Agenda – Executive Policy Committee – September 15, 2026

REPORTS

Item No. 8 2025 Annual Report of the City of Winnipeg Records Committee

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

That this report be received as information.

ADMINISTRATIVE REPORT

Title: 2025 Annual Report of the City of Winnipeg Records Committee

Critical Path: Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
K. Krahn	C. Gameiro	N/A	M. Pittet Acting

EXECUTIVE SUMMARY

This report summarizes the activities of the City of Winnipeg Records Committee for the past year. The Records Committee met two times in 2025. Its meetings focused on:

- records retention setting;
- policy development;
- the development of recordkeeping support for City Departments;
- information governance; and
- technological innovations with impacts on corporate recordkeeping practices.

RECOMMENDATIONS

That this report be received as information.

REASON FOR THE REPORT

Pursuant to Section 13(d) of Records Management By-law 123/2020, the Records Committee must report to Council annually.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no direct implications associated with receiving this report as information.

HISTORY/DISCUSSION

The role and mandate 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 role of the Records Committee is:

- To make recommendations to Council regarding the management, retention, safekeeping, disposition and destruction of records in all City departments; and

- 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 Archivist and Records Manager, 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 regularly to discuss matters regarding management and safekeeping of City records.

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 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.

In 2025, the Records Committee met two times. The Committee received updates on the City's transition to Microsoft Office 365 desktop and applications, efforts to update the City's records retention schedules, and growth of the City's archival collection. Under the direction of the Records Committee, the Information Governance subcommittee met throughout the year to advance enterprise information management. Working groups consisting of cross-departmental representatives continued to develop strategies and frameworks in key areas, such as data inventory, information standards, and data-driven local government.

FINANCIAL IMPACT

Financial Impact Statement Date: May 22, 2026

Project Name:
2025 Annual Report of the City of Winnipeg Records Committee

COMMENTS:

There are no financial implications associated with receiving this report as information.

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

CONSULTATION

This Report has been prepared in consultation with:

N/A

OURWINNIPEG POLICY ALIGNMENT

Goal: Leadership and Good Governance
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.

Goal: Economic Prosperity
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.

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 20, 2026