

Municipal Innovation Council

Minutes

Electronic Meeting

May 28, 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	Absent
Bill Jones, CAO/Clerk Municipality of Arran-Elderslie	Present
Peggy VanMierlo-West CAO Municipality of Northern Bruce Peninsula	Absent
Ryan Deska, Manager of Community Services, Northern Bruce Peninsula (alternate)	Present
Matthew Meade, Strategic Initiatives Specialist at Bruce County	Present
Emily Dance, Township of Huron-Kinloss, Recording Secretary (non-voting)	Present

1. Call to Order

The Chair called the meeting to order at 2:34 p.m.

2. Additions or Amendments to the Agenda

9.6 Shared Project Site

3 Adoption of the Minutes

Motion

Moved by: Mary Rose Walden Seconded by: Matthew Meade

THAT the MIC hereby adopts the [May 7, 2020 Meeting Minutes](#) as presented.

Carried

4 Rules of Procedure

4.1 The rules of procedure were adopted at the May 7, 2020 meeting with additional information on the Lab Director position.

[Rules of Procedure](#)

4.2 Secretary

As per the Rules of Procedure the Secretary position will be provided by a participating municipality and be appointed by resolution.

Motion

Moved by: Sonya Watson Seconded by: Bill Jones

THAT the MIC appoint the Clerk of the Township of Huron-Kinloss be as the Secretary for the MIC.

Carried

4.3 Signing Authority

As per the Rules of Procedure the Chair and one member (plus alternate) will have signing authority for the MIC.

Members to nominate a member and alternate to have signing authority for the MIC.

Nominations open: Mary Rose Walden was nominated as the member with signing authority for the MIC. Bill Jones was nominated as the alternate.

Motion

Moved by: Sonya Watson Seconded by: Sharon Chambers

THAT the MIC hereby appoints the Chair, Jessica Linthorne and Mary Rose Walden to have signing authority for the MIC and Bill Jones as the alternate.

Carried

5 Delegations

Nothing scheduled

6 Update/Announcements from Members

6.1 Updates / Announcements from Members

The question was asked to the group regarding an extension or any updates to the Municipal Modernization Program. Members had called the ministry and were told that there is no extensions issued at this time. It was noted that the interim reporting was due on June 15, 2020.

Jessica will follow up regarding the Waste Management Project; however, the consultant is confident they will meet the deadlines.

Jessica reported that she was appointed as a voting member on the Nuclear Innovation Institute (NII).

7 Updates /Announcements Lab Director

N/A

8 Budget Review

8.1 Budget Review – Jessica is working on getting the budget set-up.

9 Project Updates

9.1 Waste Management Service Review

At the May 7, 2020 meeting the MIC awarded the Waste Management Service Review to Dillon Consulting at a price of \$78,450.95 plus HST.

The kick-off meeting was held on May 22, 2020. Updates are posted on the shared project site. They have requested some background information from the participating municipalities, members are requested to have the information back to Dillon Consulting by June 5, 2020.

Dillon Consulting has also provided a list of timeslots to meet with Dillon Consulting mid- June. Jessica will forward the available dates by e-mail.

9.2 Enterprise Permitting

At the May 7, 2020 meeting the membership supported the project in principle and agreed that Matt Meade should move it forward with the project.

Matt reported that the County is moving forward with the RFP with cityworks as a single source for data sharing.

9.3 Lab Director Position

[Lab Director Report](#)

Jessica summarized the report and explained that the two bids received were over budget. The scoring committee for the position made the following recommendations:

1. Title change from Lab Director to Innovation Officer
2. Contract shift from a 3 year contract to a 2.5 year contract
3. Post role through the Town of Saugeen Shores, as a contract municipal employee position, collectively funded by MIC
 - a. HR and employment policies of the Saugeen Shores would be followed
 - b. Funded by MIC budget
4. Assume salary range of \$75-\$90k

Motion

Moved by: Bill Jones

Seconded by: Matthew Meade

THAT the MIC authorizes the MIC Lab Director Position be advertised with the recommendations from the scoring committee.

Carried

- 9.4 Projects – At the past meeting the membership questioned if in light of the COVID-19 pandemic if the [original list of priorities](#) should be reviewed.

The members had a discussion on the list of priorities and how the COVID-19 pandemic may affect them. The consensus was that the priorities are still valid and now may include a COVID-19 connection.

A request was brought regarding broadband support. The members had reviewed broadband in the initial priority setting; however it did not make the final list. The members suggested that if support for broadband was required that they will support drafting a letter of support.

- 9.5 Branding

Jessica met with Sarah from the Nuclear Innovation Institute. They have some draft logos that will be circulated with the group for feedback.

- 9.6 Shared Access

The County of Bruce has offered a space in “sharepoint” for the MIC to host their documents. This space will be used for all related materials instead of e-mailing back and forth.

Jessica shared a URL early in the day and requested the members go on. Matt explained that there are a few glitches and IT department will help out if needed.

10 Correspondence/Information

- 10.1 Lidar Document – The [Lidar document is attached](#) for review.

Matt explained that if any lower tier municipalities would like contact information he would provide it.

11 Closed Meeting

- 11.1 Nothing Scheduled

12 Meeting Schedule

- 12.1 That the MIC agrees that the next meeting will be Wednesday June 25, 2020 at 2:30 p.m.

13 Adjournment

Motion

Moved by: Ryan Deska Seconded by: Sharon Chambers

THAT the MIC hereby adjourns at 3:25 p.m.

Original Signed by Jessica Linthorne
Chair

Original Signed by Emily Dance
Secretary