2005 Annual Report



from the

City of Winnipeg Records Committee

City Clerk's Department
Archives and Records Control
380 William Avenue • Winnipeg • MB • R3A 0J1
Phone: (204) 986.5325 Fax: (204) 986.7133

Winnipeg

Terms of Reference



Bird's Eye View of Princess Avenue - c.1900, current site of Red River College.

Civic records are created, kept and managed in the public trust to protect the City's corporate and public memory. Records management and archives are key functions in civic government because they support the creation and maintenance of accurate, authentic and usable records for all citizens. Records contain information about decision-making, daily operations and service delivery. Through records management and archival programs the City ensures that records required to meet legal and fiscal obligations and for historical research are available when and where they are required.

The Records Committee was created under Section 110 of *The City of Winnipeg Charter* to:

> ***"make recommendations to council, and implement policies and procedures approved by council for the management, retention, safekeeping and destruction of records."***

The Chair of the Records Committee is the City Records Manager/Archivist, who as head of the Archives and Records Control Branch of the City Clerk's Department is responsible for the stewardship of City records. The Records Committee meets regularly to discuss matters pertaining to the management and safekeeping of City records.

Records Committee Members

Chair

Gerry Berkowski
City Records Manager/Archivist

Citizen Representatives:

Dr. DeLloyd Guth

Dr. Tom Nesmith

Departmental Representatives:

Richard Kachur, City Clerk
City Clerk's Department

Doug Buhr, Solicitor
Legal Services Division
Designate, Corporate Services Department

Carrie Erickson, Manager
Corporate Finance and Administration
Designate, Corporate Finance Department

Donna Woytowich, Administrative Coordinator
Designate, Audit Department

Message from the Chair

Each year for the last four years the Archives has focused its attention on a series of projects designed to enhance the archives and records management infrastructure. If there was a theme at the City Archives this year, it would be 'discovering the treasures of the archives'. How appropriate that the focus on outreach and publicity coincided with the centennial of the Archives' home at the Carnegie Public Library Building. A number of events and publications were created to celebrate the birthday of the building, and in turn, to highlight the availability and value of the documentary treasures within the City Archives. Some of the special centennial products included pamphlets and stickers.

Commemorative banners were hung at City Hall and on the corners of the Archives Building.

The treasures in Archives are an important source of information and knowledge in the community, just as the collection of books inside the Carnegie Library Building was 100 years ago. More people are consulting the City's records every year. We give more tours to university students, open the doors to the public on special occasions, and provide more service to researchers from all walks of life. I am confident that the projects and publicity of the anniversary events will raise the visibility of the Archives as a heritage resource for the citizens of Winnipeg – 'Free to All' – in the spirit of the original Carnegie Library.

I encourage readers of this 2005 Annual Report to scan the pages that follow for a brief summary of the history of the Carnegie Library and for a report on the celebrations that took place in 2005 to commemorate the building's birthday.

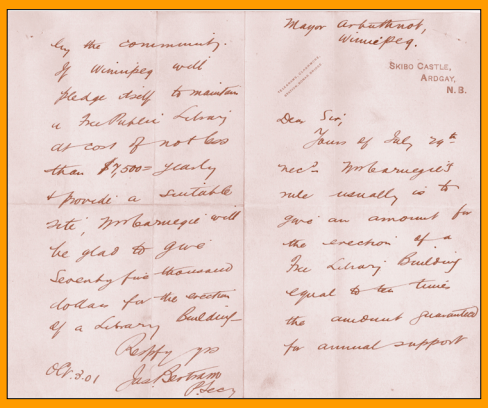


Interior, Council Chamber, old City Hall c. 1900.

There are, as usual, various details about the archives and records management activities, all illustrated with images from the collection of treasures in the City Archives, plus an optimistic look forward to next year.

Gerry Berkowski
Chair
City of Winnipeg Records Committee

100th Anniversary of the Carnegie Library



Mayor Arbuthnot,
Winnipeg.

Skibo Castle,
Ardgay,
N.B.

Dear Sir,

by the community.
If Winnipeg will
pledge itself to maintain
a free Public Library
at cost of not less
than $7500= yearly
& provide a suitable
site, Mr Carnegie will
be glad to give
Seventy five thousand
dollars for the erection
of a Library Building

Yours of July 24th
rec'd. Mr Carnegie's
rule usually is to
give an amount for
the erection of a
Free Library Building
equal to ten times
the amount guaranteed
for annual support

Letter from Carnegie's Secretary to Mayor Arbuthnot, approving request for funds, 1901.

