## REPORTS

**Minute No. 201 Records Committee – 2006 Annual Report**
**File GK-8**

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee received as information the Records Committee 2006 Annual Report.

**Minutes – Executive Policy Committee - March 7, 2007**

DECISION MAKING HISTORY:

Moved by Councillor O'Shaughnessy,
That the Records Committee 2006 Annual Report be received as information.

Carried

# 2006 Annual Report

## The City of Winnipeg
## Records Committee



# Terms of Reference

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 is 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.




***East Kildonan Municipal Offices, n.d., photo received by the Archives in 2006.***

## Records Committee Members

### Chair:

- **Gerry Berkowski**
  *City Records Manager/Archivist*

### 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*

### Citizen Representatives:

- **Dr. DeLloyd Guth**
- **Dr. Tom Nesmith**

## Message from the Chair



I am pleased to report that the Archives and Records Control Branch, which is responsible for corporate recordkeeping in the City of Winnipeg, had another successful year. During 2006, the Branch continued to build on its programs, to improve services and to meet the demands of changing expectations. The City Archives continues to grow and provide valuable services to civic government and the community at large.

The year was marked by a number of important milestones. The City of Winnipeg awarded a contract for Electronic Records Management software. This software is a tool that will help all civic employees and elected officials provide better service to citizens – in the spirit of Red Tape Commission recommendations – by enabling better management and dissemination of information. As well, the City committed resources to establish its own records centre. The new records centre facility will be ready in 2007, with space to store temporary records, archival materials and some of the most valuable works in the City's art collection. Another significant milestone was completion of a structural audit of the City Archives building. Formerly the main library for the City, the Carnegie Library building was found to have serious structural problems with the roof and floors, as well as with the stone and brickwork in the basement, exterior walls and around windows.

## Message from the Chair cont'd




*2006 Civic Election Banner. Photo of boy scouts and Mayor Garnet Coulter from the Archives' collection.*

In addition to archival and records management programs, Branch staff were involved in preparing for and delivering the 2006 general election for Mayor, Councillors and School Trustees. Although election administration is fundamental to civic government, cities rarely have their own permanent election office. In Winnipeg, the City Clerk's Department is responsible for civic elections, and begins planning for each election at least a year in advance. By August, most of the Archives' staff were working on election preparations while delivering archives and records control services to City of Winnipeg departments and the public. Through September and October, Archives' staff dealt only with critical inquiries from civic administration and Council and public services were postponed until the election was over.

Finally, 2006 marked the end of a decade of service for one of the citizen members of the Records Committee. Dr. DeLloyd Guth declared his intention to retire from the Committee after serving for 10 years. His contribution to the Committee during this period resulted in many of the archival and records management programs that exist in the City today. We thank him for his dedication and commitment over the years and wish him all the best in his future endeavors.

**Gerry Berkowski**
*Chair - City of Winnipeg Records Committee*

## 2006 Highlights

**January**

2006 Civic Election Planning in progress.

**February**

2006 Election banners illustrated with archival photographs hung in Council Building.

**March**

Corporate Records Centre Program approved in Council.

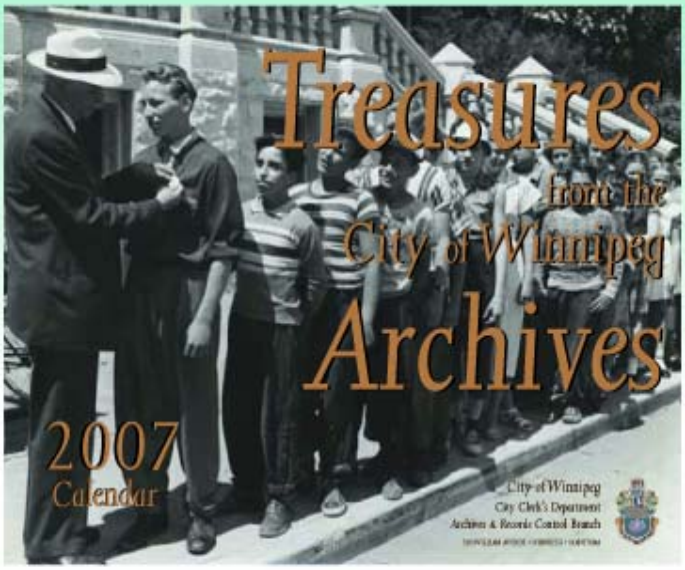
**April**

Receipt of engineering structural audit which identified structural problems at 380 William Avenue, noting excessive floor loads in archival storage areas.

