2004 Annual Report

Winnipeg
City Clerk's Department



Red Cross Nurse distributes free cigarettes to flood workers. 1950.

Terms of Reference

The Records Committee is created under Section 110 of The City of Winnipeg Charter to

> *"make recommendations to council, and implement policies and procedures approved by council, for the management, retention, safekeeping and destruction of records."*

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

Records Committee Members

Chair:

- Gerry Berkowski,
  City Records Manager/Archivist

Departmental Representatives:

- Richard Kachur, City Clerk,
  City Clerk's Department
- Doug Buhr, Solicitor,
  Legal Services Division, Designate,
  Corporate Services Department
- Carrie Erickson, Manager,
  Corporate Finance and Administration, Designate,
  Corporate Finance Department
- Donna Woytowich,
  Administrative Coordinator, Designate,
  Audit Department

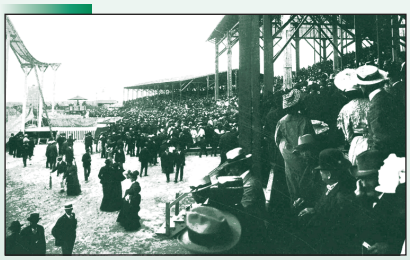
Citizen Representatives:

- Dr. DeLloyd Guth
- Dr. Tom Nesmith

2004 report

From The City of Winnipeg Records Committee

2004 Summary



Grand Stands, Exhibition Grounds. 1903.

Over the last several years the Archives and Records Control Branch has focused on building a strong policy and legislative recordkeeping framework. With the passage of Records Management By-law No. 166/2003, the Branch shifted attention in 2004 to the enhancement of archival and records management services.

Providing more effective public service to citizens was a priority for the Branch throughout the year. The Archives undertook many initiatives to make the archival resources of the City of Winnipeg available to its citizens and others who wish to consult the public record. Key projects include arrangement, description and preservation of the City's photographic collection; conservation of Fire Insurance Plans; flattening and rehousing Council Communications; content development for the Archives' first web exhibit which is to be launched in early 2005. Archives staff also assessed internal physical access processes and made several changes to improve access, security, and on-site customer service at 380 William Avenue. These efforts will benefit the increasing number of people who contact and visit the Archives to consult public records for academic, environmental, business, legal and personal research.

Archives Public Service Statistics 2002 - 2004

Year	Research Visits in Person	Mail & Phone Inquiries	Departmental File Retrievals (City Departments)
2002	812	373	Not available
2003	784	494	313
2004	542	609	659

The City responds to tens of thousands of public service requests each year. Most of these are answered in person at civic offices or over the phone. A smaller portion of requests are filed under the Freedom of Information and Protection of Privacy Act (FIPPA). The Records Committee applauds the City's efforts to encourage access to information in the most open manner possible, while protecting privacy within the spirit and content of the *Act*. The Committee commends City Departmental Access Co-coordinators for their efforts in delivering FIPPA access services.

FIPPA Requests and Appeals to Ombudsman Statistics 2002 - 2004

- Total Requests - 315

Requests Granted in Full 100
Requests Granted in Part 82
Requests Denied 67
Requests Denied - No Records.....24
Requests Withdrawn 6
Requests with Responses Pending or unavailable.....36
Appeals to Ombudsman under FIPPA.....22
Appeals to Ombudsman under PHIA 3



Osborne Stadium looking east to the Legislative Building. ca. 1955.

Attendance in FIPPA/PHIA Training Sessions by City Staff Department

Department	2002	2003	2004
CAO Secretariat	3	3	-
City Clerk's	8	-	4
Chief Financial Officer	1	-	-
Community Services	10	12	26
Corporate Finance	3	-	5
Corporate Information Technology	21	-	5
Corporate Services	17	3	12
Fire Paramedic Service	-	-	2
Planning, Property & Development	7	-	12
Property Assessment	9	3	1
Public Works	9	1	2
Transit	4	-	7
Water & Waste	32	7	18
Winnipeg Police Service	45	8	67
TOTALS	**169**	**37**	**171**



Winnipeg Auditorium converted to giant Red Cross Centre. 1950.

Attendance in FIPPA/PHIA Training Sessions by City Staff Department, Cont'd

Records management services continue to focus attention on educating City of Winnipeg staff in best practices by providing advice to City Departments, by coordinating and delivering training, and by addressing the need for succession planning through such initiatives as the CUPE/CITY joint initiative.

