



## Community Safety and Well-being Partnership Council (CSWBPC) Meeting Minutes

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Thursday, January 27, 2022

2:00 – 3:30 pm

Zoom Meeting

### **Present:**

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Brent Kittmer, Amy Gangl, Rebecca Clothier, Dave Sinko, Catherine Hardman, Barbara Leavitt, Shaun Joliffe, Jasmine Clark, Mike Adair, Ryan Erb, Wendy Burrow, Andrew Williams, Joelle Lamport-Lewis, Kim McElroy (co-chair), Greg Skinner (co-chair), Jeneane Fast (CSWB staff)

### **Regrets:**

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Theresa Campbell, Dan Hobson, Joan Thomson, Jenna McCartney, Lisa Wilde

### **1.0. Welcome and Introductions**

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The co-chairs welcomed Key Stakeholder Committee members to their first meeting and roundtable introductions took place.

### **2.0. Approval of November 25<sup>th</sup> Minutes**

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Minutes of the November meeting were approved.

### **3.0. Updates**

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For the benefit of new members, CSWB staff provided a brief presentation on activities that have taken place to date.

Completed activities included:

- Terms of Reference confirmed
- Monthly meetings (ELT)
  - Since June 2021 to begin creating foundation for implementation framework
- Logo & branding
- Website
  - Launched October 2021
- Newsletter campaign
  - 42 subscribers
  - First newsletter sent out before the holidays
- Communications Strategy



Activities currently in process included:

- KSC membership
  - 6 organizations or sectors have joined the Partnership Council to date
- Collaborative committee inventory
  - Reached out to 26 committees
  - 19 surveys completed
- 2022 budget
- Communications Sub-Committee
  - Meet quarterly to coordinate communications
- Outcomes and performance measures

Activities still to come included:

- Establishing action groups

#### Discussion:

Group discussed the need to determine who is missing from the Partnership Council to ensure all relevant sectors are represented at the table. This could mean additional members or current members providing subject matter expertise on several sector perspectives. This will be added to the agenda for the next meeting.

A request was made to share the list of collaborative committees that staff reached out to so CSWBPC members can see what groups have been missed and to encourage those groups that have not yet completed a survey to do so.

Clarification was requested about those involved in the Communications Sub-Committee and it was confirmed that at this time it included municipal communications staff. Communications staff from other CSWBPC organizations are also welcome to join.

Action Item	Person Responsible	Complete by
Consider recommendations for additional KSC members	Everyone	Next meeting
Send list of collaborative committee inventory participants	CSWB staff	Feb. 4, 2022
Conduct analysis of collaborative committee inventory	CSWB staff	Feb. 11, 2022

## 4.0. Budget

The revised budget was reviewed and includes revenue from two sources: municipal budgets and allocations from the Ontario Cannabis Legalization Implementation Fund (OCLIF). Both sources are calculated using weighted municipal assessments for shared services. Expenses include the 0.5 FTE for coordination and administrative support, website and promotional costs, capacity-building activities



for CSWBPC membership, and awareness-raising for the public. It was emphasized that seeking out relevant grant opportunities would be an ongoing exercise.

**Discussion:**

There were no concerns about the budget as proposed but discussion did take place on a few topics. Clarification about awareness-raising forums for the public was requested. It was confirmed that these events would be used to inform the public about CSWB activities and issues and that they would be organized in collaboration with leaders in each municipality and other relevant stakeholders. Activities could include guest speakers, screening films or documentaries, and hosting further consultations.

It was shared that Perth South's council is looking at incorporating mental health supports for farmers in their municipal budget and asked if this was something that could fall under the CSWBPC framework. Both Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) and the Ontario Federation of Agriculture (OFA) have resources related to this, including the creation of a helpline for farmers. Other CSWBPC members – in particular those providing mental health supports - were interested in finding out more so that resources could be coordinated. Perth South will look into this further for the next meeting. In the meantime, more information can be found at:

- [Mental Health for Farmers – First Aid Kit \(OMAFRA\)](#)
- [Mental Health and Wellness \(OFA\)](#)

A question was asked about the logistics of implementing the budget. It was recommended that the City of Stratford cover the cost and bill back to the other municipalities at designated times (e.g. quarterly). The co-chairs will confirm this process and timing before the next meeting.

