Agenda – Executive Policy Committee – October 12, 2011

REPORTS

Item No. 2 Records Committee – Composition Amendment

COMMITTEE RECOMMENDATION:

On September 27, 2011, the Records Committee passed the following resolution:

WHEREAS subsection 110(2) of The City of Winnipeg Charter provides that there shall be a records committee which shall

(a) be composed of the city archivist and such other individuals, who may be employees or citizens, as council shall, from time to time, designate; and

(b) make recommendations to council, and implement policies and procedures approved by council, for the management, retention, safekeeping, disposition and destruction of records;

AND WHEREAS on July 21, 2010, Council enacted Records Management By-law No. 86/2010 which provides for a committee appointed in accordance The City of Winnipeg Charter, and outlines that the City Archivist or designate shall be the Chair of the Records Committee;

AND WHEREAS the current composition of the Records Committee is based upon the structure outlined in former Records Management By-law No. 6875/96:

(i) the City Records Manager and Archivist, or designate, who shall be the Chairman of the Committee

(ii) the City Clerk, or designate

(iii) the City Treasurer, or designate

(iv) the City Auditor, or designate

(v) the City Solicitor, or designate

(vi) two citizen members who shall not be employees of the city and whose term shall be for not more than 3 years;

AND WHEREAS with advancing technology, the management, retention, safekeeping, disposition and destruction of electronic records must be addressed;

THEREFORE BE IT RESOLVED THAT the Records Committee recommend to the Executive Policy Committee and Council:

1. That the composition of the Records Committee be confirmed as follows:

   A. The City Records Manager and Archivist, or designate, who shall be the Chairperson of the Committee
   B. The City Clerk or designate
   C. The City Auditor or designate
   D. The City Treasurer or designate
   E. The Director of Legal Services and City Solicitor or designate
   F. The Director of Corporate Support Services or designate
   G. Two citizen members who shall not be employees of the City and whose term shall be for not more than 3 years.