Winnipeg

2022

Records Committee
Annual Report



About the Records Committee

The Records Committee was established by amendment to *The City of Winnipeg Act* in 1995. The role and man-date of the Records Committee is now specified in Section 110(2) of *The City of Winnipeg Charter Act*, and *Records Management By-law 123/2020*. The primary role of the Records Committee is as follows:

- to make recommendations to Council regarding the management, retention, safekeeping, disposition and destruction of records in all City departments;
- to implement policies and procedures approved by Council for the management, retention, safekeeping, disposition and destruction of records in all City departments.

The Chair of the Records Committee is the City Records Manager and Archivist, who is also head of the Archives and Records Control Branch of the City Clerk's Department and responsible for establishing and administering the City's records management system. The Records Committee meets on a regular basis to discuss matters regarding the management and safekeeping of City records.

THE RECORDS COMMITTEE IS COMPRISED OF THE FOLLOWING MEMBERS:

Konrad Krahn
City Records Manager/Archivist, Chairperson

Marc Lemoine
City Clerk

Dennis Rogers
Representative designated by the Chief Administrative Officer

Jackie Black
Representative designated by the Chief Financial Officer

Larissa Klimchak
Representative designated by the City Auditor

Tyler Gooch
Director of Innovation and Technology Services

Doug Brown
City Solicitor

Jenara Desmedt
Citizen Member appointed by Council

Dean Scaletta
Citizen Member appointed by Council



Cross-country skiing, circa 1970.



Arborists preparing to prune a tree, circa 1965.



Houses under construction in Windsor Park, circa 1956. Photo by David Portigal.

Letter from the Chair

The Records Committee met four times in 2022. Its meetings focused on the work of the Archives and Records Control Branch in developing the City's recordkeeping system, on the work of the Information Governance Committee to develop a strategic framework for managing the information assets of the City, and on the processes for approving records retention schedules following changes to *Records Management Bylaw 123/2020*.

The Archives and Records Control Branch of the City Clerk's Department:

- 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 City's archival records.

In 2022, the Records and Information Management program continued work on developing the tools, guidance, and processes for digital records management to meet the demands of the City's changing work environment. Projects included advising the O365 project team on the integration of records management principles into the O365 project plan, developing a Technology Compliance Requirements generator to standardize procurement requirements involving information management, and developing practical guidance to assist employees with their responsibilities for managing corporate information.

The Access and Privacy Office improved public accessibility to City-held information by developing an online submission form for access to information requests. The digital FIPPA request form allows submission of requests via computer or mobile device, rather than relying on mail, fax, or in-person visits. It also makes intake and processing more efficient by automating the receipt and acknowledgment of requests, and by directly routing FIPPA requests for police and fire reports to those departments for response.

Following pandemic-related closures in 2020-2021, the Archives enjoyed welcoming the public back for in-person research by appointment. Throughout the year, staff continued to provide remote reference services and to facilitate access to the archival collection via our online search tool *Winnipeg in Focus*. *Winnipeg in Focus* showed consistent growth in the number of users, sessions, and pageviews over previous years. In support of this growth, staff worked to improve navigation of the site, add new content like the digital exhibit *River City: Records of Flooding in Winnipeg*, and promote content through social media and other outreach activities.

In the year ahead, we look forward to planning for Winnipeg's 150th anniversary (2024), continuing to develop our programming, and taking the next steps towards returning the archival collection to a renovated facility at the former Carnegie Library.

The following report details initiatives and activities in 2022 in each of the Archives and Records Control Branch's three program areas.

Konrad Krahn
City Records Manager and Archivist

RIM PROGRAM

Records and Information Management

The Archives and Records Control Branch is responsible for developing, reviewing and deploying policies, procedures, and guidelines within the City to effectively manage all corporate records. The Branch also operates the Corporate Records Centre in the Inkster Industrial Park, which provides cost-effective long-term records storage and retrieval services to City departments. The foundations of the Branch's RIM program are based on the principles that enable sound records management at the City, which consist of strong governance, cross and intradepartmental communication, and departmental compliance with records management requirements and standards.

