

Municipal Innovation Council

Minutes

Electronic Meeting

November 25, 2021, 2:30 p.m.

Members:

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

Staff/ Other:

Becky Smith, Director for the Centre for Municipal Innovation (non-voting)	Present
Bruce Wallace, President & CEO, Nuclear Innovation Institute (non-voting)	Present
Stellina Williams, Executive Director, Nuclear Innovation Institute (non-voting)	Present
Emily Dance, Clerk Township of Huron-Kinloss, Secretary (non-voting)	Present

1. Call to Order

The Chair called the meeting to order at 2:31 p.m.

2. Additions or Amendments to the Agenda

None

3. Adoption of the September 30, 2021, Minutes

Moved by: Mary Rose Walden Seconded by: Matt Meade

THAT the MIC hereby adopts the September 30, 2021, Municipal Innovation Council Meeting Minutes as presented.

Carried

4. Delegations

None

5. Updates from Chair

None

6. Director Report-In

Becky Smith and Bruce Wallace provided an update on various activities of the Municipal

Innovation Council. Bruce Wallace explained that following the last meeting, they took back the suggestions and pain points of the members including improving communications, cost savings and more action.

6.1. Decision Item: Smart Beach Project

A discussion was held regarding the recommendation to pause the Mitacs application until further evaluation can be completed. It was noted that the pause was suggested to allow for further research and specifically to under the outcomes and their applicability after the study is complete.

There were concerns raised on the \$40,000 invoice received by the County for the upcoming work. Reassurances were given that the County of Bruce would not be responsible for the invoice and that it is common practice of Mitacs to invoice prior to the work commencing. It was noted that a report has been presented to both the County of Bruce and the Municipality of Kincardine on the project.

It was confirmed that a report will be brought forward to the January meeting to meet the approval window and avoid delay.

Moved by: Sonya Watson Seconded by: Sylvia Kirkwood

THAT the MIC hereby approves Report No. 2021- 09 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves pausing the Mitacs funding application for the Smart Beach project until it can properly be evaluated though the Project Evaluation Framework AND FURTHER that a report be brought forward to the January 20, 2022, meeting.

Carried

6.2. Decision Item: Member Solutions Portal

Moved by: Sonya Watson Seconded by: Sylvia Kirkwood

THAT the MIC hereby receives Report No. 2021-10 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves a budget of \$15,000 for the development and adoption of a Member Solutions Portal.

Carried

6.3. Decision Item: Workshops and Training Opportunities

The group expressed support for the training and questioned the number of staff that could attend, Becky Smith will look into the training further and provide additional details to the MIC.
Moved by: Roxana Baumann Seconded by Matt Meade

THAT the MIC hereby receives Report 2021-11 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves a budget of \$10,000 for the development and execution of training session for member municipalities on mental health and equity, diversity, and inclusion training.

Carried

6.4. Information Item: Project Update – Bruce County Topographical Mapping Project

It was noted that the County of Bruce would not single source the Ecopia software. Becky Smith to provide a date for the demonstration by email to the group.

Moved by: Sonya Watson Seconded by: Sylvia Kirkwood

THAT the MIC hereby receive Report No. 2021-12 prepared by Becky Smith, Director, Centre for Municipal Innovation on the Bruce County Topographical Mapping Project.

Carried

6.5. Information Item: Project Update – IT Municipal Modernization Project

There was a discussion on completing the project by the deadline. It was suggested that the MIC request an extension.

Moved by: Mary Rose Walden Seconded by: Sonya Watson

THAT the MIC hereby approves Report No. 2021-13 prepared by Becky Smith, Director, Centre for Municipal Innovation that provides an update on the Joint IT Business Analysis project funded through the Municipal Modernization Program AND authorizes the Chair to send a letter on behalf of the MIC to the Province of Ontario requesting an extension.

Carried

6.6. Information Item: Project Evaluation Process

Moved by: Mary Rose Walden Seconded by: Matt Meade

THAT the MIC hereby receives for information the document titled Project Evaluation Process – Being purposeful about Innovation.

Carried

6.7. Decision Item: NII Program Delivery Agreement

Moved by: Sonya Watson Seconded by: Mary Rose Walden

THAT the MIC hereby receives Report 2021-14 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves entering into a Program Delivery Agreement with the Nuclear Innovation Institute AND FURTHER authorize the Town of Saugeen Shores to sign on its behalf.

Carried

6.8. Decision Item: 2022 Budget (and Report In on 2021)

The group reviewed the proposed budget and noted some discrepancies with member municipalities contributions. Mary Rose Walden to send Stellina Williams the corrected contributions, .

There were questions on the proposed \$100,000 for new projects. It was explained that it is an amount that could be accessed for future approved projects, such as training and information portal that receive MIC approval.

Moved: Sylvia Kirkwood Seconded by: Mary Rose Walden

THAT the MIC hereby receives Report 2021-15 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves the 2022 Budget Expenses of \$270,000 be transferred from Saugeen Shores to the NII as per the agreement

Carried

6.9 Information Item: 2022 Meeting Dates

Moved by: Sonya Watson Seconded by: Roxana Bauman

THAT the MIC hereby receives report 2021-16 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves the 2022 Municipal Innovation Council meeting schedule as presented.

Carried

7. Member Updates and Open Discussion

The group did a round table on on-going projects for member municipalities. The County of Bruce passed a Culture Action Plan. Brockton and Arran-Elderslie are getting together projects and priorities for the 2022 Budget. Huron-Kinloss is going through a digital modernization review and embarking on a Tourism Strategy. Saugeen Shores are moving forward with restructuring related to the service delivery review.