The year 1905 was a big year for the City of Winnipeg. The construction of the Eaton's department store marked the beginning of a new era, the City opened Assiniboine Park, and the beautiful Royal Alexandra Hotel was finished at the site of the CPR Station. Winnipeg was brimming with civic pride. And to round out the year, the Carnegie Public Library opened its doors to the public to serve the growing city's thirst for knowledge, learning and current information in the early days of the last century.

The Carnegie Library at 380 William Avenue was Winnipeg's first public library building, constructed with a grant of $75,000 from American philanthropist Andrew Carnegie. In September of 1902, City Council passed By-law No. 2450 which authorized the acquisition of land for the purpose of a site for a public library building. After some deliberation, the site on William Avenue was selected and the City organized a design competition for the new library. Of the eight plans submitted, three were chosen as finalists.



However, citing cost, local contractors declined to bid on tenders for the first and second prize winning designs (H. S. Griffiths and Samuel Hooper respectively).

A revised design by Hooper resulted in a successful tender from builders Smith and Sharpe. Finally, the cornerstone was laid and construction commenced late in 1903. The library was opened on October 11, 1905 by Governor General Earl Grey. A two-story addition – also financed by Carnegie – was added to the back of the building in 1908.



Carnegie Library - Front Elevation Drawing



William Avenue looking west from King Street, 5 years before the library was opened.

The building continued to serve citizens as the Central Library until 1977, when the Centennial Library on Donald Street opened.

The original Carnegie Library was closed. However, community appeals resulted in reopening of the building in 1978 as the William Avenue Branch Library. From 1977 to 1994, space for library services was gradually reduced and reallocated to storage of the City's archival records. The William Avenue Branch Library was closed in 1994 and 380 William Avenue became the City of Winnipeg Archives.

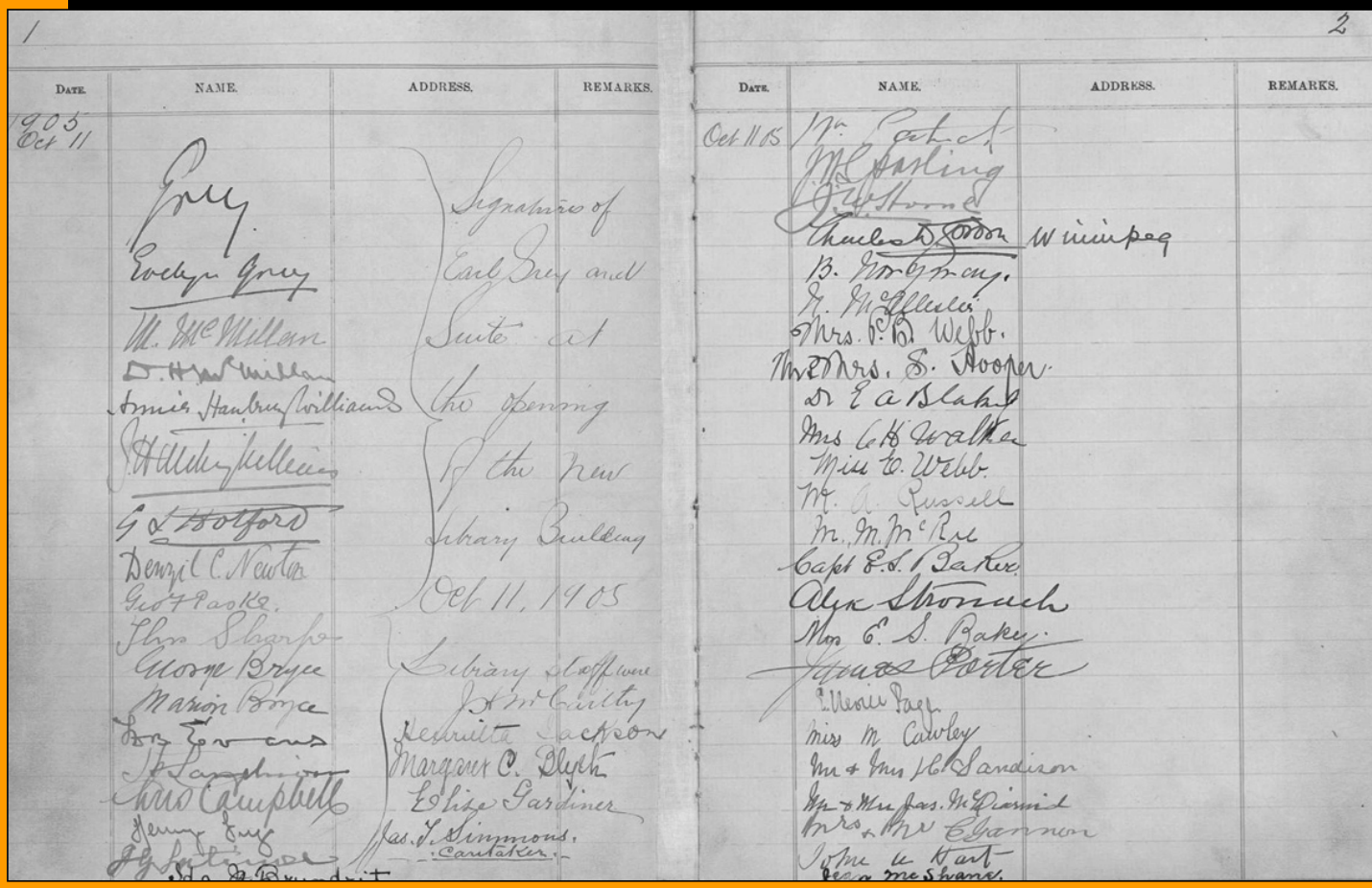
The Carnegie Library was designated a Heritage Building on July 30, 1984. Protected elements include the interior front rooms on both the first and second floors and the iron fence surrounding the property.

