2003 Report



Interior of Cox's Famous Millinery, 323 Portage Avenue, c. 1937.

Terms of Reference

The Records Committee is created under Section 110 of *The City of Winnipeg Charter* to

> "make recommendations to council, and implement policies and procedures approved by council, for the management, retention, safekeeping and destruction of records."

The Chair of the Records Committee is the City Records Manager/Archivist, who as head of the Archives and Records Control Branch of the City Clerk's Department is responsible for the stewardship of City records. The Records Committee meets on a regular basis to discuss matters regarding the management and safekeeping of City records.

Records Committee Members

Chair:

- Gerry Berkowski, City Records Manager/Archivist

Departmental Representatives:

- Richard Kachur, City Clerk
  City Clerk's Department
- Doug Buhr, Solicitor,
  Legal Services Division,
  Designate, Corporate Services Department
- Carrie Erickson, Manager,
  Corporate Finance and Administration,
  Designate, Corporate Finance Department
- Donna Woytowich, Administrative Coordinator,
  Designate, Audit Department

Citizen Representatives:

- Dr. DeLloyd Guth
- Dr. Tom Nesmith

2003 Report

Winnipeg

From The City of Winnipeg Records Committee



Archivist Jody Baltessen with 1884 Council Communications pack files.

2003 Summary

At its last meeting of 2003, the Records Committee commented on the City's progress towards better records management and archival services. The Committee noted significant advancements in the development of records management policy and legislation, as well as new projects that will raise the profile of the City Archives as a community-based institution.

The Archives and Records Control Branch reported on several important projects that led in these directions. A strategic plan, the *"Recordkeeping Blueprint for the City of Winnipeg"*, produced by Archives and Records Control was the foundation for the preparation of a corporate administrative directive, which contains principles and policies governing the creation, handling and management of records.

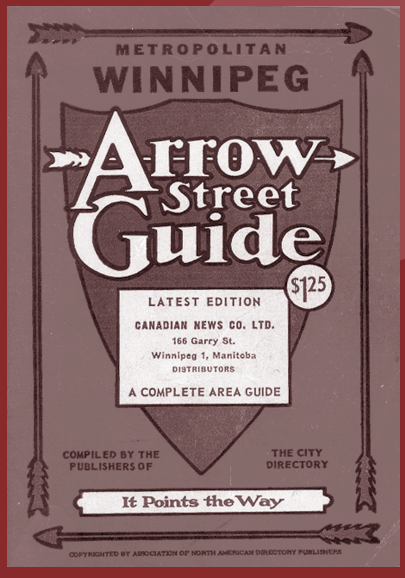


Condition of records in the Town of Brooklands fonds, 2003.

On December 17, 2003, City Council enacted a new *Records Management By-law No. 166/2003*, which came into effect on January 1, 2004. The Records Management By-law brings the City's records retention and disposition schedules up-to-date with current recordkeeping requirements of all City Departments and it also addresses the issues of custody, control, and preservation of archival records.

The Archives and Records Control Branch also compiled and produced the *2003 Directory of City Records*. The *Directory* describes the organization of the City of Winnipeg, its functions and information holdings, including personal information.

With respect to specific archival programs, the Committee noted the important work on defining and building a stronger archival presence within the City. As a result of the year's achievements, the City will be better prepared to identify records that need to be kept to protect them for future generations, and to provide access to them.



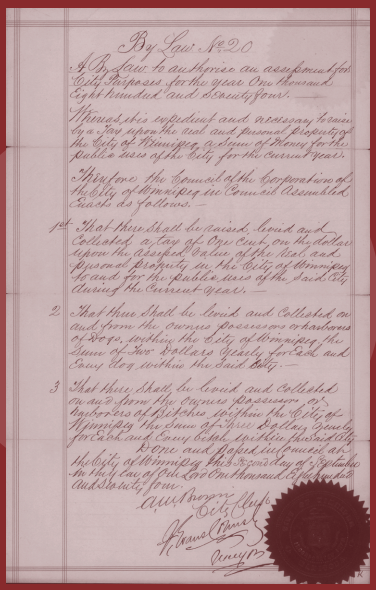
2003 Highlights

The Committee is pleased to report the following highlights.

December

- **New Records Management By-law passed by Council**

  By-law No. 166/2003 includes revised records retention and disposition schedules, and defines the scope and content of the City's Records Management Program.


By Law No. 20

A By-Law to authorize an assessment for City Purposes for the year One thousand Eight hundred and eighty four.

