



# MUNICIPAL INNOVATION COUNCIL MEMORANDUM OF UNDERSTANDING

## PARTNERS OF THE MUNICIPAL INNOVATION COUNCIL (MIC) AGREE TO:

- Contribute financially to the Municipal Innovation Council to support the agreed upon budget and funding model.
  - Funding will support collaborative staffing, research, and implementation during the three-year project (2020-2023).
- Appoint a municipal staff person to represent each municipal partner.
  - MIC member will be responsible to attend MIC meetings (quarterly) and will actively participate and engage with partners of MIC.
  - The appointed representative will act as the point of contact for the partner municipality, participate and share in priority setting and act as a supporter for change in their organization.
  - This representative should possess a collaborative attitude and demonstrate innovative thinking.
  - The position of MIC representative is not a paid position by the MIC or by NII.
- Participate in priority setting exercises, strategic planning and evaluation review for the Municipal Innovation Council.
- Participate in conversation with invited resources including MIC representatives, CAOs, other key staff or appointed individuals connected to draft areas of focus:
  - ▶ Construction and Infrastructure
  - ▶ IT and Digital Solutions
  - ▶ Municipal Sustainability
  - ▶ Liveable Communities
- **Decision making:**
  - Members who contribute financially and have identified municipal staff representation are deemed voting members
  - A majority of voting members will represent quorum
  - MIC members will vote on priority areas
  - MIC will approve its annual budget, with expenses reported to MIC members quarterly (Saugeen Shores purchasing protocol will be used)
  - MIC members will collectively define the work plan for the Lab Director, with regular work oversight performed by Saugeen Shores' MIC representative
- The Lab Director will prepare quarterly reports for MIC representatives to submit to municipal Councils as required
- The Lab Director will provide an annual in-person report to member municipal Councils

This MOU is at-will and may be modified by mutual consent of authorized officials.

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**THE TOWN OF SAUGEEN SHORES**, acting as the lead for the Municipal Innovation Council, will:



- Coordinate and secure partnerships for the Municipal Innovation Council, ensuring local communities are informed and invited to join
- Chair the Municipal Innovation Council
- Sit on the Board of Directors of MII, participating in conversations and decisions which offer opportunity to the Municipal Innovation Council
- Be responsible for budget including reporting to MIC partners, and payroll to Lab Director position
- Be responsible for employment of the position of Lab Director, collectively funded by MIC partners
  - Recruitment and operational oversight
  - MIC partners to be engaged in work plan development and evaluation
- Ensure sufficient space and resources for Lab Director, as outlined in MOU between Saugeen Shores and MII

### SIGNED:

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Mayor, Arran Elderslie

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Date

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Clerk, Arran Elderslie

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Date

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Mayor, Brockton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk, Brockton

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Date

\_\_\_\_\_  
Warden, Bruce County

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Date

\_\_\_\_\_  
Clerk, Bruce County

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Date

# MUNICIPAL INNOVATION COUNCIL

## MEMORANDUM OF UNDERSTANDING

### SIGNED:

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Mayor, Huron Kinloss

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Date

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Clerk, Huron Kinloss

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Date

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Mayor, Kincardine

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Date

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CAO, Kincardine

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Date

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Mayor, North Bruce Peninsula

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Date

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Clerk, North Bruce Peninsula

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Date

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Mayor, Saugeen Shores

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Date

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Clerk, Saugeen Shores

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Date

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Mayor, South Bruce

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Date

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Clerk, South Bruce

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Date

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Mayor, South Bruce Peninsula

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Date

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Clerk, South Bruce Peninsula

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Date