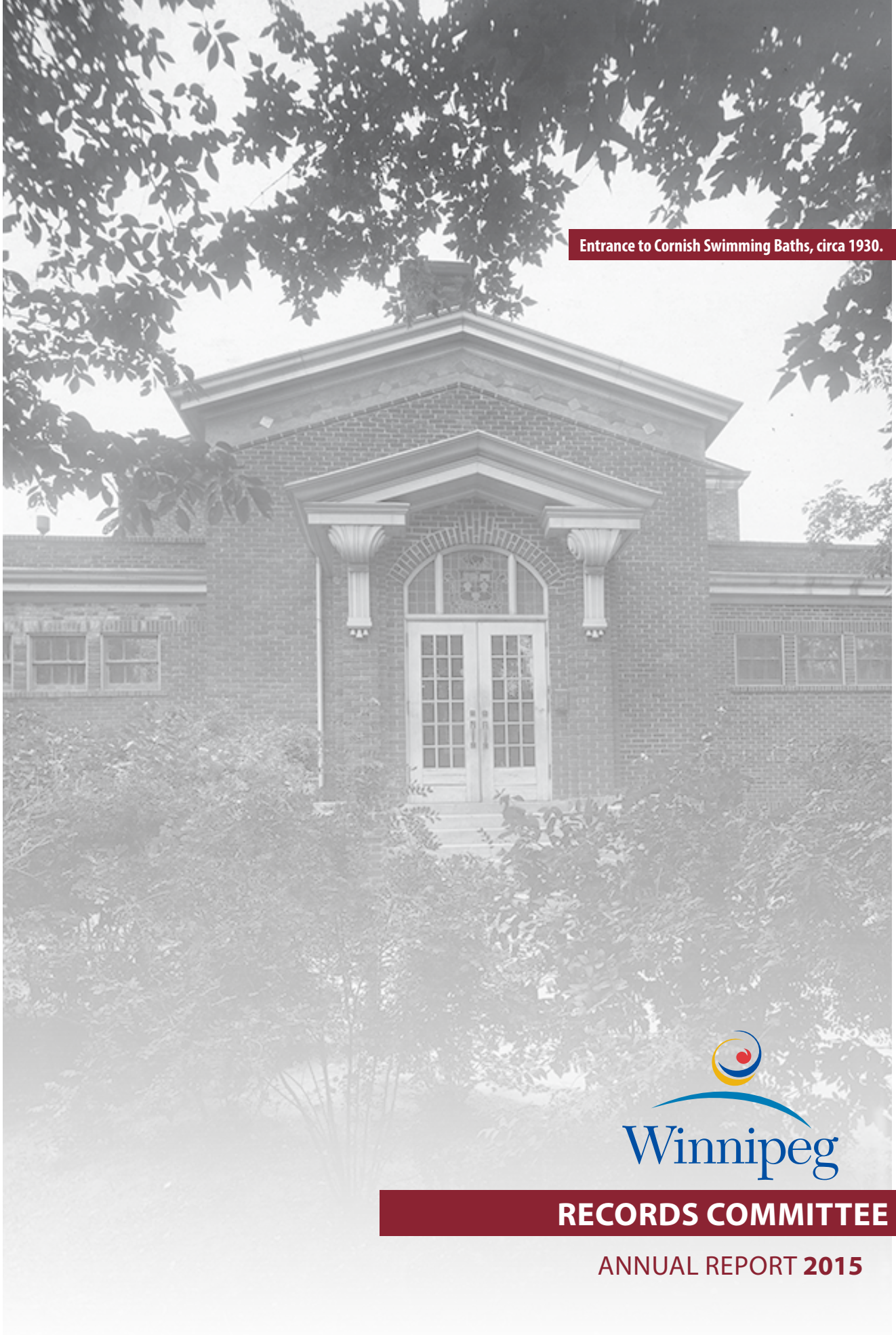


Entrance to Cornish Swimming Baths, circa 1930.

Winnipeg

RECORDS COMMITTEE

ANNUAL REPORT **2015**



Royal Canadian Horse Artillery (R.C.H.A.) Band performing at Rainbow Stage. Captain C.A. Hold conducted the performance, 1954.

about the records committee

Following a review of City recordkeeping practices in 1995, the Records Committee was established through amendments to The City of Winnipeg Act. The role and mandate of the Records Committee is now set out in Section 110 (2) of *The City of Winnipeg Charter*, 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)
- two citizen members appointed by Council for 3 year terms.

