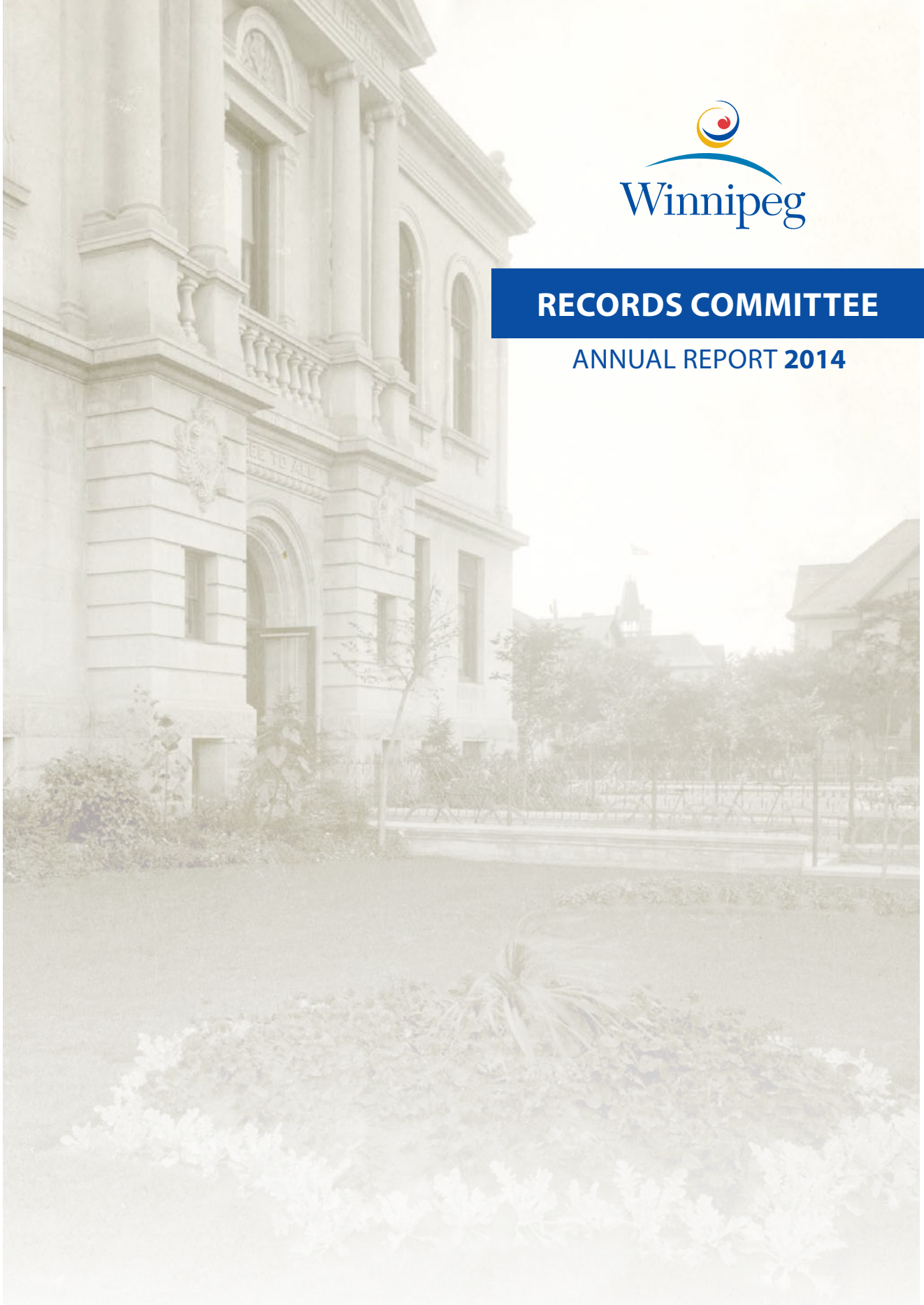


Winnipeg

RECORDS COMMITTEE

ANNUAL REPORT **2014**

Carnegie Library on William Avenue, circa 1905.



Winnipeg looking west from the tower of City Hall. Present site of Red River College Princess Street campus. Campus design included stabilization of five historic building facades along Princess Street. 1900.

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 as 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 Charter further emphasizes the importance of sound recordkeeping in Section 111, where it states that a record created or held by the City must not be destroyed or removed from the custody and control of the City by any employee unless permitted under a by-law or upon receipt of written approval of the Records Committee.

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); and two citizen members appointed by Council for 2 year terms.

Members (for the year 2014)

Jody Baltessen, City Records Manager/Archivist
Richard Kachur, City Clerk
Elaine Waterman, Chief Financial Officer designate
Micheal Giles, City Auditor designate
Harold Dick, Solicitor, City Solicitor designate
Kirk Cumming, Corporate Support Services designate

Citizen Members (for the year 2014)

Elizabeth Blight and **Jody Gillis**



Overhanging signs along commercial block (east side of Main Street, south from Market Avenue). Circa 1960.

message from the chairperson

On behalf of the Records Committee, I am pleased to report on the City's records management and archival programs for 2014 – a year that will be remembered for the extraordinary challenges faced by Archives and Records Control Branch staff.

