Agenda – Executive Policy Committee – November 18, 2020

REPORTS

Item No. 11 2019 Annual Report of the City of Winnipeg Records Committee

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That the 2019 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

ADMINISTRATIVE REPORT

Title: 2019 Annual Report of the City of Winnipeg Records Committee

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
K. Krahn	M. Lemoine	N/A	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

The Annual Report of the City of Winnipeg Records Committee provides Council with operational information and summary statistics on corporate recordkeeping, archival programming and access and privacy initiatives managed by the City Clerk's Department, Archives and Records Control Branch.

RECOMMENDATIONS

1. That the 2019 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

REASON FOR THE REPORT

On July 30, 2020, the City of Winnipeg Records Committee approved its 2019 Annual Report for submission to the Executive Policy Committee for information.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no implications of the recommendation as the report is to be received as information.

HISTORY/DISCUSSION

Civic government records and information are critical assets that enable the City to achieve short and long term outcomes. Information drives collaboration and communication, preserves public knowledge for reference and reuse, outlines responsibilities, supports decision-making and makes up the corporate memory of the City. These assets are equally relevant and valuable to the larger community and to business.

The City of Winnipeg has in place a recordkeeping framework which requires that all City employees create, manage and dispose of records/information according to established

policies, an administrative standard, and the records schedules approved by Council in Records Management By-Law 86/2010. Archives and Records Control supports records and information management City-wide, manages access and privacy responsibilities for the City, and operates the City of Winnipeg Archives, the official repository for the archival records of the City.

Through 2019, Branch staff were involved in initiatives to strengthen compliance with records and information management governance tools and standards. In particular, records management and privacy staff completed a number of reviews to identify and mitigate risks for proposed cloud computing solutions. This process is supported by an administrative standard, intake procedures, guidance documents, and staff in key disciplines who review submissions and provide direct assistance to City staff working on cloud deployment initiatives.

During 2019, the Corporate Records Centre moved its operations from 311 Ross to the Inkster Industrial Park. Branch staff worked throughout the year to facilitate the move of records, documentary art, and elections materials to the new facility. As this considerable project reached its conclusion, branch staff turned their focus to critical records and information management initiatives: implementation of Enterprise Content Management; delivery of new access and privacy training for City staff; and development of a strategy to address the program needs of the City of Winnipeg Archives.

The Branch also engaged external consultants to prepare a needs assessment and high-level costing of a facility for housing the City's archival collection and delivery of public services. The report, expected to be completed in 2020, will play a key role in charting the Archives' path to a permanent facility for its archival collection.

The 2019 Annual Report of the Records Committee, attached, provides Council with additional information on these programs.

FINANCIAL IMPACT

Financial Impact Statement Date: October 6, 2020

Project Name:
2019 Annual Report of the City of Winnipeg Records Committee

COMMENTS:

There are no financial implications associated with the recommendation in this report.

Electronically signed by T. Yanchishyn
Tanis Yanchishyn
Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

This Report has been prepared in consultation with: City of Winnipeg Records Committee

OURWINNIPEG POLICY ALIGNMENT

A City that Works, 01-3-1 Provide efficient and focused civic administration and governance.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

SUBMITTED BY

Department: City Clerk's Department
Division: Archives and Records Control
Prepared by: K. Krahn
Date: October 6, 2020
File No: N/A

Attachments: 2019 Annual Report of the Records Committee