8. Adjournment

Moved by: Sylvia Kirkwood **Seconded by** Sonya Watson

The MIC hereby adjourn at 3:54 pm

Carried

Original signed by Kara Van Myall
Chairperson

Original Signed By Emily Dance
Secretary



Municipal Innovation Council

The Renovation

November 2021



What we heard from MIC members

IMPROVE
communication

MORE
ACTION

FIND COST
SAVINGS

Real-world
focus

Firm
recommendations for
collaboration

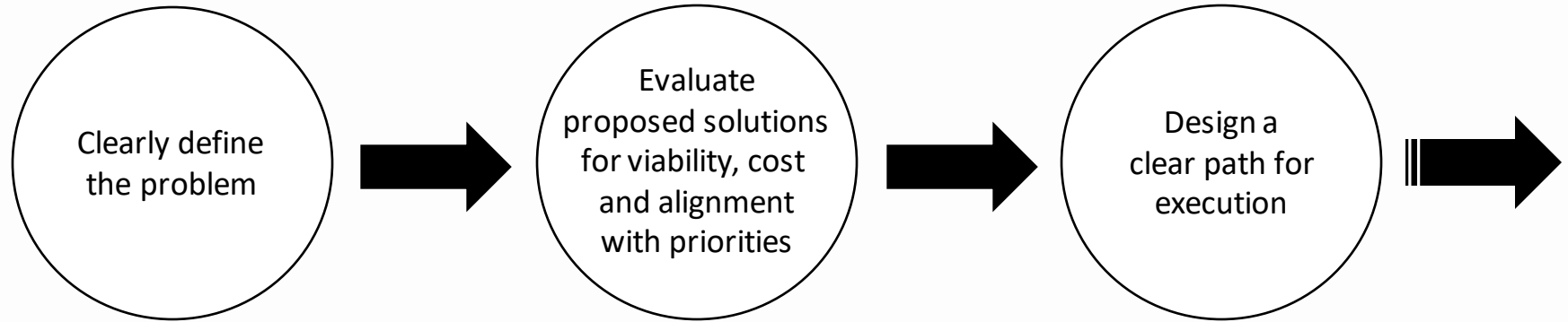
Principles

ACCOUNTABLE

ACTION-ORIENTED

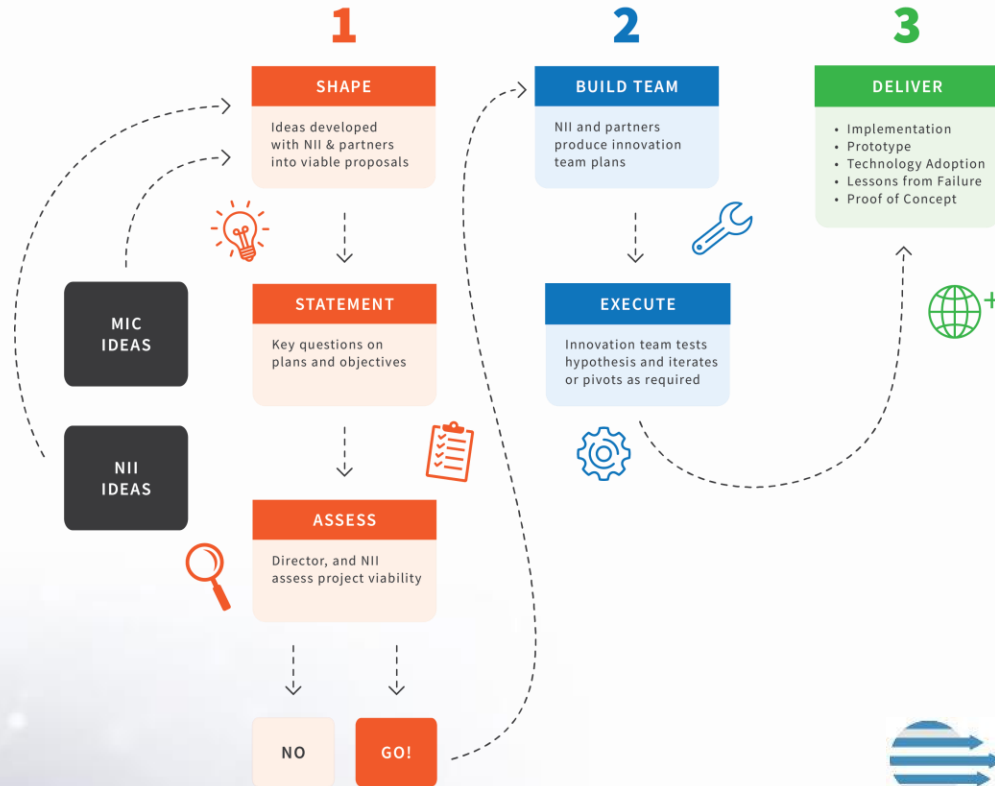
COMMUNICATE, COMMUNICATE,
COMMUNICATE

Challenge 1: Get MIC projects on track



CONCLUSION: Successful projects need a smart process

SOLUTION: Project evaluation process



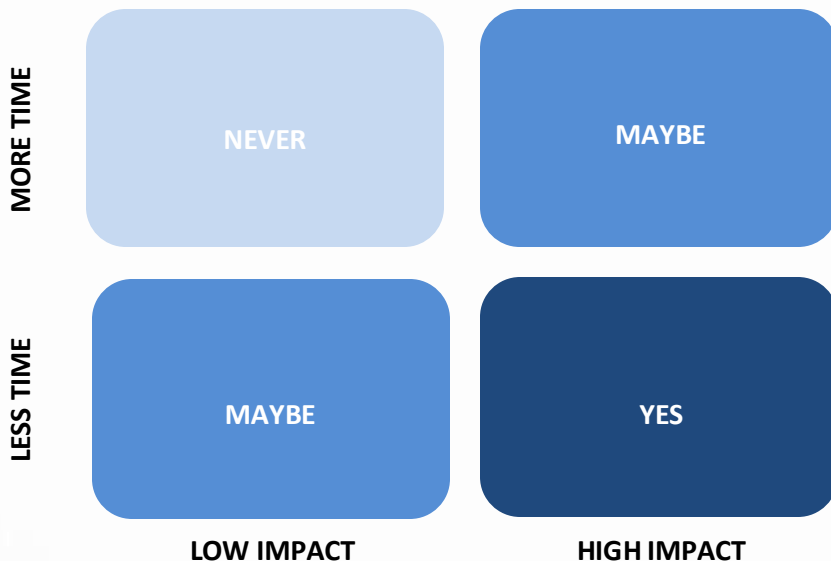


What is a good project?

QUESTIONS:

1. Can the project be done in a short time frame?
2. Is the project reasonably achievable, given resources?

PROJECT PRIORITY MATRIX

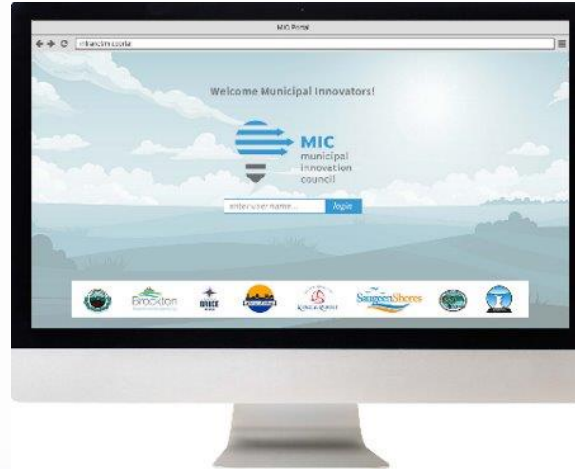


Challenge 2: Support for municipal day-to-day issues

- An onslaught of problems in IT, HR and other administrative areas
- Opportunities exist for sharing experiences and learning
- Need a platform for collaboration

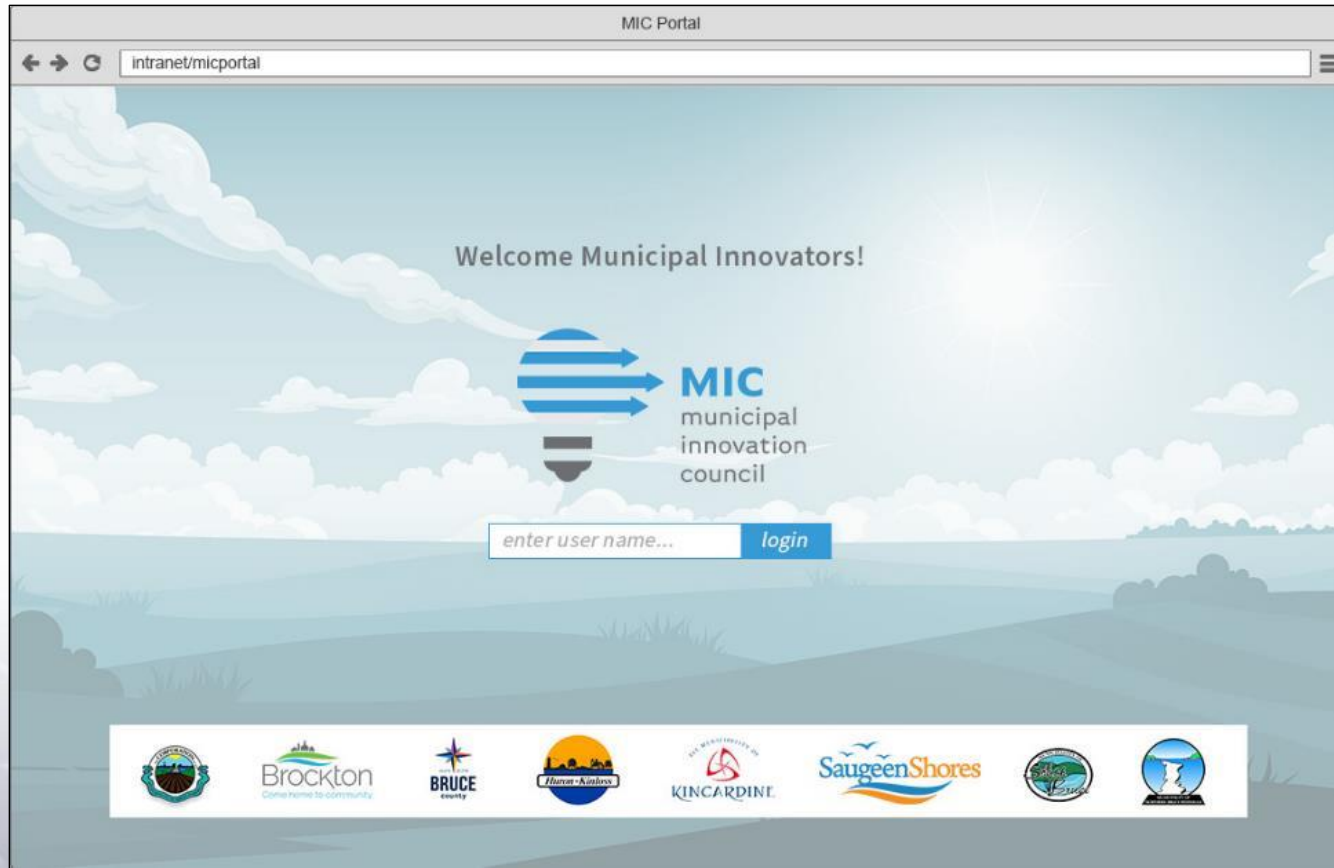
SOLUTION: The Centre for Municipal Innovation Portal