Members (for the year 2015)

Jody Baltessen, City Records Manager/Archivist
Richard Kachur, City Clerk
Ramona Hodges, 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 2015)

Jordan Bass and Kevin Walby



Professionals vs. Amateurs teams, Windsor Municipal Golf Course, circa 1925.

message from the chairperson

Like many organizations, the City of Winnipeg is in the thick of a transformative process – electronic records now constitute the largest portion of the City's total records volume. As with all records created or received in the conduct of City business, these records support operational activities and may be accessed in response to a FIPPA request or during discovery for legal purposes. And some records will have long term or historical value. Given that these records exist in a variety of electronic systems and are dependent on system functionality for access, managing these records calls for different strategies than are used to manage paper-based or traditional records. Winnipeg is not unique in its struggle to manage this transformation. As governments transition to digital environments, digital information strategies must be developed and implemented to support management of this critical asset.

During 2015, as the first step in a larger Enterprise Content Management (ECM) initiative, a consultant worked with departmental staff City-wide to document record types, information systems and key business processes in use across the City. Issues anticipated to be outlined are: inconsistent classification of records; uncertain chain of custody/version control; limited capacity to execute disposition actions or to enforce legal holds; and difficulty locating records to support decisions and business processes. The ECM discovery process is a critical step forward – findings will inform planning and policy development to improve information sharing, tracking and the execution of disposition actions. The project's final report, ECM Strategy and Roadmap, will be released in 2016.

While managing electronic records is a pressing issue, the Branch is also responsible for a significant and still growing volume of paper records now held in three facilities. Given that two of these facilities are leased and that the Branch continues to deal with an uncertain future in all three facilities, staff will be hard pressed to manage demands for storage and related services from departmental partners. This places in jeopardy the significant and important advantage that a secure, cost-effective records storage program affords to departments as they transition away from paper to electronic information systems.

Also at risk are gains made in the archival program. Now operating out of leased warehouse space, the Archives is no long able to offer public programming onsite and researcher visits have stabilized at a volume well below the numbers received when the program operated out of 380 William.

With these challenges in mind, the Branch will look for ways to address facilities issues while engaging with departmental partners to improve governance for electronic records so as to ensure that critical digital records as well as traditional records and archival materials remain accessible and useable over the long term.

Jody Baltessen
City Records Manager/Archivist



Public Parks Board staff, circa 1902.

year in review

Records Management Program

Space Rationalization and Inventory Management

Branch staff are managing records in box storage spaces on two floors at 311 Ross; in the Manitoba Government Records Centre (MGRC); and at 50 Myrtle. Transfers of archival materials out of 380 William are essentially complete and 50 Myrtle is full. The lease for 50 Myrtle has been renewed for 2016. The lease with the Province expires at the end of 2016 and no extension has been secured to date. This places considerable pressure on the Branch to develop options to house materials presently in storage at the MGRC.

Governance

Progress was made in 2015 towards an extensive update to Records Management By-Law 86/2010. In particular, staff began a thorough reformatting of Appendices B and C to simplify use of the by-law by departmental records managers and to make future updates and revisions easier to manage. Research to strengthen governance for electronic recordkeeping is underway, and will guide further revision of the by-law.

RM Training/Education

In addition to educational and networking opportunities offered through the Winnipeg Chapter of ARMA, Records Management staff developed and delivered the following training for City staff:

February 12	October 28	April 16
Records Management for Leaders	Basic Records Management	Developing and Managing Filing Systems
9 participants	**13 participants**	**7 participants**

On September 29, Branch staff Branch staff gave two half-day training sessions to eighteen City staff who use the Corporate Records Center's online tool – RS-Web.



Parks Board supervised skating rink on Arlington Street, circa 1925.

Archives Program

Researcher Services

Research visits increased slightly in 2015 as the public access program settled into its first full year at 50 Myrtle. Research visits picked up slightly as the move of materials out of 380 William progressed and records that had not been accessible since before the June 10, 2013 disaster were once again available to researchers and word of this favorable development reached the community. Regardless, total numbers are significantly below the volume of visits experienced when the program was housed at 380 William.

Outreach Services

The Archives was involved in several outreach initiatives in 2015.

For the first time, staff participated in the Manitoba Museum's arts, culture, and heritage fair. Held on May 9th, the event gave staff the opportunity to speak with a broad range of people about the Archives and its services. Particular emphasis was placed on educational tools available online through *Pathways to Winnipeg History*.

In June, the Archives prepared an exhibit on the importance of recordkeeping and information management. The exhibit was installed in cases outside City Clerk's main office. As well, in response to a request from Councillor Mayes, the Archives prepared a display to help celebrate the 50th anniversary of the St. Vital Bridge (a METRO project). The display was featured at a public function in December and moved to the St. Vital Library shortly thereafter. In 2016, it will move to the Fort Garry Library.

Control of Holdings - Internships

Natalie Vielfaure joined the Branch in July to process records of the **Metropolitan Corporation of Greater Winnipeg (METRO)**. This significant fonds covers the period 1960 to 1971 and documents METRO's role in developing infrastructure and an urban design framework in the Greater Winnipeg area that continues to affect planning to this day (see *Spotlight* for the METRO story).

