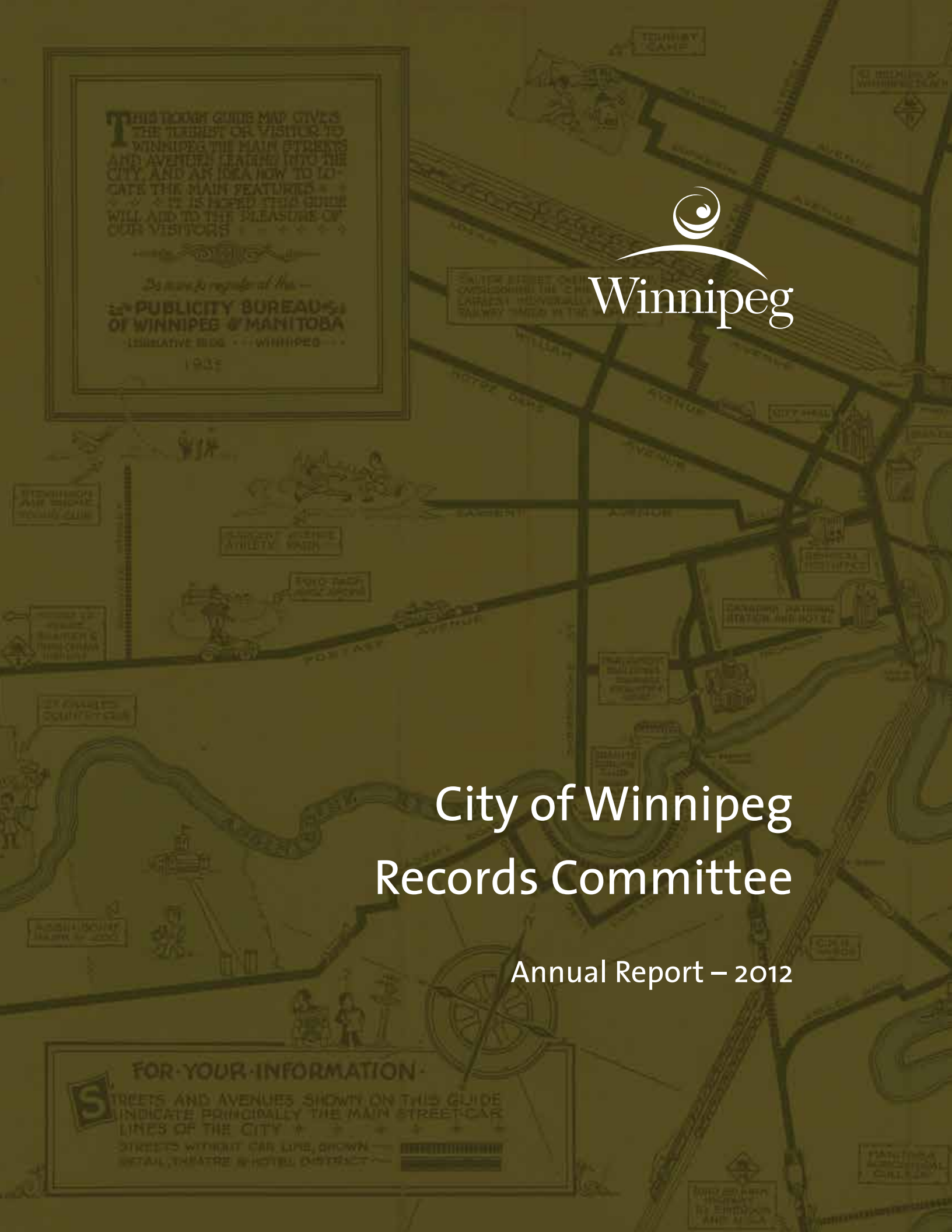


Winnipeg

City of Winnipeg Records Committee

Annual Report – 2012

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*. 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 2012)*

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 Members *(for the year 2012)*