Carnegie Library - Side Elevation Drawing

100th Anniversary cont'd

Manitoba Free Press Account of the Opening Ceremony of the Carnegie Library, Wednesday, October 11, 1905

"This afternoon at 2:30 the ceremony of opening the new Carnegie library will be started. The Vice-Regal party will be attended by a guard of honor composed of a company of school cadets from Norquay, Alexander and Somerset schools. Countess Grey will unlock the great front doors with a key which will be presented to her by Alderman Sandison. The party will then enter and the Governor-General will be asked to open the building formally. As soon as the institution is declared open, His Excellency will be presented with the first Carnegie library ticket, and he will take out a book in the usual way."



Library Visitor's Book, signed by Earl Grey, first patron of the Library on opening day, October 11, 1905.

Anniversary Year Celebration

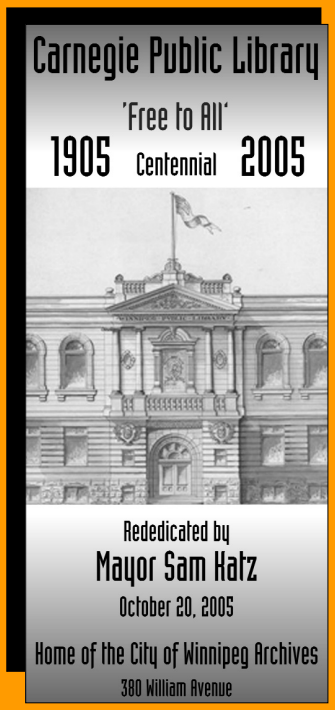
The Archives organized a celebration and series of special projects to raise public awareness of the building's history and of the Archives in the Carnegie Library Building's centennial year.

Open House and Plaque Unveiling at 380 William Avenue

On October 20th, Mayor Katz attended a Birthday cake cutting ceremony and formally unveiled a plaque rededicating the Carnegie Library Building as the home of the City Archives. The Archives held a public open house to commemorate the building's birthday.



Mayor Katz cuts the Carnegie Library birthday cake, October 20, 2005.



Granite plaque unveiled by Mayor Katz

Mayor Sam Katz's Dedication Speech
October 20, 2005

"Archives are a place for remembering. Someone once wrote that "history is always an invention: it is a fairy tale built upon certain clues". The clues consist of what stories we have been told, what we ourselves have remembered, plus what is revealed in the documents that remain from our past.

The story of this building and of our civic heritage is told from the documents kept within these walls and are available for anyone to examine. The Archives are a resource that is "free to all" – to citizens who need to reconstruct their genealogies, to teachers and school children, scientists, business people, university students and many others from all walks of life. They can consult the City Council correspondence files, the Minutes, records of administration and operations, the building plans, and other records to piece together the stories that they want and need to tell. These records are also needed for the City to protect its legal, financial and property interests and those of its citizens.