Chris Zaste joined the Branch in August to reconstitute the **Museum Collection** – which was severely affected by the 2013 disaster at 380 William. Part of this project involved researching and writing a de-accession policy to guide the disposition of materials that have no value to the City. This is in keeping with recommendations made by Terry Cook in his review of recordkeeping and archival practices in the City of Winnipeg (*In the Public Trust: A Strategic Plan for Archives and Records Management Services in the City of Winnipeg, 1999*).



Winnipeg Speed Skating Club members inspecting equipment at Sargent Park Speed Skating Oval, circa 1962.

Conservation/Preservation

On hold – 50 Myrtle does not have appropriate space in which to re-establish conservation/preservation treatments to enable appraisal and description of fragile paper record series dating from as early as 1874.

Website/Social Media:

Staff Favourites, 2015:

Staff identified six new images for the 2015 version of the web exhibit, Staff Favourites. New images are added to Staff Favourites bi-monthly. Notable this year was a feature on Charles James "C. J." Brown, Winnipeg's longest-serving City Clerk. The exhibit includes a photograph of Brown, with his characteristically long beard, and a letter in which he describes the importance of recordkeeping within city government.

Winnipeg in FOCUS:

Following on the launch of this application in 2014, staff added content from the newly processed Parks and Recreation Photograph Collection and photographs created by the Greater Winnipeg Water District created during construction of the aqueduct.

Throwback Thursday:

Staff began contributing content to Corporate Communications for Throwback Thursday postings on the City's social media site. Postings featured topical images from the collection, including snapshots of the Grey Cup, and of baseball legend Mickey Mantle during his 1978 visit to Winnipeg.

Site Analytics

Site analytics for the Archives web pages show an increase in site visits and a slight drop in page views. Traffic on the site is now relatively consistent month-by-month, with Winnipeg in FOCUS at the top of the list in all but one month. Overall site visits and page views have increased significantly since 2013 and prior to the launch of *Winnipeg in FOCUS*. Further development of web content will be informed by ongoing analysis of site statistics and in response to research trends and emerging civic issues.

Archives Program, Website, 2015*

Year	Visits	Page Views
2013	11,373	22,377
2014	34,494	55,816
2015	39,514	54,607

**Statistics reported for 2014 in last year's annual report standardized.*



Waddell Fountain in Central Park, circa 1960.

Accessions

The Archives acquired 11 new collections in 2015, either through donation or as an internal transfer. Notable accessions include the following:

Richard L. Frost Collection: Rick Frost donated records he collected during his time as Chief Commissioner for the City of Winnipeg (1989 to 1997). The collection includes reports, speeches, pamphlets, and bound correspondence that document the functions and activities of the Board of Commissioners, which operated from 1972 to 1997. The Board was responsible for providing leadership to all civic departments. In particular, the Board provided advice to Council on key issues; initiated administrative changes and improvements; led civic responses to crisis situations; provided mentoring to department heads; pursued federal and/or provincial funding for civic works; and coordinated service delivery.

Greater Winnipeg Water District (GWWD): The Archives received a transfer of forty-two boxes of historical material on the Winnipeg aqueduct from Water and Waste. The transfer includes minutes, reports, contracts, correspondence, cartographic records, scrapbooks, and other records that document the building of the aqueduct and the operations of administrative bodies such as the GWWD, which operated from 1913 to 1961. Of particular significance are digital reproductions of the GWWD photograph collection, some of which are now available online in *Winnipeg in FOCUS*. Given that our storage space is not environmentally controlled, Water and Waste continues to hold the fragile glass negatives for this photograph collection.

Owen Clark Collection: The Archives received additional material from Owen Clark, consisting of photographs, audio recordings, and various ephemera (circa 1940 to 2000). The Owen Clark Collection, which documents the history of Winnipeg's dance, big band and jazz music scene from the late 1890s to 2007, was processed in 2013. A small but growing number of images from this collection are available online in *Winnipeg in FOCUS*.

The Archives is committed to building its collection to better reflect the City's complex and fascinating history. Tax receipts may be issued for some collections. For information about our acquisition policy, please contact the Archives at 204-986-5325.



View of Armstrong's Point, 1929.

Access and Privacy Office (FIPPA/PHIA)

The volume of requests for access to information under *The Freedom of Information and Protection of Privacy Act* (FIPPA) continued to grow in 2015. To meet increasing service demands associated with this growth, the City took a number of steps aimed at process improvement, with a focus on the concepts of openness and transparency. Among these steps was amendment of the City's FIPPA By-Law to establish a strong central role for the Chief Administrative Officer (CAO) in both access to information and protection of privacy.