2022 HIGHLIGHTS:

- Several capital investments in storage and equipment at the Corporate Records Centre to ensure the facility will continue to meet the City's operational requirements well into the future.
- Provided corporate records management support via specialized advice, procedures, and published guidance.
- Collaboration with departmental stakeholders to integrate records and information management into new and existing workflows and provided support and direction for managing digital records.

INFORMATION GOVERNANCE COMMITTEE:

Under the direction of the Records Committee, the Information Governance Committee met regularly throughout 2022 to develop and coordinate corporate direction and strategy related to information governance at the City. The Branch's Records and Information Management staff continue to lead this interdepartmental, cross-disciplinary initiative, with strong engagement on working groups coming from across City departments and specialty areas. Key achievements of 2022 include the development of an information standards framework and the creation of a self-guided assessment tool to determine compliance requirements for technologies that handle City information.

RIM STRATEGIC GOALS FOR 2023

- Revise the City's Records Retention Schedules.
- Further develop Information Governance program.
- Update and publish RIM guidelines, strategies, and procedures for employees.

APO

Access and Privacy Office

The Access and Privacy Office (APO) is responsible for coordinating requests for access to information, developing and implementing process improvements to ensure consistent and fair access to City records, and for the protection of privacy under *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA).

2022 HIGHLIGHTS:

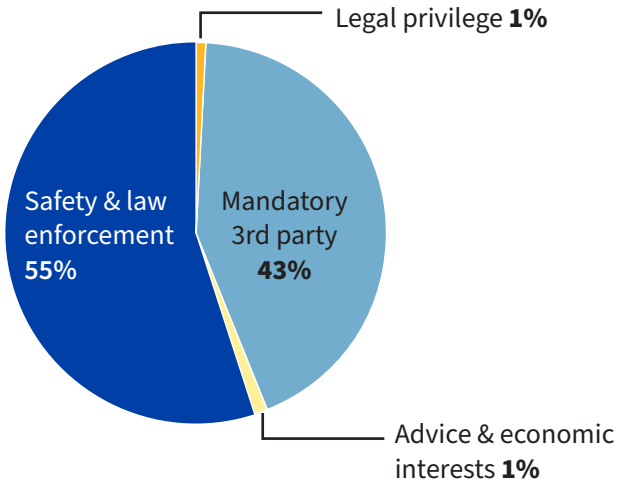
- Developed a 4-minute *Privacy Screening Questionnaire* to instruct employees on when *Privacy Impact Assessments* are required.
- Developed and delivered 4 corporate training sessions for Employee Obligations under FIPPA and PHIA, training a total of 137 City employees.
- Contributed to the work of the Information Governance Committee and several of its working groups.

ACCESS TO INFORMATION REQUESTS:

- The City of Winnipeg received 1,504 Access to Infor-mation requests under T*he Freedom of Information and Protection of Privacy Act* in 2022, representing a 30% increase over the previous year.
- Requests for Police and Fire Paramedic reports com-prised 73% of the requests received.
- 98% of requests were responded to either within the original legislated response period or within the period of an authorized extension.
- 81% of applications were granted full or partial access to the records requested.

Figure 1: Exceptions to Disclosure – Most exceptions applied were mandatory exceptions to disclosure that protect the privacy and interests of third parties and the discretionary exceptions to disclosure intended to protect the safety of individuals, property, and the integrity of law enforcement investigations.

Exceptions to disclosure



APO STRATEGIC GOALS FOR 2023

- Review of *Administrative Standard AS-015 Access to Information and Protection of Privacy.*
- Launch new *Security Surveillance Administrative Standard* to guide the City's deployment and use of security cameras at City facilities.
- Contribute to the Information Governance Committee goals and working groups.
- Develop content for the Employee Obligations under FIPPA and PHIA into an online learning module.
- Continue to deliver Corporate Training via MS Teams.

