

MUNICIPAL INNOVATION COUNCIL BUSINESS PLAN

-DRAFT-



A partnership between:



NUCLEAR
INNOVATION
INSTITUTE™

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VISION

The Municipal Innovation Council will transform the way our municipalities do business. Partners of the MIC will learn, collaborate and transform the way we work. Through strategic thinking and innovative solutions, the MIC will work toward finding efficiencies and ensuring sustainability.

Partners will leverage learning and discover efficiencies in order to build smarter, stronger and more resilient communities.

OBJECTIVES

Once the Municipal Innovation Council is formed, partners will partake in an extensive strategic priority session and objectives will be established collectively.

Partner conversations will include areas of strength, opportunities, known challenges and areas/process which are ready for a refresh or new approach.

BECOMING A PARTNER

Municipalities in Bruce County, and potentially beyond, are invited to participate in the Municipal Innovation Council.

As the host community of NII, the Town of Saugeen Shores will coordinate partners, including a Memorandum of Understanding to be presented and signed by each partnering municipality.

Partnership with the MIC is a three-year commitment, and requires representation and financial contribution from the partnering municipality.



MEMBERSHIP CONTRIBUTION

Each member of the MIC is expected to:

1) appoint a representative; and 2) make a financial contribution.

1 A representative shall be appointed to the MIC by each participating municipality. The municipal staff person appointed to the MIC will be responsible to attend MIC meetings (quarterly) and actively participate and engage with peers.

Each person appointed to the MIC will be the decision of the partnering municipality and should be an individual with understanding of municipal services, and opportunity for enhancement.

Additionally, this representative should possess a collaborative attitude and demonstrate innovative thinking.

The appointed representative will attend meetings, act as the point of contact for the partner municipality, participate and share in priority setting and act as the champion for change in their municipal office.

The position of MIC representative is not a paid position by the MIC or by NII.

2 Each partner of the MIC will be required to make a financial contribution in order to fund the operational expenses of the MIC.

With a partner contribution for three years, the MIC will have funding to hire a full time Lab Director, responsible to lead and implement actionable items set by the MIC, as well as fund research and development, and activate the implementation of innovative solutions and tactics.

Funding models are further described in the Budget section of this document.

The model and vision of the MIC aligns with recent provincial funding which was granted to municipalities in Bruce County and beyond.

As stated in the MIC Vision statement, the work we will collectively do will find efficiencies and ensure sustainability.

In addition, innovative solutions will modernize services which also play an important role in meeting the provincial objective of finding efficiencies.

BUDGET (ANNUAL)

Revenue

Amounts below include \$12,000 base fee	
Saugeen Shores	\$30,915
Huron Kinloss	22,092
Brockton	22,630
Kincardine	26,707
South Bruce	17,952
South Bruce Peninsula	29,362
North Bruce Peninsula	24,672
Arran Elderslie	19,575
Bruce County	114,952
TOTAL	\$308,857

Expenses

Staff*	\$122,000
Research/studies**	50,000
Implementation	128,000
TOTAL	\$300,000
*Staff salary, training, materials	
**Host external experts, facilitate discussions, research opportunities and conduct studies	

If a potential partner is unable to participate, other interested partners outside of Bruce County will be invited to join the MIC.

Municipal Partner (household)	2.5 per household (total)
Saugeen Shores (7,566)	\$18,915
Huron Kinloss (4,037)	10,092
Brockton (4,252)	10,630
Kincardine (5,883)	14,707
South Bruce (2,381)	5,952
South Bruce Peninsula (6,945)	17,362
North Bruce Peninsula (5,069)	12,672
Arran Elderslie (3,030)	7,575
Bruce County (41,181)	102,952
TOTAL	\$200,857



OPERATIONS

The MIC will meet quarterly in NII iSpace620 location (620 Tomlinson Drive, Port Elgin). Partners of the MIC will remain connected throughout the year through email, conference call and webinar as required.

The hired position of Municipal Lab Director will have a physical work station in NII iSpace620 location, made available through Saugeen Shores' MOU with NII. This position will be collectively funded by members (fully funded by MIC), and will nominally be an employee of the Town of Saugeen Shores.

The job description and position details will be drafted by the Town of Saugeen Shores, based feedback from the partners of the MIC.

Partners of the MIC will have access and regular connection to the Municipal Lab Director.