Today, I am pleased to unveil this plaque, to commemorate the Centennial of the Carnegie Library Building, and also to rededicate this site as the Home of the City of Winnipeg Archives."

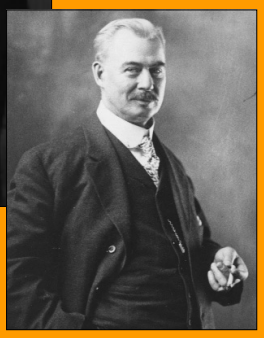
Anniversary Year Projects

Andrew Carnegie Portrait Restoration



Mayor Katz unveils the restored portrait of Andrew Carnegie.

Victor Long, artist of the Carnegie portrait and other portraits of Mayors, Aldermen and Councillors.



Mayor Katz unveiled a restored painting by Victor Long of Andrew Carnegie, which was commissioned by Council in 1905 to hang in the library. After the unveiling the portrait was installed in the new Millennium Library as a symbol of the birth of the Winnipeg Library system in 1905 with the opening of the Carnegie Library on William Avenue.

Millennium Library Exhibits

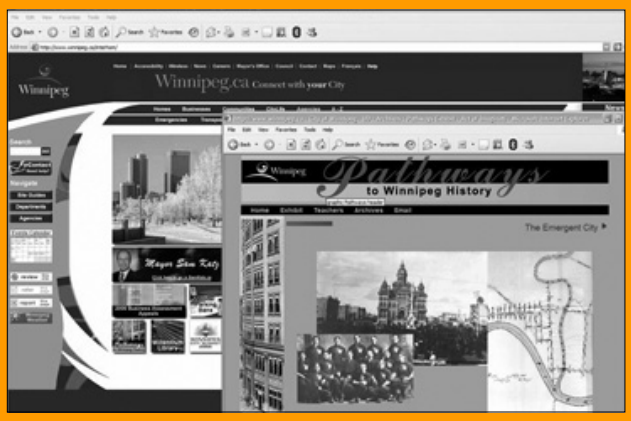
The Archives installed four exhibits in the new Millennium Library, in time for its official opening on November 7, 2005. The exhibits featured displays of documents and artifacts on the Carnegie Library; the cornerstone caskets from old City Halls; Civic Elections; and Remembrance Day.

Doors Open

In conjunction with the Downtown Biz annual Doors Open event the Archives opened its doors to 369 visitors on the weekend of May 14 - May 15.

Pathways to Winnipeg History

Launched on the City's website on Heritage Day, February 21, 2005, Pathways is a virtual exhibit of archival material that takes visitors along four thematic paths. To supplement and enhance the value of the exhibit, the Archives received a grant of $6,000 from the Heritage Grants Advisory Council to produce three curriculum packages for teachers/students in grades 10, 11 and 12. The site received praise from educators and the general public. It has been consulted extensively since it opened.



City Hall Exhibits

The Archives installed exhibits in the Mayor's foyer in the Council Building throughout the year. The exhibits featured the history of Winnipeg City Halls and the City's 75th jubilee, with displays of archival documents and artifacts from the City Archives.

Commemorative Banners Project

Eight banners were designed, each decorated with an enlarged photograph from the Archives photograph collection. Four banners measuring approximately 1m x 2.5m were hung in the large windows on the second floor of the Council Building until the end of the year. They were moved to the Archives Building where they will remain on permanent exhibit in the Archives research room. Four additional banners were installed on the exterior of the Archives Building.

Archives and Records Management Year in Review

Corporate Records Storage

The Records Committee completed a Corporate Records Storage Report to address the need for a location for storing inactive City records. The report identified costs, benefits, and an interim solution to address the problem of lack of storage space for inactive records. Recommendations were forwarded to Executive Policy Committee and Council for consideration.

Electronic Recordkeeping

Archives staff participated in an interdepartmental working group to assess requirements and consider solutions for electronic recordkeeping. The working group, consisting of representatives of City Clerk's, Planning, Property and Development, Water and Waste and Public Works Departments, did the ground work necessary to develop a framework for an RFP, which was used by the Tax Department to procure an electronic document and records management system. Implementation of the recommendations is expected to take place in 2006 and 2007.