Elizabeth Blight

Jody Gillis

Photos from the 2013 City of Winnipeg Archives Calendar

Message from the Chairperson

At the Archives, researchers can read original minutes of the twelve municipal councils that amalgamated in 1971 to form the present City of Winnipeg. Although these records date from as early as 1874 and were created in twelve different jurisdictions, they adhere to very particular rules of order known to the many clerks responsible for recording council business. Then as now, council sat at the top of a complex organization made up of standing and special committees, boards and agencies, politicians, bureaucrats, administrators and workers – every one of which received and created records. As part of this larger body of records, council minutes function as a highly structured and annotated index to the affairs of the city – the city as a participant in an intricate social network where economic, political and environmental forces impact upon its personality and physical form. Given the consistency of structure and language found in early minutes, and the effort of myriad clerks to link council deliberations to supporting information, researchers using the Archives can identify and trace a subject through multiple series of records from the moment it surfaced through to resolution.

Like those early clerks, the city remains firm in its conviction that effective management of the records of civic government – whether paper or digital, past or current – is key to enabling responsive, citizen-focused service development and delivery. To ensure access to useful, meaningful digital information over the long term, electronic systems must be capable of managing records through their entire life cycle. This can be achieved by building records management capabilities into electronic document management systems intended for use in the City and by maintaining and strengthening the existing policy framework that includes the Council-approved disposition schedules in Records Management By-Law 86/2010 and Administrative Standard AS-006 (Corporate Recordkeeping). How we care for and engage with traditional archival records and records created in electronic systems is a critical measure of our maturity as an organization.

On behalf of the Records Committee, I am pleased to report on the City's archival and records management programs for 2012.

Jody Baltessen
City Records Manager/Archivist














Year in Review

As is the case in archives and records management programs elsewhere, our Branch is working hard to balance the care and management of a considerable inventory of physical records and the changing needs of colleagues as they integrate new technologies into the workplace. During 2012, the Branch continued to focus on strategic goals established in 2011. Two of these goals – control of holdings and space rationalization – are of particular concern as constraints on the availability of storage space to receive incoming transfers is a significant factor in managing service delivery to departmental partners. In addition to this work, staff consulted with Corporate IT to develop Open Data and Cloud Computing initiatives, supported departmental colleagues implementing By-Law 86/2010, planned and installed 5 exhibits of archival materials and responded to a record number of inquiries for information held in archival collections.

Corporate Records Centre Program

Space Rationalization

In 2012, Records Management staff began a significant project to rationalize the use of space in both program locations (380 William and 311 Ross). This work is critical given that significant record transfers are anticipated from departmental partners who are reducing their use of expensive office space for record storage. In particular, Records Management staff are trying to identify additional space to store expected transfers of plan boxes from Planning, Property and Development – plan boxes take up more space than standard record storage boxes. By consolidating plan box storage to suitable shelving and moving standard record storage boxes to areas where shelving is less flexible, staff have so far been able to carve out additional space to accommodate demand. Regardless, a true "space crunch" is pending at both locations.

Destruction

Prior to commencing work on space rationalization, Records Management staff completed a major project that resulted in destruction of more than 3000 cubic feet of inventory. This first major destruction project is part of an ongoing process that involves analysis of old inventories, re-alignment of records with departments now responsible for the function, determining the appropriate by-law clause to enable destruction, securing sign off from the department and, finally, overseeing destruction of the records. Staff are currently working on a second pass through old inventories and anticipate destruction of another 1500 cubic feet of records will result from this analysis. This work is critical as space for new transfers is at a premium.



Every box must be loaded on and taken off the conveyor.



Staging records for destruction. 200 boxes at a time, twice weekly over 8 weeks.

Inventory Management

Crucial to the success of staff working on destruction and space rationalization projects is the Branch's inventory management software – O'Neil. Information contained in O'Neil enables staff to configure shelving space to particular box sizes and to track whether or not the space is in use. When staff are planning to receive an incoming transfer, reports generated by the system facilitate the identification of suitable space to shelve new inventory.