ARCHIVES PROGRAM

City of Winnipeg Archives

The City of Winnipeg Archives manages the City's archival collection (appraised at $4.1 Million for insurance purposes), facilitates public access to its holdings and promotes interest in the history of the City of Winnipeg. The City's archival collection remains – for the most part – at 50 Myrtle St., and public research services are delivered out of this location.

2022 HIGHLIGHTS:

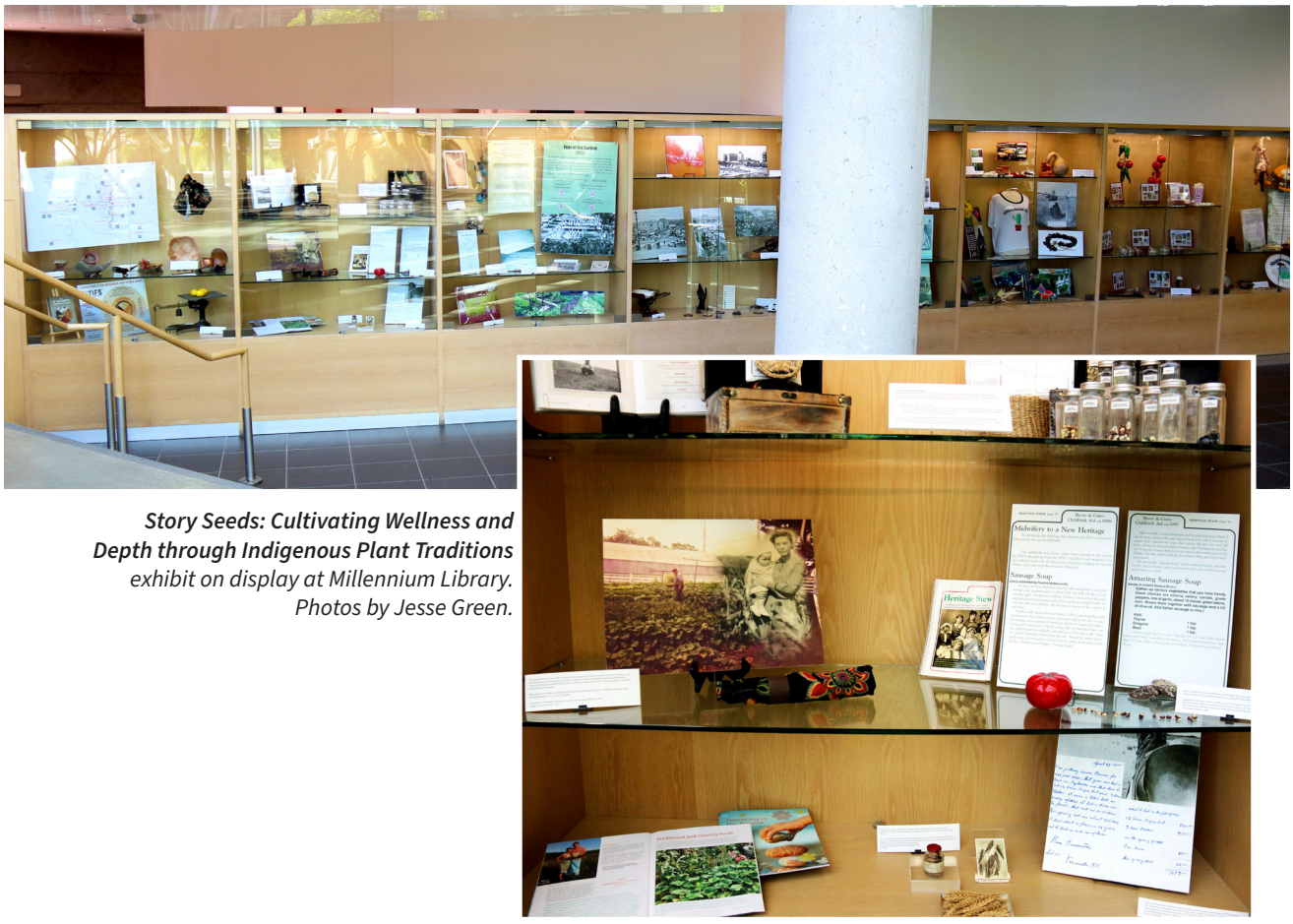
- Archives received 8 new acquisitions from various donors, including digital photographs, videos, web files, and other records from outgoing Mayor Brian Bowman.
- Digital holdings increased in this past year, adding over 400GB of born-digital materials and 1,461 scans to the Digital Records Repository. Public access to digital holdings also increased, with a 10% increase in individual pageviews, and 13% increase in unique users to Winnipeg in Focus.
- Archives participated in the WRENCH's *Winnipeg Cycling Archive Project*. Materials donated and collected as part of that project are expected to be transferred to the Archives in 2023.
- Outreach activities consisted of working with Corporate Communications to produce regular posts for social media platforms, the *Our City, Our Stories* website, as well as several other initiatives, including the *25th anniversary of the 1997 Red River Flood* exhibit at City Hall, participation in the 1997 Red River Flood Anniversary event organized by Veterans Affairs Canada, and *One Great History* podcast interview.
- Archives engaged the services of professional conservators to complete several high-priority projects, including Jane Dalley, Director of Jane Dalley Heritage Consulting, to treat the first City of Winnipeg Council Minutes (Minute Book, index, and resolutions from the first Council Meeting); and the Collections & Conservation Department at the Manitoba Museum to clean a special artifact, a flag sash with insignia patches and decorative threads.