City Clerk's Library Project

With assistance from Joann DaSilva and staff at the Winnipeg Public Library, 120 cataloguing records designated City of Winnipeg Archives were added into the Library's online catalogue. Anyone searching the Library catalogue for hard to find publications on the City of Winnipeg will now be directed to the Archives. Cataloguing the balance of the Clerk's Library collection will be undertaken as resources allow.

Records And Information Management Training

Archives and Records Control partnered with Public Works and Property, Planning and Development for a placement of two Records and Information Management Coordinator Trainees. These are Career Development Placement Opportunities funded by the CUPE/CITY Joint Committee Education, Training and Staff Development Initiative. The trainees worked for a period of four months with Records Managers in each Department. The objective of the placement is to provide an opportunity for students in the Records and Information Management Beyond 2000 initiative to apply their training in real working situations in City Departments.

Archival Preservation

The Archives began monitoring storage conditions in the Archives building with a temperature and humidity data logger. Data over a six month period show that the conditions inside 380 William Avenue do not meet temperature and humidity requirements. The relative humidity conditions were seriously under the recommended levels. The Archives will identify options and strategies to address the issue in the short and long terms.



Auditorium Rink, 1900.

Year in Review cont'd

Freedom of Information and Protection of Privacy Act Services

Statistics show that citizens continue to use the *Freedom of Information and Protection of Privacy Act (FIPPA)* for access to City records (see the Service Statistics Summaries page of this report for details). A total of 288 requests were filed with the City in 2005. However, these numbers are small when compared to all the requests for information received in many offices and departments, through web applications, etc. For example, the City Clerk's Department alone answered 5,462 walk in enquiries during the year plus thousands of telephone enquiries.

In 2005 the City Clerk, in his capacity as Head of the Public Body met with the outgoing and incoming Ombudsman for discussions about the City's practices with respect to providing access to information. These meetings led to a stronger set of practices which were implemented to provide better, clearer reasons for denying and/or providing access to information.

The Records Committee is aware that the City encourages access to information in the most open manner possible while protecting privacy, within the spirit of the Freedom of Information and Protection of Privacy Act. The Committee commended and applauded City Departmental Access coordinators for their efforts in delivering Freedom of Information and Protection of Privacy Act access services.

Donations from Friends of the Archives

Friends of the Archives are donors of items or collections of items related to the history of Winnipeg. The Archives is grateful to all who donated materials in 2005. Tax receipts may be issued for some donations, depending on their value. For information regarding your donation, please contact Jody Baltessen, Senior Archivist at 204-986-7904.

The Archives acquired more than 100 graphic and cartographic materials to add to its collection. Acquisitions of textual records included materials received from former Councillor Bernie Wolfe, former City Clerk, H.E. Sangster, and from the Archives of Manitoba, an extensive collection of former Councillor Magnus Eliason's papers.



Memorabilia and film of the City of Winnipeg 's 75th Anniversary celebrations in 1949.

2006 Challenges

Records Centre Program Implementation

A major problem for departments this year was the lack of space for records. City Archives & Records Control asked departments to withhold all transfers until a study with recommendations could be prepared to identify a solution. A Space Planning Study, prepared in 2005 and brought forward to the Records Committee, was forwarded to Executive Policy Committee and Council. The report recommended that the City address the problem by renovating part of a City owned building as a records storage facility. Implementation of the recommendation will mean that the renovations will take place in 2006 so that the records centre can be operational by 2007.



Mayor Juba turns the sod on the site of the new City Hall, n.d.

2006 Civic Election

The 2006 Civic Election for Mayor, Councillors, and School Trustees will be held on Wednesday, October 25, 2006. All City Clerk's staff including those at the Archives and Records Control Branch will participate. Planning for the election began in the fall of 2005 and will continue through 2006 until Election Day.

Electronic Recordkeeping

With the gradual move towards e-government and reliance on an electronic work environment, the City of Winnipeg requires an electronic records management strategy. A draft strategy document was prepared in 2005, and the Archives participated on an interdepartmental committee that examined opportunities for applying electronic document and records management software in the office environment. This work will continue in 2006, with the procurement of Electronic Records and Document Management software. It is expected to lead the way to a citywide standard and could be the first step towards providing the infrastructure that is needed for reliable electronic recordkeeping.