In August, David Weesner of O'Neil Software spent a week with staff to introduce new functionality available in the most recent upgrade and to advise on process as the Branch prepared for the destruction project. Also during his stay, David introduced RSWeb to City Clerk's Department staff – RSWeb is accessed by participating departments via the intranet. This brings to six the number of departments using RSWeb to prepare transfers, track inventory and request records from the Corporate Records Centre (PP&D, City Clerks, Fire Paramedics, Assessment/Taxation, Legal Services and Public Works).

RM Training/Education

Branch staff work as guest trainers with Corporate Education to develop and deliver specialized training to City staff. This year, 47 participants from various departments attended the following courses:

February 23
Records Management for Leaders
9 participants

March 6
Basic Records Management
12 participants

April 25
Developing and Managing Filing Systems
15 participants

November 27
Basic Records Management
11 participants

Year in Review

Archives Program

Control of Holdings

As noted in past reports, the Branch continues to search out partnerships to support preservation and archival processing projects to make our holdings more accessible to the public. This year, the Branch was able to hire an intern from the University of Manitoba's Archival Studies program. During her eight weeks at the Archives, Mary Horodyski worked with colleagues in Water and Waste to identify and transfer all relevant materials and complete archival processing of records of the Greater Winnipeg Water District and the Greater Winnipeg Sanitary District. Also in 2012, the Branch received a grant from the Province of Manitoba's Heritage Grants Advisory Council. With this grant, the Archives hired contract archivist Yvonne Snider-Nighswander to appraise and rehouse records of the old Town of Tuxedo in time for the 100th anniversary of the incorporation of this iconic Winnipeg neighbourhood (January 24, 1913). In addition to these major projects, staff completed appraisal and rehousing of several record series in demand by researchers working on themes in community history.

Table of Grants Received, 2001-2012

Grant Source	ID/Description	Grant/ Match
Carried Forward, HGAC	For details on earlier projects, see 2010 Annual Report	$39,054.00/$68,954.06
HGAC, 2012	12F-H139, General Correspondence, Town of Tuxedo fond, 1913-1971	$6,634.60/$11,297.95
Total, HGAC		$45,688.60/$80,252.01
Total, CCA*	For details on earlier projects, see 2010 Annual Report	$29,065.70/$37,645.50
PP&D, Historical Buildings Committee**	Monetary Appraisal of the Core Collection, City of Winnipeg Archives	$10,000.00/na
Total of Grants Received		**$84,754.30/$117,897.51**

**This grant program was discontinued following federal budget cuts to Library and Archives Canada in 2012.*

***A one-time special project grant.*

Outreach

In 2012, the Archives took advantage of several opportunities to showcase archival materials and promote historical literacy.

Queen's Diamond Jubilee – Using special committee records, Archives' staff developed an exhibit to commemorate the City's 1947 wedding gift to Princess Elizabeth and Lieutenant Philip Mountbatten. The gift, which consisted of 70,180 lbs of mixed groceries in 6,000 individual food packages, was gratefully acknowledged by the future Queen as Britain was still recovering from the effects of World War II.

Earth Day – During spring break, children at six community centres were invited to reflect on the future of their city and to make a work of art to express their ideas on this topic. After public exhibition at City Hall and at the Millennium Library on Earth Day, one piece of art from each community centre was placed in the Archives where they can be viewed by participants and others for years to come.

Garden City Shopping Centre, Chess Set Opening – the Archives was invited to exhibit records and artifacts from the Abe Yanofsky collection at Garden City Shopping Centre in July. The exhibit coincided with the unveiling of a new oversized chess set for public use, dedicated to the late Abe Yanofsky – Canada's first chess grandmaster, former Mayor of West Kildonan and Councillor for the City of Winnipeg after amalgamation in 1971. The Yanofsky collection was received by the Archives in 2006.