A major problem for departments this year has been a lack of space for records. City Archives & Records Control asked departments to withhold all transfers until a study with recommendations could be prepared to identify a solution. A Space Planning Study, prepared in 2004, will be presented to EPC and Council in early 2005. Implementation of the recommendations will be a major part of the work in the Records Management area in 2005.

With the gradual move towards e-government and reliance on an electronic work environment, the City of Winnipeg needs to have its own electronic records strategy. A draft document was prepared in 2004, and the Archives participated in an interdepartmental committee that examined opportunities for applying electronic document and records management software in the office environment. This work will continue in 2005. A key objective is the development of a Request for Proposals for vendors to provide Electronic Records and Document Management software. It is expected to lead the way to a citywide standard and be the first step towards providing the infrastructure that is needed for reliable electronic recordkeeping.



Interior, Curling Arena. ca. 1910.

2004 Highlights

Completed a Corporate Records Storage Strategy to address the need to identify a location for storing inactive records for the City. The Report specifies costs, benefits, and options for the problem of lack of storage space. Recommendations will be forwarded to Executive Policy Committee and Council for consideration.

Participated in an interdepartmental working group to assess requirements and consider solutions for electronic recordkeeping. The working group, consisting of representatives of City Clerk's, Planning, Property and Development, Water and Waste, and Public Works Departments, did the ground work necessary to develop a framework for Request for Proposals and pilot projects scheduled for 2005.

Developed content for Pathways to Winnipeg History, the City's first exhibit available online. The exhibit is scheduled to go live early in 2005 and is intended to publicize the City Archives as a resource for researchers. The exhibit includes a component for school teachers.

2004 Highlights, Cont'd

Received a grant of $4760 from the Canadian Council of Archives to appraise, rehouse, arrange and describe Council Communications, 1874-1971. Council Communications constitutes the earliest and most complete series of records created/received by the City of Winnipeg through the office of the City Clerk. The series dates from 1874 to 1971 – when the City of Winnipeg amalgamated with surrounding municipalities to form Unicity. The series is comprised of letters, reports, petitions, maps and plans received from citizens, citizen groups, consultants, lawyers, etc., lobbying for the creation or extension of services, or for consideration of issues relating to the physical and social development of the City of Winnipeg. Items in this series speak to the City's need for basic services, for a secure and clean water supply, disease control, improvements to streets and sidewalks, the built environment, public transportation and other developmental issues. In conjunction with Council and Committee minutes and City of Winnipeg by-laws, these records document administrative processes as they developed over the years, and show how issues were first raised by citizens, received by Council, studied at committee and resolved through the preparation of by-laws, the emergence of inspection regimes, and through new services developed and delivered by an expanding civic administration. As well, the series captures Winnipeg's response to emergent trends like the parks and playgrounds movement of the early 1900's; growing awareness of links between water quality/distribution methods and the spread of diseases like typhoid and influenza; tension between established politics and conflicting ideologies; urban growth and development; local implementation of federal initiatives; the development and application of standards, testing and inspection processes in a variety of areas; urban policing; and the interaction between citizens and their elected representatives.

Partnered with Public Works and Property, Planning and Development for a placement of two Records and Information Management Coordinator Trainees. These are Career Development Placement Opportunities funded by the CUPE/CITY Joint Committee Education, Training and Staff Development Initiative. The trainees will work for a period of four months with Records Managers in each Department. The objective of the placement is to provide an opportunity for students in the RIM Beyond 2000 initiative to apply their training in real working situations in City Departments.



Shanties after Blizzard. 1901.

2004 Service Delivery Statistics

- 659 file retrieval requests for records from City departments
- 542 in-person research visits to the Archives
- 609 mail and phone inquiries
- 8 public speaking engagements related to City Archives and Records Control programs
- 7 tours for schools, university students, and other organizations
- 157 City employees attended 6 *Freedom of Information and Protection of Privacy Act* and *Personal Health Information Act* training sessions
- 36 City employees attended 3 training sessions for Records and Information Management
- 23 enrolled in courses funded through the CUPE/City Joint Committee Education, Training, and Staff Development Initiative RIM Beyond 2000 program including:

  9 students completed a Letter of Accomplishment in Records and Information Management, offered by the University of Manitoba Continuing Education, and 4 students are currently enrolled in the University of Manitoba Continuing Education Certificate of Applied Management, with a Specialization in Records and Information Management Program.

City of Winnipeg Archives...Since 1874



Carnegie Public Library. ca 1908.