ELT members requested a short slide deck for presentation to their councils to show the focus for the budget and a more detailed use of funds.

The 2022 CSWB budget was approved.

Action Item	Person Responsible	Complete by
Investigate and share information on mental health resources for farmers	Perth South CAO	Next meeting
Confirm logistics for budget implementation	Co-chairs	Feb. 18
Create PPT slide deck with budget details	CSWB staff	Feb. 11

## 5.0. Outcomes and Performance Measurements

CSWB staff provided some context for the discussion about performance measurement planning which included evaluating two components of community safety and well-being:

1. Measures to evaluate the impact and success of the implementation framework (e.g. CSWBPC and Action Groups)



2. Measures to evaluate the impact and success of the priority areas' goals and objectives

Staff then reviewed the process for performance measurement planning which included 4 steps:

**Step 1:** Define expected outcomes (e.g. anticipated results)

**Step 2:** Determine measurements that show the results (e.g. quantifiable outputs and outcomes measures)

**Step 3:** Determine methods for data collection (e.g. sources, tools, instruments)

**Step 4:** Develop workplan for data collection (e.g. frequency, timing, stakeholders responsible, etc.)

Two documents were provided in the agenda package that focused on the first two steps. Before moving forward, CSWB staff asked the group how and where they felt this planning should take place (e.g. as part of the agenda for monthly meetings, as separate meetings with the CSWBPC, in a smaller working group).

**Discussion:**

The group agreed to the performance measurement planning process and felt that it helped to provide clarification and structure. Overall, there was consensus that the planning should take place within smaller groups rather than with the entire CSWBPC and recommended that 4 working groups be created - one for each priority area. It was suggested that a working group be established to focus on the outcomes and indicators for the CSWBPC activities initially which could then be tasked with determining who should be involved in the other four groups. In addition, the collaborative committee inventory would be able to provide some insight into the types of indicators already collected which could also help identify members of the working groups. Answers to the survey questions related to performance measures would be included in the analysis of the results for next meeting.

It was also reinforced that the methodology for collecting data on performance measurements needed to be flexible enough for qualitative as well as quantitative data.

A question was asked about how other regions have approached performance measurement planning. It was shared that discussions occurred with both Northumberland and Bruce-Grey. Both are in the process of determining indicators based on what is already being collected and by whom. Both are also creating common reporting tools which they are happy to share.

Action Item	Person Responsible	Complete by
Established performance measurement (KPI) working group	CSWB staff	Feb. 18



## 6.0. Standing Items

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### 6.1. Huron CSWB

A meeting between the current Huron CSWB coordinator and Perth's co-chairs took place in December 2021. Due to a general lack of resources and the 4<sup>th</sup> wave of COVID-19, the Huron coordinator shared that implementation activities were somewhat stalled. At this point, each of the 9 municipalities have agreed to create their own implementation plans. The Huron coordinator and Perth co-chairs agreed to look for opportunities to bring CSWB planning activities in both counties together wherever possible with the ultimate goal of creating a standardized implementation framework for the region.

### 6.2. St. Marys Community Wellness Committee

This committee is a regional action group for implementing the CSWB Plan in St. Marys. Its purpose is to develop programs to fill service gaps, remove barriers for residents to access services, and to share information. It consists of St. Marys staff that provide programs as well as representatives from police and social services. Currently, the group is revamping the town's community developer position (funded in partnership with Family Services Perth-Huron) to fit more specifically with the CSWB Plan.

## 7.0. Other Items

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### 7.1. Signed Terms of Reference

The group was reminded to provide CSWB staff with a signed copy of the Terms of Reference. It was clarified that only one Terms of Reference per organization was needed.

Action Item	Person Responsible	Complete by
Provide CSWB staff with signed Terms of Reference	All members	Next meeting