Winnipeg

City of Winnipeg Records Committee

ANNUAL REPORT - 2011

About the Records Committee

Following a review of City recordkeeping practices in 1995, the Records Committee was established by amendment to The City of Winnipeg Charter Act. The role and mandate of the Records Committee, specified in Section 110 (2) of the Charter, is as follows:

- to make recommendations to Council regarding the management, retention, safekeeping, disposition and destruction of records in all City departments;
- to implement policies and procedures approved by Council for the management, retention, safekeeping, disposition and destruction of records in all City departments.

The Records Committee is comprised of eight members, as follows:

- City Records Manager/Archivist (or designate), Chairperson
- City Clerk (or designate)
- Chief Financial Officer (or designate)
- City Auditor (or designate)
- City Solicitor (or designate)
- Director, Corporate Support Services (or designate)
- two citizen members appointed by Council for 3 year terms.

Members
(for the year 2011)

Jody Baltessen,
City Records Manager/Archivist

Richard Kachur,
City Clerk

Elaine Waterman,
Chief Financial Officer designate

Jason Egert,
City Auditor designate

Harold Dick,
Solicitor, City Solicitor designate

Brian Rosenberg,
Corporate Support Services designate

Citizen Representatives
(for the year 2011)

Elizabeth Blight

Jody Gillis

2011: A few additions to the Archives' Photograph Collection



Message from the Chairperson

On behalf of the Records Committee, I am pleased to report on the City's archival and records management programs for 2011.

Early in 2011, Branch staff met to develop and prioritize goals and related projects to prepare for a temporary move out of 380 William – construction of the onsite vault could begin as early as 2014. As a result of the planning process, strategic goals that focus on core activities in both major program areas were identified for the period 2011-2013, along with related projects.

For the Archives program, access to web-based shareware for archival description triggered a review of descriptive standards and formalization of a framework for describing the City's archival collection. This paved the way for significant progress in control of holdings – archival appraisal, rehousing and the production of new research tools enhances public access to important historical records and prepares fragile and irreplaceable archival materials for transfer out of 380 William during the construction period.

In the Records Management program, staff worked to clear a backlog of legacy inventory for destruction, a complicated process that involves analysis of old transfer lists; realignment of records to the department now responsible for the function; determining the appropriate by-law clause to enable destruction; and securing sign off from each department. To date, 3000 boxes of records have been identified for destruction. Project benefits are twofold: the Branch is better able to accommodate incoming transfers from departmental partners; a significant volume of records scheduled for destruction are located at 380 William – destruction of legacy inventory through this process will reduce storage space requirements during the construction period.

In addition to concentrated attention on core activities, the Branch managed through several staff secondments to other departmental initiatives and contributed considerable time and expertise to the delivery of the November 26 by-election. The balance of this report outlines program accomplishments for 2011 and challenges for the coming year.

Jody Baltessen
City Records Manager/Archivist



380 William - Renovations to the front entrance and foyer completed in the fall of 2011.

Year in Review

Governance

A report on the history of the City of Winnipeg Records Committee was considered by members in March. The report contained an overview of the document review process and records management by-laws from the 1990's to date and posed a number of questions about the role and composition of the Records Committee. Based on this review, the Records Committee recommended – and Council approved – addition of the Director of Corporate Support Services (CSS) to the Committee. Recognizing that the management of electronic records presents a significant challenge to the City, the CSS delegate to the Records Committee is the Manager of Business Support Services. The newly-constituted committee met for the first time in October.

Facilities – 380 William

In 2010, the Branch partnered with Cibinel Architects Ltd. to create a comprehensive redevelopment strategy for 380 William. Cibinel's report provides guidance for designing and renovating 380 William – the final outcomes of which will be a facility that provides the City with the best possible conditions for storing, preserving and making accessible the City's valuable archival collection and a rejuvenated heritage building in a reviving downtown neighbourhood. A Steering Committee was established to support the renewal process and to monitor the expenditure of capital allocated over a 6 year period ($500,000 annually beginning in 2010).

At its first meeting, the Steering Committee articulated a strategy to overlap several key projects through 2012-2013: renewal of the shipping/receiving area on the west side of the building; critical roof repair; and initial vault design. Work on these projects commenced in the fall of 2011. The Steering Committee also recognized the need to identify temporary space for staff and records during anticipated construction of the onsite vault. Developing options to manage program delivery through the demolition/construction period will be a priority as renewal proceeds through the coming year.

