



Municipal Shared Services Committee Regular Meeting Agenda

Date: Thursday, March 16, 2023
Time: 1:30 PM
Location: ZOOM Conference

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1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. CONFIRMATION OF AGENDA	
3.1. Confirmation of the Agenda - March 16, 2023	
4. ADOPTION OF PREVIOUS MINUTES	
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5. BUSINESS ARISING FROM THE PREVIOUS MINUTES	
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9. SOCIAL SERVICES	

- 9.1. 4th Quarter Update for the Social Services Department (2022)
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10. NEW BUSINESS

11. NEXT MEETING DATES

- 11.1. June 15, 2023 - City of Stratford Hosts
September 21, 2023 - County of Perth Hosts
November 16, 2023 (Budget) - City of Stratford Hosts
December 21, 2023 - County of Perth Hosts

12. ADJOURNMENT

- 12.1. Adjournment of MSSC Council Meeting



Municipal Shared Services Committee BUDGET MEETING MINUTES

Date: Thursday, January 26, 2023
Time: 1:30 p.m.
Location: Zoom Meeting – City of Stratford Hosting

Where appropriate, motions contained in the Municipal Shared Services Committee Minutes are considered recommendations to the affected municipalities.

Committee Members Present:

Mayor Martin Ritsma, City of Stratford (Chairperson)
Councillor Mark Hunter, City of Stratford
Councillor Bonnie Henderson, City of Stratford
Councillor Dean Trentowsky, County of Perth
Councillor Sue Orr, County of Perth
Mayor Al Strathdee, Town of St. Marys
Councillor Rob Edney, Town of St. Marys

Staff Present:

Joan Thomson – CAO, City of Stratford
Kim McElroy – Director of Social Services, City of Stratford
Shannon Archer – Business Integration Manager, City of Stratford
Karmen Krueger – Director of Corporate Services, City of Stratford
Lori Wolfe – CAO, County of Perth
Betty Jo Belton – Manager of Archives Services/Archivist, County of Perth
Tyler Sager – Manager of Legislative Services/County Clerk, County of Perth
Mike Adair – Chief of Operations Paramedic Services, County of Perth
Corey Bridges – Manager of Finance/Treasurer, County of Perth
Andre Morin – Director of Finance/Treasurer, Town of St. Marys
Brent Kittmer – CAO, Town of St. Marys
Casey Riehl – Recording Secretary, City of Stratford

Also Present:

Peter Bolland – Administrator, Spruce Lodge Home for the Aged
David Schlitt – Business Manager, Spruce Lodge Home for the Aged
John Kastner – General Manager, Stratford Perth Museum
Dr. Miriam Klassen – Medical Officer of Health, Huron Perth Public Health
Julie Pauli – Director of Corporate Services, Huron Perth Public Health

1.0 Call to Order

The Annual Budget Meeting of the Municipal Shared Services Committee with quorum present was called to order by Committee Chair, Mayor Martin Ritsma at 1:31 p.m.

2.0 Disclosure of Pecuniary Interest and the General Nature Thereof

None disclosed.

3.0 Confirmation of Agenda

Moved by: Councillor Orr
Seconded by: Councillor Hunter

THAT the Committee Agenda for the January 26, 2023 Budget Meeting be approved. Carried.

4.0 Adoption of the Previous Minutes – December 15, 2022

Moved by: Councillor Henderson
Seconded by: Councillor Hunter

THAT the Municipal Shared Services Committee minutes dated December 15, 2022 be approved as presented. Carried

5.0 Business Arising from the Previous Minutes

None noted.

6.0 2023 Budget Presentations

6.1 Huron Perth Public Health – Dr. Miriam Klassen, Medical Officer of Health and Julie Pauli, Director of Corporate Services

Julie Pauli provided an overview of the Huron Perth Public Health 2023 budget report and projections for 2024 and 2025.

She noted that in 2023 they are once again receiving the mitigation funding from the Ministry totalling \$1,200,000.00, which is included in this year's budget. However, they have been given no indication on the status of this funding and if it will be received in 2024, therefore you will see a sharp rise in the municipal contributions in the 2024 budget. She also stated that it is unknown at this time if

they will receive any addition Covid funding. Ms. Pauli and Dr. Klassen were available for questions.

Moved by: Councillor Henderson
Seconded by: Councillor Hunter

THAT the Huron Perth Public Health 2023 Budget Report and the 2024 Projection Report be accepted as circulated;

AND THAT the Municipal Shared Services Committee recommends to their respective Councils the 2023 Huron Perth Public Health Budget Request as presented. Carried

Julie Pauli and Dr. Miriam Klassen are no longer present at the meeting (1:39 p.m.)

6.2 Stratford Perth Museum – John Kastner, General Manager

John Kastner provided an overview of the Stratford-Perth Museum’s submission of their 2023 Budget request, as well as provided the 10-Year forecasted budget and was available for questions.

Moved by: Councillor Orr
Seconded by: Councillor Trentowsky

THAT the Stratford Perth Museum 2023 Budget Report and the 10-Year Projection Report be accepted as circulated;

AND THAT the Municipal Shared Services Committee recommends to their respective Councils the 2023 Stratford-Perth Museum Budget Request as presented. Carried.

6.3 Spruce Lodge – Peter Boland, Administrator & David Schlitt, Director of Finance

Peter Boland and David Schlitt provided an overview of 2022 spending and reviewed the Spruce Lodge 2023 Budget Reports and were available for questions.

