Minute No. 621
Report – Executive Policy Committee – October 12, 2011

Item No. 1 Records Committee – Composition Amendment

COUNCIL DECISION:

Council concurred in the recommendation of the Executive Policy Committee, as amended, and adopted the following:

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 Chief Financial Officer 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.

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

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DECISION MAKING HISTORY:

Moved by His Worship Mayor Katz,
That the recommendation of the Executive Policy Committee be adopted.

In amendment,

Moved Councillor Swandel,
Seconded by Councillor Browaty,

WHEREAS on July 21, 2010, Council approved the composition of the Records Committee as follows: the City Records Manager/Archivist, who shall be the Chairperson of the Committee; the City Clerk; the Chief Financial Officer; the City Auditor; the Director of Legal Services and City Solicitor; and two citizen members who shall not be employees of the City and whose term shall be for not more than three years;

AND WHEREAS the intent of the Records Committee was to amend the composition to include the Director of Corporate Support Services or designate in view of advancing technology and addressing electronic records;

AND WHEREAS in confirming the Committee composition, the City Treasurer was named instead of the Chief Financial Officer;

THEREFORE BE IT RESOLVED that the item be amended to replace reference to the City Treasurer with the Chief Financial Officer or designate in the composition of the Records Committee.

Carried

The motion to adopt the item, as amended, was put and declared carried.

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DECISION MAKING HISTORY (continued):

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On October 12, 2011, the Executive Policy Committee concurred in the recommendation of the Records Committee submitted the matter to Council.

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;

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DECISION MAKING HISTORY (continued):

COMMITTEE RECOMMENDATION (continued):

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.