

Municipal Innovation Council - Minutes

Electronic Meeting November 19, 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 <i>arrived at 3:00 pm.</i>	Present
Bill Jones, CAO/Clerk Municipality of Arran-Elderslie	Present
Peggy VanMierlo-West CAO Municipality of Northern Bruce Peninsula	Present
Matthew Meade, Strategic Initiatives Specialist at Bruce County	Present
Dave Shorey, MIC Innovation Officer (non-voting)	Present
Emily Dance, Clerk Township of Huron-Kinloss, Recording Secretary (non-voting)	Present

1. Call to Order

The Chair called the meeting to order at 2:33 p.m.

2. Additions or Amendments to the Agenda

None

3 Adoption of the Minutes

Motion

Moved by: Mary Rose Walden Seconded by: Sharon Chambers

THAT the MIC hereby adopts the October 15, 2020 Municipal Innovation Council Meeting Minutes as presented.

Carried

4 Delegations

None

5 Update/Announcements from Members

5.1 Updates / Announcements from Members

Matt Meade – As part of the County of Bruce Land Use Planning and

Transformation Initiatives the County will be bringing forward a report regarding a memorandum of agreement with the lower tiers for planning services with a report going forward to County Council. Matt will circulate the report to the members.

Sharon Chambers – Municipality of Kincardine received funding for a digital transformation strategy. The discovery portion is finished. The study reviewed the software platforms being used internally by department and if there are effective across the organization. They discovered that they are under resourced in IT. The second phase is to support the implementation of the digital strategies do some internal processing.

Sharon requested bringing the report forward to see if there are any opportunities to share services for IT and any opportunities for synergies between the municipalities. The group supported bringing it to the group.

Sonya Watson – Municipality of Brockton received funding for a procurement review. The consultant has proposed to roll out an extensive training program on how the procurement process works. They are looking for a pilot group wondered if anyone was interested. The group was interested in this idea.

5.2 Chair Report – Jessica Linthorne

Jessica requested input on if the group is interested in extending the catchment area of the current membership of the MIC.

The City of Owen Sound has expressed interest in joining the MIC, which could be of considerable value. The membership funding would be \$38,000, they would be one vote collective.

The group expressed interested; however voiced concerns related to financial commitment, advantages vs disadvantages, broader lens than just the County of Bruce, outcomes of adding another jurisdiction, implication of boundaries with projects, would the voice of the small municipality still be heard, current projects and how local Councils will react to the added membership.

The group noted that the pandemic has set the group back and the group would like more time to determine how the group will grow and evolve; however, agreed it is a great idea to keep the dialogue open.

ACTION: The MIC agreed to explore a potential partnership with the City of Owen Sound AND directed the Innovation Officer to report back with parameters and framework may have the greater reach.

6 Updates /Announcements Innovation Officer

6.1 Dave Shorey provided an update on the following projects

- MIC Areas of Focus and Strategic Capabilities framework
 - Shorey asked if there was any additional feedback that the group may have related to the strategic framework that will be presented to councils in December and early January. There were no suggested additions or edits.
- Learning from Communitel Collision Day: Building Smart, Safe, and Connected Communities
 - November 17, 2020 ran a digital collision day with larger regions. Shorey felt that the time spent at the Collision Day was helpful to gain a better understanding of what technical solutions are being implemented to make for smart cities, but also noted that the rural voice was not represented at the event and that he will be suggesting a more rural focus/stream to future events.
- Reviewing purchase “contemplations” for each municipality
 - Great to hear Brockton framework on procurement. Shorey suggested that as a first step to identifying shared procurement opportunities in the MIC, he could lead a manual process to map purchase contemplations in each municipality. Maybe focus on the top “spends” such as large pieces of equipment that need to be procured. As a method, a survey can be sent out to senior management team members and they could identify their “big spends”
 - Important at this budget time.
- Forming MIC communities of practice
 - Shorey said that he will work on a report for the January MIC meeting that outlines a possible structure for Communities of Practice across municipalities.
- Facilitation support for municipal teams and community organizations
 - Shorey provided a reminder that he is a trained and certified facilitator that can support municipal staff, councils, community groups that are feeling “stuck” and need support

to map a pathway forward

- Delegation to Councils
 - Delegations with all municipalities in December, 2020 and early January 2021.

7 Project Updates- Dave Shorey

7.1 Waste Management Service Review Update

- Waiting on comments from the last document that was shared. Will send survey out to get more input. There will be a closed window on feedback, and a draft final report is expected next week. Shorey requested that each municipality go through their own section, and for the shared piece the group can collectively review.

The group noted that their Councils are interested in this report. The next steps are for the MIC to receive the report then decide how it will be presented. The MIC will discuss the roll out at the January 2021 meeting.

7.2 Topographic Pilot Project “One Bruce”

Staff from NII who first suggested the use of lidar in Bruce County have been busy with other projects. Shorey has picked up the project, has gauged interest with the County planning team, a CBO, and SVCA to explore what could be possible to move the project forward, and has explored alternatives to lidar as a more cost-effective way to look at flood mapping.