Councillor Hunter inquired if for 2024 they feel there will be a deficit as well? Mr. Boland stated that it is early, but they are continuing to use agency services and working on strategies to eliminate the need for agencies. They are hopeful they will be successful. The Ministry is increasing their revenue for each of the next three years and hope this additional revenue will meet the staffing needs. A large part depends on their ability to recruit and retain staff at the rates they pay.

Mayor Strathdee inquired if Mr. Boland could elaborate on the level of care reserve. It is concerning the amount of deferred maintenance and whether they will have to take on some debt in the future to complete projects. He is concerned

about transferring a reserve to balance a budget. Mr. Boland stated that they have three reserve funds. One to address changes to the level care, using an index to monitor levels of care, which can have significant swings in the funding based on the level of care. There is a reserve fund for capital and a reserve fund for the sick bank for the staff. Mr. Boland hears Mayor Strathdee's concerns; however, they are going to make every effort to try and shore-up those reserves moving forward. Mayor Strathdee is still concerned for additional items with the changes from the Ministry.

Councillor Trentowsky inquired if there was any opportunity or recourse through the province to help offset the cost of agency staff, while you are still attempting to find permanent help. Mr. Boland stated they have researched options. They have been receiving Covid Containment Funding, which they receive an allocation monthly. The only time that they can expense part of the agency costing is the incremental cost above their regular staff wages and the agency rate is during an outbreak. Otherwise, there is no provision for the day-to-day use of agency.

Mayor Ritsma is concerned with moving capital items to their absolute end-date of usability and then you could possibly end up with larger surprises that can cost you additional funds.

Moved by: Councillor Henderson
Seconded by: Mayor Strathdee

**THAT the Spruce Lodge 2023 Budget Report be accepted as circulated;
AND THAT the Municipal Shared Services Committee recommends to their respective Councils the 2023 Spruce Lodge Budget Request as presented. Carried.**

John Kastner, Peter Boland and David Schlitt are no longer present at the meeting (2:08 p.m.)

6.4 Stratford Perth Archives – Betty Jo Belton, Manager of Archives Services/Archivist

Betty Jo Belton provided a brief overview of the 2023 Budget Report for the Stratford-Perth Archives and was available for questions.

Moved by: Councillor Hunter
Seconded by: Councillor Orr

**THAT the Stratford-Perth Archives 2023 Budget Report be accepted as circulated;
AND THAT the Municipal Shared Services Committee recommends to their respective Councils the 2023 Stratford-Perth Archives Budget Request as presented. Carried.**

6.5 POA Court Services – Corey Bridges, Manager of Finance/Treasurer

Cory Bridges provided an overview of the Perth County POA Year-End Update and MSSC 2023 Budget Report and was available for questions.

Councillor Hunter inquired about the possibility of the Ministry of the Attorney General downloading further services and if there would be a possibility of further revenue that would come with that? Corey Bridges stated that the items of the Part III revenues are already included in their total revenues, they already collect Part III's and it is essentially already built into their expenses.

Moved by: Councillor Henderson
Seconded by: Councillor Hunter

THAT the Perth County POA Year-end Update and 2023 Budget Report be accepted as circulated;

AND THAT the Municipal Shared Services Committee recommends to their respective Councils the 2023 Perth County POA Budget Request as presented. Carried.

6.6 Perth Paramedic Services – Mike Adair, Chief of Paramedic Services

Mike Adair provided an overview of the Perth Paramedic Services 2023 Budget Report and was available for questions.

Councillor Henderson inquired about fleet replacement and if they have considered hybrid vehicles? Mr. Adair stated that they have researched options, however the challenge of being in Perth County is the range that vehicles are required to travel and long hours to run. As technology continues to change, they will continue to research the options.

Mayor Ritsma inquired if for training for mental health issues, there are any options for partnering with other agencies with regards to that training? Mr. Adair is always open to the concept of a collaboration. The paramedics receive two types of training, one is a peer support team that receives training through Breakwater Institution with a psychologist that comes in and helps train people to assist paramedics when they have gone through a difficult call or other difficulties in their life. There is also training for the paramedics to give them tools necessary to assist on calls. They will also be connecting with Breakwater to develop a curriculum for their first responders.

Moved by: Councillor Trentowsky
Seconded by: Mayor Strathdee

THAT the Perth Paramedic Services 2023 Budget Report be accepted as circulated;

AND THAT the Municipal Shared Services Committee recommends to their respective Councils the 2023 Perth Paramedic Services Budget Request as presented. Carried.

6.7 Social Services – Kim McElroy, Director of Social Services

Kim McElroy provided an overview of 2023 Social Services 2023 Budget Reports and was available for questions.

Moved by: Councillor Hunter
Seconded by: Mayor Strathdee

**THAT the Social Services 2023 Budget Report be accepted as circulated;
AND THAT the Municipal Shared Services Committee recommends to their respective Councils the 2023 Social Services Budget Request as presented. Carried.**

Mayor Ritsma thanked all the organizations for their presentations today and the services they provide to our communities and residents.

7.0 New Business

7.1 Mayor Strathdee understands the pressure that the province is putting on organizations and he applauds everyone for all their work on their budgets. However, the last two budgets have shown significant amounts that have come from reserves. He recommends that there be additional communication amongst staff, at the staff level, to know what is coming and to start their budgets sooner. Going forward, discussions about tough decisions can be dealt with earlier.