This staff person's workplan will be designed by members of the MIC and will be expected to provide quarterly formal updates to the MIC, with informal regular updates to partners. In addition, the Lab Director and MIC partners will present quarterly reports to municipal Councils and CAOs.

As described in the MOU between Saugeen Shores and NII, the staff person appointed to the MIC will have access to physical space, administrative support, and additional materials through NII.

There is significant benefit in leveraging the relationship between NII and MIC. The staff person appointed to Lab Director will hold critical relationships and have ample opportunities to learn and collaborate with experts and innovators working with NII and other partners.



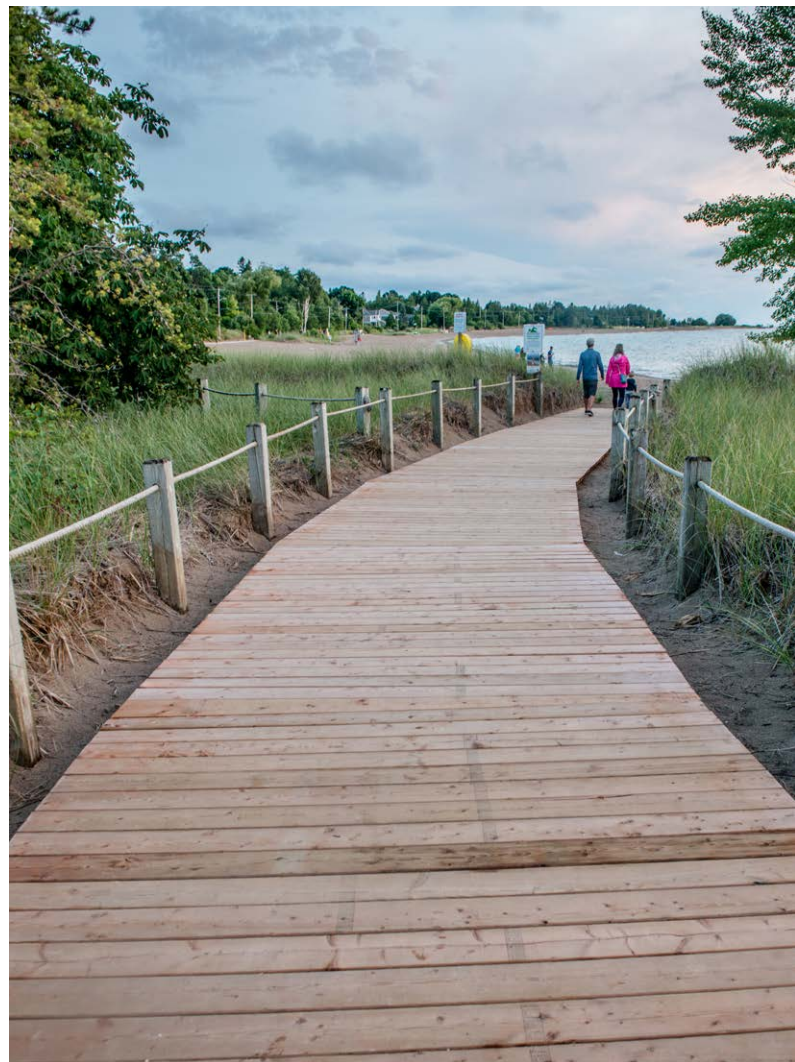
GOVERNANCE

As the host community of NII, the Town of Saugeen Shores will chair the Municipal Innovation Council.

The Town of Saugeen Shores will be responsible to facilitate and advance initiatives, manage the position of Municipal Lab Director and will be responsible for the MIC budget.

Working with partner municipality CAOs, the Town of Saugeen Shores will facilitate MOU agreements between all MIC partners.

NII will provide access to resources and will provide support to the MIC including the Lab Director.



TIMELINES AND ACCOUNTABILITY



Partners are welcome to join the MIC at any time. Membership rates will be pro-rated to reflect the remaining three year commitment.

The Municipal Innovation Council is a three-year pilot project, with a scheduled recalibration check in after 18 months.

Objectives will be defined by members through a strategic planning and goal setting process. The objectives set by the MIC will be specific, measurable, attainable, realistic and timely. Each objective will align with a success indicator which will allow members and MIC staff to measure success.

After 18 months of the MIC commencement, the effectiveness of the strategy will be evaluated and adjusted if necessary.

Near the end of the term, members will have the opportunity to renew their commitment to the MIC.





saugeenshores.ca



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