- A secure platform for sharing documents and information
- Database of knowledge and experience

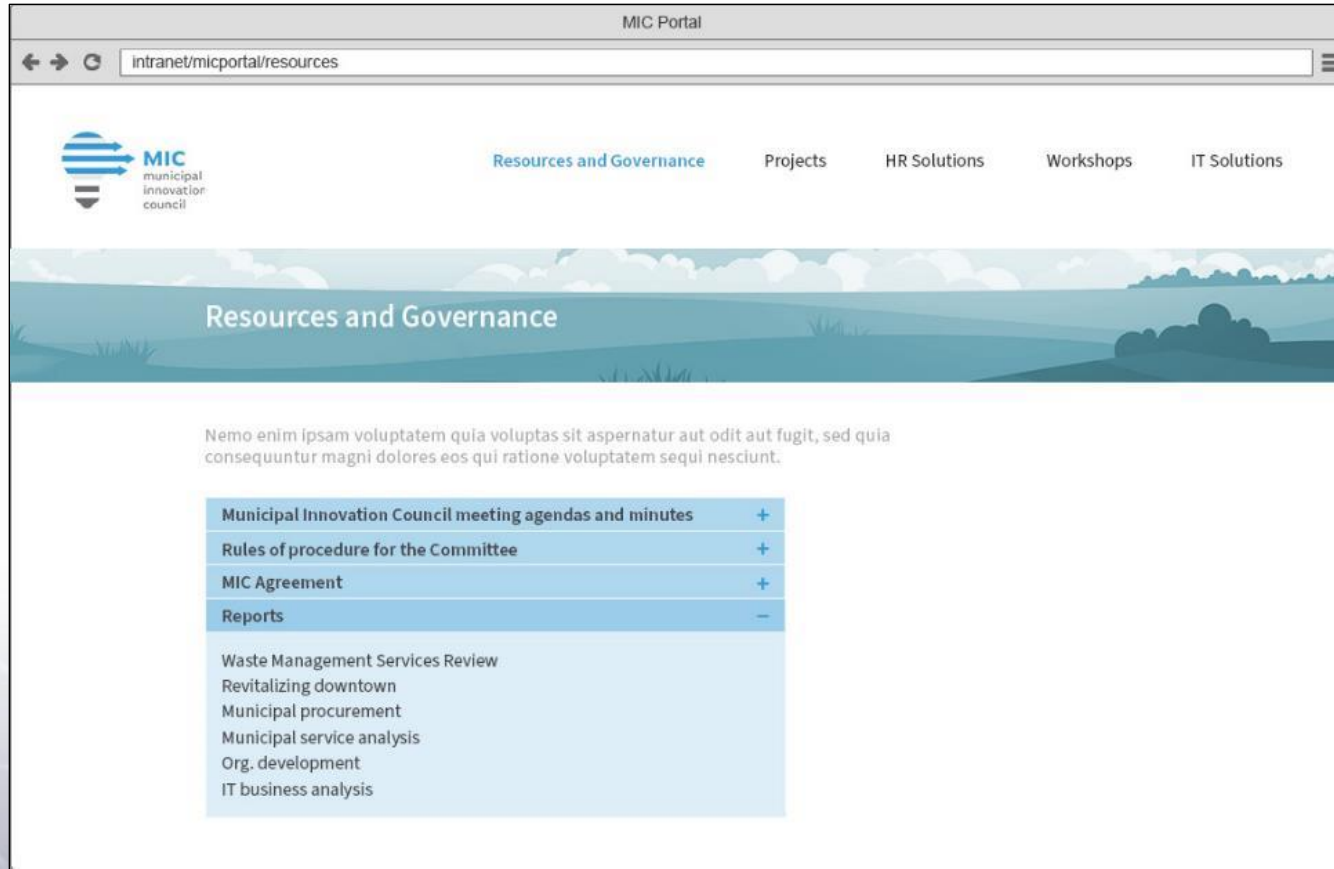


- Divided into verticals (IT, HR, Procurement, etc.)
- Can start immediately and grow organically over time