8.0 Next Meeting Date - March 16, 2023 – 1:30 p.m. (County of Perth hosts)

9.0 Adjournment

Moved by: Councillor Orr
Seconded by: Councillor Henderson

THAT the January 26, 2023 Municipal Shared Services Committee Budget meeting adjourns at 2:25 p.m.



Report Municipal Shared Services Committee

To: Municipal Shared Services Committee
Meeting Date: March 16, 2023
Prepared By: Betty Jo Belton, Manager of Archives Services / Archivist
Subject: Collections Policy Report from Stratford-Perth Archives

Recommended Action:

THAT, Municipal Shared Services Committee receive the "Collections Policy report from Stratford-Perth Archives" for information.

Executive Summary:

Stratford-Perth Archives has drafted an updated collections policy for archival records and published materials. The updated policy guides staff in appraising materials for possible inclusion in the archival collections, the research library and preservation reference library. It also provides guidance for the long-term management of those materials.

Background Information:

Stratford-Perth Archives has had a formal collections policy since the 1970s. (A sample from 1982 is attached.) Policies are periodically updated to reflect changes in the Archives' governance, staffing arrangements, and industry best practices. The most recent significant update to the collections policy for archival records was approved as part of the Archives' 2007 business plan. In 2014, Archives staff developed formal policies and procedures for published materials in the collection. Archival collections and published materials are both addressed in this redrafted Collections Policy. It is complemented by the Archives' Preservation Policy, as approved in 2020.

Comments:

The attached draft Collections Policy summarizes how Stratford-Perth Archives adds to its holdings, defines criteria to appraise archival records and published materials, and guides staff in best practices for storing collections. It reaffirms the Archives' overarching mandate to ensure key evidence of local government decisions and historically significant records of individuals, families, organizations and businesses in Stratford and Perth County are preserved and will remain available for future reference as long as possible.

Public Engagement:

Agenda Item #6.1.

Information about programs and services at Stratford-Perth Archives is regularly distributed through the County website and social media accounts, local media, information displays, and talks to community groups.

Financial Implications:

This report describes on-going collections management and development activities at Stratford-Perth Archives reflected in the approved budget. There are no financial implications.

Connection to Strategic Plan:

Goal 2 – Regionalization & Service Effectiveness

Goal 3 – Customer Service Excellence

Goal 5 – Corporate Sustainability

Attachments:

[COLLECTIONS POLICY for STRATFORD-PERTH ARCHIVES, 2023](#)

[Stratford-Perth Archives Collection Policy 1982](#)

[Association of Canadian Archivists Code of Ethics](#)

[20171018 aca code of ethics final](#)

Reviewed By:

Annette Diamond, Director of Legal / Corporate Services

COLLECTIONS POLICY for STRATFORD-PERTH ARCHIVES

FEBRUARY 2023

Purpose and Function

Stratford-Perth Archives has had a formal collections policy since the 1970s. It is updated from time to time to reflect changes in the archives' governance, staffing arrangements and industry practices. The aim of this policy is to guide staff in appraising and accessioning appropriate materials for archival collections and the research library as well as the long-term management of those materials. It is complemented by the Archives' Preservation Policy.

Stratford-Perth Archives is the municipal archives for the City of Stratford, the County of Perth and the County's member municipalities of Perth East, Perth South, North Perth and West Perth, their predecessors and their agencies, boards and commissions. The Archives supports efficient and effective governance by providing timely access to historical records for municipal staff and elected officials. The Archives supports transparent and accountable government by capturing key evidence of local government decisions and activities and making it available to citizens.

The Stratford-Perth Archives identifies, acquires, preserves and promotes access to local community archival records documenting the history of the County of Perth, the Municipalities of Perth South, West Perth, Perth East and North Perth, and the City of Stratford.

Key customers are municipal councilors and staff, local citizens of Perth County and the general public from around the world with an interest in local history.

The Collections Policy supports the overall goal of ensuring that key evidence of local government decisions and archivally significant records of individuals, families, organizations and businesses in Stratford and Perth County are transferred or donated to the Archives to remain available for as long as possible.

Definitions

Accessioning - creating a legal record of the circumstances under which records have been added to the Archives' collections in order to document transfer of custody or ownership to the Archives

Appraisal – the assessment, by an archivist, of records' current administrative, legal, or financial value, their historical, informational, evidential or research value, as well as their physical condition

Archival records – records that have enduring value that have been appraised and designated for transfer to the Archives, which are no longer routinely required for current administrative, legal or financial needs

Artificial collections – records of similar form or subject matter from different creators physically arranged and described together to facilitate research access or efficient use of storage space

Collections Management - one of the core businesses of Stratford-Perth Archives, collections management includes the following activities:

- Maintain optimal storage conditions for all collections
- Catalogue and document status of all collections
- Disaster response plan for Stratford-Perth Archives
- Reappraise and deaccession collections as needed

Fonds / *Respect des fonds* – a group of records that share the same origin and that have developed naturally as an outgrowth of the daily workings of an agency, individual, or organization / principle that the archival records of a single creator will be preserved together, not split up

Mandate – approved scope of collections at an archives

Published materials – books and periodicals with multiple copies distributed to a number of readers

Records – recorded information, regardless of physical format or characteristics, created in the regular course of activity

Agenda Item #6.1.

Scope

The Collections Policy applies to all staff involved in collections management work for records that have been offered for appraisal or accessioned at the Stratford-Perth Archives.