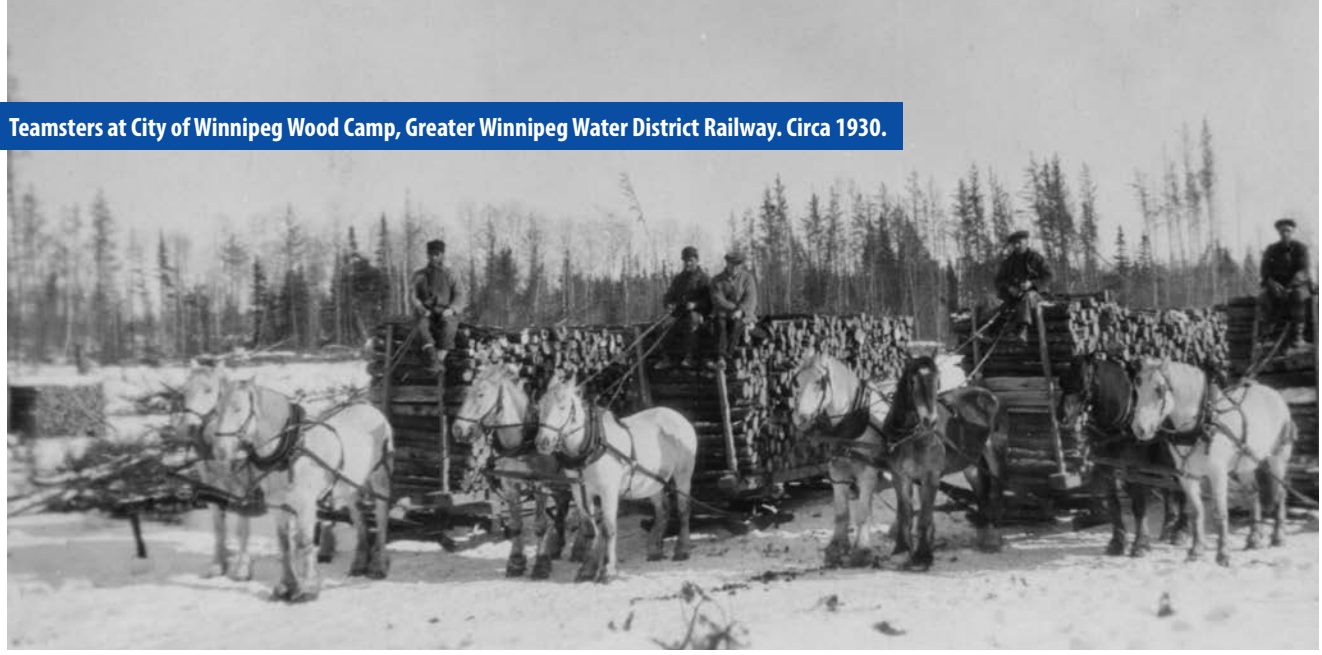
In January, Branch staff were still displaced as a result of water damage sustained at our home facility, 380 William. In February, a 10,500 square foot warehouse at 50 Myrtle was leased and a major move of staff and collections began soon after. This facility opened to the public on June 10, 2014 – exactly one year after the disaster in 2013. Just as public research services were re-established, election preparations began to ramp up and Branch staff were deployed to pack supplies, test automated voting equipment and ballots, facilitate training and advance voting opportunities, and provide oversight on Election Day itself. In addition to managing a major move and election responsibilities, the Branch made significant contributions toward marking the City's 140th anniversary year – all of which speaks to the strength and commitment of our staff.

While we have settled into temporary space, facility and space management issues continue to preoccupy staff. As 2014 drew to a close, anticipated renovations to 380 William were placed on hold while the Public Safety Building's potential as a records repository for the City is considered. The consultant's report on the PSB is anticipated early in 2015.

As we wait for a decision on the future of 380 William, we continue to work on several strategic initiatives: appraising and describing a significant backlog of unprocessed archival material; developing online tools to enhance access to archival collections and to manage storage space; working with departmental partners to prepare for a revision of Records Management By-Law 86/2010; providing guidance for the sound management of both traditional and electronic records; and managing multiple facilities with limited staff.

Looking forward, I am confident that our strategic initiatives, internal/external partnerships and the varied skills and strengths of our staff will enable the Branch to continue to offer responsive programs and services to our varied clientele.