JOURNEY OF RECONCILIATION

- In April 2020, the Archives submitted the administrative report *City of Winnipeg Archives Responses to Truth and Reconciliation Commission Calls to Action*. The report outlined the Archives' commitment to truth and reconciliation, actions taken to date, and our intention to align practices and operations with *A Reconciliation Framework for Canadian Archives* (released in February 2022 by the Response to the *Report of the Truth and Reconciliation Commission Taskforce of the Steering Committee on Canada's Archives*).
- To date, 145 digital copies of records from the Archives have been shared with the National Centre for Truth and Reconciliation (NCTR). The majority of copies were transferred in 2016, as part of the City's *2016 Year of Reconciliation* commitments. This year an additional 25 digital copies of records were transferred to the NCTR and included aerial views of the Assiniboia Residential School.
- Staff participated in the launch of the exhibit *Story Seeds: Cultivating Wellness and Depth through Indigenous Plant Traditions* with curator Vanda Fleury and the Winnipeg Public Library, which celebrates the food systems that grow cultural narratives, family and community. The exhibit was on display from June 6 to September 15 at the Millennium Library and is currently touring other libraries.
- Staff completed the re-description of the Greater Winnipeg Water District photographs, which included updating terms and language as well as adding place names to make the finding aid more accessible.
- Lastly, we continued to provide research support for requests related to the *Welcoming Winnipeg: Reconciling our History initiative* and other community projects.

STRATEGIC GOALS FOR 2023

- Raise the visibility of the City of Winnipeg Archives to promote use of the archival collection and to enhance our presence in the community.
- Ensure the principles of reconciliation are prioritized and incorporated into all aspects of archival practice and work towards decolonizing our shared histories.
- Further strengthen the online search tool *Winnipeg in Focus* by adding more archival descriptions, records, and exhibits.
- Participate in the preparation, planning, and delivery of activities commemorating Winnipeg's 150th anniversary in 2024.
- House, arrange, and describe the collection of community tax and assessment rolls, which are a key resource for property histories.