Standards and Ethics

Municipal records in Ontario are subject to a variety of legislation dictating how they are created, accessed and, in some cases, preserved in perpetuity. Additionally, each of the six sponsoring municipalities has a records management /retention program authorizing transfer of certain permanent records to the Archives. The Archives manages all collections in its holdings -- transferred municipal records and records donated by community members -- with the goal of maximizing their lifespan and usefulness for researchers, today and in the future. Archives staff conduct their work in accordance with the Association of Canadian Archivists' Code of Ethics.

ARCHIVAL COLLECTIONS

General

- Stratford-Perth Archives adds to its holdings through transfers from local governments and donations from community members and organizations.
- The Manager of Archives Services / Archivist, with the support of Archives Technicians, is responsible for maintaining procedures and forms to appraise and accession all acquisitions.
- When appraising archival collections, the Manager of Archives Services / Archivist will consider the potential long term administrative, legal, and fiscal use to the records creators and the possible evidential and informational value for future researchers. The physical condition of the records will also be considered.
- Stratford-Perth Archives may acquire records in any media format.
- Stratford-Perth Archives will not acquire records if it lacks the necessary resources to preserve and provide access to the records.
- Stratford-Perth Archives will generally not acquire artifacts unless they are closely linked to records being acquired and can be safely stored in the Collections Room.
- Stratford-Perth Archives may select among records acquired in order to preserve the best, most succinct archival record.
- Stratford-Perth Archives is committed to the principle of *respect des fonds* and maintaining a clear record of the provenance of collections. However, to facilitate ease of access and storage of certain kinds of items, the Archives has a number of artificial collections of materials brought together from different sources and donors. Examples include: Perth County Voters Lists arranged by location/date, Stratford-Perth Archives Postcard Collection arranged by location or general subject and, Stratford-Perth Archives Film Collection – unusual media stored together.

Municipal Government Records

1. Stratford-Perth Archives will acquire archival records created and/or acquired by all business units of the Municipalities of North Perth, Perth South, West Perth and Perth East, the County of Perth, and the City of Stratford and their predecessors.

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2. Business units of the sponsoring municipal governments are encouraged to transfer records to the Archives under approved records retention schedules; however, direct transfer of unscheduled inactive records will be accepted if they are appraised as archival.
3. Government records will be appraised primarily on their value as evidence of the functions, policies, decisions, procedures and operations of the County of Perth, the City of Stratford, and the Municipalities of North Perth, Perth South, West Perth and Perth East.

Community Records

1. Stratford-Perth Archives may acquire archival records created by individuals, families, businesses or non-governmental organizations active within the Municipalities of North Perth, Perth South, West Perth and Perth East, the County of Perth, and the City of Stratford and their predecessors.
2. Stratford-Perth Archives will refer potential donors to the appropriate institution if the material offered falls within the acquisition mandate of another archives.
3. Stratford-Perth Archives will not accept donations of records for which the donor wishes to impose impractical or lengthy access and use restrictions. (This does not apply to local government records subject to access restrictions that will eventually be lifted by statute.)
4. Stratford-Perth Archives will create an appraisal report for each donation, which must be approved by the Manager of Archives Services/Archivist.
5. If archival material is received from an anonymous source, staff will make reasonable effort to contact the owner. If no owner (or source) of the abandoned archival material can be found, the Archives will appraise the material and acquire or not acquire it according to this policy.

LIBRARY COLLECTIONS

General

- Stratford-Perth Archives maintains two separate collections of published materials - the Research Library Collection and the Preservation Reference Library Collection.
- Materials may be acquired for the library collections through purchase or donation.
- The Manager of Archives Services / Archivist, with the support of Archives Technicians, is responsible for maintaining procedures and forms to document additions to library collections. Additions to the library collections are documented via book donation forms and in the book register only, not by using accession and donation procedures for archival collections. Donors will be informed that published materials will be assessed and either added to one of the Archives library collections, forwarded to another archives or library or disposed of at the discretion of the Manager of Archives Services/Archivist. Donors wishing to have books returned to them if they are not added to one of the Archives library collections must indicate that at the time of the offered donation via the book donation form.
- In exceptional cases, for example, where a book has extensive notes from a previous owner written in the margin, it may be accessioned and catalogued as if it were an archival record.
- Generally, all published materials are catalogued under the terms of a contract with Stratford Public Library, as annual budgets allow, and added to the Perth County Information Network (PCIN) union catalogue.
- Stratford-Perth Archives library collections are not available for borrowing, but must be used in the Archives Reading Room.

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Research Library Collection

1. The purpose of the Research Library Collection is to support research undertaken at Stratford-Perth Archives and to provide Archives' staff with access to industry publications to support their work and professional development.
2. Stratford-Perth Archives will acquire and maintain published materials that:
 - Relate to the history of Stratford or Perth County and its communities or have a significant connection to Perth County
 - Compile, annotate or index other resources at Stratford-Perth Archives
 - Document general historical and geographical information that contextualizes life in what is now Perth County throughout its historyas well as:
 - Newsletters and periodicals from regional and other relevant historical societies, professional associations and community groups
 - Family histories relevant to Perth County (and its member municipalities) and Stratford that have been published or compiled into book form
 - Microform or digital copies of secondary source material such as area newspapers and directories
 - Microform or digital copies of primary source material from other archives such as birth, death and marriage registrations, censuses, land records, wills and estate files relating to Perth County (and its member municipalities) and Stratford
3. When making decisions regarding acquisition and deaccessioning from the Research Library Collection, the following selection criteria will be used:
 - The published item covers a unique or updated subject relevant to Perth County and/or Stratford that is not already reasonably well-represented in the Archives' Research Library or easily accessible online
 - The published item is in good enough condition to withstand regular use by staff and researchers
 - The published item is free of mould or other contaminants that may pose a health risk to staff and researchers
 - The published item is in a format accessible to most researchers and staff
 - The published item is relatively easy to replace. If not, it may be more appropriate to acquire the item for the Archives' Preservation Reference Collection