The City of Winnipeg Archives was born on February 9, 1874 when Council instructed A. M. Brown (named City Clerk earlier that day) to "obtain a cupboard to contain the Corporation papers." The following year Council authorized the Clerk to "get two or more tin or steel iron boxes to hold papers and documents for the year 1874." Since that time the 'Corporation papers' have grown into a collection of nearly 20,000 linear feet of records housed in the City's Archives in the former Carnegie Library building at 380 William Avenue.



Oxen outside Birds Hill Sandstone Co. ca. 1900.

2004 Donations from Friends of the Archives

- 18 mounted and unmounted photographs relating to the career of D. D. Wood, local businessman and former alderman for the City of Winnipeg. Views include portraits of D. D. Wood, his home, and his coal and coke yard on Arlington Street between 1900 and 1911 – an important period of growth in Winnipeg's downtown and warehouse district. Of special note is a photograph showing construction of the J. Maw Garage on Bannatyne Avenue near Market Square. There are also a number of interior shots of building trade workers and an early curling rink. These images are a welcome addition to the Archives' photograph collection, which focuses primarily on the built environment and business and commerce in Winnipeg. Gift of Jim Cushnie, who received them from a descendant of D. D. Wood during the course of his research on the Arlington Street site.

- Photograph album of 24 leaves. Family history has it that the album was shared by Arthur and Fred C. Landen of Hull, England. In 1901, Arthur gave the album to Fred to take to Canada. He brought it back to Hull to show his fiancé, complete with photographs of Winnipeg. Fred Landen returned to Winnipeg with his bride, where they lived for the rest of their lives.

  The album holds black and white photographs taken by Arthur Landen, Hon. Lieutenant and Quartermaster in the 1st Battalion, Northumberland Fusiliers, while he was stationed in Africa, Egypt, Spain and Gibraltar between 1887 and 1901. Photographs of Winnipeg taken by Fred Landen in 1901 include a variety of views of Winnipeg homes and commercial buildings and many scenes of horse-drawn vehicles such as streetcars, grocery and ice wagons. Gift of Phyllis Holland, Fred Landen's daughter.

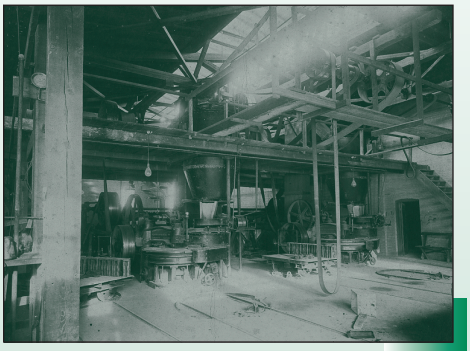
Other Donations

- 2 black and white photographs of Winnipeg homes circa 1913.
- 97 color slides taken from the top of the Toronto Dominion Centre at 201 Portage Avenue, when the building was near completion, circa 1990.
- One photograph of the Central Church Choir, Winnipeg, September 1927. Members of the choir are identified.
- 4 boxes of textual records, photographs, blueprints and videos related to Seven Oaks Museum, West Kildonan and the former McGowan House property (now McGowan Park).

The Archives thanks all those who contributed to the growth of the City's archival holdings with their generous gifts this year. Gifts and donations are welcomed. Donations may be eligible for tax receipts. Contact Jody Baltessen, Senior Archivist at 986-7904 for more information.

2005 Objectives

- Implementing recommendations contained in the report in the Corporate Records Storage Planning Study.
- Pursuing recommendations contained in the report on City of Winnipeg Museums.
- Commencing an electronic Document/Records Management Pilot project with Public Works, Planning, Property & Development and Water & Waste Departments.
- Hosting Centennial Celebrations to commemorate the opening of the Carnegie Library Building at 380 William Avenue.



Interior of plant showing machinery and staircase. ca. 1910.

Sketch of the City of Winnipeg, Manitoba. 1874.