Jody Baltessen
City Records Manager/Archivist



Teamsters at City of Winnipeg Wood Camp, Greater Winnipeg Water District Railway. Circa 1930.

year in review

Management of Branch operations was complicated throughout 2014 by the displacement of staff, the need to find, outfit and manage workspaces at various locations, and to move staff, equipment and supplies several times as emergency displacement was resolved by a more permanent solution. Despite these challenges, departmental partnerships and public research services were maintained, a number of critical projects were completed, and the Branch was able to re-open to the public by mid-year.

Records Management Program

Space Rationalization and Inventory Management

During 2014, Records Management and Archives staff coordinated the move of records out of compromised space at 380 William into storage in one of three facilities: 311 Ross; 50 Myrtle; leased space in the Manitoba Government Records Centre (MGRC). By year end, the Corporate Records Centre at 311 Ross was over capacity by circa 5000 box storage spaces. Background work for a relatively small destruction of records is underway and will proceed in early 2015.

Governance

Records Management staff began consulting with departmental partners in 2014 to gather information for a significant update to Records Management By-Law 86/2010. Given that considerable structural change has occurred since this by-law was approved in 2010, and that further change is anticipated as our new Council establishes directions for the City, the revision planned for 2015 will be extensive.

RM Training/Education

As in past years, Records Management staff worked as guest trainers with Corporate Education to develop and deliver specialized training to City staff. This year, 29 participants from various departments attended these courses. Records Management staff also encourage City records managers to take advantage of educational and networking opportunities offered through the Winnipeg Chapter of ARMA International. City records managers have played a prominent role in this association since formation of the local chapter in 1980.

February 12
Records Management for Leaders
9 participants

March 13 and December 2
Basic Records Management
13 participants

April 16
Developing and Managing
Filing Systems
7 participants



Aerial view of Winnipeg looking east on Portage Avenue towards Main Street. City of Saint-Boniface in background. 1935.

Archives Program

Researcher Services

During much of 2014, Archives staff were located at either 311 Ross or 510 Main in the City Clerk's Department and much of the research collection was unavailable. Regardless, staff continued to respond to requests for information, and space at 510 Main was made available for researchers to meet with Archives staff and to consult archival records.

Outreach Services

The Archives was involved in several initiatives to commemorate the City's 140th year. In January, staff worked with the Mayor's office on an event to mark the occasion of the City's first Council meeting – held on January 19, 1874. For this event, the Archives prepared an exhibit using historic materials contained in the cornerstone caskets of the first two city hall buildings. A second exhibit to celebrate the 50th anniversary of the current City Hall ran in conjunction with Door's Open in May. In addition to this exhibit, a set of seven souvenir postcards was created using images from the Archives' photograph collection. Finally, ***Winnipeg in FOCUS*** was launched on the 141st anniversary of the incorporation of the City of Winnipeg (on November 8, 1873, the Government of Manitoba signed into law An Act to Incorporate the City of Winnipeg). This new application provides online access to photographs and graphic materials held by the Archives.

Other outreach initiatives for 2014:

Staff Favourites, 2014: Staff identified six new images for the 2014 version of the web exhibit, Staff Favourites. Notable this year was a 1914 photograph of City Hall with an army recruitment stand in front of the building. This image was chosen to mark the 100th anniversary of the commencement of World War I. New images are added to Staff Favourites bi-monthly.

Pathways revision, 2014: A refresh of Pathways to Winnipeg History was completed in September when updated educational materials, puzzles and games were once again included on the site.

Site analytics for the Archives web pages show spikes in monthly visits and page views when new content is added and promoted via social media tools used by Corporate Communications. For 2014, Archives web pages were visited 23,800 times, with 43,828 page views. Worth noting, page visits and page views were high for curriculum materials and digitized records such as the special committee file (A560 File 29) available on the web exhibit Women and Work. Finally, the November launch of ***Winnipeg in FOCUS*** resulted in a dramatic increase in site visits/page views from an average of 1000/2000 per month to 11000/16500 thereafter. Further development of online exhibits and tools will be informed by ongoing analysis of site statistics and in response to research trends and emerging civic issues.



Walter Pidgeon and the #2 Training Command Band. Shows Bond Drive Concert at the Capitol Theatre. Owen Clark Collection. Circa 1940.