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4. Research Library Collection items will generally be shelved together in the Collections Room. From time to time, large collections of research books may be given separate designations and shelved together. For example, the Orr family library has ORR above the call number on their spine labels and are shelved together adjacent to the main research library collection. As well, copies of high use books like township histories, will be shelved in the Reading Room for the convenience of researchers. Books and journals about archival work collected for staff development purposes will be shelved in the Boardroom for the convenience of staff.

Preservation Reference Library Collection

1. The purpose of the Preservation Reference Library Collection is to identify published items needing a higher degree of care and security that meet at least one of the following criteria:
 - At a high risk of being stolen or vandalized due to monetary value, rarity or controversial content
 - Physically fragile
 - Back up copy of an important work about local history that would be difficult to replace
2. During cataloguing, Preservation Reference Library Collection items will have the letters PRES REF above their call number on the spine label. Spine labels may be attached to a paper sleeve or card rather than attached to the book.
3. Preservation Reference Library Collection items will be shelved together in the Collections Room, separately from the General Research Library Collection.

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DEACCESSIONING

From time to time, it is necessary to remove archival records and published items from the collections. Records and books are sometimes reappraised as not meeting the mandate of Stratford-Perth Archives, or to be clearly within the mandate of another institution with a greater claim to them. In the case of published materials, the item may have simply become outdated or damaged to the point where it can no longer be reasonably used.

The Manager of Archives Services / Archivist is responsible for overseeing and authorizing any deaccessioning and, with the assistance of the Archives Technicians, maintaining related procedures and forms.

All deaccessioning will be fully documented through a form, signed by the Manager of Archives Services / Archivist, and filed in the appropriate collection files.

Descriptions of deaccessioned material will be removed from all finding aids and location registers.

Reasonable efforts will be made to find another repository to preserve and provide public access to deaccessioned archival materials or return them to the original donor. Deaccessioned library materials will be offered to local charities for fundraising sales or recycled.

COLLECTION

POLICY AND PROCEDURES

1. The Board can accept archival items relating to Perth County, Stratford, the Huron Tract, the Canada Company and the Queen's Bush. (see footnote)
2. The Board shall accept only items without conditions, except for a time seal at the request of the donor.
3. All items shall be accepted at the discretion of one of the archivists on staff. In Listowel, items may be accepted at the discretion of the staff.
4. All donations shall be received on a temporary receipt form until approved by the archivist. Upon approval, gift forms for the items accepted shall be made out and signed by the donor. (see appendix for forms)
5. Short-term or permanent loan arrangements can be made in accordance with the loan forms (see appendix). Special cases shall be considered by the board.
6. The release of surplus archival material, by trade or sale, shall be at the recommendation of the Archivist-Administrator and the consent of the Chairman.
7. The Board shall maintain insurance on, and provide proper quarters for, the collection.

Note: Archival items are:

textual records (books, manuscripts, etc);
cartographic records (maps, charts, etc.);
pictorial records (photos, paintings, etc.); and,
sound records (music, etc.)

which are usually produced on paper, but also occur on wood or metal (medals, signs, commemorative items, etc.), or on tape, disc, film, etc.



Association of Canadian Archivists Code of Ethics and Professional Conduct

The Association of Canadian Archivists' Code of Ethics and Professional Conduct ("the Code") is intended as a guide for all people who participate in archival work—the management, care, custody, preservation, and accessing of records—regardless of their title, employment status, education, or membership in a professional association. The Code is aspirational in intent; it seeks to represent an ideal to work toward. For these reasons, the principles set out below use an inclusive "we."

The Code guides individuals where decisions relating to the management of records and archives are not clear cut. This can emerge when there are conflicting priorities or values, or when new situations arise. The Code provides both a structure for defining an issue, e.g., is the issue practical or professional in nature, and a means to evaluate what is behind the issue and guide how to move forward.

The Code supports work with both public and private materials in the Canadian context and strives to provide a balance between the needs of an open and democratic society and those of the communities represented in records or archival holdings so as to ensure the ethical management of culturally sensitive materials.

Underpinning the Code is the understanding that making records available and protecting them for future use is a societal good. The principles in the Code aim to guide our decisions toward outcomes that preserve the records' context over time and respects values specific to the Canadian context.

Some of the terms used in the Code may be unfamiliar. Readers are encouraged to seek clarification from records and archives specialists, including archivists, records managers, information and privacy officers, conservators, and records management and archival science educators.

The Code is structured in two parts. The first five principles address what we do and the remaining four address who we are.

1. CONTEXT: We gather, maintain and communicate knowledge about the context in which records are created, used, and preserved.

- a. We exercise due caution and diligence in documenting and preserving the relationships between records and the activities that created them, as well as between records and the aggregations in which they belong, recognizing that these relationships are a necessary component of the records themselves.