Acknowledgements

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

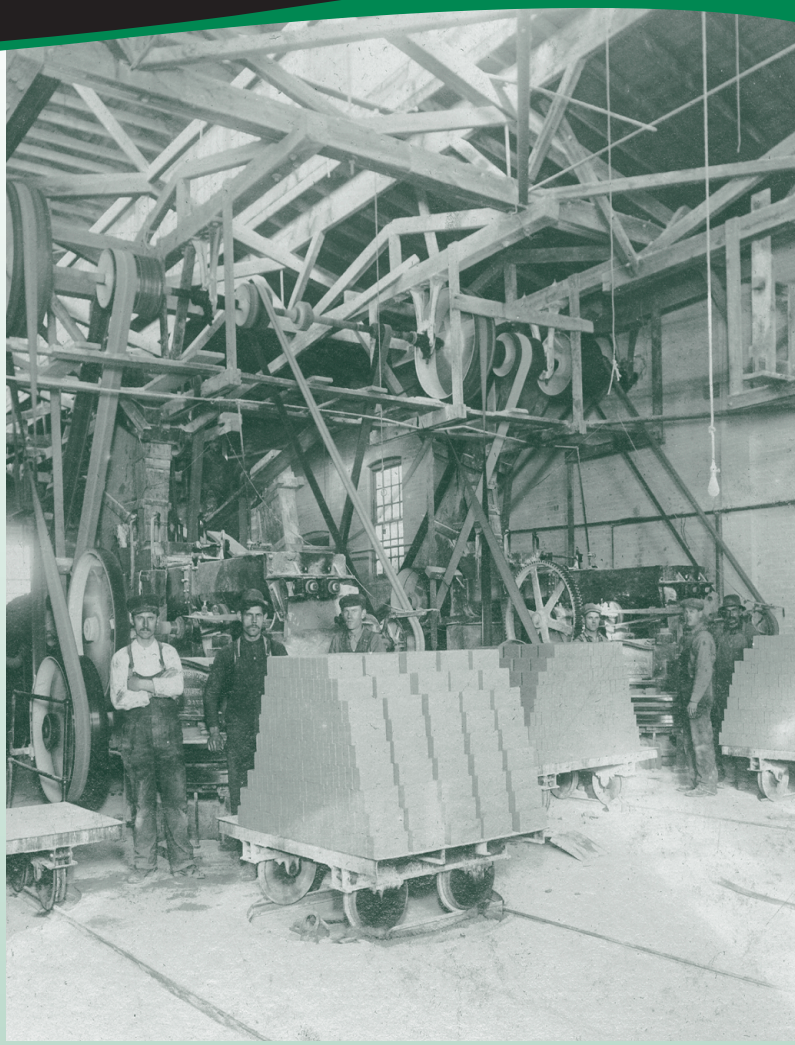
The staff at the Archives and Records Control Branch for their efforts and achievements in 2004.

Corporate Education for administrative support and resources for all training initiatives.

The Province of Manitoba for *Freedom of Information and Protection of Privacy Act* and *Personal Health Information Act* training.

The Manitoba Archives Conservation staff for assistance with the Fire Insurance Plans Project.

Every City of Winnipeg Records Manager and *Freedom of Information and Protection of Privacy Act* contact for delivering records management and access to information and protection of privacy services.



Interior of plant showing completed bricks in foreground. ca. 1910.

Construction site, J.Maw Garage, Bannatyne Avenue. 1907.



FIPPA CONTACTS

Donna Woytowich	Audit
Pamela Langstaff	CAO Secretariat
Danielle Caron	City Clerk's
Kathy Knudsen	Community Services
David Laird	Corporate Services
Bob MacCallum	EPC Secretariat
Michelle Weimer	Fire Paramedic Service
Ryan Craig	Mayor's Office
Brenda Ford	Planning, Property & Development
Nelson Karpa	Property Assessment
Ron Steinke	Public Works
Paul Olafson	Transit
Shirley Teranishi	Water & Waste
Norma Danylyshen	Winnipeg Police Service

Records Forum

The Records Forum is an *ad hoc* group of departmental representatives with designated responsibilities for records management. The Records Forum met three times in 2004 to discuss records management issues. Participants in the Forum are:

- Cynthia Kent, City Clerk's
- James Allum, CAO Secretariat
- Don Kroeker, City Clerk's
- Norma Danylyshen, Winnipeg Police Service
- Brenda Ford, Planning, Property and Development
- Joe Kulyk, Community Services
- Ron Steinke, Public Works
- Faye Schmidt, Water and Waste



Grocer's Sleigh. 1901.

City of Winnipeg Archives and Records Control Branch Staff

- Gerry Berkowski, City Records Manager/Archivist
- Cynthia Kent, Senior Records Manager
- Don Kroeker, Records Manager
- Jody Baltessen, Senior Archivist
- Martin Comeau, Archivist
- Jeanne Gobeil, Senior Clerk
- Sallie Caufield, Clerk
- Greg Taylor, Clerk
- Evelyn West, Clerk

Dog Sleigh. 1901.



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