Control of Holdings

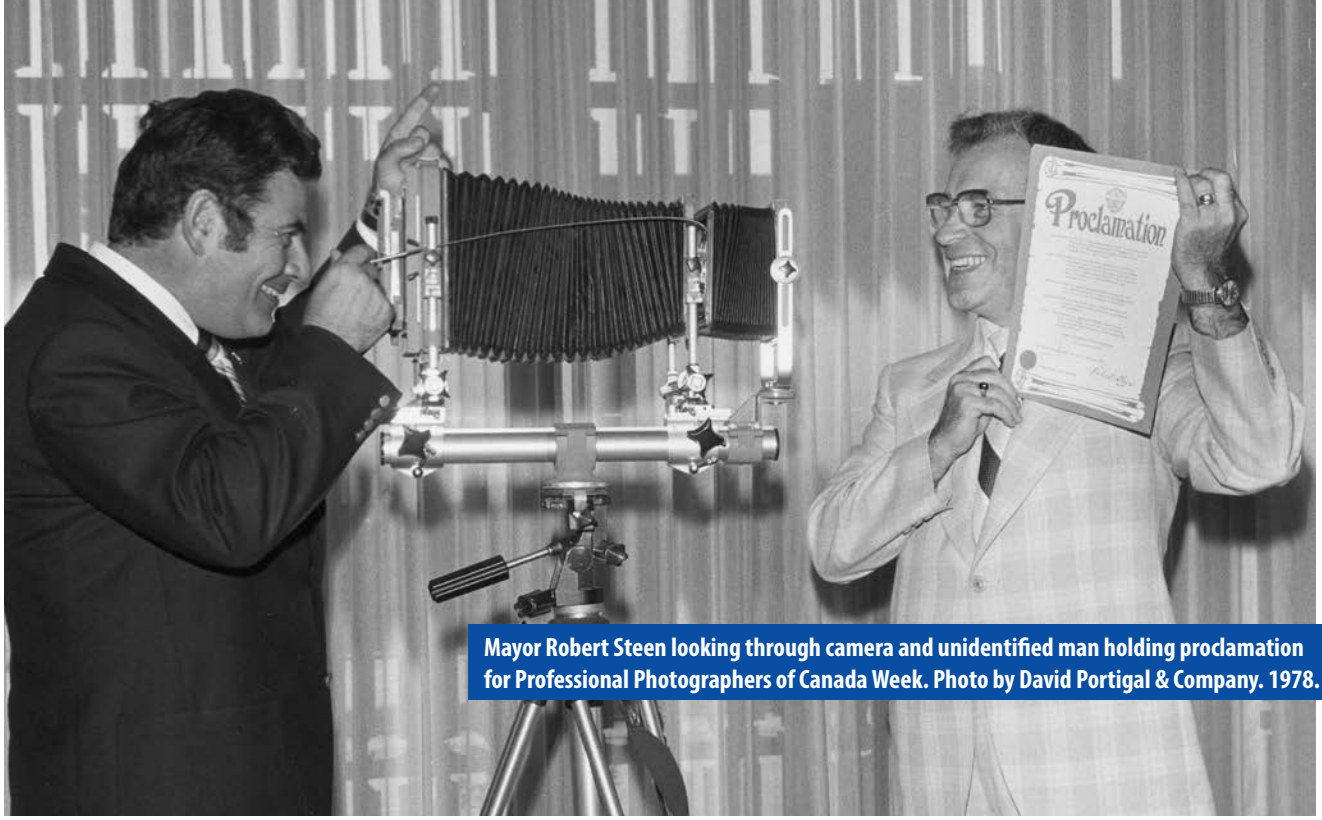
Given major workplace disruptions, the Branch did not apply for any grants in 2014. Despite the challenging environment, intern Sarah Ramsden completed appraisal and description of the records of the former City of St. Vital, with the assistance of Monica Gerth, a temporary Clerk A, and various summer students assigned to the Branch.

Decant from 380 William

Archives staff worked with Planning, Property and Development to design storage areas at 50 Myrtle that make the most of available space. Beginning in March of 2014, Archives staff began to work with moving crews and a team of six summer students to plan and orchestrate the removal of fragile records and volumes from 380 William, and to shelve these materials in appropriate storage locations at the new site. Even though the move was carried out under difficult circumstances and with limited resources, coordination and management of the move has improved the organization of the collection and made it easier to access materials for research use. The move of materials out of 380 William will continue well into 2015.



Our thanks to City Clerk's summer students, from left to right: Evan Knight, Kyle Sacher, Megan Huzarski, Trevor Hnatowich, Anthony Yee, and Justine Pochuk.



Mayor Robert Steen looking through camera and unidentified man holding proclamation for Professional Photographers of Canada Week. Photo by David Portigal & Company. 1978.

Partnerships

Association for Manitoba Archives (AMA)

Archival descriptions of City of Winnipeg records are available on MAIN (Manitoba Archival Information Network), an online search tool hosted by the University of Manitoba and maintained and developed by the AMA, of which the City of Winnipeg Archives is a member institution. Researchers can access this online tool via a link on the Archives web pages.

On October 24, as part of a display organized by the AMA, educational resources available on our Pathways to Winnipeg History web pages were promoted to Social Science educators at the 43rd Annual SAGE Conference. AMA representatives staffing the event reported that the lesson plans, activities and promotional bookmarks prepared by the Archives were well received by participants.

Red River College

In January, a team of Red River College students in the Business Information Technology Industry Project course partnered with the Archives to develop an application to improve access to our photograph collection. The end product of this partnership – ***Winnipeg in FOCUS*** – was launched in November of 2014. In addition to improving public access to our holdings, the application enables the Archives to better manage the collection, acquire and make available traditional and digital images from civic departments and private donors, and deliver service to city staff and external users at expected standards.