Facilities – 311 Ross

Anticipating the first five year review of the Corporate Records Centre program – 311 Ross opened in 2007 – Records Management staff spent the year consolidating information about holdings, analyzing legacy inventory under By-Law 86/2010, and preparing for a major destruction of records. As a result of these initiatives, 3000 boxes of records were identified for destruction. Most of this material is housed at 380 William in space that must be cleared prior to upcoming construction. The program has just under 14,000 boxes under its control and charge-backs for storage of departmental records and related services are now achieving projections.

In addition to inventory and space management projects, Branch staff are negotiating with several departments seeking cost-effective records storage solutions. Given that projected storage requirements from new departmental partners and construction-related displacement of inventory currently housed at 380 William will outstrip capacity, the upcoming program review is timely.

Freedom of information and protection of privacy act (fippa)

In 2011, the City received 624 citizen requests under FIPPA (please refer to Service Statistics for details). This marks a significant increase over 2010, when a total of 342 requests were filed. A cursory analysis of requests during 2011 indicates that the increase is particular to two types of inquiries – incident reports prepared by Winnipeg Police Services and requests for video tape records from Transit relating to incidents on City buses. The increase in requests to Public Works was linked to public concern over the City's use of photo radar cameras.

Also in 2011, the City's process for managing FIPPA inquiries was scheduled for review by the Manitoba Ombudsman's Office. Results of this review will be made public early in 2012 and will inform planning to enhance delivery of this important public service.

Training for City staff who receive and prepare responses to FIPPA inquiries is available through Corporate Education. In 2011, 25 employees attended training. As well, advice is available from the provincial Information and Privacy Secretariat and FIPPA coordinators are encouraged to attend the Manitoba Ombudsman's Brown Bag lunch series, where a variety of topics and best practices for the release of information under FIPPA are discussed by members of the Ombudsman's office.

Challenges Ahead

Electronic Records

Branch staff are working with colleagues in Corporate IT as the City develops solutions to better manage email, electronic and born digital records – both for the conduct of business and to remain accountable to citizens. Given that By-Law 86/2010 does not differentiate between formats or form when it comes to records, recordkeeping solutions will need to incorporate Council-approved dispositions in Schedules B and C of the by-law. In addition to these consultations, staff provided feedback on the use of social media tools and on a proposed open data initiative for the City. Branch staff will continue to provide research, information and support as issues arise and advocate for best practices in all departments.

Control of Holdings

Archival processing remains a priority for the Archival program. Archival processing includes all of the steps required to open records to the public – content analysis; intellectual control and identification of access and/or privacy issues – as well as physical processing and description. In conjunction with Records Management staff, Archives staff are working to better define the extent of the archival processing backlog and to prioritize at risk record series for grant-funded projects. Archival processing is a key strategic initiative, as this work prepares the core research collection for orderly transfer out of 380 William when work on the vault project is set to begin.

Facilities Management

Plans to redevelop 380 William present Branch staff with a series of complex logistical challenges. The need to identify temporary space to house records currently held at 380 William, as well as continuing demand from departmental partners for storage space, will inform an upcoming review of Corporate Records Centre operations. In addition to this review and strategic planning around the redevelopment of 380 William, staff will be managing through two construction projects at 380 William: renewal of the shipping/receiving area on the west side of the building and critical roof repairs.

Equip staff to meet changing needs

Given the significant challenges before the Branch, staff will be encouraged to identify technical expertise and related training required to support these initiatives. As well, to better manage program goals and workloads, all staff will be trained to support both public and internal services and will be engaged in an ongoing review of program plans, goals and objectives for the Branch.



Sample cards from the Winnipeg Tarot, a 78 card deck created by painter Bonnie Marin and artists Lorri Millan and Shawna Dempsey to read in exchange for a story about Winnipeg. The deck and recorded stories were donated to the Archives at the conclusion of the project – one of many public art projects designed to celebrate Winnipeg's year as a Cultural Capital of Canada.

Partnerships

Association for Manitoba Archives (AMA)

In 2011, the AMA began work on a cooperative project to extend use of AtoM to archives in Manitoba. Hosted by the University of Manitoba, this standard-compliant software is now receiving descriptive information from participant archives. Archives staff received training in September and December of 2011 and are beginning to post descriptions of City of Winnipeg archival holdings via a web link provided by the AMA. Further development of the Archives' website planned for next year will provide researchers with a direct link to information about the City's archival collection.