In March of 2015, the City established a dedicated Access and Privacy Office to centrally coordinate requests for access to information, and to develop and implement process changes. The new Office is tasked with:

- enhancing openness and transparency by ensuring consistent and fair access to City records;
- undertaking City-wide access and privacy initiatives to improve existing processes, and;
- providing leadership to support departments working on access to information and protection of privacy issues.

Access and Privacy Administrative Standard

The Office worked with the CAO to develop and implement the *Access and Privacy Administrative Standard* (approved September 2015), which established a framework for managing access and privacy issues facing the City. The purpose of this standard is to ensure clearly defined processes for managing access to information and protection of privacy in accordance with the City's commitment to openness and transparency.

Access and Privacy Website

An increased online presence was prioritized to improve the flow of information to the public. The revamped Access and Privacy website went live in August. It identifies frequent requests for access, proactively makes available information previously requested through FIPPA, and directs the public to information already available as part of other Open Government initiatives.

With these foundational pieces in place, the Office looks forward to continued progress towards the City's shared vision of an open and transparent government that protects the personal and business information entrusted to its care.

Departmental Initiatives – Civic Elections

Initial planning for a school trustee by-election began late in 2015. Branch staff will work in various capacities along with City Clerk's colleagues to deliver this election in June of 2016.



Wedding party near front entrance to former pavilion in Kildonan Park, circa 1920.

partnerships

Association for Manitoba Archives (AMA)

One hundred and twenty-five (125) archival descriptions of City of Winnipeg records are available on AtoM/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.

Tourism, Culture, Heritage, Sport and Consumer Protection

Heritage Grants Advisory Council

With a grant from the Heritage Grants Advisory Council, the Branch hired contract archivist Jeanette Mockford to appraise, process and describe just over 7,000 photographs from the City's former Parks and Recreation Department. A select but growing sample of images from this collection is available online in *Winnipeg in FOCUS*. The Archives is grateful to the Government of Manitoba for ongoing support.

Table of Grants Received, 2001-2015

Grant Source	ID/Description	Grant/ Match
Carried Forward, HGAC	For details on earlier projects, see previous reports.	$51,688.60/$93,989.50
HGAC, 2015	Appraise, Rehouse, Describe (and scan selected) Parks and Recreation Department Photographs, circa 1895-1979	$5,000.00/$17,326.86
Total, HGAC	For details on earlier projects, see previous reports.	$56,688.60/$111,307.36
Total, CCA*	For details on earlier projects, see previous reports.	$28,589.70/$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/Matches		**$95,278.30/$148,952.86**

**This grant program was discontinued following federal budget cuts to Library and Archives Canada in 2012.* ***A one-time special project grant.*

Western Economic Diversification Canada
Canada 150 Community Infrastructure Program

The City was awarded a Canada 150 Community Infrastructure grant of $400,000 to develop a Multi-Purpose room at 380 William – part of the larger renewal project envisioned for this facility. The grant is contingent on approval of capital funding for the renewal of 380 William.



Second Floor, 380 William, near the end of the move out.

challenges ahead

Over the last several years, Branch staff have spent considerable time managing scarce physical storage space and searching for options to resolve facilities issues. This pressure will persist, as Branch projections indicate that paper records will continue to flow from departments into the Corporate Records Centre for some time to come – volume may in fact accelerate as departments move more fully to electronic environments and look for savings through the removal to cost effective storage of paper records with long term operational requirements. While the application of basic records management principles to physical records is well-developed and facilitates access to record content as well as physical tracking of this resource, the quality and scarcity of physical storage space is a continual threat to the City's records management operation. Paradoxically, control of and access to the informational content of electronic records is lacking while server space to store these records is readily available – this at a time when managing civic information to facilitate shared use is critical for the City to account for decisions and commitments, track results and achievements, and plan effectively to improve processes and outcomes. Failure to manage information, be it physical or electronic, exposes the City to potential risks and liabilities.

Facilities: 380 William

By the end of 2015, Branch staff were preparing the last few pockets of records for transfer to 311 Ross, 50 Myrtle or to the MGRC. Apart from shelving and some furnishings, the facility will shortly be empty.

This immense project – the removal of circa 20,000 boxes/volumes/artifacts under duress conditions – was managed hands-on by a small complement of Branch staff who coordinated the identification of materials displaced by the disaster and managed moving crews under contract with Planning, Property and Development. The move was accomplished without benefit of a useable loading dock or staging area. In effect, every item removed from the building had to be carried out by hand.

Recognition is due the following staff: Martin Comeau, Pam Hnatowich (retired), Don Kroeker, Sallie Caufield, Lynne Foster, Monica Gerth, Sarah Ramsden and Scott Reid. More recently, interns Natalie Vielfaure and Chris Zaste provided invaluable assistance to bring the project to a close.