Staff from Corporate IT served as technical mentors to the student team during development of the application, then received, tested and integrated the new tool into the City's IT environment.

Our thanks to the RRC student team: Riley Robins, Kodi Gilchrist, Matthew Gereta, Geniva Lacara, Lemuel Volante.



Gardens in front of City Hall, circa 1905.

Exchange district (east of Main Street), 1938,
Summer time in Winnipeg (album) by G. Sharp Major.

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 13 donations in 2014. Notable accessions include the following:

Fort Garry Historical Society (FGHS): The FGHS was formed in 1971 to foster preservation, interpretation and protection of the heritage of St. Norbert and Fort Garry. Records received to date include minutes and communications, subject files, art works and ephemera. A final transfer of materials is expected in 2015 as the Society concludes its activities.

Brookside Cemetery: The Archives received a transfer of twenty-four linen maps of Brookside Cemetery from the Cemeteries Branch. These maps date from 1914 and show various sections of the cemetery – including areas set aside for military burials. This transfer is part of an ongoing partnership with the Cemeteries Branch, whose operational records are designated archival and date from as early as 1878.

Parks and Recreation Collection: The Archives received a significant photograph collection from Planning, Property and Development. This collection consists of circa 6000 images and related promotional materials in the form of brochures, pamphlets and information circulars that reference park histories, amenities, events and use. These records contain views of major parks, local playgrounds, golf courses, community club grounds and recreational activities over the whole of the City, and document both the physical development (i.e. design, planting and grooming of park grounds and civic properties) and community use of park spaces for recreational and cultural events.

The Archives is grateful to all who donated materials in 2014. Tax receipts may be issued for some donations, depending on their value. For information regarding donations, please contact the Archives at 204-986-5325.



Ashdown Warehouse, 157-179 Bannatyne Avenue, circa 1955.

Civic Election

In addition to Branch programming, staff worked with City Clerk's colleagues to deliver the 2014 civic election. As always, significant staff time was required to prepare election equipment and ballots for advance and election day voting; to train the more than 2000 election workers required to staff 192 voting places; and to pack and ship out voting supplies. On Election Day – Wednesday, October 22 – the Branch was closed and staff were either at Election Headquarters manning phones or responding to questions and issues in the field. Following Election Day, staff were on site at the Corporate Records Centre to receive and secure vital records as they returned from the 192 voting places used for the election.



Election equipment and supplies staged for shipment prior to Election Day, October 2014.



VE (Victory in Europe) Day - A&M Hurtig Furrier (on Portage Avenue) decorated with victory sign. 1945.

challenges ahead

This coming year will present a number of important challenges to Branch staff. While facility and inventory management issues are ever-present, they must be addressed in concert with strategic development of the Branch overall. In this regard, projects and Branch activities continue to be informed by concerns for effective recordkeeping and access to information.

380 William

Redevelopment of 380 William is on hold pending completion of a feasibility study that would see the Public Safety Building repurposed to serve Branch requirements for archival and records management programs. Plans are underway to remove the balance of records remaining in the facility to leased space at 50 Myrtle, the Manitoba Government Records Centre (MGRC), or to storage space at 311 Ross.

311 Ross

The availability of records storage space is at a premium. Records Management staff will continue to monitor departmental demand and allocate space at the various locations using inventory management tools.

50 Myrtle

The public face of the Archives is diminished – housed in a nondescript warehouse building in an industrial enclave off Notre Dame. Regardless, the facility has a small bright public research room, office space, and sufficient warehouse space to hold most of the research collection. Assisted by a stellar team of students, Records Management and Archives' staff prepared, moved and reshelved a significant volume of records in advance of June 10, 2014 – the date the Archives reopened to the public. Given the reduced size of the research room, the Archives will not be able to receive student groups while housed at this location – outreach will instead focus on the Archives' web presence, exhibits and speaking engagements.

Manitoba Government Records Centre (MGRC)

Early in 2014, the Branch negotiated a two year lease with the Province for the storage of "quiet" inventory previously located at 380 William or 311 Ross. Given that the MGRC is located a significant distance away from our base of operations, this space is designated for records that are infrequently requested, but which must be retained according to By-Law 86/2010. The lease at the MGRC was originally intended to meet short term record storage needs during construction/renovation of 380 William. Beyond this two year timeframe, significant demand for storage space from provincial government departments will trigger the need for the Branch to move records out of the MGRC to an alternate storage location until resolution of the situation at 380 William.

Long Term Preservation of Digital Information

Digital technologies are transforming the way the City creates, uses and preserves information. To ensure the availability of contextualized, reliable records that support decisions and allow for the delivery of effective programs and services, the City requires a long-term digital preservation strategy that aligns with its information infrastructure and governance.