Canadian Council of Archives (CCA) Heritage Grants Advisory Council

Work on a CCA funded project to appraise, rehouse and describe records of the Committee on Public Health and Welfare (1876-1971) was completed by contract archivist Yvonne Snider-Nighswander. Yvonne also completed work on a HGAC funded project to appraise, rehouse and describe Election Records for the City of Winnipeg (1874-1971).

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 22 donations from individuals in 2011, including 110 photographs, publications and memorabilia relating to various aspects of life in Winnipeg.

The Archives is grateful to all who donated materials in 2011. Tax receipts may be issued for donations, depending on their value. For information regarding donations, please contact the Archives at 204-986-5325 or archives@winnipeg.ca.



City of Winnipeg (1874-1971), Election Records. Before and after archival processing.

Service Statistics

Service statistics track operational activities undertaken by Branch staff during the year. In 2011, staff developed new metrics to improve reporting: Archives' staff began recording statistics for control of holdings through appraisal and description projects and Records Management staff added statistics for labour intensive file level retrievals and returns.

Archives, Researcher Services, 2007-2011

Year	Research Visits (In Person)	Requests for Information/ Research (via Mail, E-Mail and Telephone)	Record Retrievals	Copies Prepared**	Acquisitions***
2007	1270	661	1437	1020	16
2008	1298	705	1842	1460	114
2009	1195	686	1886	1469	4
2010	958*	387	1565	658	15
2011	1367	559	2032	571	22

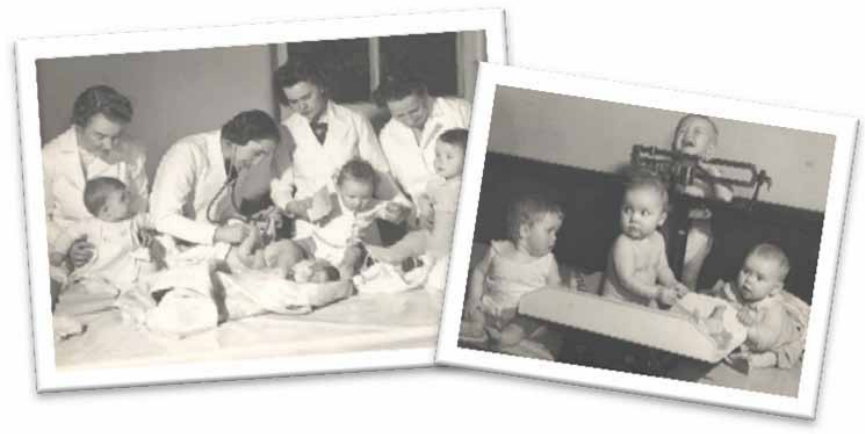
* *The lower count in 2010 resulted from several closures at 380 William during construction and for the Civic Election.*

** *Includes photocopies of records and prints of photographs and plans. More researchers are using digital cameras or portable scanners to prepare their own copies, hence the continuing drop in volume of copies prepared by staff.*

*** *In cubic feet (22 donations, including 110 photographs and a notebook of river levels and flood predictions kept by two City Engineers, beginning in 1905 and ending after the 1950 flood).*

Archives, Outreach Services, 2007-2011

Year	Publications	Archival Exhibits	Lectures/Speaking Engagements	Archives Tours
2007	2	5	6	13
2008	2	2	7	9
2009	2	2	4	6
2010	2	2	7	3
2011	2	2	4	5



City of Winnipeg (1874-1971), Health Department, loose photographs found in the Annual Report, 1943.

