

# **Municipal Innovation Council**

## **Minutes**

### **Electronic Meeting**

**May 7, 2020 2:30 p.m.**

Jessica Linthorne, Director, Strategic Initiatives, 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
Bill Jones, CAO/Clerk Municipality of Arran-Elderslie	Present
Matthew Meade, Strategic Initiatives Specialist at Bruce County	Present
Emily Dance, Clerk Township of Huron-Kinloss, Recording Secretary (non-voting)	Present

#### **1. Call to Order**

Jessica Linthorne called the meeting to order.

#### **2. Rules of Procedure**

- 2.1 The rules of procedure were circulated to the membership prior to the meeting for review. The members had no major concerns with the document, they requested Section 1.0 General Lab Director be expanded to include a description of how the Town of Saugeen Shores will be responsible for the Lab Director Position.

Jessica will give Emily the description to add to the document

Moved by: Sonya Watson Seconded by: Leanne Martin

THAT the Municipal Innovation Council hereby adopts the Municipal Innovation

Council Rules of Procedure SUBJECT to the inclusion of the description on how the Town of Saugeen Shores will be responsible for the Lab Director Position.

Carried

### **3 .Waste Management Service Review**

#### **3.1 Award to Dillion Consulting**

Jessica circulated the score cards to the membership that she and Adam Weishar (Municipality of Kincardine, Director of Public Works) completed for the waste management service review.

Following a review of the proposals, both Jessica and Adam recommend that contract be awarded to Dillion Consulting. Dillion Consulting is innovative, willing to continue and complete the within the timeline during the pandemic.

It was noted that the pricing did come slightly over the \$70,000 budget by \$214.00 when the refundable portion of the HST is factored in.

Moved by: Mary Rose Walden Seconded by: Matthew Meade  
THAT the Municipal Innovation Council hereby awards the Waste Management Service Review to Dillion Consulting at a price of \$78,450.95 plus HST.

Carried

### **4 .Enterprise Permitting**

#### **4.1 Matt Meade explained that Bruce County has received modernization funding from the Province (same source of funding as the MIC's Waste Management Service Review) to study an enterprise-level permit system. Of the funds received the County is proposing to use \$85K to review two enterprise-level permit system opportunities: 1) the potential adoption of Cityworks by all municipalities/partners of the MIC; or, 2) the potential adoption of Evolta by all lower-tier municipalities/partners of the MIC. If the membership supports the project it will be fully funded by the County.**

The membership had a discussion what their respective municipalities were currently using and some of their benefits.

The membership supported the project in principle and agreed that Matt should

move it forward.

## **5 Lab Director**

### **5.1 Next Steps**

The RFP for a Lab Director was originally to close early March. Due to the COVID-19 pandemic it was extended to mid-March.

At a previous meeting it was agreed that Jessica and Mary-Rose would review and score the proposals.

A total of two proposals were received. Jessica and Mary-Rose will review the proposals and report back to the membership.

## **6 Other Business**

6.1 Lidar Document – The Lidar document will be shared by Jessica with the membership.

6.2 Projects – The membership questioned if in light of the COVID-19 pandemic if the original list of priorities should be reviewed. This will be added to the next agenda for review.

6.3 Nuclear Innovation Institute – Sarah from the NII has offered to create logos and a brand for the MIC. Jessica will follow-up with Sarah.

## **7 Next Meeting**

7.1 The membership decided the next meeting will be held on Thursday May 28, 2020 at 2:30 p.m. through the electronic format.

## **8 Adjournment**

8.1 The meeting adjourned at 3:10 pm

Original Signed by Jessica Linthorne  
Chair

Original Signed by Emily Dance  
Secretary