Minutes – Executive Policy Committee – June 10, 2015

REPORTS

Item No. 9 2014 Annual Report – City of Winnipeg Records Committee

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee received as information the 2014 Annual Report of the City of Winnipeg Records Committee.

DECISION MAKING HISTORY:

Moved by Councillor Mayes,

That the 2014 Annual Report of the City of Winnipeg Records Committee be received as information.

Carried

ADMINISTRATIVE REPORT

Title: **2014 Annual Report – City of Winnipeg Records Committee**

Critical Path: **Executive Policy Committee**

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Baltessen	R. Kachur	n/a	n/a

RECOMMENDATIONS

That the 2014 Annual Report of the City of Winnipeg Records Committee be received as information.

REASON FOR THE REPORT

On April 21, 2015, the City of Winnipeg Records Committee approved its 2014 Annual Report for submission to the Executive Policy Committee for information.

IMPLICATIONS OF THE RECOMMENDATIONS

HISTORY

Since the mid-1970's, the Archives and Records Control Branch of the City Clerk's Department has coordinated the City's corporate records management program, and built the policy framework and physical capacity to manage civic records to industry standards. The Branch is also actively developing the City's $4.1M archival collection to support and promote interest in the history of the City of Winnipeg.

As a result of major water damage at 380 William Avenue, the Branch has moved to temporary leased space out of which public access services and corporate records management services are delivered. During 2014, the City worked with Ager Little Architects, Inc. to complete and cost program-specific improvements to 380 William, with repairs to water damaged areas factored into the overall scope of the renovation. A Business Case was prepared and submitted in 2014. The project was placed on hold while a consultant studied the potential use

of the Public Safety Building as a records repository – this option has now been dropped as it is not feasible. The business case to renovate 380 William is presently being updated.

The Annual Report of the City of Winnipeg Records Committee provides Council with operational information on archival and corporate recordkeeping programs managed by the Archives and Records Control Branch, as well as summary statistics for FIPPA.

FINANCIAL IMPACT

Financial Impact Statement **Date:** April 30, 2015

Project Name: **First Year of Program**

2014 Annual Report - City of Winnipeg Records Committee

Comments:

There are no financial implications in this report.

Original Signed By: Elaine Waterman for
Ramona Hodges
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: April 23, 2015
File No.



2014 Records
Committee Annual Re