**May**

Annual open house: City Archives participates in Doors Open program.

Heritage Preservation Policy Committee Report tabled in Council.




*Archives' calendar published December 2006. Front cover.*

# 2006 Highlights

**July**

Demolition inside 311 Ross Avenue to prepare for development of records centre storage facility.

**August-September**

City Archives relocated approximately 1500 boxes of records to a private records centre and redistributed loads inside 380 William Avenue after a follow up to the building audit revealed high risk of failure of the floor systems.

**September-October**

85% of Archives staff dedicated to delivery of 2006 Civic Election.

**November**

Installation of archival exhibit in Mayor's foyer, Council Building, commemorating former Councillor and International Chess Grand Master, Abe Yanofsky.

**December**

Publication of 2007 Treasures from the City Archives Calendar.

Contract awarded for purchase of Electronic Document and Records Management Software to manage city records.

Contract awarded for renovations to 311 Ross Avenue for implementation of the Corporate Records Centre Program.




*Archives' calendar. Inside pages.*

# Year in Review

## Electronic Recordkeeping

The Archives and Records Control Branch participated in an interdepartmental working group, consisting of representatives of City Clerk's, Planning, Property and Development, Water and Waste, Property Assessment and Public Works Departments to assess requirements and consider solutions for electronic recordkeeping. Since 2005, the working group conducted the research needed to develop a framework for a Request For Proposals, which was used by the Tax Department to procure an electronic document and records management system in August 2006. A corporate, interdepartmental Request for Proposals was released in fall 2006, and awarded to ADAPSYS, a local software integrator, to install Hummingbird software for electronic document and records management. Hummingbird has powerful records management functions which will enhance implementation of paper and electronic recordkeeping under the City's Records Management By-law. It is widely used in cities across Canada.



*Computer room, Sovereign Life Assurance Company of Canada, Winnipeg Head Office, 1968.*

# Year in Review cont'd

## Corporate Records Storage

A Corporate Records Storage Strategy to address the need for a location for storing inactive City records was prepared in 2005. Recommendations were forwarded to Executive Policy Committee and Council for consideration. The Report identified costs, benefits, and an interim solution to address the problem of lack of storage space for inactive records. In March 2006, Council approved the formation of a Corporate Records Centre Program under the direction of the City Clerk and allocated an appropriation of $500,000 in capital funding to start the project. The funding will cover the costs of demolition and renovations to a City owned building at 311 Ross. When the facility is ready in 2007 and the program is operational, Departments will have a place to store their temporary records in a secured facility, with all the mechanisms and processes needed to ensure effective and efficient access to the City's corporate records.

## Records and Information Management Training

The City of Winnipeg continues to provide training in records and information management through its Corporate Education programs. Students in the Records and Information Management Beyond 2000 Initiative also took advantage of courses offered at the University of Manitoba.

## Departmental Records Management Staff Positions

Vacant records management positions were created in several departments in 2006 through retirements and budget reductions. At the same time, however, new records management positions were identified in Water and Waste and at the Employee Benefits Board.

## City Clerk's Library Project

Archives and Records Control partnered with Manitoba Education and Training to participate in the Manitoba Aboriginal Youth Internship and the Manitoba Black Youth Internship programs to provide meaningful work experience for two student interns. During the school year, the students worked one afternoon a week preparing library materials for cataloguing. Following the completion of her internship term, one student was employed for the summer to continue work on the project. Participation in these two internship programs enabled the Archives to move forward with the City Clerk's Library Project.

# Year in Review cont'd

## 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 received donations from 11 individuals in 2006. These included photographs and 35mm slides, textual materials such as annual reports, guest books and other memorabilia, and artifacts. The Archives was pleased to receive a collection of graphic materials and artifacts documenting the life and times of former City Councillor Abe Yanofsky, who was also a world renowned chess grand master. A larger exhibit of this material is planned for 2007.

The Archives is grateful to all who donated materials in 2006. 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**.




