



COUNTY OF PERTH

Corporate Services Department

Archives Division

Stratford-Perth Archives

2021-2023 Business Plan

December 2020

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Archives Division Business Plan 2021-2023

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Questions should be directed to the Manager of Archives Services/Archivist or the Director of Corporate Services.

Preamble

The 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.

Service Strategy

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.

Key Customers

- Councillors and staff of Perth East, Perth South, North Perth, West Perth, Perth County and City of Stratford and staff of their agencies, boards and commissions
- Citizens of Perth County, member municipalities and City of Stratford
- General public

Core Businesses/Services

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

For 2021 and beyond, the goal of the Stratford-Perth Archives remains to provide this professional archives service with specific objectives addressing the core functions of:

- **Service to Municipal Governments**
- **Collections Management**
- **Service to Public Clients**
- **Collections Development**

Legislated Standards

Municipal records in Ontario are subject to a variety of legislation dictating how they are created, accessed and, in some cases, preserved in perpetuity.

- Municipal Act, SO 2001, c.25, Sec. 254-255
- Canada Revenue Agency (CRA) – Keeping Records (Canada – RC4409)
- Books & Records Retention/Destruction (Canada – IC78-10R3)
- CGSB 72-11-93 Microfilm & Electronic Images as Documentary Evidence
- CGSB 72-34-2005 Electronic Records as Documentary Evidence
- Personal Information Protection & Electronic Documents Act (PIPEDA – Canada Bill C6)
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA – Ontario)
- Evidence Act (Ontario)
- Canada Evidence Act (Canada)
- Electronic Commerce Act (Ontario – Bill 88, 2000)
- Records Disposition Authority No. 96/023 – Records Relating to Electronic Imaging
- Archives Ontario – Information Bulletin #6 Electronic Records Systems – Recorded Information Management (RIM) Requirements
- Assessment Act (Ontario)
- Vital Statistics Act, R.S.O. 1990, CHAPTER V.4 (Ontario)
- Education Act, 1990, c.E.2 (Ontario)
- Archives and Records Keeping Act, 2006 (Ontario)
- Copyright Act, RSC 1985, c C-42 (Canada)
- County of Perth By-laws & Policies, especially, Perth By-Law 2983 ...to establish schedules of retention periods for documents, records and other papers of the corporation of the County of Perth
- Member Municipalities' By-laws & Policies, especially West Perth By-Law No. 32-2004...to establish a schedule for the retention and destruction of records; North Perth By-Law No. 49-AD-1999, as amended by 86-AD-2002...to establish a schedule for the retention and destruction of records; and, Perth East By-Law No. 13-2001...to establish schedules of retention periods for documents, records and other papers of the municipality

- City of Stratford By-laws & Policies, especially By-law 192-2000, as amended, establishing schedules of retention periods for documents, records and other papers of the City of Stratford
- [Association of Canadian Archivists' Code of Ethics](#)

Program Maps

Service to Municipal Governments

- Support transparent and accountable government for Stratford and Perth County residents
- Information management through permanent records transfers and appraisal of long-term value of other government records and information
- Reference and research service to support policy development and maintain corporate memory
- Digitize government records to protect original records and facilitate access

Collections Management

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

Service to Public Clients

- Reference & Research requests
- Photograph & document scanning requests
- Digitize government records and community collections to protect original records and facilitate public access

Collections Development

- Appraise and acquire information
- Curate rare book and reference library
- Outreach to local businesses, community organizations and families to encourage collection development through publicizing the benefits of donating records to Stratford-Perth Archives
- Outreach to encourage use of Archives collections for personal and academic research, community celebrations and marketing local businesses, including exhibits and other public events

Key Linkages with Strategic Plan

Stratford-Perth Archives is linked with every program and service within the County of Perth and member municipalities and the City of Stratford and their agencies, boards and commissions through the ongoing processing of records and information obligations to ensure transparent and accountable government to Stratford and Perth County residents.

As a public facility open to citizens accessing information about local governments and researchers from around the world, its actions link with the strategic goals relating to Customer Service Excellence, Growth and Economic Development, and Corporate Sustainability.

Table 1: Achievement of 2020 Program

2020 Goals / Objectives	Achieved	Comments
Service to Municipal Governments	On-going	Provide ready access to archived information from all 6 local municipalities.
Collections Management	Completed	Re-wrote Archives Disaster Response Plan utilizing all-staff training provided in 2019
Collections Management	On-Going	Perth County Family photos digitization project continuing from 2018. Approximately 3,000 photos have now been digitized by donor/volunteer working with staff.
Collections Management	Completed	Other cataloguing projects this year include: the Piehl Family Collection, E.G. Thompson legal records, the contents of 110 map cabinet drawers, 3000 local postcard images and messages, and, digitizing Stratford City directories from 1876 – 1997 along with the most heavily used paper indexes and finding aids that used to sit out in the Reading Room