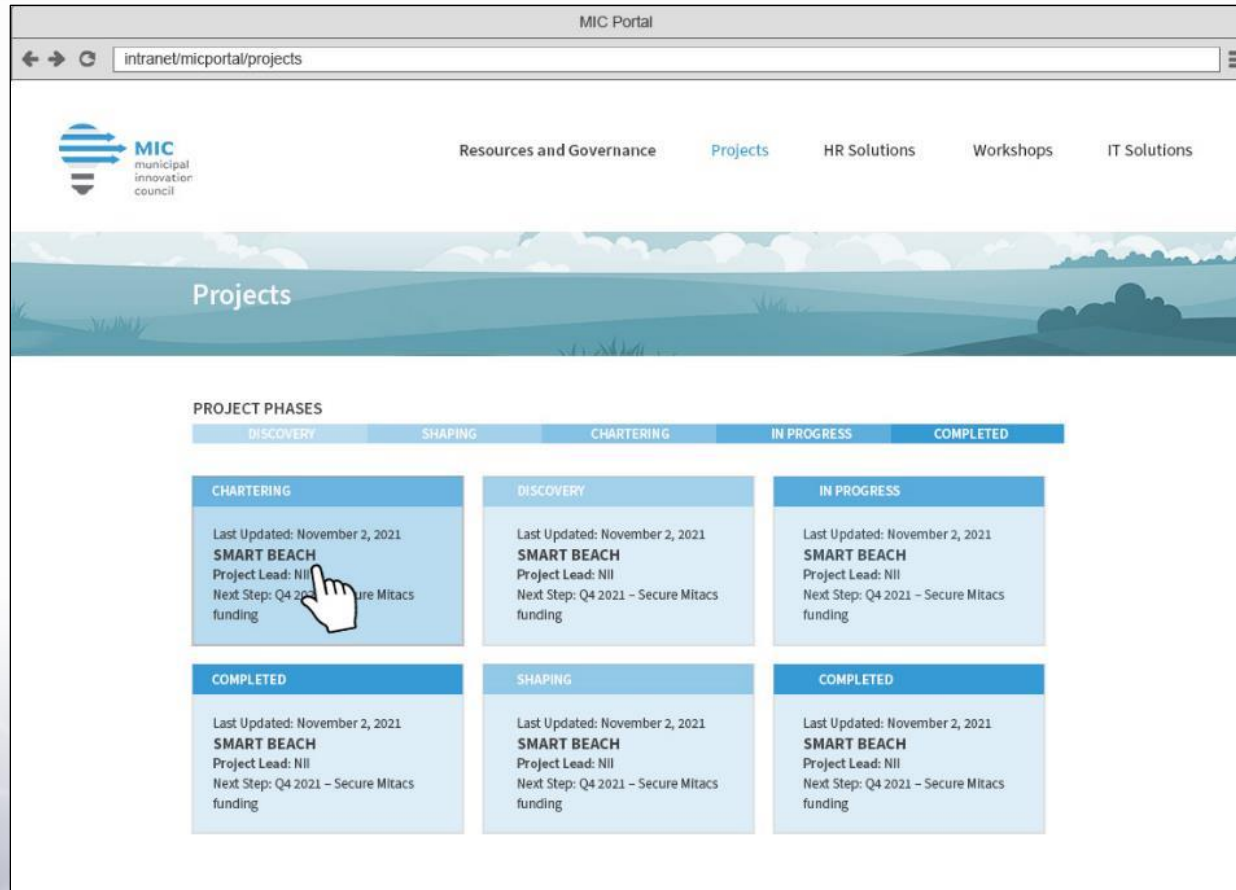
The portal



The portal: Efficient information sharing



The portal: Project updates



The screenshot shows the 'MIC Portal' interface. At the top, the browser address bar displays 'intranet/micportal/projects'. The portal header includes the MIC logo (municipal innovation council) and navigation links for 'Resources and Governance', 'Projects' (highlighted), 'HR Solutions', 'Workshops', and 'IT Solutions'. Below the header is a decorative banner with the word 'Projects' in white text. The main content area is titled 'PROJECT PHASES' and features a grid of six project update cards. Each card has a blue header indicating its phase: 'DISCOVERY', 'SHAPING', 'CHARTERING', 'IN PROGRESS', or 'COMPLETED'. All cards are for the 'SMART BEACH' project, last updated on November 2, 2021, with a project lead of 'NII' and a next step of 'Q4 2021 - Secure Mitacs funding'. A hand cursor is pointing at the 'CHARTERING' card in the top-left position.

MIC Portal

intranet/micportal/projects

MIC municipal innovation council

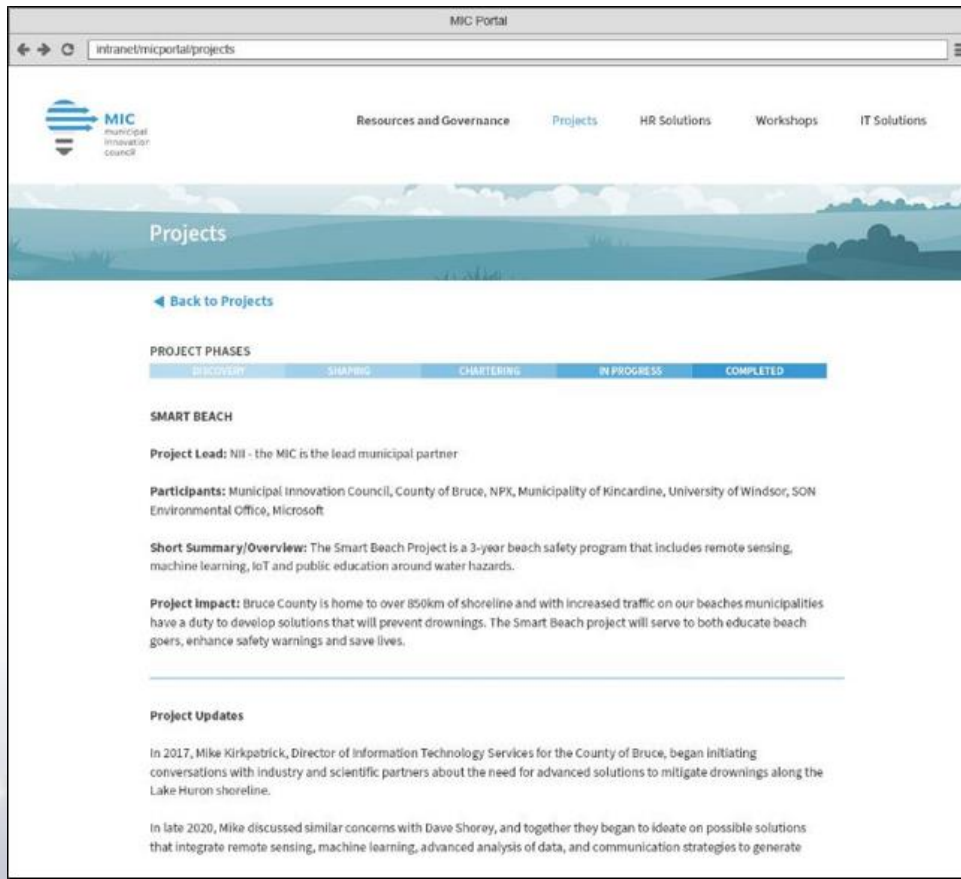
Resources and Governance Projects HR Solutions Workshops IT Solutions

Projects

PROJECT PHASES

DISCOVERY	SHAPING	CHARTERING	IN PROGRESS	COMPLETED
CHARTERING Last Updated: November 2, 2021 SMART BEACH Project Lead: NII Next Step: Q4 2021 - Secure Mitacs funding	DISCOVERY Last Updated: November 2, 2021 SMART BEACH Project Lead: NII Next Step: Q4 2021 - Secure Mitacs funding	IN PROGRESS Last Updated: November 2, 2021 SMART BEACH Project Lead: NII Next Step: Q4 2021 - Secure Mitacs funding		
COMPLETED Last Updated: November 2, 2021 SMART BEACH Project Lead: NII Next Step: Q4 2021 - Secure Mitacs funding	SHAPING Last Updated: November 2, 2021 SMART BEACH Project Lead: NII Next Step: Q4 2021 - Secure Mitacs funding	COMPLETED Last Updated: November 2, 2021 SMART BEACH Project Lead: NII Next Step: Q4 2021 - Secure Mitacs funding		

The portal: Project updates



The screenshot shows a web browser window titled "MIC Portal" with the address bar displaying "intranet/micportal/projects". The page features the MIC logo (Municipal Innovation Council) and a navigation menu with links to "Resources and Governance", "Projects" (highlighted), "HR Solutions", "Workshops", and "IT Solutions". Below the navigation is a large banner with the word "Projects" and a landscape illustration. A "Back to Projects" link is visible. The "PROJECT PHASES" section includes a progress bar with five stages: DISCOVERY, SHAPING, CHARTERING, IN PROGRESS, and COMPLETED. The "SMART BEACH" section follows, detailing the project lead, participants, summary, and impact. A "Project Updates" section at the bottom provides a timeline of events from 2017 to 2020.

MIC Portal
intranet/micportal/projects

MIC
Municipal
Innovation
Council

Resources and Governance Projects HR Solutions Workshops IT Solutions

Projects

[Back to Projects](#)

PROJECT PHASES

DISCOVERY SHAPING CHARTERING IN PROGRESS COMPLETED

SMART BEACH

Project Lead: Nil - the MIC is the lead municipal partner

Participants: Municipal Innovation Council, County of Bruce, NPX, Municipality of Kincardine, University of Windsor, SON Environmental Office, Microsoft

Short Summary/Overview: The Smart Beach Project is a 3-year beach safety program that includes remote sensing, machine learning, IoT and public education around water hazards.