- b. Recognizing that records originate in and are influenced by a complex interplay of legal, administrative, informational, and cultural factors over time, we strive to continuously improve our preservation and representation of these contexts.
- c. We draw guidance for gathering, maintaining and communicating records' context from:
 - i. established principles of archival theory, such as *respect des fonds* and respect for original order;
 - ii. institutional policies and guidelines governing records and our responsibilities to them;
 - iii. laws and regulations, particularly with regard to privacy and data protection;
 - iv. discourses adjacent to—or distinct from—traditional archival ideas but still relevant to archival work (see also principle 6.a); and
 - v. the communities from which the records originate, or that they represent.
- d. We recognise that discrimination, trauma or violence may be inherent in the circumstances of records creation and transmission, and that these considerations may have a bearing on how the records are described, preserved, and accessed.

2. PRESERVATION: We preserve the identity and integrity of records for which we have responsibility—in relation to the activities set out in principle 4—and have a fundamental duty to ensure they are capable of being preserved through time in a usable and understandable manner.

- a. Recognizing that preservation is the first condition of access, we strive to maintain an appropriate balance between preserving records and providing access to them.
- b. We collaborate with those having specialized knowledge on how best to preserve records and maintain the ability to reproduce them.
- c. Where the integrity of records cannot be preserved, we accurately record the changes consequent to each preservation action. In such cases, we also document the elements of a record that have been lost or changed and the likely effects on the reliability, accuracy and authenticity of the records.
- d. If it is not possible for our institution to preserve the integrity of records, we seek to transfer custody of the records—and, as appropriate, responsibility for them—to other organizations that have the means and the mandate to preserve the records.
- e. We document all decisions to deaccession or destroy records, in keeping with principles 1.a and 7.b.

3. ACCESS: We make records available to the widest possible audience in a manner consistent with their content, source, and the statutory obligations that govern the jurisdiction in which we work.



- a. We respect the privacy of the individuals who created or are the subjects of records, especially persons and communities who had no voice in the creation, transmission, disposition, or preservation of the records.
- b. In providing and managing access to records, we are sensitive to the evolving contexts of individuals (living or dead), organizations, or communities that are the subjects of the records, reconsidering access conditions as necessary in light of that sensitivity. As set out in principles 1.a and 7.b, we document all such decisions.
- c. We respect the social, cultural, historical, and linguistic contexts of records for which we have responsibility. This might mean, for example, using Indigenous demonyms in describing and making accessible materials pertaining to Indigenous communities (see also principle 5), or using terminology specific to marginalized or minority groups.

4. VALUE: We have a duty of care in the selection, acquisition, description, deaccessioning, destruction, and provision of access to records.

- a. We document our decisions regarding the selection, acquisition, description deaccessioning, destruction, and provision of access to records, as set out by principle 7.b below, detailing in particular:
 - i. the evidentiary nature of the records, including their regulatory context (juridical, administrative, institutional, etc.) and any changes to that context over time; and
 - ii. the meaning conferred on the records by the circumstances of their creation, use, and transmission (see also principle 1.a).
- b. We ensure, to the extent that it is within our power, that records authorized for destruction are destroyed promptly and in a way consistent with their significance and sensitivity so that they cannot be recovered without resort to extraordinary measures.

5. SOVEREIGNTY: Twenty-first-century Canada recognizes not only the sovereignty of the Crown but also that of the Indigenous Peoples of Canada. Records and information relating to Indigenous Peoples is administered in a way that is consistent with guidance provided by and in consultation with Indigenous communities.

- a. We are familiar with, and stay apprised of developments in contemporary published guidance on information governance as it pertains to Indigenous communities, including, but not limited to:
 - i. The [final report and calls to action](#) of the Truth and Reconciliation Commission of Canada
 - ii. The principles of [Ownership, Control, Access, and Possession](#) (OCAP) articulated by the First Nations Information Governance Centre
 - iii. The [Considerations and Templates for Ethical Research Practices](#) articulated by the National Aboriginal Health Organization



- iv. The [*Protocols for Libraries, Archives, and Information Services*](#) articulated by the Aboriginal and Torres Strait Islander Library, Information, and Resource Network

6. KNOWLEDGE: We continually seek to increase our knowledge of records—their creation, maintenance, use, and preservation—and the individuals, societies, communities, and organizations they document.

- a. We share our expertise and experience and are open to new insights into records and archival work, regardless of their source.
- b. We recognize and respect non-documentary approaches to maintaining cultural and organizational evidence and memory.

7. RISK MANAGEMENT: We consider, analyze and evaluate the processes, methods, and technologies used to create, use and manage records with the intent of balancing our responsibility to optimize the value of records—and users' access to them—against any risks and costs associated with doing so.

- a. We actively support openness, transparency, and information sharing initiatives.
- b. We promote and contribute to the establishment of documentation policies and practices supporting accountability—including documentation of our own processes and decisions, both in the organizations for which we work and in society as a whole.
- c. We are mindful of, and document wherever possible, the biases inherent in records and information processing systems.
- d. We strive to ensure that the resources needed to maintain and provide access to records and archives are sustainable over the long term. (See also principle 2.d).

8. SOCIETAL BENEFIT: We use our specialized knowledge and experience for the benefit of society as a whole.

- a. We communicate and emphasize ethical considerations to law- and policy-makers where laws and policies affect or relate to the creation, transmission, use, maintenance, preservation, and accessibility of records.
- b. We proactively engage with colleagues in other fields, particularly those related to information technology, in order to increase mutual understanding and consideration of the medium- to long-term consequences inherent in innovation and technological change, particularly as they relate to the obsolescence of existing technologies.