Shorey is leading the development and submission of a funding application to the Natural Disaster Mitigation Program (NDMP).

7.3 Attainable housing and the University of Waterloo

- Saugeen Shores initiated an attainable housing task force and is near completion with recommendations. Saugeen Shores is not unique in their desire to find solutions to housing shortages and high costs, there are several municipalities in Bruce County wanting to investigate further. Shorey highlighted that rural areas need more attention, and that he has established an agreement with the University of Waterloo’s Planning School to support Saugeen Shores in applied research from January – April 2021. Other member municipalities will be able to engage with the planning school in the new year.

7.4 ConsignO Report

- Filmed a video to show the functionality of ConsignO. Shorey highlighted that this is a real opportunity if we need electronic signatures secured remotely, securely, and at a reasonable cost. If the group thinks we need to purchase as a group, more discussion can be held or the homework is done for individual municipalities.
- Sharon noted that they are using Consign O in Kincardine, if the group would like more information her Clerk could come to discuss how they are using it in Kincardine. She noted there might be an opportunity for combined pricing.

7.5 Promoting post-secondary co-op opportunities in the public and private sector

- Recognize there are opportunities to create new co-op terms to help with some municipal projects. Shorey is investigating funding sources and is gathering job descriptions from other municipalities that have hired co-op students.

7.6 Youth engagement – Dave Shorey

- STEAM Faire: Shorey arranged for Wilfrid Laurier University's Centre for Experiential Learning to support the Bruce Grey Catholic District School Board's STEAM FAIRE run through Sacred Heart High School. High school students received career coaching and advice on how to engage mentors as part of a career discovery process.

7.7 Mobile Application

- Shorey is collecting information from vendors regarding price and feature list in their mobile apps.

8 Budget Review

8.1 Budget Review Report - Jessica Linthorne

- Budget attached for the group to review.

9 Correspondence/Information

10 Closed Meeting

10.1 Nothing Scheduled

11 Meeting Schedule

11.1 Thursday January 28, 2021- 2:30-4:30pm

11.2 Thursday March 25, 2021- 2:30-4:30pm

11.3 Thursday May 27, 2021- 2:30-4:30pm

11.4 Thursday July 29, 2021- 2:30-4:30pm

11.5 Thursday September 30, 2021- 2:30-4:30pm

11.6 Thursday November 25, 2021- 2:30-4:30pm

11.7 December – delegations to all partner Councils

12 Adjournment

Motion

Moved by: Sharon Chambers Seconded by: Mary Rose Walden

THAT the MIC hereby adjourns at 4:30 p.m.

Original Signed by Jessica Linthorne

Chair

Original Signed by Emily Dance

Secretary

Municipal Innovation Council

Chair Report

Report: Exploring additional partnership

Date: November 19, 2020

Submitted by: Jessica Linthorne, Chair

Recommendation:

That the Municipal Innovation Council (MIC) explore a potential partnership with the City of Owen Sound.

Background:

Municipalities from Grey, Bruce, and Huron counties were invited to attend the MIC launch event in January 2020. The event, hosted by the Nuclear Innovation Institute, was an opportunity to learn from a keynote speaker and to celebrate the signing of the MOU, which represents the MIC.

Following the MIC launch event, the City of Owen Sound expressed interest in learning more about membership in the MIC. During the February 7, 2020 MIC meeting, members of the MIC discussed how to manage expressions of interest from additional partners. It was determined that no additional partnerships would be considered until year two of the three-year MIC pilot. This decision was made to preserve space for existing members to hire an Innovation Officer and work through the early stages of developing and implementing an innovation strategy before inviting other partners to the MIC.

As 2021 budgets are being planned, the City of Owen Sound has again expressed interest in joining the MIC. Dave Shorey and I attended a meeting with the City of Owen Sound in October 2020 to learn more about their expertise in procurement and transportation. At that time we were asked to share priority areas and the strategic capabilities we are developing with MIC members. During this meeting, the City Manager inquired about whether Dave and I would be interested in participating in Owen Sound's Economic Development Committee meeting, November 20, 2020, as a delegation. This delegation would allow a Committee of Council to understand the strategic objectives and capabilities of the MIC, and would create space to explore whether it could be mutually beneficial for existing MIC members to have the City of Owen Sound join the MIC.

The City of Owen Sound has the potential to bring great value to the MIC. As understood at our October meeting with the City, Rogers 5G has named Owen Sound as a new 5G community. Telecommunication companies will slowly install the hardware needed for communities to have 5G service. There are opportunities to engage in 5G pilot work with public and private partners that would position MIC members to be able to rapidly adopt and scale up the use of 5G once it arrives in member communities.

Examples include data-rich Internet of Things (IoT) transmissions and smart city technologies once reserved for more densely populated urban spaces.