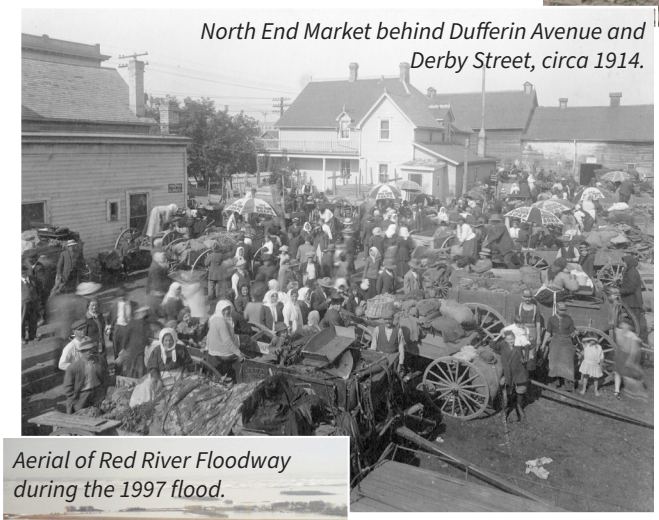
Story Seeds: Cultivating Wellness and Depth through Indigenous Plant Traditions
exhibit on display at Millennium Library.
Photos by Jesse Green.



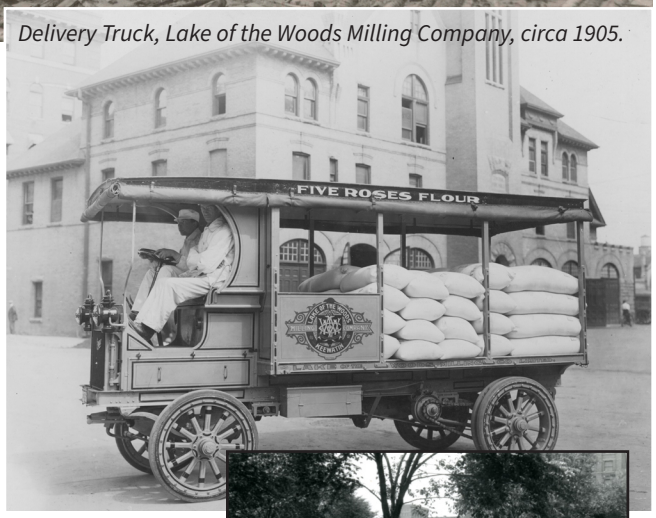
Voters at City Hall ready to cast their ballots, 1947.



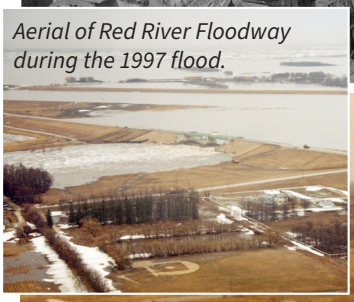
Rue Langevin underwater during the 1916 flood, likely near Dollard Boulevard.



North End Market behind Dufferin Avenue and Derby Street, circa 1914.



Delivery Truck, Lake of the Woods Milling Company, circa 1905.



Aerial of Red River Floodway during the 1997 flood.



Above: Vendors selling wares at Old Market Square, 1977.

Aerial of 1974 flood with the Bergen Cutoff Bridge in view.

Below: Royal Tour, Winnipeg, October 16, 1951. Princess Elizabeth with Prince Philip, Winnipeg Mayor Garnet Coulter, and others at City Hall



SPOTLIGHT

Conservation Treatment of the First City Council Minutes, 1874-1875

With financial assistance from the Heritage Grants Program (Province of Manitoba), Archives worked with Conservator Jane Dalley to treat the first Winnipeg City Council Minutes. This project involved treating the City's first Minute Book, its index, as well as the rough minutes of the first Council meeting that were recorded and stored separately.

All of these documents showed various signs of deterioration, were extremely fragile, and could not be handled without risking further damage. More specifically, the book bindings were damaged; the leather binding on the Minute Book had red rot; there were loose pages, and the rough minutes of the first Council meeting were crumbling. Because of their fragility, staff restricted access to these records years ago, offering researchers microfilm copies as an alternative. However, without being able to read the rough minutes of the first Council meeting, which were in pieces, their precise contents remained a mystery.