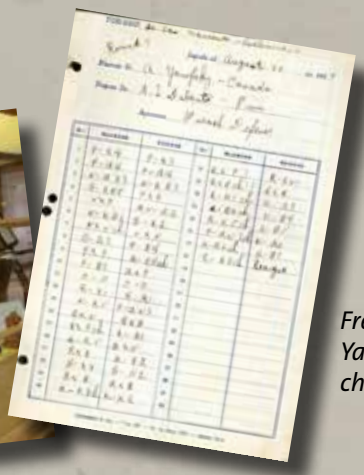
Doors Open – Every year in May, Heritage Winnipeg presents Doors Open, an event that celebrates Winnipeg's architecture and history. This year the Archives prepared an exhibit of materials relating to the history of 380 William (the Carnegie Library) and opened its doors on Saturday, May 26. One hundred and fifty-two visitors took advantage of this event to tour the building.

Selkirk Bicentenary – Using materials placed in a casket in 1911 – intended for placement in the foundation of a monument to Lord Selkirk – the Archives prepared an exhibit to mark the 200th anniversary of the arrival of the Selkirk Settlers in Red River. The casket materials were entrusted to the City circa 1923 when plans for constructing a monument were abandoned.

Red River College – Over the last several years, the Archives has delivered a seminar to students in the Red River College Library Technician program to introduce them to an integrated archives and records management program. As well, the Branch has been hosting students for two week practicums to provide them with experience in archival and records management work. This year, three students worked at the Archives on a variety of projects aligned to our strategic goals – control of holdings and space rationalization: Amanda Waywn, Justin Fuhr and Melanie Keppler.

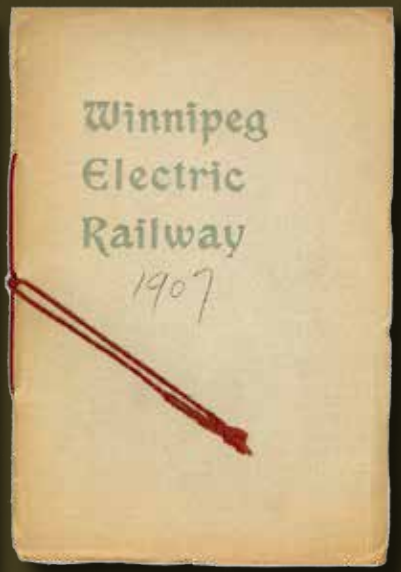


Yanofsky collection on display at Garden City Shopping Centre.



French Defense, Yanofsky's significant chess win in Peru, 1939.





Donations from Friends of the Archives

Friends of the Archives are donors of items or collections relating to the history of Winnipeg.

The Archives received 10 donations in 2012, notably materials accumulated by a former Winnipeg Electric Company employee. This collection includes transportation maps, annual reports and other materials prepared by the company. Also of note

Challenges Ahead

Freedom of Information and Protection of Privacy Act (FIPPA)

In 2011, City of Winnipeg access practices under FIPPA were assessed by the Manitoba Ombudsman. The audit examined departmental access practices and resulted in 21 recommendations for improvement. A follow-up audit conducted in 2012 showed that access practices had been strengthened in all but one department through the effective implementation of recommendations contained in the 2011 report. Improvements to the City's overall FIPPA process will continue in 2013, including an expanded website and increased public disclosure.

FIPPA and PHIA training courses are available to City staff through Corporate Education. In 2012, 48 employees attended these courses. City staff are also encouraged to attend a Brown Bag luncheon series offered by the Manitoba Ombudsman and to consult with the provincial government's Information and Privacy Policy Secretariat. The Secretariat provides guidance and advice to local public bodies such as the City of Winnipeg. Recognizing that training is critical to the successful management of access to information and protection of privacy services, the Manitoba Ombudsman is planning a major conference in May of 2013. Branch staff are involved in program planning for this conference.

