

Community Safety and Well-being Partnership Council

Meeting Minutes

Thursday, September 23, 2021

1:00 – 2:30 pm

Zoom Meeting

Present:

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

Absent:

Jenna McCartney, Dave Sinko

1.0. Welcome & Introductions

Paramedic Services Chief Mike Adair was welcomed to his first meeting. The rest of the group introduced themselves.

2.0. Approval of July 19 Minutes

Minutes of July meeting were approved.

3.0. Website Update

An update on the status of the website was provided. Through discussions with municipal IT and communications staff, it was confirmed that:

- AODA compliancy could be reached using the Squarespace platform.
- A newsletter component gathering names and email addresses falls within the parameters of privacy and confidentiality legislation and subscribers' personal information will not be compromised.

With these concerns mitigated, the following activities were completed:

- Purchase of Squarespace annual subscription
- Purchase of domain name (cswb-stratfordperthstmarys.com)
- Creation of pages and content

Three website-related issues still required a decision from ELT; an accountability statement, the use of a generic email address, the use of a newsletter platform. Discussion on these points is summarized below.

3.1. Accountability Statement

The intention of the website accountability statement is to clarify that the website (its administration, management, and content) is the shared responsibility of all 6 municipalities that form the ELT. This includes sharing in the cost of third-party services in the unlikely event that the website is compromised so as not to put undue strain on one single municipality's IT department.

The group reviewed the draft statement. One question was asked about the cost of a third-party company. This would be dependent on the severity of the issue and the solution. The group had no concerns and agreed the risk of compromise was very low since the website is small and does not store any confidential information.

The group approved the statement and that it be added to the CSWB Partnership Council Terms of Reference, section 12.

3.2. Generic Email Address

CSWB staff offered 2 options for a generic email address: set up a free Gmail account or use Google Workspace which provides a custom email address using the website URL (free for the first year through Squarespace subscription and costs \$91 CAD + HST annually after that). The second option would also allow for the use of other Google tools (e.g. Drive, Docs, Meet) which has the benefit of maintaining the initiative's independence from municipal servers and would make it easier to transfer administrative support to other municipalities if needed.

The group felt the cost of Google Workspace was negligible and approved setting up that account.

3.3. Newsletter Platform

CSWB staff offered 2 options for the CSWB newsletter: open a free MailChimp account or use Squarespace email campaign tool (current subscription includes 3 free campaigns and costs \$76 CAD + HST annually after that). The design of both options can be tailored to the website and linked to the newsletter block.

The group approved using Squarespace email campaigns.

Discussion:

Based on these decisions, the cost of the website will be approximately \$530 annually.

Overall, the group was pleased with the look and content of the website and agreed its development was an iterative process, with pages being added and edited as necessary. The group gave approval for the site to go live before the next meeting. CSWB staff will share the link once this happens and will also work on developing key messages to promote and market the website.

Action Item	Person Responsible	Complete by
Add website accountability statement to CSWBPC Terms of Reference	CSWB staff	Oct. 1, 2021
Set up Google Workspace account	CSWB staff	Oct. 1, 2021
Subscribe to Squarespace email campaigns	CSWB staff	Oct. 1, 2021
Launch website	CSWB staff	Oct. 13, 2021
Develop key message for promotion and marketing	CSWB staff	Oct. 13, 2021

4.0. Collaborative Committee Inventory

The group reviewed the list of questions for the inventory and the method of collecting the information.

Discussion:

It was recommended that a question be added related to knowledge of other collaborative committees along with an opportunity to provide contact information to make sure the inventory was as comprehensive as possible. CSWB staff suggested a two-phased approach to collecting the information: 1) an online survey or questionnaire for committees to fill out and 2) a follow-up discussion or meeting to gather more detailed information if necessary. The group agreed to this and approved CSWB staff moving forward with the inventory.

Action Item	Person Responsible	Complete by
Develop inventory questionnaire using SurveyMonkey	CSWB staff	Oct. 4, 2021
Compile list of committee contacts	CSWB staff and co-chairs	Oct. 4, 2021
Send questionnaire to list of committee contacts	CSWB staff	Oct. 7, 2021

5.0. Key Stakeholder Committee (KSC)

In order to keep the size of the KSC manageable, the co-chairs recommended organizing membership by sector and requesting one representative from each of the following:

- Justice and Legal Services
- Community Funding & Research
- Education
- Affordable Housing
- Homelessness
- Healthcare
- Mental Health
- Transportation
- Immigrant & Newcomer Services
- Indigenous Services
- Persons with Disabilities Services
- Seniors Services
- Violence against Women (VAW)
- Child & Youth Services

Discussion:

The group agreed that this made sense but also acknowledged that this would be easier for sectors in which there are already established collaborative committees working and meeting together (e.g. healthcare, mental health, VAW, etc.). For other sectors, it could be more challenging to find one member to represent the entire sector (e.g. education, seniors services, immigrant services, etc.). However, although some sectors are more decentralized, there may be some cross over between sectors that we are not aware of; an example given was someone from Huron Perth Public Health who might have a strong connection with parochial schools, thereby providing knowledge and expertise in both the healthcare and education sectors.

The group also discussed the timeframe for establishing the KSC and decided it was important to start the process of inviting members we already know we would like to participate. Prior to the next meeting, CSWB staff and co-chairs will draft a list of core KSC members to be reviewed by ELT. Once approved, a letter of invitation will be sent.

Action Item	Person Responsible	Complete by
Draft list of core KSC membership	CSWB staff and co-chairs	Oct. 7, 2021
Send draft to ELT for review and approval	CSWB staff	Oct. 15, 2021
Draft invitation letter	CSWB staff	Oct. 15, 2021
Send invitation	CSWB co-chairs	Oct. 18, 2021

6.0. Standing Items

6.1. Huron CSWB Update

No update provided.

6.2. St. Marys CSWB Working Group

The Town of St. Marys has established a working group to prioritize and facilitate the implementation of CSWB activities in their municipality. It was agreed that they be added to the meeting agenda as a standing item so the group could be kept informed of their progress.

7.0. Other Items

7.1. Grant Opportunities

A question was asked whether it would make sense to consolidate staffing resources for funding and grant applications related to CSWB priorities. For most municipalities around the table, in-house staff take on this responsibility but as more opportunities arise, the establishment of a grant-writing working group for CSWB-specific opportunities could help to take the pressure off individual municipalities. The group agreed that further discussion at the partnership council level would be useful, especially once the KSC was established.