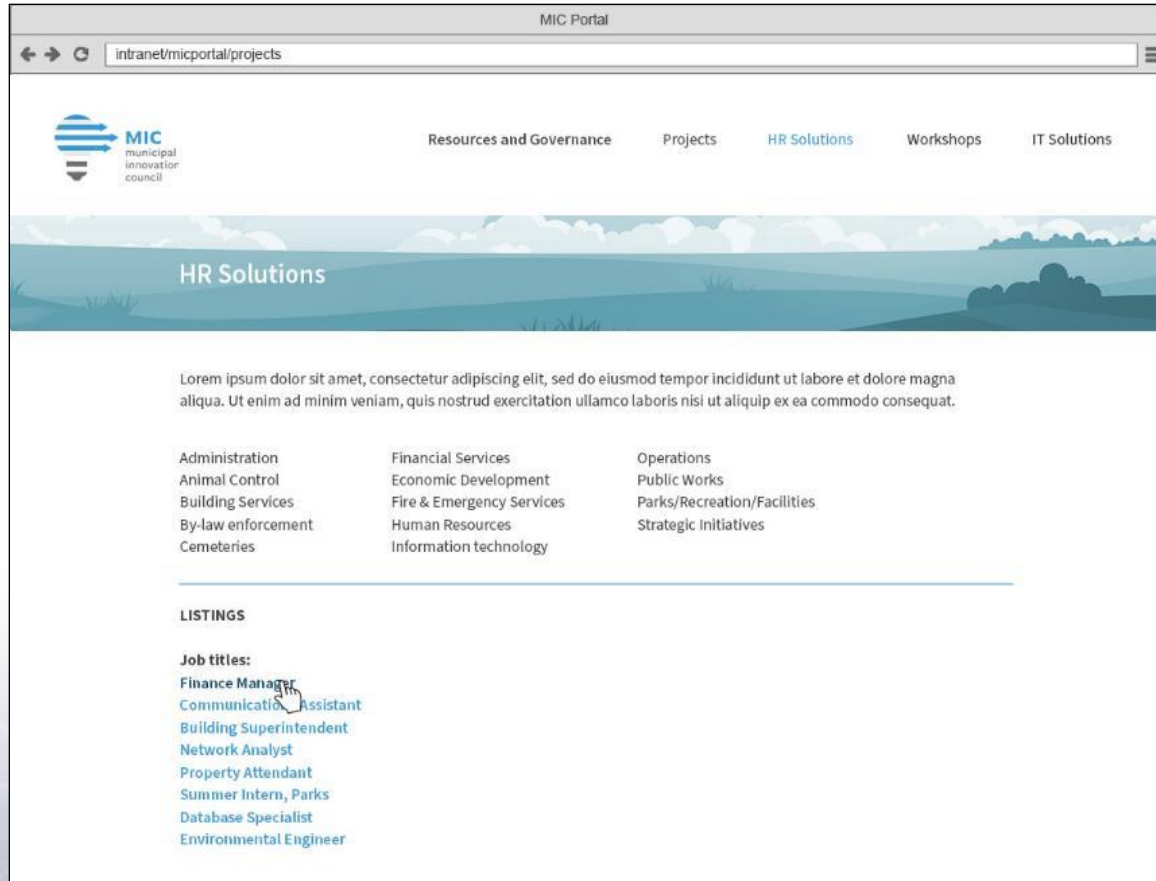
Project Impact: Bruce County is home to over 850km of shoreline and with increased traffic on our beaches municipalities have a duty to develop solutions that will prevent drownings. The Smart Beach project will serve to both educate beach goers, enhance safety warnings and save lives.

Project Updates

In 2017, Mike Kirkpatrick, Director of Information Technology Services for the County of Bruce, began initiating conversations with industry and scientific partners about the need for advanced solutions to mitigate drownings along the Lake Huron shoreline.

In late 2020, Mike discussed similar concerns with Dave Shorey, and together they began to ideate on possible solutions that integrate remote sensing, machine learning, advanced analysis of data, and communication strategies to generate

The portal: HR Solutions



Challenge 3: Further extend opportunities for collaboration

- MIC founded on the premise of members coming together to find savings and efficiencies
- Plenty of evidence of existing duplication or overlap
- Members willing and eager to collaborate

SOLUTION: Start with workshops and municipal modernization

- Identify common priorities (EDI training, mental health)
- NII as coordinator
- Apply modernization funding to solutions for willing partners

Challenge 4: Improve communications

- Need to be better at telling our story
- Municipal staff know who the MIC is and what they do
- Ground-level understanding, empower public with knowledge-sharing
- See the MIC products and results at work in our communities

SOLUTION: Tell our story in a range of ways

- Internal comms: increased frequency of engagement with stakeholders with a better two-way dialogue
- External comms: speak clearly to the public about what we do and what's possible. Get some wins and celebrate them

THANK YOU



MIC REPORT 2021-09

Report To: Municipal Innovation Council (MIC)
Report From: Becky Smith, Director, Centre for Municipal Innovation
Meeting Date: November 25, 2021
Subject: MIC Project Updates – Smart Beach

Recommendation

THAT the MIC hereby receives Report No. 2021-09 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves pausing the Mitacs funding application for the Smart Beach project until it can properly be evaluated through the Project Evaluation Framework.

Update on Smart Beach Project

In June, the MIC accepted a lead partner role and approved funding (\$125,000) for a 3-year beach safety program that includes remote sensing and public education regarding water hazards – known as the Smart Beach Project.

A Smart Beach sub-committee was formed in August to support project advancement. This included MIC members (2) and staff, project stakeholders and potential partners.

In order to leverage Mitacs funding (the primary funding partner), a host organization is required as part of the application process (in addition to the University of Windsor). As part of these sub-committee discussions, Bruce County was identified as the best fit given the projects genesis, scope and plans to scale out beyond the year one pilot in Kincardine. As part of this role, the County also agreed to hold MIC funds for the duration of the project (into 2024) - recognizing the MIC pilot period is set to end in December 2022.

In October, Dr. Chris Houser, the principal Smart Beach researcher from University of Windsor, led delegations to Bruce County Council and Kincardine Council.

Following these delegations, the University of Windsor, supported by Bruce County, submitted a Smart Beach application to Mitacs for funding. Review of the application is expected to take 6-8 weeks (~ mid-January 2022). Bruce County has received an invoice from Mitacs and is awaiting the MIC Director's guidance before processing.

The Director believes additional work is required to clarify the nature of the problem and to ensure that it is directly addressed by the proposed technology solution. Further

costing must also be done to determine if the proposed solution is viable and sustainable.

The Director is currently conducting a review of the project. Until the review is complete, it is proposed that the project be put on hold, specifically any spending commitments.

MIC REPORT 2021-11

Report To: Municipal Innovation Council (MIC)
Report From: Becky Smith, Director, Centre for Municipal Innovation
Meeting Date: November 25, 2021
Subject: Workshops and Training Opportunities

Recommendation

THAT the MIC hereby receives Report 2021-11 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves a budget of \$10,000 for the development and execution of training session for member municipalities on mental health and equity, diversity, and inclusion training.

Background/Analysis

Equity, Diversity, and Inclusion Training

Municipalities across Bruce County are experiencing economic growth and an influx of new residents and visitors. Because our communities are changing its important that we recognize how the changing demographics will impact our communities and ensure we are welcoming and inclusive of newcomers.

A key theme that came from co-op student Christie Downey's work and a recurring topic throughout my conversations with members of the MIC involves the understanding and advancement of Equity, Diversity, and Inclusion. It was recognized that there is a lack of overarching EDI training in Bruce County.

The Municipality of Kincardine has taken steps to advance Equity, Diversity, and Inclusion in their municipality. Lorie Fioze, Manager of Strategic Initiatives for Kincardine has been leading this work and has been instrumental in establishing a Community Advisory Committee, developing an Inclusion, Diversity, Equity and Access strategy and hosting equity and inclusion workshops. Lorie shared information about her previous work on EDI and the work she is leading in Kincardine. As this work continues in Kincardine it provides an opportunity for MIC member municipalities to continue the same journey so we can foster equity and inclusion in the workplace and the broader community while coming together to share ideas and advocate for change.

