Minute No. 256
Standing Policy Committee on Infrastructure Renewal and Public Works - Reports

Item No. 1 Agreement between the Transit Department and the Province of Manitoba for the Sharing of Personal Information

COUNCIL DECISION:

Council concurred in the recommendation of the Winnipeg Public Service and adopted the following:

1. That Council approve an Information Sharing Agreement with the Province of Manitoba, Department of Families for the exchange of Personal Information in order to determine a person's eligibility for the Low Income Transit Pass Program.

2. That the City enter into, execute and deliver an Information Sharing Agreement with the Province of Manitoba, Department of Families and such other agreements as determined necessary by the City Solicitor / Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of the Information Sharing Agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Standing Policy Committee on Infrastructure Renewal and Public Works - Reports

DECISION MAKING HISTORY:

Moved by Councillor Allard,

That the recommendation of the Winnipeg Public Service be adopted.

Moved by Council Schreyer,

That the item be referred to the Standing Policy Committee on Infrastructure Renewal and Public Works

Lost

The question for the adoption of the recommendation of the Winnipeg Public Service was put and declared carried.

ADMINISTRATIVE REPORT

Title: Agreement Between the Transit Department and the Province of Manitoba for the Sharing of Personal Information

Critical Path: Standing Policy Committee on Infrastructure Renewal and Public Works – Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
L. Fisher	G. Ewankiw	N/A	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

The Transit Department and the Province of Manitoba, Department of Families are working together to streamline the application process to the Low Income Transit Pass Program for individuals. To facilitate this, the two parties must enter into an agreement with the purpose of putting in place a formal mechanism for the exchange of personal Information as is necessary to determine a person's eligibility for the program.

By entering into an agreement which outlines the parameters for sharing of personal information between the two entities, applicants will not be required to gather the required documentation to demonstrate they are a current client of the Employment and Income Assistance Program.

Rather, their eligibility will be confirmed by electronically sharing the information between Transit and the Department of Families. This will streamline and expedite the application process, making it easier for the individual applying for the program and for the Transit department in confirming their eligibility.

The agreement remains in place indefinitely until one party provides notice of the intent to terminate or in the event one party fails to comply with their obligations.

There are no financial considerations for either party as part of this agreement.

RECOMMENDATIONS

1. That Council approve an Information Sharing Agreement with the Province of Manitoba, Department of Families for the exchange of Personal Information in order to determine a person's eligibility for the Low Income Transit Pass Program.

2. That the City enter into, execute and deliver an Information Sharing Agreement with the Province of Manitoba, Department of Families and such other agreements as determined necessary by the City Solicitor / Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of the Information Sharing Agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required to enter into an agreement with the Province of Manitoba.

IMPLICATIONS OF THE RECOMMENDATIONS

Entering into this agreement with the Province will facilitate the sharing of personal information between the Department of Families and the Transit Department which will streamline the application process to the Low Income Transit Pass Program to expedite and simplify the process for individuals.

HISTORY/DISCUSSION

At its March 20, 2019 meeting, as part of the approval of the 2019 Operating Budget, Council approved the establishment of a Low Income Transit Pass Program effective April 1, 2020 reflecting discounted fares commencing at 30% at the date of implementation, 40% in 2021 and 50% in 2022, and that the Transit Department report back to Council within 180 days setting out program funding and implementation details.

At its October 24, 2019 meeting, Council concurred with the recommendations of the Standing Policy Committee on Infrastructure Renewal and Public Works in relation to the Low Income Transit Pass Program, and adopted the policy, parameters and financial impact under which the program will operate for its launch in April, 2020 and set a timeline for the public service to report back with an evaluation on the first full year of the program with any recommended changes to the program policy and/or scope.

As part of the program policy that was approved as part of this report, current clients of the Province of Manitoba's Employment and Income Assistance program are eligible for the Low Income Transit Pass Program without needing to further provide additional income verification. However, Transit will still need to confirm with the Department of Families that the applicant is indeed a current client. The purpose of the agreement is to put in place a formal mechanism for the exchange of personal information between both parties.

The agreement will facilitate the electronic confirmation of an individual's eligibility, replacing a manual process with an automated system. This will streamline and expedite the application process, making it easier for both the individual applying for the program and the Transit Department in confirming their eligibility.

The terms of the agreement confirm that the sharing of personal information between the two parties conforms with all applicable privacy and other legislative requirements. It also sets out in writing the conditions and procedures for the sharing of the information, and for its use, protection and disclosure.

Specifically, it addresses:

- The fields of data that will be shared
- Appropriate use of the information
- Confidentially and protection of the information
- Appropriate disclosure of the information
- Retention and destruction terms
- The complaint process

The collection, use and safeguarding of the personal information collected is in accordance with the requirements outlined in *The Freedom of Information and Protection of Privacy Act (FIPPA).*

The agreement remains in place indefinitely until one party provides notice of the intent to terminate or in the event one party fails to comply with their obligations.

There are no financial considerations for either party as part of this agreement.

FINANCIAL IMPACT

Financial Impact Statement Date: March 4, 2020

Project Name:

Agreement Between the Transit Department and the Province of Manitoba for the Sharing of Personal Information

COMMENTS:

There is no financial impact from the recommendations in this report.

Original signed by:
Laurie Fisher, CPA, CA
Manager of Finance & Administration

CONSULTATION

This Report has been prepared in consultation with:

City of Winnipeg – Legal Department (as to legal issues only)

OURWINNIPEG POLICY ALIGNMENT

01-01b Key Directions for the Entire City – Key directions for connecting and expanding our sustainable transportation and infrastructure network.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

This report is in accordance with the Winnipeg Climate Action Plan (WCAP) as per Direction 3.1 *Increase Use and Efficiency of Public Transit Systems* (page 37).

Relevant actions include: Consider financial and pricing measures to maintain and encourage ridership. This is a medium term action (2022-2026) found on page 37 of the WCAP.

SUBMITTED BY

Department: Transit
Division: Finance and Administration
Prepared by: Laurie Fisher, Manager of Finance and Administration
Date: March 4, 2020