Shores

Dear Mayor Charbonneau,

Thank you for your application to the second intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$100,000 towards:

- Joint IT Business Analysis for municipalities in Bruce County

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by November 30, 2021.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects selected for funding under the second intake of the Municipal Modernization Program will further support municipalities' efforts to implement efficiencies, with a focus on digital modernization, service integration, streamlining development approvals and alternative service delivery.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

- c. Kara Van Myall, CAO, Town of Saugeen Shores
Daniel Waechter, Chief Financial Officer/Treasurer, Town of Saugeen Shores
Jessica Linthorne, Director, Strategic Initiatives Chair, MIC, Town of Saugeen Shores
The Honourable Lisa Thompson, MPP, Huron—Bruce
Steve Hammell, Mayor, Municipality of Arran-Elderslie
Bill Jones, CAO, Municipality of Arran-Elderslie
Chris Peabody, Mayor, Municipality of Brockton
Sonya Watson, CAO, Municipality of Brockton
Janice Jackson, Warden, County of Bruce
Sandra Datars Bere, CAO, County of Bruce
Mitch Twolan, Mayor, Township of Huron-Kinloss
Mary Rose Walden, CAO, Township of Huron-Kinloss
Gerry Glover, Mayor, Municipality of Kincardine
Sharon Chambers, CAO, Municipality of Kincardine
Milt McIver, Mayor, Municipality of Northern Bruce Peninsula
Peggy Van Mierlo-West, CAO, Municipality of Northern Bruce Peninsula
Kara Van Myall, CAO, Town of Saugeen Shores
Robert Buckle, Mayor, Municipality of South Bruce
Leanne Martin, CAO/Clerk, Municipality of South Bruce

MIC REPORT 2021-05

Report To: Municipal Innovation Council (MIC)
Report From: Dave Shorey, Innovation Officer, MIC
Meeting Date: July 15, 2021
Subject: Engaging Existing Communities of Practice

Recommendation

THAT the MIC hereby receives Report No. 2021-05 - Engaging Existing Communities of Practice prepared by Dave Shorey, Innovation Officer AND,

THAT the MIC does not advance the suggested amendment to rules and procedure first presented to the MIC on June 24th, 2021 (vote deferred to July 15th, 2021 meeting) AND,

THAT the MIC approves that the Innovation Officer develop an inventory of existing Communities of Practice (CoP) and will schedule a meeting with each CoP that has been identified by the end of 2021.

Context

At the May 27th MIC meeting, members received the Recalibration Report that was submitted by the former MIC Chair. In that report, the former Chair highlighted that the results of the 18-month check in survey that was distributed to CAOs/ representative of the CAO indicate that some municipal staff are uncertain of the MIC's mandate and focus. The former Chair provided the recommendation to leverage additional municipal staff who are champions of the MIC in each member organization.

At the June 24th MIC meeting, a motion was forwarded to amend the rules of procedure to allow for an additional staff member from each member municipality to join the MIC to support the CAO. I heard in our discussion that members are concerned about inviting additional staff into the MIC meeting in a formal capacity and would rather encourage staff to attend the meeting given that current rules allow anyone to attend.

The purpose for the recommended amendment to the rules of procedure was to 1) identify a staff member in each municipality that could support the CAO/representative of the CAO in advancing the MIC's work in their respective municipality, and 2) to identify "innovation champions" in each municipality that could work with the Innovation Officer to scan the current environment, identify opportunities for innovation, and collaborate on developing solutions.

To achieve the objectives of the MIC under our current rules of procedure, I will continue to identify existing groups (also known as communities of practice, e.g., the regional economic development committee) that I will request to join and facilitate problem identification and solutioning workshops with.

For innovation to take root, there needs to be expanded and sustained dialogue with municipal staff at all levels. What is missing from our current MIC structure is space for dialogue and problematizing of current approaches to municipal work with the desire to identify new and helpful ways to solve problems. My hope is that existing communities of practice will be open and receptive to engaging in dialogue and being actively engaged in scanning our current environment, providing insights around problem areas, and contributing to the ideation, planning, and implementation processes involved in good innovation work.