The City continues to receive significant numbers of enquiries under FIPPA – a total of 728, up from 577 in 2011.

Facilities – 380 William

In 2005, an engineering review of 380 William – a municipally designated heritage building (Grade II, July 30, 1984) – identified significant structural and building envelope issues, including the need to improve the roof structure. Following this review, the City began to allocate capital and to date the following projects have been completed: reinforcement of ceiling beams; foundation waterproofing; repointing of exterior masonry and construction of barrier-free access. In 2010, the City partnered with Cibinel Architects Ltd. to develop a program-specific redevelopment strategy – a key outcome of which is construction of a climate-controlled vault to preserve the City's archival collection.

In 2012, Ager, Little Architects Inc. were contracted to design and manage replacement of the roof, including adjustments to the slope of the roof to redirect drainage away from the central core of the building where construction of the onsite vault is planned.

for providing a rare glimpse at restaurant cuisine in early Winnipeg is the 1897 Christmas menu for the Leland Hotel. Featured that year were Oysters à la Crème, Green Turtle aux Quenelles and Loin of Cub Bear followed by Malaga Grapes, Oranges and Charlotte Ruse for dessert.

The Archives is grateful to all who donated materials in 2012. Tax receipts may be issued for some donations, depending on their value. For information regarding donations, please contact the Archives at 204-986-5325.



Clayton Erickson collection. Portage Avenue, circa 1945.

Challenges Ahead

The roof replacement project addresses building integrity issues, will improve overall building efficiency, and prepares the building for program-specific redevelopment that will both protect the City's archival collection (appraised value $4.3 M), enhance the Archives' outreach and programming capacity, and extend the service life of this 107 year old structure. Construction is expected to begin in the spring of 2013.

Facilities – 311 Ross

At year-end, the Corporate Records Centre was essentially full. Anticipating construction at 380 William, all available capacity at 311 Ross has been taken up by incoming departmental transfers as well as the transfer of some temporary records out of 380 William. Branch staff will continue to monitor demand and balance transfers in against the routine scheduled destruction of temporary records.

Open Data

The Archives holds information recorded on paper, photographic film, microfilm and videotape. When records with archival value are transferred to the Archives, they are prepared for research use as follows: a) they are treated physically to stabilize information (if required); b) the context of their creation is documented - description; c) duplicates and extraneous materials are culled and access issues are identified; d) detailed lists are prepared.

In consultation with Corporate IT, Branch staff established that "data" contained in descriptions and lists of records produced when records are prepared for research use is consistent with that being posted in open data initiatives at other archives – essentially information about holdings – and would be suitable content for a proposed open data initiative for the City of Winnipeg. These data sources would enable researchers to identify archival materials pertinent to their work and plan accordingly (i.e. attend the Archives to view identified records or make a request for copies).

Cloud Computing

Branch staff were asked by Corporate IT to comment on cloud computing services and their potential impact on data and information management at the City. Key issues identified by the Branch relate to access to information for e-discovery, enforcement of retention periods prescribed in the records management by-law, collection and preservation of metadata, and audit capabilities. A report on cloud computing opportunities for the City of Winnipeg is being prepared by Corporate IT.

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 2012
- 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 and access to information and protection of privacy services
- Civic Accommodations staff for their assistance and ongoing support at the Corporate Records Centre at 311 Ross
- Planning, Property and Development staff for design and management of major construction projects for renewal and redevelopment of 380 William.