Archives, Control of Holdings (Archival Processing), 2011

Title	Extent	
	Meters	Volumes/Items
City of Winnipeg (1874-1971), Committee on Public Health and Welfare, 1874-1971	6 M	-
City of Winnipeg (1874-1971), Better Housing Commission, 1966-1971	12.5 cm	-
City of Winnipeg (1874-1971), Winnipeg Housing Company Limited, 1937-1947	87.5 cm	-
City of Winnipeg (1874-1971), Special Committee on Street Railway Transportation Matters, 1930-1950	12.5 cm	-
City of Winnipeg (1874-1971), Special Committee on Post-War Reconstruction, 1942-1948	4 cm	-
City of Winnipeg (1874-1971), Special Committee on Princess Elizabeth Wedding Gift, 1947-1948	4 cm	-
City of Winnipeg (1874-1971), Special Committee on the Visit of Their Royal Highnesses, 1951	4 cm	-
City of Winnipeg (1874-1971), Public Parks Board, Minutes, 1893-1964	3.5 M	-
City of Winnipeg (1874-1971), City Clerk's Department. Election Records, 1874-1971	7.5 M	-
City of Winnipeg (1972-), City Clerk's Department, Election Records, 1972-1977	1 M	-
City of Winnipeg (1874-1971), City Clerk's Department, Communications, Miscellaneous, Memorials, Addresses and Receptions, 1890-1932	12.5 cm	-
City of Winnipeg (1874-1971), City Clerk's Department, Municipal Manuals, 1904-1971	50 cm	-
City of Winnipeg (1972-), City Clerk's Department, Municipal Manuals, 1973-2007	37.5 cm	-
Town of Tuxedo, Minutes, 1913-1971	1.5 M	-
Town of Tuxedo, Election Records, 1913-1969	12.5 cm	-
City of West Kildonan, Minutes, 1914-1971	2 M	-
City of West Kildonan, Election Records, 1947-1969	62.5 cm	-
City of East Kildonan, Election Records, 1913-1971	1 M	
City of St. Vital, Minutes, 1909-1930	37.5 cm	-
City of St. Vital, Election Records, 1961-1971	37.5 cm	-
City of Transcona, Election Records, 1961-1971	50 cm	-
City of St. James-Assiniboia, Election Records, 1936-1965	75 cm	-
R.M. of Assiniboia, Election Records, 1887-1971	1.5 M	
R.M. of Fort Garry, Election Records, 1912-1969	1.4 M	
R.M. of North Kildonan, Election Records, 1950-1968	37.5 cm	
R.M. of Old Kildonan, Election Records, 1924-1969	12.5 cm	
R.M. of Charleswood, Election Records, 1928-1969	25 cm	
City of Winnipeg Archives' Photograph Collection (additions)	-	1000
City Clerks Library (additions)	-	105

Corporate Records Centre Services, 2007-2011

Year	Transfers*	Box Retrievals	File Retrievals	Rush Box Retrievals	Rush File Retrievals	Boxes Reshelved	Files Refiled	Destruction*	Withdrawals*
2007	3315	813	-	84	-	-		633	261
2008	1357	1025	-	69	-	-	564	462	64
2009	687	996	-	51	-	-	408	310	-
2010	742	953	-	28	-	-	721	1166	20
2011	649	536**	423**	14**	38**	533	294	690	-

* *In cubic feet.*

** *Previously, retrieval statistics were reported as box and file retrievals combined, totals for 2011: Retrievals - 959; Rush Retrievals – 52.*

FIPPA Services, 2007-2011

Internal Statistics compiled by City Clerk's Department

Department	2007	2008	2009	2010	2011
Total Requests Processed*	177	213	202	342	577
Granted in Full	37	90	43	46	83
Granted in Part	88	69	80	187	256
Denied	28	29	32	59	72
Denied – Record does not Exist	19	13	20	29	101
Refused to Confirm or Deny Existence of a Record	1	2	4	0	0
Repetitive/Incomprehensible/Already Provided/Publicly Available	1	2	8	5	43
Pending	3	8	15	16	22
Appeals made under FIPPA	10	2	23	38	11
Appeals made under PHIA	0	0	0	0	1



Records Management staff (left to right, Scott Reid, Lynne Foster, Sallie Caufield and Don Kroeker). View of the Corporate Records Centre, 311 Ross, plan box storage.

FIPPA Requests by Department, 2009-2011*

Department	Number of Requests		
	2009	2010	2011
Assessment & Taxation	1	10	7
Audit	1	1	1
CAO	2	10	7
City Clerk's	9	9	7
Community Services	9	45	28
Corporate Support Services	13	39	28
Fire Paramedic Service	36	61	62
Legal Services	-	-	-
Mayor's Office	0	7	9
Planning, Property and Development	9	17	20
Public Works	9	23	128
Transit	8	5	18
Water and Waste	14	18	17
Winnipeg Parking Authority	-	-	1
Winnipeg Police Services	116	138	304
Total**	227	383	637

* *As a result of extensive organizational change, direct comparisons can be made for 2009-2011 only.*

** *The total Number of Requests includes withdrawn and transferred requests and reflects the fact that some requests are sent to more than one Department.*

