Agenda – Executive Policy Committee – September 14, 2022

REPORTS

Item No. 36 2021 Annual Report of the City of Winnipeg Records Committee

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That the 2021 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

ADMINISTRATIVE REPORT

Title: 2021 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. Geer, acting for 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 2021 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

REASON FOR THE REPORT

On July 14, 2022, the City of Winnipeg Records Committee approved its 2021 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.

Division 2 of *The City of Winnipeg Charter Act* establishes requirements for the management, retention, safekeeping, disposition and destruction of the City's records. To meet these requirements, Council has enacted *Records Management By-Law 123/2020*, and the Records Committee has adopted the recordkeeping system developed by the City Archivist. The recordkeeping system requires all City employees create, manage and dispose of records/information according to established policies, an administrative standard, and formal records retention schedules approved by Council.

The Archives and Records Control Branch 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 the activities of the Records Committee, as well as the 3 program areas of the Archives and Records Control Branch in 2021.

FINANCIAL IMPACT

Financial Impact Statement **Date:** August 11, 2022

Project Name:

2021 Annual Report of the City of Winnipeg Records Committee

COMMENTS:

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

Jason Duke - August 11, 2022
Jason Duke, CPA, CGA
Acting Mgr. of Finance & Admin. (Campus)

CONSULTATION

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

OURWINNIPEG POLICY ALIGNMENT

OurWinnipeg 2045 (subject to third reading by Council)

1.4 Integrated Knowledge and Resources

> Coordinate inter-departmental systems, projects and resources, making the best use of internal and external expertise to better understand service needs, find the most appropriate solutions, optimize resources, and maximize community outcomes.

3.8 Culture and Heritage Value

> Enhance the economic and cultural value of arts and heritage resources in the community, by promoting awareness, education, viable adaptive re-use, and other effective conservation tools.

5.4 Reconciliation with Indigenous Peoples

> Prioritize municipal implementation responsibilities within the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission of Canada's Calls to Action and the National Inquiry into Missing and Murdered Indigenous Women and Girls' Calls for Justice.

5.5 Indigenous Lens

> Develop an Indigenous lens, which recognizes, respects and advances multiple and diverse First Nations, Inuit, and Métis rights, knowledge and perspectives. Apply the lens throughout municipal leadership and governance processes, policies, programs and

practices to be inclusive and eliminate elements that knowingly or unknowingly enable the exclusion of Indigenous Peoples.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Goal 6: All City Services are Equitable, Inclusive and Accessible

SUBMITTED BY

Department: City Clerk's Department
Division: Archives and Records Control
Prepared by: K. Krahn
Date: August 29, 2022

Attachments: 2021 Annual Report of the Records Committee