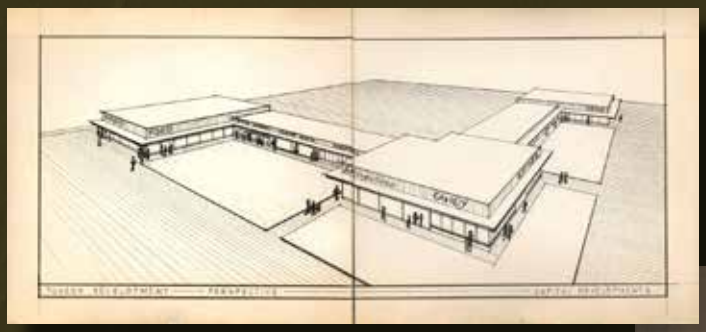
Archives & Records Control Branch Staff (as at December 31, 2012)

City Records Manager/Archivist	Jody Baltessen
Senior Records Manager	Scott Reid
Records Manager	Don Kroeker
Senior Archivist	Vacant
Archivist	Martin Comeau
Clerk	Sallie Caufield
Clerk	Lynne Foster
Clerk	Jeanne Gobeil
Clerk	Pam Hnatowich
Clerk	Bulletined

Departmental Records Coordinators (as at December 31, 2012)*

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

**Not all departments have a designated Records Coordinator.*



Perspective, Tuxedo Shipping Centre, 1966.

Town of Tuxedo

The former Town of Tuxedo marks its 100th anniversary in 2013. Tuxedo has a unique history – the future town began as a real estate venture when Frederick William Huebach identified the area for development and founded the Tuxedo Park Company Limited in 1905. The original Town Plan for Tuxedo was designed by landscape architect Rickson A. Outhet of Montreal in 1905. The Outhet plan was never implemented. In 1910, after acquiring additional land, Heubach commissioned the Olmsted brothers (sons of landscape architect Frederick Law Olmsted, who designed Central Park in New York City) to create a new plan for Tuxedo. The Town of Tuxedo was incorporated on January 24, 1913, and Heubach became the first Mayor.



Clerk of the Legislative Assembly, certification regarding An Act to Incorporate the Town of Tuxedo, 1913.

Service Statistics

Service statistics track operational activities undertaken by the Branch throughout the year. While useful for measuring basic levels of activity, service statistics do not reflect staff time required to prepare for and administer research visits or departmental requests for boxes, transfers or destruction orders. Nor do they communicate the value of recordkeeping to the City. In 2012, Researcher Services experienced a considerable increase in the volume of records retrieved and copies requested, while Records Management staff processed a greater number of transfers and managed a massive destruction project.

Archives Program, Researcher Services, 2008-2012

Year	In Person Research Visits	Requests for Information/Research *(Mail, Email, Telephone and 311)*	Record Retrievals	Copies Prepared	Acquisitions**
2008	1298	705	1842	1460	114
2009	1195	686	1886	1469	4
2010	958	387	1565	658	15
2011	1367	559	2032	571	22
2012	1203	1444	4218	1302	1.1

**Includes photocopies of records and prints of photographs and plans.*

***In cubic feet (10 donations).*

Archives Program, Outreach Services, 2008-2012

Year	Publications	Archival Exhibits	Lectures/Speaking Engagements	Archives Tours
2008	2	2	7	9
2009	2	2	4	6
2010	2	2	7	3
2011	2	2	4	5
2012	2	5	4	5