Whereas, this expedient and necessary to raise by a Tax upon the real and personal property of the City of Winnipeg, a Sum of Money for the Public uses of the City for the current year.

Therefore the Council of the Corporation of the City of Winnipeg in Council Assembled Enacts as follows. —

1st That there Shall be raised, Levied and Collected a Tax of One Cent on the dollar upon the Assessed Value of the Real and Personal Property in the City of Winnipeg as and for the Public uses of the said City during the Current year. —

2. That there Shall be Levied and Collected on and from the Owners possessors or Occupiers of Dogs within the City of Winnipeg the Sum of Two Dollars yearly for each and every Dog within the said City. —

3 That there Shall be Levied and Collected on and from the Owners possessors or Harborers of Bitches within the City of Winnipeg the Sum of Five Dollars yearly for each and every Bitch within the said City. —

Done and Passed in Council at the City of Winnipeg this Seventeenth day of September in the Year of Our Lord One Thousand Eight hundred and Seventy four.

A.W. Thompson City Clerk

Thomas Logan Mayor

The new Records Management By-law provides for the preservation of archival records like this one - the 1874 Taxation By-law.

- **Corporate Administrative Directive for Recordkeeping issued to all City employees**

  The Directive is a statement of principles, roles and responsibilities, with references and links to related policies and procedures.

- **Publication of the *2003 Directory of City Records***

  The *Directory of City Records*, which describes the organization of the City of Winnipeg, its functions and information holdings, is a requirement under the *Freedom of Information and Protection of Privacy Act*. It is available in public libraries and on the Internet.

- **Publication of *About FIPPA***

  About FIPPA is a new brochure that informs citizens about the City of Winnipeg and the *Freedom of Information and Protection of Privacy Act (FIPPA)*. It describes the City's obligations under information and privacy legislation and outlines the process for filing requests and appeals. The brochure is intended for general distribution to City employees and the public through public libraries and on the Internet.

- **Gift to the Archives**

  The City of Winnipeg Archives received a microfilmed set of *Henderson's Directories* (1876-1952) from an anonymous donor. The *Henderson's Directories* have long been recognized as a critical tool for researching the built environment and social structure in the City of Winnipeg. Prior to receipt of this gift, the Archives had an incomplete run of *Henderson's Directories* in book form for the years 1960 to 2000. These were of limited use to researchers whose primary interests were in the early years of the City. See *Donations from Friends of the Archives* for a list of other gifts received this year.

Crescent Creamery delivery trucks, c. 1913



November

- **Additional Funds for Records Management Training Program**

Received an additional $57,000 in funds for the Records and Information Beyond 2000 Project under the Joint City/CUPE Education, Training and Staff Development Fund. The funds are used for CUPE rated employees to take courses offered by the University of Manitoba and University of Toronto. Total funds received to date over two years are approximately $92,000.

Approximately 60 employees have taken advantage of the fund since the program began two years ago. As a result of the educational opportunities made available through Records and Information Beyond 2000, almost every City department now has employees who are educated in the basic principles and procedures of records management. This will assist departments in complying with the Administrative Directive and implementing the new Records Management By-law.



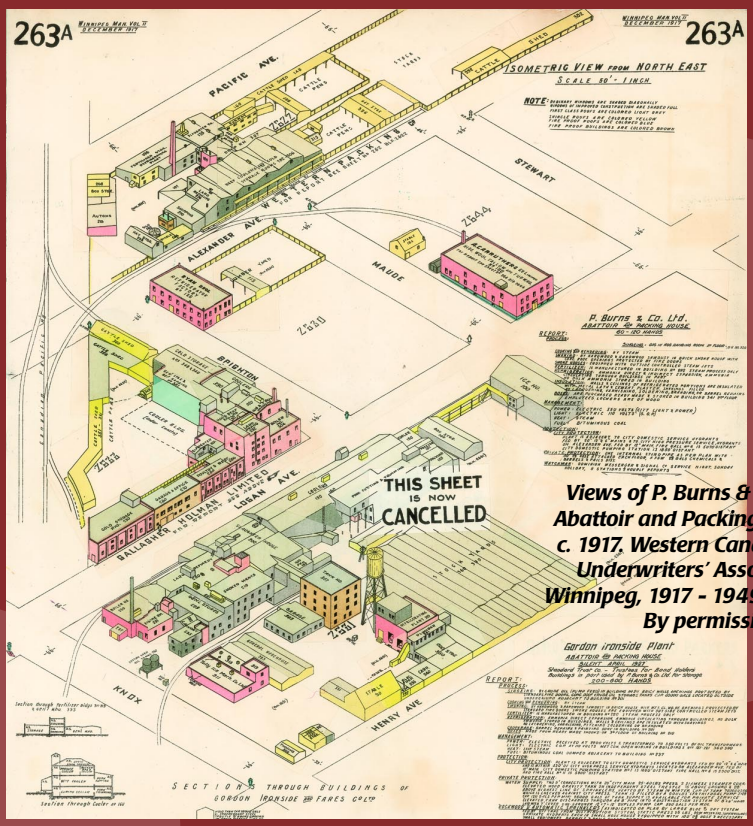
Sausage Department, Burns Meat Packing Plant, 1945.



