

Community Safety and Well-being Partnership Council

Meeting Minutes

Tuesday, June 15, 2021

1:00 – 2:30 pm

Zoom Meeting

Present:

Brent Kittmer, Amy Gangl, Jenna McCartney, Dan Hobson, Joan Thomson, Rebecca Clothier, Theresa Campbell, Kim McElroy (co-chair), Greg Skinner (co-chair), Dave Sinko, Jeneane Fast (CSWB staff)

1.0. Welcome & Introductions

Meeting opened with welcome and introductions by those present.

The purpose of this group was reviewed: to be a decision-making team for community safety and well-being planning. Various models of governance were explored, and the most appropriate option was a tiered structure consisting of:

1. An Executive Leadership Team (ELT) of non-elected municipal and shared services leaders; and
2. A Key Stakeholder Committee (KSC) of leaders from local agencies who act as subject matter experts on CSWB-related issues.

The importance of keeping the leadership of the Partnership Council small and manageable was acknowledged.

2.0. Terms of Reference

The group reviewed the terms of reference section by section and minor adjustments were made. More in-depth discussion took place around:

2.1. Composition of Executive Leadership Team

It was agreed that decision-makers need to be members of this group. If that member is not the CAO, then the delegate needs to be given authority to make decisions on behalf of their municipality. A question was also posed as to whether this group duplicates the Perth Administrators Collaborative Team (PACT) and if CSWB planning could be a standing agenda item at those meetings. There was consensus that PACT would not be the best venue to oversee CSWB Plan implementation and that a separate entity (i.e. ELT) was more appropriate.

Discussion took place about the composition of the ELT beyond municipal representatives. Stratford Police and Social Services were involved with leading the development of the CSWB Plan in light of issues that have arisen in the last few years (e.g. homelessness, mental health). The group agreed that these entities should remain as part of the ELT and were appropriate as co-chairs of the CSWBPC but that the ELT would have the flexibility to identify the appropriateness of co-chairs based on major CSWB concerns. The group felt that OPP and paramedics should be included at the ELT level. A question was posed as to whether Fire Services should also be involved. It was decided that, for the time being, paramedics and police were sufficient to represent emergency services.

2.2. Support for Action Groups

A question was raised about whether the action groups would be provided with a budget for their activities and if so, what accountability measures could be put in place to oversee that. The co-chairs explained that at this time, no money has been directly allotted for action group work. However, once there is a better idea of what the action groups will look like (e.g. new groups, existing committees), this could be reviewed. It was felt that a more time-sensitive issue was creating an environment in which existing collaborative committees see the value of aligning themselves with the CSWBPC. When conducting the inventory and reaching out to these groups, it will be important to emphasize the benefits of participating and how the CSWBPC could support them in their work.

2.3. Reporting Expectations

A question was asked about how reports will be written to keep municipal councils updated on progress. Would there be an expectation that staff draft reports for their own municipal councils? The co-chairs explained that this is where the 0.5 municipal administrative support would be utilized to streamline that process; the creation of a report-back template for municipal councils and the ministry could be developed to reduce workload expectations for other municipal staff.

The group also discussed the importance of regular reporting in order to keep interest in the plan and activities. CSWB reporting should not just be something that comes up during budget discussions.

Action Item	Person Responsible	Complete by
Revise Terms of Reference based on meeting discussion	CSWB staff	June 21
Extend invitation to Perth County Paramedics to join ELT	CSWB co-chairs	Next mtg

3.0. Key Stakeholder Committee

During the discussion about the terms of reference, the group reviewed the list of sectors making up the KSC. The group felt the list was comprehensive but also wanted to clarify that they could invite people or organizations to the table at their discretion, depending on the CSWB issues being addressed or discussed. As with the ELT, members of the KSC must have decision-making authority for the organization or sector they represent.

Action Item	Person Responsible	Complete by
Compile contact list of potential KSC membership	CSWB staff	Next mtg

4.0. Website, Promotion, and Branding

4.1. Online Web Presence

The group reviewed 5 options for centralizing online communication and sharing information about CSWB activities and progress:

Option 1: Coordinated and scheduled updates on individual municipal websites.

Option 2: Additional pages to an existing municipal website, using a unique URL.

Option 3: Option 2 plus adjusting the look and feel of pages so they are unique to CSWB branding (similar to Stratford Police Services pages on City of Stratford website).

Option 4: Standalone website using online web builder (e.g. Word Press, Squarespace).

Option 5: Standalone website using web developer (e.g. eSolutions).

The group agreed to pursue **Option 4** for the following reasons:

- Reasonable cost
- Easy and quick to implement
- Offers unique CSWB branding
- More streamlined reporting and sharing from one centralized website
- Easier access to web analytics
- Optics of shared responsibility and accountability for the Plan among all 6 municipalities
- Provides flexibility in the future if staffing resources (e.g. municipal administrative support) need to shift to another municipality

There was some discussion about intellectual property. Who would own the website? The group agreed that it would be considered a CSWB material, the ownership of which sits with the City of Stratford (Terms of Reference, section 12.1).

4.2. Logo

The group reviewed the logo options provided and settled on the following:



Stratford • St. Marys • North Perth
West Perth • Perth East • Perth South

In keeping with the design theme of the CSWB Plan, the circle represents partnership and collaboration. The 6 segments represent the 6 participating municipalities. The font is simple and clear to ensure accessibility.

Action Item	Person Responsible	Complete by
Share communications staff contact information with CSWB staff	ELT members	June 25
Look into online web developer options	CSWB staff	Next mtg

5.0. Administrative Issues

The group agreed to meet monthly initially because the Partnership Council will need to provide input on and make decisions about a number of things on the front end (e.g. KSC composition, branding/communications, performance measurements and outcomes, formation of action groups) to ensure the framework is in place to successfully implement the CSWB Plan.

Action Item	Person Responsible	Complete by
Send out Doodle poll to determine next meetings	CSWB Staff	June 16