



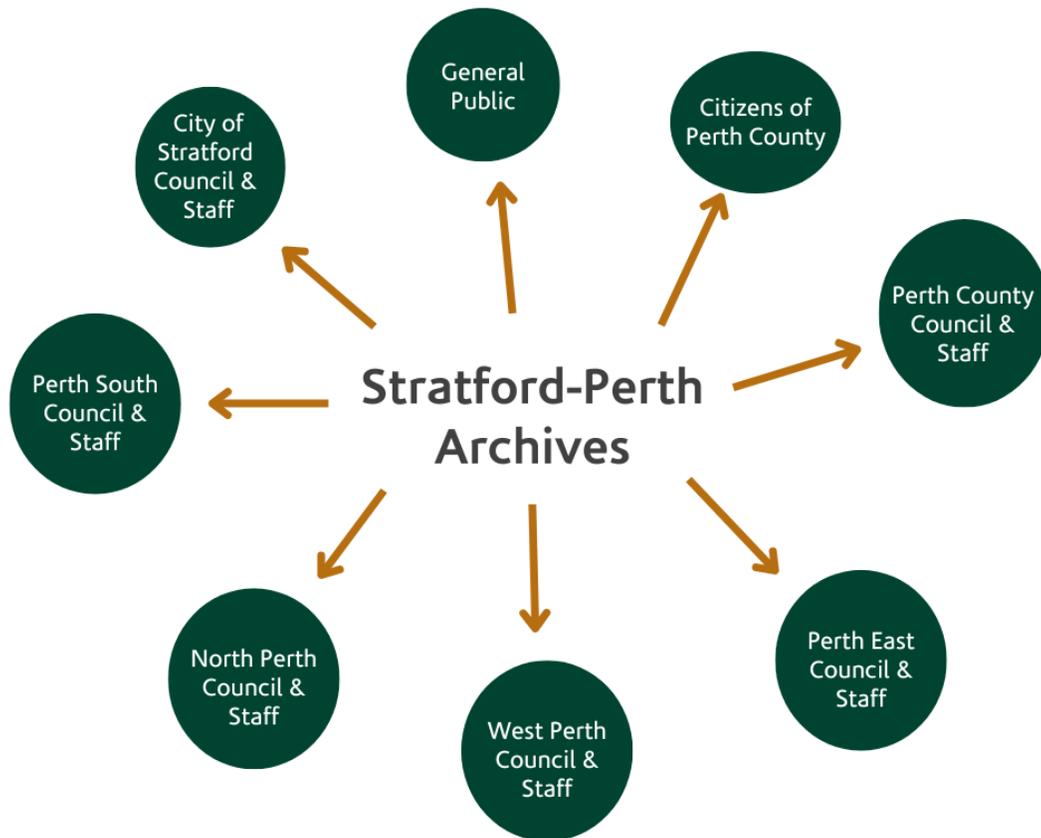
## Introduction

Stratford-Perth Archives is the municipal archives for permanently valuable records created by 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

Stratford-Perth Archives supports efficient and effective governance by preserving and providing timely access to historical records for municipal staff, elected officials, the public and media. Stratford-Perth Archives supports transparent and accountable government by capturing key evidence of local government decisions and activities and making it available to citizens, now and in the future.

## Key Customers and Stakeholders



## Core Business Services

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,



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West Perth, Perth East and North Perth, the City of Stratford, their predecessors and their agencies, boards and commissions.

For 2023 and beyond, the goal of Stratford-Perth Archives is to provide professional archives service with specific objectives addressing the core functions of:

#### 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

#### Collections Management and Development

- Appraise and acquire information
- Curate rare book and reference library
- Maintain optimal storage conditions for all collections
- Disaster prevention and response plan addressing Stratford-Perth Archives' specialized needs
- Reappraise collections as needed

#### Cataloguing and Digitization

- Digitize government records and community collections to protect original records and facilitate access via the website and/or public computers in the reading room
- Catalogue collections according to professional standards

#### Reference and Research Service

- Monitor reference and research requests and co-ordinate responses
- Complete photograph and document scanning requests for researchers
- Operate accessible public reading room

#### Public Outreach

- Encourage use of Stratford-Perth Archives collections for research, community celebrations and marketing local businesses via exhibits and other public events
- Collections development through outreach to local businesses, organizations and families, publicizing the benefits of donating records to Stratford-Perth Archives

### 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, 2001*, S.O. 2001, c.25
- 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 and Electronic Documents Act*, S.C. 2000, c. 5 (PIPEDA)
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (MFIPPA)
- *Evidence Act*, R.S.O. 1990, c. E.23
- *Canada Evidence Act*, R.S.C., c. C-5
- *Electronic Commerce Act*, 2000, S.O. 2000, c. 17
- Records Disposition Authority No. 96/023 – Records Relating to Electronic Imaging
- *Assessment Act*, R.S.O. 1990, c. A.31
- *Vital Statistics Act*, R.S.O. 1990, c. V.4
- *Education Act*, R.S.O. 1990, c.E.2
- *Archives and Records Keeping Act*, 2006, S.O. 2006, c. 34, Sched. A
- *Copyright Act*, R.S.C. 1985, c. C-42
- County of Perth By-laws and Policies
- Member Municipalities' By-laws and Policies
- City of Stratford By-laws and Policies
- [Association of Canadian Archivists' Code of Ethics](#)

## Key Linkages with Strategic Plan and Achievements of the 2022 Program

Stratford-Perth Archives is linked with every program and service within the County of Perth, member municipalities and the City of Stratford and their agencies, boards and commissions. This connection is fostered 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 operated as a shared service between 6 local municipalities, Stratford-Perth Archives' actions particularly link with strategic goals relating to Regionalization and Service Effectiveness, Customer Service Excellence, Community Development and Corporate Sustainability.

