Agenda – Executive Policy Committee – October 20, 2021

REPORTS

Item No. 6 2020 Annual Report of the City of Winnipeg Records Committee

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That the 2020 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

ADMINISTRATIVE REPORT

Title: 2020 Annual Report of the City of Winnipeg Records Committee

Critical Path: Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
K. Krahn	M. Lemoine	N/A	M. Jack

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 2020 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

REASON FOR THE REPORT

On August 18, 2021, the City of Winnipeg Records Committee approved its 2020 Annual Report. This report satisfies section 13(d) of Records Management By-law 123/2020, which requires a report from the Records Committee annually to Council.

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 123/2020. 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.

The attached report details initiatives and activities in 2020 in each of the Branch's three program areas: Archives, Records Management, and Access and Privacy.

FINANCIAL IMPACT

Financial Impact Statement Date: September 7, 2021

Project Name:
2020 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 J. Peters
Jocelyn Peters, CPA, CGA
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: September 9, 2021
File No:

Attachments: 2020 Annual Report of the Records Committee