Minutes – Executive Policy Committee – November 18, 2025

Report – Standing Policy Committee on Community Services – November 4, 2025

Item No. 2 Agreement between the Recreation Services Division (Community Services Department) and the Province of Manitoba for the Sharing of Personal Information

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Community Services and submitted the following to Council:

1. That an Information Sharing Agreement with the Province of Manitoba, Department of Families, for the exchange of Personal Information in order to determine a person's eligibility for the Recreation Services Fee Assistance Program be approved.

2. That the City enter into, execute, and deliver an Information Sharing Agreement with the Province of Manitoba, Department of Families 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 Administrative Officer to negotiate and approve the terms and conditions of the Information Sharing Agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor/Director of Legal Services to protect the interests of the City.

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

Report – Standing Policy Committee on Community Services – November 4, 2025

DECISION MAKING HISTORY:

Moved by Councillor Santos,

That the recommendation of the Standing Policy Committee on Community Services be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On November 4, 2025, the Standing Policy Committee on Community Services concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Agreement between the Recreation Services Division (Community Services Department) and the Province of Manitoba for the Sharing of Personal Information

Critical Path: Standing Policy Committee on Community Services – Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Larsen J. Sarna	C. Fernandes	N/A	J. Dunford

EXECUTIVE SUMMARY

The City can simplify how people apply to the Recreation Services Fee Assistance Program ("Program"). The recommended agreement between the Community Services Department and the Province of Manitoba will allow sharing of limited personal information. Information shared will confirm if a person is eligible for the Program.

The collection and sharing of information fall under *The Freedom of Information and Protection of Privacy Act* ("FIPPA"). The application form will include details on what information is shared. People can choose not to allow information sharing. The application process would be quicker, easier, and more convenient for citizens.

The City or the Province can cancel the agreement at any time.

This agreement is the same as the Transit Services agreement with the Province. This is a critical step in allowing a person to apply once to both City fee assistance programs.

RECOMMENDATIONS

1. That an Information Sharing Agreement with the Province of Manitoba, Department of Families, for the exchange of Personal Information in order to determine a person's eligibility for the Recreation Services Fee Assistance Program be approved.

2. That the City enter into, execute, and deliver an Information Sharing Agreement with the Province of Manitoba, Department of Families 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 Administrative Officer to negotiate and approve the terms and conditions of the Information Sharing Agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor/Director of Legal Services to protect the interests of the City.

4. 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 enter into an agreement with the Province of Manitoba.

IMPLICATIONS OF THE RECOMMENDATIONS

Entering into this agreement with the Province will facilitate the sharing of personal information between the Department of Families and the Recreation Services Division which will streamline the application process to the Recreation Services Fee Assistance Program to expedite and simplify the process for individuals.

This agreement will ensure Community Services has an identical arrangement to what Transit Services has with the Province. This is a critical step in allowing a citizen to apply once to both fee assistance programs. This also prepares the program for inclusion in a future citizen portal.

HISTORY/DISCUSSION

The Director of the Community Services Department has the authority to waive or reduce fees pursuant to the Council-approved Community Services Department's Recreation, Leisure and Library Fees and Charges Policy, which is exercised through the established Recreation Services Fee Assistance Program ("Program"). The Program provides eligible residents with discounted/waived facility and equipment access and leisure guide activity fees.

Current clients of the provincial Employment and Income Assistance (EIA) program are eligible for the Recreation Services Fee Assistance Program. The recommended Information Sharing Agreement will facilitate the electronic confirmation of an individual's eligibility, replacing a manual process with an automated system. The agreement creates efficiency for the exchange of personal information and improves the Program application process for all involved.

The agreement ensures sharing of personal information between the two parties conforms with all applicable privacy and other legislative requirements. It also sets out in writing the conditions and procedures for sharing information, and for its use, protection and disclosure.

Specifically, it addresses:

- The fields of data that will be shared
- Appropriate use of the information
- Confidentiality and protection of the information
- Appropriate disclosure of the information

- Retention and destruction terms
- The complaint process

The collection, use and safeguarding of the personal information collected is in accordance with the requirements outlined in *The Freedom of Information and Protection of Privacy Act (FIPPA).*

The agreement remains in place indefinitely until one party provides notice of the intent to terminate or in the event one party fails to comply with their obligations.

Transit Services completed a similar information sharing agreement with the Province in 2020. Completing an Information Sharing Agreement between the Community Services Department and the Province provides efficiency between the three parties to provide fee assistance support to eligible applicants in one intake.

There are no financial considerations for either party as part of this agreement.

FINANCIAL IMPACT

Financial Impact Statement **Date:** September 29, 2025

Project Name:

Agreement between Recreation Services Division (c/o City of Winnipeg) and the Province of Manitoba for the Sharing of Personal Information

COMMENTS:

There are no financial implications associated with the recommendations of this report.

The proposed agreement with the Province will facilitate the sharing of personal information between the Department of Families and the Recreation Services Division, which will streamline the application process to the Recreation Services Fee Assistance Program to expedite and simplify the process for individuals.

Ozzy Garrett, CPA CGA - September 29, 2025
Ozzy Garrett, CPA CGA
Manager of Finance
Community Services Department

CONSULTATION

This Report has been prepared in consultation with:

- Legal Services
- Access and Privacy Office

OURWINNIPEG POLICY ALIGNMENT

Goal 1: Leadership & Good Governance
- 1.7 Equitable Service Access
- 1.15 Community Capacity Development

Goal 3: Economic Prosperity
- 3.12 - Poverty Reductions
- 3.16 - Optimize Facility Access
- 3.19 - Community Capacity Development

Goal 4: Good Health and Well-Being
- Equitable Service Access

Goal 5: Social Equity
- 5.1 Equitable Service Access

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 was not applicable to this specific report.

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

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

10-year Objectives:
A. Residents have equitable access to City services in particular demographic groups who experience marginalization.
C. Use of City tools and resources are maximized to reduce systemic equities.

Action 6.4 City Managed Facilities - Community Group Use of Space:
Identify and communicate a transparent process for how community groups can access and use City facilities, with particular emphasis on removing red-tape and expediting access for community groups serving low-income and marginalized populations. This shall include on-line and accessible information and clear pathways for how to access low-cost leases (subject to property availability), rental fee waivers, and access to City facilities, particularly those in areas of higher poverty.

SUBMITTED BY

Department: Community Services Department
Division: Recreation Services Division
Prepared by: Jennefer Larsen, Jennifer Sarna
Date: September 29, 2025
File No: CMS-2025-20