Recognition is also due the student team that worked with staff in 2014 to wrap, list and label hundreds of individual items prior to their removal from 380 William. And then to shelve these same materials once they were transported to 50 Myrtle: Trevor Hnatowich, Megan Huzarski, Evan Knight, Justine Pochuk, Kyle Sacher and Anthony Yee.

As for the building itself, its future was unknown at year end. Municipal Accommodations will monitor and maintain essential systems and alarms once the Branch has fully vacated the site.



Existing shipping/ receiving area equipment, 380 William.



Don Kroeker moving inventory out of 380 William.

Facilities: 311 Ross

The availability of storage space is a critical issue before the Branch. The two floors that comprise the Corporate Records Centre are at capacity. The upcoming installation of purpose-built shelving to accommodate plan box storage will meet short term demands to house these materials. Plans to mitigate storage space pressure by using top level shelves for cubic foot boxes will now proceed. This course of action has been avoided to date to decrease the possibility of damage from sprinkler leaks/activation or other structural "events" in the building. As well, given the physical effort required to shelve and move inventory and to respond to service requests from departmental partners, the Branch will begin using warehouse staff to pull and reshelve box inventory as part of day-to-day operations – this will result in an increase to operating costs for the program.

Facilities: 50 Myrtle

Public research services are delivered out of 50 Myrtle. Requests for tours and class orientations have declined given that there is no room to accommodate groups in the space available. Warehouse space used to house the primary research collection onsite is full.

Facilities: Manitoba Government Records Centre (MGRC)

Early in 2014, the City negotiated a two year lease with the Province for the storage of long term, "quiet" inventory previously located at 380 William or 311 Ross. The lease at the MGRC was originally intended to meet short term record storage needs during construction/renovation of 380 William – the renewal project remains uncertain. As at the end of 2015, the Province was not prepared to commit leased space in this facility beyond the original two year period (the lease expires at the end of 2016). Should the MGRC experience significant demand for storage space from provincial government departments during 2016, the Branch will be required to remove records from the MGRC to an alternate storage location as yet unknown.

Innovation Fund Project

In 2015, the City established an innovation fund and invited proposals from City departments. The Archives submitted a proposal and was awarded $100,000 in September to undertake the project proposed. The Archives project will:

- Streamline the management of information about archival records.
- Build capacity for reliable, long-term preservation of and access to digital records with archival value.
- Support outreach initiatives that encourage interest in the history of the City of Winnipeg by making information about archival records and digital records with archival value accessible online.
- Provide users with a single point of access to information about archival records, regardless of format, as well as access to digital records managed by the Branch.

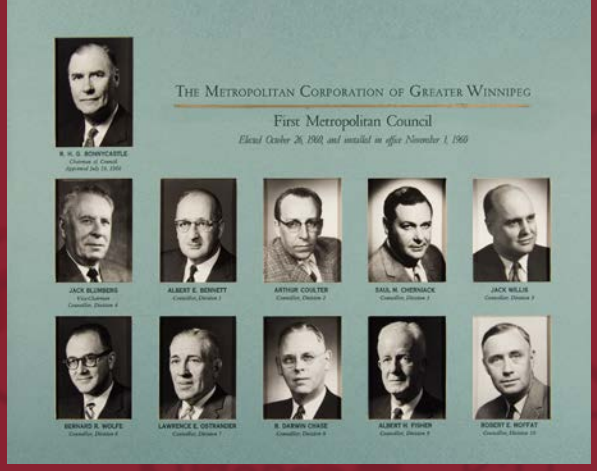
Branch staff are working with Campus Application Support, Project Management, and Materials Management staff to undertake this project. A Request for Proposals (RFP) will be issued early in 2016, and the project will commence later in the year.

Governance

Branch staff continue to work with departmental partners on revisions to Records Management By-Law 86/2010. Of particular concern is strengthening governance for electronic records. Findings of the ECM discovery process and research regarding governance for electronic records will guide revisions to the by-law.

Access and Privacy Office

Significant projects for 2016 include the acquisition and implementation of an Access to Information Case Management System to receive and track access requests, the development and distribution of City templates for responding to access requests, and City-specific guidance materials for both access to information and protection of privacy issues.



