**Minutes – Executive Policy Committee – May 21, 2014**

## REPORTS

**Minute No. 336 2013 Annual Report – City of Winnipeg Records Committee**

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee received as information the 2013 Annual Report of the City of Winnipeg Records Committee.

DECISION MAKING HISTORY:

Moved by Councillor Mayes,

That the 2013 Annual Report of the City of Winnipeg Records Committee be received as information.

Carried

David Sanders submitted a communication dated May 21, 2014, with respect to the 2013 Annual Report – City of Winnipeg Records Committee.

# ADMINISTRATIVE REPORT

**Title:** **2013 Annual Report – City of Winnipeg Records Committee**

**Critical Path:** **Executive Policy Committee**

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| J. Baltessen | R. Kachur | | |

## RECOMMENDATIONS

That the 2013 Annual Report of the City of Winnipeg Records Committee be received as information.

## REASON FOR THE REPORT

On May 7, 2014, the City of Winnipeg Records Committee approved its 2013 Annual Report for submission to the Executive Policy Committee for information.

## IMPLICATIONS OF THE RECOMMENDATIONS

## HISTORY

Since the mid-1970's, the Branch has coordinated the City's corporate records management program, and built the policy framework and physical capacity to manage civic records to industry standards. In addition, the Branch has been developing the archival collection to support interest in the history of the City of Winnipeg. As a result of major water damage at 380 William Avenue, the City's archival collection was placed in jeopardy (appraised value of this civic asset is $4.1M). Coincident with the disaster, the City was evaluating proposals to RFP NO. 233-2013, PROJECT NO: 2011-185 for design and construction of program-specific improvements to this facility. Damage resulting from the incident in June will be addressed as part of this project. The program is currently moving to temporary leased space.

## FINANCIAL IMPACT

**Financial Impact Statement** **Date:** May 7, 2014

**Project Name:** **First Year of Program** **2014**

2013 Annual Report - City of Winnipeg Records Committee

| | 2014 | 2015 | 2016 | 2017 | 2018 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | $ - | $ - | $ - | $ - | $ - |
| Debt - External | - | - | - | - | - |
| Grants | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ - | $ - | $ - | $ - | $ - |
| Less: Incremental Revenue/Recovery | - | - | - | - | - |
| Net Cost/(Benefit) | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budget Amounts | - | - | - | - | - |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**Additional Comments:**

There are no financial implications in this report.

original signed by
Fernando Dela Cruz
Acting Manager of Finance (Campus)
Corporate Finance Department

## CONSULTATION

**In preparing this report there was consultation with:**

**City of Winnipeg Records Committee**

## SUBMITTED BY

City Clerks Department
Archives and Records Control Branch
Prepared by: Jody Baltessen
Date: May 7, 2014
File No.