### 2022 Achievements

#### Service to Municipal Governments

- These are on-going, core functions of the Division. Archives staff have responded to research queries from all 6 of the sponsoring municipalities this year, either in support of their own operations or to respond to FOI requests.
  - Reference and research service to support policy development and maintain corporate memory for sponsoring local governments.
- In 2022, Archives staff have focussed on creating a comprehensive catalogue of all records in our holdings that have been transferred from the City of Stratford and supporting Perth County's records management initiative. This project will continue in 2023.
  - Information management through permanent records transfers and appraisal of long-term value of other government records and information.



#### Collections Management and Development

- Completed daily inspections of Collections Room, annual cleaning and detailed inspection of collections and review of comprehensive Disaster Response Plan, and, collaborate with Perth County Facilities division to ensure optimal storage conditions for collections.
  - Maintain optimal storage conditions for collections.

#### Cataloguing and Digitization

- All donations of community records and transfers of government records not already in Collections Management database have been indexed.
- Arrangement and description of archival records from Pounder Brothers and City of Stratford were major projects in 2022 and will continue in 2023.
  - Catalogue collections according to professional standards.
- 3904 issues of local newspapers digitized by Archives Summer Students this year. Using the feedback from the 2022 students, staff have updated the project manual for 2023 students.
  - Digitize government records and community collections to protect original records and facilitate access via the website and/or public computers in the reading room.

#### Reference and Research

- Due to COVID-19 pandemic driven restrictions, Archives was closed to in-person researchers from Jan 5 - Feb 21, 2022, when the Reading Room re-opened by appointment. From June to August, reading room hours expanded to include longer appointment hours and drop-in service from Tuesday to Saturday. Throughout the year, staff have responded to requests for information via email and telephone and provide drop-in access on weekdays and Saturdays by appointment over the winter months.
  - Reference and research service to general public via reading room and email/telephone.
- In 2022, Archives staff created formal procedures for in-person researchers using personal cameras to copy documents when accessing them in the Reading Room. It clarifies researchers' responsibilities for safe handling of archival material and explains their obligations regarding copyright and photo usage. Allowing researchers to use their own cameras speeds up their access to copies and frees up staff time for other work. Staff continue to scan records for researchers as requested.
  - Scanning photographs and documents for researchers

#### Public Outreach

- Successful event to mark the Archives' 50<sup>th</sup> anniversary on October 13 with unveiling of newly installed bench and sign in the accessible Reflections garden by Perth County Warden Aitcheson and Stratford Deputy Mayor Ritsma.
  - Celebrating Stratford-Perth Archives' 50<sup>th</sup> Anniversary
- Treasures of the Archives exhibit opened the same day in the James Anderson Gallery.



- The Manager of Archives Services / Archivist gave public talks on Treasures of the Archives at the North Perth and West Perth Public Libraries in October and is scheduled to do the same talk at Stratford Public Library in December and at Perth East Public Library in April 2023.
- Archives staff have written 50 newspaper articles about Archives treasures for Stratford, Listowel and Mitchell newspapers. Staff have worked diligently this year to select items from around the county in a variety of media to showcase the depth of the collections for all manner of research.
  - Weekly articles promoting Stratford-Perth Archives collections and services in local newspapers.
- In collaboration with Stratford Perth Museum and with the support and input of Perth County Facilities and Legal Services, a new agreement between the Museum and Archives related to Events Management and Cooperation was finalized in September. This agreement addresses communicating about large events likely to result in a need for extra parking at either site, responsibilities for snow removal and maintenance of the adjacent parking lots, the shared well, tree planting and signage.
  - Collaboration with Community Partners

## Major Initiatives for 2023, 2024, and 2025

### Service to Municipal Governments

- Reference and research service to support policy development and maintain corporate memory for sponsoring local governments.
- Information management through permanent records transfers and assessment of long-term value of other government records and information.

### Collections Management and Development

- Maintain optimal storage conditions for collections.
- Appraising and accessioning backlog of government records transfers and community records donations. Accessioning refers to completing formal donation forms or transfer records to allow Archives to take legal custody of records.

### Cataloguing and Digitization

- Digitizing early newspapers to add to website and/or public computers in reading room.

### Reference and Research

- Reference and research service to general public via reading room drop-in hours, by appointment and email/telephone.
- Scanning photographs and documents for researchers.

### Public Outreach

- Weekly articles in local newspapers and blog posts
- Collaboration with Community Partners



### Program Delivery Plan

How will the program be delivered and at what level?

- 0.15 FTE Director of Legal/Corporate Services
- 1 Manager of Archives Services / Archivist
- 3 Archives Technicians
- 2 summer students requested for 2023
- Office hours 8:30 a.m. to 4:30 p.m., Monday to Friday
- Reading Room open on weekdays combined with expanded virtual reference service and digitized collections on website
- Reading Room and James Anderson Exhibit Gallery hours expanded to Saturdays during the summer

What changes will impact program delivery in the future?

#### Changes Mandated by Other Levels of Government

- Amendments to *Municipal Act, 2001*, S.O. 2001, c.25 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

FTE Requirements by Year

Year	2022	2023	2024	2025
<b>Total Program FTE Requirements</b>	4.7 Archivist, 3 Techs, 2 summer students			

### FTE Variances

- None anticipated for 2023-2025

### 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



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## Comments

The budget again includes a request for two summer students to work from Tuesday to Saturday with the students working together to provide week-end service at Stratford-Perth Archives. They will also work together on a project to digitize early newspapers for the website.

Overall, budget activities as listed in the 2023-2025 Archives Division budget reflect no other changes in the ongoing operations of the Division.