First Metropolitan Council. Elected October 26, 1960. Installed in Office November 1, 1960.

spotlight

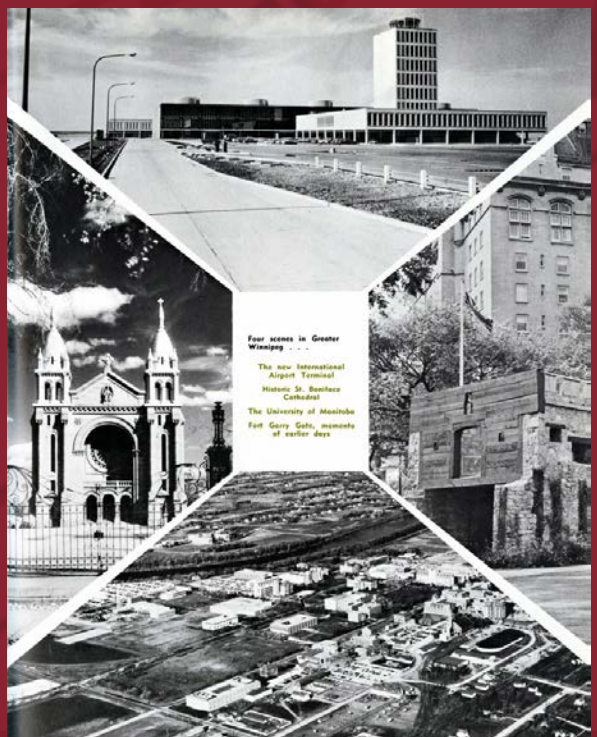
Metropolitan Corporation of Greater Winnipeg (METRO)

The Metropolitan Corporation of Greater Winnipeg (METRO) was created in 1960 under Bill 62 of the Province of Manitoba, An Act to Establish the Metropolitan Corporation of Greater Winnipeg. METRO had jurisdiction over the City of Winnipeg and adjacent municipalities, as well as the Additional Zone*.

METRO had an appointed chairman and ten councilors elected by citizens in ten electoral divisions, each of which included a part of Winnipeg and parts of one or more adjoining municipalities. The first METRO Council was elected on Wednesday, October 26, 1960. R. H. C. Bonnycastle, the first Chairman of METRO Council, was appointed by the Provincial Government.

While METRO achieved improvements in many service areas, civic politicians and citizens alike were dissatisfied with the structure of government in metropolitan Winnipeg. Key concerns were the fragmentation of authority and financial capacity and a lack of citizen involvement that resulted from two tiers of government. Despite these issues, METRO was considered a success by two provincially-appointed inquiries conducted during the 1960's and likely softened negative attitudes towards amalgamation within and around Winnipeg, leading to creation of the Unified City of Winnipeg (Unicity) in 1971.

**The Additional Zone extended out beyond METRO boundaries to an average distance of about five miles and included all or part of four rural municipalities. In matters of planning, zoning, building controls and property assessment for tax purposes, METRO had jurisdiction in the Additional Zone. This arrangement was intended to prevent uncontrolled urban sprawl.*



Four scenes in Greater Winnipeg: International Airport Terminal, St. Boniface Cathedral, University of Manitoba, and the old Fort Garry Gate, circa 1963.



Portage Avenue, 1972.

service statistics

Service statistics track Branch operational activities for the year and are 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 and do not communicate the value of recordkeeping to the City. Of note, research visits appear to have stabilized at a level well below those experienced when the Branch operated out of 380 William. The Branch will look to offset the negative impact of "location" on the public's use of the Archives through exhibits, the use of social media, and by posting new material to Staff Favourites to showcase the variety and richness of the civic record.

*Archives Program, Researcher Services, 2011-2015****

Year	In Person Research Visits	Requests for Information/Research *(Mail, 311, Phone, Walk-ins)*	Record Retrievals	Copies Prepared*	Acquisitions**
2011	1367	559	2032	571	22
2012	1203	1444	4218	1302	1.1
2013	720	587	1639	1547	5.6
2014	277	847	1465	731	39
2015	389	1021	2423	375	109.35

**Includes photocopies of records and prints of photographs and plans. Researchers may use digital cameras/phonesto make copies. **In cubic feet (11 donations). ***The Archives was forced to close in June of 2013 and remained closed until June 10, 2014. As a result, Researcher Services were severely curtailed and a considerable volume of records were inaccessible.*

Archives Program, Outreach Services, 2011-2015

Year	Publications	Exhibits Web and Physical	Lectures/Speaking Engagements	Archives Tours
2011	2	2	4	5
2012	2	2	4	5
2013	2	2	1	3
2014	4	6	2	n/a
2015	2	3	1	2



Winnipeg Cricket XI at Interprovincial Championships in Saskatchewan, 1911.