October through December

- **Preservation of Fire Insurance Atlases**

Began conservation treatments to 17 volumes of Fire Insurance Atlases to protect them from damage caused by handling. The Atlases are being dismantled and each page encapsulated in polyester film. The pages are then placed in folders, labelled and stored in special metal map cabinets purchased with grant funds from the Canadian Council of Archives. The Atlases provide dimensions of buildings, building materials, and notes on fire protection, as well as street layout. The Atlases are a popular source of information for professional architects, architectural students, and others studying Winnipeg's built environment, past and present. The Archives collection of Atlases covers the years 1893 to 1955.



Views of P. Burns & Co. Ltd., Abattoir and Packing House, c. 1917, Western Canada Fire Underwriters' Association, Winnipeg, 1917 - 1949, Vol. ii. By permission, CGI.

May

- *Pathways to Winnipeg History Project*



Crane & David Bakers & Confectioners, c. 1900

Began development of Pathways to Winnipeg History, an archival exhibit for the Internet. The exhibit will feature the Archives' unique collection of documents, photographs, maps and artifacts. Focussing on the years between 1874 and 1924, it follows three paths through Winnipeg History – City Government, The Right to Vote, and The Emergent City. Two leading Winnipeg historians, Dr. Gerry Friesen and Ken Osborne provided advice regarding the historical content of the exhibit. Karen Simonson, a University of Manitoba's Master of Archival Studies Program intern conducted research for the exhibit.

- Former Town of Brooklands Records

  Christy Henry, a student intern from the University of Manitoba Master of Archival Studies Program, prepared the municipal records of the former Town of Brooklands for public research by appraising, arranging, and rehousing the collection.

March and April

- Grants for Archival Institutions

  Each year, the Provincial Heritage Grants Advisory Council and the Canadian Council of Archives allocates grants for projects in archival institutions. The Archives and Records Control Branch submitted applications to both funding sources. A total of $15,000 was received and used for conservation treatments, to purchase equipment, and to hire a curriculum development specialist for the Pathways Project.

January and February

- Archives Global Assessment Implementation

  A Global Assessment of the Archives and its holdings was conducted in 2002. Following recommendations in the Assessment, the Archives identified Fire Insurance Atlases as a priority for conservation treatments. The Archives developed archival descriptions and listings of the Atlases to prepare for the treatments and their greater accessibility and use.

2003 Service Delivery Statistics

- 443 metres of records transferred to Archives and Records Control storage facilities
- 784 in-person research visits
- 494 mail and phone inquiries
- 313 departmental file retrievals
- 3 public speaking engagements related to City Archives records
- 4 tours and exhibits for libraries and schools
- 2 student internships
- 5 *Freedom of Information and Protection of Privacy Act* and *Personal Health Information Act* training sessions
- 2 training sessions for records management
- 57 students enrolled in the CUPE Records and Information Beyond 2000 courses conducted by the University of Manitoba and University of Toronto
- 4 Records Committee meetings
- 1 Records Forum meeting
- 2 information sessions on the *Protection of Information and Personal Electronic Documents Act* (PIPEDA)

2003 Donations from Friends of the Archives

- Two colour-tinted post cards, Carnegie Library and view of Main Street looking south, undated, circa 1920.
- One colour-tinted post card, Manitoba College, Winnipeg, Manitoba, circa 1920.
- Two black and white photographs, interior of Cox's Famous Millinery, 323 Portage Avenue and staff of Cox's Famous Millinery, circa 1937.
- Eight black and white reproductions of views of City parks, 1905-1915.
- Sixteen black and white photographs in studio-bound album, 75th Anniversary Parade in Winnipeg, 1949.
- Two black and white photographs of the Royal Visit, 1901.
- A book titled: *Book of Instruction and General Information for Traffic Employees, Winnipeg Electric Company, up-to-date as of January 1, 1941.*
- One black and white photograph of Old City Hall, Winnipeg, circa 1957.
- Scrapbook titled: *The Story of the negotiations between the Canadian Pacific Railway Company and the City of Winnipeg which led to the passing of Bylaw 148, as told by contemporary newspapers,* compiled between 1940 and 1991.
- One copy of the *Arrow Street Guide, 1964* and *City of Winnipeg Traffic By-Law No. 12426,* 1927.
- Nine drawings and estimate sheets, the work of local architect F. N. Ruttan.
- Ten black and white photographs, various sizes, employees of Burns Canning Department, circa 1945.