Service Statistics

Archives Program, Control of Holdings (Archival Processing), 2012

Title	Extent	
	Meters	Volumes/ Items
Greater Winnipeg Water District, 1912-1960	8.5 M	
Greater Winnipeg Sanitary District, 1935-1960	3.5 M	
Town of Tuxedo, 1913-1970	11.3 M	
City of Winnipeg (1874-1971), Winnipeg Board of Parks and Recreation, 1892-1971	3.5 M	
City of Winnipeg (1874-1971), Special Committee on the Future of the Winnipeg Board of Parks and Recreation, 1962-1963	.5 cm	
City of Winnipeg (1874-1971), Playgrounds Commission, 1908-1919	7 cm	
City of Winnipeg (1874-1971), Special Food Committee, 1919	1 cm	
City of Winnipeg (1874-1971), Special Publicity Committee, 1919-1920	1 cm	
City of Winnipeg (1874-1971), Special Committee to Investigate Charges regarding Purchase of Motor Trucks, 1920	.1 cm	
City of Winnipeg (1874-1971), Special Committee on Amalgamation (of Departments), 1918	5 cm	
City of Winnipeg (1874-1971), Special Committee to Enquire into the Employment of Married Women, 1924	1 cm	
City of Winnipeg (1874-1971), Special Committee on Investigation of the Fire Department, 1916-1920	2 cm	
City of Winnipeg (1874-1971), Special Committee on Housing Conditions, 1933-1957	1.25 M	
South Winnipeg (1923) Limited, 1905-1956	8 cm	
Tuxedo Park Company, Limited, 1913-1930	6 cm	
Barbara J. Wilkes Collection, 1903-1992	12.5 cm	
Winnipeg into the Nineties (WIN), 1989-1996	.56 M	
Morris Block Collection, 1876-1970	1 M	
Abe Yanofsky Collection, 1904-1997	1.3 M	
City of Winnipeg Archives' Photograph Collection (additions)		3006
City Clerks Library (additions)		248
Total	31.35 M	3254

Service Statistics

*Corporate Records Centre Program, 2008-2012**

Year	Transfers	Box Retrievals	File Retrievals	Rush Box Retrievals	Rush File Retrievals	Boxes Reshelved	Files Refiled	Destruction	Withdrawals
2008	1357	1025		69			564	462	64
2009	687	996		51			408	310	0
2010	742	953		28			721	1166	20
2011	649	536	423	14	38	533	294	690	0
2012	2313	657	278	3	43	556	110	3122	0

**In cubic feet.*

FIPPA Services, 2008-2012

(Internal Statistics compiled by City Clerk's Department)

	2008	2009	2010	2011	2012
Total Requests Processed*	213	202	342	577	728
Granted in Full	90	43	46	83	82
Granted in Part	69	80	187	256	413
Denied	29	32	59	72	100
Denied – Record does not Exist	13	20	29	101	59
Refused to Confirm or Deny Existence of a Record	2	4	0	0	1
Repetitive/Incomprehensible/Already Provided/Publicly Available	2	8	5	43	23
Pending	8	15	16	22	50
Appeals made under FIPPA	**2**	**23**	**38**	**11**	**8**
Appeals made under PHIA	**0**	**0**	**0**	**1**	**0**

**The City assigned tracking numbers to a total of 801 FIPPA requests in 2012, 72 of which were withdrawn and 1 of which was transferred to another public body.*

Service Statistics

*FIPPA Requests by Departments, 2009-2012**

Department	2009 Requests	2010 Requests	2011 Requests	2012 Requests
Assessment & Taxation	1	10	7	7
Audit	1	1	1	-
CAO, Office of the	2	10	7	14
City Clerk's	9	9	7	14
Community Services	9	45	28	35
Corporate Support Services	13	39	28	43
Fire Paramedic Service	36	61	62	94
Golf Services (SOA)	-	-	-	1
Legal Services	-	-	-	1
Mayor's Office	0	7	9	23
Planning, Property and Development	9	17	20	72
Public Works	9	23	128	33
Transit	8	5	18	31
Water and Waste	14	18	17	33
Winnipeg Parking Authority	-	-	1	-
Winnipeg Police Services	116	138	304	460
Total**	227	383	637	871

**As a result of extensive organizational change, direct comparisons can be made for 2009 – 2012 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 (as at December 31, 2012)

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	Diane McMenemy Papst
Mayor's Office	Brad Salyn
Planning, Property and Development	Pam Langstaff
Public Works	Konrad Krahn
Transit	Tanis Yanchishyn
Water and Waste	Allan Neyedly
Winnipeg Police Service	Kim Carswell
Winnipeg Parking Authority	Colin Stewart

Winnipeg

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CITY CLERK'S DEPARTMENT

Archives and Records Control

380 William Avenue – Winnipeg, MB R3A 0J1

archives@winnipeg.ca

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