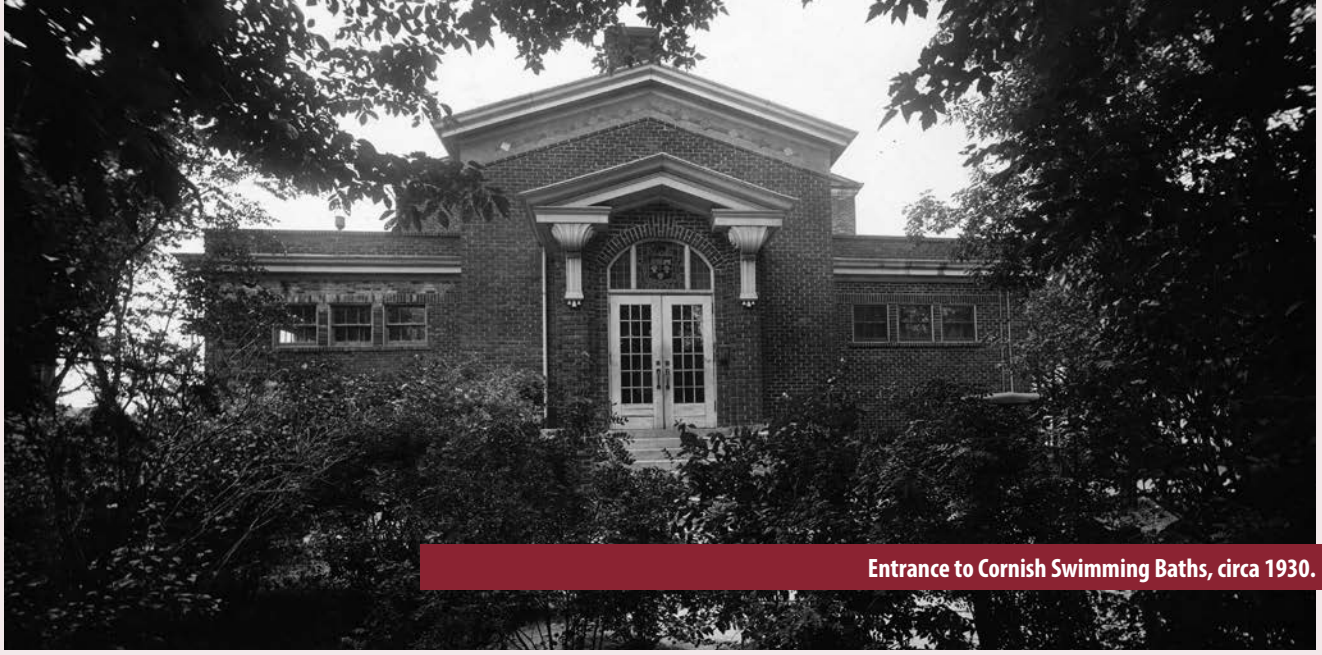
Archives Program, Control of Holdings (Archival Processing), 2015

Title	Extent	
	Meters	Volumes/Items
Parks and Recreation Photograph Collection (1880-1971)		7,000
City of Winnipeg Archives' Photograph Collection (additions)		
Metropolitan Corporation of Greater Winnipeg (METRO)	17.8	
Rick Frost Collection	.51	21
Town of Tuxedo, Financial Ledgers	1.66	
City of Winnipeg, Water Works Department, Scrapbook		1
City of Winnipeg, Special Committee on Social Evil	.005	
Earth Day, 2012		732
Additions to *Winnipeg in FOCUS* (for a total of 932)		165
Total	19.975	7,920
Humidification/Flattening: Program on hold pending identification of suitable space.		

*Corporate Records Centre Program, 2011-2015**

Year	Transfers	Box Retrievals	File Retrievals	Rush Box Retrievals	Rush File Retrievals	Boxes Reshelved	Files Refiled	Destruction	Withdrawals
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
2015	1319	913	236	4	31	954	263	377	0

**In cubic feet.*



Entrance to Cornish Swimming Baths, circa 1930.

access and privacy office – statistics

Departmental Comparison of FIPPA Applications, 2011-2015

In 2015, the City received 1125 requests for access to information under Part 2 of FIPPA, which represents an increase of 9% from 2014.

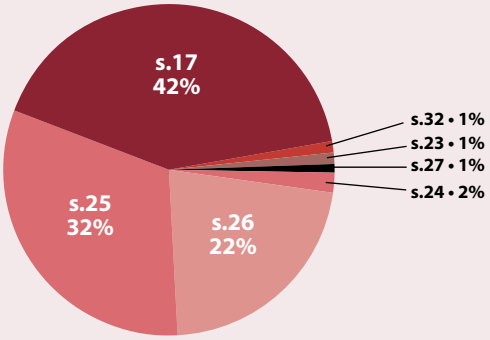
Department	2011 Requests	2012 Requests	2013 Requests	2014 Requests	2015 Requests
Assessment and Taxation	7	7	9	1	30
Audit	1	0	0	1	1
Chief Administrative Office	7	14	8	11	6
City Clerk's	7	14	15	21	47
Community Services	28	35	38	40	38
Corporate Support	28	43	35	37	32
Fire Paramedic Service	62	94	106	167	166
Fleet Management Agency	0	0	0	0	1
Golf Services	0	1	0	0	0
Legal Services	0	1	5	2	2
Mayor's Office	9	23	14	4	6
Parking Authority	1	10	7	5	9
Planning, Property and Development	20	72	43	21	19
Police Service	304	460	524	597	633
Public Works	128	33	56	74	81
Transit	18	31	23	21	21
Water and Waste	17	33	27	30	33
Total Received	**637**	**871**	**910**	**1037**	**1125**
Processed*	624	801	867	992	993