During treatment, the records were cleaned, stabilized, and agents of deterioration were removed. The work involved repairing the bindings and tears, targeting the red rot, dry-cleaning pages, reinforcing the most damaged pages and sections with Japanese tissue, and re-assembling loose fragments of paper using a light table.

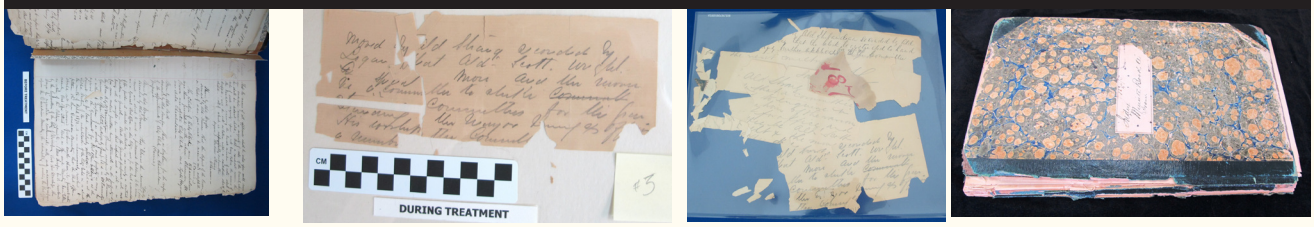
The results were astounding. In addition to extending their life, the treatment has increased the artefactual value of these records, restored them to a condition where they can be handled safely by staff, and recovered missing information. Once reassembled, we learned the "rough minutes" of the first Council meeting were original copies of resolutions tabled at the meeting, as opposed to a complete set of minutes. Thankfully, the minutes of the first Council meeting are recorded elsewhere.

It is exciting to say that, in advance of Winnipeg's 150th anniversary in 2024, we can remove the access restrictions to the first City Council Minutes. To aid in their preservation, however, we will continue to reduce the amount of handling, encouraging users to use digitized copies and transcriptions of the first Council Minute Book, which are currently available on our website Winnipeg in Focus – see: https://winnipeginfocus.winnipeg.ca/i04042

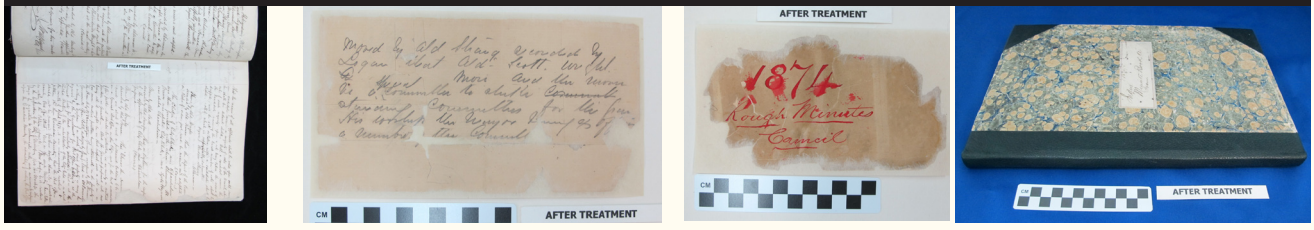
We gratefully acknowledge:

- Jane Dalley, Director of Jane Dalley Heritage Consulting, for all conservation work
- Province of Manitoba for its financial support of the project

Before or during treatment



After treatment



Photos by Jane Dalley.

Acknowledgements

The Records Committee wishes to acknowledge the work and commitment of:

- Archives and Records Control Branch staff for their ongoing efforts and achievements in 2022.
- Employee Development for administrative support and resources for all training initiatives.
- City of Winnipeg Departmental Records Officers and Freedom of Information and Protection of Privacy Act Coordinators for their participation in records management and access to information and protection of privacy services.