To address this significant challenge – technological change, resource constraints, shifting public expectations – the Archives will work with departmental partners to define a strategy for intelligent storage and effective retrieval of electronic records of historic value. Such a strategy would target those electronic records that must be retained and remain accessible for the long term (10 years and more or permanently).

Governance

Branch staff will continue to work with departmental partners on revisions to Records Management By-Law 86/2010, with the expectation that a Draft By-Law will go forward for Council approval in 2015.



Boy Scout at special ceremony on the eve of Canada's Centennial year. Taken on grounds of East Kildonan City Hall, New Year's Eve. Photo by Ralf Lilje-Gren. 1966.

acknowledgements

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

- Archives and Records Control Branch staff;
- Departmental Records Coordinators;
- Corporate Education for administrative support and resources for all training initiatives;
- Planning, Property and Development staff for assistance finding, leasing and preparing temporary space at 50 Myrtle for use by the Branch, and for assistance managing major construction projects at 380 William and 311 Ross;
- St. Boniface Museum for ongoing use of display cases.

Archives & Records Control Branch Staff
(as at December 31, 2013)

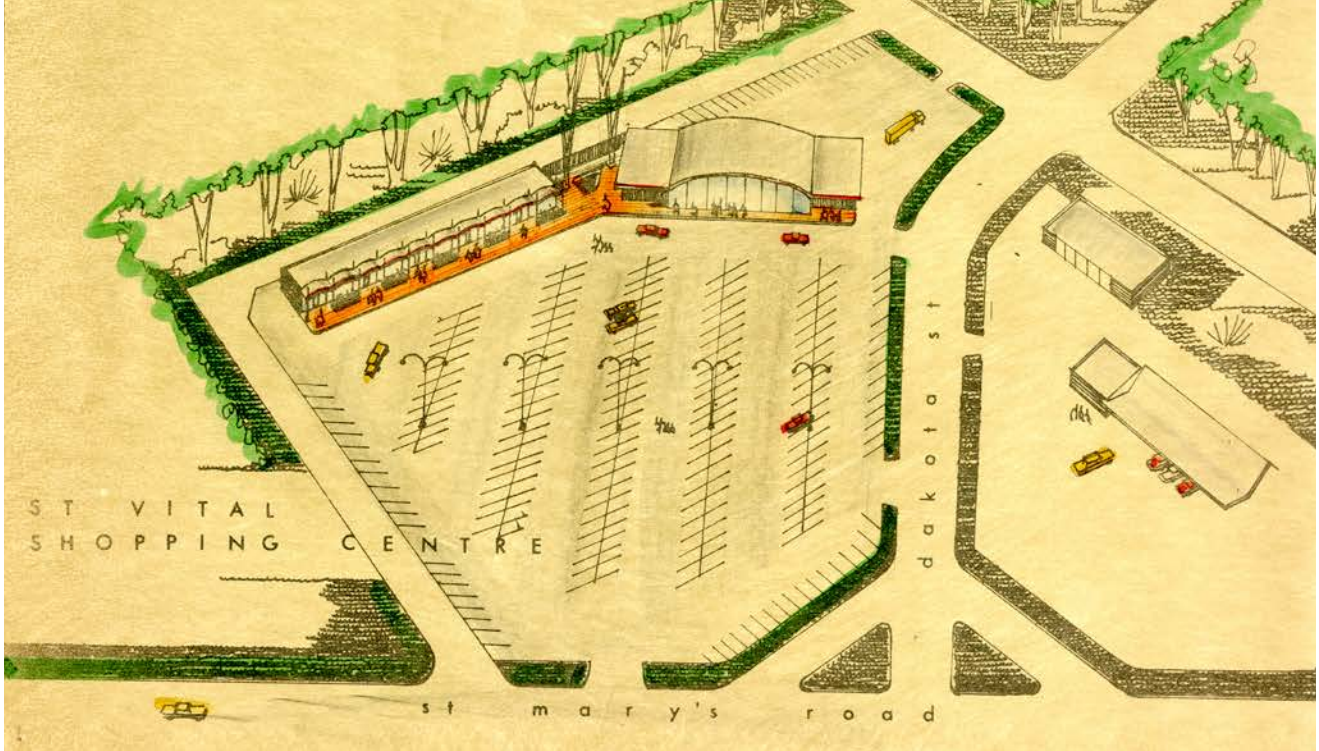
City Records Manager/Archivist	Jody Baltessen
Senior Records Manager	Scott Reid
Records Manager	Don Kroeker
Senior Archivist	Vacant
Archivist	Martin Comeau
Intern	Sarah Ramsden
Clerk	Sallie Caufield
Clerk	Lynne Foster
Clerk	Jeanne Gobeil
Clerk	Pam Hnatowich
Clerk	Vacant

Departmental Records Coordinators
(as at December 31, 2014)

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	Allan Neyedly
Winnipeg Civic Employees' Benefits Board	Trinity Willetts
Winnipeg Police Service	Judy Kesterke



Bungees Restaurant, Edmonton Street, circa 1980.