FIPPA Contacts, 2011

Assessment and Taxation	*Mel Chambers*
Audit	*Donna Woytowich*
CAO	*Janet Thomas*
City Clerk's	*Marc Lemoine*
Community Services	*Kathy Knudsen*
Corporate Support Services	*Gerry Berkowski*
Fire Paramedic Services	*Michelle Weimer*
Legal Services	*Len Strijack*
Mayor's Office	*Brad Salyn*
Planning, Property and Development	*Pam Langstaff*
Public Works	*Brenda Jasper*
Transit	*Tanis Yanchishyn*
Water and Waste	*Allan Neyedly*
Winnipeg Police Service	*Kim Carswell*
Winnipeg Parking Authority	*Colin Stewart*

Acknowledgements

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

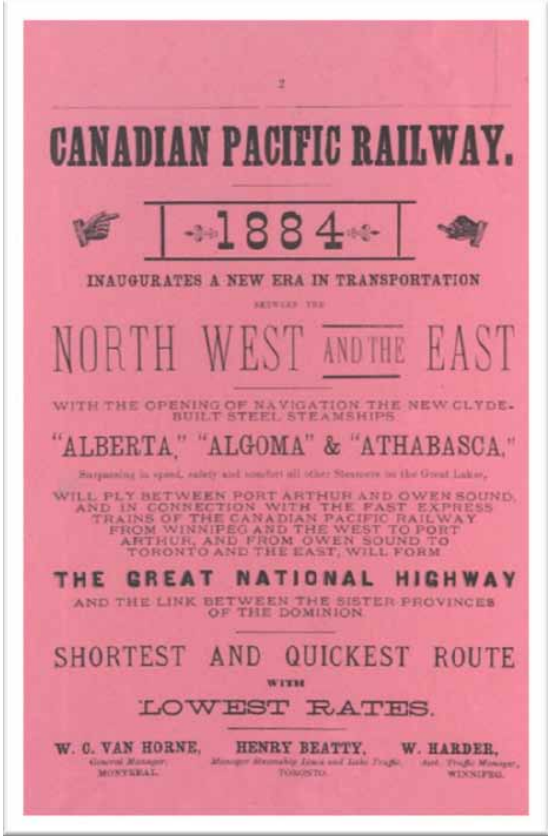
- Archives and Records Control Branch staff for their ongoing effort and achievements in 2011
- Corporate Education for administrative support and resources for all training initiatives
- St. Boniface Museum for ongoing use of display cases
- City of Winnipeg Departmental Records Officers and Freedom of Information and Protection of Privacy Act Coordinators for their participation in records management access to information and protection of privacy services
- Civic Accommodations staff for their assistance and ongoing support at the Corporate Records Centre, 311 Ross
- Planning, Property and Development staff for overseeing major construction projects completed in 2011, as well as ongoing work to renew and rehabilitate 380 William.

Archives and Records Control Branch Staff, 2011

City Records Manager/Archivist	*Jody Baltessen*
Senior Records Manager	*Scott Reid*
Records Manager	*Don Kroeker*
Senior Archivist	*Vacant*
Archivist	*Martin Comeau*
Clerk	*Sallie Caufield (seconded August 2011 to Board of Adjustment, returned December 2011)*
Clerk	*Lynne Foster*
Clerk	*Jeanne Gobeil (seconded July 2011 to Board of Adjustment)*
Clerk	*Pam Hnatowich*
Clerk	*Vacant*

Departmental Records Coordinators, 2011

City Clerk's Department	*Scott Reid and Don Kroeker*
Winnipeg Police Service	*Vacant*
Planning, Property and Development	*Pam Langstaff*
Community Services	*Maureen Purdy*
Water and Waste	*Alan Neyedly*
Public Works	*Vacant*
Winnipeg Civic Employees' Benefits Board	*Trinity Willetts*


CANADIAN PACIFIC RAILWAY.

1884

INAUGURATES A NEW ERA IN TRANSPORTATION

NORTH WEST AND THE EAST

WITH THE OPENING OF NAVIGATION THE NEW CLYDE-BUILT STEEL STEAMSHIPS

"ALBERTA," "ALGOMA" & "ATHABASCA,"

WILL PLY BETWEEN PORT ARTHUR AND OWEN SOUND, AND IN CONNECTION WITH THE FAST EXPRESS TRAINS OF THE CANADIAN PACIFIC RAILWAY FROM WINNIPEG AND THE WEST TO PORT ARTHUR, AND FROM OWEN SOUND TO TORONTO AND THE EAST, WILL FORM

THE GREAT NATIONAL HIGHWAY

AND THE LINK BETWEEN THE SISTER PROVINCES OF THE DOMINION.

SHORTEST AND QUICKEST ROUTE

WITH

LOWEST RATES.