Two workshops are being proposed

Workshop #1 - EDI 101

- This workshop will engage participants in conversations around common language and terms aligned with anti-oppression, equity, anti-racism and inclusion.
- *Training providers being considered include Kike Ojo Thompson from the KOJO Institute and Parul Pandya from Community Impact Consulting.*

Workshop #2 - EDI in the workplace/accessibility & inclusion for all

- This workshop will dive deeper into what EDI looks like in the workplace and how do we build a safe place to encourage and drive change within our organization.
- *Training provider being considered Amy MacFarlane, Founder and CEO of Recreational Respite. Amy resides in Southampton and is previously a member of the Saugeen Shores Accessibility Committee.*

Outcome/Deliverables

- Recommendations for Accessibility Committees to consider updating their Terms of Reference
- Additional resources to support continued learning amongst municipal leaders and staff.

Mental Health Training

With the changing demands of a remote work environment combined with increasing mental health concerns over the last few years as a result of the global pandemic, one of the priorities identified through Christie Downey's report was to provide mental health training for all employees. While some municipalities have provided their staff with mental health training there is an opportunity for the MIC to play a role in facilitating mental health training opportunities across all member municipalities that will bring people together, share training providers and share expenses across the lower tier municipalities.

Jackie Ralph from the Canadian Mental Health Association Grey Bruce Chapter in Owen Sounds facilitates Mental Health First Aid training.

Mental Health First Aid (MHFA) improves mental health literacy and gives people the skills to help people better manage potential or developing mental health problems in themselves, a family member, a friend or a colleague. The training will help participants identify the signs and symptoms of mental health problems and where to go for help in Grey and Bruce.

The program teaches people how to recognize the signs and symptoms of mental health problems, provide initial help and guide a person towards appropriate professional help.

MIC REPORT 2021-12

Report To: Municipal Innovation Council (MIC)
Report From: Becky Smith, Director, Centre for Municipal Innovation
Meeting Date: November 25, 2021
Subject: MIC Project Updates – Bruce County Topographical Mapping Project

Recommendation

THAT the MIC hereby receive Report No. 2021-12 prepared by Becky Smith, Director, Centre for Municipal Innovation on the Bruce County Topographical Mapping Project

Background

In late 2020 the Innovation Officer applied for National Disaster Mitigation Program (NDMP) funding. The MIC was notified in March 2021 that their application was selected. On October 26, the Town of Saugeen Shores signed the transfer agreement for the NDMP funding to the federal government.

The next step is to purchase the software from Ecopia. It is recommended that the County of Bruce single source the software. Justin Kraemer from the County has agreed to be the lead GIS person on this initiative and will integrate the data from Ecopia into the existing software.

Ecopia will be providing another demo to member GIS and Planning staff as well as the local Conservation Authority. We are working on confirming a date for early December. Once the demo date is confirmed we will circulate the time and date to member municipalities.

Timeline

Early December

- Ecopia demo for Municipal staff and Conservation Authority's
- Single source Ecopia

Early January

- Provide SWOOP data to Ecopia – Justin Kraemer
- Ecopia processes SWOOP data into output spatial datasets (1-2 months)

Mid/late February

- Receive output spatial datasets from Ecopia

- Justin Kraemer to lead integration of data from Ecopia into the existing software (1 month)

End of March

- NDMP program expires
- Public Safety Canada notes that only project work done up to March 31, 2022 is eligible for federal cost sharing

MIC REPORT 2021-13

Report To: Municipal Innovation Council (MIC)

Report From: Becky Smith, Director, Centre for Municipal Innovation

Meeting Date: November 25, 2021

Subject: MIC Project Updates – Municipal Modernization Program: Joint IT Business Analysis

Recommendation

THAT the MIC hereby receive Report No. 2021-13 prepared by Becky Smith, Director, Centre for Municipal Innovation that provides an update on the Joint IT Business Analysis project funded through the Municipal Modernization Program.

Background

In March 2021, the Town of Saugeen Shores applied for Municipal Modernization Funding with the goal to support MIC member municipalities with IT infrastructure and servicing.

The application in the amount of \$100,000 was successful and the Town of Saugeen Shores has received the first of two transfer payments from the Provincial government.

Objective

The objective of the Project is to review the MIC member municipalities information technology solutions, with the goal of identifying opportunities for shared services and digital modernization as well as identifying associated cost savings.

The analysis will include:

- 1) Current consultancy spends and opportunities for consolidation/coordination
- 2) Current hardware/software spends and opportunities for coordination/bulk purchasing/economies of scale
- 3) Review of local upgrading needs to support Future State
- 4) Gap Analysis of Current State – example Disaster Recovery/Cyber Security

Next Steps

The MIC will explore an independent third-party reviewer to compile the findings and recommendations in the Independent Third-Party Reviewer's Report.

We are required to submit a Final Report Back to the Province by January 31, 2022.

Outcomes

The outcome will clearly identify specific, actionable recommendations based on the analysis and findings that aim to provide cost savings and improve efficiencies.



Project Evaluation Process

Being Purposeful About Innovation

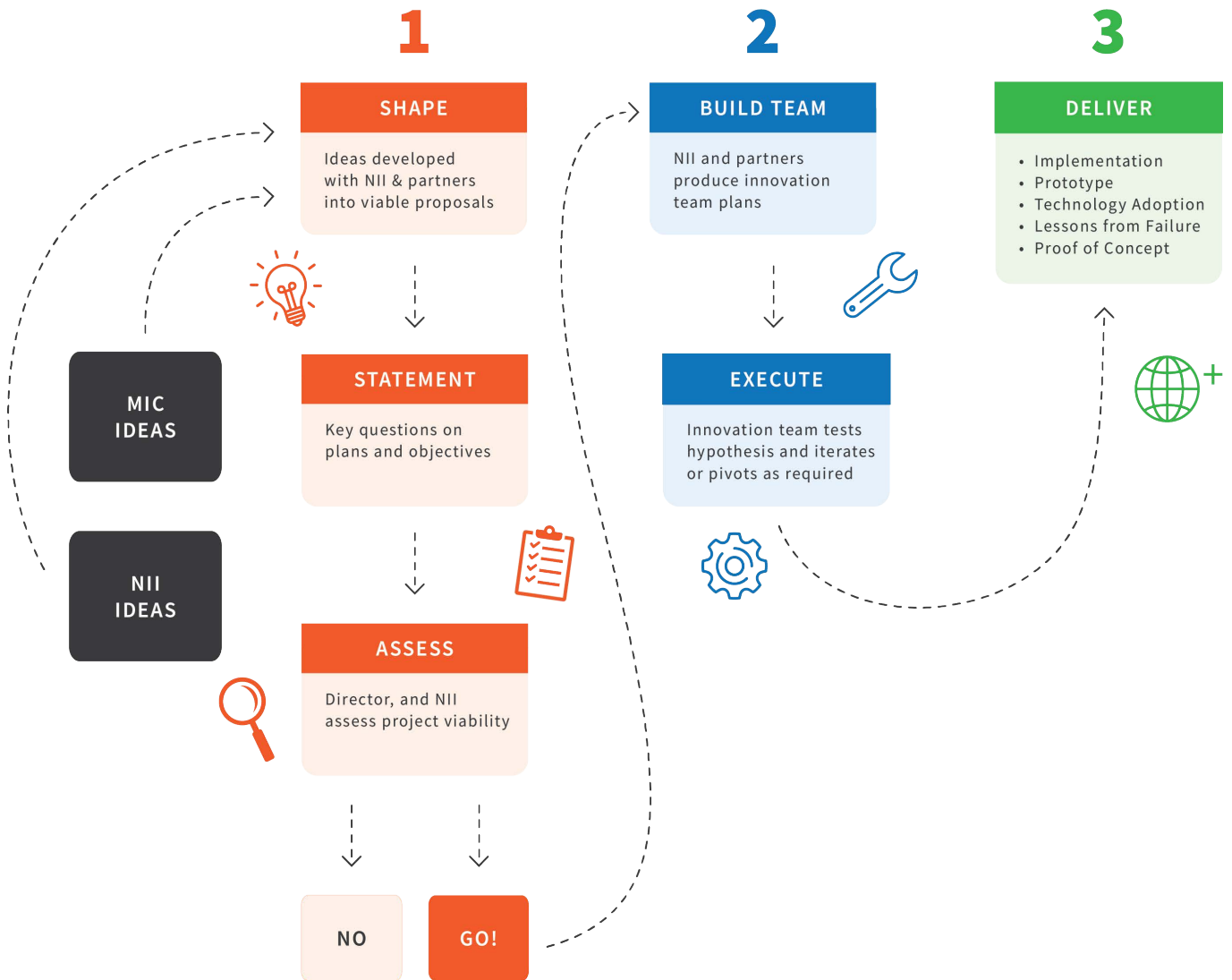
Successful projects require an appropriate level of assessment to ensure they meet MIC's priorities and standards of accountability. Ideas come from two sources:

- 1) MIC members identify a specific need or problem and ask the Centre to identify and evaluate solutions.
- 2) The Centre for Municipal Innovation brings an idea to the MIC for consideration as a potential project.