Preservation Requirements for Archival Records

The Archives will prepare a report for submission to the Records Committee on the status of storage and conditions in 380 William. The report will address fire suppression systems, the structural conditions in the building, the requirements for storage space for incoming archival records, and environmental conditions in the storage areas.

Boy Scouts with Mayor Garnet Coulter, n.d.



Service Statistics 2002-2005

RECORDS SERVICES 2002-2005

Year	Research Visits (In person)	Mail & Phone Inquiries	Records Requested from Archives/ Inactive Holdings	Records Destroyed Under By-law (metres)
2002	812	373	Not available	160
2003	784	494	313	0
2004	542	609	659	0
2005	841	675	1104	771

OUTREACH SERVICES 2002-2005

Year	Attendance at FIPPA Training	Attendance at Records Management Training	Publications	Archival Exhibits	Lectures/ Speaking Engagements	Archives Tours
2002	169	39	1	1	8	3
2003	37	57	1	4	3	4
2004	171	59	2	4	8	7
2005	33	33	5	10	8	10

FIPPA SERVICES 2002-2005 (Statistics using categories required by Provincial Reporting Guidelines)

	2002	2003	2004	2005
Total Requests Processed	187	204	312	288
Granted in Full	60	61	118	89
Granted in Part	81	91	87	95
Denied	23	30	60	40
Denied - Record Doesn't Exist	7	22	38	48
Refused to confirm or Deny Existence of a Record	0	0	0	1
Repetitive, Incomprehensible; Already Provided; Publicly Avail.	16	0	9	15
Appeals Made Under FIPPA	15	16	26	19
Appeals Made Under PHIA	0	1	3	0

2005 FIPPA REQUESTS DIRECTLY BY DEPARTMENTS (Internal statistics compiled by City Clerk's Dept..)

DEPARTMENT	REQUESTS
Audit	0
CAO Secretariat	5
City Clerk's	28
Corporate Finance	3
Community Services	25
Corporate Information Technology	0
Corporate Services	16
EPC Secretariat	4
Fire Paramedic Service	40
Mayor's Office	18
Planning, Property & Development	26
Property Assessment	1
Public Works	9
Transit	5
Water & Waste	9
Winnipeg Police Service	105

Acknowledgements

The Records Committee wishes to acknowledge the work and commitment of:

- The staff at the Archives and Records Control Branch for their efforts and achievements in 2005.
- Corporate Education for administrative support and resources for all training initiatives.
- St. Boniface Museum for display cases, Doors Open and Centennial exhibits.
- Winnipeg Public Library for assistance with the City Clerk's Library Project
- All City of Winnipeg Departmental Records Officers and Freedom of Information and Protection of Privacy Act Coordinators for their participation in records management, and access to information and protection of privacy services.

FIPPA Contacts (as at December 31, 2005)

Donna Woytowich.....Audit
Pamela Langstaff.....CAO Secretariat
Danielle Caron .....City Clerk's
Kathy Knudsen.....Community Services
David Laird .....Corporate Services
Brad Salyn.....EPC Secretariat
Michelle Weimer.....Fire Paramedic Service
Brad Salyn.....Mayor's Office
Brenda Ford.....Planning,Property & Dev.
Nelson Karpa.....Property Assessment
Debbie Mikiluk.....Public Works
Paul Olafson.....Transit
Shirley Teranishi.....Water & Waste
Norma Danylyshen .....Winnipeg Police Service

Records Forum

The Records Forum is an ad hoc group of departmental representatives with designated responsibilities for records management. The Records Forum met three times in 2005 to discuss records management issues. Participants in the Forum were:

- Cynthia Kent, City Clerk's
- James Allum, CAO Secretariat
- Don Kroeker, City Clerk's
- Norma Danylyshen, Winnipeg Police Service
- Brenda Ford, Planning, Property and Development
- Joe Kulyk, Community Services
- Ron Steinke/Debbie Mikiluk, Public Works
- Faye Schmidt, Water and Waste

Archives and Records Branch Staff

- Gerry Berkowski, City Records Manager/Archivist
- Cynthia Kent, Senior Records Manager
- Don Kroeker, Records Manager
- Jody Baltessen, Senior Archivist
- Martin Comeau, Archivist
- Jeanne Gobeil, Senior Clerk
- Sallie Caufield, Clerk
- Lynne Foster, Clerk
- Greg Taylor, Clerk
- Evelyn West, Clerk