**Agenda – Executive Policy Committee – September 21, 2023**

## REPORTS

**Item No. 11 Funding Agreement with the Canadian Council of Archives for Archives Intern through the Young Canada Works program**

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

1. That funding from the Canadian Council of Archives be approved in an amount of up to $14,500.00 for the purpose of the internship through the Young Canada Works at Building Careers in Heritage (YCWBCH) program.

2. That the City enter into, execute, and deliver a contribution agreement with the Canadian Council of Archives and such other agreements as determined necessary by the City Solicitor/Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of the contribution agreement and Ancillary Agreements in accordance with this report and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.
4. That authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of all future agreements with respect to the Young Canada Works program with the Canadian Council of Archives, or such other funding organizations designated by the federal government to deliver Young Canada Works program funding, and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

# ADMINISTRATIVE REPORT

**Title:** Funding Agreement with the Canadian Council of Archives for Archives Intern through the Young Canada Works program

**Critical Path:** Executive Policy Committee - Council

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| K. Krahn | C. Gameiro | C. Kloepfer | M. Jack |

## EXECUTIVE SUMMARY

The Archives and Records Control Branch of the City Clerk's Department is seeking approval to enter into an agreement with the Canadian Council of Archives to receive funding for an Archives internship as part of the Young Canada Works (YCW) program.

Young Canada Works at Building Careers in Heritage (YCWBCH) is a Federal employment program for young graduates. It offers young graduates the opportunity to improve their skills while acquiring practical knowledge working in the heritage field as interns.

If the funding and contribution agreement is approved, the Canadian Council of Archives will provide the Archives and Records Control Branch with up to 71 percent contribution funding (up to $14,500 total of $20,403.60 intern allowance) from YCWBCH for the proposed internship, for a period of 28 weeks. Through this program, the Archives is required to fund the remaining 29% of the intern salary ($5,904) plus mandatory employer costs ($3,672) totaling $9,576 from its Records Centre internal recoveries account.

## RECOMMENDATIONS

1. That funding from the Canadian Council of Archives be approved in an amount of up to $14,500.00 for the purpose of the internship through the Young Canada Works at Building Careers in Heritage (YCWBCH) program.

2. That the City enter into, execute, and deliver a contribution agreement with the Canadian Council of Archives and such other agreements as determined necessary by the City Solicitor/Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of the contribution agreement and Ancillary Agreements in accordance with this report and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

4. That authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of all future agreements with respect to the Young Canada Works program with the Canadian Council of Archives, or such other funding organizations designated by the federal government to deliver Young Canada Works program funding, and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

## REASON FOR THE REPORT

Council approval is required to receive funding and enter into the contribution agreement with the Canadian Council of Archives.

## IMPLICATIONS OF THE RECOMMENDATIONS

The contribution agreement must be signed and returned to the Canadian Council of Archives in order to receive funding. Funding of the remaining portion of the intern salary is within the existing operating budget of the City Clerk's Department.

## HISTORY/DISCUSSION

Young Canada Works at Building Careers in Heritage (YCWBCH) is an employment program of the Department of Canadian Heritage in support of the Government of Canada's Youth Employment and Skills Strategy. It offers young graduates the opportunity to improve their skills while acquiring practical knowledge as interns working in the heritage field. Employers in the program benefit from wage subsidies and access to a pool of talented youth with innovative ideas and competitive skills.

The main project and job objectives for the internship are to appraise, arrange and describe a mixed media series of records; select and digitize photographs; facilitate access to the records by posting archival descriptions and digitized content to our online search tool ("Winnipeg in Focus"); promote the records by creating a social media plan and undertaking other outreach activities aimed at connecting the records with stakeholders and rightsholders; create an exhibit that explores the origins of park names, mark Winnipeg's 150th anniversary, and aligns with the Welcoming Winnipeg: Reconciling Our History Policy; and participate in research projects and reference inquiries, with priority being given to requests related to Winnipeg 150 and the Welcoming Winnipeg Initiative.

If the funding and contribution agreement is approved, the Canadian Council of Archives will provide the Archives and Records Control Branch with up to 71 percent contribution funding (up to $14,500 total of $20,403.60 intern allowance) from YCWBCH for the proposed internship, for a period of 28 weeks. The Archives will fund the remaining project costs, including remaining salary, mandatory employer costs, supplies, and in-kind contributions from its Records Centre internal recoveries account and existing Departmental operational budget.

**FINANCIAL IMPACT**

## Financial Impact Statement

**Date:** August 10, 2023

**Project Name:**

**First Year of Program** 2023

**Funding Agreement with the Canadian Council of Archives for Archives Intern through the Young Canada Works program**

| | 2023 | 2024 | 2025 | 2026 | 2027 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | $ - | $ - | $ - | $ - | $ - |
| Debt - External | - | - | - | - | - |
| Grants | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ 24,076 | $ - | $ - | $ - | $ - |
| Less: Incremental Revenue/Recovery | $ 14,500 | - | - | - | - |
| Net Cost/(Benefit) | $ 9,576 | $ - | $ - | $ - | $ - |
| Less: Existing Budget Amounts | 9,576 | - | - | - | - |
| Net Budget Adjustment Required | $ (0) | $ - | $ - | $ - | $ - |

**Additional Comments:**

1. Direct Costs above represents estimated salaries and benefits for the temporary Archives Intern position for a period of 28 weeks.
2. Incremental Revenue/Recovery represents the 71% contribution funding provided by Young Canada Works in Heritage Organizations (YCWHO).
3. The remaining $9,576 cost will be funded by the Archives and Record Control Branch's existing operating budget.

*Randy Bernard*

Randy Bernard, CPA, CMA
Manager of Finance & Administration (Campus)

## CONSULTATION

This Report has been prepared in consultation with:

- Human Resource Services
- Legal Services

## OURWINNIPEG POLICY 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.

## 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.

## SUBMITTED BY

Department: City Clerk's Department
Division: Archives and Records Control Branch
Prepared by: Konrad Krahn
Date: August 15, 2023