The Centre's role, supported by NII, is to apply an effective process to evaluating proposals. That means identifying those with the best opportunity for success and a path to real-world implementation, providing a platform through NII for experimentation and collaboration in testing potential solutions, and sharing lessons learned among MIC members.

The goal is to ensure a systematic approach to assessing and recommending potential MIC projects.

PROJECT EVALUATION PROCESS



Stage 1 – IDEAS

MIC projects start with ideas. This stage is intended to generate ideas and separate the bad from the good. Those worthy of further consideration are then tested for their value and viability before proceeding to the application stage.

Every project should ensure it answers core questions:

- What is the problem/ challenge that MIC is trying to solve?
- Which MIC priority is being addressed?
- What is the project's potential impact and benefit (revenue generation, cost savings, time savings)?
- Are viable solutions available to solve the problem?

~

Stage 2 – SHAPE

The Director works with the parties proposing the project to complete an application form. The application process is designed to impose a disciplined approach that turns an idea into a project statement, and outlines a credible path to a solution.

The MIC application form for projects is attached. Broadly, it ensures that every proposal:

- has identified a Project Lead to manage the project.
- is in scope and has a path to implementation.
- provides an accurate picture of anticipated costs, timelines, and deliverables.
- identifies any gaps in what is required to complete the project (a technology, specialized skill, available support, additional funding or other needs).

~

Stage 3 – ASSESS THE PROJECT

The Director, supported by NII, will assess the project to determine if it should proceed (GO or NO GO).

The key criteria for approval are:

- Does the proposed solution directly address the problem?
- Is the project aligned to MIC priorities?
- Does the project have clear costing?
- Do the deliverables and proposed timelines land within a scope that fits the MIC mandate?
- Are the deliverables clearly delineated and reasonable to achieve?
- Does the project have sufficient resources to run (funding, human resources, access to the needed assets)?
- Will funding be required for the solution to be implemented beyond the pilot/demonstration stage? Is long-term funding available?

The Director may seek external, independent expertise to provide analysis necessary for thorough diligence.

If the Director is satisfied that the project proposal meets the criteria, the project will be brought to the MIC for approval.

~

Stage 4 – BUILD TEAM

Once the MIC approves a project, the Project Lead and other participants will come together with the Director to build the project team.

NII will assist in identifying and evaluating any required technologies, technology provider or service providers.

The team will develop workplans.

NII will assist in sourcing any additional funding required.

All commitments to the project will be compiled in a Project Charter that spells out roles and responsibilities for all participants.

~

Stage 5 – EXECUTE

Project Work and Monitoring

The parties will run their project and report on their progress to the Director as required by the Project Charter.

NII understands the need for – and the value of – critical assessment in midstream and encourages pivots where appropriate.

Innovation teams are required to keep the Director informed of material changes to the project.

Project updates will be provided to the MIC on a bi-monthly basis.

~

Stage 6 – DELIVER

Outcomes and Reporting

All project outcomes must be shared with the MIC.

Project participants must continue to measure the results of their project for an agreed-upon length of time following its completion in order to fully measure its impact (if that condition is part of the Charter).

NII will join or lead in publicly promoting the project outcomes, with the consent of the MIC.

Publication and promotion of findings to the municipalities and public should acknowledge NII's role and include NII branding on any materials arising from the project.

~ ~ ~

MIC REPORT 2021-14

Report To: Municipal Innovation Council (MIC)
Report From: Becky Smith, Director, Centre for Municipal Innovation
Meeting Date: November 25, 2021
Subject: Program Delivery Agreement with NII

Recommendation

THAT the MIC hereby receives Report 2021-14 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves entering into a Program Delivery Agreement with the Nuclear Innovation Institute AND FURTHER authorize the Town of Saugeen Shores to sign on its behalf.

Background

- During the September 30, 2021 MIC meeting, members agreed to transition operations of MIC from the Town of Saugeen Shores to NII.
- To finalize this transition, a Program Delivery Agreement is required to set parameters for the arrangement and authorize funding to flow from Saugeen Shores to NII to manage the program.
- Under the current agreement, NII will operate the program at cost.
- Attached is the agreement for member consideration.

PROGRAM DELIVERY AGREEMENT

This agreement is made effective September 30th, 2021 ending December 31, 2022

between

Nuclear Innovation Institute (NII)

and

Town of Saugeen Shores

(as representative for the Municipal Innovation Council – (MIC))

RECITALS

WHEREAS the MIC desires to enter into an agreement and provide funding to NII to deliver the program through the Centre for Municipal Innovation.

AND WHEREAS NII desires to enter into an agreement to secure funding from MIC to deliver the program as set out in Section 3.

NOW THEREFORE, in consideration of the covenants contained in this Agreement and other goods and services under consideration, the parties acknowledge and agree as follows:

1. NII AS A SERVICE PROVIDER

NII is providing a program delivery service to the Municipal Innovation Council (the Council).

NII will hire a Program Director, on behalf of the MIC, to deliver the Centre for Municipal Innovation (the Centre). The Program Director will receive day to day oversight and direction from NII with overall strategic direction and budget provided by the MIC member representatives. The MIC will also authorize signatory requirements and contract awards for execution.

The program director's responsibilities include (but are not limited to):

- manage day-to-day operations of the Centre
- scope projects
- identify the innovation team(s) to carry out projects, develop RFPs as necessary
- Bring forward to the MIC contract and project awards (where relevant)
- seek funding and partnerships
- manage budgets and request a budget change from the Council
- set and enforce timelines
- lead communications and marketing around projects and other initiatives for the Centre
- prepare all material and agenda for MIC meetings with the support from the MIC Clerk, and
- report to MIC members on progress and to receive strategic direction.

2. FUNDING COMMITMENT

The MIC is responsible for funding all expenses related to delivery of the Centre for Municipal Innovation. This includes but is not limited to: wages; payroll taxes, employee expenses, marketing and promotional material, software purchases; execution of projects; consulting fees etc.).

For 2021, NII will incur costs directly and claim reimbursement from the MIC in the first quarter of 2022, using the template in Appendix A.

By the end of 2021, MIC members will set and approve a 2022 operating budget. In January 2022, NII will invoice the MIC for the total 2022 budget approved by the MIC members to operate the program. HST will be applied as appropriate to a municipal setting.

NII will report to the MIC quarterly on expenses incurred using the template in Attachment C. Budget discrepancies will be brought forward quarterly and any discrepancies will be adjusted accordingly within the approved budget.

Any unspent funds at the end of December 2022 will be reimbursed to the Town of Saugeen Shores on behalf of the MIC, unless the agreement to deliver services is extended, then funds may be rolled into 2023.

NII will review and pursue partnerships and government grants on behalf of the MIC for specific projects or activities, if relevant. This funding will in-turn reduce MIC contributions within the approved budget.