Additionally, Owen Sound has been generous in our request to learn more about cooperative purchasing and procurement practices. This is an area the City does very well and would bring this purchasing power to the MIC for partner leverage. Lastly, Owen Sound is working closely with Grey County to provide transportation solutions through the newly launched GTR service and ride-hailing services like Uber. Given that intra and inter-municipal as well as out-of-county transportation is a priority of the MIC, we may be able to better leverage neighbouring transportation networks to meet the needs of communities in Bruce County

Based on the funding model of the MIC, Owen Sound's annual contribution to the MIC would be \$37,872.50. This funding would support the budget for studies, implementation, and staff salary.

MIC REPORT

Report To: Municipal Innovation Council (MIC)
Report From: Dave Shorey, Innovation Officer, MIC
Meeting Date: November 19, 2020
Subject: ConsignO Cloud for member municipalities of the MIC

Recommendation:

That in consideration of details found below outlining cost for service and through the YouTube demonstration video highlighting speed and ease of use, voting members should consider ConsignO Cloud as a suitable digital solution for electronic signatures.

Strategic Initiative:

Agile service delivery through digitally-transformed government.

Background:

ConsignO Cloud is a cloud-based software solution that provides users with the necessary means to secure electronic signatures from municipal staff, council members, and approved parties external to the organization (e.g. independent contractors). The Association of Municipalities of Ontario (AMO) has endorsed Notarius' ConsignO Cloud as a preferred software solution (<https://www.amo.on.ca/YourAssociation/Partnerships/Notarius>). Multiple levels of government, the private sector, and non-profits are using ConsignO Cloud to reduce delays when attempting to secure signatures and ensure authenticity of signatures that are secured. Additional background can be found in materials provided by Notarius (Appendix A-H) including two case studies that describe the impact that ConsignO Cloud has had in the City of Vaudreuil-Dorion and the United Counties of Prescott Russell.

Analysis

Members of the MIC are looking for ways to innovate service delivery in municipalities across Bruce County. Current conditions require partial to full remote work arrangements, making it more challenging to meet some of the operational needs of the organization. The efficiencies realized when using ConsignO Cloud can be significant if current processes require hand-written signatures to be secured from internal and external parties. This cloud-based solution makes it simple for project initiators to digitize documents requiring signatures and distribute for approval in a matter of minutes.

Financial/Budget Implications:

There are several price points for an annual Notarius licence. It is recommended that each municipality secure their own license to ensure confidentiality within their organization.

The most suitable package for entry into ConsignO Cloud is Business 5. With this package, you have 5 “seats” who are staff that can initiate a project such as the CAO, Mayor, Clerk, Accounts Payable, and CBO. With Business 5, each municipality has an unlimited number of projects that can be initiated as well as an unlimited number of signatories.

The annual cost for the Business 5 package is \$1600 + tax. For the first year of use, the cost to each municipality is \$1200 + tax. All prices are quoted in Canadian dollars.

Communication Strategy:

A video developed by Dave Shorey in partnership with current ConsignO Cloud clients was released to MIC members in early November to demonstrate the use of the product. Additional parties in each municipal office would benefit from viewing the video to understand the basic utility of ConsignO Cloud.

Consultation:

The Chair and membership of the Municipal Innovation Council were consulted in the preparation of this report.

Attachments:

All appendices listed below can be accessed using the following link:

https://drive.google.com/drive/folders/1qGSGDUN_2UU0Zol6vS2syF3DUFF4S0Be?usp=sharing

Appendix A – AMO & Notarius municipal digital signature pilot

Appendix B – Digital signature basics corporate overview and legal considerations

Appendix C – Notarius ConsignO Cloud Presentation for AMO

Appendix D – AMO support letter for Notarius

Appendix E – AMO pilot project report

Appendix F – Notarius Case Study - Digital Shift in the City of Vaudreuil-Dorion

Appendix G – Notarius Case Study - Digital Shift in the United Counties of Prescott Russell

Prepared by: D. Shorey

General Ledger

Fiscal Year Ending: DEC 31,2020 Period: 1 to 11 - Revenue and Expense Report

Account	Description	Amount
Fund: 17 MUNICIPAL INNOVATION CENTRE		
Dept: 5881 MUNICIPAL INNOVATION COUNCIL		
17-5881-5000	MIC-MUNICIPAL CONTRIBUTIONS	-214,543.00
17-5881-5100	MIC - PROVINCIAL GRANTS	-52,500.00
	TOTAL	-267,043.00
Dept: 6881 MUNICIPAL INNOVATION COUNCIL		
17-6881-4120	MIC - SOFTWARE / ANNUAL LICENCE	234.05
17-6881-5430	MIC-CONSULTANTS	96,436.27
	TOTAL	96,670.32

General Ledger

Fiscal Year Ending: DEC 31,2020 Period: 1 to 11 - Revenue and Expense Report

Account	Description	Amount
17-5881	MUNICIPAL INNOVATION COUNCIL	-267,043.00
17-6881	MUNICIPAL INNOVATION COUNCIL	96,670.32
TOTAL REVENUE		-267,043.00
TOTAL EXPENSE		96,670.32
NET		-170,372.68