**Minutes – Executive Policy Committee – July 5, 2023**

## REPORTS

**Item No. 21 2022 Annual Report of the City of Winnipeg Records Committee**

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

1. That the 2022 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

DECISION MAKING HISTORY:

Moved by Councillor Lukes,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Carried

# ADMINISTRATIVE REPORT

**Title:** 2022 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 2022 Annual Report of the City of Winnipeg Records Committee, as attached, be received as information.

## REASON FOR THE REPORT

On May 11, 2023, the City of Winnipeg Records Committee approved its 2022 Annual Report for submission to the Executive Policy Committee for information. This report satisfies section 13(f) of Records Management By-law 123/2020, which requires a report from the Records Committee annually.

## 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 Citywide, 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 three program areas of the Archives and Records Control Branch in 2022.

**FINANCIAL IMPACT**

## Financial Impact Statement

**Date:** May 12, 2023

## Project Name:

2022 Annual Report of the City of Winnipeg Records Committee

**COMMENTS:**

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

*Lioubov Gavrilova-Crozier, May 12, 2023*

Lioubov Gavrilova-Crozier, CPA, CA
Manager of Finance and Administration
Campus Departments

## CONSULTATION

This Report has been prepared in consultation with:

- City of Winnipeg Records Committee

## OURWINNIPEG POLICY ALIGNMENT

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

Consideration was given as to whether this report connects to the Winnipeg Climate Action Plan (CAP), and it was determined that the CAP is not applicable to this specific report.

## WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Poverty Reduction Strategy (PRS) and its Goals and Objectives, and it was determined that the PRS is not applicable to this specific report.

**SUBMITTED BY**

Department: City Clerk's Department
Division: Archives and Records Control
Prepared by: K. Krahn
Date: May 23, 2023
File No: N/A

Attachments: 2022 Annual Report of the Records Committee