*Commemorative booklet and Winnipeg Theatre program donated to the Archives in 2006.*




*Postcard, Osborne Street Bridge looking north. "Welcome to Winnipeg, The Electrical City."*

# Year in Review cont'd

## Spotlight on Abe Yanofsky

Born Daniel Abraham Yanofsky in Poland in 1925, Abe Yanofsky came to Canada as a small child. His family eventually settled in Winnipeg. Yanofsky was a graduate of the University of Manitoba and a Rhodes scholar, and earned a law degree at Oxford. Following his studies, he returned to Winnipeg where he became a successful lawyer and Queen's Counsel. In addition to his legal career, he served as Alderman and Mayor of West Kildonan from 1961 until 1971, then as Councillor and Finance Chairman on the Unicity Council of the City of Winnipeg from 1971 until 1986. Yanofsky was awarded the Order of Canada in 1972. He died March 5, 2000.

Donated to the Archives in 2006, the Abe Yanofsky collection enhances and expands the Archives collection of documents and artefacts relating to former councillors of the City of Winnipeg and adjacent cities/municipalities prior to amalgamation in 1971. Yanofsky's collection is unique in that it relates to his chess career and documents his development as a player from the age of eleven when he was recognized as a child prodigy. He was named Grand Master in 1964 by the world chess organization, FIDE. Yanofsky was a central figure on the local chess scene, wrote the *Free Press* chess column for many years and was responsible for bringing the Pan American Chess Championships to Winnipeg in 1974. His collection will be especially useful for the Archives' exhibition program.




*Postcard, 1970 Chess Olympics, Germany.*



*Yanofsky's winning match record over Alberto Dulanto at age 14.*

# 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 228 requests were filed with the City in 2006. 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 answers more than 5,000 walk-in enquiries each year, in addition to thousands of telephone enquiries.

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

## Manitoba Modernist Architecture, 1945-1975




*Jacket design. Winnipeg Modern.*

Documents and artifacts from the Archives' collection formed part of the Winnipeg Art Gallery's exhibit on the modernist architectural movement in Winnipeg. The exhibit was open from August 12 through October 29, 2006. A book was released in conjunction with the Gallery exhibit, prepared by principal researchers Serena Keshavjee, Assistant Professor, Department of History, University of Winnipeg and Herbert Enns, Professor of Architecture and Director of the New Media Program, University of Manitoba.

# 2007 Challenges

## Records Centre Program Implementation

As noted in previous Annual Reports, City departments need space for records storage. City Archives & Records Control asked departments to withhold all transfers until a study with recommendations could be prepared to identify a solution. The Council decision to establish a Corporate Records Centre Program under the direction of the City Clerk means that the first quarter of 2007 will be dedicated to preparing the records centre facility and establishing associated records centre services. The program must be fully operational in 2007 to relieve the pressure on departments which have had to store records on their premises for the last 4 years.

## Electronic Recordkeeping

Hummingbird electronic document and records management software will be installed in five City of Winnipeg departments in 2007. Successful implementations will depend on coordination, the collaboration of interdepartmental working groups, and an effective organizational structure for leading the projects to provide the best possible support for records and information management, and departmental business objectives.

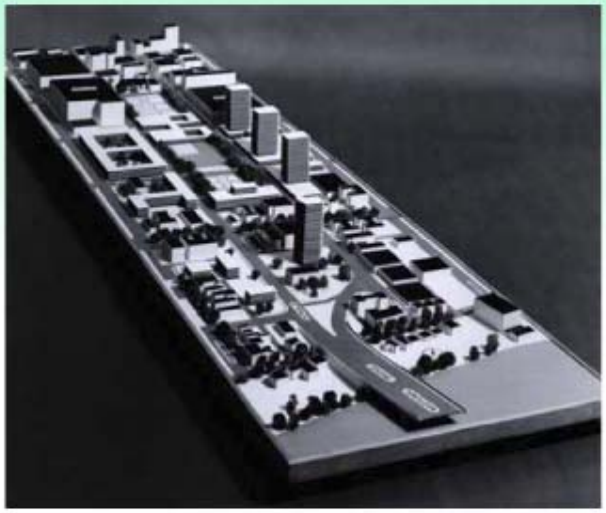


*Photo of Urban Renewal and Rehabilitation Board Model, looking north from Midtown Bridge. n.d.*

## 2007 Challenges cont'd

### The Future of the City's Archival Records



In 2006 the Archives had planned an assessment report on the status of storage and conditions in the City Archives at 380 William. The report was intended to 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. Production of the report was delayed by the 380 William building audit.