9. PERSONAL INTEGRITY: We conduct our work in a way that does not discriminate against, harass, or take advantage of others.

- a. We conduct ourselves in a collegial manner in professional interactions.



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- b. We actively support plurality, diversity, and inclusion.
- c. We do not inappropriately reveal or profit from information gained through our privileged access to records.
- d. We do not use or disclose our privileged knowledge of individuals' research interests or findings without their consent.



Report Municipal Shared Services Committee

To: Municipal Shared Services Committee
Meeting Date: March 16, 2023
Prepared By: Vicky Hamilton, Manager of Court Services
Subject: POA Court Services Report for MSSC and Operational Update

Recommended Action:

THAT the Municipal Shared Services Committee receives the “POA Court Services Report for MSSC and Operational Update” report for information.

Executive Summary:

This report provides an update on activities at the Provincial Offences Court Services office to the end of January 2023.

Comments:

Court Scheduling

Court services staff continue to schedule early resolution meetings and trials. Our staff have not been able to secure any extra court dates but our courts have been opened until the end of the year by the Regional Senior Justice of the Peace.

Administrative Penalties Program

Staff will continue to gather information and monitor surrounding municipalities for development of AMPs programs.

Staff have reached out to the Stratford Police Services, Social Services, Avon Maitland District School Board, Huron Perth Catholic School Board, and Huron Perth Student Transportation Services to discuss the issue of drivers failing to stop for school bus arms and the launch of a media campaign to increase awareness.

Charges and Revenue

The following tables show a comparison of the last seven years for charges filed and fines collected for the month of January for each year.

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Year	Charges Filed
2023	737
2022	724
2021	348
2020	294
2019	927
2018	625
2017	671

Year	Revenue
2023	\$229,963
2022	\$110,704
2021	\$75,699
2020	\$133,326
2019	\$107,442
2018	\$123,871
2017	\$110,338

Pending Case Load and Court Appearances

The following charts speak to the increase in court activity.

Year	Pending Caseload
2023	1,927
2022	1,596
2021	1,440
2020	1,015
2019	1,369
2018	1,030
2017	1,327

Average monthly pending caseload.

Year	Court Appearances
2023	883
2022	831
2021	310
2020	933
2019	737
2018	605
2017	666

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Distribution of Revenue

The following table is the final calculation for percentage of net revenue to be distributed based on the actual location of the offence for which fines were paid in the month of January 2023.

Municipality	% of Net Revenue
Town of St. Marys	1.91%
City of Stratford	11.07%
County of Perth	87.02%

Connection to Strategic Plan:

Goal 2 – Regionalization & Service Effectiveness

Goal 3 – Customer Service Excellence

Reviewed By:

Annette Diamond, Director of Legal / Corporate Services

Lori Wolfe, CAO



Report Municipal Shared Services Committee

To: Municipal Shared Services Committee
Meeting Date: March 16, 2023
Prepared By: Mike Adair, Chief of Paramedic Services
Subject: Paramedic Services MSSC Report March 16, 2023

Recommended Action:

THAT MSSC receives the “Paramedic Services MSSC Report March 16, 2023” report for information.

Background Information:

Perth County Paramedic Services (PCPS) is pleased to provide the Municipal Shared Services Committee (MSSC) with an early year update. During 2023, the focus of PCPS is core operations, system evaluation, staff wellness, the mobile integrated health program, and service efficiencies. Further information is included in the County Budget 2023. The following provides highlights of our plan for 2023.

Comments:

Operations

Perth County Paramedic Services continues to provide emergency response services as a gateway to the community health care system. At the February 16, 2023 Council meeting, PCPS presented the 2023 budget.

1.Call Volumes: Specific to our region PCPS was called for help 10,819 times in 2022. This is a 9.9% increase in call volume during 2022 in contrast to 2021. At this rate, PCPS forecasts that call volumes will exceed 11,900 calls during 2023. This equates to 2,200 hours of ambulance in-service usage during 2023.

PCPS will continue to observe both this metric and response times. Additional hours were discussed during budget to add surge capacity to our Paramedic Services (PS) system in order to react to rural and urban areas as efficiently as possible. Starting February 6, 2023 PCPS implemented an enhanced process of monitoring the deployment plan and testing changes as they are made.

2.Time-on-task (TOT): TOT is a measurement of the number of hours an ambulance is tied-up supporting a patient or doing activities where they are not available to respond to another call. During 2022 Listowel increased 4.2% TOT

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and by 377 calls. The north of our region is also seeing growth so these numbers are expected.

PCPS will continue to monitor increases in TOT and react by either changing the deployment plan or making recommendations for future investments in resourcing when appropriate. In particular, PCPS is monitoring trends related to the increased TOT and calls in the north of the County.

3.Off-load delay: PCPS currently is experiencing an increase in off-load delay. While the Huron Perth Health Alliance is a great performer in offloading patients from PCPS, we have noted increases in time that we spend in the hospital over the past year. For example, in Stratford we have observed an average offload time increase from 24 minutes 48 seconds to 32 minutes 25 seconds. Total hours spent in the hospital starting at over 30 minutes also changed. PCPS also measures time sum of time over the course of a year spent in hospitals that exceeded 30 minutes. We measure this time in equivalent 12-hour ambulance shifts. During 2021 there were 33.9 shifts and in 2022 this increased to 66.3 shifts.