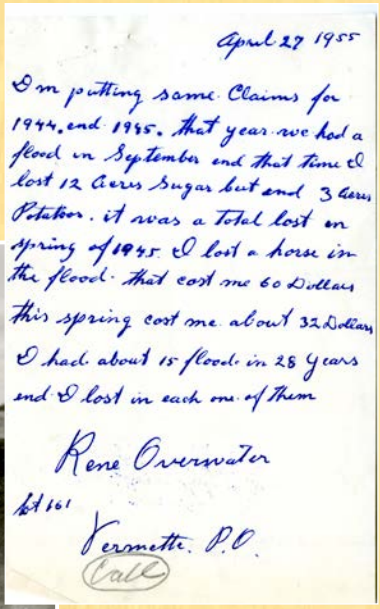


spotlight on the city of st.vital

The City of St. Vital was incorporated in 1962. Its predecessor was the Rural Municipality of St. Vital which had been subdivided from the Rural Municipality of St. Boniface. The name "St. Vital" was first used in 1860 when Bishop Taché dedicated a small school to his coadjutor, Bishop Vital Grandin.

The first Council for the Rural Municipality of St. Vital met in 1909, with Pierre Dumas as Reeve. St. Vital achieved City status on June 9, 1962. The Council for the City of St. Vital met for the first time on June 18, 1962, with H. Collins as Mayor.

The City of St. Vital was one of twelve area municipalities that amalgamated in 1971 to form the Unified City of Winnipeg. Archival appraisal of records of the Municipality and the City of St. Vital was completed in 2014 and the collection is now available at the Archives.

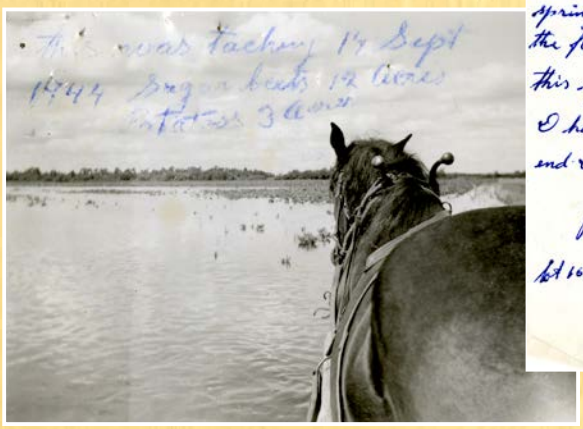

April 27 1955

I'm putting some Claims for 1944 and 1945. that year we had a flood in September and that time I lost 12 Acres Sugar but and 3 Acres Potatoes. it was a total lost on spring of 1945. I lost a horse in the flood. that cost me 60 Dollars this spring cost me about 32 Dollars I had about 15 flood in 28 years and I lost in each one of them

Rene Overwater

St 161

Vermette. P.O.



Letter and photograph sent to R. M. of St. Vital by a farmer seeking compensation for flood losses, 1949, St. Vital fonds.

service statistics

Service statistics track Branch operational activities for 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. Note as well that the Archives building was closed from June 10, 2013 until June 10, 2014.

Archives Program, Researcher Services, 2010-2014

Year	In Person Research Visits	Requests for Information/Research *(Mail, 311, Phone, Walk-ins)*	Record Retrievals	Copies Prepared*	Acquisitions**
2010	958	387	1565	658	15
2011	1367	559	2032	571	22
2012	1203	1444	4218	1302	1.1
2013	720	587	1639	1547	5.6
2014	277	847	1465	1731	39

**Includes photocopies of records and prints of photographs and plans. Also includes scans prepared for the Red River College project. ** In cubic feet (13 donations).*

Archives Program, Outreach Services, 2010-2014

Year	Publications	Exhibits Web and Physical	Lectures/Speaking Engagements	Archives Tours
2010	2	2	7	3
2011	2	2	4	5
2012	2	2	4	5
2013	2	2	1	3
2014	4	6	2	closed

Archives Program, Control of Holdings (Archival Processing), 2014

Title	Extent	
	Meters	Volumes/Items
City of St. Vital (1880-1971)	47.5 M	
City of Winnipeg Archives' Photograph Collection (additions)		903
Scans described/uploaded into ***Winnipeg in FOCUS***		588
Scans pending approval in ***Winnipeg in FOCUS***		387
City Clerks Library (additions)		159
Total	**47.5M**	**2037**
Humidification/Flattening: Program on hold. No suitable workspace.	N/A	

Corporate Records Centre Program, 2010-2014

Year	Transfers	Box Retrievals	File Retrievals	Rush Box Retrievals	Rush File Retrievals	Boxes Reshelved	Files Refiled	Destruction	Withdrawals
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
2013	1704	892	282	33	25	916	251	900	0
2014	803	982	226	20	29	983	132	940	0

Note: Does not include transfers out of compromised space at 380 William.