The audit revealed serious problems with the loads inside the building. In August the Archives was forced to remove 6% of the archival collection from the building, and redistribute 50% of the entire collection to prevent a failure of the floor systems. The loads will be monitored during the winter and spring of 2007.



*Staff preparing and removing records from the Archives, September 2006.*

# Service Statistics Summaries

## Records Services 2002-2006

| Year | Research Visits (In person) | Mail and Phone Inquiries | Records Requested from Archives/ Inactive Holdings | Records Destroyed Under By-law (cubic ft.) | Records Received (cubic ft.) |
|---|---|---|---|---|---|
| 2002 | 812 | 373 | Not Available | 160 | — |
| 2003 | 784 | 494 | 313 | 0 | — |
| 2004 | 542 | 609 | 659 | 0 | 948* |
| 2005 | 841 | 675 | 1104 | 771 | 1069* |
| 2006 | 1170 | 774 | 1967 | 225 | 472* |

*Statistics for 2003-2004 included only file retrievals of inactive, temporary records from departments, 2005 statistics include all public retrievals from Archival collections, the first year statistics were kept, as well as departmental retrievals.*

** Transfers received under By-Law 166/2003.*

## Outreach Services 2002-2006

| 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 |
| 2006 | 36 | 61 | 2 | 3 | 4 | 11 |



*Academy Road and Wellington Cresent. 1960.*

# Service Statistics Summaries cont'd

### *FIPPA Services 2006*

***(Internal statistics compiled by City Clerk's Department)***

| | 2002 | 2003 | 2004 | 2005 | 2006 |
|---|---|---|---|---|---|
| Total Requests Processed | 187 | 204 | 312 | 288 | 228 |
| Granted in Full | 60 | 61 | 118 | 89 | 59 |
| Granted in Part | 81 | 91 | 87 | 95 | 121 |
| Denied | 23 | 30 | 60 | 40 | 21 |
| Denied - Record Does Not Exist | 7 | 22 | 38 | 48 | 22 |
| Refused to confirm or Deny Existence of a Record | 0 | 0 | 0 | 1 | 0 |
| Repetitive/Incomprehensible/Already Provided/Publicly Available | 16 | 0 | 9 | 15 | 6 |
| Appeals Made Under FIPPA | 15 | 16 | 26 | 19 | 10 |
| Appeals Made Under PHIA | 0 | 1 | 3 | 0 | 0 |

### *FIPPA Requests Directly by Departments*

| DEPARTMENT | REQUESTS |
|---|---|
| Audit | 0 |
| CAO Secretariat | 6 |
| City Clerk's | 16 |
| Corporate Finance | 2 |
| Community Services | 12 |
| Corporate Information Technology | 0 |
| Corporate Services | 3 |
| EPC Secretariat | 1 |
| Fire Paramedic Service | 59 |
| Mayor's Office | 14 |
| Planning, Property and Development | 18 |
| Property Assessment | 0 |
| Public Works | 6 |
| Transit | 4 |
| Water and Waste | 5 |
| Winnipeg Police Service | 88 |

# Acknowledgements




*Club Morocco, Portage Avenue, n.d.*

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 2006.
- Corporate Education for administrative support and resources for all training initiatives.
- St. Boniface Museum for display cases used during Doors Open.
- 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, 2006)

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

Ryan Craig.....Mayor's Office

Brenda Ford.....Planning,Property and Development

Nelson Karpa.....Property Assessment

Bob MacDonald.....Public Works

Paul Olafson .....Transit

Tamara Siemens.....Water and Waste

Norma Danylyshen.....Winnipeg Police Service

## Acknowledgements cont'd


### Records Forum

The Records Forum is an ad hoc group of departmental representatives with designated responsibilities for records management.

- 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
- Maureen Purdy, Community Services
- Vacant, Water and Waste
- Vacant, Public Works

### Archives and Records ControlBranch 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



City Clerk's Department

**Archives and Records Control**

380 William Avenue – Winnipeg MB R3A 0J1

Phone: (204) 986-5325 FAX: (204) 986-7133


*View of Shaarey Zedek Synagogue during 1950 flood.*