NII will enter into any necessary agreements with consultants or other organizations as required to deliver on the program, if relevant.

For the term of this Program Delivery, NII waives its 10% program administration fee to support overall management of the Centre's operations.

3. SCOPE OF WORK

A workplan, including Centre priorities and deliverables for 2022 to be developed by the Program Director and approved by MIC members prior to the end of 2021. This will constitute the scope of work that will be delivered on under this agreement.

4. TERM

This Agreement will enter into force retroactive to September 30, 2021 and shall remain in effect until December 31, 2022.

This Agreement may be terminated by either party on no less than sixty (60) days' prior written notice.

5. LIMITATION OF LIABILITY AND INDEMNIFICATION

NII acknowledges that the MIC has no responsibility, nor liability, to either NII or the employee for any of the terms of the agreement between NII and the employee. The MICs sole responsibility to NII is its funding obligations set out in Section 2.

NII and the MIC acknowledge and agree that in no way whatsoever will the MICs funding to NII for the engagement of the employee constitute an employer - employee arrangement, a partnership agreement, joint venture or agency relationship between the parties, including vis-a-vis the employee.

NII will indemnify and save harmless the MIC and its employees, partners, officers and directors against all claims by third parties for losses arising from, or in any way related to, this agreement.

6. COMPLIANCE WITH LAWS AND PERMITS

The two parties shall comply with all federal, provincial and municipal laws and regulations in the performance of and fulfillment of its obligations under the agreement.

7. DISPUTE RESOLUTION

Any dispute between the parties arising pursuant to this agreement shall be finally resolved pursuant to binding arbitration in accordance with the Arbitration Act, 1991 (Ontario).

8. NOTICE

Any notice, payment or other communication required or permitted to be given under this agreement must be in writing and will be given by electronic delivery as permitted below. Any such notice or communication, if sent by mail, will be deemed to have been received on the fourth business day after the date of mailing, or if sent by facsimile or other means of electronic delivery, will be deemed to have been received on the business day following its transmittal. Notices, payments or other communications will be sent to the parties as follows:

If to Nuclear Innovation Institute (NII)	
Attention:	Stellina Williams, Executive Director
Address:	P.O. Box 2080, 620 Tomlinson Drive, Port Elgin, Ontario N0H 2C0

If to the Town of Saugeen Shores (representing the MIC partners)	
Attention:	Kara Van Myall

Address:	600 Tomlinson Drive, Port Elgin N0H 2C0
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9. MISCELLANEOUS

Neither party shall use the name of the other, or of any officer or employee of the other, in any advertising or publicity without the prior written approval from the other party.

Neither party may directly or indirectly communicate with the media in relation to this agreement without first obtaining the written permission of the other party.

- a. The provisions of this agreement are severable, and if any are determined to be invalid or unenforceable at law, such invalidity or unenforceability will not affect the validity or enforceability of the remaining provisions.
- b. Neither party may sell, assign, encumber, license or otherwise transfer any of its rights, duties or obligations under this agreement without prior written consent of the other party.
- c. This agreement represents the entire agreement between the parties and supersedes any and all other agreements. Changes or modifications will not be valid unless it is in writing and signed by both parties.
- d. This agreement will be governed by and construed in accordance with the laws of Canada and the laws of the Province of Ontario applicable therein.
- e. This agreement may be validly executed and delivered by means of transmission of signed facsimile or by email transmission of an electronically scanned original signature (such as in PDF file format).

IN WITNESS WHEREOF this agreement is to be made effective as of the Effective Date.

Nuclear Innovation Institute (NII)	
Signed by	
Name	Bruce Wallace
Title	President & CEO

Date	
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Town of Saugeen Shores (representing the Municipal Innovation Council)	
Signed by	
Name	Kara Van Myall
Title	Chief Administrative Officer
Date	

Appendix A - Submission for Reimbursement of Expenses Template

Program Expense Reimbursement Form



PROGRAM:	SUBMITTED TO:
DATE:	SUBMITTED BY:

DATE EXPENSE INCURRED	TYPE OF EXPENSES ⁱ	PURPOSE OF EXPENSE & DETAILS	AMOUNT
TOTAL:			

Supporting documentation and receipts attached for all expense items.

ⁱ ~~Ex~~ employee expense; payroll; taxes; supplies

Appendix C – Quarterly Reporting Templates

1st Quarter 2022 (January 1 – March 31)

CENTRE FOR MUNICIPAL INNOVATION	Budget	Actual	Budget Variance
Revenue			
Program Contributions			
Expenses			
Employee expenses			
Marketing and promotion			
Project expenses			
Wages and related costs			
Excess of revenues over expenditures			

Supporting documentation to be attached.

MIC REPORT 2021-15

Report To: Municipal Innovation Council (MIC)

Report From: Becky Smith, Director, Centre for Municipal Innovation

Meeting Date: November 25, 2021

Subject: 2022 Budget

Recommendation

THAT the MIC hereby receives Report 2021-15 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves the 2022 Budget as presented.

Background

2021 Report In

- NII is currently confirming various funding commitments and is reporting in, to the best of its knowledge, on commitments made and spending to date.
- A detailed meeting to occur with Saugeen Shores and NII as transition to manage the overall budget takes place and how to manage / report in on 2021 project funding committed but not yet spent.

2021 Revenue (confirmed)	
Member Fee: 2021	\$308,857
Member Fee: 2020	\$167,134
Grant: NDMP - Topographic Mapping	\$125,000
Grant: Student Employment	\$ 22,500
Grant: MMP intake 2 - IT service	\$100,000
Total	\$723,491
Expenses (includes actual and estimate to year end)	
Operations: Salaries/ Wages	\$151,490
Operations: Employee Expenses	\$2,500
Project Funding: Smart Beaches	\$125,000
Project Funding Topographic mapping	\$212,440
Project Funding: MMP intake 2 - IT service	\$100,000

Total	\$591,430
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2022 Proposed Budget

Revenue	
2022 MIC Fees	\$214,513
2021 deferred revenue ¹ (uncommitted)	\$132,060
Grant: Student Employment (tbc)	\$10,000
Total	\$356,574
Expenses	
Payroll – Director/ short term Coordinator contract (incl. wages and taxes)	\$150,000
Employee expenses (cell phone, travel/ mileage, software licenses, office supplies etc)	\$8,000
Marketing/communications products / materials	\$12,000
New Projects*	\$100,000
Total (to flow to NII)	\$270,000
Anything remaining/ uncommitted to remain with Town of Saugeen Shores.	
*This will not be spent by NII without prior approval by MIC.	

¹ To be revised at year end. Only includes uncommitted/ unspent; does not include committed / unspent.

MIC REPORT 2021-16

Report To: Municipal Innovation Council (MIC)
Report From: Becky Smith, Director, Centre for Municipal Innovation
Meeting Date: November 25, 2021
Subject: 2022 MIC Meeting Schedule

Recommendation

THAT the MIC hereby received report 2021-16 prepared by Becky Smith, Director, Centre for Municipal Innovation AND approves the 2022 Municipal Innovation Council meeting schedule as presented.

Background/Analysis

- The Rules of Procedure state that the MIC will meet every other month.
- These meetings typically take place on the third Thursday of the month from 2:30 p.m. – 4:30 p.m.
- The Memorandum of Understanding states the Lab Director will provide an annual in-person report to the Member Municipal Councils.
- MIC meetings will take place in-person at the Nuclear Innovation Institute in Port Elgin. While participation in person is encouraged a hybrid option will also be offered.

January	- January 20, 2022
February	- Council Delegations
March	- March 17, 2022
April	- No Meeting
May	- May 19, 2022
June	- No Meeting
July	- July 21, 2022
August	- No Meeting
September	- September 15, 2022

October	- No Meeting
November	- November 17, 2022
December	- Council Delegations