City Clerk's Department fishing trip. Seated in front row with beard and holding hat is C.J. Brown, City Clerk. Circa 1920.

freedom of information and protection of privacy act (FIPPA)

The City experienced another dramatic increase in the number of FIPPA enquiries received in 2014, a total of 1038, up from 910 in 2013. Recognizing this pattern of growth and the challenges it poses for departmental FIPPA coordinators, Council approved funding for two new positions to be dedicated to improving the City's capacity to manage demands for information under FIPPA, and more generally as open government evolves. Appointments are expected early in 2015.

FIPPA and PHIA training courses are available to City staff through Corporate Education. In 2014, 32 employees attended these courses. City staff are also encouraged to attend a Brown Bag luncheon series and annual conference sponsored 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.

FIPPA Services, 2010-2014

(Internal Statistics compiled by City Clerk's Department)

	2010	2011	2012	2013	2014
Total Requests Processed*	342	577	728	784	972
Granted in Full	46	83	82	85	140
Granted in Part	187	256	413	511	570
Denied	59	72	100	102	134
Denied – Record does not Exist	29	101	59	52	71
Refused to Confirm or Deny Existence of a Record	0	0	1	1	1
Repetitive/Incomprehensible/ Already Provided/Publicly Available	5	43	23	16	39
Pending	16	22	50	17	17
Appeals made under FIPPA	38	11	8	13	8
Appeals made under PHIA	0	1	0	0	0

** The City assigned tracking numbers to a total of 1038 FIPPA requests in 2014; 65 were withdrawn, 1 was transferred to another public body.*



Male and female workers, Dominion Bridge Company during World War II, munitions retooling. Circa 1940.

*FIPPA Requests by Departments, 2010-2014**

Department	2010 Requests	2011 Requests	2012 Requests	2013 Requests	2014 Requests
Assessment & Taxation	10	7	7	9	3
Audit	1	1	-	-	1
CAO, Office of the	10	7	14	8	14
City Clerk's	9	7	14	15	23
Community Services	45	28	35	38	46
Corporate Support Services**	39	28	43	35	42
Fire Paramedic Service	61	62	94	106	186
Golf Services (SOA)	-	-	1	-	-
Legal Services	-	-	1	5	5
Mayor's Office	7	9	23	14	15
Planning, Property and Development	17	20	72	43	30
Public Works	23	128	33	56	79
Transit	5	18	31	23	28
Water and Waste	18	17	33	27	37
Winnipeg Parking Authority	-	1	-	7	5
Winnipeg Police Services	138	304	460	524	644
Total***	383	637	871	910	1158

* *As a result of extensive organizational change, direct comparisons can be made for 2009 – 2014 only.*

** *Includes Corporate Finance and Corporate IT.*

*** *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, 2014)

Assessment and Taxation ..... Chrispin Ntungo
Audit ..... Donna Woytowich
CAO ..... Janet Thomas
City Clerk's ..... Marc Lemoine
Community Services ..... Maureen Purdy
..... Pam Chaves
Corporate Support Services ..... Gerry Berkowski
Fire Paramedic Services ..... Michelle Weimer
Legal Services ..... Krista Boryskavich
Mayor's Office ..... Jason Fuith
Planning, Property and Development .... Pam Langstaff
Public Works ..... Konrad Krahn
Transit ..... Rose LeBleu
Water and Waste ..... Allan Neyedly
Winnipeg Police Service ..... Kim Carswell
Winnipeg Parking Authority ..... Colin Stewart

CITY CLERK'S DEPARTMENT
ARCHIVES AND RECORDS CONTROL
50 Myrtle Street • archives@winnipeg.ca

ONLINE TOOLS AND DIGITAL EXHIBITS
winnipeg.ca/clerks/toc/archives.stm

WINNIPEG IN FOCUS

Winnipeg in FOCUS is an online tool that allows users to search and view photographs and graphic materials held by the City of Winnipeg Archives.

OUR COLLECTION

Information about our collection and a link to archival descriptions for textual records held by the City of Winnipeg Archives are available in MAIN (Manitoba Archival Information Network). MAIN can be accessed from the "Our Collection" page on our website.

Pathways To Winnipeg History

Pathways exhibits contain images of primary documents and photographs that capture the tone and flavour of Winnipeg's early years. Exhibits are:

- Women and Work
- Staff Favourites
- Milk Matters*
- More than the Sum of its Parts
- The Emergent City*
- Typhoid!*
- An Act of Imagination*

**Includes curriculum-based educational tools for Grades 9, 10 and 11, as well as puzzles and games for students of all ages.*

SOUVENIRS

Three short films created by filmmaker Paula Kelly during a six month artist residency funded by the Winnipeg Arts Council's Public Art Program. Films are:

- Sand and Stone
- Watermarks
- Waiting for the Parade