Collections Management		22 years of accession records have been digitized
Collections Development	Completed	Weekly articles in Listowel, Mitchell and Stratford newspapers publicizing Archives collections and how to access services and donate records, especially when the building was closed during the first wave of the COVID-19 pandemic.
Service to Public Clients	Completed	Research support and photograph scanning work for local governments, researchers, and local businesses
Service to Public Clients	Completed	Switched to virtual access to collections when Reading Room was closed in response to the first wave of the pandemic
Service to Public Clients	Completed	Created and implemented an In-Person Service Plan for Stratford-Perth Archives to safely reopen the Reading Room by appointment to ensure social distancing and to allow for quarantining books and records between users
Service to Public Clients	On-Going	Formal opening of accessible, native plant walking area at north end of property on track for 50 th anniversary celebrations in 2022. Flooding issues have been dealt with by Perth County Public works.

Table 2: Major Initiatives for 2021

2021 Goals / Objectives	Achieved	Comments
Service to Municipal Governments		Information management through permanent records transfers and appraisal of long-term value of other government records and information
Service to Municipal Governments		Reference and research service to support policy development and maintain corporate memory
Collections Management		Maintain optimal storage conditions for collections
Collections Management		Complete arrangement and description project involving the archival records donated from the Perth Regiment Museum collection. Project has been on-going since 2017.
Collections Management		Work with County IT staff to develop detailed plan for on-line catalogue.
Service to Public Clients		Reference and research requests and Photograph and document scanning requests.
Collections Development		Appraise and acquire government records transfers and community donations
Collections Development		Annual exhibit in James Anderson Gallery and pop up exhibits to promote treasures of the collections. 2020 exhibit deferred due to pandemic.
Collections Development		Advance planning for Archives' 50 th Anniversary in 2022.

Table 3: Major Initiatives for 2022

2022 Goals / Objectives	Achieved	Comments
Service to Municipal Governments		Information management through permanent records transfers and appraisal of long-term value of other government records and information.
Service to Municipal Government Clients		Reference and research service to support policy development and maintain corporate memory
Service to Municipal Government Clients		Digitize government records to protect original records and facilitate access
Collections Management		Maintain optimal storage conditions for collections
Collections Management		Catalogue and document status of collections
Service to Public Clients		Reference and research requests and photograph and document scanning requests.
Collections Development		Appraise and acquire government records transfers and community donations
Collections Development		Annual exhibit in James Anderson Gallery
Collections Development		Pop up exhibits to promote treasures of the collections
Collections Development		Celebration of Archives' 50 th Anniversary

Table 4: Major Initiatives for 2023

2023 Goals / Objectives	Achieved	Comments
Service to Municipal Governments		Information management through permanent records transfers and appraisal of long-term value of other government records and information.
Service to Municipal Government Clients		Reference and research service to support policy development and maintain corporate memory
Service to Municipal Government Clients		Digitize government records to protect original records and facilitate access
Collections Management		Maintain optimal storage conditions for collections
Collections Management		Catalogue and document status of collections
Service to Public Clients		Reference and research requests and Photograph and document scanning requests.
Collections Development		Appraise and acquire government records transfers and community donations
Collections Development		Annual exhibit in James Anderson Gallery
Collections Development		Pop up exhibits to promote treasures of the collections

Program Delivery Plan

How will the program be delivered and at what level?

- 0.15 FTE Director of Corporate Services
- 1 Manager of Archives Services / Archivist
- 3 Archives Technicians
- 1 summer student requested for 2021
- Office hours 8:30 a.m. to 4:30 p.m., Monday to Friday
- Reading Room open by appointment temporarily per Post Pandemic Service Resumption Plan for Stratford-Perth Archives
- Expanded numbers of appointments, including Saturday service during the summer, is expected

What changes will impact program delivery in the future?

- Changes Mandated by Other Levels of Government
 - Amendments to Municipal Act, S.O. 2001
 - Changes to Professional / Institutional standards for archives
 - Changes to other Acts and Regulations, particularly the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17
- Direction Received from County Council and CAO
 - Structure of County operations
 - County Strategic Plan
 - Service demands from other departments

Financial Allocation/Deployment Plan

Year	2020	2021	2022
Total Program FTE Requirements	5.35	4.67	4.34

FTE Variances

- Decrease in FTEs due to switching from 2 Archives Clerks and 2 Archives Technicians to 3 Archives Technicians. A summer student is requested for 2021

Training and Development

- Training to familiarize new staff with municipal operations and processes
- Various training workshops and conferences pertinent to positions as need/opportunity arises

Comments

The budget includes a request for a summer student enrolled in college or university to free up staff time for Collection Management projects by assisting with Reference and Research duties.

Other budget activities as listed in the 2021-2023 Archives Division budget reflect no other changes in the ongoing operations of the Division.