**Processed applications are those completed within the Calendar year. Applications not processed are withdrawn, abandoned, transferred or carried over to the following year.*

Access Decisions, 2011-2015

	Access Decisions 2011-2015	2011	2012	2013	2014	2015
2.1	Access Granted	83	82	85	140	112
2.2	Access Granted in Part	256	413	511	570	623
2.3	Access Denied	72	100	402	134	132
2.4	Records do not exist/could not be located	101	59	52	71	80
2.5	Refused to confirm/deny existence	0	1	1	1	7
2.6	Incomprehensible, frivolous or vexatious	43	23	16	39	39

Uses of Exceptions - by FIPPA Section, 2015



s.17 **S.25** **s.26** **s.24** **s.27** **s.23** **s.32**

98% of exceptions applied fall into the following three categories:

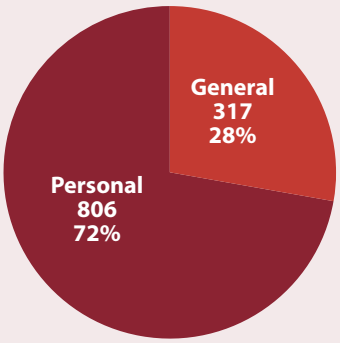
Section 17 – Disclosure harmful to a third party's privacy (Mandatory)
Section 25 - Disclosure harmful to law enforcement or legal proceedings (Discretionary)
Section 26 – Disclosure harmful to security of property (Discretionary)

FIPPA Response Times, 2014 and 2015

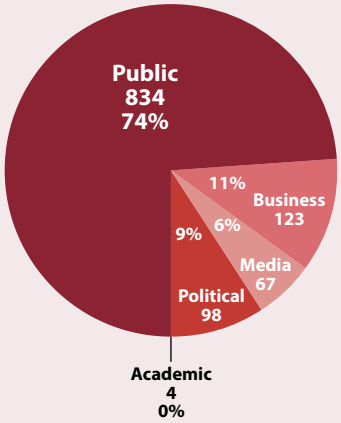
Response Time	2014	2014%	2015	2015%
Within 30 Days	905	91%	924	93%
Within 31-60 Days				
Met an extension taken under s.15	26	3%	4	0%
Did not meet an extension taken under s. 15	4	0%	0	0
Did not take an extension under s. 15	32	3%	52	5%
Met an extension authorized by the Ombudsman's Office	0	0%	0	0
Did not meet an extension authorized by the Ombudsman's Office	0	0%	0	0%
Did not take an extension authorized by the Ombudsman's Office	25	3%	13	1%
Number of responses that were "on time"	931	94%	928	93%
Total	**992**	**100%**	**993**	**100%**

2015 Requests by Category

Applications for General vs. Personal Information, 2015



Applications by Applicant Category, 2015



FIPPA CONTACTS *(as at December 31, 2015)*

Assessment and Taxation	Chrispin Ntungo
Audit	Kim Fox
CAO	Janet Thomas
City Clerk's	Marc Lemoine
Community Services	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	Shelley Smith
Transit	Rose LeBleu
Water and Waste	Allan Neyedly
Winnipeg Police Service	Kim Carswell
Winnipeg Parking Authority	Colin Stewart

acknowledgements

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- Archives and Records Control Branch staff for their ongoing effort and achievements in 2015.
- 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.

Archives & Records Control Branch Staff

(as at December 31, 2015)

City Records Manager/Archivist	Jody Baltessen
Corporate FIPPA Coordinator	Konrad Krahn
Senior Records Manager	Scott Reid
Records Manager	Don Kroeker
Senior Archivist	Sarah Ramsden
Archivist	Martin Comeau
Clerk	Sallie Caufield
Clerk	Lynne Foster
Clerk	Jeanne Gobeil
Interns	Natalie Vielfaure, Chris Zaste

Departmental Records Coordinators

(as at December 31, 2015)

City Clerk's	Scott Reid
City Clerk's	Don Kroeker
Community Services	Kirstian Lezubski
Planning, Property and Development	Pam Langstaff
Public Works	Shelly Smith
Transit	Rose LeBleu
Water and Waste	Allan Neyedly
Winnipeg Civic Employees' Benefits Board	Trinity Willetts
Winnipeg Police Service	Judy Kesterke



Commonwealth War Graves area of Brookside Cemetery, circa 1918.

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*

Girl with snake in city green space, circa 1960

Winnipeg

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