REPORTS NOT RELATED TO THE JURISDICTION OF ANY COMMITTEE

REPORT OF THE

SECRETARIAT COMMITTEE

DATED FEBRUARY 24, 1998

On motion of Councillor Lazarenko, the Report of the Secretariat Committee dated February 24, 1998 was considered.

City Clerk's Department - Changes to Subscription Offerings and Fees and Charges
Policy File E-1

489 - 1. Council, on January 22, 1993, directed that all fees and charges for the City be reviewed every three years, and that said fees and charges increase automatically annually, by the rate of inflation, unless a review indicated otherwise.

Currently, the Department has 20 subscribers to its products, generating approximately $6,000 in annual revenues. The majority of subscriptions are to receive Council or Committee agendas.

The City Clerk's Department offers the following related paper copy subscriptions:

PRODUCT	FEE
Council Minutes	$120/annum
Council Hansard	$120/annum
Council By-laws (Bound copy of all by-laws passed in the yr)	$25/copy

Technology has provided the ability to produce on CD-ROM information compiled by the City Clerk's Department in a format that the public is demanding. The Department proposes to introduce a fee based service to produce and sell the following information:

- CONSOLIDATED BY-LAW DATABASE
  On an annual basis at the beginning of a calender year, the City Clerk's Department would produce a CD-ROM with the current Consolidated by-law database. The consolidated database contains active regulatory by-laws of the City of Winnipeg and incorporates their amendments. Updates covering a 3-month period would also be produced and sold.

- HANSARD OF COUNCIL MINUTES
  On an annual basis, in November, the City Clerk's Department would produce a CD-ROM with the Hansard corresponding to the council year past. This would provide clients with the opportunity to conduct electronic word searches to find and research issues more readily than can be done by manually searching paper products.

- COUNCIL MINUTES
  On an annual basis, in November, the City Clerk's Department would produce a CD-ROM with Council minutes corresponding to the council year past. This would provide clients with the opportunity to conduct electronic word searches to find and research issues more readily than can be done by manually searching paper products.

Each client would sign a purchase agreement limiting the usage of their information. Each client would be responsible for making the necessary arrangements for pick-up and/or delivery of the subscription document, inasmuch as the proposed costs do not include provision for same. It is believed that the CD subscriptions will not detrimentally impact on the current level of paper copy subscriptions.

Report of the Secretariat committee dated February 14, 1998

These changes are reflective of the current trends in the Computer Industry and the demands that are being made to the City Clerk's Department for electronic versions of the catalogued information. Future plans call for the implementation of this information via the Internet or other electronic means. This implementation will suit the needs of the general public for the time being and will provide a quality service that is being requested frequently.

The Secretariat Committee recommends:

I. That the Fees and Charges Policy for the City Clerk's Department be amended to include the following:

Consolidated By-law database - Annual compilation	$100/CD
Consolidated By-law database - Quarterly update	$25/CD
Council Hansard - Annual compilation	$100/CD
Council Minutes - Annual compilation	$100/CD

II. That the Proper Officers of the City be authorized to do all things necessary to implement the foregoing.

Moved by Councillor Lazarenko,
Adoption of the clause.

Carried.