And special thanks to our partners for their contributions to the archives program this year, including:

- Indigenous Relations Division for advice and guidance.
- Corporate Communications for support of outreach activities.
- Vanda Fleury and the Winnipeg Public Library for their work on the *Story Seeds: Cultivating Wellness and Depth through Indigenous Plant Traditions* exhibit.
- Association for Manitoba Archives for its programs and services to member archives.
- Jane Dalley and the Province of Manitoba for the conservation treatment of the City of Winnipeg's first minutes.
- Manitoba Museum for conservation services.
- The WRENCH for the *Winnipeg Cycling Archive Project*.

ARCHIVES AND RECORDS CONTROL BRANCH STAFF (AS OF DECEMBER 31, 2022)

City Records Manager/Archivist
Konrad Krahn

Access and Privacy Officer
Denise Jones

Access and Privacy Coordinator
Chantel Fehr

Senior Records and Information Manager
Allan Neyedly

Records and Information Manager
Scott Reid

Records and Information Manager
Marta Dabros

Records Manager
Don Kroeker

Senior Archivist
Sarah Ramsden

Archivist
Martin Comeau

Digital Archivist
Jarad Buckwold

Storekeeper
Lynne Foster

Storekeeper
Rosa Seo

DEPARTMENTAL RECORDS CONTACTS (AS OF DECEMBER 31, 2022)

City Clerk's
Scott Reid

Community Services
Lea-Ann Miller

Planning, Property and Development
Pam Langstaff

Public Works
Shelly Smith

Transit
Rose LeBleu

Water and Waste
Amanda Linden

Winnipeg Civic Employees' Benefits Board
Rebecca Schramm

Winnipeg Police Service
N/A



A view of Morley Avenue taken during the 1950 flood.

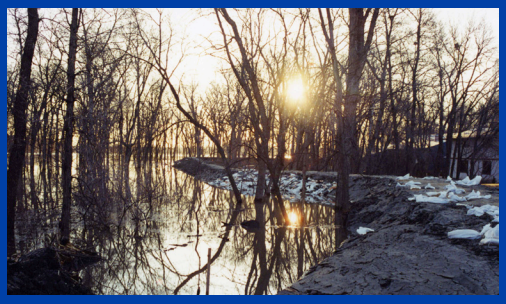
Winnipeg | City Clerk's Greffier



Pond at King Edward Park, circa 1960.



Academy Road at Wellington Crescent, looking north towards the Maryland Bridge, circa 1948.



Dyke protects home on Parkwood Place in south end during the 1997 flood.



The Forks Market, taken from the River Walk, circa 1993.

ONLINE TOOLS AND DIGITAL EXHIBITS

winnipeg.ca/clerks/toc/archives.stm

WINNIPEG IN FOCUS

Winnipeg in FOCUS is a database for archival descriptions and digital collections at the City of Winnipeg Archives. Users can search and browse holdings at the City of Winnipeg Archives and view digital reproductions of photographs and other archival records.

Pathways To Winnipeg History

Pathways exhibits contain images of primary documents and photographs that capture the tone and flavour of Winnipeg's early years. Exhibits are:

- Women and Work
- Staff Favourites
- Milk Matters*
- More than the Sum of its Parts
- The Emergent City*
- Typhoid!*
- An Act of Imagination*

** Includes curriculum-based educational tools for Grades 9, 10 and 11, as well as puzzles and games for students of all ages.*

SOUVENIRS

Three short films created by filmmaker Paula Kelly during a six month artist residency at the City of Winnipeg Archives, funded by the Winnipeg Arts Council's Public Art Program. Films are: *Sand and Stone, Watermarks, Waiting for the Parade*

Cover photo: Winnipeg Garden Show held at the Winnipeg Skating Rink from August 30 to September 4, 1926.

Archives and Records Control | 50 Myrtle St., Winnipeg MB | R3E 2R2