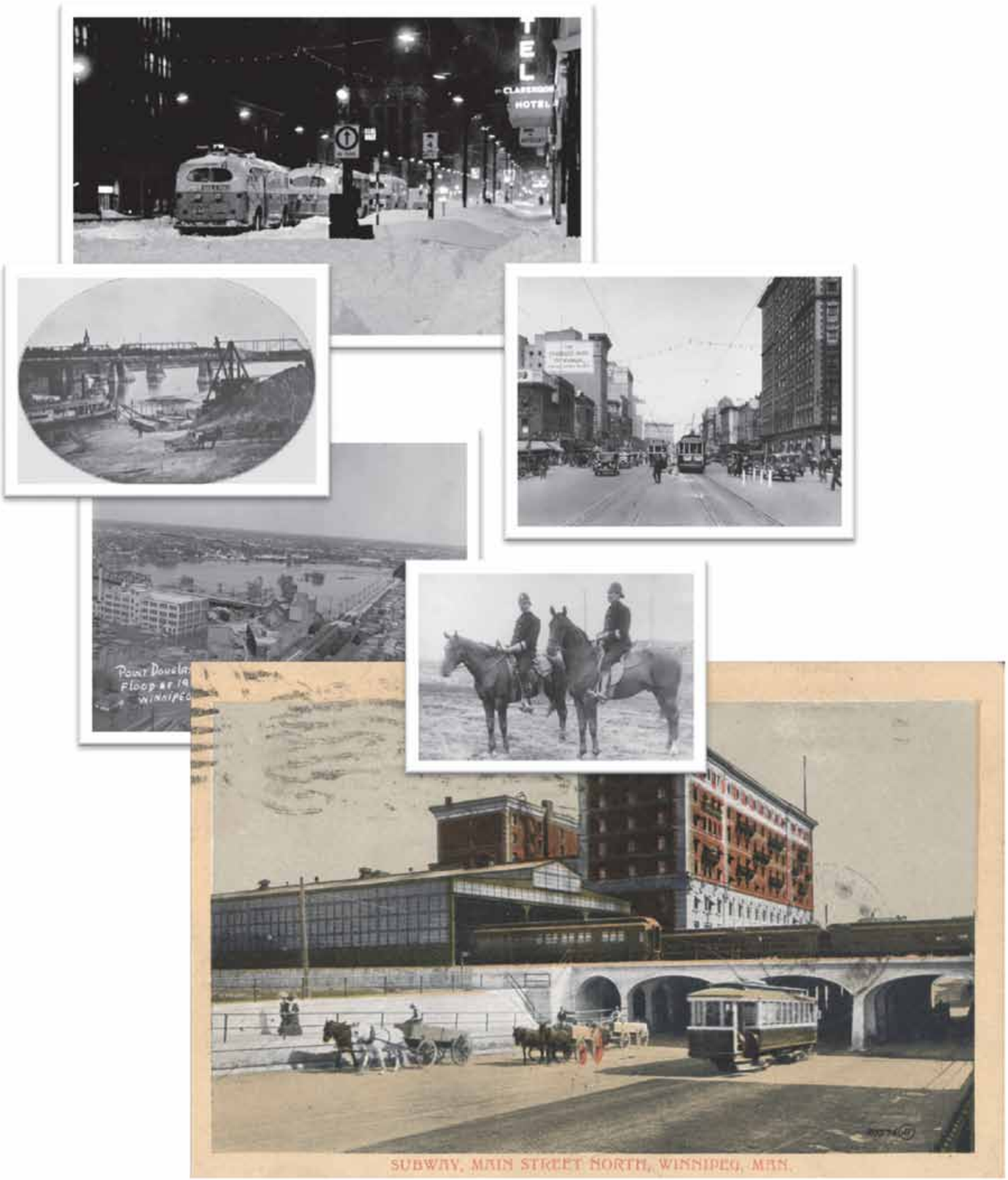
W. C. VAN HORNE, General Manager, MONTREAL.

HENRY BEATTY, Manager Steamship Lines and Lake Traffic, TORONTO.

W. HARDER, Asst. Traffic Manager, WINNIPEG.

Leaflet, Winnipeg as a transportation hub, from the City of Winnipeg Archives Calendar, 2012.

Photos from the 2012 City of Winnipeg Archives Calendar



Photos from the 2012 City of Winnipeg Archives Calendar



Winnipeg



CITY CLERK'S DEPARTMENT

Archives and Records Control

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archives@winnipeg.ca

Visit our digital exhibit at: www.winnipeg.ca/Pathways