Gifts and donations are welcomed. Donations may be eligible for tax receipts. Contact Gerry Berkowski, City Records Manager/Archivist at 986-2893 for more information.

Cox's Famous Millinery calling card.





Staff of Cox's Famous Millinery, c. 1937.

2004 Objectives

- Develop a strategy for archival and inactive records storage to identify costs, benefits and best-fit solutions.
- Develop a strategy for electronic recordkeeping and conduct a document management pilot project, which addresses the management of e-mail.
- Investigate and select software to support archives and records management functions.
- Assist departments to integrate records management into business plans.
- Prepare and communicate records management guidelines to assist in the implementation of the new Administrative Directive and the Records Management By-law.
- Plan a Centennial celebration to commemorate the opening of 380 William Avenue as the Carnegie Library Building in 1905.
- Develop the Archives and Records Management web sites as access points for service delivery.



Winnipeg City Hall, c. 1950's.

2004 Challenges

- **Records Storage Facilities**

  The City operates two central storage facilities for records. The Archives and Records Control Branch, the old Carnegie Library Building at 380 William Avenue, is used for archival records. According to an assessment of the facility sponsored by the Association for Manitoba Archives, the environmental conditions for long-term preservation of records inside the building are inadequate. A portion of the building at 311 Ross Avenue is used for inactive records that will eventually be destroyed. Both facilities are nearly full. Departments are forced to keep inactive records on site, or to look elsewhere for off-site storage. The challenge will be to address the concerns regarding environmental conditions in 380 William Avenue, and to find solutions to alleviate the lack of space in both buildings.

- **Implementation of the Records Management By-law**

  The passage of the By-law brings significant changes to how records must be managed. Departments will need to interpret and implement provisions of the new By-law, including specific requirements for the care of their archival records and the application of new records retention and disposition schedules. The challenge for Archives and Records Control will be to provide corporate guidance for Departments and to develop Records Control Centre services that support departmental records management programs.

2004 Challenges cont'd

- **E-government**

  The use of electronic documents is prevalent in all aspects of City government and the administration of civic services. The challenge will be to assist all departments with guidance and solutions for the management of electronic documents, including e-mail, according to acceptable records management standards and legislation.

- **Access to Information and Protection of Privacy**

  Civic employees will require ongoing training in the protection of privacy, in responding to *Freedom of Information and Protection of Privacy* requests and in matters related to the collection, use, and disposition of personal information. Training is necessary for providing better information services to clients, and to enable compliance with access and privacy legislation. The new *Protection of Information and Personal Electronic Documents Act* may have an impact on the City's transactions with the private sector.

Acknowledgements

The Records Committee acknowledges the work and commitment of:

The staff at the Archives and Records Control Branch for their efforts and achievements in 2003.

Corporate Education for administrative support and resources for all training initiatives.

The Province of Manitoba for *Freedom of Information and Protection of Privacy Act* and *Personal Health Information Act* training.

The Manitoba Archives Conservation staff for assistance with the Fire Insurance Plans Project.

All 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 initiatives.

Records Forum

The Records Forum is an ad hoc group of departmental representatives with designated responsibilities for records management. The Records Forum met once in 2003 to discuss records management issues.

- Cynthia Kent, City Clerk's
- James Allum, CAO Secretariat
- Don Kroeker, City Clerk's
- Norma Danylyshen, Winnipeg Police Service
- Brenda Ford, Planning, Property and Development
- Joe Kulyk, Community Services
- Ron Steinke, Public Works
- Faye Schmidt, Water and Waste

Archives & Records Control Branch Staff

- Gerry Berkowski, City Records Manager/Archivist
- Cynthia Kent, Senior Records Manager
- Don Kroeker, Records Manager
- Jody Baltessen, Senior Archivist
- Jeanne Gobeil, Clerk
- Sallie Caufield, Clerk
- Greg Taylor, Clerk
- Evelyn West, Clerk

City Clerk's Department
Archives and Records Control
380 William Avenue • Winnipeg, MB R3A 0J1
Phone: (204) 986-5325 • Fax: (204) 986-7133