PCPS continues to work closely with the hospital system to monitor and develop ways to off-load our patients as quickly as possible.

4.COVID-19: The COVID-19 virus continues to impact paramedic services. Over the past three years the Ministry has supported paramedic services across Ontario by funding extra expenses directly related to the pandemic. PCPS continues to track any of these related costs and will continue to submit to the Province.

5.Health Care Providers – Paramedics: Paramedic services has increased training for paramedic services by 4 hours specific to topics related to mental health. We have also increased training for peer supporters up to 4 days per year. Other forms of engagement will include implementing a paramedic advisory committee to engage frontline staff when making decisions related to paramedic services.

Mobile Integrated Health (MIH)

In 2023 PCPS continues to provide integrated health solutions within the community we serve. In particular during 2023 MIH focus on strengthening services with partners while filling in health gaps. As an example, with a focus on mental health and overall wellbeing, we plan to engage our MSSC partner Stratford Social Services through our funding model. Synergy from such partnerships can help to provide effective services to those in need. Other programs such as home visits, diagnostics, care, palliative support will continue during 2023.

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Education

In 2023 PCPS will see an introduction of new medications that will help to support patients who are experiencing nausea, post-partum hemorrhage, or shortness of breath. This legislated change will require education of paramedics and the purchase of the new medications. Other education during 2023 will include simulation and skill development to keep our clinicians sharp and ready to support our patients.

Quality Assurance and Feedback

This year we will continue to perform program evaluation as it relates to patient care but also system performance. Some of the highlights from 2022 will be included in our annual performance report to be delivered to council in the next quarter.

Public Engagement:

This report meets the Inform level of the Community Engagement Framework. The information is shared via budget preparation, council meetings, and in the form of this report.

Financial Implications:

There are no new financial implications to report.

Connection to Strategic Plan:

- Goal 1 – Growth & Economic Development
- Goal 2 – Regionalization & Service Effectiveness
- Goal 3 – Customer Service Excellence
- Goal 4 – Community Development & Planning
- Goal 5 – Corporate Sustainability

Reviewed By:

Annette Diamond, Director of Legal / Corporate Services



MANAGEMENT REPORT

Date: March 16, 2023
To: Municipal Shared Services Committee
From: Kim McElroy, Director of Social Services
Report#: 4th Quarter Update for the Social Services Department (2022)

Children's Services

Information on the Opt-In Status for the Canada Wide Early Learning and Child Care (CWELCC) Agreement

Background: Originally outlined in management report #SOC22-006, the Government of Canada and the Province of Ontario signed the CWELCC agreement in April of 2022, freezing all child care base fees and giving child care service providers until November 1, 2022, to opt-in or out of the program. If opted in, fee paying families with children in licensed child care will receive a rebate of 25% of their base fees retroactive to April 1, 2022, for the remainder of 2022.

On January 1, 2023, families will see an additional 25% reduction of their base fees for 2023, with plans of further decreases resulting in an average of \$12 a day for care by 2025.

As of November 1, 2022, all child care service providers (8 total providers across 26 licensed child care sites) have opted into the CWELCC program, with rebates becoming available to families over the next three to four weeks. As the Consolidated Municipal Service Manager (CMSM), Stratford will release these funds according to CWELCC administrative guidelines in alignment with existing funding lines currently supporting the eight child care service providers in Perth County.

In addition to reduced fees for families, an additional \$1/hour allocation has been provided for qualifying staff (Registered Early Childhood Educators – RECEs) making a base wage under \$19/hour.

Analysis: Currently, we have processed all CWELCC opt-in applications from our eight service providers (including directly operated Anne Hathaway Day Care Centre) and have indicated that each applicant has qualified based on the guidelines outlined by the Ministry. We are now in the process of issuing our first-round rebate cheques/credits to service providers based on the base fee calculations they have provided, using the funding already transferred to us by the Province. Funding will be allocated to service providers in the next one to two weeks as outlined in the guidelines, followed by rebates to families over the next three to four weeks. Service providers have 30 days to administer rebates to families once flowed the funding, and all are in position to meet or exceed this expectation. They have all also communicated the upcoming changes to

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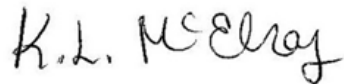
fees to their families, updated parent handbooks, and have followed all relevant guidelines and processes.

The majority of RECEs in Perth County currently make slightly over the \$19/hr threshold for the additional \$1/hr wage enhancement, so this allocation will not be applicable to most educators in our service area.

With respect to Anne Hathaway Day Care, all updates and information has been shared with families in a timely fashion, and their plans to opt-in have been well received by families. Given the fee structure at Anne Hathaway, we will be applying a credit to family's accounts to reduce administrative burden, however families will still have the option to receive a rebate cheque, at their request. Timelines for families receiving this credit on their account is within the next three to four weeks, consistent with our other service providers. There are also no staff that will qualify for the additional CWELCC wage enhancement at Anne Hathaway.

OUTCOME: THAT the report titled "Information on the Opt-In Status for the Canada Wide Early Learning and Child Care (CWELCC) Agreement" be received for information by Council.

Respectfully submitted,

A handwritten signature in black ink that reads "K.L. McElroy". The signature is written in a cursive, slightly slanted style.

Kim McElroy,

Director of Social Services - Consolidated Municipal Service Manager Stratford